



## Board of Trustees

January 26<sup>th</sup>, 2024 | 11:00 a.m.

*Saranac Lake Campus (HH-105) & Zoom access by request.*

- I. Call to Order
- II. Approval of November 17<sup>th</sup>, 2023 Board Meeting Minutes
- III. Liaison Reports
  - a. College Senate
  - b. NCCC Association of Professionals (NCCCAP)
  - c. Civil Service Employee Association (CSEA)
- IV. College Reports
  - a. NCCC Board of Trustees, Chair
  - b. Interim Vice President for Academic Affairs
    - i. Resolution | Micro-credential Policy
    - ii. Resolution | AAS Nursing - Admission Requirements
  - c. Vice President for Marketing and Enrollment Management
  - d. Interim Chief Financial Officer
  - e. College President
    - i. Resolution | Title IX Informal Resolution Policy
- V. Representative Reports
  - a. NCCC Association
  - b. NCCC Foundation
- VI. Old Business
- VII. New Business
- VIII. Public Comment
- IX. Executive Session
- X. 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 17<sup>th</sup>, 2023 | 11:00am

Hybrid Meeting: HH-105 & Zoom

Board Members Present: Pete Suttmeier, Todd LaPage, Donna Wadsworth, Seth McGowan, Linda Beers, Abby Martelle

Excused: Mary Irene Lee and Dan Kelleher

Others Present: Joe Keegan, Stacie Hurwitch, Tara Evans, Erik Harvey, Kyle Johnston, Erin Walkow, Chris Knight, Lee Susice, Allison Warner. Members of the College community joined as well.

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Board Chair, Pete Suttmeier called the meeting to order at 11:00 a.m.

### Oath of Office

Linda Beers was sworn in as a NCCC Board of Trustee member:

- This is an Essex County appointment, filling the vacancy after Steve Reed's completed term.
- Brian Pelkey served as notary for Linda Beers' signature.
- Linda introduced herself to the Board, and members of the college. She was warmly welcomed by all.

Abby Martelle was sworn in as a NCCC Board of Trustee member:

- This is a NCCC student appointment, filling the vacancy after Sam Weeks' completed term.
- Brian Pelkey served as notary for Abby Martelle's signature.
- Abby introduced herself to the Board, and members of the college. She was warmly welcomed by all.

### Minutes

- Seth McGowan made the motion to accept the August 25<sup>th</sup>, 2023, meeting minutes. Todd LaPage seconded the motion. The August 25<sup>th</sup>, 2023, meeting minutes were unanimously approved (6-0-0).

### College Senate

Allison Warner reported:

- Colleagues are working on new student registration efforts and guiding them to complete their required forms to show they are committed to the college and their studies.
- While narrow, the Senate voted in support of the proposed 2% Tuition increase for the 2024-2025 Academic Year.
- Allison highlighted the importance of communication with the Admissions team and how changes could affect our future enrollment.
- Funds are continuing to be built to help fill gaps for students; these gaps are geared towards emergency and textbook funds.
- Requested that the Board continues to attend future Senate meetings. Noting that their time and support is valued.

#### NCCCAP

Lee Susice reported:

- Members of NCCCAP are optimistic about upcoming proposed policies shared by the Administration.
- Looking forward to continuing work with the Administration on the proposals of the Remote Work Policy and Early Retirement Proposal.
- Members of the Board discussed potential factors for the uptick of seeing students needing additional learning support this semester. Sarah Maroun shared that this is an ongoing discussion at faculty meetings on meeting the needs of our learners. She noted that the end of semester faculty meetings focusing on student engagement and success.

#### CSEA

No report.

#### Board Chair Report

Pete Suttmeier shared:

- Condolences on behalf of the board to the family and colleagues regarding the passing of Richard Davenport. He was a beloved and memorable instructor.
- Pete stated that he regularly emails both Joe and Sarah on points of the college and then shares them with the rest of the board.
- Recent NYCCT conference focused on Enrollment, Reimagining Community Colleges, Workforce, and Innovation. He shared he, Linda Beers, and Joe attended.
- The board briefly discussed the importance of members attending the monthly College Senate meetings. Allison noted that she will share all the agenda and documents in advance of each meeting.

### Interim Vice President for Academic Affairs

Sarah Maroun reported:

- Students are starting to enroll into the nursing expansion program slated to launch Spring 2024. The program was geared, in part, for currently working LPNs. Students will attend the lecture portion of their courses online, with clinicals in person across all three campuses.
  - She shared there has been a lot of interest with this expansion program and to date 27 prospective students have enrolled.
- Sarah shared with the Board the incredible loss of beloved instructor Richard Davenport.
  - The Board commended the faculty and staff for their hard work and dedication to take on the additional duties and support of our students and colleagues.
  - Currently there is no replacement for Rich's position, however the search is underway.
- Members of the board discussed the comparison of salary with nursing instructors and the bigger issue of it across the state. A differential pay scale was agreed with NCCCAP to bring in nursing faculty based on previous failed searches due to non-competitive salary.

### Vice President for Marketing and Enrollment Management

Kyle Johnston reported:

- *Scholarships for Everyone* returns for another round for Spring 2024. It will follow the same guidelines as the campaign that ran for Fall 2023.
  - An estimate of 3,700 people will receive a *Scholarship for Everyone* mailer which is targeted towards veterans, adult learners, and pipeline students.
- The *Transfer Programs Campaign* began this week; focus will be on any A.A. or A.S. degree programs.
- The *Spring 2024 Campaign* push will begin on December 15<sup>th</sup> and continue through the start of the Spring 2024 semester.
- Strategic Enrollment Management (SEM) grant monies are still available and will continue to be used in the College's marketing efforts.
- Recruiting travel has begun wrapping up for the Enrollment Team. Collectively the reports are potential students were better engaged this round, with more discussion and interest.
- The applications numbers are looking positive for Spring and Fall 2024. Data will be shared with the college community as soon as it becomes available.
- Members of the Board discussed what potential there is for community colleges going to high school graduating classes or a relatable campaign. Kyle shared his experience with this topic and how it applies to our NCCC region.
- Members of the Board discussed marketing goals as they were shared by Kyle. They commented on the continued endeavor of attracting students with potentially offering new academics.

### Interim CFO:

Erik Harvey:

- Commented that he would let his written report stand.
- He shared that the August 2023 and end of 2022-2023 financials will be presented in January 2024.
- Erik discussed the proposed 2024-2025 Tuition and Fee Schedule as was shared in the report. He explained the process of bringing it through shared governance before presenting the final proposal to the Board. He highlighted the comparison of tuition rates, with tech fee, between NCCC and the NYS CC Average.
  - Shared that President Keegan spoke to the Student Government Association, and they shared their understanding for the proposed increase of 2%.
  - Though the vote in support was narrow, and split in some, the following groups were approached for review:
    - Administration Team
    - President's Council
    - Long Range and Strategic Planning Group
    - Senate
  - As the VP of Marketing and Enrollment, Kyle Johnston was invited to share his thoughts with the Board on the proposed increase.
  - Members of the board discussed the proposed increase, and its overall comparison to other schools of similar size.
  - Student Trustee, Abby Martelle shared appreciation of Joe's attendance at the recent Student Government meeting, noting the students' support of the proposed increase of 2%.

*Board moved to approve the following resolutions:*

Seth McGowan made a motion to the floor that the North Country Community College Board of Trustees hereby approves the proposed 2024-2025 Tuition and Fees it was presented. Todd LaPage seconded the motion. The motion was unanimously approved (6-0-0).

Seth McGowan made a motion to the floor that the North Country Community College Board of Trustees hereby approves the September 2023 financials as they were presented in the packet. Todd LaPage seconded the motion. The motion was unanimously approved (6-0-0).

### Associate Vice President of Student Affairs

Joe reported in Kim Irland's absence:

- Kim has announced she will be leaving her position in December to explore new opportunities with

SUNY Plattsburgh. Joe highlighted that Kim has been an incredible person as well as an asset to the college.

- Pete welcomed Kim Duffey to speak on behalf of the business department, community relations, and the upcoming advisory board.

President:

Joe Keegan reported:

- Extended thanks to members of the Board for their unwavering support of the College.
- Welcomes new trustees Linda Beers and Abby Martelle.
- Expressed gratitude to the Board for decision of formal recognition to the nursing faculty considering Richard's unexpected passing.
- Joe welcomed Scott Harwood to share data on the Spring 2024 enrollment numbers to date. A press release from the Governor's office highlighted the positive increase in enrollment throughout the SUNY system.
- Joe continued the ongoing discussion of funding advocacy across the SUNY community colleges. There is a continued fight to keep the floor.
  - He shared the State continues to disregard its funding responsibility and statutory obligations of 1/3<sup>rd</sup> contribution.
  - He highlighted the importance of maintaining an affordable price to attend Community Colleges (CC).
  - The funding ask is to level the playing field so students of CC can have a similar experience to their 4-year counterparts. Behind this is the CC president's proposal of what can be done if granted the funding needed. Over the next several months this advocacy will be strengthened to speak as one voice for equity and reliable funding for the CC system.
- Joe updated the Board on the ongoing construction project on the Saranac Lake Campus.
  - Contractors are largely anticipated to finish up next month.
  - Nursing SIM people are on site and will be an asset to the student learning experience.
- Tara Evans presented an updated Sexual Harassment Policy and shared with the Board the requirement to review it on an annual basis. This year New York State has increased a mandate to the language in the policy. She shared it was reviewed by the College's attorney and moved through the shared governance process. She noted all employees of the college must go through training on sexual harassment prevention.

*Board moved to approve the following resolutions:*

Todd LaPage made a motion to the floor that the North Country Community College Board of Trustees

hereby approves the revised Sexual Harassment Prevention Policy. Linda Beers seconded the motion. The motion was unanimously approved (6-0-0).

NCCC Association:

No report.

NCCC Foundation:

Erin Walkow reported:

- On November 14<sup>th</sup>, 2023, the sale of Colony Court was finalized. The proceeds from the sale will be leveraged with a match by the State of New York earmarked for capital projects.
- Soliciting for renewed support for the *Opportunity Scholarship* has begun for the 2024-2025 academic year. The successful support from last year yielded \$45,000.
- Erin shared recent generous gifted donations to the Foundation from the Lake Placid Education Foundation, Cray Foundation, and an anonymous personal gift in memory of Barbara Rexillius.
- Wal-Mart Malone and Wal-Mart Ticonderoga gave first time gifts to support students at those campuses.
- The year end annual appeal has been mailed to donors of the last three years, as well as some high-level targeted individuals, such as board members from the Adirondack Foundation, Adirondack Health, and Alice Hyde Medical Center. Last year, the appeal brought in approximately \$15,000.

Old Business

None

New Business

- Board member, Seth McGowan, shared his knowledge on the upcoming 2024 Eclipse event. He generously offered the potential involvement and presentation to the college staff and our students. Members spoke in interest of this upcoming April event.

Public Comment

- Kim Duffey thanked members of the College community for their generous contributions to the 10<sup>th</sup> Mountain Division - Veterans Day donation drive. In addition to items donated, over \$560 was raised and was gifted to Homeward Bound. Collected items will be sent this week to the division where they are deployed overseas.

Executive Session

Seth McGowan made the motion to enter Executive Session at 12:45 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. Todd LaPage seconded the motion. The motion was passed unanimously (6-0-0). Joe Keegan was invited to attend the meeting at 12:45 p.m.

Adjourn

Seth McGowan made a motion to adjourn the meeting. Todd LaPage seconded the motion. The motion was approved unanimously (6-0-0). The Board meeting was adjourned at 1:15 p.m.

Respectfully Submitted,



Stacie G. Hurwitch

Assistant Secretary, NCCC Board of Trustees

Date: January 26<sup>th</sup>, 2024

Resolution #: 2023-2024 | **XX**

Motion:

Seconded:

Action: Pending (x-x-x)

Witness: Stacie G. Hurwitch, Asst. Secretary to the NCCC Board of Trustees





**Interim VPAA Report to the BOT  
January 26, 2024**

Please find the following report from the Academic Area.

**Academic Planning, Programs and Policies:**

**Spring 2024:**

The Spring 2024 semester is underway with almost all classes beginning on January 22<sup>nd</sup>. We did see an earlier start to the semester for the new AAS Nursing Program expansion, which began with NUR 200 on January 9<sup>th</sup>. This is a condensed course to help prepare incoming LPNs for completion of the AAS Nursing program. The program is a hybrid format with lectures delivered remotely in the evening and clinical rotations on the weekends. Twenty-nine students are enrolled in the program. Funding from a SUNY High Needs grant helped support the launch of the program.

**Summer 2024 Schedule:**

The Summer 2024 schedule is almost complete. The schedule will be ready for registration in early February.

**Second Chance Pell:**

The College has received approval to continue with the Second Chance Pell Experiment program for the next two and half years. With the recent approval of Pell funding for incarcerated individuals (one of the outcomes of the Second Chance Pell Experiment), we will be discussing the possibility of transitioning to a Prison Education Program, which has more permanence than the current Second Chance Pell Experiment program. This change will require North Country to work with SUNY and Middle States to update the program's status.

**Artificial Intelligence Presentation:** As part of the faculty return week, we hosted a speaker to present a workshop on artificial intelligence, its use in the classroom, and implications for student use. This was a helpful introduction to rapidly changing technology. Faculty shared some innovative uses they have implemented in the classroom. We also discussed implications for academic integrity issues and potential security/identity concerns.

**Microcredential Policy:** The College Senate approved a new Microcredential Policy that aligns with SUNY's Microcredential Policy. These may be groups of credit or non-credit courses that provide discreet skill sets related to workforce needs in the region. The Senate also approved the first microcredentials: Direct Support Professional I, Direct Support Professional II, Direct Support Professional III. These microcredentials range between 6 and 9 credits, and align with three levels of national certification through the National Association of Direct Support Professionals.

**Joint Admissions Agreement with SUNY Plattsburgh:** NCCC has had a joint admissions program with both SUNY Plattsburgh and SUNY Potsdam for a number of years. In October, SUNY Plattsburgh indicated an interest in revisiting the agreement to strengthen the academic program alignments and market the joint admissions option. Plans include events to connect faculty in relevant departments at both schools as well as host promotional events this spring and next fall.

Respectfully submitted,

Sarah Maroun  
Interim Vice President for Academic Affairs

**NORTH COUNTRY COMMUNITY COLLEGE  
RESOLUTION**

WHEREAS SUNY has passed a Microcredential Policy and supported colleges in developing local microcredential policies, and

WHEREAS input from academic departments initiated the development of NCCC's Microcredential Policy, and

WHEREAS the Curriculum Committee and College Senate approved NCCC's Microcredential Policy, and

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

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees approves NCCC's Microcredential Policy.

2023-24 | #

MOTION:

SECOND:

ACTION:

CC approved: 4.7.2022

Senate approved: 4.8.2022

BOT approved:

Revised VPAA: Im:

Effective Date:



SARANAC LAKE | MALONE | TICONDEROGA

## NCCC MICROCREDENTIAL POLICY

### Fall 2023

#### OVERVIEW

Over the past few years, colleges and universities across the country expanded offerings to include credentials outside of degree and certificate programs that focus on discreet skill sets and focus areas within varying disciplines. SUNY has termed these credentials as microcredentials. According to the SUNY definition, microcredentials are *compact credentials that complement but differ from certificate and degree programs in that they are smaller and more focused, designed to provide immediate workforce ready skills, knowledge, and experiences, and wherever possible, to also serve as a pathway to an initial or advanced degree (stackable).*

Across the SUNY system, there are now over 500 microcredentials offered at university centers, comprehensive colleges, and community colleges. These microcredentials include credit, non-credit, and a combination of credit/non-credit offerings to serve regional and disciplinary needs. The focus areas vary widely with topics such as Fundraising for Non-Profits, Tableau Basics, Adobe Photoshop, and Improvement Science Leadership. In some cases, microcredentials include groups of three or four credit-bearing courses and in others, they include industry-recognized credentials.

This policy provides guidance and processes for North Country CC to implement microcredentials that may provide pathways for career and college success for individuals in our region. In keeping with North Country's mission to serve local communities, microcredentials should align with employment needs in the region as well as degree and certificate programs offered by the College. Additionally, [SUNY's Microcredential Policy \(2018\)](#) shall serve as the foundational guidance for NCCC's policies and procedures.

#### I. Types of Microcredentials

- A. Credit-Bearing:** These credentials include traditional academic credit and may combine current course offerings into a focused credential. These may range from 6-12 credits (generally). **Examples:** 1) A Child Development Associate microcredential that would include three courses (9 credits) combined with experiential learning in a daycare setting and creation of a portfolio to apply for the industry-recognized certificate; 2) A business-related microcredential that incorporates 2-3 Business classes related to small business management or marketing/advertising.
- B. Non-Credit Bearing:** These credentials include specific competencies and skills where mastery can be assessed. They may or may not include industry-recognized credentials. **Examples:** 1) A software engineering boot camp micro credential that qualifies graduates for employment in the industry; 2) A graphics-related microcredential that might include

Adobe/InDesign or other discreet skill sets and embeds preparation for the Adobe certification exam.

## **II. Principles and Guidelines**

- A.** Following the College's mission of access, anyone eligible to take credit courses or non-credit programs would also be eligible to enroll in a microcredential program.
- B.** Microcredential competencies will be awarded upon successful completion of all requirements.
- C.** Microcredentials should clearly identify credit-bearing courses/pathways or industry/employment needs that align with the credential.
- D.** Credit-bearing and non-credit microcredentials should include learning outcomes with associated assessments and evidence for mastery of knowledge and skills through reliable assessments.
- E.** Credit-bearing microcredentials would follow the same academic standards for completion (i.e., same grade scale).
- F.** Microcredentials proposals should identify labor market data and other evidence to support the intended workforce or industry needs.
- G.** Proposals should identify applicable funding opportunities and the sustainability of offering the microcredential.
- H.** Naming conventions may not resemble certificate or degree program names that have been approved by NYSED
- I.** Microcredentials are covered under SUNY's Seamless Transfer policy. For transfer outside of SUNY, courses in credit microcredentials will be considered according to the receiving institutions' transfer policies.
- J.** Coursework within the Microcredential must have a cumulative GPA of at least 2.0 unless otherwise specified.
- K.** Grandfather Policy: No course may be applied to a Microcredential that was completed more than three years prior to the student's microcredential application. Departments may determine any length requirement under three years as specific disciplines deem necessary.

## **III. Approval Process**

- A.** Microcredentials may be proposed from within an applicable academic department or from another area of the College. All proposals will move through NCCC's shared governance process including review by the appropriate academic department(s), the Curriculum Committee, College Senate, Vice President for Academic Affairs, College President, and Board of Trustees.
- B.** Proposals may include credit and non-credit offerings. Non-credit offerings must align with a credit-bearing pathway or a recognized industry credential.
- C.** Proposals must use the associated curriculum forms to initiate the shared governance approval process through Curriculum Committee and Senate.
- D.** Proposals should consider and identify needed resources to offer courses and trainings.

- E. Proposals should consider student success support needed to assure retention and completion.
- F. Departments recommending non-credit proposals should work with the Vice President for Academic Affairs to develop a cost-structure. It is recommended that this be done prior to submission to the Curriculum Committee cost could determine feasibility of offering the microcredential.

**Relevant Excerpts from SUNY Microcredential Policy:**

***GUIDING PRINCIPLES FOR DEVELOPING SUNY MICROCREDENTIALS***

*SUNY campuses consider guiding principles of microcredential development in building their local programs, principles that underscore SUNY's microcredential definition and its commitment to quality. This list of principles was included in the original SUNY Microcredentialing Task Force report:*

- *Academic quality is paramount for microcredentials, and faculty governance participation is required.*
- *Microcredentials are initiated locally, developed, and approved according to local campus policies and procedures, consistent with campus mission and strategic goals.*
- *Microcredentials designed to meet market needs should be informed by current data from appropriate markets and align with relevant industry/sector/professional standards.*
- *Microcredentials provide opportunities for industry/education connections and partnerships.*
- *Microcredentials are inherently more flexible and innovative.*
- *Microcredentials should be portable.*
- *Microcredentials should be stackable.*
- *Online, face-to-face, onsite or a hybrid combination.*
- *Microcredentials can be for credit, non-credit, or non-credit to credit.*

**NORTH COUNTRY COMMUNITY COLLEGE  
RESOLUTION**

WHEREAS the Nursing Department revised the Practical and AAS Nursing curricula, and

WHEREAS the Curriculum Committee, College Senate, SUNY, and NYSED approved those changes, and

WHEREAS the curricular changes require adjustments in the admissions requirements to the AAS Nursing Program, and

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

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees approves the changes to the admissions requirements for the AAS Nursing Program.

2023-24 | #

MOTION:

SECOND:

ACTION:

DATE:

CC approved: 4.7.2022

Senate approved: 4.8.2022

BOT approved:

Revised VPAA: Im:

Effective Date:

## AAS: NURSING (ADN/RN) – ADMISSIONS REQUIREMENT PROPOSAL

# CURRENT POLICY:

### ADMISSION TO ASSOCIATE DEGREE NURSING PROGRAM (RN)

Students wishing to enter the AAS: Nursing (RN) program must complete an application by May 1st for the following Fall semester admission.

#### Students are expected to meet the following admission requirements prior to enrollment:

1. Successful completion of an accredited PN program.
2. Successfully completed the following courses (or transfer equivalent), and have a cumulative CORE GPA of 2.5 or higher:
  - BIO 109 Human Biology
  - BIO 201 Microbiology
  - NUR 101 Nursing I
  - NUR 102 Introduction to Pharmacology
  - NUR 108 Pharmacology II
  - NUR 104 Nursing II
  - ENG 101 English Composition I
  - PSY 101 Introductory Psychology
  - PSY 202 Developmental Psychology
3. Complete a PN-to-RN Nursing Transition Exam. *There may be a charge for this exam.*
4. Hold a valid CPR (AHA or RC) card for infant, child, and adult. The date of certification must be the summer prior to the Fall admission.
5. Be in good academic standing from previous institution.

The following criteria are used to determine admission to the program:

- Successful completion of a State-approved practical nursing program. Completion of the practical nursing course of study DOES NOT ASSURE admission into the AAS: Nursing (RN) Program. Applicants are ranked for admissions based upon the CORE GPA as it is mentioned above.
- Recent graduates of NCCC's Certificate of Practical Nursing program may be provisionally accepted until successful completion of the NCLEX-PN licensure exam. Recent graduates must take the first possible NCLEX-PN exam to ensure licensure prior to the Fall semester of enrollment in the Registered Nurse program. Successful completion of this NCLEX-PN licensure exam must occur prior to August 1st and verified proof from the New York State Office of Professions for PN licensure must be submitted to the Registrar's Office of the College.
- PN License holders from states other than New York State must complete necessary paperwork with the New York State Office of Professions to be licensed in NYS.
- BOCES/Vocational School Practical Nurse Students: Students who completed a BOCES Practical Nursing Program and have been admitted to the AAS: Nursing (RN) program, must successfully pass a comprehensive nursing exam. Students who successfully pass a comprehensive nursing

exam will be granted 17 credits to apply toward their degree at North County Community College. This exam will stand in lieu of:

- NUR 101 Nursing I
- NUR 102 Introduction to Pharmacology
- NUR 108 Pharmacology II
- NUR 104 Nursing II

The following requirements must be on file at the College by August 1st: Nursing student insurance, Completed Health/ Immunization Records and all students must have an official copy of their Practical Nurse License. Any student who does not have this information on file by August 1st will de-registered administratively for any RN nursing courses.

*Please Note:*

- Students who do not meet any one portion of the requirements will be granted admission into A.S. Health Science or similar open enrollment program and may re-apply for future admission when the above requirements have been satisfied.
- Admission is limited based on space available.



# PROPOSED POLICY:

## ADMISSION TO ASSOCIATE IN APPLIED SCIENCE DEGREE NURSING PROGRAM (RN/ADN) (Traditional Fall Start)

Students wishing to enter the AAS: Nursing (RN/ADN) program must complete an application by May 1st for the following Fall semester admission.

### Students are expected to meet the following admission requirements prior to enrollment:

1. Successful completion of an accredited PN program.
2. Successfully completed the following courses (or transfer equivalent), and have a cumulative CORE GPA of 2.5 or higher:
  - a. NUR 101 Nursing I
  - b. NUR 102 Introduction to Pharmacology
  - c. NUR 108 Pharmacology II
  - d. NUR 104 Nursing II
  - e. ENG 101 English Composition I
  - f. PSY 101 Introductory Psychology
  - g. BIO215 Anatomy & Physiology I
  - h. BIO216 Anatomy & Physiology II
3. Complete a PN-to-RN Nursing Transition Exam. *There may be a charge for this exam.*
4. Hold a valid CPR (AHA or RC) card for infant, child, and adult. The date of certification must be the summer prior to the Fall admission.
5. Be in good academic standing from previous institution.

The following criteria are used to determine admission to the program:

- Successful completion of a State-approved practical nursing program. Completion of the practical nursing course of study DOES NOT ENSURE admission into the AAS: Nursing (RN/ADN) Program. Applicants are ranked for admissions based upon the CORE GPA as it is mentioned above.
- Recent graduates of NCCC's Certificate of Practical Nursing program may be provisionally accepted until successful completion of the NCLEX-PN licensure exam. Recent graduates must take the first possible NCLEX-PN exam to ensure licensure prior to the Fall semester of enrollment in the Registered Nurse program. Successful completion of this NCLEX-PN licensure exam must occur prior to August 1st and verified proof from the New York State Office of Professions for PN licensure must be submitted to the Registrar's Office of the College.
- PN License holders from states other than New York State must complete necessary paperwork with the New York State Office of Professions to be licensed in NYS.
- BOCES/Vocational School Practical Nurse Students: Students who completed a BOCES Practical Nursing Program and have been admitted to the AAS: Nursing (RN/ADN) program, must successfully pass a comprehensive nursing exam. Students who successfully pass a comprehensive nursing exam will be granted 17 credits to apply toward their degree at North County Community College. This exam will stand in lieu of:
  - NUR 101 Nursing I

- NUR 102 Introduction to Pharmacology
- NUR 108 Pharmacology II
- NUR 104 Nursing II

The following requirements must be on file at the College by August 1st: Nursing student insurance, Completed Health/ Immunization Records and all students must have an official copy of their Practical Nurse License. Any student who does not have this information on file by August 1st will deregistered administratively for any RN nursing courses.

*Please Note:*

- Students who do not meet any one portion of the requirements will be granted admission into A.S. Health Science or similar open enrollment program and may re-apply for future admission when the above requirements have been satisfied.
- Admission is limited based on space available.

# PROPOSED POLICY:

## ADMISSION TO **HYBRID** ASSOCIATE IN APPLIED SCIENCE DEGREE NURSING PROGRAM (RN/ADN): NIGHTS & WEEKENDS (Spring Semester Start)

Students wishing to enter the AAS: Nursing (RN/ADN) program must complete an application by May 1st for the following Spring semester admission.

### Students are expected to meet the following admission requirements prior to enrollment:

1. Successful completion of an accredited PN program.
2. Successfully completed the following courses (or transfer equivalent), and have a cumulative CORE GPA of 2.5 or higher:
  - NUR 101 Nursing I
  - NUR 102 Introduction to Pharmacology
  - NUR 108 Pharmacology II
  - NUR 104 Nursing II
  - ENG 101 English Composition I
  - PSY 101 Introductory Psychology
  - BIO215 Anatomy & Physiology I
  - BIO216 Anatomy & Physiology II
3. Complete a PN-to-RN Nursing Transition Exam. *There may be a charge for this exam.*
4. Hold a valid CPR (AHA or RC) card for infant, child, and adult. The date of certification must be the summer prior to the Fall admission.
5. Be in good academic standing from previous institution.

The following criteria are used to determine admission to the program:

- Successful completion of a State-approved practical nursing program. Completion of the practical nursing course of study DOES NOT ENSURE admission into the AAS: Nursing (RN/ADN) Program. Applicants are ranked for admissions based upon the CORE GPA as it is mentioned above.
- ~~Recent graduates of NCCC's Certificate of Practical Nursing program may be provisionally accepted until successful completion of the NCLEX-PN licensure exam. Recent graduates must take the first possible NCLEX-PN exam to ensure licensure prior to the Fall semester of enrollment in the Registered Nurse program.~~ Successful completion of this NCLEX-PN licensure exam must occur prior to August 1st and verified proof from the New York State Office of Professions for PN licensure must be submitted to the Registrar's Office of the College.
- PN License holders from states other than New York State must complete necessary paperwork with the New York State Office of Professions to be licensed in NYS.
- BOCES/Vocational School Practical Nurse Students: Students who completed a BOCES Practical Nursing Program and have been admitted to the AAS: Nursing (RN/ADN) program, must successfully pass a comprehensive nursing exam. Students who successfully pass a comprehensive nursing exam will be granted 17 credits to apply toward their degree at North County Community College. This exam will stand in lieu of:
  - NUR 101 Nursing I

- NUR 102 Introduction to Pharmacology
- NUR 108 Pharmacology II
- NUR 104 Nursing II

The following requirements must be on file at the College by August 1st: Nursing student insurance, Completed Health/ Immunization Records and all students must have an official copy of their Practical Nurse License. Any student who does not have this information on file by August 1st will deregistered administratively for any RN nursing courses.

*Please Note:*

- Students who do not meet any one portion of the requirements will be granted admission into A.S. Health Science or similar open enrollment program and may re-apply for future admission when the above requirements have been satisfied.
- Admission is limited based on space available.

## Vice President of Marketing & Enrollment

### Report to the Board of Trustees

Created January 23, 2024

#### Enrollment and Financial Aid Updates:

- **Major project updates:**
  - **SEM PLAN PROJECT:** Recently, SUNY made available a new competitive grant funded by the Lumina Foundation that's available to all colleges that met deadlines and completed all reporting requirements for the SEM Plan Project. We were one of those colleges, so we submitted our application/proposal earlier this week. We will hear back on awarding within the next few weeks.
  - **SLATE CRM (Customer Relationship Management):** Slate has been utilized recently to create new forms and processes for our on-campus housing as well as our new Emergency Textbook Fund that was just launched earlier this week. Since our last board meeting, the new Human and Emergency Services and Associate Degree in Nursing scholarship applications were also created in the system.
  - **North Country Navigator:** This mentoring program that launched Fall semester has recently started back up for Spring semester where current students have been welcomed back through emails and our new incoming students are being helped with their orientation to the college. We have a larger cohort of students for Spring semester than what we anticipated so caseloads have been increased a bit to accommodate. Most student mentors have around 25 students to work with and professional staff have a bit more. We will start conducting our Spring Semester Check-In Project next week.
- **The Enrollment Team:** Application volume for the Spring semester has been tracking ahead by approximately 150 applicants these past few weeks and we are also currently tracking ahead for next Fall semester. This has been the second semester of our new advising/registration process, and it continues to run quite smoothly. Once we get past the drop/add period, the team will shift primary focus over to the incoming Summer and Fall students and their conversion work. The team will also have a busy travel schedule in March and April covering traditional college fairs and high school/BOCES visits. The team is a bit short-handed with the retirement of Amy Tuthill, but they have been leveraging automation and technology to compensate.
- **The Financial Aid Team:** The changes that have come through the FAFSA Simplification Act have been the most significant in 40 years. The new stream-lined FAFSA was launched earlier this month and so far it does look like it will be a much simpler process for submitters and their financial contributors. Mary Ellen Chamberlain and a few other members of our teams have been taking in as many trainings and webinars as possible to make sure we are up-to-date with the changes. We also provided the college with a Financial Aid Presentation this past week to ensure employees understand the significance of the changes, too. The Financial Aid Office has also scheduled eight Financial Aid Nights at local high schools for the Spring semester which are events that continue to grow in frequency and the number of attendees.

#### Marketing and Web Updates:

- This past semester was extremely busy with new campaigns promoting our programs, non-credit offerings, and scholarship opportunities for students. The complete list included: Wastewater Management, Software Engineering Bootcamp, North Country College Fair, Human and Emergency Services, Spring-Start ADN Nursing Program, Scholarships-4-Everyone, Transfer Programs, and the general Spring Enrollment campaign.
- Upcoming marketing campaigns include: Winter Carnival, Presidents Day (week) Campus Visits, Criminal Justice & Cybersecurity Programs, and Digital Arts, Advertising, & Graphic Design programs.

AT NORTH COUNTRY WE PROVIDE  
**SCHOLARSHIPS**  
-4-  
**EVERYONE**

[NCCC.EDU/SCHOLARSHIPS](http://NCCC.EDU/SCHOLARSHIPS)

**NC**  
NORTH COUNTRY  
COMMUNITY  
COLLEGE  
THE STATE UNIVERSITY OF NEW YORK




This year NCCC has more scholarship and grant funding for students than ever before! Every type of student is eligible, whether you're fresh out of high school or have been away from education for a while. Visit [NCCC.EDU/SCHOLARSHIPS](http://NCCC.EDU/SCHOLARSHIPS) to see what you may qualify for!

**FULL & PART-TIME STUDY SCHOLARSHIPS RANGE FROM \$500 UP TO THE FULL COST OF TUITION!**

**NC** NORTH COUNTRY  
COMMUNITY COLLEGE  
THE STATE UNIVERSITY OF NEW YORK



**NCCC FOUNDATION OPPORTUNITY SCHOLARSHIP**

For full and part-time degree-seeking students that DO NOT qualify for the Essex/Franklin Scholars Award, Hodson, or 6 on Us scholarship programs. Students will receive added support through the new North Country Navigator mentorship program.

**ESSEX AND FRANKLIN SCHOLARS AWARDS**

For first-time-in-college students who graduated from high schools within Essex or Franklin counties and still reside within the counties. Students must graduate high school with an 85% cumulative average and have a New York State Regents Diploma with Advanced Designation. This award covers up to the full cost of tuition for four semesters of study. This scholarship is automatically awarded to accepted students who meet the criteria and have submitted their FAFSA and TAP financial aid applications.

**6 ON US SCHOLARSHIP PROGRAM**

This grant-supported scholarship program allows new students (or returning students that have stepped away from college for at least 3 years) to take up to 6 credits for FREE! Students will receive added support through the new North Country Navigator mentorship program.

**HUMAN AND EMERGENCY SERVICES SCHOLARSHIP**

For new students entering the spring semester from Franklin County who are going into the Chemical Dependency Counseling, Child & Family Services, Human Services, and Advanced Emergency Medical Technician programs. Scholarships will be awarded on a first-come, first-served basis until funding runs out. Apply, get accepted, and register for full- or part-time courses by January 1st, 2024 to be eligible for up to \$4,000 in scholarship funding.



IF YOU HAVE QUESTIONS, SIMPLY  
EMAIL [ADMISSIONS@NCCC.EDU](mailto:ADMISSIONS@NCCC.EDU)  
OR GIVE US A CALL AT 888-TRY-NCCC!  
[NCCC.EDU/SCHOLARSHIPS](http://NCCC.EDU/SCHOLARSHIPS)



## NEW YEAR, NEW GOALS


APPLY NOW FOR SPRING 2024

Our college offers a top-notch educational experience at a price you can afford.

- Create your account and apply to North Country at [NCCC.EDU/APPLY](https://nccc.edu/apply)
- Check out our wide assortment of programs at [NCCC.EDU/PROGRAMS](https://nccc.edu/programs)
- Explore financial aid availability and instructions at [NCCC.EDU/PAYING-FOR-COLLEGE](https://nccc.edu/paying-for-college)
- Review all of our flexible course offerings and apply at [NCCC.EDU/SPRING](https://nccc.edu/spring)
- Set up your on-campus or virtual visit at [NCCC.EDU/VISIT](https://nccc.edu/visit)
- Research the 6 on Us, Opportunity, NCCC Foundation, and Human & Emergency Services scholarships at [NCCC.EDU/SCHOLARSHIPS](https://nccc.edu/scholarships)

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


Let us help you become the best version of yourself with a bright and shiny degree or certificate in the new year. There's a scholarship available to every new student so check-out what we have to offer TODAY!



nccc.edu  
**NCCC Spring Registration**  
Invest in Your Future [Learn more](#)

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

Stop putting your amazing & bright future on hold. Instead, spring into 2024 by starting the degree or certificate that'll get you there!



nccc.edu  
**NCCC Spring Registration**  
Invest in Your Future [Learn more](#)

**NC** North Country Community College  
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Visit one of our 3 campus locations Feb 20-23 and meet with our Admissions and Financial Aid teams to help find your path at North Country.



nccc.edu  
**Plan your visit to NCCC Today!** [Learn more](#)

**NC** North Country Community College  
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Ready to take the leap into higher education? The Admissions and Financial Aid teams at North Country are here to help you take your first steps!



nccc.edu  
**Campus Visit Days | NCCC Feb. 20-23** [Learn more](#)



## Spring 2024 Application Volume

Generated on 01/22/2024 at 09:31:48 AM ET

### Application Categories

Metric	Spring 2024 Applications	Spring 2023 Applications	Spring 2022 Applications
Spring Applications (total)	428	288	254
Incomplete Applications	58		
Decided	298	186	151
Applications Under Review	3		
Withdrawn Applications	69		

### Admissions Decisions

Metric	Spring 2024 Applications	Spring 2023 Applications	Spring 2022 Applications
Decided Applications (Total)	298	186	151
Accepted Students	298	183	150
Standby Queue (ADN-Nights/Weekends)	1		
Denial	1	3	1

### Yield (Intent to Enroll)

Metric	Spring 2024 Applications	Spring 2023 Applications	Spring 2022 Applications
Admitted: Confirmed Intent to Enroll	197	130	92
Admitted: Declined Enrollment	38	22	29

### Spring 2024 New Student Registration/Scheduling Stats (Full Drops/Withdrawn Removed)

Metric	All SP24	First Time	Transfer	Re-Admit/Continuing
Totals	174	41	64	69
Saranac Lake	58	15	24	19
Malone	67	15	20	32
Ticonderoga	13		6	7
Online	36	11	14	11

### Spring 2024 New Student Registration Queue

Metric	All SP24	First Time	Transfer	Re-Admit/Continuing
Totals	4		3	1
Saranac Lake				
Malone	2		1	1
Ticonderoga				
Online	2		2	

## Fall 2024 Application Volume

Generated on 01/22/2024 at 10:04:51 AM ET

### Application Categories

Metric	Fall 2024 Applications	Fall 2023 Applications	Fall 2022 Applications
Fall Applications (total)	842	625	565
Incomplete Applications	368		
Decided	348	267	236
Applications Under Review (Competitiv...	107		
Withdrawn Applications	19		

### Admissions Decisions

Metric	Fall 2024 Applications	Fall 2023 Applications	Fall 2022 Applications
Decided Applications (total)	348	267	236
Accepted Applicants	348	267	236
Denial	1		

### Yield (Intent to Enroll)

Metric	Fall 2024 Applications	Fall 2023 Applications	Fall 2022 Applications
Admitted: Confirmed Intent to Enroll	40	30	20
Admitted: Declined Enrollment	3	1	2
Admitted/Confirmed: Declined Enrollm...	3	9	14

### Fall 2024 Registration/Scheduling Stats (Full Drops/Withdrawn Removed)

Data to begin populating after Fall 2024 New Student Registration opens.

### Fall 2024 Registration Queue

Data to begin populating once Fall 2024 New Student Registration opens.

**North Country Community College  
Interim CFO's Report to the Board of Trustees  
January 26, 2024**

Greetings,

As always, I hope this report finds you well. In this month's report I'm just giving a few departmental updates and **seeking your approval of 1) the financial statements for the month ending November 30, 2023, and 2) the financial statements for the month ending December 31, 2023.** In February, I will provide a final full year view of 2022-23, a look at 2023-24 with Spring '24 enrollment factored in and an updated 5-year projection.

**Financial Statements November 2023** *(for review and approval)*

- The \$2.35 million decrease in Cash is primarily related to North Country's cash outlay for the construction projects for which DASNY will not reimburse the college until after the project is complete.
- The \$1.57 million increase in Due From Other Funds relates to the timing of entries between the restricted grant funds and the college's operating fund. The college's operating fund outlays all the cash for the projects and books a "receivable" to those grants in the restricted fund until the grants are reimbursed by the grantors.
- The Comptroller is mindful of the \$200K increase to Student Accounts Receivable and is looking into it.
- Expenses are trending according to budget.

**Financial Statements December 2023** *(for review and approval)*


- The \$2 million decrease in Cash is again primarily related to North Country's cash outlay for the construction projects for which DASNY will not reimburse the college until after the project is complete.
- The \$1.4 million increase in Due From Other Funds relates to the timing of entries between the restricted grant funds and the college's operating fund. The college's operating fund outlays all the cash for the projects and books a "receivable" to those grants in the restricted fund until the grants are reimbursed by the grantors.
- The Comptroller is mindful of the \$200K increase to Student Accounts Receivable and is looking into it.
- Expenses are still trending according to budget.

**Departmental Updates**

- 2022-23 Financial Audit
  - The NCCC Foundation audit is complete.
  - The NCCC Association audit is complete.
  - North Country Community College
    - Trial Balance was locked 11/30/23.
    - One restricted fund reconciliation is still being scrutinized and will wrap up soon.
    - Finalizing appendixes and related narratives.
    - Deadline is 5/31/24, will be complete well before
  - SUNY Annual Report submitted on time – there will be no delay in the Q2 NYS base aid payment.

- 2024-25 Budget
  - Tuition and Fees for 2024-25 were voted on by the Board of Trustees and will be increased by 2%.
  - The annual Open Budget Forum was held on December 8, 2023 to formally kick the process off for the college community.
  - Revenue and expense models, templates, and report outs are all developed and have been distributed for use.
  - Budget Planning Sessions have been scheduled with college leaders.
  - Enrollment projections will be established by the Admin and Institutional Research teams in a meeting 2/9/24.
  - Individual departments are working on their resource needs so they can inform the budget as well and tie the needs back to the strategic plan.
  
- Subledger Calendar Year End Processing – Deadlines 1/31/24
  - The Bursar, Brenda Garver, is taking on the 1098T process for the second time and is doing a great job of continuing to ask why we do what we do and how we can process more efficiently. North Country's IT department is also engaged with her team seeking out processing efficiencies. 1098Ts are sent to students and provide information about educational expenses that may qualify the student--or the student's parents or guardian if the student is a dependent--for education-related tax credits. On time and will be complete by 1/31.
  - Darlene Livernois in Accounts Payable is processing 1099s to vendors at North Country for the first time. 1099s are statements sent to vendors/suppliers--paid more than \$600, but there are exceptions—so they can report the income on their tax return. On time and will be complete by 1/31.
  - Payroll is processing W-2s and employee year end statements. They needed to wait for the financial system to be updated before properly processing. On time and will be complete by 1/31.

Kind regards,



Erik Harvey  
Interim CFO



North Country Community College

Sponsored by Franklin and Essex Counties

**OPERATING FUND FINANCIAL REPORT**

**As of November 30, 2023**

SUBMITTED TO THE BOARD OF TRUSTEES

January 26, 2024

Presented by

ERIK HARVEY

Interim CFO

<b>North Country Community College Balance Sheet NOVEMBER 30, 2023</b>			
	Current Year <u>Actual</u>	Prior Year <u>Actual</u>	Current Year <u>Inc (Dec)</u>
<b>Assets</b>			
Cash	\$ 3,842,548	\$ 6,194,675	\$ (2,352,127)
Accounts Receivable-Students	1,011,308	803,649	207,658
Due From NCCC Association	108,015	55,248	52,767
Due From NCCC Foundation (Contributions)	1,083,784	989,668	94,116
Due From Other Funds	1,543,786	(27,075)	1,570,861
Due From Governments (State & Fed Fin Aid)	424,421	326,511	97,910
Prepaid Expenses	-	32,220	(32,220)
<b>Total Assets</b>	<b>\$ 8,013,862</b>	<b>\$ 8,374,897</b>	<b>\$ (361,036)</b>
<b>Liabilities</b>			
Accounts Payable	\$ 38,404	\$ (3,470)	\$ 41,874
Payroll & Benefits Liabilities	(146,319)	(170,984)	24,664
Due to NCCC Association (Room, Meals, Books)	(2,126)	67,908	(70,034)
Due to NCCC Foundation (Rent)	303,133	283,987	19,146
Due to Other Funds	-	60	(60)
Due to Retirement	263,511	266,366	(2,855)
Compensated Absences	288,738	276,895	11,843
Other Liabilities	296,568	310,347	(13,779)
<b>Total Liabilities</b>	<b>\$ 1,041,909</b>	<b>\$ 1,031,110</b>	<b>\$ 10,800</b>
<b>Month End Equity</b>	<b>\$ 6,971,952</b>	<b>\$ 7,343,787</b>	
<b>Total Liabilities &amp; Equity</b>	<b>\$ 8,013,862</b>	<b>\$ 8,374,897</b>	
<b>Fund Balance Summary</b>			
Prelim Fund Balance as of 09/01/23	\$ 5,676,123		
Estimated 23-24 Surplus (Deficit)	\$ (103,032)		
Projected Fund Balance as of 09/01/24 <sup>1</sup>	\$ 5,573,092		
Projected Fund Balance as a % of NOC	37%		
<sup>1</sup> GAS 75 is an accounting and financial reporting provision requiring government employers to measure and report "Other Post-Employment Benefits". Currently, NCCC would be responsible for \$14,876,190.			

<b>North Country Community College Revenues &amp; Expenditures NOVEMBER 30, 2023</b>				
	Annual <u>Budget</u>	YTD <u>Actual</u>	22-23 Actual <u>M (L)</u>	% of <u>Budget</u>
<b>Revenues</b>				
Tuition & Fees	\$ 5,436,230	\$ 2,908,523	\$ (2,527,707)	54%
Sponsors' Contribution	2,580,000	620,000	(1,960,000)	24%
Chargebacks	822,700	320,158	(502,542)	39%
Out-of-State Tuition	396,000	165,000	(231,000)	42%
State Aid	3,939,811	1,043,704	(2,896,107)	26%
HEERF Revenue Loss Claims	-	-	-	NA
Contributions	1,290,809	382,652	(908,157)	30%
<b>Total Revenues</b>	<b>\$ 14,465,550</b>	<b>\$ 5,440,036</b>	<b>\$ (9,025,513)</b>	<b>38%</b>
<b>Expenditures</b>				
Salaries	\$ 7,048,865	\$ 1,650,754	\$ (5,398,111)	23%
Payroll Taxes	539,238	125,172	(414,066)	23%
Medical	2,151,103	510,143	(1,640,960)	24%
Retirement	660,770	147,774	(512,996)	22%
Other	105,518	46,204	(59,314)	44%
Equipment	22,000	19,296	(2,704)	88%
Facility Leases	1,651,476	418,406	(1,233,070)	25%
Utilities	465,750	58,584	(407,166)	13%
Maintenance	189,175	97,728	(91,447)	52%
Office & General Supplies	44,700	6,230	(38,470)	14%
Advertising	179,000	26,609	(152,391)	15%
Professional Services	126,150	44,183	(81,967)	35%
Information Technology	503,900	289,912	(213,988)	58%
Library & Instructional Supplies	299,100	38,517	(260,584)	13%
Scholarships	581,644	390,009	(191,636)	67%
Travel	55,000	23,748	(31,252)	43%
Property & Liability Ins.	164,007	94,117	(69,890)	57%
Miscellaneous	169,075	88,310	(80,765)	52%
<b>Total Expenditures</b>	<b>\$ 14,956,472</b>	<b>\$ 4,075,695</b>	<b>\$ (10,880,777)</b>	<b>27%</b>
<b>Operating Surplus (Deficit)</b>	<b>\$ (490,922)</b>	<b>\$ 1,364,342</b>	<b>\$ 1,855,264</b>	<b>-378%</b>
Non-Operating Activity	-	25,000	25,000	NA
<b>Total Fund Surplus (Deficit)</b>	<b>\$ (490,922)</b>	<b>\$ 1,389,342</b>	<b>\$ 1,880,264</b>	<b>-383%</b>



North Country Community College

Sponsored by Franklin and Essex Counties

**OPERATING FUND FINANCIAL REPORT**

**As of December 31, 2023**

SUBMITTED TO THE BOARD OF TRUSTEES

January 26, 2024

Presented by

ERIK HARVEY

Interim CFO

<b>North Country Community College Balance Sheet DECEMBER 31, 2023</b>			
	Current Year <u>Actual</u>	Prior Year <u>Actual</u>	Current Year <u>Inc (Dec)</u>
<b>Assets</b>			
Cash	\$ 2,960,238	\$ 5,001,182	\$ (2,040,945)
Accounts Receivable-Students	892,546	686,989	205,558
Due From NCCC Association	28,009	41,013	(13,004)
Due From NCCC Foundation (Contributions)	880,610	805,392	75,218
Due From Other Funds	1,545,151	148,401	1,396,751
Due From Governments (State & Fed Fin Aid)	144,461	204,443	(59,982)
Prepaid Expenses	-	32,220	(32,220)
<b>Total Assets</b>	<b>\$ 6,451,016</b>	<b>\$ 6,919,640</b>	<b>\$ (468,624)</b>
<b>Liabilities</b>			
Accounts Payable	\$ (3,189)	\$ 164,983	\$ (168,172)
Payroll & Benefits Liabilities	(176,110)	(184,297)	8,188
Due to NCCC Association (Room, Meals, Books)	(2,089)	(149)	(1,940)
Due to NCCC Foundation (Rent)	101,024	93,141	7,882
Due to Other Funds	-	60	(60)
Due to Retirement	16,811	71,678	(54,867)
Compensated Absences	288,738	276,895	11,843
Other Liabilities	296,948	310,347	(13,399)
<b>Total Liabilities</b>	<b>\$ 522,134</b>	<b>\$ 732,659</b>	<b>\$ (210,525)</b>
<b>Month End Equity</b>	<b>\$ 5,928,882</b>	<b>\$ 6,186,981</b>	
<b>Total Liabilities &amp; Equity</b>	<b>\$ 6,451,016</b>	<b>\$ 6,919,640</b>	
<b>Fund Balance Summary</b>			
Prelim Fund Balance as of 09/01/23	\$ 5,676,123		
Estimated 23-24 Surplus (Deficit)	\$ (103,032)		
Projected Fund Balance as of 09/01/24 <sup>1</sup>	\$ 5,573,092		
Projected Fund Balance as a % of NOC	37%		
<sup>1</sup> GAS 75 is an accounting and financial reporting provision requiring government employers to measure and report "Other Post-Employment Benefits". Currently, NCCC would be responsible for \$14,876,190.			

<b>North Country Community College Revenues &amp; Expenditures DECEMBER 31, 2023</b>				
	Annual <u>Budget</u>	YTD <u>Actual</u>	22-23 Actual <u>M (L)</u>	% of <u>Budget</u>
<b>Revenues</b>				
Tuition & Fees	\$ 5,436,230	\$ 2,925,708	\$ (2,510,522)	54%
Sponsors' Contribution	2,580,000	810,000	(1,770,000)	31%
Chargebacks	822,700	328,096	(494,604)	40%
Out-of-State Tuition	396,000	165,990	(230,010)	42%
State Aid	3,939,811	1,043,704	(2,896,107)	26%
HEERF Revenue Loss Claims	-	-	-	NA
Contributions	1,290,809	521,171	(769,638)	40%
<b>Total Revenues</b>	<b>\$ 14,465,550</b>	<b>\$ 5,794,669</b>	<b>\$ (8,670,881)</b>	<b>40%</b>
<b>Expenditures</b>				
Salaries	\$ 7,048,865	\$ 2,502,063	\$ (4,546,802)	35%
Payroll Taxes	539,238	185,933	(353,305)	34%
Medical	2,151,103	666,573	(1,484,530)	31%
Retirement	660,770	220,471	(440,299)	33%
Other	105,518	57,388	(48,130)	54%
Equipment	22,000	24,327	2,327	111%
Facility Leases	1,651,476	556,828	(1,094,648)	34%
Utilities	465,750	93,128	(372,622)	20%
Maintenance	189,175	120,817	(68,358)	64%
Office & General Supplies	44,700	7,856	(36,844)	18%
Advertising	179,000	29,054	(149,946)	16%
Professional Services	126,150	53,244	(72,906)	42%
Information Technology	503,900	305,746	(198,154)	61%
Library & Instructional Supplies	299,100	43,120	(255,981)	14%
Scholarships	581,644	390,979	(190,666)	67%
Travel	55,000	29,566	(25,434)	54%
Property & Liability Ins.	164,007	94,117	(69,890)	57%
Miscellaneous	169,075	100,522	(68,553)	59%
<b>Total Expenditures</b>	<b>\$ 14,956,472</b>	<b>\$ 5,481,731</b>	<b>\$ (9,474,741)</b>	<b>37%</b>
<b>Operating Surplus (Deficit)</b>	<b>\$ (490,922)</b>	<b>\$ 312,938</b>	<b>\$ 803,860</b>	<b>-164%</b>
Non-Operating Activity	-	33,333	33,333	NA
<b>Total Fund Surplus (Deficit)</b>	<b>\$ (490,922)</b>	<b>\$ 346,271</b>	<b>\$ 837,193</b>	<b>-171%</b>



**North Country Community College  
President's Report to the Board of Trustees  
January 26, 2024**

Greetings to you all,

...and a belated Happy New Year! I hope the year has been kind and generous to you and this finds you well and enjoying the season. Since the Board's last meeting in November 2023, the College wrapped up the Fall 2023 semester and has begun the Spring 2024 semester. Building upon the good enrollment news from Fall 2023, enrollment for Spring 2024 is trending towards a 7-8% increase from last year, which if it holds through the verification period (the first three weeks of the semester), will be the third semester in a row of improving enrollment. Many thanks to Kyle Johnston and his team for their efforts in recruiting new students and to the faculty and staff for their efforts in helping retain our continuing students. As with all things, it takes the efforts of the community.

The capital projects upgrading the nursing and science labs are substantially complete and instruction is taking place in them! Earlier this month, the new associate degree in nursing (ADN) cohort started their studies in the newly outfitted nursing lab in Saranac Lake. It was a gratifying sight to behold as 29 new nursing students were being prepared in state-of-the-art nursing labs.

It is the time of year when we are building the 2024-2025 budget. Relatedly, we have been focusing time and energy advocating for additional state funding for community colleges. Those efforts will continue to unfold over the next couple of months, as the trustees and presidents of the SUNY community colleges seek to undo decades-long underfunding of community colleges. We believe that our students deserve to have a college that is properly resourced. Governor Hochul, in her preliminary budget, has us off to a good start by including the funding floor, but as the Board knows, while vital, the floor doesn't go far enough.

That's all for now. I look forward to seeing you at the meeting.

Joe

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★ **Board Matters**

Updates for you include:

- **Board Appointments:**
  - **County:** No updates. Our county appointments are filled as follows:
    - **Essex County:** Pete Suttmeier, Donna Wadsworth, and Linda Beers
    - **Franklin County:** Todd LaPage, and Seth McGowan
  - **Student:** No updates. Abby Martelle is serving as our student trustee.

- *Governor's*: Essex County and Franklin County both endorsed David McNally's nomination as a Governor's appointment. We bundled David's nomination with Josh Dann's and submitted them to SUNY earlier this month.

Other updates include:

- *New York Community College Trustees (NYCCT)*: have been quite active in their budget advocacy once again this year, working closely with the New York Community College Association of Presidents (NYCCAP) in their efforts. They are periodically hosting educational forums for trustees, which you are all invited to attend. Additionally, they will be holding a reception for NYS legislators next Tuesday, January 30<sup>th</sup>, 2024, at The Egg, in Albany.

★ **Budgeting and Planning**

- **2023-2024 Budget**: Erik Harvey, our Interim CFO, will provide an update on our current performance vis-à-vis our budget in his report.
- **24-25 Budget**: Erik Harvey held a budget open forum in early December 2023, which included the 2% increase in tuition approved by the Board at your November 17<sup>th</sup>, 2023 meeting. Since then, he has been working with departments and budget managers to build the budget for next year. Having the funding floor is a helpful step in our planning.
- **24-25 Budget Advocacy**: Community college budget advocacy for the 24-25 year underway. Once again, NYCCT is working with NYCCAP, and others to advocate. This year's focus is on ensuring an equitable, fair, and sustainable funding model for community college and the students we serve through continuation of the floor and increasing the state allocation to SUNY community colleges by \$97 million. This figure represents the difference between what the counties contribute to community colleges (\$525M) versus what the state contributes (\$428M). Earlier this week, the Essex County Finance Committee passed a resolution in support of our advocacy, and we will be asking Franklin County for their support as well.

★ **Enrollment**

- **Spring 2024 Enrollment**: Our enrollment for Spring 2024 for our core operations (the three campuses, online and Akwesasne) pre-verification is 7-8% above the prior year and close to the AAFTE from Spring 2021. A special thanks to our Enrollment team for their work over the last year in landing this class as well as to all who have helped advance our Strategic Enrollment Management plan and retain our students.

Report Date: 01/22/2024					
Enrollment Yield Report FTE	SP-21 YTD	SP-22 YTD	SP-23 YTD	SP-24 YTD	Change
First Time	33	29	34	36	
Re-Admit	54	48	62	78	21%
Transfer	38	27	37	54	
Continuing	532	469	435	449	3%
<b>Total Core:</b>	657	573	568	617	8%

Core Enrollment Projections by campus - FTE	SP-21 YTD	SP-22 YTD	SP-23 YTD	SP-24 YTD
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<b>Saranac Lake</b>	314	210	225	244
<b>Malone</b>	236	105	116	157
<b>Ticonderoga</b>	74	48	46	48
<b>Distance Learning</b>	33	210	181	168
<b>Total</b>	657	573	568	617

<b>Core Enrollment Projections by Headcount and AAFTE</b>	<b>SP-21 YTD</b>	<b>SP-22 YTD</b>	<b>SP-23 YTD</b>	<b>SP-24 YTD</b>
<b>Headcount</b>	672	600	601	644
<b>AAFTE</b>	271	231	241	262

★ **Other Items of Interest**

□ **Office of Civil Rights Review**

- As part of NYSED’s agreement with the US Department of Education, NYSED conducts annual civil rights compliance reviews of post-secondary institutions that offer career and technical education and receive federal funding. We have been selected for a review this year and we will be hosting a review team from NYSED during the Spring 2024 semester, ensuring we are complying with federal legislation prohibiting discrimination on the basis of race, color, national origin, sex, disability and age. Their focus will be on our career and technical education (CTE) programs. At this point, we are anticipating two virtual visits (February 7<sup>th</sup>, 2024, and the week of March 11<sup>th</sup>, 2024 to conduct interviews) and an onsite visit after graduation to conduct assessments of our physical plant.

□ **Student Affairs**

- Kim Irland, who led the Student Affairs area since 2017, has moved onto SUNY Plattsburgh, for a new opportunity there. Kim was terrific in her role and will be sorely missed. During the Spring 2024 semester, I will be overseeing the area with some of Kim’s key roles being temporarily filled by Renee Poirier (Title IX) and Chad LaDue (Student Conduct). We will be developing a plan to fill Kim’s role and moving it out to search at some point this semester. In the meantime, Kim will remain with the College on a part-time basis this semester to help see us through the Office of Civil Rights Review by NYSED.

□ **Strategic Plan Update**

- *2024-2027*: in Fall 2023, the Strategic Planning Committee shared recommendations on updating the strategic plan with a joint meeting of the Long Range and Strategic Planning Committee (LRSPC) and President’s Council (PC). A smaller group has been mapping out the plan and will reconvene early this semester to finalize the draft and begin moving it out to the campus community more widely.
- *2020-2023*: The College and Foundation are moving forward with hosting a regional meeting to discuss the state of higher education in the region, to better understand how the College and serve the region’s needs. That meeting is being planned to take place this semester after commencement.
- *Modernization of Nursing Labs*: the construction updates were part of this modernization along with an outfitting of the labs with new simulation capabilities and general equipment updates.

□ **Grants and Opportunities**

- *Nursing and Science Labs Project*: With the exception of a few items (e.g., fume hoods, hospital beds), and a few final touches, the bulk of the work is complete.
- *Perkins*: This year, we will need to complete a Community Local Needs Assessment (CLNA), which is required of Perkins-funded institutions. The CLNA focuses on, among other things, the NYS Department of Labor needs and examines how the College aligns its Career and Technical Education (CTE) programs and opportunities with them. That assessment is underway and due in April 2024.
- **Campus Advisory Boards**: planning is underway for a larger “educational summit” for Spring 2024 in concert with the Board of Trustees and the Foundation Board. The current working date is late spring/early summer after commencement.
- **Information Technology (IT)**: IT has been active in supporting faculty, staff and students in their learning and adoption of a new learning management system (D2L/Brightspace) and helping ready them for the Spring 2024 semester. They have been supporting the capital upgrades in nursing, particularly the launching of the simulation manikins in nursing and a video capture system there as well to support instruction.
- **Facilities**: The Facilities staff have been active in keeping our campuses clean and operating, which has its own challenges during winter. There is plenty of shoveling, plowing, and other snow removal items among other tasks. Repair work at the Clermont Nursing Building in Saranac Lake is wrapping up.
- **NCCCAP** – We are working with NCCCAP on two proposals: a Remote Work policy, and a Phased Retirement pilot, both of which we hope to wrap up soon and then present to you for your consideration.
- **CSEA** – No updates.
- **Middle States**: There are no updates, however the recent US Department of Education rules requiring institutions to report on gainful employment and financial value transparency metrics for academic and non-credit programs starting July 1, 2024, bears mentioning. These rules are designed to protect students and the public from high cost – low wage programs, leaving students with limited means to pay back loans. We’ve yet to receive guidance but hope to have more to share in the near future.
- **SUNY: Transformational Initiatives**: In December 2023, we shared with the Senate the first of two parts of our plan for use of the Transformational Funding from SUNY. The funding requires that initiatives “...support innovation, help meet the workforce needs of the future, enhance student support services, improve academic programs, increase enrollment, and modernize campus operations.” Specifically, we are proposing to add two new positions (supported by this funding) to help lead our efforts in two areas:
  - *Director of Grants and Resource Development*  
This position is responsible for identifying and securing grants to support operations and capital projects and monitoring/ managing new and select existing grants the College has received. The individual is expected to work collaboratively with the senior administrative team ensuring that grant opportunities align with the College’s operational and capital needs, as well as its strategic plan and priorities.
  - *Coordinator of Workforce Development and Continuing Education – Technology Focus*

This position will complement a similar position funded by the DOL grant which focuses on health and human services pathways. This one will allow the College to move towards a technology-focused opportunities, areas that we have not previously been able to resource. It shares oversight of the College's formal workforce development activities and is designed to have a positive impact on enrollment, credit and non-credit. Focal points include strengthening existing and developing new workforce partnerships, identifying workforce needs that can be served by the College, either through non-credit training and/or credit-bearing courses, working with college and community partners to develop those trainings/ courses, oversee the staffing and delivery of the non-credit training and assess the operations. In addition, outreach and connections with the SUNY workforce community is expected to assist with positive relationships with business and industry and stay abreast of trends and changes.

- **NYSED** – Other than the Office of Civil Rights (OCR) review that NYSED is undertaking, there are no updates.

That's all for now. Gratefully yours,

Joe

Joe Keegan  
President  
North Country Community

**NORTH COUNTRY COMMUNITY COLLEGE  
RESOLUTION**

WHEREAS           The Office of Student Affairs is recommending a Title IX Informal Resolution Policy to expand resolution options under Title IX and the Student Code of Conduct.

WHEREAS           the drafted policy has been vetted through shared governance, and

WHEREAS           the drafted policy has been reviewed and is supported by the President,

NOW, THEREFORE, BE IT

RESOLVED       that the North Country Community College Board of Trustees hereby approves the drafted *Title IX Informal Resolution Policy*.

2023/2024

MOTION:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:



## **NCCC Board of Trustees Approved Policy**

**POLICY:** Title IX Informal Resolution Policy

**DRAFTED:** September 2023

**ADOPTED:**

**UPDATED:**

### **I. POLICY STATEMENT**

North County Community College, sponsored by Essex County and Franklin County, is part of the State University of New York (SUNY) system. The establishment of policies is the responsibility of the North Country Community College Board of Trustees, while assisting in the application and compliance with those policies is the responsibility of the College administration. We maintain and affirm that the most equitable and fair policies are those that involve shared governance, and we are committed to engaging the College community in the development/modification of established policies wherever possible. This policy follows that process.

### **II. SCOPE**

The following policy applies to students and employees of North Country Community College on all campuses and remotely. Herein, North Country Community College will be referred to as “NCCC” or the “College.”

### **III. POLICY**

Parties who do not wish to proceed with a Title IX investigation and live hearing, and instead seek the North Country Community College’s (NCCC) assistance to resolve allegations of Title IX-covered misconduct, may elect to enter the Title IX informal resolution process. Generally speaking, these resolution options are less time intensive than an investigation and live hearing, while still affording students an opportunity to actively participate in a process led by the College for resolution of their complaints.

The Parties may elect to enter the College’s Title IX informal resolution process at any time after the filing of the Title IX Formal Complaint through an informed written consent. This informed written consent will include all terms of the elected informal process, including a statement that any agreement reached through the process is binding on the Parties.

No Party may be required to participate in Title IX informal resolution, and NCCC may never condition enrollment, employment, or enjoyment of any other right or privilege upon agreeing to informal resolution.

The Parties may elect to leave the Title IX informal resolution process at any point until the informal resolution process is concluded. If a Party elects to leave the Title IX

informal resolution process, the formal Title IX resolution process recommences. In participating in the informal resolution process, the Parties understand that the timeframes governing the formal process temporarily cease, and only recommence upon reentry into the formal process.

### **Determination to Approve Entry into Informal Resolution Process**

Even where the Parties agree to submit a matter to the Title IX informal resolution, informal resolution processes commonly require the Title IX Coordinator or other designated official to approve the Parties' mutual and voluntary decision to handle the complaint through an informal process. At NCCC the Title IX Coordinator or other designated official **must** approve the decision to move the matter to the Title IX informal resolution process and may determine that informal resolution is not appropriate under the circumstances.

Factors that the Title IX Coordinator or other designated official may weigh in considering the appropriateness of the informal resolution process include, but are not limited to the following, and this determination is not subject to appeal:

- (1) the gravity of the allegations,
- (2) whether there is an ongoing threat of harm or safety to the campus,
- (3) whether the respondent is a repeat offender, and
- (4) whether the Parties are participating in good faith.

At any time after the commencement of the informal resolution process, the Title IX Coordinator or other designated official may determine that the informal resolution process is not an appropriate method for resolving the matter and may require that the matter be resolved through the formal process. This determination is not subject to appeal.

Note, Title IX informal resolution is only permitted to address allegations of **student-on-student** sexual harassment and is never allowed as an option to resolve allegations that an **employee** sexually harassed a student. See, 85 Fed. Reg. 30026, 30054 (May 19, 2020).

### **Role of the Facilitator**

Informal resolution processes are managed by facilitators, who may not have a conflict of interest or bias in favor of or against complainants or respondents generally or regarding the specific Parties in the matter. The Title IX Coordinator may serve as the facilitator, subject to these restrictions.

All facilitators must have training in the definition of sexual harassment under 34 C.F.R. § 106.30(a), the scope of the institution's education program or activity, how to conduct informal resolution processes, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, or bias.

### **Confidentiality**

In entering the informal resolution process, the Parties agree that any testimony and evidence (including admissions of responsibility) they share or receive during the informal resolution process concerning the allegations of the Formal Complaint is confidential while the parties are participating in the informal resolution process. No evidence concerning the allegations obtained within the informal resolution process may be



disseminated to any person, provided that any Party to the informal resolution process may generally discuss the allegations under investigation with a parent, friend, advisor, or other source of emotional support, or with an advocacy organization. **Should the Parties withdraw from the informal resolution process, information disclosed or obtained for purposes of the informal resolution process may be incorporated into the formal investigation and live hearing, provided that this information is disclosed and reviewed by the Parties under the investigatory and hearing procedures described in the Title IX Grievance Process.**

#### **IV. DEFINITIONS:**

Parties – Both the Reporting Individual/Complainant and the Respondent/Accused are considered “the Parties” referenced in this policy.

#### **V. RESPONSE PROCEDURES:**

##### **Informal Resolution Options**

North Country Community College offers the following informal resolution procedures for addressing Formal Complaints of sexual harassment covered under the Title IX Policy.

- 1. Administrative Resolution** - Should the Parties mutually determine to enter the informal resolution process, and the respondent elects to accept responsibility for the allegations of the Formal Complaint at any point during the informal resolution process, the institution may administratively resolve the Formal Complaint.

Where the respondent admits responsibility, the Parties will receive simultaneous written notification of the acceptance of responsibility, and a panel will convene to determine the respondent’s sanction and other remedies, as appropriate and consistent with institutional policy. The Parties will be given an opportunity to be heard at the sanctions hearing, including but not limited to the submission of impact statements, and the Parties may be accompanied by their Advisor, but questioning of Parties or witnesses will not be permitted. The Parties will receive simultaneous written notification of the decision regarding sanctions and remedies, which may be appealed according to the process described below as outlined in the North Country Community College Title IX Grievance Policy.

The limited grounds for appeal available are as follows:

- Procedural irregularity that affected the outcome of the matter (i.e. a failure to follow the institution’s own procedures);
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.
- Students may appeal the "severity of sanction" that has been imposed by presenting a statement explaining why they feel the penalty is too severe.

The submission of appeal stays any sanctions for the pendency of an appeal. Supportive measures and remote learning opportunities remain available during the pendency of the appeal. If a party appeals, the institution will as soon as practicable notify the other party in writing of the appeal, however the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal.

Appeals should be submitted in electronic form using 12-point font and single-spaced. Appeals that do not meet these standards may be returned to the party for correction, but the time for appeal will not be extended unless there is evidence that technical malfunction caused the appeal document not to meet these standards. Appeals will be reviewed and decided by an appeal panel, whose members will be free of conflict of interest and bias, and will not serve as investigator, Title IX Coordinator, or hearing decision-maker in the same matter. Appellate hearing panels have the option to (1) uphold the original decision and sanction, (2) institute a modified decision and/or sanction, or (3) request the case be reheard in its entirety. Option 3 will only be utilized in cases with significant procedural lapses that impacted the decision-making of the original Title IX Hearing Board.

The determination of responsibility made by the appellate hearing board is final and may only be overturned by the Office of the President. The appellate hearing panel facilitator will communicate the results of any appeal simultaneously and in writing to the respondent, the Administrative Hearing Officer, the Associate Vice President of Student Affairs/Title IX Coordinator and/or the Vice President of Academic Affairs, and the President's Office. Copies of all Title IX records will remain on file at the College permanently. Outcome of the appeal will be provided in writing simultaneously to both parties and include rationale for the decision.

- 2. Mediation** - The purpose of mediation is for the parties who are in conflict to identify the implications of a student's actions and, with the assistance of a trained facilitator, identify points of agreement and appropriate remedies to address them. Either party can request mediation to seek resolution; mediation will be used only with the consent of both parties, who will be asked not to contact one another during the process. The Title IX Coordinator will also review any request for mediation and may decline to mediate based on the facts and circumstances of the particular case. Either party has the right to terminate the mediation process and choose or resume another option for resolution at any time.

The mediation process will typically commence within 10 days after the Title IX Coordinator receives consent to mediate from both parties and will continue until concluded or terminated by either party or the Title IX Coordinator. During mediation, any potential investigation will halt, and calculations for time frames will be stayed. If the mediation results in a resolution, the disciplinary process will conclude and the matter will be closed.

During mediation, a facilitator will guide a discussion between the parties. In circumstances where the parties do not wish to meet face to face, either party can request "caucus" mediation, and the facilitator will conduct separate meetings. Whether or not the parties agree to meet face to face, each party will be permitted to bring an advisor of their choice to any meetings who may be, but is not required to be, an attorney.

At the conclusion of the mediation, the facilitator will memorialize the agreement that was reached between the parties. The Title IX Coordinator will monitor adherence to the

proposed solution and close the matter when compliance is satisfactory.

- 3. Restorative Justice** - A restorative justice conference is a dialogue, facilitated by a designated college official with appropriate training, intended to restore relationships and repair harm after a conflict has occurred. Both the responsible party and the individuals affected by the conflict come together to identify what harm was caused and, collaboratively, determine how conflict and trust might be, respectively, resolved and repaired.

A Party may request to engage in a restorative justice conference at any stage of the process, however, restorative justice may not be an appropriate mechanism for all conflicts. To qualify for the restorative justice resolution option, the student accused of wrongdoing must accept responsibility and express remorse for the harm that was caused. The harmed party must also be willing to accept an apology offered by the student accused of wrongdoing. Additionally, all involved parties must agree to and abide by measurable and timely actions within the scope of this Policy and directives. The Title IX Coordinator will review any request for restorative justice resolution and may decline to initiate restorative justice based on the facts and circumstances of the particular case.

The restorative justice conference proceeds only if all parties agree to participate willingly. Upon doing so, the process typically commences within 10 days after the Title IX Coordinator receives written agreements from all involved parties. The conference will continue until the conference is successfully concluded or until the Title IX Coordinator determines that the conference will not be successful. If successful, an agreeable resolution is reached by all involved parties, at which time the process is concluded, and the matter is resolved.

The Title IX Coordinator will monitor the parties' adherence to their proposed solution and reserves the right to close the matter when compliance is satisfactory.

## **VI. SANCTIONS**

If a resolution cannot be reached, the matter will be referred to the Associate Vice President of Student Affairs/Dean of Students to re-evaluate other options for resolution.

## **VII. REFERENCES**

[85 Fed. Reg. 30026, 30054 \(May 19, 2020\)](#)

[34 C.F.R. § 106.30\(a\)](#)

[Title IX Services and Policy](#)