



Board of Trustees Meeting Agenda

11:00 a.m. | Friday, July 30, 2020

Meeting Held Via ZOOM (Information Below)

- I. Call to Order
- II. Approval June 25, 2020 Minutes
- III. Liaison Reports
 - A. College Senate
 - B. NCCCAP
 - C. CSEA
- IV. College Reports
 - A. Board Chair
 - B. Interim Vice President for Academic Affairs
 - C. Vice President for Marketing & Enrollment Management
 - D. Vice President for Administration & Fiscal Operations
 - i Financial Report | June 2020
 - ii Financial Forecast
 - E. President
 - i Strategic Plan
 - F. Representative Reports
 - i NCCC Association
 - ii NCCC Foundation
- V. 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.

Topic: July Public Session | Board of Trustees

Time: Jun 25, 2020 11:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89129453307> Meeting ID: 891 2945 3307

One tap mobile

+16465588656,,89129453307# US (New York)



Board of Trustees Meeting Minutes | June 25, 2020
Meeting Held Via Zoom Due to the COVID-19 Pandemic

Board Members Present: Steve Reed, Tim Burpoe, Pete Suttmeier, Mark Moeller, Dan Kelleher, Donna Wadsworth, Mary Irene Lee, Jerry Griffin.

Excused: Vondell Livingston

Others Present: Joe Keegan, Stacie Hurwitch, Bob Farmer, Sarah Maroun, Chris Knight, Kyle Johnston, Lisa Symonds, Erik Harvey, Diana Fortune, Shir Filler, Dianna Trummer.

Board Chair, Steve Reed, called the meeting to order at 11:01 a.m.

Meeting Minutes

Tim Burpoe moved to approve the May 25, 2020 meeting minutes as they were presented. Pete Suttmeier seconded the motion. The May 25, 2020 meeting minutes were approved unanimously. (8-0-0)

College Senate

No report.

NCCCAP

No report.

CSEA

No report.

Board Chair Report

Steve Reed reported:

- Two board members are slated to end their term next year. Members of the board will begin thinking about the recruitment of trustees and the potential for bringing on members that are younger. This will change the current make-up of the board to become a more diverse Board for the College.
- The overall process of succession of the Board to Board Leadership was discussed. There will be a vice chair position to consider. It would be in the boards interest to think and discuss changing leadership. They anticipate an open discussion for the July meeting when set to vote.

Interim Vice President for Academic Affairs

Sarah Maroun reported:

- There has been a lot of work on contingency planning for the movement of the College come Fall 2020. We are looking to become mostly remote and are currently working on scheduling and how to enhance the learning environment.
- The College is just a few weeks behind on the MSCHE Self-Study report; but the working groups are catching up and the goal is to have a draft by the end of August to share with the community. The College was given a new Middle States team chair, Dr. Kristy Bishop and our two self-study co-chairs and our president met with her earlier this month. A video conference with Dr. Bishop is scheduled for November 2020 to plan the team's visit in Spring 2021.

- The board discussed the Middle States Self-Study process and the concerns of the recent pandemic and the uncertainty of where the College stands.
- Sarah briefly explained the plans that surround the Northern Border Regional Commission grant application for water/wastewater operations. She noted that the application was led by Essex County's Anna Reynolds in partnership with several others. Members of the board agreed it is a good opportunity for the College.
- There was discussion about the future of offered summer free "continuing education courses". There is a desire to extend these free program sessions into the Fall and winter months.

Vice President for Marketing and Enrollment Management

Kyle Johnston highlighted his report:

- Current marketing changes are coming. Web traffic is a metric the College uses to see the success of the website. The Programs Page has been the biggest hit for the last week. It shows that spending on the advertising side has been effective. It will be continuously monitored.
- Admissions has been promoting Business Programs for the past 3 weeks; next is the promotion on Health Services and a scholarships campaign. It will be geared towards the Foundations Opportunities Scholarship. There are non-Traditional student needs to anticipate and that is the cohort for that scholarship. Funds will be rewarded in July.
- After the 4th of July there will be the final marketing push right up to the beginning of classes. Once the College has a look for what Fall 2020 will look like will really drive this particular campaign.
- The board discussed scholarship and program opportunities that Kyle touched upon.

Vice President for Administration/CFO:

Bob Farmer and Erik Harvey shared with the board the financial reports for May 2020, and the updated 5 year plan. He then updated the board on the current status of financials related to the upcoming budget year.

- Joe reported creating a new budget has been a challenging process and has been an improvement with including shared governance. The challenge is to determine the College's future revenue and enrollment numbers. He has been pleased with the many scenarios the financial team has worked through and thanked them for their hard work and dedication to the future success of the College.

Bob presented the 2020-21 budget highlights.

- 4% tuition increase
- FTE 885
- a 7% increase in health insurance
- 2.85% salary increase
- small decrease in state aid
- sponsor contributions are flat
- Started with the \$1,450,000 gap and are now looking at a balanced budget with a 30,000 contribution from the fund balance.
- Things could change as the year progresses and there are levers in place to offset any changes that could happen up to and including state aid reduction and enrollment reduction

The board discussed the highlights and other notes of interest regarding the proposed budget. There was discussion on the Cares Act as well. There was agreement that anything the College does now will impact the 2021-22 budget and they need to start focusing on that path now. The increase in tuition was debated and Erik shared a comparison with other Community Colleges in the SUNY system showing NCCC is right in the middle of the pack.

The board moved the following resolution:

Jerry Griffin made a motion that the North Country Community College Board of Trustees hereby approves the Operating Budget and Fee Schedule for the academic year beginning September 1, 2020 and ending August 31, 2021. Pete Suttmeier seconded the motion. The motion passed unanimously (8-0-0)

- Erik shared with the board the updated 5-year plan. It is more of a discussion piece than a road map because of the uncertainties we're currently facing. There is still no word on what the NYS aid percentage cut will be and are anticipating an answer soon. The board discussed the projections and related concerns over the next five years.

Mary Irene made a motion to approve the May financials as they were presented. Pete Suttmeier seconded the motion. The motion was approved unanimously (8-0-0).

President's Report:

Joe Keegan reported:

- Joe shared his appreciation to those of the College who will be leaving us over the summer including Bob Farmer, Mike Shepard, Dory Dustin, and student trustee Vondell Livingston. They will be greatly missed and wished the best.
- Joe expressed his empathy to those who have been affected by the recent happening of Black Lives Matter. He voiced that NCCC stands in solidarity with those affected and their supporters.
- Joe shared that in the spirit of SUNY Pride month; NCCC stands in solidarity with the members of the LGBTQ community and supporters.
- There is a positive increase in summer enrollment.
- Nursing pinning ceremonies were conducted on each campus on a drive-by setting. It was a memorable experience and the best that could be done during this pandemic. He voiced his appreciation to those involved in making the event a success.
- Joe highlighted the Stay Here-Go Far Campaign- SUNY Support continues for the Community Colleges.
- Joe spoke of the work done on the four (4) initiatives added to current strategic plan this past year. The fourth area, alumni relations, was the last to be addressed and it was tied to our 2020-21 Perkins Grant. Customer Service has been improved as well.
- Joe expressed his thanks again for everyone's work on the budget; specifically to Bob Farmer, Erik Harvey and Lisa Symonds who have all worked tirelessly on the project.
- Strategic Planning Session is slated for July 15th from 8:30am-12:30pm. The College is looking for members of the board to join us and a meeting invite will be going out to the Strategic Planning Team early next week. This new team will be made up of members of the College and the local communities.
- Regarding the 2020 restart: On June 6th, we submitted an executive summary of our reopening plan to SUNY. On June 22nd, we submitted a follow-up, more fleshed out version. The plan at this time is to continue a mostly online presence with face-to-face sessions in programs where it is most needed based on the learning outcomes and needed resources. The College continues to work in detail on the plan.
- The board discussed with Joe on the 5 year projections and potential possibilities for the College.

NCCC Foundation:

Diana Fortune reported:

- The Coburn Scholarships are advertised by the College and it is marketed to students. If there are still dollars available there are 6 students that may benefit.
- Student Emergency Fund had a second successful application from the Adirondack Foundation to the SUN FUND, giving the fund an increase of \$2,000. Diana is requesting SUNY to match the fund.

NCCC Association:

No report.

Old Business

None

New Business

Steve Reed spoke to the Board and members of the College present. He encouraged them to keep moving forward; the

College is not alone during this difficult time and though there are tough decisions that will need to be made in the future it will be done so while keeping the best interests of the College and its community in mind.

Public Comment

None

Executive Session

Tim Burpoe made the motion to enter Executive Session at 12:15 p.m. in relation to *collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law; and the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation*. Pete Suttmeier seconded the motion. The motion was passed unanimously (8-0-0). Joe Keegan was invited to join the meeting at 12:17p.m.

Tim Burpoe made a motion to adjourn executive session at 1:20 p.m. Pete Suttmeier seconded the motion. The motion was approved unanimously (8-0-0).

Board Composition

Tim Burpoe announced that this was his final meeting as her term expires on June 30th, 2020. He indicated he appreciated the opportunity to serve and wished the Board and the College well. He noted that given his other commitments, he was not able to stay on until a successor was appointed. The Board thanked Tim for his years of service and wished him well.

Adjourn

Tim Burpoe made a motion to adjourn the meeting. Pete Suttmeier seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 1:21 p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

DRAFT
Thursday, July 30, 2020
Motion:
Second:
Action:

**Interim VPAA Report to the Board of Trustees
July 29, 2020**

Please find the following report from the Academic Area below.

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

- **Academic Planning**
 - **Summer Schedule:** The second summer session is underway. We saw a slight increase in summer enrollment as compared to 2019.
 - **Fall Planning:** With very few exceptions, Fall 2020 courses will be taught primarily via remote format. Exceptions include limited on-campus meetings for Allied Health courses, and Field Methods in Environmental Science (field sessions).
 - **Student Technology Support for Remote Learning:** The IT Dept. began a technology onboarding process mid-July and will continue to contact new students to assure they are able to log-in to our systems effectively. They will also capture information regarding what technology needs students may have. With CARES Act funding, we purchased laptops to begin a laptop loaner program for students to address technology gaps.
 - **New Program Initiatives:**
 - **Water/Wastewater:** Grant proposal to launch a water/wastewater training program was submitted to the Northern Border Regional Commission on June 1st. We await a response.
 - **Workforce Development/ Career Services:** We have met bi-weekly with regional workforce development partners to see how NCCC can help community members during and after the current COVID-19 crisis for the last few months. These are quite helpful to understand the changing labor circumstances and needs in our region.
 - **St. Regis Mohawk Tribe:** Courses will not be held at Akwesasne this fall. We hope to offer limited tutoring by appointment at the Tribal Administration building.
- **Academic Programs: No recent updates**
 - **AA Lib Arts and Sciences – Hum/Soc Science – Early Childhood/Childhood Teacher Ed Track:** Approved by SUNY in February and just recently approved as of April 13, 2020 by New York State Education Department. We are working with the enrollment team to begin marketing the program.
 - **AS Business Administration—Health Care Management Track:** Submitted to SUNY for review. SUNY has asked for some clarification and minor changes. We will work with the Business Dept. and resubmit.
 - **Advanced EMT Certificate:** No new updates.
- **Continuing Education:** The *North Country Live* sessions have been well-attended. Events in June focused on stress reduction, resiliency, and mental health. July events included financial literacy and strategies for working remotely. The August sessions will focus on the North Country's connections and role in the abolitionist movement.
- **Middle States/ Assessment of Student Learning:**
 - **Program Review:** Three program reviews were completed this past academic year: *AAS Radiologic Technology, AAS Chemical Dependency Counseling, and AAS Human Services*. Thanks to all who were involved in completing these important reviews.
 - **Assessment:** Compiling spring 2020 assessment results is underway. We are working individually with academic departments to work with a new assessment system in Blackboard. This year completes a three-year cycle of

assessment across all of our academic programs. In addition to student learning outcomes assessment, we launched a student opinion survey, which included a separate section of questions focused on the COVID-19 disruption. This will help us make adjustments as we prepare for the Fall semester and beyond.

- **MSCHE Self-Study: No new updates.**
 - The Steering Committee met on May 18th. Working groups will complete drafts for each standard over the summer. The goal is to have a working draft by September.
 - **Team Chair for MSCHE Spring 2021 Visit:** We had an introductory meeting with the Team Chair, Dr. Kristy Bishop. We decided on a preliminary date in the beginning of November for a virtual team chair visit. This will facilitate a smoother self-study visit in the Spring of 2021.
 - **NCCC Student Survey:** We are working through the student survey distributed at the end of the fall semester. Those results continue to inform planning for the fall semester.
 - **Reminder of Revised Institutional Priorities:**
 - Maintaining a culture of assessment that supports excellence in education and guides the College's daily operations and strategic planning
 - Expanding community engagement through partnerships and enhancing community integration
 - Improving financial sustainability through increasing enrollment and retention
- **College Bridge:** College Bridge
- **Professional Development:** On July 29th, from 9:00-12:00, we will host an instructional designer from Monroe Community College. Three key areas include: enhancing online course design, creating accessible documents and course content, and assessment in a remote/online course. Following this session, we will set up regular sessions for faculty to share ideas and best practices. This will help us assess suitable topics for the next round of professional development workshops.
- **Academic Policies:** No new updates.

★ Grants and Experiments:

Here is a brief update on our grants:

- **Strong Start to Finish Grant:** Improving retention and student success through various efforts continues throughout this academic year. SUNY has offered all participating schools a “coach” to work with as we develop new and revised programs. We will gladly accept that opportunity. College Success Program sections have been added to the schedule for Fall 2020.
- **Second Chance PELL:** Summer classes are underway in the program. Fall planning will include a continuation of remote learning. Strategies to keep students engaged include DVDs, a video-conference pilot program, and a texting service that allows students and faculty to communicate directly.
- **P-TECH Program** – On June 17, Northern Borders Academy held an outside graduation ceremony at the Malone Campus. There were twelve students who received their diplomas as faculty and staff wished them well. We welcome our first cohort of freshman students at NCCC in the fall 2020 semester! We will continue to work through contingency plans for



- fall classes in conjunction with FEH BOCES.
- **Quantway:** Given the uncertainty around fall course offerings, we will be limiting our Quantway offerings for fall.

Respectfully submitted,

Sarah Maroun
Interim Vice President for Academic Affairs

Vice President - Marketing and Enrollment

Report to the Board of Trustees

Created July 25, 2020

Admissions and Financial Aid Team Updates:

- The Admissions and Financial Aid teams continue to work 1 on 1 with new students working them through the enrollment pipeline. Most of our communications projects revolve around moving students along from one status to the next guiding them towards registration. We continue to also target very specific groups such as the College Bridge students that recently graduated high school. We recently built an outreach campaign that will consist of a parent postcard, email, personal call and text. The push is for these students who started with us (while attending their high schools) to hopefully finish up with us. I've used this type of campaign in the past with concurrently enrolled students and it can work well.
- We have continued to hold virtual visit sessions for students but the number of attendees has dropped off a bit which is a sign that we're close to a semester start. Typically prospecting slows dramatically in July and August as most interested students come through as applicants during this time period. We will continue to hold these sessions right up until the fall semester starts.
- Financial Aid is currently working with the Marketing/Web team to finalize the new www.nccc.edu/paying-for-college section of our website. Paying for college is a struggle for many students and we want to make the information and processes as straight forward as possible. Within this section is the new www.nccc.edu/scholarships page where we are warehousing all information related to foundation, institutional and SUNY scholarships. We will complete the awarding for the new Foundation Opportunities Scholarship and the SUNY Pathways Scholarship in the next few weeks. Additionally, we are continuing to award new students as they come through and have finished awarding all continuing students.

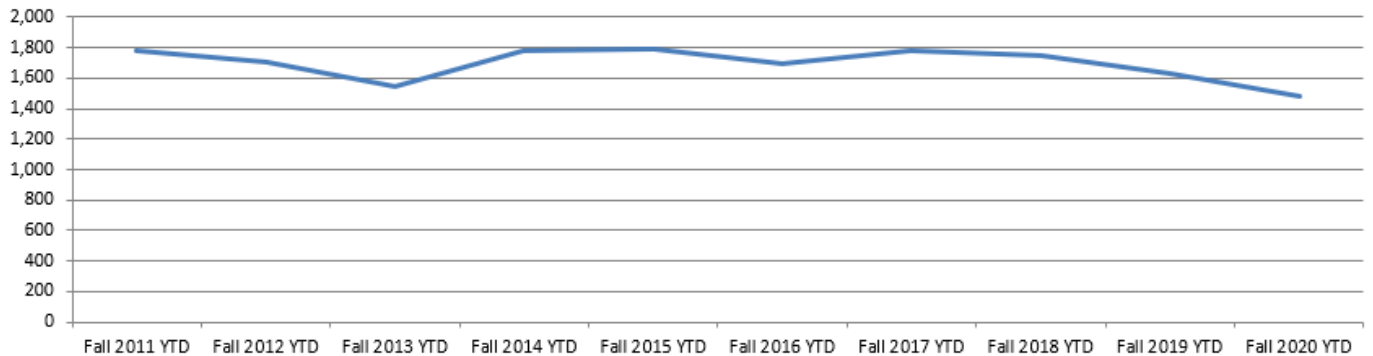
Marketing and Web Team Updates:

- The program-specific marketing campaign for all human services programs is up-and-running and will continue for the next 3-4 weeks. Attached you will find their new program sheet which is currently being finalized. Soon, we will start to discuss the programs that will have program-specific marketing plans built during the upcoming school year. All new program landing pages can be found at www.nccc.edu/programs.
- We're working closely with the enrollment team to create everything needed for the College Bridge campaign. This idea came to us very recently so we've been working to get this launched within a 2 week timeframe. We should be able to have everything in motion on this one by the end of July. Hopefully we're able to entice students to stay closer to home during this pandemic than what they originally planned.
- We're getting close to buttoning-up the final campaign of this enrollment cycle which will take us all the way into fall semester. We have chosen to model this after the promotional campaign and artwork that we used for the summer semester which did very well analytically and resulted in strong enrollment numbers. The campaign landing page at www.nccc.edu/fall is still a work-in-progress but will be complete before the advertising starts. We're all-in on this final campaign spending all funds left in the marketing budget.

Application Pipeline (Fall)

Current Year: 2020																			
Data Date: 7/27/2020 *Rough estimate based on available data in CAMS																			
	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2011	Fall 2012	Fall 2013	Fall 2015	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019
	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	Final	Final	Final	Final	Final	Final	Final	Final	Final
Fall Applications (YTD)	1,779	1,710	1,541	1,783	1,794	1,694	1,778	1,746	1,628	1,477	1,843	1,740	1,673	1,921	1,882	1,927	1,898	1,802	1,713
Deposits	442	470	341	462	472	455	444	384	384	480	449	479	351	481	472	533	451	405	390
Admits	678	633	674	733	643	670	659	533	619	447	696	653	771	797	694	762	724	522	572
Wait List (Nursing, RAD)	26	3	24	37	63	39	58	28	61	29	27	4	24	38	63	39	59	17	49
Other Application Status	0	254	33	4	1	0	0	0	0	1	16	253	32	3	1	3	0	0	0
Received Applications	1	4	8	14	24	7	41	32	12	0	2	4	9	1	24	7	4	8	12
Incomplete Applications	155	214	366	172	199	342	257	590	374	343	170	217	390	14	233	342	322	597	55
Application Withdrawn	128	110	74	354	171	57	60	162	175	148	131	109	76	581	181	68	74	237	321
Inactive Application	0	0	0	0	214	120	256	12	1	28	0	0	0	0	0	167	260	12	1
Application Rejected	349	22	21	7	7	4	3	5	2	1	352	21	20	6	214	6	4	4	1
Registered First Time, Trans	0	0	0	0	0	0	0	0	389	283	628	640	510	575	469	443	456	426	412

Fall Applications (YTD)



Financial Aid Packaging (Fall)

INCOMING	Fin Aid Offers Sent	Fin Aid Offers Accepted	FAFSA Incomplete (unable)	
Fall 2020	302/23	88	44/9	7/17/2020
Fall 2019	348	99	48	7/16/2019
Fall 2018	299	113	44	7/20/2018

RETURNING	Fin Aid Offers Sent	Fin Aid Offers Accepted	FAFSA Incomplete (unable)	
Fall 2020	244	79	34	7/17/2020
Fall 2019	235	56	27	7/16/2019
Fall 2018	284	52	23	7/20/2018

You've earned credits through North Country Community College in the past, now let us help you finish a degree for your future!

"Greetings! I invite you to come and see the difference at North Country. Here, you'll find a top notch learning experience delivered by a creative and talented faculty and staff. Our students and their success are at the center of all that we do. Come join us this fall and see how far you go while staying near to your family and friends."

— Joe Keegan, President



STAY NEAR. GO FAR.

- Real credits, real transferability and REAL SAVINGS!
- Stay close to home and stay safe
- Personal attention in small online classes
- Years of experience offering and supporting online learning
- Get your general education credits and transfer with a DEGREE IN HAND!

Let's Get You Started!

Classes Begin Aug. 31st!

Call 888-TRY-NCCC, email ADMISSIONS@NCCC.EDU or visit NCCC.EDU/APPLY



Our Human Services programs prepare you to assist those in need. If you have a strong desire to help children, adults, families and those battling addiction, our Human Services programs can help you positively impact people's lives in a very meaningful way.

Offering Degrees/Certificate In:

- Chemical Dependency Counseling
- Child and Family Services
- Human Services
- And more! Visit NCCC.EDU/HUMAN-SERVICES for more information



» ABOUT THE PROGRAMS

Human Services is a diverse field that covers multiple degree and certificate programs. Degrees include: Human Sciences, Chemical Dependency Counseling and Child and Family Services. Graduates of the Human Services programs are prepared to enter the workforce in entry-level positions or are able to transfer their credits to baccalaureate-granting institutions for advanced education and training opportunities.

» WHAT YOU'LL LEARN

At North Country Community College our Human Services programs include both classroom instruction and hands-on practical training and internship opportunities. These training experiences will help you learn and develop your skills in a real-life setting. You will learn how to address various issues about human behavior and social problems and how people can work together and overcome these obstacles.

» CAREER & TRANSFER OPPORTUNITIES

Our Human Services degrees and certificates prepare you for work directly in the field in careers such as substance abuse counseling, youth services and many others!

Students have also successfully transferred to complete bachelor's degrees in areas such as Education, Human Services, Psychology, Social Work and other related majors. We have direct articulation agreements with SUNY Empire (B.S. Addiction Studies) and SUNY Canton (B.S. Applied Psychology).



"The education and instruction I received at NCCC prepared me for my continued education and the entrance into the work force by encouraging my strengths. This wonderful college empowered me to see my worth and capabilities."

— Nichole Thompson-Black, Class of 2018
Human Services and Chemical Dependency Counseling

2020

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REGISTER NOW FOR

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CLASSES



North Country Community College

Sponsored by Franklin and Essex Counties

OPERATING FUND FINANCIAL REPORT

As of June 30, 2020

SUBMITTED TO THE BOARD OF TRUSTEES

July 30, 2020

ERIK HARVEY

Interim CFO

EH 7.11.20

**North Country Community College
Balance Sheet
JUNE 30, 2020**

	Current Year <u>Actual</u>	Prior Year <u>Actual</u>	Current Year <u>Inc (Dec)</u>
Assets			
Cash	\$ 3,711,659	\$ 5,377,751	\$ (1,666,092)
Accounts Receivable-Students	253,201	(162,952)	416,153
Due From NCCC Association	259,002	65,681	193,320
Due From NCCC Foundation (Contributions)	887,534	1,223,802	(336,268)
Due From Other Funds	434,435	584,778	(150,344)
Due From Governments (State & Fed Fin Aid)	629,181	558,231	70,950
Prepaid Expenses	51,848	121,037	(69,190)
Total Assets	\$ 6,226,859	\$ 7,768,329	\$ (1,541,470)
Liabilities			
Accounts Payable	\$ 6,391	\$ 216,185	\$ (209,795)
Payroll & Benefits Liabilities	54,771	83,985	(29,214)
Due to NCCC Association (Room, Meals, Books)	6,944	456,439	(449,495)
Due to NCCC Foundation (Rent)	314,626	737,613	(422,987)
Due to Other Funds	120	20	100
Due to Retirement	396,272	276,682	119,590
Compensated Absences	256,362	249,943	6,418
Other Liabilities	301,990	369,201	(67,211)
Total Liabilities	\$ 1,337,475	\$ 2,390,068	\$ (1,052,593)
Month End Equity	\$ 4,889,384	\$ 5,378,261	
Total Liabilities & Equity	\$ 6,226,859	\$ 7,768,329	
Fund Balance Summary			
Fund Balance as of 09/01/19	\$ 4,620,020		
Estimated 19-20 Surplus (Deficit)	\$ (550,000)		
Projected Fund Balance as of 09/01/20 ¹	\$ 4,070,019		
¹ 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 \$15,856,548.			

**North Country Community College
Revenues & Expenditures
JUNE 30, 2020**

	Annual <u>Budget</u>	YTD <u>Actual</u>	19-20 Actual <u>M (L)</u>	% of <u>Budget</u>
Revenues				
Tuition & Fees	\$ 5,948,711	\$ 5,809,999	\$ (138,713)	98%
Sponsors' Contribution	2,380,000	1,772,500	(607,500)	74%
Chargebacks	713,800	598,983	(114,817)	84%
Out-of-State Tuition	837,905	844,559	6,654	101%
State Aid	4,184,755	3,157,049	(1,027,707)	75%
Contributions	1,098,500	893,693	(204,807)	81%
Total Revenues	\$ 15,163,671	\$ 13,076,782	\$ (2,086,889)	86%
Expenditures				
Salaries	\$ 7,510,437	\$ 6,179,639	\$ 1,330,797	82%
Payroll Taxes	574,548	439,207	135,341	76%
Medical	2,062,677	1,899,338	163,339	92%
Retirement	646,507	621,973	24,534	96%
Other	150,276	202,859	(52,583)	135%
Equipment	84,075	20,349	63,726	24%
Facility Leases	1,455,130	1,080,969	374,161	74%
Utilities	295,750	238,040	57,710	80%
Maintenance	207,650	143,326	64,324	69%
Office & General Supplies	88,027	45,442	42,585	52%
Advertising	172,950	123,790	49,160	72%
Professional Services	101,400	74,362	27,038	73%
Information Technology	353,170	334,602	18,568	95%
Library & Instructional Supplies	196,923	190,854	6,069	97%
Scholarships	515,000	586,817	(71,817)	114%
Travel	169,770	60,612	109,158	36%
Property & Liability Ins.	140,000	141,175	(1,175)	101%
Miscellaneous	430,005	320,191	109,814	74%
Total Expenditures	\$ 15,154,295	\$ 12,703,546	\$ 2,450,749	84%
Operating Surplus (Deficit)	\$ 9,376	\$ 373,236	\$ 363,860	3881%
Non-Operating Activity	-	16,369	16,369	NA
Total Fund Surplus (Deficit)	\$ 9,376	\$ 389,605	\$ 380,229	4055%

North Country Community College

July Forecast

For the year ending August 31, 2020

FTE	Budget	Forecast	More (Less) vs. Budget	
In-State	710	599	(111)	-19%
Out of State	70	73	3	5%
Concurrent Enrollment	245	256	11	4%
Core Operating FTE	1,025	928	(97)	-10%
Pell Prison Program	155	146	(9)	-6%
Total FTE	1,180	1,074	(107)	-10%

Unrestricted Fund <i>(in thousands)</i>	Budget	Forecast	More (Less) vs. Budget	
Revenues				
Tuition	\$ 5,740	\$ 5,303	\$ (437)	-8%
Fees	1,337	1,321	(16)	-1%
Sponsor's Contribution	2,380	2,380	-	0%
Chargebacks to Other Counties	625	625	-	0%
State Aid	4,185	3,949	(236)	-6%
Contributions & Other Income	1,099	1,075	(24)	-2%
Reserve for Bad Debt	(201)	(295)	(94)	47%
Total Revenues	15,164	14,357	(806)	-5%
Expenditures				
Salaries	7,510	7,517	7	0%
Payroll Taxes	549	528	(20)	-4%
Medical	2,063	2,008	(54)	-3%
Retirement	647	746	100	15%
Other	176	220	43	25%
Equipment	84	25	(59)	-70%
Facility Leases	1,455	1,455	-	0%
Utilities	296	248	(48)	-16%
Maintenance	208	168	(40)	-19%
Office & General Supplies	88	78	(10)	-11%
Advertising	173	173	-	0%
Professional Services	101	115	13	13%
Information Technology	353	303	(50)	-14%
Library & Instructional Supplies	197	196	(1)	-1%
Scholarships	515	587	72	14%
Travel	170	61	(109)	-64%
Property & Liability Ins.	140	141	1	1%
Miscellaneous	430	338	(92)	-21%
Total Expenditures	15,154	14,907	(247)	-2%
Unrestricted Fund Surplus / (Deficit)	\$ 9	\$ (550)	\$ (559)	5966%

**North Country Community College
President's Report to the Board of Trustees
July 30th, 2020**

Greetings to you all,

I hope this finds you well and enjoying what has proved to be an incredible stretch of summer weather. Along with our daily operations, much of the last several weeks have been focused on our efforts to land the Fall 2020 class, our preparing to reopen the College for our employees, our planning for the fall semester instruction, and our managing of the budget with the changing conditions. The credit goes to the talented and dedicated group of employees who make the College what it is. They are a special group of folks.

With all that in mind, please find updates from our area below.

Respectfully yours,

Joe

★ **Campus and External Relations**

Here are some highlights of events, contacts and interactions that I have participated in over the last few weeks:

Date	With	Location
29 June 20	Clyde Rabideau, SL Mayor and PSC: Reopening	Zoom
01 July 20	COVID-19 Check-in w/ SUNY Chancellor	Web-Ex
07 July 20	Guardian Software Demo (Student Life, ADA)	Zoom
07 July 20	Meeting with Joe Pete Wilson, Keene Supervisor	Zoom
07 July 20	NY Community College Association of Presidents	Zoom
07 July 20	Community Services Board	Web-Ex
08 July 20	SUNY Back to Work App Screening	Zoom
09 July 20	Campus Reopening Discussion	Teams
14 July 20	NY Community College Association of Presidents	Zoom
14 July 20	Common Ground Alliance	Zoom
14 July 20	COVID-19 Check-in w/ SUNY Chancellor	Web-Ex
15 July 20	NCCC Association Board Meeting	Teams
17 July 20	Chancellor Johnson's Farewell	Zoom
21 July 20	Campus Reopening Discussion	Teams
21 July 20	NCCC-Workforce Development Partners	Zoom
21 July 20	Meeting with Joe Pete Wilson, Keene Supervisor	Zoom
21 July 20	Community Services Board	Web-Ex

22 July 20	Strategic Planning Workgroup Session	Teams
23 July 20	NY Community College Association of Presidents	Zoom
23 July 20	Franklin County Board of Legislators – Budget Presentation	Web-Ex
23 July 20	Northern Area Health Education Center Meeting	Zoom
27 July 20	Trudeau Institute – Steinman Lecture	Zoom
29 July 20	Strategic Planning Workgroup Session	Teams
29 July 20	NY Community College Association of Presidents	Zoom

★ **COVID-19 Task Force and Reopening**

The Task Force continues to meet to help with the reopening planning, of which there has been ongoing items to address. Our planning is focused on four areas: 1) reopening plans, 2) monitoring plans, 3) containment plans, and 4) shutdown plans. A few weeks back, SUNY requested some additional information on our monitoring plans, particularly our screening protocols for students and employees.

As a reminder, for the Fall 2020 semester we are now planning for:

- instruction to take place in a mostly online model with face-to-face instruction for those few programs where course-level/program-level learning outcomes are best served in that format,
- instructional supports to be delivered in both online and modified face-to-face meetings,
- no residence hall operations or residential students,
- no athletics.

In addition, we have begun bringing some of our employees back to work from campus; others will remain remote. This is dependent upon some combination of their work, the input from their supervisors, and their health. Our on-campus operations with students and the public will largely be set up for both phone and by-appointment-only face-to-face meetings.

CARES Act Funding

Our planning around the Coronavirus Aid, Relief and Economic Security (CARES) Act, which provided some 1.1 million in funding to the College, has continued. A minimum of 50% to be used for students impacted by the pandemic and a maximum of 50% able to be used by the institution. Here is an update:

- *Student funding:* Our dispersal of funds for students have begun.
- *Institutional funding:* Our planning of the *institutional* portion is being finalized. Included in it is funding to help offset the refunds we made to students for the Spring 2020 semester, costs associated with conversion to a fully online setting in March 2020, a student laptop program and Summer 2020 professional development series and support for faculty to ready for the fall semester.

As a reminder, the funding is to be used and accounted for no later than March 1st, 2021. More on that in the future as well.

★ **SUNY Support and New Community College Marketing Campaign**

SUNY continues to sponsor “*Stay here, Go far*”, a multi-level marketing campaign on behalf of the community colleges. This campaign will now continue through mid-August and is much appreciated. SUNY is also working with our Enrollment team to ensure linkage of leads. It has been targeting high school graduates and adults from ages 35-49 by region (ours is the North Country, shared with Clinton CC and Jefferson CC), and this latter group dovetails nicely with our own efforts to reach out to non-traditional students. Many thanks to Vice Chancellor for Community Colleges, Johanna Duncan-Poitier, for leading this effort on our behalf.

★ **Opportunities**

We continue explore how we can be helpful to our communities and residents. Two ways that we have been doing so are: 1) bi-weekly meetings with our regional workforce partners to find ways the College can help those who are finding themselves suddenly out-of-work and provide support and programs that can help sustain our communities, and, 2) exploration by our faculty and staff in non-credit offerings that can help those community members impacted by the pandemic.

Regarding the latter, under the leadership of Selina LeMay-Klippel and with participation and support from faculty and staff across the College, North Country Live, a free weekly series via Zoom on a variety of themes include wellness, personal finance and history, both local and beyond continues through mid-August. Here is a link: <https://www.nccc.edu/live/>.

★ **Administrative Updates**

With Bob Farmer’s departure, Erik Harvey and Lisa Symonds have formed what we believe will be a dynamic duo in leading the financial area of the College. In addition, I have been overseeing the areas that Bob previously did: our financial area, our facilities area, our human resources area, and our informational technology/institutional research.

★ **19-20 College Budget**

As you will see in Erik’s report, we are now forecasting about a \$550,000 deficit for the year. The silver lining is that some of the CARES Act funding will be able to used to blunt some of this loss. We are expecting that our 4th quarter payment will be deferred until late summer/early fall.

★ **20-21 College Budget**

Late last week, we met with the Franklin County Legislators on our 2020-21 budget. We have our next meeting with them on August 13th for the public hearing on it. We are trying to finalize the date to present to the Essex County Supervisors as well. We will need to have it to SUNY by mid-August for the SUNY Board of Trustees for approval. Many thanks to Erik Harvey who provided the legislators and supervisors with an informative executive summary to help them better understand the budget.

We have yet to hear what the reduction of NYS FTE aid will be for the 20-21 year though all signals are pointing towards a 20% reduction.

NYS 20-21 Base Aid	\$ 3,260,643		
Reduction	10%	\$ 2,934,579	\$ (326,064)
	20%	\$ 2,608,485	\$ (652,158)
	30%	\$ 2,282,450	\$ (978,193)

We continue developing plans to help reduce costs and manage the budget as we move into the year. This will include reduction of our staff. That can come in many forms including holding on replacements, workload reductions/ furlough, and our least desirable option, retrenchment of positions/programs. Wherever possible, we want to protect our core operations as an institution of higher education.

Relatedly, we began our 2020-23 Strategic Planning sessions last week. Managing and effective planning of our finances is will be both a backdrop to and an essential element of that planning.

★ **Strategic Plan**

As noted, our 2020-23 Strategic Planning process began last week with a broadly representative group coming together to kick things off. Using their collective experience and the ideas generated from their meetings this summer, we will frame-up items to consider in the plan and move it out to the campus community and beyond this fall. Critical elements to the planning process is that the plan is grounded in our mission, is driven by our highest priorities, is linked to our institutional goals, our budgeting and resources and is well understood by and able to be championed by our community. We hope that each employee will know what the plan is and how their actions help us to achieve those goals articulate there.

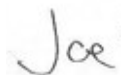
★ **Middle States/SUNY/NYSED Self-Study**

No update other than the fact that groups continue to work on their self-study tasks as planned. Our visit with our Team Chair, Dr. Kristy Bishop, Vice President for Academic Affairs at Westmoreland Community College in Pennsylvania is planned for early November 2020.

Annual Institutional Update (AIU)

A small team of us will be making our annual institutional update to Middle States over the next couple of weeks.

That's all for now. Thank you for your ongoing support of the College and our work. We all very much appreciate it.



Joe Keegan
President

NCCC Foundation
Report to NCCC Board of Trustees
July 21, 2020

NCCC Student Covid-19 Emergency Assistance Fund

The NCCC Foundation has received the following additional funding to support the Student Covid-19 Emergency Assistance Fund:

- a second grant of \$2000 from the Adirondack Foundation SUN Fund
- a SUNY Impact Foundation Matching Grant of \$6100
- To date a total of \$12,400 has been secured for this purpose

NCCC Foundation Scholarship Program for 2020-2021 Academic Year

\$35,050 has been awarded to 25 recipients for the upcoming academic year. Our thanks to the underwriters who make these awards possible.

Submitted by Diana Fortune, Director