

## Board of Trustees Meeting Agenda

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

Meeting Held Via ZOOM due to COVID-19 (Information Below)

- I. Call to Order
- II. Oath of Office | Student Trustee
- III. Approval September 25, 2020 Minutes
- IV. Liaison Reports
  - College Senate
  - NCCCAP
  - CSEA
- V. College Reports
  - Board Chair
    - Board of Trustees By-Laws
  - Interim Vice President for Academic Affairs
  - Vice President for Marketing & Enrollment Management
  - Interim CFO
  - President
    - COVID 19 Surveillance Testing Update
    - SUNY Guidance for Spring 2021 Update
    - Shared Governance Update
    - Strategic Planning Update
- VI. Representative Reports
  - NCCC Association
  - NCCC Foundation
- VII. Old Business
- VIII. New Business
- IX. Public Comment\*
- X. Executive Session
- XI. 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.

**Oct | BoT Public Session**

Time: Oct 30, 2020 11:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81067853503>

Meeting ID: 810 6785 3503

One tap mobile | +16465588656,,81067853503# US (New York)



## Board of Trustees Meeting Minutes | September 25th, 2020

Meeting Held Via Zoom Due to the COVID-19 Pandemic

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

Excused: Dan Kelleher

Others Present: Joe Keegan, Stacie Hurwitch, Sarah Maroun, Chris Knight, Lisa Symonds, Erik Harvey, Diana Fortune, Shir Filler, Maggie Willet, Amy Scattergood, Amy Seymour, Kim Duffey, Tom McGrath

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

### Minutes

Mary Irene Lee made the motion to accept the August 2020 meeting minutes as they were presented. Mark Moeller seconded the motion. The August 2020 meeting minutes were unanimously approved (6-0-0).

### College Senate

Shir Filler reported:

- The Senate has met twice thus far this semester.
- The Senate has passed the updates to the Student Code of Conduct at its August 28<sup>th</sup>, 2020 meeting.
- Discussion of Campus & Student Life committee- current consideration is morphing into a review board for Student Code of Conduct.
- At its August 28<sup>th</sup>, 2020 Senate approved a vote of no confidence for members of the SUNY Board of Trustees for bypassing its commitment to system-wide shared governance with the hiring of the new Chancellor. Response from both the SUNY Board Chair and the new Chancellor has gone well. Chancellor is making a good faith effort to connect with all the colleges in the system.
- Next College Senate is Oct 9<sup>th</sup> at 1pm – Mark Moeller volunteered to attend to represent the Board of Trustees.

### NCCCAP

Lee Susice reported:

- Working with Administrative Team on updating evaluation documents.
- NCCCAP donated monies to the College for COVID testing. The Board and College Administration voiced their appreciation for the generous donation.
- Steve Reed reiterated his availability to members of NCCCAP to address any of their needs.

### CSEA

No report.

### Board Chair Report

Steve Reed reported:

- Members of the Board have started to work on their self-evaluation. This is the same questionnaire used in 2017. They are due by the end of October 2020.
- Conflict of interest policy need to be signed by all members of the board and sent back to Stacie as soon as possible.
- New By-Laws draft has been shared with members of the Board. Steve would like to pass them at the October meeting. Currently the following are assigned to the committees:
  - Personnel Committee | Pete Suttmeier, Mary Irene Lee, Steve Reed
  - Executive Committee | Steve Reed, Mark Moeller, Dan Kelleher
  - Audit Committee | Mark Moeller, Pete Suttmeier

### Interim Vice President for Academic Affairs

Sarah Maroun highlighted the following:

- The College has adopted a surveillance testing plan for COVID-19 as part of our ongoing commitment to help keep our campus community healthy and safe. All students must present negative PCR test prior to arriving on campus. Rad-Tech/Massage Therapy will begin weekly testing.
- Nursing will do their clinical virtually.
- We have reached the 4<sup>th</sup> week of classes | Faculty meeting yesterday had positive input and they are doing well managing the new teaching process during this pandemic.
- Workforce development | The community colleges within SUNY have opted to pool their resources and apply as one unit for a Strengthening CC Grant, The College is working with Onondaga and Jefferson now for in collaboration on the grant. It is still in exploratory phase.
- North Country Live started again last night with a presentation by a St Regis Mohawk filmmaker with her documentary “Under the Husk”. It had great participation and was well received.
- Middle States offered to postpone Spring 2021 visit. At this time there is no approval for virtual visits from Department of Education for Spring so we may need to postpone.
- First class of P-Tech students are now in week 4 of their freshman year as full College students. Members discussed this cohort.
- Members of the Board spoke with Sarah about NYS Education and MSCHE and their support of the community colleges during this pandemic.
- Members of the Board spoke about the Wastewater Management program.
- Members of the Board spoke about the North Country Live series.

### Vice President for Marketing and Enrollment Management

Joe Keegan reported in Kyle Johnston’s absence:

- Kyle has led a customer service charge across departments that has proven to be exceptionally well received.
- After verification period the College is 1% off budget and 5% when compared to last year’s enrollment.
- There are notable enrollment challenges about connecting with students during this pandemic.
- Setting tuition rates early on will help students in making an early and confident decision. It will also lead way to a competitive market.
- Opportunities Scholarship has shown successful – 113 students awarded \$92,000 at this point.
- Members of the board discussed with Joe about continuing numbers of enrollment, noting retention rate has been relatively consistent and strong.

### Interim CFO:

Erik Harvey reported:

- The 2019-20 is showing no surprises. Focus is now on the 2020-21 forecast. Data will be shared in October 2020, as well as the 5-year plan.
- Erik explained the current outlook of the State Aid cuts to the College.
- Tuition rate increase has still not been approved by SUNY.
- HESC funding is reducing the award for tuition assistance program – this change will make the students whole and the College responsible for filing the gap.

- SUNY will not approve the budget until November 2020.
- The board discussed the position of the College based on what Erik has shared.

Lisa Symonds reported:

- 1<sup>st</sup> quarter aid payment will not be in until at least November 2020, since the budget has not been passed.

#### **President's Report:**

Joe Keegan reported:

- Enrollment is still early but the team has been doing a great job and that continuing number helped put us in a good place. The College is off 5% relative to last year.
- Joe thanked the Board for their ongoing support.
- Joe voiced his gratitude for those he gets to work with everyday throughout the administration, faculty and staff.
- He expressed his appreciation for the generous gesture from NCCCAP for a donation of \$3,000 to offset unanticipated costs of surveillance testing. It speaks volumes on how far the College has come in working together.
- Joe spoke of the North Country Live series. There are three more weeks of focus on the St.Regis Mohawk community over the fall semester.
- Budget challenges are happening for all those in the community college sector. The College will continue to manage the budget to the best of their ability so we can meet all the realities of potential upcoming cuts.
- The Long Range and Strategic Planning Committee, part of the College Senate, is meeting today. Tuition planning for next year has begun.

#### **NCCC Association:**

No report.

#### **NCCC Foundation:**

No report.

#### **Old Business**

None

#### **New Business**

Steve Reed expressed astonishment regarding the exceptionally thorough work that has been completed regarding the Student Code of Conduct. Members of the Board spoke with Kim Irland, Dean of Students, regarding the code and other laws related to Title IX. She assured protocols are in place and training is in motion through an online platform. This new code will be converted to be easily accessible through the web.

- There was some discussion on invoking parental notification with regards to student's mental health. The college partners with confidential sources that the student can go to for mental health support.

Mark Moeller made the motion to approve the Student Code of Conduct as it was presented to the floor. Mary Irene Lee seconded the motion. The motion was approved unanimously (6-0-0) Steve inquired about the status of the new student trustee member of the Board. Will there be student trustee; Kim assured him that recruitment was underway and we should have an answer soon.

#### **Public Comment**

None

#### **Executive Session**

Pete Suttmeier made the motion to enter Executive Session at 11:51 a.m. in relation to collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law; and the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Mary Irene Lee seconded the motion. The motion was passed unanimously (6-0-0).

Joe Keegan was invited to join the meeting at 11:52 a.m.

Pete Suttmeier made a motion to adjourn executive session at 1:20 p.m. Mary Irene Lee seconded the motion. The motion was approved unanimously (6-0-0).

Adjourn

Pete Suttmeier made a motion to adjourn the meeting. Mary Irene Lee seconded the motion. The motion was approved unanimously (6-0-0). The Board meeting was adjourned at 12:45 p.m.

Respectfully Submitted,

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

Stacie G. Hurwitch

Assistant Secretary to the Board of Trustees

DRAFT

October 30, 2020

Motion:

Second:

Action:

**Interim VPAA Report to the  
Board of Trustees  
October 30, 2020**

Please find the following report from the Academic Area below.

**Academic Planning, Programs and Policies:**

- **Academic Planning**
  - **Spring Courses:** A draft of the Spring schedule went out to faculty for review on October 12. The current configuration assumes a mostly remote semester, similar to the Fall semester. The schedule will be released to students in time for pre-registration on Nov. 2<sup>nd</sup>.
  - **Student Support for Remote Learning:** The laptop loaner program will continue for the Spring semester. Additionally, we will begin our second call campaign during the week of October 26th. We have also adopted Kurzweil software that provides screen reading support for students and faculty. For the Spring 2021 semester, we will pilot a new study application called Circle In that helps students create online study groups within classes. The program was piloted at Monroe Community College in the Spring 2020 semester and they saw very positive results with the students who used it.
  - **New Initiatives:**
    - **Water/Wastewater:** Planning for a Spring/Summer 2021 non-credit training course. The timeframe may be Fall 2021 depending on the state approval process for remote learning certification.
  - **Workforce Development:** Feedback from our workforce development partners indicates that there is still a lot of uncertainty within the regional economy. Areas of need both pre-pandemic and post-pandemic remain the same: healthcare, childcare, direct support professionals, and small business development. While many of our current programs serve those needs, a skills gap remains, and we will continue to look for ways to help bridge those gaps. The Strengthening Community College consortium grant was submitted on October 8th. This is a collaboration with Onondaga and Jefferson CC's to explore regional career pathways that would align with existing and new educational pathways. This would help support the development of certificates and degree programs related to workforce needs in the region.
  - **St. Regis Mohawk Tribe:** Courses originally scheduled to be held at Akwesasne are being held remotely.
- **Academic Programs: No recent updates.** Programs in the approval process: Certificate: Entrepreneurship Management; AS Healthcare Administration. On hold: Certificate: Advanced EMT. In the exploratory phase: AAS Cybersecurity and Teaching Assistant certificate.
- **Continuing Education:** The Business Department has created a request form to distribute to local businesses to help serve professional development needs for their employees. The form includes a survey, which will allow the department to customize training to each employers' needs. On the personal enrichment side, the *North Country Live* sessions continue to increase in popularity. The fall series presented a focus on Akwesasne and the St. Regis Mohawk Tribe.

- **Middle States/Assessment of Student Learning:**
  - **Assessment:** The two College-wide Goals to be assessed for the 20-21 academic year include Social and Cultural Literacy and Scientific Literacy.
  - **MSCHE Self-Study:**
    - **NEW TIMELINE:** The Steering Committee met in early September to consider an offer to delay the Spring 2021 visit. The Committee voted to keep the Spring 2021 visit on schedule. Since then, we learned that virtual visits have not been approved yet for Spring, so we requested a rescheduling of our visit. We just heard that our request was approved, so we have a visit scheduled for Fall 2021.
    - **DISTANCE LEARNING APPROVAL:** We also learned the US Dept. of Education has not extended the waiver to continue distance learning instruction for the Spring 2021 semester. If they do not extend that waiver, in order to remain in compliance, we need to seek approval to offer all of our programs in an online format since some of our students may reach the 50% or more threshold of online instruction in programs that are not registered for distance learning. **We do not intend to permanently move all programs to an online format. This is simply to make sure that if the US Dept. of Education does not extend the waiver to include Spring 2021, we will remain in compliance.**
- **Professional Development:** Professional development sessions will continue this Fall with a focus in three areas: 1) Course Design (specific to remote learning), 2) Accessibility, 3) Assessment, and 4) Facilitating Difficult Dialogues in Classrooms (focus on virtual classrooms)

### Grants and Experiments:

Here is a brief update on our grants:

- **Second Chance PELL:** Classes will continue within the prison facilities for the Fall 2020 semester. We have limited offerings given the need to continue remote instruction. Strategies to keep students engaged include DVDs, a video-conference pilot program, and a texting service that allows students and faculty to communicate directly.
- **Northern Borders Regional Commission Grant:** Planning for non-credit course delivery is underway. Spring/Summer 2021 is target date for first course.
- **Strengthening Community Colleges Grant:** We have partnered with Jefferson and Onondaga to submit a regional consortium grant to fund the exploration of alignment between regional workforce needs and educational/career pathways. This would allow us to develop programs in alignment with regional employers and current/future employment needs in healthcare and IT.

Respectfully submitted,

Sarah Maroun  
Interim Vice President for Academic Affairs



## **Vice President - Marketing and Enrollment**

### **Report to the Board of Trustees**

**Created October 24, 2020**

#### **Admissions and Financial Aid Team Updates:**

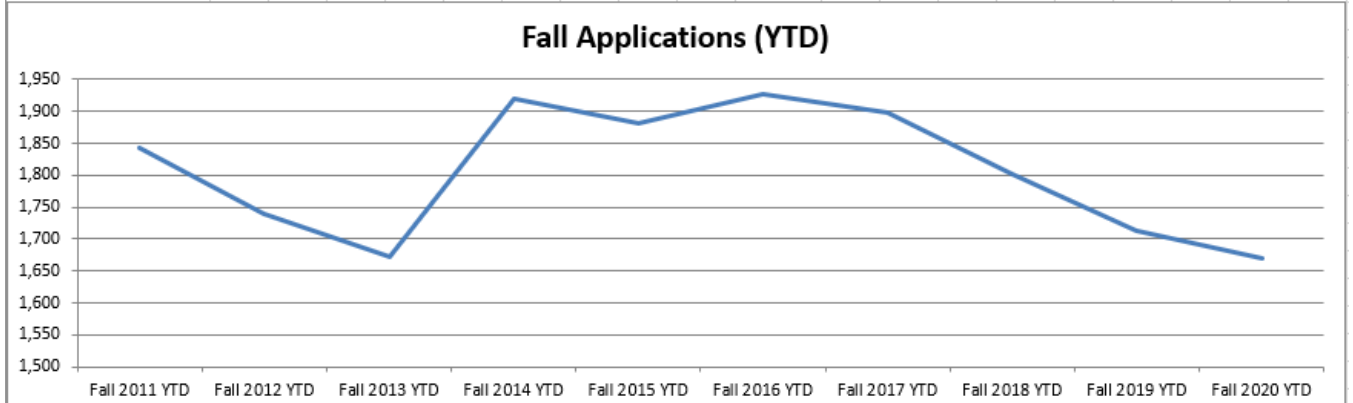
- September and October are the perfect months to reflect on the past enrollment cycle to assess what went well and what could use a little work. We've recently been preparing year-end reports which will help us create improved plans for the upcoming year. I've been working with my teams to develop four plans that will be brought together into a Marketing & Enrollment Division Plan for the year. Mary Ellen Chamberlain is leading the Financial Aid Plan, Meredith Chapman is leading the Strategic Enrollment Management Plan, Amy Tuthill is leading the Strategic Communications Plan and I am working on the Marketing Plan. Once complete, this divisional plan will fit right into the College's Strategic Plan which is also in the works. Our drafts will be done in November and will be shared for editing/proofing/input in December.
- The SUNY Virtual College Fairs have not been well-attended but our work with high school counselors and other agencies/organizations has begun to open-up a little bit. We have been setting up mostly 1-on-1 appointments through Zoom and GoogleMeets with interested students and the people that are working with them. Soon, we will be offering general, financial aid and program-specific virtual visit sessions much like we did this past Spring and Summer. We expect to be very busy in November and December once we get past the election and our spring campaign kicks off.
- We continue to work on our financial aid awarding and communications processes and are adapting to doing more work with less resources. We're gearing up to start awarding for spring shortly and will be looking at upcoming semesters soon thereafter once we're able to make some enhancements to the student portal. We still have too many manual processes so we will continue to address that in an effort to increase our efficiency. Mary Ellen's team went from an extremely busy awarding season into a very busy reporting season which will begin to slow down in November - just in time for spring work.

#### **Marketing and Web Team Updates:**

- This past month I've been working on creating a year-end Marketing Summary Report that will pull together all of the major campaigns, creative development and earned media from the past year. This report will help guide our spending for the upcoming year and will allow us to continue to hone our marketing strategies. I will provide the report to the Board of Trustees and will schedule a webinar for interested college employees to walk through the report in November.
- Our small web team continues to identify areas of the .edu website where improvements can be made. Recently, we deployed a new landing page for our Veterans Services that will help to guide vets through their very specific enrollment and funding processes. Additionally, we have been working on a new employee directory that allows for each employee to have a more robust profile type of listing. By providing bios, pictures and a better way to contact us (we're now employing a contact form on each page) we will be able to provide a richer web experience. (View the new vets page and examples of profile pages below)
- North Country Live: Fall Series: Our fall series sessions have seen very good turnout. This project continues to build momentum so we have begun to plan out a Winter/Spring series that will be unveiled in December. The next step for this free community education project is to seek sponsorship from outside entities so we can begin to advertise the offerings regionally. So far, the promotion for this project has been 100% no-cost utilizing every free means of promotion available to us. This grass-roots approach has definitely helped to get the word out but now is the time to cast a wider net as we move closer and closer to year #2.

### Final Application Pipeline Report (Fall)

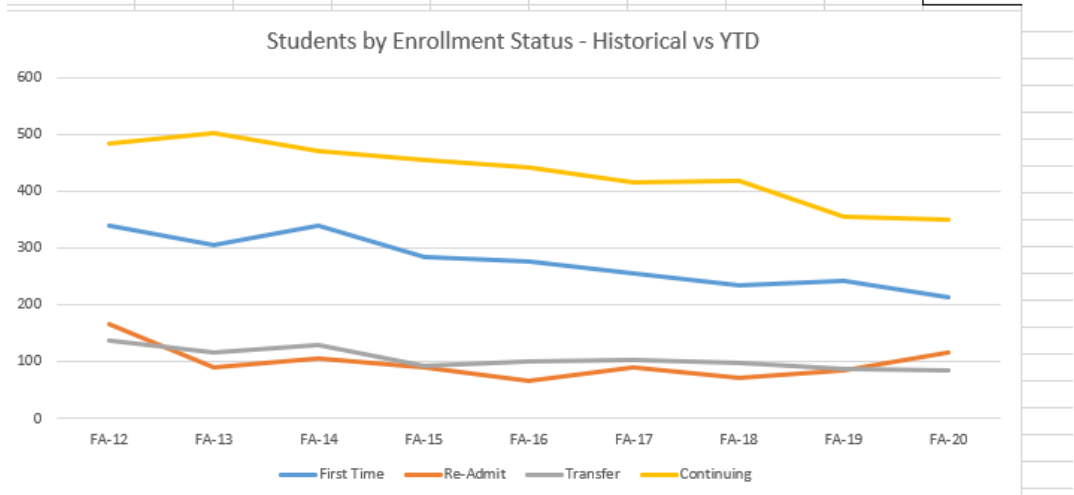
	Fall 2011 YTD	Fall 2012 YTD	Fall 2013 YTD	Fall 2014 YTD	Fall 2015 YTD	Fall 2016 YTD	Fall 2017 YTD	Fall 2018 YTD	Fall 2019 YTD	Fall 2020 YTD	Fall 2011 Final	Fall 2012 Final	Fall 2013 Final	Fall 2015 Final	Fall 2015 Final	Fall 2016 Final	Fall 2017 Final	Fall 2018 Final	Fall 2019 Final
Fall Applications (YTD)	1,843	1,740	1,673	1,921	1,882	1,927	1,898	1,802	1,713	1,671	1,843	1,740	1,673	1,921	1,882	1,927	1,898	1,802	1,713
Deposits	449	479	351	481	472	533	451	405	390	613	449	479	351	481	472	533	451	405	390
Admits	696	653	771	797	694	762	724	522	572	304	696	653	771	797	694	762	724	522	572
Wait List (Nursing, RAD)	27	4	24	38	63	39	59	17	49	0	27	4	24	38	63	39	59	17	49
Other Application Status	16	253	32	3	1	3	0	0	0	0	16	253	32	3	1	3	0	0	0
Received Applications Pending	2	4	9	1	24	7	4	8	12	0	2	4	9	1	24	7	4	8	12
Incomplete Applications	170	217	390	14	233	342	322	597	367	187	170	217	390	14	233	342	322	597	367
Application Withdrawn	131	109	76	581	181	68	74	237	321	390	131	109	76	581	181	68	74	237	321
Inactive Application	0	0	0	0	0	167	260	12	1	176	0	0	0	0	0	167	260	12	1
Application Rejected	352	21	20	6	214	6	4	4	1	1	352	21	20	6	214	6	4	4	1
Registered First Time, Transfer and Readmit										422	628	640	510	575	469	443	456	426	412



### Final Students by Enrollment Status Report (Fall)

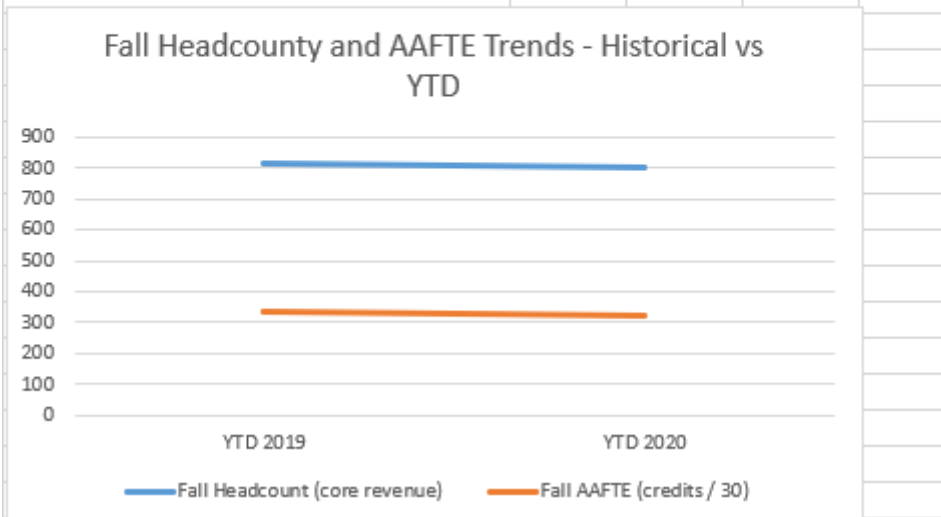
Report Date: 10/13/2020

	Final at verification FA-12	Final at verification FA-13	Final at verification FA-14	Final at verification FA-15	Final at verification FA-16	Final at verification FA-17	Final at verification FA-18	Final at verification FA-19	Final at verification FA-20	YTD	% Change
First Time	338	306	339	285	276	254	234	241	213	213	-12%
Re-Admit	166	89	106	91	67	90	71	84	117	117	+39%
Transfer	136	115	130	93	100	104	97	88	84	84	-4%
Continuing	482	501	469	455	442	416	417	356	350	350	-2%
<b>Total</b>	<b>1122</b>	<b>1011</b>	<b>1044</b>	<b>924</b>	<b>885</b>	<b>864</b>	<b>819</b>	<b>769</b>	<b>764</b>	<b>764</b>	<b>-1%</b>



### Final Headcount and AAFTE Report (Fall)

*includes nonmatrics	YTD 2019	YTD 2020	YTD change	
<b>Fall Headcount (core revenue)</b>	817	802	-15	-2%
<b>Fall AAFTE (credits / 30)</b>	337	322	-15	-5%
<i>**30-60 pre-semester drops / verification anticipated</i>				



HOME > VETERANS

Welcome, Veterans!



North Country Community College provides service members, veterans, and military families with the flexibility and convenience needed to achieve their educational goals. Our dedicated team will help you navigate admissions, leverage your benefits, identify and access college and local resources, and more.

Visit	+
Apply	+
Academics	+
Financial Aid and Veterans Benefits	+
Local Resources	+

Still have more questions? Use the contact form below to connect with us. Thank you for your interest in North Country!



"The staff at NCCC have done a phenomenal job for me personally. My professors were flexible and genuinely concerned for my welfare during the COVID-19 crisis. The veteran coordinator consistently reached out to make sure that any issues I may have were addressed in a timely manner. I could not be happier with the choice I made in attending NCCC for my first college experience."

— Daniel LaPierre A.A.S. Chemical Dependency Counseling, U.S. Navy (6 years)

## Becky LaDue



Becky LaDue, Program Director for the Radiologic Technology Program, has worked at the college for over 15 years within the department. In May 2019, Becky received the SUNY Chancellors Award for Faculty Service. Becky earned her Associate's Degree in Radiologic Technology from North Country Community College, obtained her Bachelor's Degree from Empire State, and her Masters in Science degree from Buffalo State. Becky thrives on being a part of her students' growth in becoming professional, knowledgeable, and team-oriented radiologic technologists. Becky enjoys hiking, watching D1 basketball, specifically March Madness, traveling, dancing, and spending time with her family.

518-891-2915 ext. 1291

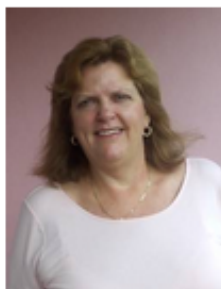
### CONTACT

Your Email<sup>\*</sup>

Your Name<sup>\*</sup>

Your Message<sup>\*</sup>

## Kim Duffey



Kim Duffey is an Associate Professor of Business at North Country Community College with her tenure starting (first as an Adjunct) in August of 2012. Her education includes a Juris Doctorate (law degree), teaching credentials from the National Board of Professional Teachers (2011 to present) and certifications in teaching and reading from the State of Florida where she has been continually accredited as an educator since 2007.

She worked for the State of Florida Department of Financial Services as an analyst, for the City of West Palm Beach Office of the Mayor as a public information officer and as Executive Assistant to Mayor Joel T. Daves III. Married to artist, RJ Duffey, she relocated to the North Country permanently in 2011 after purchasing a home in Chateaugay in 2004.

Kim transitioned to her passion – teaching – in 2007 where she taught A.P. Government and Politics, IB History and AP Human Geography at award-winning, nationally ranked Suncoast High School – an IB/MSE/AP magnet public high school in Riviera Beach, Florida. Kim and her husband, a renowned artist and muralist, resided in West Palm Beach, Florida and experienced a fair share of hurricanes (leading them northward for good).

They have five children including three service academy graduates who are active duty or reserve officers in the U.S. military. For hobbies, Kim and RJ play multiple instruments and love to sing a good Irish or bluegrass tune. Kim's favorite piece of advice for students: Be on Task, Target and Time....and don't be afraid to go 'down the rabbit hole' and stay curious as a life-long learner.

518-354-5235

### CONTACT KIM DUFFEY

Your Email\*

Your Name\*

Your Message\*

**North Country Community College  
President's Report to the Board of Trustees  
October 30<sup>th</sup>, 2020**

Greetings to you all,

I hope this finds you and yours doing well and staying healthy. Monthly reports are not only valuable for the information imparted but can be helpful in marking time. At the last Board meeting, we were looking back on the start of the semester and lessons learned from it. Today, we find ourselves beyond the midterm period and readying ourselves for continuing and new student registrations. My, how time flies!

As during any year, midterm is a period where students and faculty alike are tired and in need of a break to re-energize for the next 7½ weeks of the semester. This year, we are finding that folks are beyond tired...a weariness, that is in part the result of the seemingly unending alteration of our normal lives due to the pandemic, and in our case, to the shifts that an online delivery system requires. Being able to establish “normal” working hours and clarify expectations of teacher availability for students has been a challenge for some of our community. If there is any fault to be found, it is that our faculty and staff are deeply committed to the mission of the College and seeing students succeed, and tend to err on what is good for students. We make progress towards finding that sweet spot of meeting the demands of our work while not neglecting to care for ourselves.

Please find updates from our area below. Respectfully yours,

Joe

★ **Board Matters**

Congratulations and welcome to our newest trustee, Jessica Kemp, who was selected by the North Country CC student body to serve as their representative to the Board of Trustees this academic year! Jessica brings a great perspective to the Board, having been a student in our College Bridge program and is non-traditional student who holds a bachelor's degree. Jessica is returning to college with an eye toward developing more business-related skills and abilities.

As the Board knows, Stacie is updating our Board webpage and we would like to include a photo and brief bio of each of you highlighting your experience and credentials that you bring to the Board and the College. Thank you to those who have submitted those thus far and we are ready to help any who need help in doing so.

★ **Campus and External Relations**

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

<b>Date</b>	<b>With</b>	<b>Location</b>
28 Sept 20	NAHEC Board of Directors meeting	Zoom
29 Sept 20	North Country CC – Workforce Dev Partnership	Zoom
29 Sept 20	SUNY COVID-19 Uniform Sanctions Webinar	Zoom
01 Oct 20	North Country CC – Clinton CC – OneWorkSource	Zoom
01 Oct 20	NCCC Long Range and Strategic Planning Comm	Teams
02 Oct 20	SUNY Government Relations Update	Zoom
05 Oct 20	President’s Council	Teams
06 Oct 20	Meet with Joe Pete Wilson, Essex County Liaison	Zoom
06 Oct 20	NCCC Long Range and Strategic Planning Comm	Teams
07 Oct 20	SUNY Webinar: President’s Executive Order Combating Race and Sex Stereotyping	Zoom
07 Oct 20	COVID-19 Task Force	Teams
09 Oct 20	President’s Council	Teams
09 Oct 20	College Senate meeting	Zoom
14 Oct 20	NYCCAP Meeting	Zoom
15 Oct 20	NCCC Retiree Breakfast	Zoom
15 Oct 20	SUNY Sail <i>Mentorship and Importance in Leadership</i>	Zoom
15 Oct 20	NCCCAP Evaluations’ Task Force	Teams
15 Oct 20	Spring 2021 Planning – Open Forum	Zoom
15 Oct 20	Faculty Meeting	Zoom
15 Oct 20	SUNY Presidents’ Meeting with Chancellor	Zoom
15 Oct 20	CC Presidents’ Meeting with Chancellor	Zoom
16 Oct 20	NCCC Association Board Meeting	Teams
16 Oct 20	President’s Council	Teams
19 Oct 20	Meet with Essex County Finance Committee	Elizabethtown
20 Oct 20	NCCC Foundation Investment Call	Phone
20 Oct 20	Meet with Joe Pete Wilson, Essex County Liaison	Zoom
20 Oct 20	Meet and Greet with SGA	Zoom
21 Oct 20	COVID-19 Task Force	Teams
21 Oct 20	Meet and Greet with Student Trustee, Jessica Kemp	Teams
22 Oct 20	SUNY WFD Call	Zoom
22 Oct 20	SUNY Government Relations Call	Zoom
23 Oct 20	NCCC Shared Governance Working Group	Teams

★ **COVID-19 Task Force and Spring 2021 Planning**

Earlier this month, NYSED extended the temporary waiver of delivering more than 50% of a program via distance learning through the Spring 2021 semester. This paves the way for decisions we wish to make as a campus community for Spring 2021 operations. Most members of the Task Force are supportive of continuing the pattern of operations of Fall 2020 into Spring 2021 (e.g. mostly online instruction, mostly online supports). In addition to the administrative team, President’s Council, the Association, the Athletics Department, and the faculty and staff who participated in an open forum are all in agreement. The only group whose input we have not yet been able to get are students and we are exploring ways to do so.



Throughout this period, our guiding principle has been that any decision should align with ensuring the health and safety of our campus community and we continue to use that to guide us.

★ **Other COVID-19 Items**

**Surveillance Testing**

Our Surveillance Testing Plan approved by SUNY on September 17<sup>th</sup>, 2020, began September 29<sup>th</sup>, 2020, and will continue through the semester. Tara Smith has set up testing sites and times and all students coming to campus are required to provide a positive PCR test followed by participation in pooled surveillance testing during the semester. Faculty and staff working on campus are invited and encouraged to participate. Many thanks to Tara who stepped into the role of our Campus Safety Monitor and has been leading our efforts in this area!

**Uniform Sanctions Policy**

As of October 1<sup>st</sup>, 2020, SUNY instituted a policy providing additional sanctions that could be used in response to student violations of COVID-19 policy and protocols. These were communicated to the campus community, including students, and our Dean of Student Life, Kim Irland, who has been involved in both their finalization and in the crosswalk to our existing Code of Conduct.

**Spring 2021 Planning from SUNY**

SUNY has released some preliminary guidance regarding Spring 2021 reopening plans. We are working with our internal and external colleagues at determining what the plan will look like for us. One element, which would require any instruction (with a few exceptions) in the spring semester that occurs before February 1<sup>st</sup>, 2021 to be conducted online/remotely. There is also a recommendation to plan for a virtual commencement in May 2021 as well.

★ **CARES Act Funding**

Here is an update on how we have used the Coronavirus Aid, Relief and Economic Security (CARES) Act funds to help students and offset costs to the College:

- *Student funding:* As of October 9<sup>th</sup>, 2020, we have dispersed over \$353,000 in funds for students. SUNY recently shared new guidance that indicates appropriate use of the funding can include awards to students new to the College in Fall 2020. Our team is reaching out one more time to students who were with us in Spring 2020 and were eligible but did not respond. Once finalized, they will then move to eligible students new in Fall 2020.
- *Institutional funding:* Our *institutional* plan calls for use of funding to help offset refunds made to students for the Spring 2020 semester, for costs associated with conversion to a fully online setting in Spring 2020, for a student laptop program, and for a Summer 2020 professional development series, among others. A limiting factor for our institutional funding is the amount awarded in student funding. The regulations indicate that institutional funding costs cannot exceed funds dispersed to students.

★ **Opportunities and Partnerships**

Selina LeMay-Klippel, our CTE Coordinator, has been working with partners in developing the Basic Wastewater Operations course that the *Northern Border Regional Commission grant* will fund. This has included identifying instructors to teach the course, working with the Department of Environment Conservation in ensuring those instructors are certified, and creating modules for the course in BlackBoard, the College’s learning management system.

Selina and our VPAA, Sarah Maroun, have been working with our regional workforce partners to identify workforce needs that we can help with. While needs abound, not all of them require a college education. To that end, Sarah has been working with Onondaga CC and Jefferson CC as part of a SUNY Consortium on a Strengthening Community Colleges grant that, if received, could help fund some of these efforts.

Another area they have been working in is in identifying ways the College can assist with creating pathways towards livable wages. The ALICE Report (Asset Limited, Income Constrained, Employed) which looks at those families who have long been referred to as the “working poor”, has identified some clear challenges for working families in our region to make ends meet. One long-term goal is to find ways through higher education for these families to move themselves to better paying positions and thus more economic security.

Finally, the North Country Live Fall 2020 series focusing on the St. Regis Mohawk Tribe, draws to a conclusion on Thursday, October 29<sup>th</sup>, 2020. If you have not been able to join in the presentations, they can be found here: <https://www.nccc.edu/live/>

★ **Administrative Updates**

Before the Board today is a formal proposal to appoint Erik Harvey as our Interim Chief Financial Officer and, if possible, do so retroactively. Erik has stepped into the role since the departure of our previous CFO, Bob Farmer, and has been doing a fine job in the role and I recommend his formally being appointed to the position. Thank you in advance.

★ **20-21 College Budget**

Our 2020-21 budget is expected to be reviewed by the SUNY Board of Trustees this month. Earlier there was concern about the budgets of those colleges who raised tuition beyond 2% (we raised ours by 4%). Recent guidance suggests that those budgets will likely be passed as presented, though we will need to wait and see.

Below are the current projections relative to earlier projections:

<b>NYS 20-21 Programs</b>	<b>Projection</b>	<b>Reduction</b>	<b>%</b>
<b><i>Base Aid</i></b>	\$ 3,258,468	\$ (651,694)	20%
<b><i>Rental Aid</i></b>	\$ 635,474	\$ (127,095)	20%
<b><i>Aid to Small Colleges</i></b>	\$ 156,667	\$ (6,267)	4%*
		<b>\$ (785,066)</b>	<b>19%</b>

\* additional 16% was already factored in during Round 1 of budget cuts (aka The Roadmap)

This year's budget is the starting point for next year's and, given the picture of decreasing state aid, we will need to continue to work collectively to reduce costs and manage the budget this year and next.

★ **NYS Higher Education Services Corporation (HESC)**

Updated guidance from HESC is that we should expect students to be fully funded for the Tuition Assistance Program (TAP) but colleges and universities will experience a 20% holdback on payment. It appears the Excelsior Scholarship will be funded for the year. Regarding HESC funding for Aid for Part-Time Study (APTS) and P-TECH funding, we are awaiting more guidance. SUNY is encouraging us to brace and plan for a 20% reduction in all funding in programs which HESC administers, for the year. Any restoration of the funding would likely not occur until Spring 2021 at the earliest.

We have learned that CARES Act funding cannot be used to supplement payment holdbacks from the state, however as noted earlier, there does appear to be an opportunity to award student funding from the CARES Act to students who joined the College in Fall 2020.

★ **Strategic Plan**

We have been molding the strategic plan into what we hope is an accessible and understandable document for the campus community to work through, digest and envision how each of us can help advance it. It was presented to President's Council earlier this month and are expecting feedback from the group on the document. It is taking a bit longer to do so than originally envisioned, so thank you for your patience.

★ **Shared Governance Work Group**

The Shared Governance Work Group was formed in 2017 to help with the assessment of the shared governance system at the College, recently reconvened. In addition to assisting with a formal evaluation of shared governance, the group developed a document outlining the structure and process at the College. That document was approved by the College Senate and NCCCAP in Spring 2019 but has not been brought to the Board. Before we do so, we have made updates to the document and once those wind their way through shared governance, we will present the document to the Board for your review and, we hope, endorsement.

★ **Middle States/SUNY/NYSED**

**SUNY**

SUNY continues to be focused on steps to limit and contain COVID-19 infections on SUNY campuses and the mandatory surveillance testing plan, and the uniform sanctions policy related to COVID-19 infractions are both examples of it. As noted earlier, the Chancellor's office came out with guidance for the Spring 2021 semester and we expect more on that in weeks to come.

**Self-Study**

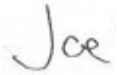
As you saw from our Interim Vice President for Academic Affairs, Sarah Maroun, Middle States has granted our request to postpone the Spring 2021 self-study team visit to Fall 2021. The request came after learning that the extension of online visits by the self-study teams was not approved by the US Department of Education yet.

The first draft of the self-study is expected to be completed shortly and moved back to the steering committee time to review and make necessary updates and changes to it. We will need to establish a new date for a visit with our Team Chair, Dr. Kristy Bishop, Vice President for Academic Affairs at Westmoreland Community College.

**Other Middle States Updates**

A small group has been attending MSCHE webinars examining changes to MSCHE operations as well as receive guidance from them relative to accreditation activities.

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



Joe Keegan  
President