

BOARD OF TRUSTEES MEETING
11:00 a.m. | Friday, August 25, 2017
Saranac Lake Campus
AGENDA

- I. Call to Order
- II. Approval of July 27th, 2017 minutes
- III. Liaison Reports
 - A. College Senate
 - B. NCCCAP
 - C. CSEA
- IV. College Reports
 - A. Board Chair
 - B. Vice President for Academic Affairs
 - C. Dean of Admissions
 - D. Interim Vice President for Administration & Fiscal Operations
 - 1. Financial Statement: June 2017 & July 2017
 - 2. Resolution 2016-17|95: Change in MC title and job duties: Payroll/Benefits Specialist to Human Research Associate
 - E. President
 - 1. Resolution 2016-17|96: Interim Appointment of Director of Communications
 - F. Representative Reports
 - 1. NCCC Association
 - 2. 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.**

**NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Thursday, July 27th, 2017 | Saranac Lake Campus**

Board Members Present: Stephen Reed, Tim Burpoe, Anne McDonald, Mark Moeller (arrived 12:02), Richard Suttmeier, Joe Costa.

Excused: Daniel Kelleher, Mary Kay Tulloch, Jerry Griffin, Mary Irene Lee

Others Present: Dr. Steve Tyrell, Stacie Hurwitch, Bob Farmer, Chris Tacea, Joe Keegan, Sarah Kilby, Diana Fortune, Chad LaDue

In absence of quorum at 11:00AM, reports were provided to those assembled.

College Senate

Sarah Kilby reported:

- Faculty are on summer break and will return August 23rd, 2017.
- Sarah presents a tentative College Senate meeting schedule for 17/18. Steve Reed requests board members to review and note which meeting they're available to attend by next session.
- College Senate meeting structure may be adjusted for the 17/18 to allow more productivity in sessions.

NCCCAP

Chad LaDue reported:

- Weekly 1:1 meetings with Dr. Tyrell have been successful and informative.
- Contract between the College and NCCCAP has been approved by the Franklin County legislature. There is currently a meeting with Essex County Board of Supervisors on August 7th to review the same contract.

CSEA

No report.

Board Chair Report

Steve Reed reported:

- A small committee has met to discuss the performance evaluation of the College president.

Interim Vice President for Academic Affairs

Joe Keegan shared his report and highlighted:

- 2nd Chance Pell is doing well and consistent with its summer Full Time Enrollment (FTE)
- Nursing admissions process for fall 2017 has been completed. The wait list for the LPN/RN program continues to grow.

- We were notified recently that 100% of the Radiological Technology graduates passed their licensure exams.
- New classroom furniture is on-site and will be installed at the three campuses over the next 4 weeks.
- Video Conferencing updates are also underway, each of the three rooms are expected to be tested and completed by mid-August.

Dean of Admissions Report

Chris Tacea shared his report and highlighted:

- Applications are up by 7% compared to last year's applications numbers.
- Deposits are trending upward.
- When compared to the last 2 years, new student registrations show us ahead of schedule to date.
- Instant admit days have been successful, we are 13 students ahead from where we were last year.
- Planning for Fall recruitment is underway.
- Of the 42 applications received, no applicant was eligible for the Excelsior Scholarship.

Interim Vice President for Administration/CFO:

Bob Farmer reviewed the June 2017 Financial Reports and highlighted:

- Tuition is tracking ahead of budget due to enrollment being above the budget target for 2016-17.
- Due to the 15/16 surplus, State Aid is down.
- Salary, Medical and Retirement numbers are over budget for 2016-17 due to the addition of staff since 2016/17.
- Although we lowered our budget target for utilities in 2016-17, our expenditures still came in under budget.

President's Report:

Dr. Tyrell shared his written report and highlighted:

- NCCC & SUNY Potsdam initiative is going well and there have been several meetings between key stakeholders to draft an MOU. A final version of the MOU is anticipated in the next few weeks.
- Assessing the Effectiveness of Shared Governance committee has met four times this summer and with plans to meet again in the coming weeks. This committee is working hard to complete one of the four required reports for Middle States, due September 1st. There is a planned community session to discuss Shared Governance on September 29th, 2017.
- The team from Middle States will be on site September 20th-September 22nd. They plan to review the following areas: Financial Sustainability, Strategic Planning, Shared Governance, and Assessment

- On July 24th, the Strategic Planning group spent the day working together to create a comprehensive outline to ensure there are clear and measurable outcomes for the current strategic plan. The most recent Strategic Plan will be shared with the community to review, and outlined during a session on August 23rd, when the faculty return. We will then determine, as a community, if the plan is final or needs more work.
- The initiative with Paul Smiths College (PSC) is going well. At this time, we have 5 graduates of NCCC who have signed up for the program. Chris, along with PSC marketing team, have done a great job advocating this new initiative.

NCCC Foundation:

Diana Fortune reported:

- A reunion with NCCC and PSC Alumni is planned to take place at the Hotel Saranac during Winter Carnival (2018). Currently exploring options to share a float with PSC for the Winter Carnival Parade.
- At this time, the Scholarship committee has completed their work for awarding scholarships for 2017-18.
- There will be a Welcome Back Reception for all faculty, staff and members of the Board on August 23rd at Casa del Sol. This reception is possible by a generous anonymous donor, our thanks are extended to them. Details to follow.

NCCC Association:

No report.

* Mark Moeller joined the meeting at 12:02PM. The board meets quorum at 12:02PM.

Executive Session

With the arrival of a sixth board member, Steve Reed convened the meeting.

Anne McDonald made the motion to enter Executive Session at 12:03 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.*** Tim Burpoe seconded the motion. The motion was passed unanimously (6-0-0). Steve Tyrell and Bob Farmer were invited in to join executive session at 12:04 p.m.

Tim Burpoe made a motion to adjourn executive session at 12:50PM. Pete Suttemeier seconded the motion. The motion were approved unanimously (6-0-0).

Approval of Minutes

Anne McDonald made a motion to approve the June 22nd minutes. Mark Moeller seconded the motion. The June 22nd minutes were approved unanimously (6-0-0).

** The following resolutions were acted upon by the board:*

Mark Moeller recommended Resolution 2016-17 | 94 that the North Country Community College Board of Trustees hereby approves the initial term appointment of Sandra Gothard, to the full-time, nine-month, 164-day, exempt appointment as Nursing Program Director for a one year term effective with the start of the 2017/18 academic year, at an annual salary of \$64,750 and at Rank A5, Step 20. Pete Suttmeier seconded the motion. The resolution was approved unanimously (6-0-0).

Anne McDonald recommended Resolution 2016-17 | 88 that the North Country Community College Board of Trustees hereby approves the extension for the temporary, full-time, 221-day, exempt appointment of Meredith Chapman to the position of Interim Associate Director of Admissions, at an annual salary of \$62,291.00 (Base salary 164 day - \$46,225.00; 221 day - \$62,291.00) at Rank A3 Step 6A through December 15, 2017. Tim Burpoe seconded the motion. The resolution was approved unanimously (6-0-0).

Mark Moeller recommended Resolution 2016-17 | 89 that the North Country Community College Board of Trustees hereby approves the extension for the temporary, full-time, 221-day, exempt appointment of Rachel Gebhardt to the position of Interim Assistant Director of Admissions, at an annual salary of \$49,152.00 (Base salary 164 day - \$36,475.00; 221 day - \$49,152.00) at Rank A4 Step 3A through December 15, 2017. Joe Costa seconded the motion. The resolution was approved unanimously (6-0-0).

Old Business:

None.

New Business:

Tim Burpoe made the motion to nominate Steve Reed as Board Chair for NCCC Board of Trustees for the 17-18 year. Anne McDonald seconded the motion. The motion was passed unanimously (6-0-0).

Mark Moeller made the motion to nominate Tim Burpoe as Vice Chair for NCCC Board of Trustees for the 17-18 year. Anne McDonald seconded the motion. The motion was passed unanimously (6-0-0).

Anne McDonald made the motion to nominate Mary Kay Tulloch as Secretary for NCCC Board of Trustees for the 17-18 year. Mark Moeller seconded the motion. The motion was passed unanimously (6-0-0).

Public Comment:

None

Adjourn

Pete Suttmeier made a motion to adjourn the meeting. Tim Burpoe seconded the motion. The motion were approved unanimously (6-0-0). The Board meeting was adjourned at 12:50p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Stacie G. Hurwitch". The signature is written in a cursive style with a large initial "S" and "H".

Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

UNAPPROVED



Academic Affairs
North Country Community College
VPAA Report to the Board of Trustees
August 25th, 2017

Greetings to you all! The summer break is quickly drawing to a close and by the time we see you, the faculty will have returned. Much of our energy has been devoted to preparing for the return on the faculty, staff and students. We have a number of new folks joining us this year, a number of initiatives wrapping up and several items to gear up for. Please find updates from our area below:

*** Academic Affairs Staff –**

- While my reports often herald the great work that our faculty and staff do in support of our students and communities, I would be remiss if I did not draw your attention to the great work of the staff in our area who, day in and day out, treat our students, their colleagues and our community members with respect, professionalism and kindness. They include:

Laurie Muncil, Administrative Assistant	Maggie Willette, Micro-computer Operator
Shelly St. Louis, Interim Registrar	Jessica Martin, Micro-computer Operator
Sarah Maroun, Interim Associate Dean	Gail Van Weelden, Clerk

*** Classroom Design and Furniture**

- Classroom furniture upgrades have been delivered for several classrooms across the three campuses and are expected to be ready for the start of the fall semester. The video-conferencing upgrades are wrapping up in CL-012, RH-107 and Ti-210.
- The new furniture purchases left us with scores of desks and other combinations which are, in many cases, quite serviceable. We have identified three (3) schools that will be able to use some including:
 - Ticonderoga Central School District
 - FEH BOCES
 - Holy Family School

We have also been in contact with several school districts/schools including Brushton-Moira, Chateaugay, Crown Point, Malone, Moriah, Northern Lights, Saranac Lake, Salmon River, St. Regis Mohawk, St. Agnes, St. Bernard's and Tupper Lake inviting them to the furniture if interested.

*** Academic Planning and Programs:**

- SUNY and NYSED Approved Program Changes:
 - Title change of *AAS Community Mental Health* to *AAS Human Services* on Malone campus.
 - Credit change for *Community Residence Aide Certificate* from 35 to 31 (all campuses).
- Program Announcements to SUNY:
 - *AS Business: Sports Management*
 - *AAS Nursing* registration in Malone, moving away from video-conference
- New Program Proposals – being cued up for Fall 17
 - *AS Liberal Arts and Sciences – Math/ Science* program – adding a biology advising track
 - *AA Liberal Arts and Sciences – Hum/ Soc Science* program – add English advising track
 - adding a teacher education track to the *AA Liberal Arts – Humanities/ Social Sciences*
 - *Certificate in Entrepreneurship*
- *SUNY Potsdam Meeting*: We continue to meet with our colleagues at SUNY Potsdam on anticipated needs for teaching and office space, academic coordination, tutoring, Registrar office functions, library access and the like.

- *Academic Master Planning*: No changes since last meeting with exception of #3, #7 and #9

Rank	Faculty Priorities	Status
1	Increase adjunct pay	Proposed \$50.00/credit increase is in the 17-18 budget.
2	Inventory our current technology and plan accordingly.	Continues in collaboration with IT and facilities. Scott and crew have upgraded and planned for new needs in classroom technology including computer lab updates in Malone and SL and faculty computers and VC upgrades.
3*	Upgrade classroom furniture	New classroom in SL Library; upgrade of Ti classroom; New furniture <i>delivered</i> for multiple classrooms across the three campuses.
4	Increase investment in professional development opportunities	Increased 17-18 budget; Application for SUNY grant funds to support year-long diversity and inclusion professional development series in 17-18. Faculty request for additional funding.
5	Investing in the Bridge program and strengthening our partnerships with high schools	No update.
6	Improve access to libraries and the college after hours.	No update.
7*	Invest in career services	<i>Applied for Perkins funding to help support a 2nd year of a Career Services Coordinator position.</i>
8	Revitalize campus-based advisory boards to provide input to academic affairs as to where academic programming can best serve workforce needs.	No update.
9*	Strengthen existing assessment practices including the assessment of Institutional Learning Outcomes and tie them to the larger strategic plan.	The assessment of ILOs using Moodlerooms as a means to capture those assessments took place in Spring 17. <i>We have drafted our Middle States Monitoring Report on assessment.</i>
*	<i>Indicates change since last report.</i>	

*** Faculty Matters:**

- **Faculty/Staff Searches:** We have two temporary full-time positions we are looking to fill before the start of the semester:
 - *Business Instructor in Second Chance Pell*
 - *Math Instructor – SL campus*

*** Grants and Experiments:** Here is a brief update on our grants:

- *Second Chance:* The second summer session is complete and we are finalizing the Fall 17 classes. Employees from our Second Chance program will be participating in a national (in Houston) and a statewide (at Columbia University) conference this fall on Second Chance Pell and inmate higher education programs respectively.
- *P-TECH Programs* – The programs are slated to begin once again in early September at PACE and Northern Borders. Both programs will have new homes in the fall:
 - PACE is now located at the Edwards-Knox Central School.
 - Northern Borders is now residing at FEH BOCES in Malone.
- *PELL for High School Students:* No update.

- *Career Services Coordinator:* We are looking to continue our efforts and use Perkins funding to help support it.
- *Perkins:* The application was completed mid-July and a request for funding to support Career Services Coordinator was included.

★ **Middle States**

- Planning efforts continue to demonstrate mature, systematic assessment linked to strategic planning and budgeting as noted above.

Respectfully submitted,

Joe

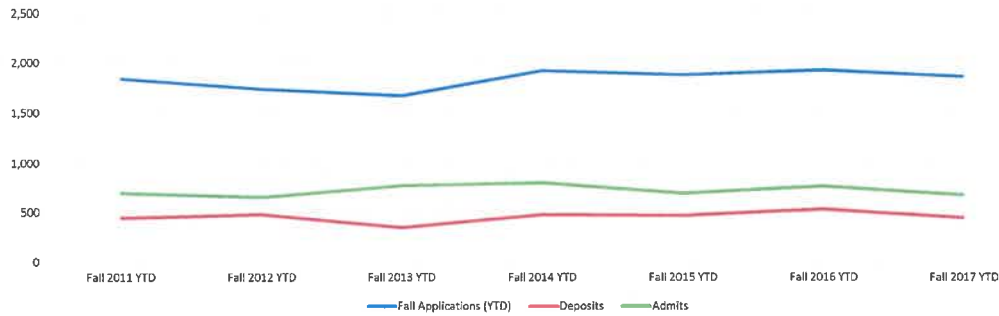
**Board of Trustees Report
Office of Admissions
15-Aug-17
Chris Tacea**

Current Year: 2017

Data Date: 8/15/2017 *Rough estimate based on available data in CAMS

	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016
	YTD	YTD	YTD	YTD	YTD	YTD	YTD	Final	Final	Final	Final	Final	Final
Fall Applications (YTD)	1,843	1,740	1,673	1,921	1,882	1,927	1,864	1,843	1,740	1,673	1,921	1,882	1,927
Deposits	449	479	351	481	472	533	448	449	479	351	481	472	533
Admits	696	653	771	797	694	762	676	696	653	771	797	694	762
Wait List (Nursing, RAD)	27	4	24	38	63	39	59	27	4	24	38	63	39
Other Application Status	16	253	32	3	1	3	0	16	253	32	3	1	3
Received Applications Pending Review	2	4	9	1	24	7	64	2	4	9	1	24	7
Incomplete Applications	170	217	390	14	233	342	293	170	217	390	14	233	342
Application Withdrawn	131	109	76	581	181	68	66	131	109	76	581	181	68
Inactive Application	0	0	0	0	0	167	255	0	0	0	0	0	167
Application Rejected	352	21	20	6	214	6	3	352	21	20	6	214	6
Registered First Time, Transfer and Readmit	0	0	0	0	0	0	0	628	640	510	575	469	443

7 year Admissions Trends



Breakouts YTD:	<u>Fall 2017</u>	<u>Fall 2016</u>	<u>Fall 2015</u>	<u>16-17#/% Difference</u>	<u>15-17#/% Difference</u>
Applications:	1864	1927	1882	-63/-3.3%	-18/-1.0%
Deposits:	448	533	472	-85/-15.9%	-24/-5.1%
Admits:	676	762	694	-86/-11.3%	-18/-2.6%
Incompletes:	293	342	233	-49/-14.3%	60/25.8%

New Student Registrations for June:

	Fall 2017	Fall 2016	Fall 2015	16-17#/% Difference	15-17#/% Difference
Saranac Lake:	134	123	165	11/8.9%	-31/-18.8%
Ti:	32	62	32	-30/-48.4%	0/0.0%
Malone:	126	120	115	6/5.0%	11/9.6%
Nursing:	44				
Total:	336	305	312	31/10.2%	24/7.7%

Instant Admit Days: *Haven't confirmed August #'s prior to building this report

	Fall 2017	Fall 2016	Fall 2015	16-17#/% Difference	15-17#/% Difference
Saranac Lake:	24	35	24	-11/-31.4%	0/0.0%
Ti:	Aug.	Aug.	4		
Malone:	16	29	21	-13/-44.8%	-5/-23.8%
Total:	40	64	49	-24/-37.5%	-9/-18.4%

Admissions Activities:

1. Firming up Fall travel for Sept. 15 start
2. 30+ colleges confirmed already for SL College Fair in October
3. Final bids have been received for printing of new college view book
4. Working with Potsdam Admissions on final review of our new partnership brochure
5. Gearing up for final new student registration for the 25th & 28th
6. Marketing is in full throttle w/TV, radio, newsprint, and social media
7. Tentative date for NCCC Open House on Nov. 10th
8. Micah Peterson has elected to move on to another opportunity and we wish her success/thank you after 10 yrs of service with NCCC

Financial Aid Report:

1. 17-18 packaging is continuous for all admitted students and continue & returning students.
2. Communication has been sent to all students in regards the process of the new Excelsior Scholarship.
3. Students who HESC identified for Excelsior is 42
4. Thanks to Don Paulson & Scott Harwood for the heavy lift with reviewing future steps to make our college website ADA compliant

PSA:

Friendly reminder that weekly admission numbers, the enrollment action plan, high school/community college data/webinars, staff travel, and other useful enrollment resources are on Faculty SharePoint under the folder of Admissions.

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Director of Human Resources recommends the change in job duties and title of Ericka Moody, to a full-time, twelve month, 261-day, exempt management confidential appointment as Human Resources Associate, effective April 1, 2017, at the 2016/2017 pro-rated annual salary of \$47,500, and

WHEREAS the Vice President of Administration / Chief Financial Officer concurs with this recommendation, and

WHEREAS the President's Council voted in favor of this recommendation on July 25, 2017, and

WHEREAS the President concurs with this recommendation, and

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the change in job duties and tile of Ericka Moody, to a full-time, twelve month, 261-day, exempt management confidential appointment as Human Resources Associate, effective April 1, 2017, at the 2016/2017 pro-rated annual salary of \$47,500.

This position is currently funded in the 2016-2017 operating budget.

2016-17 | 95
August 25th, 2017

Motion:

Seconded:

Motion approved: (0-0-0)

NORTH COUNTRY COMMUNITY COLLEGE

The State University of New York

August 16, 2017

SARANAC LAKE . MALONE . TICONDEROGA

Ms. Ericka Moody
28 Roosevelt Lane
Bloomingdale, NY 12913

Dear Ms. Moody:

I am pleased to inform you that per the records of the President's Council meeting held on July 25, 2017, the President approves the change in your job duties and title to a full-time, management confidential appointment as Human Resources Associate effective April 1, 2017. Your direct supervisor will be Tara Smith, Director of Human Resources. Your area supervisor will be Robert Farmer, Vice President of Administration / Chief Financial Officer.

The 2016/2017 salary for this position is \$47,500, which will be pro-rated to April 1, 2017. You will remain eligible for employee benefits as outlined in the current management confidential policy. A job description is enclosed for your benefit. This job description is general and your supervisor may assign duties to you other than those specifically mentioned.

If the terms and conditions of this agreement meet with your approval, please return a signed copy of this letter to Human Resources by August 25, 2017.

Sincerely,

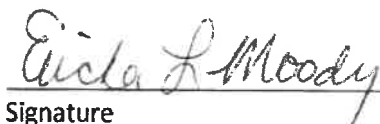


Dr. Steve Tyrell
NCCC President

Enc.

cc: Human Resources
Payroll

I agree with and accept the terms and conditions of this letter.



Signature

8/16/2017
Date

ERICKA L. MOODY
28 ROOSEVELT LANE
BLOOMINGDALE, NEW YORK 12913
518-354-8338
eheath18@gmail.com

EXPERIENCE:

MARCH 2014 TO PRESENT

North Country Community College, 23 Santanoni Ave. Saranac Lake, NY 12983- Ph: 518-891-3817

2014 to Present- Payroll & Benefits Specialist

Duties: Process biweekly payroll for 250 employees including withholding taxes and reporting to retirement systems, administer benefits for 100 employees, process workers comp claims, process life insurance claims, submit bills for all benefits, process quarterly reports such as Federal and State taxes, unemployment, and labor statistics.

JUNE 2012 TO MARCH 2014

Community Bank N.A., 588 Lake Flower Ave. Saranac Lake, NY 12983- Ph: 518-891-3817

2012 to 2014- Senior Teller I

Duties: Customer service, supervising and training tellers, completing daily and monthly reports, completing customer transactions, audits, cash shipments to and from The Federal Reserve.

SEPTEMBER 2004 TO JANUARY 2015

G.H. Bass, 2466 Main St. Lake Placid, NY 12946 – Ph: 518-523-7229

2012 to Present – Floor Supervisor

Duties: Customer service, supervising associates, completing floor sets, POS changes, opening and closing the store, bank deposits and change.

2011 to 2012 – Assistant Manager

Duties: Customer service, scheduling, supervising associates, planning daily duties, head of shoes; oversee the completion of floor sets, POS (point of sale) changes, back room arrangement, opening and closing the store, bank deposits and change.

2009 to 2011 – Floor Supervisor

Duties: Customer service, supervising associates, assistant apparel supervisor, completing floor sets, POS changes, opening and closing the store, bank deposits and change.

2004 to 2009 – Sales Associate

Duties: Customer service, cleaning, and restocking.

JUNE 2006 TO JULY 2009

GaGa's Bar and Grill, Oregon Plains Rd. Bloomingdale, NY 12913 - Ph: 518-891-8024

2006 to 2009- Bartender

Duties: Customer service, cleaning, Serving Food and Drinks.

MAY 2002 TO SEPTEMBER 2004

Teddy's Ice Cream, 1663 Route 3 Bloomingdale, NY 12913 – Ph: 518-891-3207

2002 to 2004- Server

Duties: Make ice cream, serve food and ice cream, clean machines.

EDUCATION:

State University of New York at Plattsburgh, 101 Broad Street, Plattsburgh, NY 12901
B.S. in Psychology - 2009

North Country Community College, 23 Santanoni Avenue, Saranac Lake, NY 12983
A.A.S. in Liberal Arts Humanities and Social Sciences - 2006

Saranac Lake Central School, 79 Canaras Avenue, Saranac Lake, NY 12983
Regents Diploma: Math and Science - 2004

COMMUNITY SERVICE:

Bloomingdale Vol Fire Dept Auxiliary – Member since 2003, Secretary since 2016

Saranac Lake Women of the Moose Chapter 1909 – Member since 2006

Tri-Lakes Relay for Life - Member since 2008, Team Captain since 2010

CanAm Rugby Board- Member since 2013, Secretary since 2014

Saranac Lake 5th Quarter Club- Member since 2014, Secretary since 2014

REFERENCES:

Ericka Moody

Page 2

J. Michael Ritchie, Asst. Manager
Saranac Lake Civic Center, Inc.
P.O. Box 1040
Saranac Lake, NY 12983
518-891-3800

Cindy Woodson
10 Fletcher Place
West Sand Lake, NY 12196
518-674-6181

Jeffrey and Lisl Tedford
90 Main Street
Bloomingdale, NY 12913
518-891-3207

Mark Farmer, Dean of Students
Saranac Lake Central High School
79 Canaras Avenue
Saranac Lake, NY 12983
518-891-4450

President's Report to the Board of Trustees

August 18, 2017

Dr. Steve Tyrell

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

Date:	With:	Location:
July 30 th	College hosted Can-Am Rugby Championships – broadcast live on ESPN’s Rugby TV	Saranac Lake, NY
July 31 st	Essex County Board of Supervisors – Ways and Means – College’s 2017-18 Budget	Elizabethtown, NY
August 4 th	NYCCAP Review of Proposed Funding Formula for Community Colleges	Conference call
August 7 th	Essex County Board of Supervisors – Public Hearing for College 2017-18 Budget	Elizabethtown, NY
August 15 th	CFES Information Session and Reception	Essex, NY
August 18 th	NYCCAP Executive Board meeting	Conference call

- 2) **College 2017-18 Budget** – The College presented its’ 2017-18 budget to Franklin County in early July and a public hearing and budget approval occurred on July 20th. The College made a similar presentation to the Essex County Board of Supervisors on July 1st and again on August 7th. A special session of the Essex County Board of Supervisors is set for August 28th at 9:30AM to vote on the 2017-18 budget. At the August 7th session of the Essex County Board of Supervisors, the supervisors requested a copy of the College’s draft strategic plan and wanted to discuss the proposed school of applied technology in Ticonderoga. They also reviewed enrollment data regarding the demographics of the Essex County residents attending NCCC in 2016-17. We will post the Essex County enrollment data to the portal shortly.
- 3) **2015-19 NCCCAP- College Collective Bargaining Agreement** – Franklin County has approved the collective bargaining agreement (CBA) between the College and NCCCAP. The Essex Board of Supervisors approved the CBA at the August 7th meeting of the Board of Supervisors.
- 4) **College Railroad Corridor** – No update at this time.
- 5) **Excelsior Scholarship** – The College has processed request for 46 students. None of the applicants were eligible to receive the Excelsior Scholarship.
- 6) **SUNY Potsdam Initiative** – Senior leadership teams from both colleges have met five times over the past three months to map out many of the details critical to launching a NCCC academic program initiative with SUNY Potsdam campus for Fall 2018. The memorandum of understanding (MOU) between the two institutions is near its final stage of development and will be forwarded to the faculty and staff this weekend.

- 7) **Assessing the Effectiveness of Shared Governance** – The working group will have met five times by the time the Board of Trustees convene in August. We are currently reviewing the second draft of the working group’s report for Middle States. In addition, this group is also leading the design of the all-College session on shared governance – currently scheduled for the afternoon of September 29th (following the Board meeting and a community luncheon).
- 8) **Strategic Plan Update** – We forwarded the latest draft (draft 5) of the 2017-2020 strategic plan and a draft of measurable outcomes to the College community on August 5th. An all campus meeting will be held on August 23rd at 3:30PM to collect additional feedback and move toward a finalized plan for the College.
- 9) **Middle States - Drafting the September 1st Monitoring Report** – Item 7) and 8) of this report represent two of the four items the College will address in its monitoring report to Middle States. We have sent drafts of these sections and the other two (fiscal stability and assessment) to the editing group in early to mid-August. We will be meeting with the editing group the week of August 21st to finalize the report. I cannot express enough thanks to the many people who have contributed to the data collection, drafting and editing process for this monitoring report.
- 10) **Accessibility Compliance for College Website** – The College discovered recently that its webpages were not compliant with changes in the federal law related to accessibility requirements. Our thanks to Scott Harwood and Don Paulson for completing a survey of compliance requirements and for initiating a plan to ensure our web pages are accessibility friendly in the future. The major findings included the ability for text readers to easily navigate pages, some concerns regarding contrast ratios and the over-use of PDF in the current webpage formats. In the fall semester, Don will be guiding content managers and the rest of us through the compliance corrections, so bear with all of us as we make sure our web sites are easier for the visually challenged; another important step toward supporting our students and the rest of the College community.

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS upon the recommendation of President's Council at their July 25, 2017 meeting to offer Mr. Christopher Knight to the position of Director of Communications as a management confidential, 12 month, exempt employee at \$50,000 annual salary, and

WHEREAS the President of the College concurs with the recommendation of President's Council;

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the interim appointment of Christopher Knight to the position of Interim Director of Communications as a management confidential, 12 month, exempt employee at \$50,000 annual salary effective September 4, 2017 for a three year term.

This position is currently not funded in the 2017/18 operating budget

2016-17 | 96
August 25th, 2017

Motion:

Seconded:

Motion approved: (0-0-0)



SARANAC LAKE . MALONE TICONDEROGA

July 25, 2017

Mr. Christopher Knight
Saranac Lake, NY 12983

Dear Mr. Knight:

Pending approval by the North Country Community College Board of Trustees at their August 25, 2017 meeting, I am pleased to offer you an interim, full-time, twelve-month exempt appointment as Director of Communications effective September 4, 2017. You will report directly to Dr. Steve Tyrell, College President.

Should you accept this appointment, your annual salary will be \$50,000. You will be eligible for all benefits provided to management confidential employees.

If you have any questions regarding this appointment or related questions regarding benefits, please contact your supervisor or the HR/Payroll department.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than August 4, 2017.

Sincerely,

A handwritten signature in black ink that reads "Steven J. Tyrell".

Steven Tyrell, Ph.D.
President

cc: Personnel File
Payroll Office

A handwritten signature in blue ink that reads "Christopher B. Knight".
Employee Signature

7-26-17
Date

Chris Knight

27 Keene Street, Saranac Lake, NY 12983
518-637-5814 cknight27@yahoo.com

Experience:

2009 – present

Adirondack Daily Enterprise – Saranac Lake, NY

Senior Staff Writer

- Write daily news, breaking news and regular features for print and website
- Cover local, regional meetings and events
- Post content to web and social media
- Blogging; Copy editing; Photography

2003 – present

North Country Public Radio – Canton, NY

Adirondack Correspondent

- Write, edit and produce spots, features and audio postcards
- Cover local, regional meetings and events

2001 – 2009

Mountain Communications – Saranac Lake, NY

News Director – WNBZ, Rock105, Y106.3, WIRD

- Wrote, edited, produced news stories for broadcast and website
- Hosted live three-hour morning program and call-in show
- Hosted twice-weekly public affairs program
- Supervised, directed assignments to other reporters
- Hosted debates and telethons
- Produced special programs and series for broadcast
- Hosted weekly alternative music radio show

2004 – 2009

Adirondack Explorer – Saranac Lake, NY

Freelance News Correspondent

- Wrote news and feature stories for publication

2005 – 2009

Mountain Lake PBS – Plattsburgh, NY

Panelist, Mountain Lake Journal

- Participated in weekly on-air panel discussion of news topics

Education:

State University of New York at Geneseo

Bachelor of Arts: May 1997

Major: English

Minor: Environmental Studies

Disc Jockey at WGSU 1994-1996

Awards:

Charles M. Decker Memorial Scholarship, 2014, funded Olympic coverage in Sochi, Russia
New York News Publishers Association, investigative reporting, community service, state government coverage, 2011-12
New York State Associated Press Association, spot news reporting (staff award), 2011-12
New York State Associated Press Association, continuing coverage (staff award), 2011-12
New York News Publishers Association, business reporting, 2010-11
New York State Associated Press Association, continuing coverage (staff award), 2010-11
New York News Publishers Association, distinguished state government coverage, 2009-10

References available upon request