

BOARD OF TRUSTEES MEETING

11:00a.m. | August 31, 2018

Saranac Lake, NY | HH-105

AGENDA

- I. Call to Order
- II. Student trustee oath of office
- III. Approval of June 28, 2018 and July 26, 2018 minutes
- IV. Liaison Reports
 - A. College Senate
 - B. NCCCAP
 - C. CSEA
- V. College Reports
 - A. Board Chair
 - B. Vice President for Academic Affair
 - 1. Resolution 2017-18 |#59 Coordinator of Strategic Academic Initiatives
 - 2. Resolution 2017-18 |#60 Coordinator of Dual Enrollment Initiatives
 - 3. Resolution 2017-18 |#61 Academic Integrity Policy
 - 4. Resolution 2017-18 |#62 Classroom Conduct Policy
 - C. Dean of Admissions
 - D. Vice President for Administration & Fiscal Operations
 - 1. Financial Statement(s) for June and July 2018
 - 2. Review 5 Year Financial Plan
 - 3. Draft | Fund Balance Policy
 - E. President
 - F. Representative Reports
 - 1. NCCC Association
 - 2. NCCC Foundation
- VI. Old Business
- VII. New Business
 - A. NYCCT Annual Conference | September 2018
 - B. September 28, 2018 Board Meeting | Move start time to 12:30p.m.
- VIII. Public Comment*
- IX. Executive Session
- X. Adjourn

An Executive Session of the Board of Trustees may be called pursuant to Article 7 of the Public Officer's Law to discuss *the Medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation and collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law. (Public Officers Law §105).*

*** Public Comment: Visitors are requested to sign in before the beginning of the meeting. Provision is made at this point in the agenda for citizens of the community to make comments regarding any agenda item to be discussed at that meeting. Citizens will not be recognized at any other time. No person, not a member of the Board, shall speak for more than five (5) minutes. The minutes shall show that privilege of the floor was granted and shall include a brief statement of the subject matter presented.**

**NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES**

Thursday, June 28, 2018 | Saranac Lake Campus

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

Excused: Joe Costa

Others Present: Steve Tyrell, Stacie Hurwitch, Bob Farmer, Joe Keegan, Chris Tacea, Chris Knight, Lisa Symonds, Erik Harvey, Diana Fortune, Stacey Mascia-Susice, Frank Difore, Joe Pete Wilson, Joe Keegan

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

Approval of Minutes

Mary Irene Lee made a motion to approve the May 11, 2018 minutes. Tim Burpoe seconded the motion. The May 11, 2018 minutes were approved unanimously (8-0-0).

College Senate

No report

NCCCAP

No report

CSEA

No report

Board Chair Report

Steve Reed reported:

- Members of the Board met with Franklin County representatives on June 22, 2018.
- Steve Reed had a meeting with Gary Douglas, North Country | Regional Economic Development Council (NCREDC) for an initial conversation about a potential relationship between NCREDC and the College.
- Recent meeting with Saranac Lake Board of Cooperative Educational Services (BOCES), and Anthony Hayden from the Labor Department, went well.
- June 28 at 7pm, together with the Ticonderoga Revitalization Alliance, the College will hold another meeting on the Ticonderoga campus. A large contingent of stakeholders plan to attend.

Vice President for Academic Affairs

Steve Tyrell spoke in Joe Keegan's absence and guided the board in reviewing personnel resolutions. Barring no comments or concerns, the board agreed to pass the resolutions regarding Academic Affairs as one.

The board acted on the following resolutions:

Mark Moeller recommended resolution 2017-18 | 39 that the North Country Community College Board of Trustees hereby approves the temporary appointment of Marcie Sullivan-Marin, to the full-time,

nine-month, 164-day, exempt appointment as Nursing Instructor for a one year term effective with the start of the 2018/2019 academic year, at an annual salary of \$44,019. Dan Kelleher seconded the motion. The resolution was approved unanimously (8-0-0).

Mark Moeller recommended resolution 2017-18 | 40 that the North Country Community College Board of Trustees hereby approves the temporary appointment of Mathew Fleming, to the full-time, nine-month, 164-day, exempt appointment as Nursing Instructor for a one year term effective with the start of the 2018/2019 academic year, at an annual salary of \$41,380. Dan Kelleher seconded the motion. The resolution was approved unanimously (8-0-0).

Mark Moeller recommended resolution 2017-18 | 41 that the North Country Community College Board of Trustees hereby approves the temporary appointment of Marcus Painter, to the full-time, nine-month, 164-day, exempt appointment as Math Instructor for a one year term effective with the start of the 2018/2019 academic year, at an annual salary of \$37,421. Dan Kelleher seconded the motion. The resolution was approved unanimously (8-0-0).

Mark Moeller recommended resolution 2017-18 | 42 that the North Country Community College Board of Trustees hereby approves the third temporary appointment of Jennifer Barrett, to the full-time, nine-month, 164-day, exempt appointment as Interim Director of the Massage Program for a one year term effective with the 2018/2019 academic year, at an annual salary of \$54,576. Dan Kelleher seconded the motion. The resolution was approved unanimously (8-0-0).

Mark Moeller recommended resolution 2017-18 | 44 that the North Country Community College Board of Trustees hereby approves the third temporary appointment of Chad Czelusniak-Serviss, to the full-time, nine-month, 164-day, exempt appointment as Business / CIS Instructor for a one year term effective with the 2018/19 academic year, at an annual salary of \$40,060. Dan Kelleher seconded the motion. The resolution was approved unanimously (8-0-0).

Mark Moeller recommended resolution 2017-18 | 45 that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Summer Dorr, to the full-time, nine-month, 164-day, exempt appointment as Humanities Instructor for a one year term effective with the 2018/19 academic year, at an annual salary of \$38,741. Dan Kelleher seconded the motion. The resolution was approved unanimously (8-0-0).

Mark Moeller recommended resolution 2017-18 | 46 that the North Country Community College Board of Trustees hereby approves the third temporary appointment of Tana Hare, to the full-time, nine-month, 164-day, exempt appointment as Nursing Instructor for a one year term effective with the 2018/19 academic year, at an annual salary of \$44,019. Dan Kelleher seconded the motion. The resolution was approved unanimously (8-0-0).

Mark Moeller recommended resolution 2017-18 | 47 that the North Country Community College Board of Trustees hereby approves the third temporary appointment of Thomas McGrath, to the full-time, nine-month, 164-day, exempt appointment as LAC Coordinator and Social Science Instructor for a one year term effective with the 2018/2019 academic year, at an annual salary of \$41,380. Dan Kelleher seconded the motion. The resolution was approved unanimously (8-0-0).

Mark Moeller recommended resolution 2017-18 | 48 that the North Country Community College Board of Trustees hereby approves the third temporary appointment of Lisa Williams, to the full-time, nine-month, 164-day, exempt appointment as LAC Coordinator for a one year term effective with the 2018/19 academic year, at an annual salary of \$40,060. Dan Kelleher seconded the motion. The resolution was approved unanimously (8-0-0).

Mark Moeller recommended resolution 2017-18 | 49 that the North Country Community College Board of Trustees hereby approves the appointment of Sarah Maroun, to the full-time, 261 day, exempt appointment as Associate Dean of Academic Affairs effective May 28, 2018 at pro-rated annual salary of \$92,700 for the remainder of the 17/18 academic year. Dan Kelleher seconded the motion. The resolution was approved unanimously (8-0-0).

Steve Tyrell acknowledged Tara Smith for her hard work in helping the College move these searches forward and with assisting search committees and staff with the annual evaluation process.

Dean of Admissions Report

Chris Tacea highlighted his report:

- Report has been updated as of yesterday. Dropped from 5.9 deficit to 4. And increasing from data compared to last year.
- New Student Registration is this week. Data will be reviewed the following week to evaluate how the College is trending for Fall 2018.
- Chris voiced that the Admissions team has been working closely with SUNY Potsdam. The transition of the students to Potsdam has been successful. Student testing and Financial Aid was completed; students are successfully repackaged.
- SUNY Professionals conference in Cortland, NY – highest ratings of the conference in a long time. Public thanks to Meredith Chapman and Rachel Gebhart for their hard work in making the conference a huge success.
- Financial Aid reported 470 students packaged so far this year. New software has shown the paperwork and process is more fluid and accurate.
- Instant-Admit days throughout the summer will continue to occur in addition to the registration weeks. These special events have proven successful in adding to our numbers.
- Jerry Griffin led a brief discussion regarding the Bridge Program and the desire to continue dialogue between the College and area high school counselors regarding the program and how it can bridge students into the College when they graduate. He offered to speak with Sarah Maroun to further the discussion about current habits within area high schools and how NCCC can help.

Vice President for Administration/CFO:

Bob Farmer highlighted the proposed budget and fee schedule for the 2018-19 academic year. This new schedule would supersede the one previously approved on May 11, 2018.

- Bob Farmer shared and reviewed with the board the audit report (2016-17), current financials and budget. The audit committee will meet in the coming weeks to review the report with the auditors. He noted the 2018-19 budget supersedes what was in the original packet.
- There was a brief discussion about the future of Second Chance Pell.
- Members discussed the five-year financial plan in correlation to the current proposed 18-19 budget. Steve Tyrell noted the revised plan will be reviewed by the board soon. It will include

plans in place on program development and how the College will address the possibility of projected declining enrollment in the future.

- There was discussion and agreement amongst the board to moving monies from reserved fund and put it into the revenue line of the 2018-19 operating budget so that it shows a balanced budget.

The board acted on the following resolution:

Tim Burpoe recommended resolution 2017-18 | 51 that the North Country Community College Board of Trustees hereby approves the operating budget and fee schedule as presented for the academic year beginning September 1, 2018 and ending August 31, 2019. Pete Suttmeier seconded the motion. The resolution was approved unanimously (8-0-0).

President's Report:

Steve Tyrell reported:

- There has been a great deal of travel to professional association's annual events and meetings for the community college sector.
- An updated Strategic Plan was recently shared with members of President's Council. There are currently 20 items in progress, with 4 that are not scheduled to move forward until a later date.
- Steve Tyrell will be attending a meeting in Lake Placid on June 29, 2018 with Presidents Esterberg and Szafran regarding Path to Potsdam and the service area agreement.
- There is a working draft of the Middle States Monitoring Report. Shir Filler is working on the editing piece and her work is appreciated. The final draft will be shared early August, with an open forum scheduled for August 30. This report is a one year update expected September 1, 2018. The College is meeting all requirements that have been set by Middle States and are confident of the hard work that we, as a College, have been performing. Notably, the work related to student learning outcomes assessment is ongoing but going extremely well.
- Steve Tyrell discussed the progress on the viability study regarding the potential School of Applied Technology.
 - The Request for Proposal (RFP) has been completed. The applications were due June 16: there were 5 firms interested in the project; 2 offered proposals.
 - The review committee, which consisted of 2 faculty members, 2 staff and 1 board member have met and provided a recommendation to the President.
 - Tim Burpoe explained the process that was used to review and score the submitted proposals. The review committee voted unanimously for JMZ Architects. JMZ has a solid foundation of knowledge of the College, as well as NY state requirements.
 - There was discussion to also have an advisory group comprised of members of the College, local leaders, trade unions, BOCES and other stakeholders. Steve Reed mentioned the need of a webpage which would share current progress to all interested parties.
- Community stakeholders met with YMCA again on June 27, 2018. Members of this working group continue to analyze the survey material and comments from the open forum. There are certain gaps in services already highlighted and seeing what direction the College could head. Discussions will continue in the coming months.
- Pete Suttmeier voiced there was some interest in MakerSpace-Incubator proposal for Saranac Lake. The College expects to see more in the near future. Steve explained the village put in a

grant for this project; they approached the NCCC and Paul Smiths College to gauge interest. If grant is not approved they still want to go forward with the concept.

The board acted on the following resolutions through one vote:

Pete Suttmeier recommended resolution 2017-18 | 43 that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Angela Brice, to the full-time, twelve month, 221 day, exempt appointment as Assistant Director of Student Life for a one year term for the 2018-19 academic year, at an annual salary of \$46,658. Mark Moeller seconded the motion. The resolution was approved unanimously (8-0-0).

NCCC Association:

No report.

NCCC Foundation:

Dianna Fortune reported the Ginsberg Family Scholarship will award \$20K for 2018-19.

Old Business:

Update on Academic Planning Retreat | July 26, 2018 @ 9am | Lake Clear Lodge. There will be a brief board meeting at 8am.

Joe Keegan will lead the retreat. This will be an informational session in regards to academic planning, all faculty are encouraged to attend and participate in the conversation. A packet will be available prior to the retreat shared in advance.

New business

- The board discussed changes regarding the proposed calendar.

The board acted on the following resolutions through one vote:

Mary Irene made a motion that the North Country Community College Board of Trustees hereby approves resolution 2017-18 | 52 2018-19 Board of Trustees meeting schedule as presented. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

- Members of the Board publically thanked Joe Costa for all his hard work these past two years as a student trustee; he will be missed as a member of the board.

Public Comment:

None

Executive Session

Tim Burpoe made the motion to enter Executive Session at 12:09pm. 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.*** Mark Moeller seconded the motion. The motion was passed unanimously (9-0-0). Steve Tyrell was invited to join the meeting at 12:10pm.

Tim Burpoe made a motion to adjourn executive session at 1:05 p.m. Jerry Griffin seconded the motion. The motion was approved unanimously (9-0-0).

Adjourn

Mark Moeller made a motion to adjourn the meeting. Tim Burpoe seconded the motion. The motion was approved unanimously (9-0-0). The Board meeting was adjourned at 1:06PM p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Stacie G. Hurwitch".

Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

UNAPPROVED

NORTH COUNTRY COMMUNITY COLLEGE

BOARD OF TRUSTEES MINUTES

Thursday, July 26, 2018 | Saranac Lake Campus

Board Members Present: Steve Reed*, Tim Burpoe, Anne McDonald, Mary Irene Lee, Dan Kelleher, Mark Moeller, Pete Suttmeier, and Jerry Griffin.

Others Present: Steve Tyrell

Vice Chair, Tim Burpoe, called the meeting to order at 08:10a.m.

Public Comment:

None

Executive Session

Anne McDonald made the motion to enter Executive Session at 08:11am. 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.** Jerry Griffin seconded the motion. The motion was passed unanimously (7-0-0). Steve Tyrell was invited to join the meeting at 08:11am.

*Steve Reed joins the meeting at 08:22a.m.

Mary Irene Lee made a motion to adjourn executive session at 08:22a.m. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).

The following resolutions were passed by the board:

Mark Moeller recommended resolution 2017-18 | 54 that in conjunction with the consents and approvals of the Franklin County Board of Legislators and the Essex County Board of Supervisors, the Board of Trustees of North Country Community College does hereby consents and authorize the sale of the railroad easement property premises to the State of New York Department of Environmental Conservation, and transfer and sale being premises subject to the sewer easement rights of the Village of Saranac Lake and to the retained easement, usage and right of way rights, present and in the future, of the Counties of Franklin and Essex and of the North Country Community College. That the Chairman of the Board of Trustees is hereby authorized to sign and execute any documents necessary to the transfer of this property pursuant to this resolution upon the review and approval of the College Attorney. Jerry Griffin seconded the motion. The resolution was approved (7-0-1). Abstention made by Dan Kelleher.

Mary Irene Lee recommended resolution 2017-18 | 55 that the North Country Community College Board of Trustees hereby authorized Chairman of the Board of Trustees to sign and execute any documents necessary to grant a permanent easement and right of way to the Village of Saranac Lake in the form and with the conditions and rights, present and in the future should the Sponsoring Counties and the College request free connections to the system after the review and approval of the Easement by

the College Attorney. Tim Burpoe seconded the motion. The resolution was approved (7-0-1). Abstention made by Dan Kelleher.

Jerry Griffin recommended resolution 2017-18 | 56 that the North Country Community College Board of Trustees hereby nominate and elect Steve Reed as Chair of the Board of Trustees for the 18-19 academic year. Mark Moeller seconded the motion. The resolution was approved (7-0-1). Abstention made by Steve Reed.

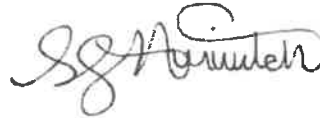
Anne McDonald recommended resolution 2017-18 | 57 that the North Country Community College Board of Trustees hereby nominate and elect Tim Burpoe as Chair of the Board of Trustees for the 18-19 academic year. Mark Moeller seconded the motion. The resolution was approved (7-0-1). Abstention made by Tim Burpoe.

Tim Burpoe recommended resolution 2017-18 | 58 that the North Country Community College Board of Trustees hereby nominate and elect Mark Moeller as Secretary of the Board of Trustees for the 18-19 academic year. Anne McDonald seconded the motion. The resolution was approved (7-0-1). Abstention made by Mark Moeller.

Adjourn

Jerry Griffin made a motion to adjourn the meeting. Anne McDonald seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 9:03 a.m.

Respectfully Submitted,



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 31st, 2018

Greetings to you all. I hope you had an enjoyable summer and were able to find time to be out and about. The faculty and staff have returned and we are preparing for the first day of classes which begin on August 27th. Please find updates from our area here:

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

- ***Academic Planning***
 - Many thanks to the Board for hosting the academic planning retreat in July. The post-meeting discussion among the faculty was quite positive about the day. We are eager to continue the process this semester.
 - Some planning items for this year include:
 - Following up with UVM and other partners regarding the Spring 18 meeting held to explore health care career path opportunities in our communities.
 - Finalizing the work on a teacher ed track.
 - Exploring continuing education opportunities across the campus, now that we have resourced it to some degree. This includes the rolling out of the *IP School to Work* program this fall in response to the vacancies at the mill.
 - Hosting community advisory boards on all three campuses.
 - Continuing partnerships with workforce partners to help identify ways the college can help address the lack of workforce readiness across our communities.
- ***Academic Programs:***
 - *Advanced EMT*: Approved by SUNY on June 15th, 2018 is at NYSED for review.
 - *AS Business: Sports Management*: Approved and registered by NYSED for the Malone campus on August 3rd, 2018.
 - *AAS Nursing*: Approved by SUNY in Spring 18; at NYSED and Office for the Professions under review.
 - *AAS Entrepreneurship Mgmt – Malone*: Submitted to SUNY on July 9th, 2018 where it is under review.
 - *AA Lib Arts and Sciences – Hum/Soc Science* – Approved by SUNY on July 24th, 2018. At NYSED for review.
 - *AA Liberal Arts – Childhood/Early Childhood Teacher Ed Transfer*: We will be returning to this now that the faculty have returned.
- ***SUNY Potsdam Proposal***: No update to report.
- ***Assessment of Student Learning***: A report on the faculty's work during 17-18 year in establishing a systematic process of assessment was completed by Sarah Maroun over the summer. Last year, Sarah led the faculty in addressing issues raised by Middle States in a sustainable and meaningful way and that report will be included in the Monitoring Report for Middle States. The faculty are currently working on the student learning outcomes assessment plans for the 18-19 year.
- ***College Bridge***: College Bridge activities are underway and we will begin our registration of students in the area high schools after Labor Day when the students return. We have proposed a new position, the Coordinator of Dual-Enrollment Initiatives, which is before the

Board today. That individual will take over the day-to-day College Bridge activities and serve as our P-TECH liaison, should the Board approve it.

- ***Academic Policies***

- *Academic Integrity Policy and Classroom Conduct Policy* – These are nearly ready for the Board. We had a couple of additional changes on the policies to align them with the Student Code of Conduct. I hope to have them ready for the Board at your next meeting.

- ★ **Faculty/Staff Appointments:**

There are a couple appointments before the Board today. In both cases, these positions and the people we are recommending to fill them, will help us continue the work of our dual-enrollment programs (P-TECH and College Bridge) and better fill our mission in the areas of strategic academic initiatives. Thank you for your consideration!

- ★ **Grants and Experiments:**

Here is a brief update on our grants:

- *Second Chance*: Summer 19 courses have completed and our students at Bare Hill, Franklin and FCI Ray Brook will all start classes on August 27th.
- *P-TECH Programs* – We are the partner in a single P-TECH program, Norther Borders Academy, which will start their session on September 4th.
- *Perkins*: Our 18-19 application was approved and we received funding to resource our Career Services Coordinator and Retention Specialists again this year.

Respectfully submitted,

Joe

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the temporary appointment of David St. Germain, to the full-time, 190 day, exempt appointment as Coordinator of Strategic Academic Initiatives for the 2018/2019 academic year at an annual salary of \$58,538,

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the temporary appointment of David St. Germain, to the full-time, 190 day, exempt appointment as Coordinator of Strategic Academic Initiatives for the 2018/2019 academic year at an annual salary of \$58,538.

This position is budgeted for the 2018/2019 academic year.

2017-18 | #59

Motion:

Seconded:

Passed/Postponed (0-0-0)



August 20, 2018

Mr. David St. Germain
68 Jackson Ave
Rutland, VT 05701

Dear Mr. St. Germain:

Pending approval by the North Country Community College Board of Trustees at their August 2018 meeting, I am pleased to offer you a temporary, full-time, 190-day exempt appointment as Coordinator of Strategic Academic Initiatives for the 2018/2019 academic year. Faculty members are expected to report on Monday, August 20, 2018. Your area supervisor will be Joe Keegan, Vice President for Academic Affairs.


As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this position, your pay grade for this appointment is Step 24 on Schedule C of the 2015-2019 CBA, which is an annualized base salary of \$58,534.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Malone.

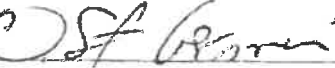
If you have any questions regarding this appointment or related questions regarding benefits, please contact your supervisor or the HR/Payroll department.

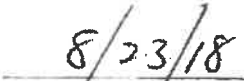
To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than August 31, 2018.

Sincerely,


Steven Tyrell, PhD
President

cc: Personnel File


Employee Signature


Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the temporary appointment of Luke Hudak, to the full-time, 190 day, exempt appointment as Coordinator of Dual Enrollment Initiatives for the 2018/2019 academic year at an annual salary of \$44,019,

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the temporary appointment of Luke Hudak, to the full-time, 190 day, exempt appointment as Coordinator of Dual Enrollment Initiatives for the 2018/2019 academic year at an annual salary of \$44,019.

This position is budgeted for the 2018/2019 academic year. 50% of salary and benefits will be grant funded. The remainder will be hard funds.

2017-18 | #60

Motion:

Seconded:

Passed/Postponed (0-0-0)

NORTH COUNTRY COMMUNITY COLLEGE

The State University of New York

August 22, 2018

Mr. Luke Hudak
39 Nash St
Lake Placid, NY 12946

Dear Mr. Hudak:

Pending approval by the North Country Community College Board of Trustees at their August 2018 meeting, I am pleased to offer you a temporary, full-time, 190-day exempt appointment as Coordinator of Dual Enrollment Initiatives for the 2018/2019 academic year. Salary and benefits will be 50% grant funded. Joseph Keegan, Vice President of Academic Affairs, will be your area supervisor. In addition, you will have a direct report located at Northern P-Tech.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this position, your pay grade for this appointment is Step 13 on Schedule C of the 2015-2019 CBA, which is an annualized base salary of \$44,019.

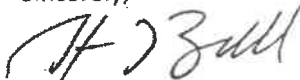
Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake.

In the event that duties under the P-TECH program are no longer grant funded, you will no longer continue in the role.

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, please sign and return this Letter of Appointment no later than August 31, 2018.

Sincerely,



Steven Tyrell, Ph.D.
President

cc: Personnel/payroll file

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS The Academic Integrity Policy was developed to communicate the expectations of the College and its faculty on the philosophy and implementation of academic integrity standards, and

WHEREAS the disciplinary process, as written, was in need of clarification in terms of the policy and procedures and aligning it with the Student Code of Conduct so that a uniform process was in place for students, including an appeals process, and

WHEREAS these changes directly addressed those deficits and did so in a way that maximized input from the faculty and college governance structure at the College, and

WHEREAS the Vice President of Academic Affairs, the Academic Policy and Standards Committee and the College Senate concur and have given approval, and

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

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees approves the revised Academic Integrity Policy effective at the start of the 18-19 academic year.

2017-18 | #61

Motion:

Seconded:

Passed/Postponed (0-0-0)

North Country Community College Academic Integrity Policy Revision August 29, 2018

Background and Rationale

In Spring 2015, the College Senate and the Board of Trustees approved a revision of the Academic Integrity Policy proposed by the Academic Policy and Standards Committee. This revision removed the requirement for a faculty member to consult with the Vice President for Academic Affairs office to determine if there were prior academic integrity violations committed by the student in question, that had been reported to the VPAA's office prior to determining the sanction for a current violation in his/her course. Those changes have been helpful; however, in adjudicating students who have engaged in plagiarism, cheating and other forms of academic dishonesty, we found that the policy needed to be aligned with the current Student Code of Conduct in terms of process of administration of sanctions and an appeals process for students.

It is the intent of this document to: a) clarify and codify the policy and procedures for handling cases of academic integrity violations; b) link this policy to the Student Code of Conduct, including aligning the student appeals process to the Code; and, c) doing so in a way that maximizes input from the departmental and governance structure at the College. To this latter point, we have included departments in the review process prior to moving the proposal along to the Academic Policy and Standards Committee of the College Senate for their review.

Proposal

This new proposal addresses those gaps noted above and recommends changing portions of the current version of the Academic Integrity Policy found on pp 52-54 of the College Catalog (<http://www.nccc.edu/wp-content/uploads/2017/04/College-Catalog-2017-04-19.pdf>) to align the policy with the Student Code of Conduct (<http://www.nccc.edu/wp-content/uploads/2016/05/Student-Code-of-Conduct-approved-by-BOT3-11-16.pdf>), including the process of administration of the code and the student appeals process for those found to have violated the Academic Integrity Policy.

An earlier version proposed adding Departmental Chairs/Directors more explicitly into the disciplinary process. Concerns were raised that including the chairs in a more administrative capacity with the power to evaluate the merits of a student's appeal and alter the sanctions imposed, moved us in a different direction from our current practice and as we agreed, was not the intention of our office. While we envisioned a role for academic chairs, this was not it. Thus, we have amended the disciplinary section of this, whereby the first level of student appeals will be heard by the Associate Dean of Academic Affairs.

Proposed Policy

ACADEMIC INTEGRITY

Academic integrity is the commitment, even in the face of adversity, to the five values fundamental to the academic process: honesty, trust, fairness, respect, and responsibility (University of San Diego, 2000).

Honesty involves ethical behavior and abstaining from deceit in all academic work.

Trust involves having confidence in the integrity, ability, character, and truth of a student's work (assignment, paper, project, test, etc).

Fairness involves all students having an equal chance at learning and participating in educational endeavors, and includes abiding by standards that are applied to everyone in an equitable manner.

Respect involves courteous regard, and proper concern for the welfare of other students, instructors, and oneself.

Responsibility involves taking charge of and being accountable for one's own honesty, reliability, trustworthiness, and integrity. Students are expected to maintain the highest standards of honesty and integrity in all academic matters.

Expected behaviors which illustrate honesty, trust, fairness, respect, and responsibility include, but are not limited to:

- Acknowledging indebtedness and providing proper credit when using another's ideas, discoveries, words, pictures, graphics, etc. (If unsure, seek guidance from instructors, librarians, or the LAC on how to acknowledge the contributions of others within one's writing.)
- Doing one's own work to receive an honest grade.
- Coming to an exam prepared and only using material and aids authorized by the instructor.
- Participating fully in group projects in which everyone receives a single grade for the work of the whole.
- Completing graded assignments and take-home tests without unauthorized collaboration.
- Reporting knowledge of intended cheating or actual witnessed cheating.

Cheating, allowing others to cheat, plagiarizing, and lying are serious academic offenses that are subject to disciplinary action.

Lack of awareness or understanding of what constitutes academic dishonesty will not be excused. Students who are unsure of the expectations are advised to contact their instructor or advisor immediately for clarification.

Example behaviors of academic dishonesty include, but are not limited to:

- Plagiarizing by claiming parts or entire works of another as one's own without providing proper credit. This includes downloading, buying, or having another write one's papers, reports, speeches, homework, etc.

- Plagiarizing by submitting a paper or assignment when someone else made extensive corrections or rewrote it without informing the instructor of the extent of that help.
- Self-Plagiarizing by submitting a paper written in an earlier course or using the same paper for two courses.
- Cheating by obtaining specific test content beforehand or by bringing information not preapproved by the instructor into the testing area.
- Cheating by getting answers from another or from a cell phone, the Internet, or other device not allowed by the instructor.
- Lying about attendance, missed exams, late papers, etc., to receive time extensions to study, hand in papers, receive credit for late work, etc., thereby asking for unfair advantage over fellow students.
- Lying and blaming others for one's own lack of effort, preparedness, and choices.
- Cheating by allowing another to copy answers or to use one's work as his/her own.
- Cheating by providing the answers or by doing the work for another on a graded assignment.
- Cheating by telling what is on a test to someone who should not have that information.
- Collaborating on a take-home test or assignment with others without permission from the instructor.
- Cheating by falsifying experimental data in a laboratory in order to get a better result or to feign an experiment that was not actually conducted.

Based on the University of San Diego. Center for Academic Integrity. (2000). Principles of Academic Integrity. Retrieved from: <http://ethics.sandiego.edu/eac/Summer2000/Reading/Principles.html>

DISCIPLINARY PROCESS FOR ACADEMIC INTEGRITY VIOLATIONS

The following section outlines the disciplinary process for academic integrity violations and spells out the student's rights to due process. These procedures and the administration of the code violation supplement those outlined in the NCCC Student Code of Conduct in both *Section 3 – Disorderly Conduct (pp 13-16)* and in the section on *Administration of the Code: "Range of Sanctions and Special Conditions for Students Accused of Violating College Regulations" (pp 34-38)*. The administration of academic integrity violations differs from the Student Code of Conduct procedures in that the first Administrative Hearing is held with the Associate Dean of Academic Affairs (or designee).

Students found to be in violation of the academic integrity standards of the College are subject to a range of sanctions that may be imposed either by the faculty member or the appropriate College administrator. Those sanctions include:

- Formal Disciplinary Warning/repair.
- Failure of the test/assignment
- Failure of the course (which includes forfeiture of tuition, fees and other costs associated with the course).
- Formal Disciplinary Probation.

Additionally, the Vice President for Academic Affairs may impose another level of sanctions which can include Suspension/Expulsion from the College (which includes forfeiture of tuition, fees and other costs associated with the course). This is generally reserved for those students who have repeated violations of the academic integrity standards of the College.

The Process for the Instructor

Step 1: The instructor will raise the concern quickly and directly with the student to determine if the action was knowing and intentional.

Step 2: The instructor will determine and implement the appropriate sanction for the offense and communicate those directly to the student. The instructor may consult with his/her Departmental Chair/Director to discuss appropriate sanctions.

Step 3: Regardless of sanctions determined, the instructor will file an academic incident report and copy the Departmental Chair/Director, the Associate Dean of Academic Affairs, The Vice President for Academic Affairs (VPAA) and the Dean of Student Life. The student will also receive a copy of that incident report.

Levels of Sanctions

Failure of Exam/Assignment

If the instructor determines that the student *fails the exam or assignment*, the instructor will meet with the student *prior to* the next class period to discuss the incident, the sanction (i.e. failure of exam/assignment) and the behavioral expectations and guidelines the student must follow to remain in the course. At that time, the instructor is to offer the student the opportunity to accept or deny responsibility and explain the student's right to dispute the finding of the instructor. If disputing the charges, then the student would meet with the Associate Dean of Academic Affairs (or designee) for an Administrative Hearing. If the student fails to appear at this meeting, all charges will be considered true and accurate, and the student will be unable to return to the course until the meeting occurs.

Failure of Course

If the instructor determines that actions of the student were egregious enough to warrant *failure of the course* and/or there are repeat offenses of the academic integrity expectations by the student in that class, the instructor may issue a failing grade (F) for the course and the student will be fully liable for any costs and unable to withdraw from the course. If not already completed, the instructor will file an incident report outlining the academic integrity violation(s) and the sanction, which is to be shared with the student and copy the Department Chair/Director, the Associate Dean of Academic Affairs, The Vice President for Academic Affairs, the Dean of Student Life and the Registrar's Office.

Before being issued a failing grade (F) for the course, the student is to meet with the instructor to discuss the charges against them, the reason for the failure, offer the student the opportunity to accept or deny responsibility and explain the student's right to dispute the finding of the instructor. If disputing the charges, then the student would meet with the Associate Dean of Academic Affairs (or designee) for an Administrative Hearing. If the student fails to appear at this meeting, all charges will be considered true and accurate and appropriate administrative action shall be taken by the Associate Dean of Academic Affairs or designee.

Repeated Violations of Academic Integrity

If the student receives two academic integrity reports, the Vice President for Academic Affairs (or designee) will arrange an appointment with the student to discuss possible sanctions as outlined above. If the student fails to appear at this meeting, all charges will be considered true and accurate and appropriate administrative action shall be taken by the Vice President of Academic Affairs or designee.

Student Rights and the Appeals Process

In addition to the rights afforded students under the Student Code of Conduct, the student accused of an academic integrity violation will receive a copy of the incident report filed by the instructor and has the right to request a hearing on the decision with the Associate Dean of Academic Affairs (or designee), ideally within three (3) business days after request. Students are entitled to appeal that decision to the Vice President for Academic Affairs (or designee) and have up to four (4) business days to appeal after receipt of the decision by the hearing officer. Students may appeal a decision based upon the appeal criteria outlined in the student code of conduct. Their decision will be final and is not subject to further appeal.

Students who are *removed* from the course by the instructor due to an academic integrity violation have the right to a hearing with the Associate Dean of Academic Affairs (or designee), ideally within three (3) business days after request. The student will not be allowed to attend the class during that time. Permanent removal will be determined after the hearing process and appeal process has been completed. Students are entitled to an appeal of that decision to the Vice President for Academic Affairs (or designee) and have up to four (4) business days to appeal. Their decision will be final and is not subject to further appeal.

Repeated Violations Leading to Suspension/Expulsion from the College:

Students who are suspended or expelled from the College by the Vice President for Academic Affairs due to repeat academic integrity violations have the right to a hearing with the Dean of Student Life (or designee) ideally within 3 business days after request. The student will not be allowed to attend any classes during that time. *Permanent removal* from the College will be determined after the hearing process and the appeals process has been completed. Students are also entitled to appeal that decision to the College's Appellate Officer, the Dean of Admissions (or designee) and have up to four (4) business days to appeal. Their decision will be final and is not subject to further appeal. Should students be permanently removed from the College during a semester due to violation of the policy, they will be fully liable for all costs and unable to academically withdraw from courses.

For more on the appeals process, see pg. 44 of the Student Code of Conduct

http://www.nccc.edu/wp-content/uploads/2017/08/Student-Code-of-Conduct_revised-August-2017_Final.pdf.

Updated: May 10, 2018 jk/slm

Approved by Academic Policy and Standards Committee: May 11, 2018

Approved by College Senate: May 14, 2018

Approved by VPAA: August 10, 2018

Reviewed by the College Attorney – May 20, 2018

Approved by President on August 29, 2018:

Approved by Board of Trustees:

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS The Classroom Conduct Policy was developed to communicate the expectations of the College and its faculty on the expectations of behavioral standards in the classroom, and

WHEREAS the classroom has expanded to include asynchronous (online) learning, thus requiring modification to the policy title to Academic/Classroom Conduct Policy, and

WHEREAS our experience has shown that the existing policy was in need of a fuller articulation of the policy, its procedures and acceptable sanctions to guide both students and the faculty, and

WHEREAS these changes needed to be aligned with the Student Code of Conduct so that a uniform process was in place for students, including an appeals process, and

WHEREAS these changes directly addressed those deficits and did so in a way that maximized input from the faculty and college governance structure at the College, and

WHEREAS the Vice President of Academic Affairs, the Academic Policy and Standards Committee and the College Senate concur and have given approval, and

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

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees approves the revised Academic/Classroom Conduct Policy effective at the start of the 18-19 academic year.

2017-18 | #62

Motion:

Seconded:

Passed/Postponed (0-0-0)

Academic Affairs
North Country Community College
Classroom Conduct Policy and Procedures
February 19, 2018

Background and Rationale

Over the last few years, it has become evident that further delineation of our policy and the development of a clear set of procedures on how to deal with classroom misconduct is needed. While policy and procedure exists for *academic integrity* violations, the College has lacked a fuller set of the same regarding *classroom conduct*. Effective management of the classroom/learning environment is critical to support student learning and student success and the lack of a fully codified policy and set of procedures related to it have often left the faculty in a quandary on how best to respond. Faculty members have regularly asked for guidelines on what the College considers to be appropriate sanctions for various infractions within the classroom setting, beyond violations of academic integrity. While several faculty members have established their own policies and communicate these to students via the course syllabus, there is still a gap in knowing whether or not their approach was in line with widely accepted College policy as reflected in the Student Code of Conduct.

It is the intent of this document to: a) clarify and codify the policy and procedures for academic/classroom misconduct; b) identify a formal set of agreed upon sanctions applied in situations of classroom misconduct; c) establish a formal set of procedures on how best to respond to classroom misconduct thereby reducing the uncertainty that currently exists and ensuring that all parties (students, faculty members and administrators) understand the expectations, range of sanctions and procedures; d) link this policy to the Student Code of Conduct, including aligning the appeals process for students to the Code and; e) doing so in a way that maximizes input from the departmental and governance structure at the College. To this latter point, we have included departments in the review process prior to moving the proposal along to the Academic Policy and Standards Committee of the College Senate for their review.

Proposal

While the College has a Classroom Conduct statement published in the College Catalog on page 51 (<http://www.nccc.edu/wp-content/uploads/2015/11/College-Catalog-2015-11-14.pdf>) with policy and procedure elements to it and has a Student Code of Conduct (<http://www.nccc.edu/wp-content/uploads/2016/05/Student-Code-of-Conduct-approved-by-BOT3-11-16.pdf>) that speaks to Academic Misconduct (p.13) and identifies a range of sanctions and appeal process, we suggest that this policy needs to be modified in ways that link Academic/Classroom Conduct expectations more fully to the Student Code of Conduct, include additional sanctions that are more specific to the classroom/learning environment and its management, and identify a path for student appeals that follows one established for academic integrity violations. Those changes will, we believe, provide the faculty with additional tools that support a community of learning at NCCC and provide students with guidelines on their rights to due process.

Additionally, given the College's expansion of online and alternative learning modalities, we believe that the policy needs to be renamed and propose calling this Academic/Classroom Misconduct so that all parties understand that this applies to other learning environments such as those found in online and/or hybrid courses.

Current Version of the Classroom Conduct Statement

CLASSROOM CONDUCT

All students have a right to learn and faculty have the right to teach; therefore, it will be expected that all students conduct themselves in a manner that does not interfere with this process. Behaviors that are perceived to be disruptive, disrespectful, offensive and/or threatening will not be tolerated.

In accordance with the Preamble of the NCCC Student Code of Conduct, the College is committed to the well-being of all members of the College community – students, faculty, staff, and the family at large. The Code reflects appropriate, reasonable, and considerate conduct as a member of the College community.

Listed below are examples of behaviors and/or situations that the College deems disruptive, disrespectful or inappropriate for the learning environment. These learning environments include, but are not limited to classrooms, video classrooms, computer labs, online learning forums, and field trips.

- Continual tardiness
- Continual exiting from class
- Persistent side conversations
- Inappropriate or offensive language or gestures that interferes with a faculty member's ability to teach or a student's ability to learn
- Inappropriate monopolizing of class time or discussion
- Eating meals in class
- Distracting, inappropriate behavior
- Bringing children to class (refer to "Children on Campus" policy)

The following are deemed inappropriate use of technology in class:

- Texting or other electronic messaging during class
- Using electronic devices in a non-class related manner
- Allowing audible noises from electronic devices to disrupt the class

We expect that students adhere to the Student Code of Conduct and commit to a positive and productive learning environment for the entire College community. If one is in violation of these Classroom Standards and the Student Code of Conduct, s/he can be asked to leave the class by his/her instructor or a college official and an Incident Report will be filed. The filings of Incident Reports on an individual indicate a misconduct problem which will be formally addressed by College Officers.

Proposed Modification of Academic/Classroom Conduct Policy

ACADEMIC/CLASSROOM CONDUCT POLICY

OVERVIEW

In support of the College's mission to provide *"an exceptional learning and community building experience for all who seek it"* and in line with the College's values of *intellectual curiosity, mutual respect for diversity and individuality and accountability and integrity*, the College community embraces and holds ourselves and others to a set of behavioral expectations, both in and outside the classroom. This document addresses those as they apply to academic/classroom conduct.

In accordance with the *Preamble* of the *NCCC Student Code of Conduct*, the College is committed to the well-being of all members of the College community – students, faculty and staff alike. *The Student Code of Conduct* identifies and supports those actions which are *"appropriate, reasonable, and considerate conduct as a member of the College community."* Furthermore, the College *"affirms the right of freedom of expression within our community and also affirms our commitment to the highest standards of civility and decency toward all. We recognize the right of every individual to think and speak as dictated by personal belief, to express any idea, and to disagree with or counter another's point of view, limited only by College regulations governing time, place, and manner. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity, and respect."*

We believe that all students have a right to learn and faculty have the right to teach. Freedom of speech and expression, cornerstones of our democracy, are protected unless they interfere with an instructor's ability to teach a course. To that end, we expect that all parties conduct themselves in a manner that does not interfere with this process. Behaviors perceived to be disruptive, disrespectful, offensive and/or threatening and which interfere with their fellow students' learning and/or a faculty member's teaching run counter to our values and will not be tolerated.

EXPECTATIONS AND PROCEDURES

We trust that our students are committed to partnering with their faculty member(s) and fellow students to establish a positive and productive learning environment for the entire College community and expect that they will do so. There are times when students violate these standards, and in those cases there are a range of sanctions that may be imposed by the instructor or a College official. This misconduct is referenced in the Student Code of Conduct under 3.1b Maintenance of Public Order which defines academic misconduct as *"where the student's conduct interferes with the College's exercise of its educational objectives or responsibilities to its members whether on College premises or off campus."*

Listed below are examples of behaviors and/or situations that the College deems disruptive, disrespectful or inappropriate for the learning environment, including but not limited to classrooms, video classrooms, computer labs, online learning forums, and field trips. The list is not inclusive of all disruptive or inappropriate behavior:

- Continual tardiness
- Continual exiting from class
- Persistent side conversations
- Inappropriate monopolizing of class time or discussion
- Eating meals in class
- Bringing children to class (refer to "Children on Campus" policy)

Included in the expectations of appropriate academic conduct is the proper use of technology in a course/class. The following are deemed inappropriate use of technology in those settings:

- Texting or other electronic messaging during class
- Using electronic devices in a non-class related manner
- Allowing audible noises from electronic devices to disrupt the class

When a student's behavior violates these expectations and the incident rises to the level beyond an informal warning, an Incident Report is to be filed identifying the misconduct and the steps taken to correct it. These are formally addressed by College Officers and a redacted copy is shared with the student during their Initial Conference regarding their alleged behavior. The process and procedures for handling classroom misconduct are found below.

DISCIPLINARY PROCESS FOR ACADEMIC/CLASSROOM CONDUCT VIOLATIONS

The following section outlines the disciplinary process for violations of the classroom conduct expectations and a student's rights to due process. These procedures and the administration of the code violation supplement those outlined in the NCCC Student Code of Conduct in both *Section 3 – Disorderly Conduct (pp 13-16)* and in the section on *Administration of the Code: "Range of Sanctions and Special Conditions for Students Accused of Violating College Regulations" (pp 34-38)*. The administration of classroom conduct violations differs from the Student Code of Conduct procedures in that the first Administrative Hearing is held with the Dean of Student Life (or designee).

Students found to be in violation of the classroom conduct standards of the College are subject to a range of sanctions that may be imposed either by the faculty member or the appropriate College administrator. Those sanctions include:

- Formal Disciplinary Warning/repair
- Dismissal from the class for the remainder of the period
- Removal from the class for the remainder of the semester (which includes forfeiture of tuition, fees and other costs associated with the course)
- Formal Disciplinary Probation

Additionally, the Vice President for Academic Affairs may impose another level of sanctions which can include Suspension/Expulsion from the College (which includes forfeiture of tuition, fees and other costs associated with the course). This is generally reserved for those students who have repeated violations of the classroom conduct standards of the College.

The Process

Step 1: The instructor will address the concern quickly and directly with the student to determine if the action was knowing and intentional. The instructor will also establish the behavioral expectations and guidelines the student must follow to remain in the class and communicate those to the student. At this point, the instructor is strongly encouraged to file an academic incident report documenting the student behavior and action taken by the instructor and copy the Department Chair/Director, the Associate Dean of Academic Affairs, the Vice President for Academic Affairs and the Dean of Student Life. The student will also receive a redacted copy of that incident report. Informal reprimands, which occur as part of classroom management, typically do not rise to the level of an "incident."

Levels of Instructor's Actions

Remove the Student from the Class Session In the event that the behavior is so egregious that it warrants dismissal from the class or where students who have received prior warnings and requests to cease the behavior yet continue to disrupt the classroom, the instructor may remove the student for that class session and follow-up with an incident report documenting the

student behavior and action taken by the instructor and copy the Department Chair/Director, the Associate Dean of Academic Affairs, the Vice President for Academic Affairs and the Dean of Student Life. The student will receive a redacted copy of that incident report.

In the event that the student is unwilling to leave the class, the instructor should contact either Campus Security, the Administrator-on-Call or an available College official (Campus Coordinator, Student Life representative, Associate Dean of Academic Affairs, Vice President for Academic Affairs) to assist with the removal of the student. In rare occasions where no administrator is present and there is a need to either protect students and/or the integrity of the lesson, the instructor may need to end the class early.

The instructor will require the student to meet with them prior to the next class period where the instructor discusses the incident and the behavioral expectations and guidelines the student must follow to remain in and return to the course. In the Student Code of Conduct, this is referred to as an "Initial Conference." At this time, the instructor is to offer the student the opportunity to accept or to deny responsibility for their behavior and to explain the student's right to dispute the charges. If disputing the charges, the student would next meet with the Dean of Student Life (or designee) for an Administrative Hearing, procedures for which are outlined in the Student Code of Conduct, page 39. If the student fails to appear at this meeting, all charges will be considered true and accurate, and the student will be unable to return to the course until the meeting occurs. It is within the instructor's rights to not allow for make-ups of missed classes and associated course work (i.e. assignments, exams) resulting from the student's decision not to meet with the instructor.

Removal from the Course: In cases where the behavior is so egregious that it warrants *removal from the course* and/or a documented pattern of student misconduct has continued despite earlier interventions, the instructor may request that the student be *removed from the course*. The instructor may issue a failing grade (F) for the course and the student will be fully liable for any costs and unable to withdraw from the course.

Prior to removal from the course, the instructor will file an incident report detailing the behavior and/or outlining the pattern of misconduct, and earlier attempts at intervening with the student. A copy of this will be distributed to the Department Chair/Director, the Associate Dean of Academic Affairs, the Vice President for Academic Affairs and the Dean of Student Life. A copy will also be provided to the student.

Before being removed from the course, the student is to meet with the instructor to discuss the charges against him/her, the reason for removal, the student's rights and the process, and be given the opportunity to accept responsibility for his/her actions. A faculty member may request a colleague to sit in the session with him/her to bear witness, but not participate in the session. If disputing the charges, the student would meet with the Dean of Student Life (or designee) for an Administrative Hearing. If the student fails to appear at this meeting, all charges will be considered true and accurate and appropriate administrative action shall be taken by the Dean of Student Life or designee.

Repeated Violations of the Classroom Conduct Policy: If the student receives two (2) academic misconduct reports, the Vice President for Academic Affairs (VPAA) will arrange an appointment with the student to discuss next possible sanctions as outlined above. If the behavior was egregious enough to warrant removal after a singular incident, the VPAA will

meet with the student after a singular misconduct report. If the student fails to appear at this meeting, all charges will be considered true and accurate and appropriate administrative action shall be taken by the Vice President of Academic Affairs or designee.

Student Rights and the Appeals Process

In addition to the rights afforded students under the Student Code of Conduct, the student accused of violating the academic/classroom conduct standards of the College will receive a copy of the incident report filed by the instructor and as noted earlier, has the right to request a hearing on the decision with the Dean of Student Life (or designee), ideally within three (3) business days after request. Students are also entitled to appeal that decision to the Dean of Admissions (or designee) and have up to four (4) business days to appeal after receipt of the decision by the hearing officer. Their decision will be final and is not subject to further appeal.

Students who are *removed* from the course by the instructor due to a violation of the academic/classroom conduct standards have the right to request a hearing on the decision with the Dean of Student Life (or designee), ideally within three (3) business days after request. The student will not be allowed to attend the class during that time. Permanent removal will be determined after the hearing process and appeal process has been completed. Students are also entitled to appeal that decision to the College's Appellate Officer, the Dean of Admissions (or designee), and have up to four (4) business days to appeal after receipt of the decision by the hearing officer. His/her decision will be final and is not subject to further appeal.

Repeated Violations that Lead to Suspension/Expulsion from the College:

Students who are suspended or expelled from the College by the Vice President for Academic Affairs due to academic/classroom conduct violations have the right to a hearing with the Dean of Student Life (or designee) ideally within three (3) business days after request. The student will not be allowed to attend any classes during that time. *Permanent removal* from the College will be determined after the hearing process and the appeals process has been completed. Students are also entitled to appeal that decision to the College's Appellate Officer, the Dean of Admissions (or designee) and have up to four (4) business days to appeal. Their decision will be final and is not subject to further appeal. Should students be permanently removed from the College during a semester due to violation of the policy, they will be fully liable for all costs and unable to academically withdraw from courses.

For more on the appeals process, see pg. 44 of the Student Code of Conduct

http://www.nccc.edu/wp-content/uploads/2017/08/Student-Code-of-Conduct_revised-August-2017_Final.pdf.

Updated: May 10, 2018 jk/slm
Approved by Academic Policy and Standards Committee: May 11, 2018
Approved by College Senate: May 14, 2018
Reviewed by the College Attorney: May 20, 2018
Approved by VPAA: August 10, 2018
Approved by President: August 29, 2018
Approved by Board of Trustees

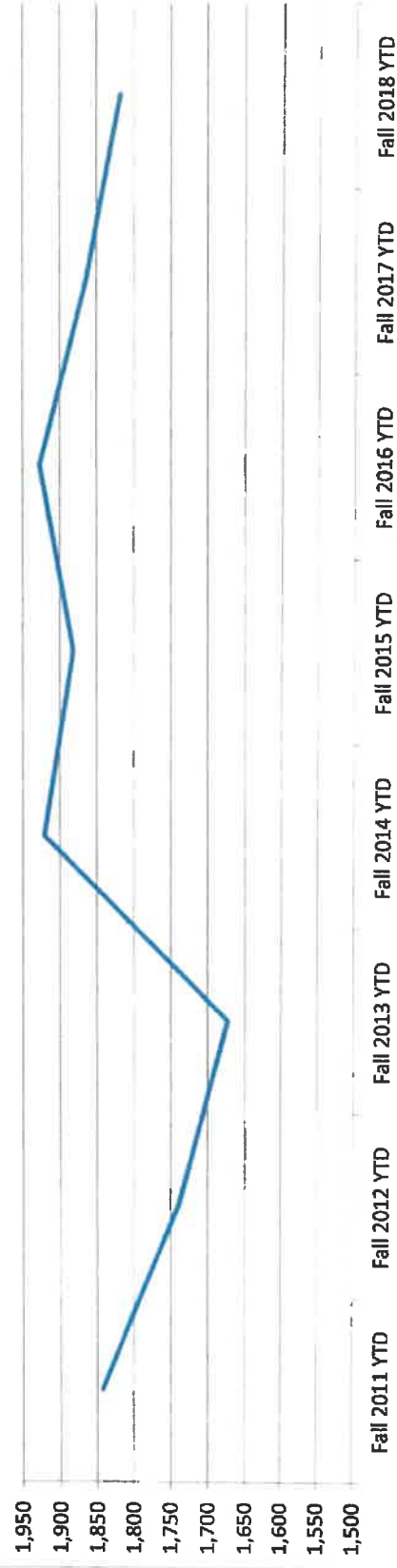
Board of Trustees Report
 August 20, 2018
 Admissions Dept.

Current Year: 2018

Data Date: 8/20/2018 *Rough estimate based on available data in CAMS

	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 2015 Final	Fall 2016 Final	Fall 2017 Final	Fall 2018 Final
Fall Applications (YTD)	1,843	1,740	1,673	1,921	1,882	1,927	1,864	1,818	1,921	1,882	1,927	1,898
Deposits	449	479	351	481	472	533	448	405	481	472	533	451
Admits	696	653	771	797	694	762	676	1,110	797	694	762	724
Wait List (Nursing, RAD)	27	4	24	38	63	39	59	17	38	63	39	59
Other Application Status	16	253	32	3	1	3	0	0	3	1	3	0
Received Applications Pending Review	2	4	9	1	24	7	64	8	1	24	7	4
Incomplete Applications	170	217	390	14	233	342	293	197	14	233	342	322
Application Withdrawn	131	109	76	581	181	68	66	237	131	181	68	74
Inactive Application	0	0	0	0	0	167	255	12	0	0	0	260
Application Rejected	352	21	20	6	214	6	3	4	6	214	6	4
Registered First Time, Transfer and Readmit	0	0	0	0	0	0	0	0	575	469	510	456

Fall Applications (YTD)



Application Breakouts YTD:	<u>Fall 2018</u>	<u>Fall 2017</u>	<u>Fall 2016</u>	<u>17-18#/% Difference</u>	<u>16-18#/% Difference</u>
Applications:	1818	1864	1927	-46/-2.5%	-109/-5.7%
Deposits:	405	448	533	-43/-9.6%	-128/-24.0%
Admits:	1110	676	762	434/64.2%	348/45.7%
Incompletes:	597	293	342	304/103.8%	255/74.6%

Admissions Activities:

1. "6 on Us" was launched for Fall & Spring
2. PTP placement testing and deposits have been settled with students and Potsdam (we picked up three new for NCCC)
3. Rachel announced the NCCC College Fair for October 4th
4. New Student Registration have been going on all summer (June - August) on all three campuses

Financial Aid Report:

1. Fall 18 award packaging is ongoing, 344 new students - 316 C & R students
2. 46 PTP Fall 18 award packages will be transferred to Potsdam
3. PowerFails training continues for the staff

PSA:

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



North Country Community College

Sponsored by Franklin and Essex Counties

OPERATING FUND FINANCIAL REPORT

As of June 30, 2018

SUBMITTED TO THE BOARD OF TRUSTEES

August 31, 2018

ROBERT FARMER

Vice President of Administration, CFO

EH 8.23.18

**North Country Community College
Balance Sheet
JUNE 30, 2018**

	Current YTD <u>Actual</u>	Prior YTD <u>Actual</u>	Current YTD <u>Inc (Dec)</u>
Assets			
Cash	\$ 5,822,938	\$ 3,937,469	\$ 1,885,469
Accounts Receivable-Students	(874,849)	693,967	(1,568,816)
Due From NCCC Association	61,217	94,405	(33,188)
Due From NCCC Foundation (Contributions)	686,911	763,374	(76,463)
Due From Other Funds	257,162	604,474	(347,312)
Due From Governments (State & Fed Fin Aid)	2,923,640	2,143,337	780,303
Prepaid Expenses	147,460	79,174	68,286
Total Assets	\$ 9,024,479	\$ 8,316,200	\$ 708,279
Liabilities			
Accounts Payable	\$ 163,613	\$ 260,871	\$ (97,258)
Payroll & Benefits Liabilities	456,521	179,986	276,535
Due to NCCC Association (Room, Meals, Books)	663,239	564,869	98,370
Due to NCCC Foundation (Rent)	1,081,571	357,334	724,237
Due to Other Funds	40	81	(41)
Due to Retirement	89,738	214,525	(124,787)
Compensated Absences	224,980	258,987	(34,007)
Other Liabilities	348,005	521,174	(173,169)
Total Liabilities	\$ 3,027,707	\$ 2,357,827	\$ 669,880
Month End Equity	\$ 5,996,772	\$ 5,958,373	
Total Liabilities & Equity	\$ 9,024,479	\$ 8,316,200	
Fund Balance Summary			
Fund Balance as of 09/01/17	\$ 5,062,886		
Estimated 17-18 Deficit (before audit)	\$ (104,766)		
Projected Fund Balance as of 09/01/18 ¹	\$ 4,958,120		

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 \$4,014,424.

**North Country Community College
Revenues & Expenditures
JUNE 30, 2018**

	Annual <u>Budget</u>	17-18 YTD <u>Actual</u>	17-18 Actual <u>B (W)</u>	% of <u>Budget</u>
Revenues				
Tuition & Fees	\$ 6,008,410	\$ 6,183,773	\$ 175,363	103%
Sponsors' Contribution	2,480,000	2,062,500	(417,500)	83%
Chargebacks	682,500	576,525	(105,975)	84%
Out-of-State Tuition	608,685	526,247	(82,438)	86%
State Aid	3,704,326	3,992,378	288,052	108%
Contributions	991,450	933,150	(58,300)	94%
Total Revenues	\$ 14,475,371	\$ 14,274,573	\$ (200,798)	99%
Expenditures				
Salaries	\$ 7,098,337	\$ 6,404,452	\$ 693,885	90%
Payroll Taxes	577,594	461,744	65,850	88%
Medical	1,438,934	1,651,534	(212,600)	115%
Retirement	713,286	704,397	8,889	99%
Other	119,598	196,858	(77,260)	165%
Equipment	151,330	202,056	(50,726)	134%
Facility Leases	1,663,425	1,204,060	459,365	72%
Utilities	444,378	402,783	41,595	91%
Maintenance	251,049	178,295	72,754	71%
Office & General Supplies	123,580	50,083	73,497	41%
Advertising	256,678	129,592	127,086	50%
Professional Services	260,535	135,792	124,743	52%
Information Technology	223,961	264,418	(40,457)	118%
Library & Instructional Supplies	251,129	201,677	49,452	80%
Scholarships	411,462	456,947	(45,485)	111%
Travel	210,131	160,054	50,077	76%
Property & Liability Ins.	165,728	142,406	23,322	86%
Miscellaneous	207,117	471,216	(264,098)	228%
Total Expenditures	\$ 14,518,251	\$ 13,418,364	\$ 1,099,887	92%
Net Surplus/(Deficit)	\$ (42,880)	\$ 856,209		



North Country Community College

Sponsored by Franklin and Essex Counties

OPERATING FUND FINANCIAL REPORT

As of July 31, 2018

SUBMITTED TO THE BOARD OF TRUSTEES

August 31, 2018

ROBERT FARMER

Vice President of Administration, CFO

EH 8.23.18

**North Country Community College
Balance Sheet
JULY 31, 2018**

	Current YTD <u>Actual</u>	Prior YTD <u>Actual</u>	Current YTD <u>Inc (Dec)</u>
Assets			
Cash	\$ 6,146,055	\$ 3,247,080	\$ 2,898,975
Accounts Receivable-Students	(865,752)	765,152	(1,630,904)
Due From NCCC Association	16,325	108,142	(91,817)
Due From NCCC Foundation (Contributions)	686,911	891,210	(204,299)
Due From Other Funds	222,603	658,194	(435,591)
Due From Governments (State & Fed Fin Aid)	2,736,604	2,155,764	580,840
Prepaid Expenses	158,435	102,353	56,082
Total Assets	\$ 9,101,181	\$ 7,927,895	\$ 1,173,286
Liabilities			
Accounts Payable	\$ 164,141	\$ 163,199	\$ 942
Payroll & Benefits Liabilities	189,646	182,465	7,181
Due to NCCC Association (Room, Meals, Books)	663,239	565,556	97,683
Due to NCCC Foundation (Rent)	1,200,544	476,307	724,237
Due to Other Funds	40	81	(41)
Due to Retirement	89,738	244,914	(155,176)
Compensated Absences	224,980	258,987	(34,007)
Other Liabilities	348,005	521,269	(173,264)
Total Liabilities	\$ 2,880,333	\$ 2,412,778	\$ 467,555
Month End Equity	\$ 6,220,848	\$ 5,515,117	
Total Liabilities & Equity	\$ 9,101,181	\$ 7,927,895	
Fund Balance Summary			
Fund Balance as of 09/01/17	\$ 5,062,886		
Estimated 17-18 Deficit (before audit)	\$ (104,766)		
Projected Fund Balance as of 09/01/18 ¹	\$ 4,958,120		

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 \$4,014,424.

**North Country Community College
Revenues & Expenditures
JULY 31, 2018**

	Annual <u>Budget</u>	17-18 YTD <u>Actual</u>	17-18 Actual <u>B (W)</u>	% of <u>Budget</u>
Revenues				
Tuition & Fees	\$ 6,008,410	\$ 6,291,458	\$ 283,048	105%
Sponsors' Contribution	2,480,000	2,269,167	(210,833)	91%
Chargebacks	682,500	576,525	(105,975)	84%
Out-of-State Tuition	608,685	530,867	(77,818)	87%
State Aid	3,704,326	3,992,378	288,052	108%
Contributions	991,450	936,042	(55,408)	94%
Total Revenues	\$ 14,475,371	\$ 14,596,437	\$ 121,066	101%
Expenditures				
Salaries	\$ 7,098,337	\$ 6,404,452	\$ 693,885	90%
Payroll Taxes	527,594	461,744	65,850	88%
Medical	1,438,934	1,670,346	(231,412)	116%
Retirement	713,286	704,397	8,889	99%
Other	119,598	202,631	(83,033)	169%
Equipment	151,330	198,736	(47,406)	131%
Facility Leases	1,663,425	1,322,983	340,442	80%
Utilities	444,378	423,499	20,879	95%
Maintenance	251,049	185,681	65,368	74%
Office & General Supplies	123,580	51,301	72,279	42%
Advertising	256,678	137,060	119,618	53%
Professional Services	260,535	138,192	122,343	53%
Information Technology	223,961	277,710	(53,749)	124%
Library & Instructional Supplies	251,129	203,181	47,948	81%
Scholarships	411,462	456,947	(45,485)	111%
Travel	210,131	160,726	49,405	76%
Property & Liability Ins.	165,728	142,406	23,322	86%
Miscellaneous	207,117	478,304	(271,186)	231%
Total Expenditures	\$ 14,518,251	\$ 13,620,296	\$ 897,955	94%
Net Surplus/(Deficit)	\$ (42,880)	\$ 976,141		

**North Country Community College
Five Year Plan**

FTE's	975	970	930	890	850
	17-18	18-19	19-20	20-21	21-22
Revenue					
Tuition	\$ 4,022,845	\$ 3,916,268	\$ 3,941,526	\$ 4,053,541	\$ 4,062,182
Fees	\$ 1,135,500	\$ 1,059,000	\$ 1,059,000	\$ 1,059,000	\$ 1,059,000
State Aid	\$ 3,704,326	\$ 3,712,070	\$ 4,115,554	\$ 3,885,845	\$ 3,937,145
County Aid	\$ 2,480,000	\$ 2,380,000	\$ 2,421,650	\$ 2,457,975	\$ 2,494,844
Chargebacks	\$ 682,500	\$ 741,750	\$ 741,750	\$ 741,750	\$ 741,750
Contributions	\$ 881,950	\$ 922,580	\$ 922,580	\$ 922,580	\$ 922,580
Interest & Earnings	\$ 20,000	\$ 25,000	\$ 30,000	\$ 35,000	\$ 40,000
Other	\$ 89,500	\$ 86,500	\$ 91,500	\$ 91,500	\$ 91,500
Total Revenue	\$ 13,016,621	\$ 12,843,168	\$ 13,323,560	\$ 13,247,191	\$ 13,349,002
Expense					
Salaries	\$ 6,614,537	\$ 6,594,294	\$ 6,775,637	\$ 6,961,967	\$ 7,153,421
Benefits	\$ 2,589,612	\$ 3,112,539	\$ 3,299,291	\$ 3,497,249	\$ 3,707,084
Contractual	\$ 4,061,542	\$ 3,642,572	\$ 3,751,849	\$ 3,864,405	\$ 3,980,337
Total Expense	\$ 13,265,691	\$ 13,349,405	\$ 13,826,778	\$ 14,323,621	\$ 14,840,842
Net Surplus (Deficit)	\$ (249,070)	\$ (506,237)	\$ (503,218)	\$ (1,076,430)	\$ (1,491,840)
FTE's Needed to Breakeven	29.30	59.56	59.20	126.64	173.51
Prison Program Net	\$ 206,190	\$ 435,059	\$ -	\$ -	\$ -
Potsdam Pathway Net	\$ -	\$ -	\$ 110,722	\$ 428,893	\$ 563,135
Net College Surplus (Deficit)	\$ (42,880)	\$ (71,178)	\$ (392,496)	\$ (647,537)	\$ (928,705)
FTE's Needed to Breakeven	5.04	8.37	46.18	76.18	109.26

Assumptions:

FTE's	40 FTE drop per year
Tuition	6% Increase after 18-19
County Aid	19-20 is 1.75% increase and 1.5% thereafter
Salaries	2.75% increase per year
Benefits	6% increase per year
Contractual	3% increase per year
Prison Program	Shutdown in 19-20 - No official approval
Potsdam	60 FTE's in 19-20 and 105 thereafter

President's Report to the Board of Trustees

August 23rd, 2018

Dr. Steve Tyrell

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

Date:	With:	Location:
July 2, 2018	Cathy Dove, Jeremy Evans, Russ Kinyon Main St. Incubator Project Discussion	Paul Smiths College
July 10, 2018	Tenee Casaccio JMZ	Saranac Lake Campus
July 12, 2018	Bob Ross, Katie Kirkpatrick St. Joe's	Saranac Lake Campus
July 13, 2018	NYCCAP Executive Team Meeting	Conference Call
July 16, 2018	Essex County Finance Committee Meeting	Elizabethtown, NY
July 17, 2018	John Morgan CanAm Rugby	Saranac Lake Campus
July 19, 2018	Common Ground Alliance	Lake Placid, NY
July 23, 2018	Dave Hoover Electrical Trades Union	Plattsburgh, NY
July 23, 2018	Mark Davey CVES Superintendent	Plattsburgh, NY
July 23, 2018	Ray DiPasquale President, Clinton County Community College	Clinton Community College
July 25, 2018	Zvi Szafran & Staff President, SUNY Canton	SUNY Canton
July 30, 2018	Essex County Ways and Means Meeting	Elizabethtown, NY
August 1, 2018	YMCA Discussion with Stakeholders	Saranac Lake Campus
August 1, 2018	Donna Wotton TRA	Conference Call
August 1, 2018	Amanda Vitulli Economic Development Advance Manufacturing – Capital Region	Conference Call
August 2, 2018	Franklin County Economic Development Committee & Board Meeting	Malone, NY
August 2, 2018	Joe Gladd – Residential trades – non-union	Saranac Lake, NY
August 6, 2018	Cathy Dove President, Paul Smiths College	Saranac Lake, NY
August 7, 2018	Governor's Announcement at Hotel Saranac	Saranac Lake, NY
August 8, 2018	BOCES Conference Early College Program	Plattsburgh, NY
August 8, 2018	Tenee Casaccio JMZ	Conference Call
August 30, 2018	Tenee Casaccio JMZ (Master Planning Team Meeting)	Saranac Lake, NY

- 2) **MSCHE monitoring report & review team visit** – We shared with the College community in early August our final draft of the MSCHE monitoring report. On August 21st, we solicited final feedback from the College community. Final edits will occur through August 29th and the report will be filed before the September 1st deadline. MSCHE also moved the date of the review team visit up a week due to one team member moving obtaining employment outside of the region. The review team will be on campus to speak with faculty, staff and Board members on Thursday, September

27th and they will provide their draft report to the College community on Friday morning, September 28th. As a result, the September Board of Trustees meeting scheduled to begin at 11AM will now begin at 12:30PM. The review team chair will finalize a schedule for meeting with NCCC representatives on September 15th and we will let you know who they will want to meet with thereafter. I wish to thank Shir Filer who edited the report, Sarah Maroun, Joe Keegan, Lisa Symonds, Stacie Hurwitch, and the members of the working group on shared governance for all of their work over the summer with assembling various elements of the report.

- 3) **Viability Study – School of Applied Technology** – JMZ was selected as the consultant to conduct the viability study for the proposed school of technology in Ticonderoga, NY. They began their work in July and hosted the kick-off meeting with a recently created advisory board on August 23rd. The advisory board is comprised of faculty, staff, and members of the Board of Trustees, community leaders, representatives from BOCES, NCREDC, elected county officials, trade unions, and workforce development representatives. The advisory board will serve as a sounding board for JMZ to clear findings and pursue questions that are critical to answer in the viability study.
- 4) **YMCA project** – The working group met twice in August. Following our review of the needs assessment completed in April, the village, the Saranac Lake school district, YMCA representatives and the College are looking at what are some first steps we can take to fill in some of the gaps that exist in our community that once filled would better serve the needs of youth of all ages, families, and the broader adult population.
- 5) **Shared Governance Working Group** – The shared governance working group worked through the summer creating a document that outlines guiding principles, key stakeholders, decision-making and communication processes that are aligned with shared governance. We shared the draft with the College community in early August. We are requesting that all stakeholder groups review the draft and provide feedback on how we can improve this document.
- 6) **SUNY Board of Trustees Vice Chairperson Tisch to visit North Country Community College on September 25th**. As her schedule becomes clearer for the day, we will share it with you. Initially, the vice chairperson has asked to meet with President's Council and a group of student leaders.
- 7) **Fall Enrollment Update** – We are projecting that enrollment in our core programs (Saranac Lake campus, Ticonderoga campus, Malone campus) will be down this fall compared to last year. Census day for enrollment occurs at the end of the third week of the semester, but if we land someplace between 25-40 FTES below our budget enrollment target of 970 for the year, the impact on the annual operating budget would create a projected \$225,000 – \$360,000 shortfall if we do not take steps to resolve this shortfall moving forward. We will need to work extra hard to raise our numbers with our Spring 2019 semester and summer school enrollments if we are to balance our annual budget before the end of the fiscal year.
- 8) **50th Anniversary Employee Recognition Events** – As we close out the series of 50th anniversary events for the College, in September, we will unveil Chancellor's Awards of

Excellence displays on all three campuses. In addition, Stacie Hurwitch, Chris Knight and Gina Pollock have planned a special employee recognition event on Friday, September 14th at Mt. Pisgah here in Saranac Lake, NY. The event is open to College employees, Board members and their families. Details will follow shortly and I hope you can attend this capstone event celebrating our employees!

- 9) **SUNY Potsdam- SUNY Canton Agreement** – we continue to work with both institutions on how we can proceed with a service area agreement for Fall 2019. I have been incredibly impressed with the senior leadership at both institutions with their commitment to exploring strategies that will increase access to higher education.

- 10) **Board Retreat on Academic Planning** – I want to thank Board members and all other participants for attending the retreat on academic planning in late July. A lot of good ideas were shared. Stacie Hurwitch is about finished with typing up the notes from the program. We will be sharing these notes with the College community as a means for the Board, the faculty and the administrative staff to continue to work together in developing an academic programs plan to serve the College and the region in years to come.

To: Board Chairs, Vice Chairs, NYCCT Delegates
cc: Presidents, Chiefs of Staff, Board of Trustees Secretaries

From: Professional Development and Programming Committee

Good evening,

The Committee has been working on another well-developed, professional conference that will be beneficial to both new and seasoned trustees. As the agenda is being finalized, topics will include

- Enrollment Strategies for Survival
- How Trustees can be better Strategic Thinkers
- Obstacles to Student Success
- Best Practices, Policies and Procedures for Board Effectiveness
- Middle States Reaccreditation and the Role of the Board
- Economic Impact of Colleges in their Communities
- Improving Community Support for your College

SUNY Board of Trustees Chairman H. Carl McCall will be providing the keynote address at lunch on Friday (confirmed). Other invited guest speakers include Chancellor Kristina Johnson and Senior Vice Chancellor Johanna Duncan-Poitier.

The agenda will once again include the popular Trustees only session on Saturday, September 22. The event will culminate with the Awards Reception and Ceremony honoring our trustees, alumni and business partners.

To register for the conference, please utilize the following link:

<https://conferenceplanningservices.regfox.com/nycct-64th-annual-conference>

For hotel reservations, please utilize this link and Group Code of CCT:

[NY Community College Trustees](#)

Last, a Trustee Institute will be held on Thursday, September 20 from 1:00 – 6:00 p.m. Details on this and other upcoming Institutes, including registration, will be sent out shortly.