

BOARD OF TRUSTEES MEETING
11:00 a.m. | Thursday, November 30th, 2017
Ticonderoga Campus
AGENDA

- I. Call to Order
- II. Approval of October 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
 - 1. Resolution on Emeritus Status
 - 2. Presentation on College Bridge Program – Sarah Maroun
 - C. Dean of Admissions
 - 1. Resolution 2017-18 – Director of Financial Aid
 - D. Interim Vice President for Administration & Fiscal Operations
 - 1. October 2017 Financial Statement
 - E. President
 - F. Representative Reports
 - 1. NCCC Association
 - 2. NCCC Foundation
- V. Old Business
 - A. SUNY Funding Formula
- VI. New Business
 - A. December Board Meeting
- 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
Friday, October 27, 2017 | Saranac Lake Campus

Board Members Present: Stephen Reed, Anne McDonald, Mark Moeller, Jerry Griffin, Mary Irene Lee, Tim Burpoe and Daniel Kelleher.

Excused: Joe Costa, Pete Suttmeier, and Mary Kay Tulloch.

Others Present: Dr. Steve Tyrell, Stacie Hurwitch, Bob Farmer, Chris Tacea, Joe Keegan, Sarah Kilby, Diana Fortune, Beth Quinn, Chad LaDue, Chris Knight, Lee Susice, Bruce Rowe, Stacey Mascia-Susice, Joe Pete Wilson, Sarah Maroun.

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

Approval of Minutes

Anne McDonald made a motion to approve the September 29th, 2017 minutes. Mary Irene Lee seconded the motion. The September 29th, 2017 minutes were approved unanimously (6-0-0).

College Senate

Sarah Kilby reported:

- October 13th Senate meeting: A motion was made to move forward with the SUNY Potsdam initiative for Fall of 2018 (14 in favor, 7 opposed, 1 abstention).
- Next meeting November 10th @ 11Am. Anne McDonald will attend. Mark Moeller plans to attend the December Senate meeting.

CSEA

Dianna Trummer reported:

- Moving forward, a representative from CSEA will attempt to attend future board meetings.
- Unit membership was pleased with the updates made to address the concern with retroactive checks.
- Arbitration held on September 27th was positively resolved.
- CSEA was not in support of the change in a College MC title, which was passed by the board on August 25th, 2017.

NCCCAP

Chad LaDue reported:

No report.

Board Chair Report

Steve Reed reported:

- Shared Governance session on September 29th, 2017 was well received and productive. Committee is slated to meet again on November 6th, 2017 to continue work.
- Board chair plans to visit all campuses, and attend select classes, by end of Fall 2017.

Vice President for Academic Affairs

Joe Keegan reports:

- Nursing Board report for 2nd Quarter – RN 64 of 70 passed | 91.4% passing rate. This compares favorably to the NYS rate which is 80%. LPN 58 of 73 passed | 79.45% passing rate is compared to the state rate of 77.38%.
- Both Essex County and Saranac Lake rescue squads have requested NCCC hold Emergency Medical Technician (EMT) training. Scott Harwood will move forward with providing a credit-bearing EMT basics course in Spring of 2018.
- In consideration of the approved Strategic Plan, NCCC will be developing campus-based advisory boards for each campus which will include members of the College and area community leaders. Ticonderoga will hold their first meeting on December 8th, 2017.

The board acted on the following resolutions:

Tim Burpoe recommended resolution 2017-18 | 07 that the North Country Community College Board of Trustees hereby approves the change in rank for Kimberly Duffey from Instructor to Assistant Professor, in recognition of her Juris Doctorate Degree, at a fiscal salary of \$49,370 effective September 1, 2017. Mary Irene Lee seconded the motion. The resolution was approved unanimously (6-0-0).

Dean of Admissions Report

Chris Tacea reports:

- Search for new Financial Aid Directors is complete. Mary Ellen Chamberlain will be joining us on November 27th. She brings with her over 20 years of experience in the field. The contact with Financial Aid Services (FAS), which was put in place to assist us in the department is now concluded.
- Recent review shows 10 of 64 students approved for the Excelsior Scholarship. October 27th, 2017 is the final day to secure certification for the Tuition Assistance Program (TAP). If awards change for students, the Financial Aid department will perform another review and see if they're eligible for Excelsior.

Interim Vice President for Administration/CFO:

Bob Farmer presents the September 2017 financials, and highlights chargeback revenue will be under budget due to the current formula. Additionally he notes that the annual audit will take place the week of November 13th, 2017.

- Dan Kelleher moved to accept the September financial report. Anne McDonald seconded the motion. The motion was approved unanimously (6-0-0).

President's Report:

Steve Tyrell shared his written report and highlighted:

- One of the outcomes of the September 29th on shared governance was the belief that it would be beneficial to present critical matters to discuss with the board at the monthly meetings rather than highlighting pre-distributed reports. At today's meeting, College representatives had limited their presentations so that the board and the College community may discuss any potential concerns or critical initiatives in greater detail.

- On October 18th, 2017 Pete Suttmeier, Steve Tyrell and Stacie Hurwitch attended the 64th annual conference for New York Community College Trustees (NYCCT) in Syracuse, New York. The event was very informative.

NCCC Association:

Beth Quinn reported:

- The Association Board and College are working together to increase Wi-Fi connectivity and camera systems at the dorms.
- The weekly American Dining Creations meetings have been successful.
- Bookstore sales have increased to 33k, a 10% increase from last year.

NCCC Foundation:

Diana Fortune shared her written report with the board.

Old Business:

Steve presents again to the board the SUNY Potsdam initiative and the current position the College has with moving forward in Fall 2018. He noted that the recent vote from the College Senate was 14-7-0. Steve also reviewed the series of meetings held in the College community over the past two months and how there were excellent points raised in favor of the initiative and concerns raised where some were addressed and others the College will still need to nail down. He encourage the Board to take all positions into consideration regarding this initiative. Bob Framer presented the financial information with this initiative that has been shared with the College community. Lee Susice was invited to share remarks and concerns of the faculty who are hesitant to support a Fall 2018 launch and who had other questions about the program in general.

Questions and concerns were weighed and answered in a 90-minute open and frank discussion between the Board, Administration and various members of the College community.

- Dan Kelleher moved to support the Administration to begin work between the College and SUNY Potsdam for a launch date of Fall 2018. Mary Irene Lee seconded the motion. The motion was approved unanimously (6-0-0).
- Board member, Dan Kelleher, stresses that it is important to invest in people. The College community has proven themselves capable of completing this heavy lift. His vote to support this initiative is a vote of confidence in the people of the College.
- To ensure stability of the initiative and the people involved, board member Jerry Griffin recommends the Board, Administration and College community revisit their position in Fall of 2018 so changes in support can be made where needed.

New Business:

Steve presents the proposed new funding formula for the community college sector operating under the SUNY program. Current model is designed around Full Time Enrollment (FTEs). The community college sector has seen a decline in enrollment for a number of years. This current formula is antiquated and the State of NY recognizes that it is unsustainable.

This proposed model created by stakeholders of the Community Colleges was recently supported by all 30 Community College Presidents during the October 3rd, 2017 conference call with Johanna Duncan-

Portier. It will be reviewed through shared governance and presented again to the Board in the coming months.

Public Comment:

None.

Executive Session

Anne McDonald made the motion to enter Executive Session at 1:16 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 was invited to join the meeting at 1:16 p.m.

Tim Burpoe made a motion to adjourn executive session at 1:40 p.m. Dan Kelleher seconded the motion. The motion was approved unanimously (6-0-0).

Adjourn

Tim Burpoe made a motion to adjourn the meeting. Dan Kelleher seconded the motion. The motion was approved unanimously (6-0-0). The Board meeting was adjourned at 1:40 p.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
November 30th, 2017

Greetings to you all! By the time you receive this Thanksgiving Break will have come and gone and the semester in its final weeks. Please find updates from the Academic Affairs area below:

- * **Academic Planning, Programs and Policies:** *Our efforts have been focused on new program development, the SUNY Potsdam proposal and strengthening our assessment of student learning.*
 - **Relocating Programs:**
 - *AS Business: Sports Management* registration at Malone campus proposal is at Curriculum Committee for review.
 - *AAS Nursing* registration in Malone has also been moved out to the Curriculum Committee for review.
 - **New Program Proposals:**
 - *AS Liberal Arts and Sciences – Math/Science – Bio Track* proposal – After discussion with SUNY, we have decided to table the track proposal. The track had at least 41 credits in math/science courses to a) adequately prepare students for a baccalaureate biology program and b) do so within the approved SUNY transfer path. Those changes would significantly alter the current program, looking less like an advising track and more like a new degree. Thus, we have decided to abandon establishing a bio track at this time as it doesn't seem feasible to establish a new degree as the demand is not clear. The department suggested considering a nutrition science/dietetics track, which they will look at in the near future.
 - *Certificate in Entrepreneurship* – The Business Department is awaiting more details on demand for the certificate in our service area. At the Business Programs Advisory Board meeting in October 17, Lynne Fisher Kemp, Chair of Business, shared the proposal with the board and at least one of the members, Greg Hart of the Workforce Development Institute found the idea interesting and expressed a desire to work with us on research if we were interested. Subsequently, Newcomb Central School reached out to learn more about the proposal.
 - *AAS Entrepreneurship Mgmt – Malone:* The Business Department is proposing to add the AAS Entrepreneurship Mgmt program to the Malone campus.
 - *AA Liberal Arts –Humanities/Social Sciences - a teacher education track.* A preliminary meeting with the Chairs of Social Science and Humanities took place mid-November and we are moving forward in developing the program proposal.
 - *AAS Human Services – Ticonderoga:* we are proposing to register the program in Ti. A notice of our intentions has been sent to SUNY.
 - *AA Liberal Arts and Sciences – Hum/Soc Science* program – add English advising track (no update).
 - **SUNY Potsdam Proposal:** Work on the proposal continues including finalizing the MOU between NCCC and SUNY Potsdam, pulling together the Extension Center materials for SUNY and NYSED and having the SUNY Potsdam program chairs/faculty visiting and meeting with our chairs in those programs on Friday, December 1st.
 - **Assessment of Student Learning:** The need to complete alignment of assessment of student learning outcomes with Middle States standards has led to much activity these last several weeks including:
 - Sarah M meeting with program chairs/directors on developing/refining curriculum maps and plans for program learning outcomes assessment.

- A team of faculty members (Dave M, Sandy G, Bruce R and Sarah M) attending a SUNY Council on Assessment workshop at Mohawk Valley CC in October 2017.
 - A faculty meeting dedicated to assessment on Friday, November 17th.
 - Dedicating days at the beginning and end of the semester to allow departments time to focus on program learning outcomes assessment.
 - Plans to have SUNY representatives provide an assessment workshop for us to start of the Spring 18 semester.
 - **Paul Smith's Collaboration:** No update.
 - **Academic Policies**
 - *Academic Integrity Policy* – no update.
 - *Classroom Conduct Policy* – no update.
 - **Marketing of Academic Programs** – no update.
- ★ **College Bridge:** Our Fall 2017 College Bridge registration is largely wrapped up. Sarah Maroun, our interim Associate Dean, led our efforts, registering some 1,035 students at 34 different sites across three counties. Sarah will be joining us today to speak about her work in College Bridge.
- ★ **Campus Advisory Boards:** As part of our strategic plan, the development and launching of campus advisory boards is underway for the Malone and Ti campuses. We will be hosting meetings as follows:
- Ticonderoga: Friday, December 8th from 9:00-11:00 am
 - Malone: Friday, December 15th from 9:00-11:00 am.
- ★ **Faculty/Staff Searches:** We have five full-time positions we will be looking to fill this year:
- *Science Instructor* – team has been composed and search is underway.
 - *Women's Soccer/LAX Coach and Athletic Program Assistant* – plan for a Spring 18 search.
 - *College Registrar*
 - *Director of Radiologic Technology*
 - *Associate Dean for Academic Affairs*
- ★ **Grants and Experiments:** Here is a brief update on our grants:
- *Second Chance:* Second Chance is underway and one of our partners in the grant, Ruth Delaney of the Vera Foundation, visit our program in early November. We also have been involved in discussions with partners to explore ways to continue the program if and or when the experiment ends.
 - *P-TECH Programs* – The programs are fully underway. We are exploring ways to host the Northern Borders students at the Malone campus for some classes starting next fall.
 - *Perkins:* The grant is underway with our Career Services Coordinator and retention specialists at Malone and SL.
 - *PELL for High School Students:* No update.

Respectfully submitted,

Joe

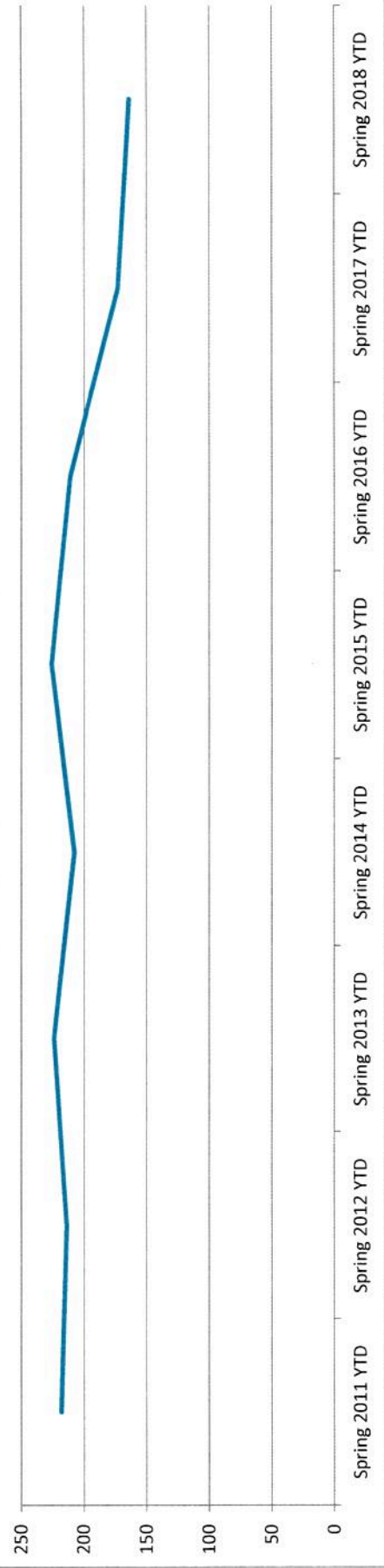
Board of Trustees Report
Office of Admissions
11/21/2017

Current Year: 2017

Data Date: 11/21/2017 *Rough estimate based on available data in CAMS

*as compared with 12/3/2015 prior year	Spring 2011 YTD	Spring 2012 YTD	Spring 2013 YTD	Spring 2014 YTD	Spring 2015 YTD	Spring 2016 YTD	Spring 2017 YTD	Spring 2018 YTD	Spring 2011	Spring 2012	Spring 2013	Spring 2014	Spring 2015	Spring 2016	Spring 2017	Spring 2018
Spring Applications (YTD)	218	214	224	208	226	211	173	164	462	399	308	249	258	309	402	
Deposits	37	43	37	57	10	6	0	5	70	47	64	38	39	39	39	
Admits	102	119	122	110	113	87	45	60	175	174	137	132	115	140	214	
Wait List (Nursing, RAD)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Other Application Status	0	0	1	1	0	0	0	0	1	2	3	0	1	0	0	
Received Applications Pending Review	31	2	1	2	34	17	96	19	42	9	8	2	19	9	51	
Incomplete Applications	24	35	49	25	64	98	31	68	138	135	76	64	57	117	83	
Application Withdrawn	16	8	6	10	0	0	0	2	17	20	16	8	23	2	12	
Application Inactive	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	
Application Rejected	8	7	8	3	5	0	1	0	19	12	4	5	4	0	3	
Registered First Time, Transfer and Readmit	0	0	0	0	0	23	4	32	171	150	156	112	135	81	189	

Spring Applications (YTD)



Application Breakouts YTD:	Spring 2018	Spring 2017	Spring 2016	17-18#/% Difference	16-18#/% Difference
Applications:	164	173	211	-9/-5.2%	-47/-22.3%
Deposits:	5	0	6	5/500%	-1/-16.7%
Admits:	60	45	87	15/33.3%	-27/-31.0%
Incompletes:	68	31	98	37/119.4%	-30/-30.6%
New Student Registrations: November					
Saranac Lake:	9	5		4/80.0%	
Ti:					
Malone:	18	15		3/20.0%	
Total:	27	20		7/35.0%	

Admissions Activities:

1. Fall recruitment has slowed down and return visits are being cleaned up.
2. Potsdam/NCCC recruitment has been scheduled for 12/13-15 in NYC.
3. Hired NCCC/SUNY Oswego grad for Administrative Assistant.
4. Potsdam/NCCC marketing brochure has been updated and printed.
5. Marketing efforts for: Spring Registration and 50th Anniversary are currently running in all markets.

Financial Aid Report:

1. Mary Ellen Chamberlin will start November 27th as new Director of FA.
2. Final FISAP report will be re-submitted Dec. 13th. Thank you Lisa S, Scott M, and Scott H.
3. Excelsior Scholarship Fall 17 yielded 72 applications to net 10 students who passed eligibility.

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
RESOLUTION**

WHEREAS the Dean of Admissions recommends the appointment of Mary Ellen Chamberlain, to the full-time, twelve-month, 261-day, exempt appointment as Director of Financial Aid effective November 27, 2017, at an annual salary of \$78,257.

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 appointment of Mary Ellen Chamberlain, to the full-time, twelve-month, 261-day, exempt appointment as Director of Financial Aid effective November 27, 2017, at an annual salary of \$78,257.

This position is currently funded in the 2017/18 operating budget.

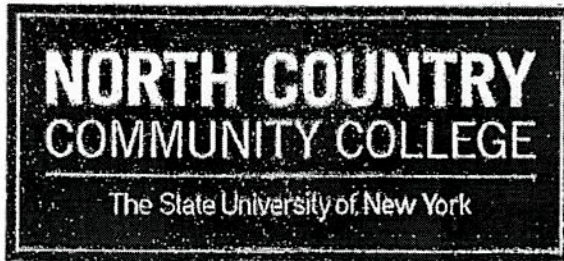
2017-18 |

November 30th, 2017

Motion:

Seconded:

Motion approved/denied: (0-0-0)



SARANAC LAKE . MALONE . TICONDEROGA

October 20, 2017

Ms. Mary Ellen Chamberlain
25 Water Street
Tupper Lake, NY 12986

Dear Ms. Chamberlain:

Pending approval by the North Country Community College Board of Trustees at their October 2017 meeting, I am pleased to offer you an initial term, full-time, twelve-month (261 days) exempt appointment as Director of Financial Aid. Your anticipated start date will be November 27, 2017. Your area supervisor will be Chris Tacea, Dean of Admissions.

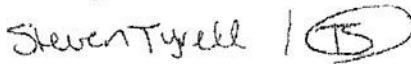
As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Step 39 on Schedule C of the 2015-2019 CBA, which is \$78,257.

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

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 October 23, 2017.

Sincerely,

Handwritten signature of Steven Tyrell, with a circled "TS" next to it.

Steven Tyrell, Ph.D.
President

st:ts

cc: Personnel-/Payroll File


Employee Signature

10/23/17
Date

MARY ELLEN CHAMBERLAIN

25 Water Street
Tupper Lake, NY 12986
518-320-2092

maryellen.chamberlain43035@gmail.com

Financial Aid Director with over 25 years of professional experience and exceptional knowledge of the ever-changing financial aid world. Looking to become a part of a service oriented team to offer every student and family an education opportunity.

PROFESSIONAL EXPERIENCE

Paul Smith's College, Paul Smiths, NY

Director of Financial Aid

January 1991 - present

- Develop, execute, and assess office policies governing need analysis, student budgets, and financial aid award packaging with respect to federal and state laws and regulations.
- Submit the FISAP for funding of the Federal Perkins Loan, College Work Study, and Federal Supplemental Educational Opportunity Grant (FSEOG) programs.
- Controls the administration of programs for Pell, Work Study, Federal/Private Loans, Grants, Scholarships, State, and Outside.
- Represent the college to the New York State Financial Aid Administrators Association (NYSFAAA), College Scholarship Service, the U.S. Department of Education, and New York State Higher Education Services Corporation (HESC).
- Serve as the committee chair of the Awards Committee, which distributes restricted scholarship funds.
- Serve as the Tuition Exchange Liaison Officer for the employees of the college.
- Keep abreast of current practices in needs analysis and make recommendations for the improvement of student aid procedures/policy to insure equity and compliance for fund distribution.
- Reconcile financial aid expenditure totals to those of the financial aid accounting system and student accounts receivable.
- Maintain fiscal records for office budget.
- Develop and manage the operation of all scholarship processing and record keeping.
- Manage all federal, state, loans, and private funds.
- Performs and process Pell Grant and Direct Loan validation.
- Certify all New York State Tuition Assistance Program awards for each student.
- Perform verification on selected files assigned by the federal government.
- Establish and evaluate all financial aid policies and procedures, proposing modifications as needed.
- Ensure compliance with constantly changing federal and state regulations and program guidelines.
- Prepare and implement agreements and contracts for the operation of federal, state, and private financial aid programs.
- Complete all federal and state financial aid program funding applications, and monitor expenditure of all funds received.
- Award "campus-based" funds to eligible students in accordance with federal regulations and college policies.
- Serve as Title IV and State Compliance Officer.

- Rule on appeals filed by federally funded students who have failed to maintain satisfactory academic progress as determined by the college.
- Supervise the maintenance, handling, and housing of all individual student aid records, ensuring that strict confidentiality is maintained.
- Complete federal, state, and internal year end reports on expenditures of student aid funds.
- Cooperate with federal, state, and college-contracted auditing firms.
- Coordinate and oversee the federal and state work study programs.
- Tracking and management of all financial award funds and budgets.
- Process all withdrawals and cancellations, including refunds of aid.
- Conduct High School Parent Night presentations to prepare North Country families the opportunity and knowledge of financial aid.
- Provide financial aid presentations at Admissions orientations & visitation days.
- Set awarding priorities, deadlines, and packaging procedures.
- Review and evaluate special circumstances and professional judgment cases.
- Maintain and monitor a \$26 million financial aid budget.
- Supervise staff and work collaboratively with Student Accounts Office, College Advancement, Business & Finance, Registrar, Academic Affairs, TRIO and Academic Success.

EDUCATION**SUNY Canton, Canton, NY**

Associates Degree, May 1989

ADDITIONAL SKILLS

- Microsoft Office
- PowerCampus
- PowerFAIDS
- EdConnect
- SalesForce

REFERENCES

Susan Sweeney
Paul Smith's College
518-621-7180

Kathy Fitzgerald
518-934-3214

Peter Burns
Paul Smith's College
716-923-3314

President's Report to the College Senate

November 30, 2017

Dr. Steve Tyrell

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

Date:	With:	Location:
11/6	Essex County Board of Supervisors Meeting	Elizabethtown, NY
11/8	Meeting with SUNY Potsdam Team	Potsdam, NY
11/10	Veterans Dedication Ceremony	Malone Campus
11/14-11/16	CCBOA Conference	Cooperstown, NY
11/29	Meeting with Dr. Stone (JCC) & Dr. Esterberg (Potsdam)	Jefferson Community College

- 2) **50th Anniversary - Employee Recognition Event** – Sarah Kilby met with the 50th Anniversary Committee to explore the addition of an event to celebrate our employees over the past 50 years. A few ideas have emerged over the last two weeks and President's Council discussed them at our meeting on November 9th. We shared the outcome of those conversations at the Senate meeting on Friday, November 10th. A small working group will meet in mid-December to start planning the event.
- 3) **SUNY Potsdam Initiative** – As a follow-up to the Board of Trustees meeting in October, the College team working on this initiative met with SUNY Potsdam officials on November 8th. The focus on the session was a continuation of addressing various elements of the MOU. There were a few critical tasks that we needed to address immediately. First is the matter of our administrative team preparing the College's application to establish an extension site at SUNY Potsdam. The College has set a goal to submit the extension site application to SUNY by no later than December 1st. The second item is the creation of a position description for a campus director and to then begin the internal review process that will eventually lead to a search for this new position. As some of you will recall, we would like this position in place soon so that this hire can assist in the overall implementation of this program. Our planning team will begin meeting biweekly beginning December 1st to review our timeline for completion of critical tasks required to insure a successful launch in Fall 2018.
- 4) **Shared Governance Session Follow-Up Work** – The shared governance group has met twice since the September 29th event. A summary of the comments and recommendations from this event has been shared with the working group. We are working on developing a list of "agreements" or "expectations" related to shared governance decision-making and communication. The group is also beginning to work on putting together documentation related to description of roles and responsibilities of various constituency groups. These tasks are also tied directly to our strategic plan & our recent Middle States report. Once the working group has completed these tasks, we will share them with the College community for additional feedback.

- 5) **Strategic Plan Implementation** – President’s Council met to discuss next steps regarding implementation of the new strategic plan. We are currently prioritizing which action items will be addressed first and also how we will begin collecting data to determine if we met these strategic priorities in the future. More importantly, a number of action items are already underway.

- 6) **First Meetings Scheduled for Campus-based Advisory Boards** - A Ticonderoga Advisory Board will meet on December 8th and a Malone Advisory Board will meet on December 15th. Our thanks to Joe Keegan for coordinating these meetings and for getting the invitations out to local representatives. I hope you are able to attend these sessions. It is important that we have faculty and municipal/regional leaders at the center of these discussions. We will be organizing the Saranac Lake Advisory Board to meet sometime in early Spring semester.

- 7) **Exploration of Acquisition of Radio Station Property** – there is a commercial radio station and tower that operated on a property (two parcels totaling 3.2 acres) adjacent to the Sparks facility parking lot and where the College surrounds the property on three sides and a swamp area frames the fourth side. The owner owes back taxes and as of November, the County now has title on the property and it is scheduled to be auctioned on November 29th. We discussed the merits of the College acquiring the property at the recent College Senate meeting and the Foundation Board meeting. On face value, there is general agreement that the College should try to add this property to its footprint. However, there are a number of questions that must be answered. The administration has gotten answers to most of them but one of the critical questions is what might be the cost to remove a tower that is located in the middle of a swamp area. The College has requested that the County consider taking the parcels off the auction block on November 29th so that we can continue to investigate the merits of this potential acquisition. The county is looking to collect the back taxes on the parcels which is approximately \$16,100. Stay tuned for additional developments in the weeks ahead.