

Board of Trustees Packet

December 16, 2022 | 11:00 a.m.

Saranac Lake Campus (HH105) & Ticonderoga Campus (TI210)

- I.** Call to Order
- II.** Approval November 18th, 2022 Minutes
- III.** Liaison Reports
 - College Senate
 - NCCCAP
 - CSEA
- IV.** College Reports
 - Board Chair
 - Interim Vice President for Academic Affairs
 - Vice President for Marketing & Enrollment Management
 - Interim Chief Financial Officer
 - Interim Associate Vice President of Student Affairs
 - President
- V.** Representative Reports
 - NCCC Association
 - NCCC Foundation
 - Old Business
- VI.** New Business
- VII.** Public Comment*
- VIII.** Executive Session
- IX.** Adjourn

An Executive Session of the Board of Trustees may be called pursuant to Article 7 of the Public Officer's Law to discuss *the Medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation and collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law. (Public Officers Law §105).* * Public Comment: Visitors are requested to sign in before the beginning of the meeting. Provision is made at this point in the agenda for citizens of the community to make comments regarding any agenda item to be discussed at that meeting. Citizens will not be recognized at any other time. No person, not a member of the Board, shall speak for more than five (5) minutes. The minutes shall show that privilege of the floor was granted and shall include a brief statement of the subject matter presented.



Board of Trustees Meeting Minutes
Friday November 18th, 2022 | 11:00am
Hybrid Meeting: HH-105, TI-210 & Zoom

Board Members Present: Steve Reed, Mark Moeller, Pete Suttmeier, Mary Irene Lee, Jerry Griffin, Samantha Weeks, and Dan Kelleher

Excused: Donna Wadsworth

Others Present: Joe Keegan, Stacie Hurwitch, Tara Evans, Erik Harvey, Brian Pelkey, Sarah Maroun, Kim Irland, Chris Knight, Erin Walkow, Dianna Dudley, Allison Warner, Scott Harwood, Dave Merrick, Rob Rathbun, Kyle Johnston, Kim Duffey, Brian O'Connor, Tina LaMour

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

Oath of Office:

Sam Weeks is sworn in as NCCC Board of Trustee, representing the student body.

- Sam introduced herself to the board and members of the college.
- Brian Pelkey served as notary for Sam Weeks' signature.

Minutes

Mark Moeller made the motion to accept the August 26th, 2022, meeting minutes. Pete Suttmeier seconded the motion. The August 26th, 2022, meeting minutes were unanimously approved (6-0-0).

College Senate

Allison Warner reported:

- October meeting was successful. They are working to become compliant with new SUNY General Education requirements.
- The Drug and Alcohol Use and Abuse Policy was reviewed and passed at the October 2022 meeting.
- The following FCCC items are being proposed:
 - Finding mental health funding for college community
 - Diversity, Equity, Inclusion and Social Justice (DEISJ) Guidelines for teaching this new SUNY Gen Ed requirement
 - CC Advocacy for 23-24 funding proposal
- Senate committees are meeting regularly to develop various policies, including one on micro-credentialing. They will go through the shared governance process once drafts are completed and ready for review.
- Requested members of the Board sign up for future Senate meetings so the appropriate members can be included on future invitations and shared materials:
 - December: Mark Moeller
 - February: Steve Reed
 - March: Pete Suttmeier

NCCCCAP

Dave Merrick reported:

- Reviewing the status and salary structure of nursing instructors and the college's ability to retain nursing faculty while continuing to offer quality instruction.
- Currently working to ensure the college has a reliable technology plan in place for students and staff. This is a collaborative effort by all parties involved.

CSEA

No report

Board Chair Report

Steve Reed reported:

- Steve Reed, Mary Irene Lee, and Pete Suttmeier will meet on Monday, November 21st with President Keegan to initiate the annual presidential evaluation.
 - To maintain transparency and good faith, Steve Reed plans to meet with various members of the college for their input on Joe's performance during the 2021-2022 academic year.

Interim Vice President for Academic Affairs

Sarah Maroun highlighted her report:

- General Education revisions are underway, with focus on the following:
 - Aligning programs to embed diversity, equity, inclusion, and social justice
 - Creating an oral communications component with speech fundamentals and public speaking
- AEMT certificate has been approved by the state.
- Recently received the SUNY Department of Labor Consortium Grant. This grant will help fund workforce development position, especially focused on health and human services workforce pathways. It will also include non-credit items that articulate with current credit programs, setting up a structure for potential students, while also meeting the training requests from the public. Currently, the number of funding opportunities opening are workforce specific.
- Members of the board discussed initiation of new and potential programs. Sarah shared what is currently under review, including a new coding non-credit offering.
- There was a brief discussion on potential grants to continue the efforts of training and instruction.

Vice President for Marketing and Enrollment Management

Kyle Johnston added to his written report:

- Recently kicked off first programmatic marketing series, with the first focus being on healthcare and nursing.
 - The series will then pivot to transfer programs that will be presented around the holidays.
 - Next campaign will be for Spring 2023 Registration which will be spread out between digital, traditional, and non-traditional getting as much exposure as possible.
- Application numbers are healthy for Spring 2023. Data shows that numbers for fall applications are up for next fall when compared to this time in 2021. It's early to gather accurate data but once available it will be shared with the college community.
- Members of the board talked about the percentages of applications. Kyle reminded

the board that since our applications are free, and the process is easy, which makes for more applicants. There was discussion on tracking indicators of applications and follow-through.

- Kyle shared with the board that there is a lot more foot traffic with campus visits; allowing them time to meet with faculty and other members of the college, giving them a unique experience.
- Kyle explained there is now a SUNY-wide push for potential students to enroll into more colleges. While the theory may work it does tend to inflate our numbers of potential students. Kyle is looking for ways to further incentivize these applicants to consider NCCC a serious option.

Interim CFO:

- Steve began by thanking Erik for his hard work and ability to share data in an informative and understandable way, making future decision making easier.
- Erik welcomed our new Bursar, Brenda Garver, and noted the college is looking forward to working with her as she brings with her a wealth of experience and knowledge.
- The auditors completed their fieldwork in October. This audit occurred months earlier than historically done. Due to the early preparation performed by Brian Pelkey, Comptroller, and his team the college was able to keep audit fees low.
 - Having the audit done early also allows the SUNY Annual report to get completed on time.
- Mary Irene Lee made a motion to the floor to accept the August, September and October 2022 financials approved as they were presented. Pete seconded the motion. The motion was unanimously approved. (6-0-0)
- Members of the Board discussed health of the fund balance as it related to similar community colleges our size. Erik explained our numbers and why colleges cannot always be grouped together for comparison as there are a lot of variables to consider.
- Members discussed the current numbers of in-state student and past projections as they relate today with new initiatives and new offerings replacing loss that has been recently evident.

Board moved to approve the following resolutions:

Mark made motion that the North Country Community College Board of Trustees approve the temporary appointment of Brenda Garver, to the full-time, 221-day, exempt appointment of Bursar, effective October 31, 2022 for the remainder of the 2022/23 academic year, at an annual salary of \$55,774. Pete Suttmeier seconded the motion. The motion was unanimously approved (6-0-0).

Mary Irene made motion that the North Country Community College Board of Trustees approve the attached Operating Budget and Fee Schedule for the academic year beginning September 1, 2023 and ending August 31, 2024. Mark seconded the motion.

- There was discussion among the board with the reasoning behind the price sensitivity with potential students. Erik explained other avenues he explored to find ways to keep the cost lower. Kyle shared his experience with students coming into higher education and the reasoning behind some potential student's hesitation. Offering lower tuition and fees, as well as scholarships options, are essential in keeping students in higher education.
- Members of the Board and the Administrative team spoke of scholarships and other opportunities aimed for high school students, they discussed potential options in

obtaining opportunity scholarships as well as those that are merit based. There was also talk of types of high school diplomas and regent exams that can create a barrier for these students. Sarah voiced she will explore ways NCCC can help these potential students. She will also share with the Board data related to grading as it becomes available.

- The motion was carried unanimously approved (6-0-0).

Associate Vice President of Student Affairs

Kim Irland reported:

- Assembled ad-hoc Veterans Day Planning Committee; it was extremely successful and there are now plans to move forward to establish tradition at the college. She shared what the college did this year.
 - Veteran student scholarship, collaboration done with the NCCC Foundation.
 - Letter writing and care package campaign. There was a good showing of donations, and letters. These were then donated to a legion in Malone area to be sent to a regiment overseas.
 - Ticonderoga campus performed flag retirement ceremony, welcoming students, and members of the community. It was a well-attended and meaningful event.
 - The college also featured a Veteran student on website and social media.
- An important test towards ensuring the safety of the campus community will be performed later today. The college will be testing the new Singlewire and Everbridge Emergency Notification Alert system. This will be tested over the next few weeks.
 - Another nice feature is that they can also be used as another tool in an emergency weather event. If the college deems it unsafe to attend and needs to close.
 - This is an opt-in Emergency Alert program for faculty and staff. Multiple emails have gone out to employees offering the opportunity to join any time.

President:

Joe Keegan reported:

- Welcomed Sam Weeks to the Board. He shared that he is looking forward to meeting with her regularly to discuss the process and goals of the college as well as other areas of interest.
- He thanked the Board for their never-ending support of the college and its goals. He also extended a Happy Thanksgiving to the members of the Board and their families.
- Joe shared Board acknowledgements:
 - Jerry Griffin has been hired as the Superintendent of the Potsdam school system. Joe and members of the board wished him well in his new endeavor.
 - Mark Moeller has reported Homeward Bound, a veteran-based organization, recently received \$750K donation from the VA. Joe and members of the Board congratulated Mark on this huge donation for the organization.
- Joe updated the board on SUNY governor appointments. When he contacted our two potential governor appointed board members, they voiced they are still willing to wait for an appointment. In the coming weeks, Joe plans to reach out to local legislators and members of SUNY to see if they can assist in getting these appointments done so we can have a full board membership.
- The 2022-2025 CSEA contract was approved since board last met. Currently awaiting signatures of Essex County.
- Post-election transformed Franklin Co legislation. Joe will be reaching out to

- congratulate them on their new appointments. Additionally, he will introduce the college to the new legislators and ask for an opportunity to continue working together.
- JMZ Architects are still active in the planning phase of capital projects, they will be on site again in the coming weeks. The college received federal, state and covid relief funding allowing upgrades to nursing and science labs on all three campuses. Funding will also be used for HVAC upgrade to the Saranac Lake campus. Updates will continue to be shared as they are available.
 - Joe highlighted his work on the advocacy committee for NYCCAP, working with NYCCT and a professional lobbyist around state funding. There has been outreach to SUNY sector groups (including but not limited to the FCCC and student government) so there will be a single ask of state governor and legislators.
 - This ask will be for a retention of funding floor, 4% cost of living increase, and a continuance of \$60m of workforce development funding.
 - A flier will be shared soon with the board and the campus community to highlight this work.
 - All advocacy efforts will share the same message of investing in the community colleges.
 - SUNY Vice Chancellor is supportive in these collaborative efforts and recommended the voice be the same across the organizations.
 - Members of the board briefly discussed advocacy efforts.
 - Sarah explained Middle States looking for annual report to include more information instead of it being data driven. Then continue the 8-year review. They anticipate a 4-yr review to return and have some structure. Clarity on virtual visits- there is talk of evaluator and campus visit coming in Spring 2023 to visit and verify that reports are accurate. Details will be shared as they become available.

The board moved to approve the following resolution:

Jerry Griffin made the motion that the North Country Community College Board of Trustees approve Drug and Alcohol Use and Abuse Policy. Mark Moeller seconded the motion.

- Kim shared the new components on the federal laws; these laws supersede the state law that has been passed regarding the use of cannabis.

The motion was unanimously approved (6-0-0).

NCCC Association:

Rob Rathbun reported:

- The search continues to find a full-time live in manager for the Residents Halls. Angela Brice continues to fill in the primary duties of that role while also serving the college with her other equally important responsibilities.
- The Association will be retaining services of a part-time facilities coordinator.
- The Association was approved for insurance for the upgrades and redevelopment of the Essex dorm.
- Dining hall data projects show a modest surplus.
 - Currently 82 students this semester with meal plans.
 - Plans are in place to hold those numbers into the Spring semester.

NCCC Foundation:

Erin Walkow reported:

- Steve Reed expressed his thanks to Erin for facilitating and coordinating meetings between the Foundation and NCCC members of their respective boards.
 - Erin expanded and thanked the board members who have been attending.

- A small task force has been created to send a clear message of investing in the community college.
- There is a work for a solid development plan with the focus on alumni engagement.
 - National Radiological Technology week outreach has been made to these future graduates.
 - Currently working on an alumni story form and will create a landing page on the foundation website. Erin shared that collaboration with Chris Knight has been essential for these outreach efforts through the website.
 - Researching tools to gain a better understanding of philanthropic outreach to alumni
- The 2023-2025 Opportunity Scholarship is currently unable to offer support at previous levels. Other ways to support students are being researched.
- Erin reported that the annual appeal letters have been sent and she is currently sending solicitation to local donors.
 - She requested members of the NCCC Board of Trustees to consider contributing to the NCCC foundation and to share this message to those who may be interested.

Old Business

None

New Business

- Steve Reed proposed to the board of trustees to look at personnel between advancement and enrollment. He wants to look at other institutions and their fundraising teams to how they compare to NCCC. He would like the board to think about adding to the advancement office 3 part-time employees, which would double the advancement office budget. He shared the merits of increasing this department as well as potential risks. He requested to continue the discussion at the next meeting. He expressed the move could have potential to have significant reduction in annual deficit.
- Joe shared with members of the board the upcoming community-wide event on the Malone campus. On December 9, 2022, will be welcoming Santa to their campus. The event will include activities, lite refreshments for children and their families, and offer them the chance meet with Santa.

Public Comment

None

Executive Session

Mark Moeller made the motion to enter Executive Session at 12:39 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. Mary Irene Lee seconded the motion. The motion was passed unanimously (6-0-0). Joe Keegan was invited to join the meeting at 12:39 p.m.

Adjourn

Mark Moeller made a motion to adjourn the meeting. Mary Irene Lee seconded the motion. The motion was approved unanimously (6-0-0). The Board meeting was adjourned at 1:15 p.m.

Respectfully Submitted,

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

Stacie G. Hurwitch
Assistant Secretary, NCCC Board of Trustees

PENDING APPROVAL | 12/16/2022

Motion:

Second:

Action:



**Interim VPAA Report to the
Board of Trustees
December 16, 2022**

Please find the following report from the Academic Area below.

Academic Planning, Programs and Policies:

General Education Revisions:

We continue to make progress to meet SUNY deadlines. Four programs have proposed and received approval for General Education changes. Details are in the Senate documents from the November meeting:

- AS Environmental Science
- AS Fine Arts
- AAS Radiologic Technology

D2L Brightspace Transition: The IT Department has met with SUNY support weekly to set up the live D2L space in preparation for the Spring 2023 pilot semester. We are in the process of loading course shells and migrating users into the system. There is a D2L Brightspace module in Blackboard that contains information on trainings currently available through the SUNY Digital Learning Environment site. We will also set up times throughout the spring semester for faculty to meet and discuss the new system.

Policy Proposals: Senate committees are reviewing two policy proposals aligned with SUNY initiatives: Micro-credential Policy (Curriculum Committee) and Credit by Evaluation Policy (Academic Policy and Standards). The new policies will specify how NCCC will implement the SUNY guidelines.

New Program Explorations: On December 6th, we met with representatives from three community colleges (Mohawk Valley CC, Clinton CC, Jefferson CC) as well as regional healthcare facilities to discuss the possibility of partnering with Mohawk Valley to deliver a surgical technician program in the North Country region. We will update with more information as those plans progress.

Nursing and Science Lab Upgrades: JMZ staff visited all three campuses on Friday, December 2nd to do space assessments as they create more detailed plans for the construction. The Science Department met again with Karin Green on Thursday, December 8th to review.

Grants and New Initiatives:

Here is a brief update on our grants:

- **AAS Nursing Program Expansion:** Last week, we learned from the New York State Office of the Professions that we can submit a streamlined proposal to gain approval for an additional program registration. The next step is to move this through our internal shared governance process and work with SUNY to submit the proposal to NYSED.
- **AEMT Courses:** There are 36 students in the two EMTs courses this fall. We anticipate an additional 40-50 between the three offerings in the spring: 2 AEMT courses (ML;SL), 1 EMT course (TI).

- **Northern Borders Regional Commission Grant (Wastewater Operator Training):** Four students completed the Basic Operations course. Next steps are to host an Industry Roundtable with municipal, county, and state representatives to discuss planning the next round of course offerings.
- **SUNY Consortium Grant Submission—Federal Department of Labor: No new updates.** Onondaga Community College is planning a convening of the consortium colleges to discuss next steps for grant planning. This grant focuses on Allied Health and Human Services pathways across New York State.

Respectfully submitted,

Sarah Maroun
Interim Vice President for Academic Affairs

Vice President of Marketing and Enrollment
Report to the Board of Trustees
Created December 12, 2022

Enrollment and Financial Aid Updates:

- **Major project updates:**
 - **SEM PLAN PROJECT:** Our updated SEM Plan will be submitted by the end of this month and it will have some fairly significant changes going into 2023. Our current plan was built very quickly last Spring with a limited budget. Recently, we have been able to secure additional funding to help with some of the initiatives that were a bit of a stretch for us financially. I will be sharing the newest version of the plan once we are able to reallocate the new budgets to the plan's strategies & tactics.
 - **SLATE CRM (Customer Relationship Management):** Recently we have been working with SUNY IT to automatically deliver applications submitted through their system to ours. This has become more of a necessity as SUNY has been performing stronger application drives to their site making it imperative that we receive applications quickly for our own processing and follow-up. We have been testing the new connection and will be able to start receiving the applications this week.
 - **North Country Navigator:** This project that initially started in 2020 will get a bit of an overhaul in 2023. The original focus was geared heavily to the admissions and financial aid processes but will be expanded further into student orientation and onboarding activities in the new year. This will help to expand these phases of the student experience into a much more holistic process.
- **The Enrollment Team:** Has turned their attention towards more campus-based work the past few weeks but still have had a few external visits to cover as they're requested. We now have fairly strong applicant pools for both SP23 and FA23 to work with and each member of the team has their own cohort to guide. We have also started to plan a few enrollment events that will be happening this Spring and Summer as we've recently secured a grant that will make them possible. Some events will be new to North Country and some will be resurrected from the past. Over the holidays, we will begin our planning and we should have a schedule finalized early in the new year.
- **The Financial Aid Team:** Is meeting weekly with IT to work through the setup required for an earlier awarding season than past years. Much of this rides on the availability of updates that will be published by the provider of our student information system (CAMS). If the updates come through in time, I believe we will be able to start awarding FA23 financial aid as early as February. We've had this goal for a few years but now it will hopefully become a reality. The FA team also continues to do Financial Aid Nights as they are requested with recent events happening in Ticonderoga, Brushton-Moira, and St. Regis Falls.

Marketing and Web Updates:

- The Transfer Programs Campaign is now running, and it will run into early 2023. Our Spring Registration/LastChance2Enroll campaign is also running, and it will run into the first week of Spring classes.
- We are also currently working on campaigns that specifically target prospective adult learners and also general awareness campaigns that will run during the University Games and Winter Carnival.
- We have wrapped up our photo and video shoots for Fall semester and have continued our work to create new videos. In the end, we will have approximately 5 program area promotional videos and 15 shorter vignettes that will be used through email communications, campus & program pages, our social media channels, and YouTube.



REACH HIGHER » OWN YOUR FUTURE

Thinking of starting or continuing your pursuit of a 4-year college degree?
Looking for a flexible class schedule and a more affordable way to get there?
If so, then North Country Community College's transfer-ready Associate of
Arts and Associate of Science degrees are exactly what you're looking for.

Earn an Associate of Arts or Associate of Science degree with focus in:

- Business Administration
- Child and Family Services
- Early Childhood Education
- English
- Environmental Science
- Environmental Studies
- Fine Arts
- Health Science
- Healthcare Administration
- Humanities & Social Science
- Math & Science
- Psychology
- Sports and Events Management
- Wilderness Recreation Leadership

To start exploring, visit NCCC.EDU/TRANSFER



OPPORTUNITIES AT AKWESASNE

In partnership with the Saint Regis Mohawk Tribe's Education Division, North Country will once again be offering courses at Akwesasne!

Now, earning a degree from North Country Community College has never been more accessible. With select courses offered at the Ionkwakiohkwaroron Tribal Administration Building, on-campus courses at Malone and the availability of fully online courses, completing your degree is more achievable than ever before.

Spring 2023 classes begin the week of January 30th at all three campus locations, online and at Akwesasne! Now is the best time to get prepared for the upcoming semester. Sign up for an in-person or virtual visit with your dedicated Enrollment & Financial Aid Counselor, Samantha Phillips, by calling 518-354-5194 or emailing SPHILLIPS@NCCC.EDU today! You can also sign up to visit any one of our campus locations at WWW.NCCC.EDU/VISIT.



Ready to get started?

North Country is offering three on-site courses for Spring 2023 along with a full complement of additional classes online.

- BUS 204 - Business Law II**
- BUS 212 - Marketing Principles**
- PSY 101 - Intro to Psychology**

For more information please contact Samantha at SPHILLIPS@NCCC.EDU or call 518-354-5194.

To apply for tribal funding, contact College & Career Services by emailing EDUCATION@SRMT-NSN.GOV and an Intake Coordinator will assist you throughout the process.



SPRING
INTO
2023

REGISTER
NOW →



NEW YEAR, NEW GOALS

APPLY NOW FOR SPRING 2023

Our college offers a top-notch educational experience at a price you can afford.

- Check out our diverse selection of programs at [NCCC.EDU/PROGRAMS](https://nccc.edu/programs)
- Review all of our flexible course offerings and apply at [NCCC.EDU/SPRING](https://nccc.edu/spring)
- Explore financial aid and scholarship opportunities at [NCCC.EDU/PAYING-FOR-COLLEGE](https://nccc.edu/paying-for-college)
- To set up an on-campus or virtual visit, simply go to [NCCC.EDU/VISIT](https://nccc.edu/visit)

Spring 2023 Application Volume

Generated on 12/12/2022 at 10:03:21 AM ET

Application Categories

Metric	Spring 2023 Applications	Spring 2022 Applications
Spring Applications (total)	231	165
Decided	129	
Applications Under Review (Competitive Admission ...	8	
Incomplete Applications	69	
Withdrawn Applications	24	

Admissions Decisions

Metric	Spring 2023 Applications	Spring 2022 Applications
Decided Applications (total)	129	
Accepted Students	128	
Standby Queue (PN, RAD, ADN)		
Denial	1	

Yield (Intent to Enroll)

Metric	Spring 2023 Applications	Spring 2022 Applications
Admitted: Confirmed Intentions to Enroll	94	38
Admitted: Declined Admission	6	

Fall 2023 Application Volume

Generated on 12/12/2022 at 10:03:24 AM ET

Application Categories

Metric	Fall 2023 Applications	Fall 2022 Applications
Applications (total)	476	420
Decided	93	
Applications Under Review (Competitive Admission ...	146	
Incomplete Applications	203	
Withdrawn Applications	3	

Admissions Decisions

Metric	Fall 2023 Applications	Fall 2022 Applications
Decided Applications (total)	123	
Accepted Students	123	
Standby Queue (PN, RAD, ADN)		
Denial		

Yield (Intent to Enroll)

Metric	Fall 2023 Applications	Fall 2022 Applications
Admitted: Confirmed Intentions to Enroll	30	10
Admitted: Declined Admission		

**North Country Community College
Interim CFO's Report to the Board of Trustees
December 16, 2022**

Greetings,
As always, I hope this report finds you well.

This month's report contains no updates as there have been no material changes from the November board meeting.

When we meet next year 😊, I will ask for approval of November and December financial statements, provide an update on the budget process, and a financial view of 2022-23 with preliminary spring enrollment baked in.



And Best Wishes for 2023!

Kind regards,

Erik Harvey
Interim CFO

Student Affairs

NCCC.EDU/STUDENT-SUPPORT
NCCC.PRESTOSPORTS.COM

December 2022 Senate & BOT Report

ANGELA BRICE – ASSISTANT DIRECTOR OF STUDENT LIFE
& DIRECTOR OF RESIDENCE LIFE & HOUSING

JERRAD DUMONT – ATHLETICS FACILITY MANAGER

KENT EGGLEFIELD – SPORTS INFORMATION

KATHY GOODROW – OFFICE ASSISTANT

KIM IRLAND – INTERIM ASSOC. VP OF STUDENT AFFAIRS,
COLLEGE DIVERSITY OFFICER, AND TITLE IX COORDINATOR

BRUCE KELLY – COORDINATOR OF STUDENT LIFE

CHAD LADUE – ATHLETICS DIRECTOR

Athletic Department News:

- In November, the Athletics Department test-launched an exciting new LIVE STREAMING service for all its games, home and away, via **Hudl TV**. Now you can watch games live online or view past games at: <https://www.team1sports.com/college/?S=ncsaints>
- Shout out to our **Women's Basketball Team** who are currently ranked 6th in the nation for NJCAA Division III: <https://www.njcaa.org/sports/wbkb/rankings/DIII/index>
CONGRATULATIONS to the talented players and Coach Roger Long!



Counseling Partnership News:

- Below is a snapshot of Counseling Services usage for the Fall 2022 semester with Citizen Advocates on the Saranac Lake Campus funding this academic year by the HEERF mental health funds.

MONTH	Total Sessions	Unique Client Sessions	New Clients	Repeat Clients	Campus Appts	Telehealth
Sep-22	1	1	1	0	1	0
Oct-22	1	1	1	0	1	0
Nov-22	8	3	2	3	8	NA

Career & Transfer Services News

- Bruce has recently finalized re-establishing access to **Strong Interest Inventories** funded by the Perkins Grant and available for CTE degree seeking NCCC students. Promotion of this resource will begin with the spring semester.
- Thank you to Renee Poirier who hosted Bruce for a Career & Transfer Services class presentations in Malone twice in November. A copy of this presentation slide deck is available for any faculty who wishes to share it as a course resource. Reach out to Bruce or Kim for presentation requests in your classes in person or online!

Diversity, Equity, and Inclusion & Title IX News

- Our December Newsletter on **Understanding Power & Privilege** is available here: <https://nccc.edu/about/diversity/NCCC%20Diversity%20Newsletter%20December%202022.pdf>
- Revisit all our Diversity Newsletters online at <https://nccc.edu/about/diversity/>
- Thank you to Ernie Hough who recently hosted Angela in his Sociology class in mid-November to discuss healthy relationships. And thank you to Erin Streiff who hosted Kim in her RN and ADN classes in Malone to discuss diversity, equity and inclusion topics as they relate to the nursing profession.

Student Life News

- The Student Lounges on all three campuses recently received some brand-new furniture thanks to Capital Fundings! Shout out to Angela Brice for coordinating these face lifts and to all the Facilities staff and staff on each campus who assisted in unloading and arranging the new furniture! True team effort. Thank you.



- It's time to **NOMINATE STUDENTS** for the 2023 **SUNY Chancellor's Award for Student Excellence!** Students nominated must demonstrate excellence within at least three of the following areas: academics, leadership, campus involvement, community service or the arts (creative performance). There will only be a select number of students awarded for each sector of SUNY. All special achievements listed should reflect why they are **THE ONE** outstanding student in the category for all of SUNY.
 - Only students graduating between June 2022 and May 2023 will be considered. While there is no minimum GPA requirement, it is expected that candidates will have demonstrated exceptional academic performance.
 - Your nominations may be submitted using the webforms reference below by Wednesday, January 25th, 2023. Once selected, we will work with the nominee to complete the SUNY nomination form. The Chancellor's Award for Student Excellence Award Ceremony will be held in Albany in April 2023.
 - The link for the General SUNY Chancellor's Award for Student Excellence is: <https://forms.office.com/r/p3DNkBNDAK>

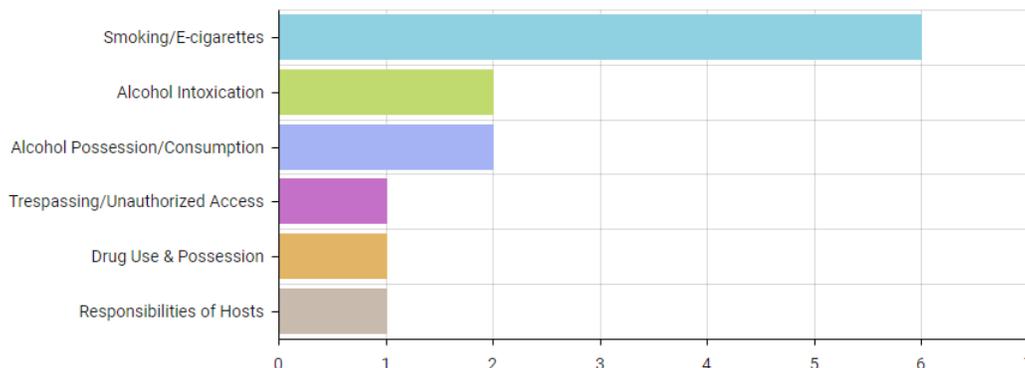
Campus Safety and Community Standards News

- Alliance for Positive Health provided free virtual Narcan training on Friday, November 11 following the Senate Meeting and will be scheduled to provide the same training for interested employees at the end of January 2023.
- Testing of our campus Emergency Notifications Systems began in late November and continued in December. Schedule testing will be announced, and college community members can expect to receive texts, emails, and hear the campus intercom capabilities from their office or classroom phones. Thank you to Scott Harwood for this partnership deploying these vital safety communication tools.
- Annual review of our Emergency Response Plan is expected this December and January.
- A summary of our Student Conduct and Behavior Intervention case management for the Fall 2022 semester is below:

Overall Statistics Start Date: 01 Aug 2022 End Date: 09 Dec 2022

Total Incidents Reported 159	Total IR Converted to Case 140	Total Cases Discarded 8	Total Cases Closed 83
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Top Incident Types	Total Incidents
Student Behavior Report	46
ADA 504	29
COVID-19 Report	24
Referral for Student Support	19
Injury or Illness Report	17
Academic Integrity Report	13
Pregnancy/Newborn Parenting Status Disclosure	7
Student Grievance/Complaint	3



**North Country Community College
President's Report to the Board of Trustees
December 16, 2022**

Greetings to you all,

...on this final Friday of the Fall 2022 semester. Yesterday, the last of the term's final exams was administered and our students are now on break until January. The faculty are working through what grading remains and preparing to conduct post-semester assessments of our students learning. Meanwhile, our Admissions team is gearing up for the final Spring 2023 recruitment push. Before we leave the semester, I wanted to a) thank you for your continued support of our students and community, and b) draw your attention to some highlights from the semester.

Those highlights, and in no particular order, include: seeing more of our students on campus, meeting with prospective students and their families as they visited campus, a return to Akwesasne, the resumption of Second Chance Pell in-person, hosting Assemblyman Billy Jones at our Malone campus, preparing for capital project upgrades of our nursing and science labs, the Veteran's Day commemorations, the Cinderella project in Ti (take 2), our soccer teams advancing into the playoffs, and the Santa at NCCC, put on by members of our Malone campus for the children of the area!

You have heard me say many times that any successes we enjoy is because of a community of professionals who care...about our students, about one another, and about our community. My gratitude to all for a good semester!

I wish you and yours a wonderful Christmas and holiday season. Peace and blessings,

Joe

★ **Campus and External Relations**

Below are some highlights of events, contacts, and interactions that I participated since the Board's last meeting:

Date	With	Location
11/21/22	NCCC Board of Trustees Personnel Committee	Zoom
11/21/22	Essex County Finance Committee	Elizabethtown, NY
11/21/22	Essex County R&R Committee	Elizabethtown, NY
11/21/22	North Country Presidents Group	Zoom
11/22/22	NYCCT/NYCCAP Govt Relations Committee	Zoom
11/28/22	Erin Walkow, NCCC Foundation	SL Campus
11/28/22	North Country Presidents Group	Zoom
11/29/22	Bob Farmer, NCCC neighbor	Zoom
11/30/22	President's Council	Zoom
12/1/22	Dave Merrick, President NCCCAP	Malone Campus
12/1/22	Long Range and Strategic Planning Committee	Zoom
12/2/22	JMZ Architects	SL Campus

12/2/22	NCCC Association Board	Zoom
12/5/22	Surgical Tech Partnership Meeting	Zoom
12/5/22	Dave Merrick, President NCCCP	SL Campus
12/5/22	Dianna Dudley, President CSEA	SL Campus
12/5/22	North Country Presidents Group	Zoom
12/6/22	Franklin County Community Service Board	Zoom
12/6/22	Women's Basketball game against PSC	SL Campus
12/7/22	33 rd Annual Strictly Business Forum	Plattsburgh, NY
12/7/22	Erin Walkow, NCCC Foundation	SL Campus
12/7/22	NYCCT Community Relations Committee	Zoom
12/8/22	NYCCT/NYCCAP Advocacy Meeting	Zoom
12/8/22	Aaron Marbone, Adirondack Daily Enterprise	Zoom
12/8/22	NCCCAP 8.2 Committee Meeting	Teams
12/9/22	NYCCAP Executive Committee Meeting	Zoom
12/9/22	23-24 Budget Open Forum	Zoom
12/9/22	College Senate Meeting	Zoom
12/9/22	Santa in Malone	ML Campus
12/12/22	North Country Presidents Group	Zoom
12/13/22	Sam Weeks, Student Trustee	Zoom
12/13/22	Lakeside House Board Meeting	Zoom
12/14/22	President's Council	Teams
12/14/22	Foundation Board Meeting	Zoom
12/15/22	Long Range and Strategic Planning Committee	Zoom

★ **Board Matters**

As we look to the new year, there are some outstanding items for the Board will want to consider, including a) whether to change the minimum number of annual meetings from the current ten (10) per year to a reduced number that are more effectively aligned with the business brought before the Board, b) whether to adopt a policy that allows for members to participate remotely and be able to vote, provided that a quorum has been established, and, c) ongoing review of Board policies.

- *Board Policies:* There are three additional Board policies that we expect to be brought to you include the *Vehicle Parking Policy, Sexual Harassment Prevention Policy, Name Change Policy,* and a new *Workplace Violence Prevention Policy.*
- *Board Appointments:*
 - *Governor's Appointments:* No updates to report.
 - *County Appointments:* No updates to report.

★ **Budgeting and Planning**

- **2022-2023 Budget:** As an update:
 - *Restoration of TAP for incarcerated students:* the details are being worked out and we expect the benefit for our incarcerated students to be realized starting in the 23-24 year,
 - \$60M funding for “*non-recurring strategic investments*” to “*improve academic programs, improve enrollment, enhance student supports, and modernize operations*”: our original proposal to use the \$190,000 in funding was approved by SUNY. The proposal, termed *Striving for Student Success*, focuses efforts in recruiting, student support (scholarships), the North Country Navigator, and the transition to D2L.

*** 2023-2024 Budget:**

- **Budget Open Forum:** Our Interim CFO, Erik Harvey, hosted the annual Budget Open Forum last Friday, December 9th, 2022. The campus community was invited, and some 58 individuals attended. Erik presented an outline of the 23-24 budget and process, which will unfold over the next several months. We also share the projected deficit and actions that were underway to limit it.
- **Budget Advocacy:** the community college sector, led by the Presidents Association and the Trustees organization, has developed its advocacy proposal for the 23-24 state budget cycle. Those efforts are underway, with both the New York Community College Association of Presidents (NYCCAP) and the New York Community College Trustees (NYCCT) scheduled to meet with legislative leaders and the Governor’s Office starting this week. The goal is to unify our message and advocacy work such that each community college and the various constituency groups within the sector (i.e., Chief Academic Officers, Business Officers, FCCC) are asking for the same investments in us: the 22-23 floor, a 4% COLA, and continued funding of workforce development initiatives.

*** Spring 23 Enrollment**

Report Date: 12/12/2022	Final at verification	Final at verification	Final at verification	Final at verification	YTD	YTD	YTD	YTD
	SP-18	SP-19	SP-20	SP-21	SP-20	SP-21	SP-22	SP-23
First Time	34	22	39	25	46	58	36	15
Re-Admit	40	55	41	50				34
Transfer	42	37	26	34				19
Continuing	690	605	577	520	576	484	422	400
Total:	806	719	683	629	622	542	458	468

*(18 midyear LPN/RN)

	Final SP18	Final SP19	Final SP20	Final SP21	YTD SP20	YTD SP21	YTD SP22	YTD SP23
Headcount	836	838	723	652	622	542	466	478
AAFTE	356	353	298	255	291	221	191	195

2%

2%

	Final at verification	Final at verification	Final at verification	Final at verification	YTD	YTD	YTD	YTD
	SP-18	SP-19	SP-20	SP-21	SP-20	SP-21	SP-22	SP-23
Saranac Lake	404	377	350	305	301	247	199	191
Malone	291	305	248	226	229	184	88	100
Ticonderoga	117	116	73	85	56	66	41	41
Online	24	40	52	36	24	18	138	146
Total:	836	838	723	652	610	515	466	478

★ **Strategic Enrollment Management Planning**

The SEM plan has largely been completed and elements of it were launched as part of the Fall 22 recruitment efforts. Kyle Johnston hosted a 21-22 Marketing and Enrollment report to the campus community on Friday, November 18th, 2022 at 1:00 pm. Many thanks to Kyle for doing so and to all who attended the presentation!

★ **Foundation**

Here are a few highlights from Erin's work these past several weeks:

- *Annual Appeal*: The annual appeal is underway.
- *Alumni Outreach*: Erin, working with Becky LaDue, Rad Tech Director, developed an alumni outreach which was sent to our Rad Tech alumni. A similar outreach with our nursing graduates is planned for Spring 2023.
- *Joint BoT/Foundation Board Task Force*: Erin has been hosting a joint Foundation Board/Board of Trustees fundraising task force to address fundraising strategies. We expect the group will provide some recommendations to the Foundation that align with the College's strategic plan and the Foundations bylaws.
- *Foundation Land Holdings*: No update on the Colony Court or Cantwell properties.
- *Outreach and Networking*: Erin has five (5) grant applications pending and we are hoping to hear from each over the next few weeks.

★ **Strategic Plan**

Here is an update on initiatives that are currently underway with the existing plan:

- *"Right-size" College operations to enrollment/finance and "work smarter" improving efficiencies across functional areas*: program and campus analyses have been largely completed; the academic programs will begin to review those over the next month or so.
- *New Revenue Streams to Support Mission and Student Experience*: \$250,000 SAM Grant funding for Malone science lab; joint BoT/Foundation Fundraising Task Force; meetings with potential donors; Foundation adoption of Donor Perfect, Foundation exploration of grants and Live Alumni, Foundation Strategic Plan development; Foundation to sell Colony Court
- *New Academic Programs*: AEMT Certificate program approved by NYSED; Wastewater training launched Sept 9, 22; EMT courses run in Fall 22 and AEMT courses planned for Spring 23 in ML and SL; *Digital Advertising and Design Certificate* approved by SUNY and NYSED; *Teacher Assistant Certificate* was approved by SUNY and is at NYSED; the jointly registered *AAS Cybersecurity and Digital Forensics* degree with Herkimer CC was approved by the Board in April and readying for SUNY; new programs in *healthcare* are being explored;
- *Expand Partnership with St. Regis Mohawk Tribe*: Returned to Akwesasne for Fall 22 with plans for offerings in Spring 23; ongoing outreach to the Akwesasne community through recurrent slot on CKON.
- *North Country CC – Workforce Development Partnership*: Perkins 2022-23 grant received; NAHEC Collaborative

- ❑ \$1M grant received to help *modernize Nursing Labs* on all three campuses; scoping study is completed; grant application was approved; JMZ Architects is working on the design elements, including ML science lab.
- ❑ *Reinvest in health careers and health science programs*: Nursing lab modernization and new academic program exploration. *Associate Degree of Nursing* expansion proposal; EMS equipment and personnel funding from SUNY; Perkins funding for EMS equipment; Malone and SL science lab improvements

★ **Opportunities and Partnerships**

- ❑ *The US Department of Labor (USDOL) Strengthening Community Colleges Grant* – the College received \$366,000 over three years as part of this consortium to enhance credit and non-credit pathways in the health and human services areas.
- ❑ *2022 Congressionally Directed Spending request*: No update. We await word from Senators Gillibrand and Schumer regarding our request to include an additional \$950,000 to fully fund the nursing lab upgrade.
- ❑ *Northern Area Health Education Center (NAHEC)*: We continue to work with the NAHEC on a project that we believe will help serve our communities and have a positive impact on enrollment, particularly in the health care related fields.

★ **COVID-19 Matters**

There are no changes to the SUNY guidance related to COVID-19. We are expecting the following for Spring 2023:

- ❑ *COVID-19 Vaccinations*: will continue to be required for a) all students taking in-person classes on college property and taught by college employees, either credit or non-credit, and b) residential students. Remote students who are not vaccinated must be limited to campus access. SUNY has defined this as no more than once a week and the College is following their lead.
- ❑ *COVID-19 Boosters*: will not be required for any student and are not expected to be for Spring 2023. Boosters are, however, encouraged.
- ❑ Remote students will not be required to be vaccinated in order to participate in commencement.
- ❑ Testing is no longer required and based on the recommendations of our public health partners we are suspending surveillance testing. Those partners noted that we could always revisit if there was a need to do so.

★ **Information Technology (IT)**

Scott Harwood and the IT Department continued their support of students, faculty, and employees with their IT needs. They have been continuing to prepare for the shift to D2L/Brightspace, which launches with a pilot group in Spring 23. In addition:

- ❑ *IT Checklist*: Scott, working with Sarah Maroun, has been working on the development and eventual deployment of an IT checklist for classrooms. With an ever-increasing reliance upon instructional IT, the hope is that this system will prevent some issues, particularly at the outset of each semester.
- ❑ *Emergency Systems*: Scott has conducted two tests of the emergency notification system, the most recent one last Friday. These have been a

longstanding request by our Campus Safety Committee and are one step closer to being fully deployed.

★ **Facilities**

- ❑ Our Maintenance crew has been preparing for the transition from fall into winter. They have also been planning some modifications to the Malone campus roofs to repair ice-related damage and help with the capital project planning.

★ **NCCCAP**

On December 1st, 2022, I met with NCCCAP President, Dave Merrick, with a request to convene the 8.2 Committee, a six-member body composed of three (3) NCCCAP and three (3) administrative appointees, to receive, review, and eventually recommend alternatives to a plan that would involve a reduction in force in order to reduce the budget deficit for the 2023-2024 year and improve our budget outlook in the future. That committee has been empaneled and their work is underway.

★ **CSEA**

While CSEA does not have the same contractual provisions of NCCCAP regarding how to proceed with a plan to reduce the workforce, I met with CSEA President, Dianna Dudley, to make her aware of the need to do so and to confirm with her our desire to ensure that, as the planning progresses, CSEA has a voice in recommending how the administration proceeds.

★ **Middle States/SUNY/NYSED**

MSCHE Updates

As a reminder, MSCHE confirmed that a) the required verification visit for schools whose reaccreditation visit was fully online will occur in Spring 2023, and b) the accreditation process is changing, with a discontinuation of the mid-point peer review process (MPPR) to be replaced by an enhanced Annual Institution Update (AIU).

In SUNY matters:

- ❑ *Chancellor*: SUNY appointed Dr. John King, the former US Secretary of Education and former NYSED Commissioner, as its 15th Chancellor effective January 17th, 2023. Our congratulations go out to Dr. King and our gratitude and thanks to Dr. Stanley, who has served as Interim Chancellor since December 2021.
- ❑ *Academic Affairs and System Provost*: no updates.

NYSED

- ❑ No updates to report beyond the recent approval of the AEMT Certificate.

That's all for now. Gratefully yours,

Joe

Joe Keegan
President
North Country Community