



**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**MEETING MINUTES
December 2, 2020**

The December 2020 meeting of the Jefferson Community College Board of Trustees was held on Wednesday, December 2, 2020 via Zoom.

Attendance:

Trustees Present:

Nathan Hunter, Chair
Pamela Beyor-Murtha
Michael Crowley
Elizabeth Fipps
Terry Fralick
Judy Gentner, Vice Chair
David Males
Eugene Renzi

Administrative Staff:

Ty Stone – President
Corey Campbell – Vice President for Student Engagement & Retention
Dan Dupee – Vice President for Administration, Finance and Enrollment
Maryrose Eannace – Interim Vice President for Academic Affairs

Call to Order – Chair Nathan Hunter called the meeting to order at 4:01 p.m.

Introductions of Guests

James Ambrose, Dean of Enrollment
Jack Donato – Associate Professor and President of the Faculty Association of JCC
Linda Dittrich – Associate Vice President, MSHT Division
Jeri Fairman - Associate Vice President, Liberal Arts Division
Ben Foster - Executive Director, Foundation
Josh Hammond – Associate Professor of Math and Senate President
Gillian Maitland - Marketing and Communications Director
Megan Stadler – Associate Vice President for Strategic Initiatives
Kerry Young – Associate Vice President for Human Resources

Approval of Minutes – On a motion made by Mike Crowley, seconded by Beth Fipps, the minutes of the November 4, 2020 meeting were approved unanimously.

Privilege of the Floor – None.

JCC Foundation Update

Trustee Beth Fipps reported the following:

- September 2020 Solicitation from Foundation Board President: 85 Gifts, \$16,475 thus far.
- November 2020 Solicitation from Board Chair Nathan Hunter - mailed November 18, 2020.
- Corporate Partnership Solicitation - secondary letters mailed November 19, 2020.
- Jefferson-Can Community Scholarship - Scholars video and mid-term report sent to Stephen Can on November 13, 2020
- Virtual Town Hall with Dr. Stone, Alumni and Friends - Held November 18, 2020; will likely do again.

Dr. Stone gave kudos to Ben Foster and Edie Roggie for their work on the outstanding video to Stephen Can.

Senate President Update

Senate met the day prior to the Trustee meeting and Senate President Josh Hammond provided a written report to Trustees that summarized Senate committee activities and presentations by the Guided Pathways Communications Committee and the Foundation. He also noted that Senate is working on updating bylaws.

Student Trustee Update

Student Trustee Kelvin Reyes submitted a written report on student Government Association (SGA) activities which Dr. Stone reviewed briefly:

- Student Government Association (SGA) Events
 - Thanksgiving Basket Support
 - Open Forum: A Conversation with President Stone on November 19, 2020
 - Meeting with SUNY Chancellor Malatras – November 10, 2020
- New SGA Officers
 - Shawn Fountain, Marketing Manager
 - Lachlan "Locky" Rees, Treasurer
 - Dioseline Osorio, Secretary
- Campus Wide Committees
 - All SGA officers are serving on committees or councils
 - President's Council, Board of Trustees, Campus Life Committee, Campus Safety Committee, and Integrated Budget Planning Committee.

President's Report

Dr. Stone reported on recent actions and the College's focus on responding to issues created by the pandemic and planning for helping the community move past it. Specifically, the College recently:

- Declined DRI funds to focus on sustainability and stabilization and implemented an effective communication plan to share the DRI decision with the community.
- Suspended non-essential committee meetings in November to allow for a college-wide enrollment push – resulting in a positive change in spring enrollment numbers.
- Re-evaluated resource alignment for future projects to better serve the community during the post-COVID recovery and developed a recovery plan that establishes the College as a resource for the region. This plan will be presented to community leaders tomorrow via Zoom.

Dr. Stone also shared that the College provided \$2,384,084 in direct and indirect support to the community. This includes donated PPE, CARES Act Funding, new scholarships, EDGE savings, student worker wages, space for the YMCA school age program and North Country Family Health Center, and Center for Community studies pertaining to the COVID pandemic.

Lastly, Dr. Stone reported that the College has only had 5 student COVID cases during the Fall semester and the campus has been vigilant about keeping the campus community safe. In closing, Dr. Stone thanked Trustees for their time and wished everyone a happy holiday.

Partnerships Strategy Presentation

Megan Stadler and James Ambrose provided an update on progress made in the Partnerships Strategy of the College's Strategic Plan. The three focus areas in this strategy are K-12 schools, colleges and universities, and employers.

- High school partners
 - English and math placement changes were implemented which helped decrease the number of students requiring developmental coursework.
 - For EDGE concurrent enrollment students, the College developed an online orientation, worked to provide more defined academic pathways; and are reviewing opportunities to provide additional development coursework.
- Colleges and universities
 - Adopted data-driven approach by focusing review efforts on agreements with most popular transfer institutions.
 - Work began on updating and posting transfer agreement information and leveraging Higher Education Center partnerships.
- Employer partnerships
 - The goal for this group was to “train unemployed, underemployed, and incumbent employees in employer identified areas for entry level or employee advancement, where the goal is a 60% overall success rate.” The partnership strategy workgroup is recommending a change to this objective as follows: “Increase the percentage of completers employed, six months after graduation, from 72% to 80% by 2024.” This change is measurable and in alignment with helping the economy recover from the pandemic.
 - Year 2 action items will engage regional employers and partners through:
 - Leadership discussions
 - A workshop on data related to employment, educational requirements, and wage trends
 - Review of work-based learning opportunities
 - Development of a micro-credential policy
 - Education-to-Employment Initiative which will survey both employers and students

Budget and Planning Committee - Committee Chair Michael Crowley

Trustee Crowley noted that the Budget & Planning Committee met prior to the full Board meeting.

Trustee Crowley reported that Lyndi Hill from Bowers and Company presented the Foundation FY20 audit contained in Resolution 185-20. The audit earned a clean, unmodified opinion. Upon motion by Mike Crowley, seconded by Pam Beyor-Murtha, Resolution 185-20 was approved unanimously.

RESOLUTION NO. 185-20: ACCEPTANCE OF AUDIT Jefferson Community College Foundation

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of the Jefferson Community College Foundation for the year ending August 31, 2020 as prepared by Bowers & Company, CPAs PLLC.

Trustee Crowley presented Resolution 186-20 with the final FY20 year-end budget adjustments. Upon motion by Mike Crowley, seconded by Eugene Renzi, Resolution 186-20 was approved unanimously.

**RESOLUTION NO. 186-20: 2019-2020 BUDGET TRANSFER
Year End Budget Adjustments**

WHEREAS, modification of the 2019/2020 JCC Budget is necessary to redistribute funds to the proper accounts.

NOW, THEREFORE BE IT RESOLVED, that the 2019/2020 Jefferson Community College budget is hereby amended, thereby complying with generally accepted accounting principles as attached:

Financial Statements

Vice President Dupee reviewed the financial statements for October 2020. He noted the decrease in revenue was attributed primarily to the College not having received the state aid payment, which is being paid at 80%. Enrollment and tuition revenue are above budget at this juncture. Grants are also being paid at 80%. Dr. Dupee commended Charlene Moser and her staff for their prudent management of cash investments. There was no discussion.

Upon a motion made by Mike Crowley, seconded by Judy Gentner, the October 2020 financial reports were accepted unanimously.

Facilities Committee – Committee Chair Pamela Beyor-Murtha

No report.

Personnel Committee – Committee Chair Judy Gentner

No report.

Academic and Educational Services Committee Committee Chair Terry Fralick

No report.

Other Business

President Stone presented Resolution 187-20, a revision to Objective 3 of the Partnerships Strategy in the Strategic Plan as summarized by Megan Stadler during a presentation earlier in the meeting. Upon motion by Pam Beyor-Murtha, seconded by Mike Crowley, Resolution 187-20 passed unanimously.

**RESOLUTION NO. 187-20: 2020-2025 Strategic Plan Revision
Partnerships Strategy – Objective 3**

WHEREAS, on September 4, 2019 the Board of Trustees passed Resolution 175-19 approving the College's Strategic Plan 2020-2025; and

WHEREAS, upon further review and analysis, the College recommends Objective 3 under the Partnerships Strategy be revised to realign and more accurately reflect the current economic and workforce development needs of the community;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Jefferson Community College hereby approves the revised Jefferson Community College 2020-2025 Strategic Plan as attached.

President Stone presented contracts for ratification in Resolution 188-20. Upon motion by Beth Fipps, seconded by David Males, the resolution ratifying all contracts was passed unanimously.

RESOLUTION NO.: 188-20 RATIFICATION OF CONTRACTS
Athletic Board of Control – JCC
Community College Faculty Survey of Student Engagement
Community College Survey of Student Engagement
Lewis County
SUNY Upstate Medical

WHEREAS, pursuant to Jefferson Community College Board of Trustees Resolution No. 128-89, the College President approved the following contractual agreements, copies of which are attached hereto:

Athletic Board of Control
(MOU, coaching stipends)

Community College Faculty Survey of Student Engagement
(annual survey, IPEDS data)

Community College Survey of Student Engagement
(annual survey, IPEDS data)

Lewis County
(advertising agreement - transit)

SUNY Upstate Medical
(clinical agreement, nursing program)

THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby recognize and ratify the aforementioned agreements.

Chair Hunter presented and read aloud Resolution 189-20, a recognition of service for outgoing Trustee Eugene Renzi. Upon motion by Beth Fipps, seconded by Mike Crowley, Resolution 189-20 was passed unanimously.

RESOLUTION NO. 189-20: RECOGNITION OF SERVICE
EUGENE R. RENZI

WHEREAS, Eugene R. Renzi was first appointed to serve as a member of the Board of Trustees in March 2019 by the Jefferson County Board of Legislators; and

WHEREAS, during his tenure, Eugene Renzi has served on the Academic and Educational Services Committee and the Personnel Committee of the Board of Trustees; and

WHEREAS, Eugene Renzi has supported Jefferson Community College through his generous donation of time and talent, his steadfast and thoughtful counsel; and as a valued contributor to the Jefferson Community College Foundation; and

WHEREAS, as a member of the Board of Trustees, Eugene Renzi has advanced the mission of the College through the Strategic Plan 2020-2025, has advocated for student success through the Guided Pathways academic initiative, and has provided sound guidance as the College navigates challenges associated with the coronavirus pandemic;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees congratulates Eugene R. Renzi on his election to the post of Jefferson County Surrogate Court Judge; and

BE IT FURTHER RESOLVED that the Board of Trustees extends appreciation to Eugene R. Renzi for his dedicated service and commitment to this College and to this community, and wishes him well in all future endeavors.

Trustee Renzi stated it was a privilege and honor to serve on the Jefferson Board and commended the Trustees for their dedication and diligence.

Executive Session

On motion made by Judy Gentner, seconded by Pam Beyor-Murtha, the Board adjourned to Executive Session at 4:56 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 5:09 p.m.

Dr. Stone reviewed upcoming meetings and campus events.

Schedule of Upcoming Meetings and Events

- NYCCT Government Relations Round Table – Thursday, December 3, 2020 at 4:00 p.m.
- “Now More Than Ever” Plan Overview – Thursday, December 3, 2020 at 8:00 a.m.
- Town Hall ~ Faculty & Staff – December 15, 2020, Tuesday at 12:30 p.m.
- Academic & Educational Services Meeting – December 16, 2020, Wednesday at 3:00 pm
- Personnel Committee Meeting – December 16, 2020, Wednesday at 4:00 p.m.
- Lunch and Learn – December 17, 2020, Thursday at 12:00 p.m.
- Budget and Planning Committee Meeting – January 6, 2021, Wednesday at 3:00 p.m.
- Board of Trustees Meeting – January 6, 2021, Wednesday at 4:00 p.m.

Dr. Stone also noted that the Jefferson County Board of Legislators was bringing forth the appointment of two new Trustees, Cindy Intschert and Damon Draught, at its December meeting. Trustee orientation will be held prior to the January 2021 Board meeting.

Adjournment - On a motion made by Mike Crowley, seconded by Beth Fipps, the meeting was adjourned at 5:12 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board of Trustees