



**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**Wednesday, January 8, 2020
MEETING MINUTES**

Call to Order - Chair Nathan Hunter called the meeting to order at 4:02 p.m.

Present:

Trustees:

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

Administrative/Faculty Staff:

James Ambrose – Dean of Enrollment
Jack Donato - Faculty; Faculty Association President
Dan Dupee – Vice President of Administration and Finance
Jeri Fairman - Associate Vice President for Liberal Arts Division
Thomas Finch - Vice President for Academic Affairs
Karen Freeman - Senior Director of Government Affairs and Public Relations
Terrence Harris - Associate Vice President of Workforce Development and Business
Gillian Maitland – Director of Marketing and Communications
Craig McNamara - Education Coordinator for Veteran Services
Ron Palmer - Professor, History
Rebecca Small Kellogg – Dean of Student Success
Megan Stadler - Senior Director of Institutional Effectiveness & Chief of Staff
Ty Stone – President
Kerry Young – Executive Director for Finance and Human Resources

Guest:

Stephanie Eriacho, Student – NEH Program

Approval of Minutes – December 3, 2019

On a motion made by Terry Fralick, seconded by Michael Crowley, the minutes of the December 3, 2019 meeting were approved.

Introductions

All guests introduced themselves.

Privilege of the Floor

There were no items for Privilege of the Floor.

Updates

▪ **JCC Foundation** – Beth Fipps

Trustee Beth Fipps reported on the following Foundation items:

- Solicitations: The September solicitation has closed, resulting in 82 gifts totaling \$20,010. The November solicitation was mailed on November 22, 2019, with currently 25 gifts of \$3,420. The Faculty and Staff Campaign kicked off on December 3, 2019, and currently there have been 69 gifts totaling \$19,655.
- The search for the new Foundation Executive Director continues to progress.
- The Foundation Board and the Alumni Advisory Council (AAC) have begun discussions to change the Foundation bylaws to include the AAC as an official subcommittee of the Foundation Board. This would enable the AAC to have multiple representatives on the Foundation Board.

▪ **Student Trustee** – Rebekah Widrick

Trustee Rebekah Widrick reported on the following Student Government activities:

- Student Government Association held a Blood Drive in the Residential Halls December 4th. Thirty-six people signed up and donated blood!
- Campus Board of Student Activities and the Student Government Association hosted the Holiday Ball on December 6th from 7-10 p.m. We had a great turnout with over 60 tickets sold!
- SGA hosted a Bingo Night December 9th from 5-8 p.m. Several JCC students came out for a night of fun and won great prizes like \$15 and \$25 Visa Gift Cards.

▪ **Senate President** – None

President's Report

National Endowment for the Humanities (NEH) Washington Briefing – Ron Palmer and Craig McNamara (See attached document)

Mr. Palmer reported that with funding from the National Endowment for the Humanities, faculty at Jefferson Community College designed a course for student-veterans that would offer them the chance to build camaraderie and reflect on their military experiences through the humanities including art, music, literature, writing, film and history. The course is team taught by eight faculty with a course facilitator serving throughout the term for continuity. Fifteen students enrolled in Dialogues of Honor and Sacrifice: Soldiers' Experiences in the Civil War and the Vietnam War in both Fall 2018 and Fall 2019 semesters. Ultimately, this Dialogues program allowed student veterans to reflect upon their service both during conflict and after returning home and how their sacrifice can be understood more fully through the academic process.

The course begins with a trip to visit sites of military historical significance in and around Washington DC including Arlington National Cemetery, Gettysburg, National Archives, Jefferson Memorial, etc. This trip gives an opportunity for students and staff to all get to know one other better before class starts which builds camaraderie and facilitates more open discussion when the class gets underway.

The College was invited by the National Humanities Alliance (NHA) to give a briefing on Capitol Hill regarding the benefits of such a course to student-veterans – both personal and academic in nature. Pres. Stone, Mr. Palmer, Mr. McNamara and student Stephanie Eriacho presented on Capitol Hill on December 11, 2019. Ms. Eriacho has been invited back to provide testimony in support of the NEH before a Congressional appropriations committee. The program is the only one

of its' kind in the nation and there is considerable interest in replicating it in other areas. The College continues to explore additional funding opportunities for this program.

College Updates:

- Enrollment (See attached document)
 - Enrollment - Spring 2020
 - Future Enrollment Initiatives
 - Future Enrollment Challenges

- 2-Year Comparison (See attached document)

New Employees

- Sintia Lopez – Assistant Comptroller
- Margaret Taylor – Director of Student Activities and Inclusion

Budget and Planning Committee

Committee Chair Crowley reported that at the Budget and Planning committee meeting preceding the full board meeting Laurie Podvin, Bowers & Company CPAs PLLC, presented and reviewed the Jefferson Community College 2018-2019 Audit to the Audit Committee. Ms. Podvin noted that the College audit received a clean, unmodified opinion with no material weaknesses, significant deficiencies or compliance issues. Ms. Podvin complimented the JCC Finances staff for their exemplary accounting efforts. Committee Chair Crowley made a motion to accept the College audit, seconded by Judy Gentner, and approved by the full board.

RESOLUTION NO.: 100-20 ACCEPTANCE OF COLLEGE AUDIT

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of Jefferson Community College for the year ending August 31, 2019 as prepared by Bowers & Company CPAs PLLC.

Budget Amendments

Committee Chair Michael Crowley reviewed Resolutions 101-20 and 102-20, which are amendments to balance actual expenses to the grant revenue.

On a motion made by Committee Chair Michael Crowley, seconded by Pam Beyor-Murtha, Resolutions 101-20 and 102-20 were approved.

RESOLUTION NO.: 101-20 2019-2020 BUDGET AMENDMENT COLLEGE IN PRISON GRANT

GRANT PERIOD: JULY 1, 2019 – JUNE 30, 2020

WHEREAS, the College has received state funding from New York State Office of the District Attorney, New York County (DANY) under the College-in-Prison Initiative for nearby correctional facilities in Cape Vincent, Gouverneur, and Watertown;

WHEREAS, the College will provide programming to include college-level instruction and reentry support for five (5) years, with provision of performance measurement data for an additional year after programming ends (for use in an evaluation), for a total of six (6) years;

THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following budget amendment:

INCREASE REVENUE:

College-in Prison Grant – State Grants & Contracts	2625-3011-5420	<u>\$ 169,076.78</u>
Total Revenue Increase		\$169,076.78

INCREASE EXPENDITURE:

College-in Prison Grant – Professional Adjuncts	2625-3011-6103	\$ 75,000.00
College-in Prison Grant – State TRS	2625-3011-6202	6,645.00
College-in Prison Grant – TIAA CREF	2625-3011-6203	6,370.55
College-in Prison Grant – Social Security	2625-3011-6204	5,738.00
College-in Prison Grant – Workers Compensation	2625-3011-6205	750.00
College-in Prison Grant – Instructional Supplies	2625-3011-7108	64,369.31
College-in Prison Grant – Indirect Cost	2625-3011-7231	7,075.47
College-in Prison Grant – Travel	2625-3011-7250	2,052.00
College-in Prison Grant – Scholarship Awards	2625-3011-7512	<u>\$ 1,076.45</u>
		<u>\$ 169,076.78</u>
Total Expenditure Increase		\$169,076.78

RESOLUTION NO.: 102-20 2019-2020 BUDGET AMENDMENT EDUCATIONAL OPPORTUNITY PROGRAM (EOP) GRANT

GRANT PERIOD: SEPTEMBER 1, 2019 – AUGUST 31, 2020

WHEREAS, funds have been received from the State University of New York’s (SUNY) Educational Opportunity Program (EOP) to provide access, academic support and financial aid to full-time, matriculated, New York State students who show promise for succeeding in college but who may not have otherwise been offered admission;

THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following budget amendment:

INCREASE REVENUE:

Educ. Opportunity Prog (EOP) –State Grants	2618-3011-5420	<u>\$ 48,443.00</u>
Total Revenue Increase		\$ 48,443.00

INCREASE EXPENDITURE:

Educ. Opportunity Prog (EOP) –Prof FT	2618-3011-6101	\$ 955.00
Educ. Opportunity Prog (EOP) –Prof PT	2618-3011-6102	5,040.00
Educ. Opportunity Prog (EOP) –Student Tutor	2618-3011-6142	6,992.00
Educ. Opportunity Prog (EOP) –Schol Awards	2618-3011-7512	<u>\$ 35,456.00</u>

Total Expenditure Increase \$ 48,443.00

Grant Rollovers

Committee Chair Michael Crowley reviewed Resolutions 103-20 and 104-20 which address the transfer of unspent grant funds to the current year. Not all grants have the same designated fiscal year; this resolution adjusts the funding to match actual fiscal year expenditures and revenues.

On a motion made by Committee Chair Michael Crowley, seconded by Beth Fipps, Resolutions 103-20 and 104-20 were approved.

RESOLUTION NO.: 103-20 2019-2020 BUDGET AMENDMENT ENGINEERING MENTORING GRANT – ROLLOVER

GRANT PERIOD: SEPTEMBER 1, 2019 – AUGUST 31, 2020

WHEREAS, the College has received funding from Clarkson University to serve as a mentoring location for Clarkson Robotics Initiatives within the Jefferson-Lewis-BOCES district as an NNYRA partner/hub;

WHEREAS, the College received funding for the 2018/19 fiscal year that must be carried over to the 2019/20 fiscal year;

THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following budget amendment:

INCREASE REVENUE:

Engineering Mentoring Grant – Local Grants & Contracts 2827-3011-5430 \$ 2,048.26

Total Revenue Increase \$ 2,048.26

INCREASE EXPENDITURE:

Engineering Mentoring Grant – Student Aides	2827-3011-6141	\$ 214.10
Engineering Mentoring Grant – Social Security	2827-3011-6204	16.98
Engineering Mentoring Grant – Workers Comp	2827-3011-6205	138.91
Engineering Mentoring Grant – Instructional Supplies	2827-3011-7108	647.89
Engineering Mentoring Grant – Staff Development	2827-3011-7246	312.96
Engineering Mentoring Grant – Travel	2827-3011-7250	<u>\$ 717.42</u>

\$ 2,048.26

Total Expenditure Increase \$ 2,048.26

RESOLUTION NO.: 104-20 2019-2020 BUDGET AMENDMENT OPEN EDUCATION RESOURCE (OER) FUNDING GRANT – ROLLOVER

GRANT PERIOD: JULY 1, 2019 – JUNE 30, 2020

WHEREAS, funds have been received from the State University of New York (SUNY) to support the adoption and expansion of Open Education Resources (OER) across the System in high-enrollment courses, including General Education;

WHEREAS, the College received funding for the 2018/19 fiscal year that must be carried over to the 2019/20 fiscal year;

THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following budget amendment:

INCREASE REVENUE:

Open Educ Resource (OER) –State Grants	2624-3011-5420	<u>\$ 3,116.25</u>
Total Revenue Increase		\$ 3,116.25

INCREASE EXPENDITURE:

Open Educ Resource (OER) –Prof Stipends	2624-3011-6104	\$ 1,879.47
Open Educ Resource (OER) –State TRS	2624-3011-6202	884.16
Open Educ Resource (OER) –Social Security	2624-3011-6204	316.11
Open Educ Resource (OER) –Workers Comp	2624-3011-6205	<u>\$ 36.51</u>
Total Expenditure Increase		\$ 3,116.25

Financial Statements:

Review of financial statements for November 2019 (See attached documents). Committee Chair Crowley turned the report of the financial documents over to Dan Dupee, Vice President of Administration and Finance. VP Dupee reviewed the November 2019 financial statements.

On a motion made by Committee Chair Michael Crowley, seconded by Beth Fipps, the November 2019 financial reports were accepted.

Facilities Committee – Pamela Beyor-Murtha

Chair Beyor-Murtha reported on the following items:

- GIGP Grant Update – The committee reviewed the plans for the Campus Drive and Cannoneer Loop improvements included in the Green Innovation Grant Program. The project is scheduled to begin May 2020 and be completed by August 2020. It includes the area directly in front of the Jules building and extends to the 4-way crossing at the beginning of campus. It includes a ‘Round-About’ at the front of campus and improved water drainage and permeable pavement.
- Turf Field Update –Three designs have been developed, assigned A, B & C, all based on the measurements required to accommodate the various needs of the Athletic Program.
- Facilities Master Plan –The current Facilities Master Plan is written to extend through 2020. Updating the current Facilities Master Plan would make more sense, since there would be no new projects to include in a new plan and the College is still working on the current plan’s projects.

Other Business

President Ty Stone presented Resolution 105-20 - Ratification of Contracts. (See attached documents) Board Chair Hunter asked for a motion to accept the resolution, which was made by Terry Fralick and seconded by Pam Beyor-Murtha. Beth Fipps abstained from voting and the motion was accepted by the full board.

RESOLUTION NO.: 105-20 RATIFICATION OF CONTRACTS
Campus Works
Lewis County
NYS Department of Corrections
Onondaga Community College
Samaritan Keep Home
Samaritan Summit Village
West Wind Consulting Strategies

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:

Campus Works

(Amendment to Extend Contract Through the Implementation Phase of the Strategic Plan)

Lewis County

(Advertisement Lease Agreement for Advertising on Lewis County Public Transportation Buses)

NYS Department of Corrections

(Nursing Program Clinical Experiences)

Onondaga Community College

(Agreement to Partner in the Central New York Community College Marketing Campaign)

Samaritan Keep Home

(Nursing Program Clinical Experiences)

Samaritan Summit Village

(Nursing Program Clinical Experiences)

West Wind Consulting Strategies

(Amendment to Extend Contract Through the Onboarding of the JCC Foundation Executive Director)

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

Personnel Committee – Committee Chair Judy Gentner

RESOLUTION NO.: 106-20 APPROVAL OF EMPLOYMENT AGREEMENT
EDUCATIONAL SUPPORT PROFESSIONALS ASSOCIATION

WHEREAS, a tentative employment agreement between the Jefferson Community College Board of Trustees and Jefferson County and the Educational Support Professionals Association has been arrived at through collective negotiations between the entities;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached tentative agreement and authorizes the Chair of the Board to execute said agreement on behalf of the Board.

Schedule of Upcoming Meetings and Events

Executive Committee – January 23, 2020, Thursday at 4:00 p.m.

Budget and Planning Committee Meeting – February 5, 2020, Wednesday at 3:30 p.m.

Board of Trustees Meeting – February 5, 2020, Wednesday at 4:00 p.m.

Adjournment

Chair Hunter asked for a motion to close the meeting. On a motion made by Pam Beyor-Murtha, seconded by David Males, and passed by the board, the meeting was adjourned at 4:45 p.m.

Respectfully submitted,

Edie A. Roggie
Secretary to the Board