



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES July 8, 2020

The July 2020 meeting of the Jefferson Community College Board of Trustees was held on Wednesday, July 8, 2020 in the McVean Student Center Gymnasium, Jefferson Community College, Watertown, New York.

Attendance:

Trustees Present:

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

Excused:

Terry Fralick

Administrative Staff:

Ty Stone – President
Corey Campbell – Vice President of Student Affairs
Dan Dupee – Vice President of Administration and Finance
Thomas Finch - Vice President for Academic Affairs
Kerry Young – Executive Director for Finance and Human Resources

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

Introductions of Guests

James Ambrose – Dean of Enrollment
Jeri Fairman - Associate Vice President, Liberal Arts Division
Ben Foster – Interim Executive Director, JCC Foundation
Josh Hammond – Associate Professor and Senate President
Megan Stadler - Senior Director of Institutional Effectiveness & Chief of Staff
Gillian Maitland - Marketing and Communications Director

Approval of Minutes – On a motion made by Michael Crowley, seconded by Judy Gentner, the minutes of the June 3, 2020 meeting were approved unanimously.

Privilege of the Floor – None.

Updates

JCC Foundation – Beth Fipps

Trustee Fipps reported the following from the College Foundation:

- The Foundation board made the decision to cancel *Clambake and Cocktails 2020* due to the pandemic. Past attendees and current donors were sent a letter informing them of the decision and providing them an opportunity to support JCC in lieu of purchasing a ticket or auction item.
- The May solicitation has brought in 36 gifts totaling over \$5,500.
- Overall, the Foundation's redesigned year-long mail campaign has brought in additional gifts as compared to previous years.

Student Trustee

Trustee Rebekah Widrick read aloud a letter (attached) from former Student Trustee and Jefferson alumna Cailey Burrows who shared the value of her experience at Jefferson Community College. A copy of the letter will be sent to former Trustee Steven Haas.

Senate President – No report.

President's Report

Dr. Stone reported the following:

- A photo of Jefferson Community College with "Stay Safe" in the Jules Center windows was featured on the cover of a national publication – *Community College Journal*. Each Trustee received a copy.
- Trustees were each given a copy of the book entitled *Workforce Development: Guidelines for Community College Professionals* in which Dr. Stone is a contributing author.
- A summary of Spring Academic Actions (attached) was provided in folders. There were no questions.
- Dr. Corey Campbell, Vice President for Student Affairs, presented on the College's reopening plans, processes and status. It was noted that the College's plan was submitted to SUNY and approved without any requested modifications. Dr. Campbell thanked the many College staff and faculty who assisted with reopening plans and noted that plans are always subject to change depending upon guidance from the State, CDC and Department of Health. Dr. Stone also thanked the facilities staff for their work to prepare the campus for reopening. Discussion ensued regarding the enforcement of face covering use on campus.

Nominating Committee – Committee Chair Pam Beyor-Murtha

Trustee Beyor-Murtha provided the report of the nominating committee, which is comprised of Mike Crowley, Terry Fralick and herself, which met on June 10th. Trustee Beyor-Murtha reported that both Nate Hunter and Terry Fralick have been reappointed to new 7-year terms on the Board by Jefferson County. Additionally, Trustee Beyor-Murtha noted that Student Government elections were moved from April to September due to the pandemic and thanked Rebekah Widrick for agreeing to serve as Student Trustee through September 2020. Trustee Beyor-Murtha recommended the following slate of officers for 2020-2021:

Chair -	Nathan Hunter
Vice Chair -	Judy Gentner
Secretary -	Karen Freeman
Treasurer -	Dan Dupee

Chair Hunter opened the floor for nominations and there being none, Beth Fipps made a motion, seconded by David Males, to approve the slate of officers as presented. The motion was approved unanimously.

Trustee Beyor-Murtha thanked Chair Hunter and Vice Chair Gentner for their continued service and leadership of the Board. Chair Hunter stated he was honored to serve as Chair again, expressed his appreciation to Rebekah Widrick and welcomed Karen Freeman back.

Budget and Planning Committee - Committee Chair Michael Crowley

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

Approval of Budgets and Financial Policies

Following presentation and motion by Trustee Crowley, seconded by Judy Gentner, the board unanimously approved the College's 2020-2021 Operating Budget as follows:

RESOLUTION NO. 132-20: 2020/2021 COLLEGE OPERATING BUDGET

WHEREAS, Jefferson Community College anticipates serving 1,211 full-time students as well as enrolling students for 14,498 part-time credit hours and 2,659 summer credit hours during the 2020-2021 academic year. Base State Aid FTE at 2,210.1.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approve a Jefferson Community College 2020-2021 Operating Budget in the amount of \$25,048,395 with the contribution of the sponsor at \$5,262,179 and the State share of \$6,686,381.

Following presentation and motion by Trustee Crowley, seconded by Eugene Renzi, the board unanimously approved the College's 2020-2021 Tuition and Fee Schedule as follows:

RESOLUTION NO. 133-20: 2020/2021 TUITION AND FEE SCHEDULE

WHEREAS, the Jefferson Community College Board of Trustees hereby adopts the following Tuition and Fee Schedule for the 2020-2021 academic year:

TUITION:

New York State Residents who are residents of the sponsorship area or non-residents of the sponsorship area who present a Certificate of Residence:

Full-Time	\$5,016 per academic year
Part-Time	\$ 209 per credit hour

New York State residents who are not residents of the sponsorship area and do not present a Certificate of Residence:

Full-Time	\$9,936 per academic year
Part-Time	\$ 414 per credit hour

Non-New York State Residents:

Full-Time	\$9,936 per academic year
Part-Time	\$ 414 per credit hour

STUDENT SERVICE FEES:

Fees deducted from operating costs as offsetting revenue:

Non-Credit Course Fee	variable (\$10-\$250)
Document/Check Replacement Fee	\$ 5 per copy
Transcript Fee	\$ 8 per copy
Health Transcript Fee	\$ 5 per occurrence
Facsimile Fee (Official Documents)	\$ 5 per occurrence

Processing Fee, Directed Study	\$ 5 per course
Credit by Examination Fee	\$ 15 per credit hour
College-Level Examination Program	\$ 20 per exam
Returned Check Fee	\$ 20 per check
Parking Fines	variable (\$10-\$100)
Technology Fee	\$ 13 per credit hour
Computer Lab Fee (Community Members)	\$ 40 per semester
Course Lab/Materials Fee	variable (\$5-\$50)
Military Credit Inventory	
Application/Evaluation Fee	\$ 200
Credit Inventory Update Fee	\$ 50
Official Transcript Fee	\$ 8
Nursing Program Fee	\$ 250 per semester
Nursing ATI Materials Fee	\$ 400 per semester
Fire Protection (FPT 105) Course Fee (Certification)	\$ 150
Fire Protection (FPT 205) Course Fee (Certification)	\$ 50

FEES CHARGED TO STUDENTS BY SEPARATE ASSOCIATIONS:

(i.e. Faculty-Student Association or by self-sustaining operations)

*Comprehensive Student Fee	\$ 15 per credit hour
Comprehensive Student Fee – (Summer/Winter)	\$ 4 per credit hour
Diploma Fee (replacement)	\$ 30
Identification Card Fee (replacement)	\$ 25
Alumni Fee (optional)	\$ 10 per semester

*Not applicable for extension site courses; (fees included: student resource, health service, commencement, new student services, and identification card)

Following presentation and motion by Trustee Crowley, seconded by Pam Beyor-Murtha, the board unanimously approved the Student Association Operating Budget as follows:

**RESOLUTION NO. 134-20: APPROVAL 2020-2021 OPERATING BUDGET
STUDENT ASSOCIATION, STUDENT GOVERNMENT, ATHLETIC
BOARD OF CONTROL AND CAMPUS ACTIVITIES BOARD**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached 2020-2021 operating budget for the Student Association Administration, Student Government, Athletic Board of Control and Campus Activities Board.

Following presentation and motion by Trustee Crowley, seconded by Judy Gentner, the board unanimously approved the New Student Services Operating Budget as follows:

**RESOLUTION NO. 135-20: APPROVAL 2020-2021 OPERATING BUDGET
NEW STUDENT SERVICES**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the attached 2020-2021 operating budget for New Student Services.

Financial Statements

VP Dan Dupee reviewed the May 2020 financial statements (attached). Revenues and expenses are tracking as expected. There were no questions.

Upon a motion made by Committee Chair Michael Crowley, seconded by Beth Fipps, the May 2020 financial reports were accepted unanimously.

Academic and Educational Services Committee – Committee Chair Terry Fralick

No report.

Personnel Committee – Chair Judy Gentner

Trustee Gentner referred to minutes of the last Personnel Committee meeting. There were no questions.

Facilities Committee – Chair Pamela Beyor-Murtha

No report.

Other Business

President Ty Stone presented contracts for ratification in Resolution 136-20. Upon motion by Pam Beyor-Murtha, seconded by Eugene Renzi, the resolution ratifying all contracts was passed unanimously.

RESOLUTION NO. 136-20: RATIFICATION OF CONTRACTS

**Registry for College and University Presidents
SUNY Research Foundation**

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:

Registry for College and University Presidents
(Placement Services Contract – Interim VP of Academic Affairs)

SUNY Research Foundation
(Small Business Development Center Grant Funding Agreement)

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

President Stone read aloud a resolution recognizing retiring Vice President for Academic Affairs, Tom Finch, for his service to Jefferson. Chair Hunter also expressed appreciation to VP Finch on behalf of the Board. Upon motion by Beth Fipps, seconded by Judy Gentner, Resolution 137-20 was passed unanimously by the Board.

**RESOLUTION NO. 137-20: RECOGNITION OF SERVICE
THOMAS J. FINCH**

WHEREAS, Thomas J. Finch has served Jefferson Community College since 2011 as Vice President of Academic Affairs until his retirement in August 2020; and

WHEREAS, Thomas Finch has provided strong leadership to the campus community in the areas of accreditation, assessment, retention, program development, strategic planning, and academic response to the COVID-19 pandemic; and

WHEREAS, under his academic leadership and steadfast commitment to academic rigor and assessment, Jefferson Community College was successful in earning reaccreditation from the Middle States Commission on Higher Education; and

WHEREAS, during his tenure Thomas Finch was instrumental in the College's acceptance to SUNY's second cohort of Guided Pathways institutions, bringing the Collaborative Learning Center to fruition, development of the Center for Professional Excellence on campus, and implementing the College's diversity plan; and

WHEREAS, on campus and in the community Thomas Finch has promoted and advanced the mission of Jefferson Community College through leadership roles on strategic planning and guided pathways committees, service as a Middle States evaluator, member of SUNY Association of Chief Academic Officers, trustee of Herring College Memorial Educational Trust, and member of Kiwanis; and support of the Jefferson Foundation.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees extends appreciation to Thomas J. Finch for his dedicated service, leadership and commitment to this College and wishes him well in all future endeavors.

Executive Session

On motion made by Judy Gentner, seconded by David Males, the Board adjourned to Executive Session at 4:52 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 6:10 p.m.

Schedule of Upcoming Meetings and Events

- Personnel Committee Meeting – July 15, 2020, Wednesday, at 4:00 p.m.
- Budget and Planning Committee Meeting – September 2, 2020, Wednesday at 3:00 p.m.
- Board of Trustees Meeting – September 2, 2020, Wednesday at 4:00 p.m.

Trustees will be polled regarding an August retreat.

Adjournment - On a motion made by Beth Fipps, seconded by Pam Beyor-Murtha, the meeting was adjourned at 6:12 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board