



**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES
May 1, 2019
Meeting Minutes**

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

Absent: Lisa Weber

Administrative Staff:

Ty Stone, President
Dan Dupee, VP - Administration & Finance
Tom Finch, VP - Academic Affairs
Corey Campbell, VP – Student Affairs
Kerry Young - Executive Director for Finance & Human Resources

Guests:

James Ambrose, Dean for Enrollment
Sarah Baldwin, Jefferson County Deputy County Administrator
Linda Dittrich, AVP – Science, Math, et al
Jerilyn Fairman, AVP – Liberal Arts
Karen Freeman, Senior Director of Government Affairs & Public Relations
Terrence Harris, Associate VP of Workforce Development and Business
John Penrose, Professor
Kim Sell, Senate President, Associate Professor of Physical Education
Megan Stadler – Dir. of Grants, Planning, Research, & Institutional Effectiveness

Call to Order

The regular monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:02 p.m., on Wednesday, May 1, 2019, in the Board Room, 6-220, of the Jules Center, Jefferson Community College, Watertown, New York, by Board Chair Nathan Hunter.

Approval of Minutes –

On a motion made by Pamela Beyor-Murtha, seconded by Michael Crowley, the minutes of the April 3, 2019 meeting were approved.

Privilege of the Floor

Chair Hunter requested that guests introduce themselves. He then offered privilege of the floor.

Professor John Penrose read a statement expressing his appreciation for the Trustees and the College as he prepares to retire.

Updates

- **JCC Foundation** – Elizabeth Fipps presented the following Foundation report:
 - Dedication of the Rickey F. Murtha Nursing Lab Classroom – May 1st at 6:00 p.m.
 - “At Home with Dr. Stone” was hosted by JCC Foundation directors Stuart Schmitt and Aaron Naklick
 - JCC Foundation consultant, Maya Gasuk from WestWind Consulting, was on campus April 23 and 24 to begin her evaluation of the Foundation. We expect to receive her report by June 10.
 - During their April meeting the Foundation Board Executive Committee agreed to advance the resolution supporting the Turf Fields to the full Foundation board.
 - *Clambake and Cocktails* event will be Friday, Aug 16th at the Antique Boat Museum.

- **Student Trustee** – Student Trustee Michael Lennox reported on the following:
Student Government Events:
 - On 4/26 - Semi-Formal Dance in the Res Halls, which was quite successful
 - On 4/29 - Club Luncheon for the club officers in appreciation for all they have done this year
 - On 5/1 - Casino Night event in the Res Halls from 5:00-8:00 p.m. Student Government Elections
 - Elections are underway and there are two positions to be filled - President and Trustee
 - A search will be held in the Fall 2019 semester for the Secretary, Marketing Manager, and Treasurer positions

- **Senate President** – Kim Sell, Senate President, reported the following:
The seventh Senate meeting of the 2018-19 academic year and the third of the Spring 2019 semester was held on Tuesday, April 9, 2019. Attached are the approved meeting minutes of the 4/9/2019 meeting. Some of the highlights of the April meeting included:

- President Stone announced the funding floor model for community colleges for the budget year at the State level. Committee reports began with the open positions for the Senate Slate. All positions have one nominee and self-nominations will continue to be taken, as given. Any voting will take place prior to the end of April and the resulting Slate will be presented in May.
- The FCCC representative reviewed the recent Plenary with five main areas of discussion.
- The Campus Life committee came forward with a proposal for an update to the campus smoking policy. The committee will be reviewing the wording for more clarity in the fall.
- All other committees were announcements.
- The one presentation was for the Strategic Plan by Kevin David of CampusWorks.
- Updates and Announcements followed to the adjournment of the meeting.

The next Senate meeting is scheduled for Tuesday, May 7, 2019.

President's Report - Dr. Ty Stone reported the following -

Updates:

- Reorganization of Enrollment Services and Advising - We have recently shifted the organization of the Enrollment Services area, and have named James Ambrose the Dean of Enrollment Services.
- Lewis County Education Center - A Recognition Ceremony will be held on Friday, May 10th to celebrate the accomplishments of 29 students who have completed Jefferson's National Center for Construction Education and Research (NCCER) Training Program. This program has truly changed the lives of those completing the program. Additional programming is being planned for the coming semester.
- Budget – We are currently working on finalizing the 2019-2020 budget and writing the Budget message, which will be submitted to the County by May 15, 2019.
- Events/Planning
 - Murtha Nursing Lab Dedication – May 1 at 6:00 p.m. / Nursing Lounge
 - Recognition Celebration - Friday, May 3 at 3:30 p.m. / Sturtz Theater
 - Athletic Awards Banquet - Wed., May 8 at 5:30 p.m. / Sturtz Theater
 - NCCER Training Program Recognition Ceremony - Friday, May 10 / Lewis County Education Center
 - Nurse Pinning - Thursday, May 16 at 6:00 p.m. / Sturtz Theater
 - 55th Spring Commencement - Friday, May 17 at 7:00 p.m. / McVean Gymnasium

Campus/Community Engagement:

- Presented at the FDRLO Annual Meeting, Lewis County
- Ty Talks – Vice Chair Gentner and 18 students participated
- Hosted 5 new employees at Jefferson's Table
- Hosted 20 guests for "At Home with Dr. Stone" event
- Participated in a discussion regarding current issues faced in the community
- Attended AACCC and coordinated the President's Roundtable reception
- Provided welcome remarks for Association of the Blind conference

- Participated in Polar Plunge benefit for Special Olympics

Facilities Committee - Committee Chair Pamela Beyor-Murtha presented the following:

There are two major areas of the 2020 Master Plan to complete. The Committee discussed funding options for each.

- Turf Field –The College has discussed the need for the Turf Field to better attract and support Student Athletes for field sports, to enhance campus life for students in the Residential Halls and to provide training opportunities for students in the Sports Management Program.
- Field House – the college will continue discussing this as a future project.

GIGP Grant Update – 2 Additional resolutions required by the funder will be presented later in the meeting.

Budget and Planning Committee

Committee Chair Crowley reported that the committee discussed and is recommending that the Board approve the following budget amendments in Resolutions 134-19 through 137-19:

RESOLUTION NO.: 134-19 2018-2019 BUDGET TRANSFERS SUNY IMPACT FOUNDATION – VETERANS SERVICES GRANT

WHEREAS, funds have been received from the State University of New York (SUNY) Impact Foundation from the *U.S. Ambassador Trustee Carl Spielvogel Fund for Veterans* (2 year grant in the amount of \$70,400) to allow the College to jointly participate with SUNY Potsdam, SUNY Oswego, and SUNY Canton in collaborative, academic support initiatives to support the needs of our veteran and military student population;

WHEREAS, expenditures for the grant must be reallocated to support actual grant expenditures and the funds need to be adjusted to reflect the same within the 2018/2019 Veterans Service Budget;

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

INCREASE EXPENDITURE:

SUNY Impact Veterans Grant –Prof PT	2633-3011-6102	\$ 20,000.00
SUNY Impact Veterans Grant –Prof Svc Fees	2633-3011-7241	<u>40,800.00</u>
Total Expenditure Increase		\$ 60,800.00

DECREASE EXPENDITURE:

SUNY Impact Veterans Grant – Student Tutors	2633-3011-6142	\$ 44,000.00
SUNY Impact Veterans Grant – Instr Supplies	2633-3011-7108	7,200.00
SUNY Impact Veterans Grant –Travel	2633-3011-7250	<u>\$ 9,600.00</u>

Total Expenditure Decrease \$ 60,800.00

On a motion by Michel Crowley and seconded by Pam Beyor-Murtha, the Board unanimously approved the Resolution 134-19.

RESOLUTION NO.: 135-19 2018-2019 BUDGET AMENDMENT PERFORMANCE IMPROVEMENT FUND (PIF) SUNY START NOW PROGRAM/PROJECT #223 GRANT - INCREASE

WHEREAS, funds have been received from the State University of New York (SUNY) to strengthen support efforts to increase the number of students within the already established Start Now program between Jefferson and partner institutions;

WHEREAS, the College received an increase in year two funding for the 2018/19 fiscal year. This is a 2-year grant (1/1/18 – 12/31/19) in the amount of \$40,000;

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

INCREASE REVENUE:

(PIF) Start Now Program –State Grants	2626-3011-5420	<u>\$ 20,000.00</u>
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Total Revenue Increase \$ 20,000.00

INCREASE EXPENDITURE:

(PIF) Start Now Program – Prof P/T	2626-3011-6102	\$ 16,956.00
(PIF) Start Now Program – ERS	2626-3011-6201	1,577.00
(PIF) Start Now Program – Social Security	2626-3011-6204	1,297.00
(PIF) Start Now Program –Workers Comp	2626-3011-6205	<u>\$ 170.00</u>

Total Expenditure Increase \$ 20,000.00

On a motion by Michel Crowley and seconded by Michael Lennox, the Board unanimously approved the Resolution 135-19.

RESOLUTION NO.: 136-19 AUTHORIZATION FOR REPRESENTATIVE TO EXECUTE GRANT AGREEMENT

WHEREAS, the College has been awarded funding from the State of New York Environmental Facilities Corporation, in the amount of \$880,000, through the Green Innovation Grant Program.

THEREFORE, BE IT RESOLVED, that the President is authorized to execute a Grant Agreement with the NYS Environmental Facilities Corporation and any and all other contracts,

documents, and instruments necessary to bring about the project and to fulfill the Jefferson Community College obligations under the Grant Agreement.

On a motion by Michel Crowley and seconded by Beth Fipps, the Board unanimously approved the Resolution 136-19.

RESOLUTION NO.: 137-19 AUTHORIZATION AND APPROPRIATION OF LOCAL MATCH

WHEREAS, the College has been awarded funding from the State of New York Environmental Facilities Corporation, in the amount of \$880,000, through the Green Innovation Grant Program.

THEREFORE, BE IT RESOLVED, that Jefferson Community College authorizes and appropriates a minimum 10% local match as required by the Green Innovation Grant Program for the Jefferson Community College Campus Green Revitalization Project which incorporates green infrastructure for re-construction of roadways, sidewalks, curbing, traffic control measures, parking areas, storm water management facilities, utility piping, and mass transit accommodations and landscaping. Under the GIGP program, this local match must be at least 10% of the GIGP eligible project costs of \$978,000. The source of the local match, and any amount in excess of the required match, shall be from the colleges capital chargeback reserve account. The maximum local match shall not exceed \$497,000 based upon a total estimated maximum project cost of \$1,377,000. The President may increase this local match through the use of in-kind services without further approval from the Jefferson Community College.

On a motion by Michel Crowley and seconded by Beth Fipps, the Board unanimously approved the Resolution 137-19.

Chair Crowley reviewed the financial statements for the month ending March 31, 2019. On motion made by Chair Crowley, seconded by Judy Gentner, the financial statements for March 2019 were unanimously accepted. (See attached Financial Statements)

Academic & Educational Services - No May 2019 Meeting

Other Business

President Stone presented contracts for ratification. On motion made by Pam Beyor-Murtha, seconded by Michael Lennox, with one abstention by Beth Fipps, in reference to the contact with Samaritan Medical Center, the Board unanimously ratified the following contracts:

RESOLUTION NO.: 138 -19 RATIFICATION OF CONTRACTS

**A Women's Perspective
AiM Enterprise License Agreement
Ellician
Saint Lawrence Hospital System – Canton-Potsdam Hospital**

**Saint Lawrence Psychiatric Center
Samaritan Medical Center**

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:

A Women's Perspective
(Agreement for Clinical Resources)

AiM Enterprise License Agreement
(Facilities Management Application Agreement)

Ellician
(Helpdesk Services)

Saint Lawrence Hospital System – Canton-Potsdam Hospital
(Internship Education Agreement)

Saint Lawrence Psychiatric Center
(Agreement for Clinical Resources)

Samaritan Medical Center
(Agreement for Clinical Resources)

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

Executive Session

On a motion made by Judy Gentner, seconded by Pam Beyor-Murtha, the Board adjourned to Executive Session at 4:50 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law to discuss a matter with respect to a particular person or persons.

Reconvention

The Board reconvened in open session at 5:40 p.m.

Personnel Committee

Presidential Evaluation Policies and Forms - Discussion was held on the Presidential Evaluation Forms being considered for adoption by the College.

Schedule of Upcoming Meetings

Facilities Committee Meeting – TBD

Academic & Educational Services Committee – May 22, 2019
Personnel Committee- TBD
Budget and Planning Committee – June 5, 2019
Full Board Meeting – June 5, 2019

Adjournment

On a motion made by Michael Crowley, seconded by Terry Fralick, the meeting was adjourned at 5:50 p.m.

Respectfully submitted:

Edie A. Roggie