



## JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

### MEETING MINUTES May 5, 2021

The May 2021 meeting of the Jefferson Community College Board of Trustees was held on Wednesday, May 5, 2021 via Zoom.

#### **Attendance:**

##### Trustees Present:

Nathan Hunter, Chair  
Pamela Beyor-Murtha  
Michael Crowley  
Damon Draught  
Elizabeth Fipps  
Judy Gentner, Vice Chair  
Cindy Intschert

##### Administrative Staff:

Ty Stone – President  
Corey Campbell – Vice President for Student Engagement & Retention  
Dan Dupee – Executive 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 4:02 p.m.

#### **Introductions of Guests**

James Ambrose – Dean of Enrollment Services  
Jack Donato – Associate Professor and President of the Faculty Association of JCC  
Jeri Fairman - Associate Vice President, Liberal Arts Division  
Ben Foster - Executive Director, Foundation  
Josh Hammond – Associate Professor of Math and Senate President  
Abel Larkin – Vice President of Faculty Association of JCC  
Gillian Maitland - Marketing and Communications Director  
Brenda Osorio – Student  
Dioseline Osorio – Secretary, Student Government Association  
Kerry Young – Associate Vice President for Human Resources

**Approval of Minutes** – On a motion made by Judy Gentner, seconded by Beth Fipps, the minutes of the April 14, 2021 meeting were approved unanimously.

**Privilege of the Floor** – None.

## **JCC Foundation Update**

Trustee Beth Fipps – No report.

## **Senate President Update**

Senate met on May 4 and Senate President Josh Hammond provided a written report to Trustees that summarized the meeting. Highlights include election results for 2021-2022; a review of the Accounting program by the Curriculum Committee; three resolutions brought forward for endorsement by the Faculty Council of Community Colleges; and a presentation by the Guided Pathways subcommittee on communications. There were no questions.

## **Student Trustee Update**

Dioseline Osorio, secretary for Student Government Association (SGA) provided the following update:

- SGA Events: SGA Marketing Manager, Shawn Fountain, participated as one of the panelists in the public mental health forum “Mental Well-Being and Coping”.
- Campus Activities Board (CAB) sponsored a Boat Cruise with 21 attendees in May and is providing 310 gift bags to graduates at the outdoor graduation ceremony.
- Student Activities & Inclusion
  - 64 students accepted membership in the Phi Theta Kappa Honor Society this spring.
  - 35 students accepted membership into the National Society of Leadership and Success.
  - Non-traditional student and PTK member, Laura Guldin, is leading a donation drive for children in foster care. This initiative will serve as Laura’s capstone project in the Honors Program.

Questions pertained to National Society for Leadership & Success membership criteria and activities.

## **President’s Report**

Dr. Stone yielded her time to Karen Freeman, Special Assistant to the President, who provided Trustees with an overview of commencement plans.

- There are 142 December 2020 graduates and 270 anticipated graduates in May 2021 and August 2021. Approximately 40% of graduates are military-related and close to 80% are from the College’s service area. Half of graduates are aged 25 or older.
- The College is planning a full virtual ceremony for Friday, May 21 at 7pm. The student speaker is December 2020 graduate Logan Laisdell and the keynote speaker is distinguished alum Nathaniel Chapin ‘03, a software engineer with Google. The names of each graduate who has applied by May 10 will be read aloud during this ceremony.
- With the community opening up, yet many SUNY and NYS COVID safety guidelines still preventing a traditional ceremony, the committee and Dr. Stone wanted to be sure to give graduates an in-person experience. After evaluating several options, the Commencement Planning Committee has planned a drive-through diploma ceremony called DiplomaPalooza!. Graduates will receive their diploma cover and take a photo with Dr. Stone, take an individual photo, and receive a gift bag from the Campus Activities Board and Alumni Association. So far, nearly 60 graduates have registered to attend.

There was discussion and some questions about ceremony details. Chair Hunter noted the Board’s appreciation to the Commencement Planning Committee for their work to plan this event.

## **Budget and Planning Committee** - Committee Chair Michael Crowley

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

Following presentation and on motion by Mike Crowley, seconded by Pam Beyor-Murtha, the Board unanimously approved the following budget amendment acknowledging funding for a new home day care training program:

**RESOLUTION NO.: 127-21                      2020-2021 BUDGET AMENDMENT  
REGULATED HOME DAY CARE TRAINING BOOTCAMP  
(LCIDA) GRANT**

**WHEREAS**, funds have been received from the Lewis County Industrial Development Agency (LCIDA) to fund a regulated home day care training program;

**WHEREAS**, the initiative will support and offer recruitment and orientation events, trainings and scholarships to participants interested in becoming a regulated home day care provider;

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

**INCREASE REVENUE:**

Reg Home Day Care (LCIDA) – Local Grants	2837-3011-5430	<u>\$ 28,060.00</u>
<b>Total Revenue Increase</b>		<b>\$28,060.00</b>

**INCREASE EXPENDITURE:**

Reg Home Day Care (LCIDA) – Prof Adjuncts	2837-3011-6103	\$ 6,080.00
Reg Home Day Care (LCIDA) – Social Security	2837-3011-6204	550.00
Reg Home Day Care (LCIDA) – Workers Comp	2837-3011-6205	50.00
Reg Home Day Care (LCIDA) – Instr Supplies	2837-3011-7108	1,311.00
Reg Home Day Care (LCIDA) – Advertising	2837-3011-7203	500.00
Reg Home Day Care (LCIDA) – Indirect Costs	2837-3011-7231	8,000.00
Reg Home Day Care (LCIDA) – Prof Svc Fees	2837-3011-7241	2,043.00
Reg Home Day Care (LCIDA) – Workshops/Sem	2837-3011-7253	720.00
Reg Home Day Care (LCIDA) – Scholarships	2837-3011-7512	<u>\$ 8,806.00</u>
<b>Total Expenditure Increase</b>		<b>\$28,060.00</b>

Trustee Crowley reported that at the committee meeting, Craig Stevens and Tim Hammond from The Bonadio Group presented the College’s single audit of Federal funding which includes grants, student aid and COVID-related stimulus funding. The audit received a clean, unmodified opinion. Trustee Crowley noted his appreciation to the College for the excellent audit.

Following presentation and motion by Trustee Crowley, seconded by Judy Gentner, the Board unanimously approved the College’s single audit of Federal funding as attached in Resolution 128-21.

**RESOLUTION NO. 128-21:                      ACCEPTANCE OF COLLEGE SINGLE AUDIT**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby accepts the attached single audit report of Federal award expenditures by Jefferson Community College for the year ending August 31, 2020 as prepared by The Bonadio Group.

## Financial Statements

Before reviewing March 2021 financials, EVP Dupee expressed his appreciation to Enrollment Services and the accounting department for their outstanding work on the single audit.

Dr. Dupee reported revenue was down about \$1.8M as compared to last year at the end of March. This is primarily due to fewer students and lower tuition and chargeback revenue. Expenses are also down, about \$2.4M, as compared to last year. The largest reduction in expenses is about \$1.3M in personnel services. The gap will become smaller as the College begins filling some vacant positions, putting new technology in place and spending stimulus funding to move new initiatives forward. EVP Dupee reviewed the Balance Sheet and Cash Investments, noting the state aid payment and low interest rates. There were no questions.

Upon a motion made by Mike Crowley, seconded by Judy Gentner, the March 2021 financial reports were accepted unanimously.

## Academic and Educational Services Committee Committee Chair Terry Fralick

No report.

## Facilities Committee – Committee Chair Pamela Beyor-Murtha

No report.

## Personnel Committee – Committee Chair Judy Gentner

No report.

## Other Business

President Stone presented a new policy on campus surveys in Resolution 129-21. There was some discussion about the types of surveys, internal and external, that fall under this new policy and survey technologies. Upon motion by Beth Fipps, seconded by Mike Crowley, the new campus survey policy was approved unanimously as follows:

### **RESOLUTION NO. 129-21:        CAMPUS SURVEY POLICY**

**WHEREAS**, Jefferson Community College recognizes that survey research is an important and necessary process utilized for planning and evaluation; and

**WHEREAS**, this policy is designed to standardize the coordination and management of surveys on campus to ultimately reduce duplication of data collection efforts, to minimize survey fatigue of students and faculty, and to improve and maintain data collection efforts by the College;

**NOW, THEREFORE, BE IT RESOLVED** that the Jefferson Community College Board of Trustees hereby adopts the Campus Survey Policy as attached.

President Stone presented contracts for ratification in Resolution 130-21. Upon motion by Pam Beyor-Murtha, seconded by Cindy Intschert, the resolution ratifying all contracts was passed unanimously.

**RESOLUTION NO. 130-21:            RATIFICATION OF CONTRACTS**  
**Board of Cooperative Educational Services (BOCES)**  
**Children’s Home of Jefferson County**  
**Credo Community Center**  
**QuickLaunch LLC**  
**Transitional Living Services**  
**Watertown City School District**

**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:

**Board of Cooperative Educational Services (BOCES)**  
*(legal services agreement)*

**Children’s Home of Jefferson County**  
*(education and training contract, non-profit micro-credential)*

**Credo Community Center**  
*(clinical agreement, nursing program)*

**QuickLaunch LLC**  
*(SSO contract and license agreement, institutional technology)*

**Transitional Living Services**  
*(clinical agreement, nursing program)*

**Watertown City School District**  
*(clinical agreement, nursing program)*

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

**Executive Session**

On motion made by Judy Gentner, seconded by Cindy Intschert, the Board adjourned to Executive Session at 4:41 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

**Reconvention**

The Board reconvened in open session at 4:57 p.m.

**Schedule of Upcoming Meetings and Events**

College Recognition Celebration – May 7, 2021, Friday at 3:30 p.m.  
Academic & Educational Services Committee Meeting - May 19, 2021, Wednesday at 3:00 p.m.

Personnel Committee Meeting – May 19, 2021, Wednesday at 4:00 p.m.  
Virtual Commencement Ceremony – May 21, 2021, Friday at 7:00 p.m.  
DiplomaPalooza! Commencement Event – May 22, 2021, Saturday at 11:00.am and 1:30 p.m.  
Budget and Planning Committee Meeting – June 9, 2021, Wednesday at 3:00 p.m.  
Board of Trustees Meeting – June 9, 2021, Wednesday at 4:00 p.m.

**Adjournment** - On a motion made by Beth Fipps, seconded by Cindy Intschert, the meeting adjourned at 4:59 p.m.

Respectfully submitted,

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Karen J. Freeman  
Secretary to the Board of Trustees