



## JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

### MEETING MINUTES November 4, 2020

The November 2020 meeting of the Jefferson Community College Board of Trustees was held on Wednesday, November 4, 2020 via Zoom.

#### **Attendance:**

##### Trustees Present:

Nathan Hunter, Chair  
Pamela Beyor-Murtha  
Michael Crowley  
Elizabeth Fipps  
Judy Gentner, Vice Chair  
David Males  
Kelvin Reyes

##### 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 4:03 p.m.

#### **Introductions of Guests**

Sarah Baldwin, Deputy County Administrator, Jefferson County  
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  
Mallory Jackson – Instructor Human Services  
Gillian Maitland - Marketing and Communications Director  
Megan Stadler – Associate Vice President for Strategic Initiatives  
Gabrielle Thompson, Director of Opportunity programs  
Kerry Young – Associate Vice President for Human Resources

**Approval of Minutes** – On a motion made by Michael Crowley, seconded by Judy Gentner, the minutes of the October 7, 2020 meeting were approved unanimously.

**Privilege of the Floor** – None.

## **JCC Foundation Update**

Ben Foster, Executive Director of the Foundation, reported the following:

- September 2020 Solicitation, signed by Foundation Board President Peter Walton, has garnered \$9,340 donations to date.
- November 2020 Solicitation, signed by Board Chair Nathan Hunter, is scheduled to mail soon.
- Corporate Partnership Solicitation was mailed October 19, 2020 with a goal of expanding the program.
- Jefferson-Can Scholarship Memorandum of Understanding with Northern New York Community Foundation and Stephen Can extends the program for 3 years.
- A virtual town Hall with Dr. Stone for donors and alumni is being planned for November.

## **Senate President Update**

No report. College Senate meets next on November 10, 2020.

## **Student Trustee Update**

Trustee Kelvin Reyes reported the following Student Government Association (SGA) activities:

- Selected Abigail Bryant as SGA advisor.
- Held two executive board meetings and discussed various topics and potential events.
- Held first Assembly meeting in October with five active clubs currently and one other forming.
- Searching for candidates for the positions of marketing manager, treasurer and secretary.

## **President's Report**

Dr. Stone reported the following campus updates:

- The College has developed a fall departure plan for students and is developing a spring reopening plan; both plans are for submission to SUNY.
- More than 650 COVID tests have been conducted for students and the College is beginning a voluntary employee testing program on November 9.
- A new athletics logo and first-ever College mascot were unveiled to campus and community.
- Spring semester registration has begun; basketball is likely to be cancelled but other sports with less physical contact may happen.
- Per SUNY guidance, face-to-face in-person classes must be held remotely until February 1, however the semester will still begin on January 25<sup>th</sup>; additional changes will be made relative to February recess and Spring Break to redistribute those days over a longer period of time.
- The annual Employee Profile from Human Resources and the Student Loan Default Rate memo were provided to the Board for informational purposes. There were no questions.

Staff members Gabrielle Thompson and Mallory Jackson provided an overview of the College's Food Pantry and recent activities. The Food Pantry at Jefferson works to address food insecurity which is a significant barrier for students trying to complete a college degree. Recently, the Pantry has expanded to serve the broader community during the coronavirus pandemic. The Food Pantry now operates as a 501(c)3 organization which allows it to purchase food at a lower cost and recently became an affiliated member of the Food Bank of Central New York. In addition, the Food Pantry now serves as an internship site for a student majoring in social work/human services. The Food Pantry is supported by faculty, staff and student volunteers. Since March, the Food Pantry has served nearly 150 students and their families. Over the summer, the Food Pantry hosted and staffed three regional drive-thru food distribution events on campus that served nearly 2000 community households! Gabby and Mallory are currently spearheading a Thanksgiving Basket program with the goal of providing food-filled baskets to 50 students with items donated from faculty and staff.

Chair Hunter thanked Gabby and Mallory for their generous spirit and commitment to serve our students.

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

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

**Financial Policy**

Trustee Crowley presented Resolution 158-20 which updates records retention and disposition schedules in accordance with New York State. Upon motion by Mike Crowley, seconded by Judy Gentner, Resolution 158-20 was approved unanimously.

**RESOLUTION NO. 158-20:           ADOPTION OF RETENTION & DISPOSITION SCHEDULE FOR  
NEW YORK LOCAL GOVERNMENT RECORDS (LGS-1)**

**WHEREAS**, The New York Association of Local Government Records Officers (NYALGRO) revised and consolidated its local government records retention and disposition schedules with a single, comprehensive retention schedule for all types of local governments on August 1, 2020, and the new Retention and Disposition Schedule for New York Local Government Records (LGS-1), will supersede and replace: § CO-2 Retention Schedule for use by Jefferson Community College;

**WHEREAS**, the College must adopt LGS-1 prior to utilizing it, even if we previously adopted and have been using the CO-2, and the governing board of the College will have a five-month period between August 1, 2020 when LGS-1 is issued and January 1, 2021 when the current CO-2 schedule expires, to adopt the Schedule by resolution, and College records may not be legally destroyed after the end of 2020 unless the LGS-1 is formally adopted.

**NOW, THEREFORE BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein;

**AND, BE IT FURTHER RESOLVED**, that in accordance with Article 57-A:

- (a) Only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein, and
- (b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

**Budget Transfers**

Trustee Crowley presented Resolution 159-20 with FY20 year-end budget adjustments. Upon motion by Mike Crowley, seconded by Beth Fipps, Resolution 159-20 was approved unanimously.

**RESOLUTION NO. 159-20:           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.

Budget Amendments

Trustee Crowley presented several resolutions, 160-20 through 176-20, all of which are budget amendments to roll grants over from one fiscal year to the next. Upon motion by Mike Crowley, seconded by Judy Gentner, Resolutions 160-20, 161-20, 162-20, 163-20, 164-20, 165-20, 166-20, 167-20, 168-20, 169-20, 170-20, 171-20, 172-20, 173-20, 174-20, 175-20 and 176-20 were approved unanimously.

**RESOLUTION NO. 160-20:            2020-2021 BUDGET AMENDMENT  
   COLLEGIATE SCIENCE TECHNOLOGY ENTRY PROGRAM  
   (CSTEP) GRANT – ROLLOVER**

**GRANT PERIOD:                            JULY 1, 2020 – JUNE 30, 2021**

**WHEREAS**, funds have been received from the NYS State Education Department (SED) to create a Collegiate Science Technology Entry Program (CSTEP) at Jefferson Community College;

**WHEREAS**, the College received funding for the 2019/20 fiscal year that must be carried over to the 2020/21 fiscal year;

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

**INCREASE REVENUE:**

CSTEP Grant –State Grants	2619-3011-5420	<u>\$186,828.87</u>
	<b>Total Revenue Increase</b>	<b>\$186,828.87</b>

**INCREASE EXPENDITURE:**

CSTEP Grant –Prof F/T	2619-3011-6101	\$ 52,307.54
CSTEP Grant –Prof P/T	2619-3011-6102	\$ 47,225.00
CSTEP Grant –State TRS	2619-3011-6202	4,992.65
CSTEP Grant –Social Security	2619-3011-6204	4,752.26
CSTEP Grant –Workers Comp	2619-3011-6205	995.30
CSTEP Grant –Life Insurance	2619-3011-6206	35.00
CSTEP Grant –Disability Insurance	2619-3011-6208	79.16
CSTEP Grant –Instructional Supplies	2619-3011-7108	6,509.00
CSTEP Grant –Office Supplies	2619-3011-7109	473.65
CSTEP Grant –Comp Software	2619-3011-7217	500.00
CSTEP Grant –Indirect Cost	2619-3011-7231	11,809.29
CSTEP Grant –Student Recruitment	2619-3011-7247	2,443.02
CSTEP Grant –Travel	2619-3011-7250	18,500.00
CSTEP Grant –Workshops & Seminars	2619-3011-7253	8,800.00
CSTEP Grant –Scholarship Awards	2619-3011-7512	<u>\$ 27,407.00</u>
	<b>Total Expenditure Increase</b>	<b>\$186,828.87</b>

**RESOLUTION NO. 161-20: 2020-2021 BUDGET AMENDMENT  
DANC TECHNOLOGY INITIATIVE GRANT - ROLLOVER**

**GRANT PERIOD: SEPTEMBER 1, 2020 – AUGUST 31, 2021**

**WHEREAS**, the College has received funding from the Development Authority of the North Country (DANC) to acquire educational technology for the Lewis County Education Center and Jefferson Community College;

**WHEREAS**, the College received funding for the 2019/20 fiscal year that must be carried over to the 2020/21 fiscal year;

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

**INCREASE REVENUE:**

DANC Technology Grant – Local Revenue 2832-3011-5430 \$ 19,307.88

**Total Revenue Increase \$ 19,307.88**

**INCREASE EXPENDITURE:**

DANC Technology Grant – Computer Equip 2832-3011-7006 \$ 2,734.93  
DANC Technology Grant – A/V Supplies 2832-3011-7106 489.38  
\$ 3,224.31

**Total Expenditure Increase \$ 3,224.31**

\*\*Please note expenditures are \$16,083.57 less than revenues as \$16,083.57 in expenditures rolled to FY21 as part of the encumbrance roll process. The process only rolls the expense, not the revenue.

**RESOLUTION NO. 162-20: 2020-2021 BUDGET AMENDMENT  
ENGINEERING MENTORING GRANT – ROLLOVER**

**GRANT PERIOD: SEPTEMBER 1, 2020 – AUGUST 31, 2021**

**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 2019/20 fiscal year that must be carried over to the 2020/21 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 \$ 2,272.92

**Total Revenue Increase \$ 2,272.92**

**INCREASE EXPENDITURE:**

Engineering Mentoring Grant – Student Aides	2827-3011-6141	\$ 428.60
Engineering Mentoring Grant – State ERS	2827-3011-6201	40.34
Engineering Mentoring Grant – Social Security	2827-3011-6204	63.96
Engineering Mentoring Grant – Workers Comp	2827-3011-6205	121.05
Engineering Mentoring Grant – Instructional Supplies	2827-3011-7108	827.89
Engineering Mentoring Grant – Staff Development	2827-3011-7246	312.96
Engineering Mentoring Grant – Travel	2827-3011-7250	<u>\$ 478.12</u>
		\$ 2,272.92
<b>Total Expenditure Increase</b>		<b>\$ 2,272.92</b>

**RESOLUTION NO. 163-20: 2020-2021 BUDGET AMENDMENT  
GREEN INNOVATION GRANT PROGRAM (GIGP) GRANT -  
ROLLOVER**

**GRANT PERIOD: MAY 8, 2019 – PROJECT COMPLETION**

**WHEREAS**, the College has received funding from the State of New York Environmental Facilities Corporation (EFC) to fund a project focused on environmental improvements;

**WHEREAS**, the College received funding for the 2019/20 fiscal year that must be carried over to the 2020/21 fiscal year;

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

**INCREASE REVENUE:**

Green Innov (GIGP) Grant –Federal Grants	2639-3011-5420	<u>\$739,482.22</u>
<b>Total Revenue Increase</b>		<b>\$739,482.22</b>

**INCREASE EXPENDITURE:**

Green Innov (GIGP) Grant –Prof Svc Fees	2639-3011-7241	<u>\$739,482.22</u>
<b>Total Expenditure Increase</b>		<b>\$739,482.22</b>

**RESOLUTION NO. 164-20: 2020-2021 BUDGET AMENDMENT  
LIBERTY PARTNERSHIP PROGRAM GRANT - ROLLOVER**

**GRANT PERIOD: SEPTEMBER 1, 2019 – AUGUST 31, 2022**

**WHEREAS**, funds have been received from the New York State Education Department (SED) to implement a 12-month Liberty Partnership Program in conjunction with the Watertown City School District and the Watertown Family YMCA;

**WHEREAS**, the College received funding for the 2019/20 fiscal year that must be carried over to the 2020/21 fiscal year;

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

**INCREASE REVENUE:**

Liberty Partnership Grant –State Grants	2632-3011-5420	<u>\$ 18,192.75</u>
<b>Total Revenue Increase</b>		<b>\$ 18,192.75</b>

**INCREASE EXPENDITURE:**

Liberty Partnership Grant –Prof P/T	2632-3011-6102	\$ 3,638.00
Liberty Partnership Grant –State ERS	2632-3011-6201	844.96
Liberty Partnership Grant –State TRS	2632-3011-6202	74.52
Liberty Partnership Grant –Social Security	2632-3011-6204	135.27
Liberty Partnership Grant –Indirect Cost	2632-3011-7231	1,000.00
Liberty Partnership Grant –Travel	2632-3011-7250	<u>\$ 12,500.00</u>
<b>Total Expenditure Increase</b>		<b>\$ 18,192.75</b>

**RESOLUTION NO. 165-20:            2020-2021 BUDGET AMENDMENT  
NATIONAL ENDOWMENT FOR THE HUMANITIES (NEH)  
DIALOGUES PROGRAM GRANT – ROLLOVER**

**GRANT PERIOD:                    MAY 1, 2018 – DECEMBER 31, 2021**

**WHEREAS**, funds have been received from the National Endowment from the Humanities (NEH) to fund a new 3-credit course at Jefferson for student veterans called *Dialogues of Honor and Sacrifice: Soldiers' Experiences in the Civil War and the Vietnam War*;

**WHEREAS**, the College received funding for the 2019/20 fiscal year that must be carried over to the 2020/21 fiscal year;

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

**INCREASE REVENUE:**

NEH Dialogues Grant –Federal Grants	2586-3011-5410	<u>\$ 9,929.30</u>
<b>Total Revenue Increase</b>		<b>\$ 9,929.30</b>

**INCREASE EXPENDITURE:**

NEH Dialogues Grant – Instr Supplies	2586-3011-7108	\$ 3,365.34
NEH Dialogues Grant –Licensing Fees	2586-3011-7235	950.00
NEH Dialogues Grant –Prof Svc Fees	2586-3011-7241	5,114.29
NEH Dialogues Grant –Workshops/Sem	2586-3011-7253	<u>\$ 499.67</u>
<b>Total Expenditure Increase</b>		<b>\$ 9,929.30</b>

**RESOLUTION NO. 166-20: 2020-2021 BUDGET AMENDMENT  
NBRC AGRICULTURE LAB EQUIPMENT GRANT - ROLLOVER**

**GRANT PERIOD: SEPTEMBER 1, 2019 – SEPTEMBER 30, 2021**

**WHEREAS**, funds have been received from the Northern Border Regional Commission (NBRC) to support workforce training efforts for Jefferson Community College at the Lewis County Education Center;

**WHEREAS**, the College received funding for the 2019/20 fiscal year that must be carried over to the 2020/21 fiscal year;

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

**INCREASE REVENUE:**

NBRC Agriculture Lab Grant –Federal Grants 2588-3011-5410 \$188,149.00

**Total Revenue Increase \$188,149.00**

**INCREASE EXPENDITURE:**

NBRC Agriculture Lab Grant –Instruct Equip 2588-3011-7005 \$188,149.00

**Total Expenditure Increase \$188,149.00**

**RESOLUTION NO. 167-20: 2020-2021 BUDGET AMENDMENT  
NORTH COUNTRY INITIATIVE/DY3 NURSING EDUCATION  
GRANT – ROLLOVER**

**GRANT PERIOD: SEPTEMBER 1, 2020 – AUGUST 31, 2021**

**WHEREAS**, the College has received funding from the North Country Initiative (NCI) Performing Provider System to ensure continued training for the traditional and/or weekend associate level nursing program;

**WHEREAS**, the College received funding for the 2019/20 fiscal year that must be carried over to the 2020/21 fiscal year;

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

**INCREASE REVENUE:**

NCI Nursing Grant – Local Grants & Contracts 2831-3011-5430 \$21,120.00

**Total Revenue Increase \$21,120.00**



**INCREASE EXPENDITURE:**

NCI Nursing Grant – Staff Development                    2831-3011-7246                    \$21,200.00

**Total Expenditure Increase                    \$21,120.00**

**RESOLUTION NO. 168-20:                    2020-2021 BUDGET AMENDMENT  
PERFORMANCE IMPROVEMENT FUND (PIF) SUNY  
SCHENECTADY HEALTHCARE GRANT - ROLLOVER**

**GRANT PERIOD:                    SEPTEMBER 1, 2019 – DECEMBER 31, 2022**

**WHEREAS**, funds have been received from the State University of New York (SUNY) to support marketing activities, including industry roundtables, and curriculum development for pre-apprenticeships;

**WHEREAS**, per a MOU, Schenectady County Community College (SUNY Schenectady) will offer funding to JCC to facilitate apprenticeships in the field of Healthcare as part of a SUNY Performance Improvement Fund (PIF) award;

**WHEREAS**, the College received funding for the 2019/20 fiscal year that must be carried over to the 2020/21 fiscal year;

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

**INCREASE REVENUE:**

(PIF) SUNY Schenectady Apprenticeship – State Grants    2643-3011-5420                    \$ 3,617.90

**Total Revenue Increase                    \$ 3,617.90**

**INCREASE EXPENDITURE:**

(PIF) SUNY Schenectady Apprenticeship – Advertising    2643-3011-7203                    \$ 500.00

(PIF) SUNY Schenectady Apprenticeship – Indirect Cost    2643-3011-7231                    328.90

(PIF) SUNY Schenectady Apprenticeship – Workshops    2643-3011-7253                    \$ 2,789.00

**Total Expenditure Increase                    \$ 3,617.90**

**RESOLUTION NO. 169-20:                    2020-2021 BUDGET AMENDMENT  
SBDC FEDERAL GRANT – ROLLOVER**

**GRANT PERIOD:                    OCTOBER 1, 2019 – SEPTEMBER 30, 2020**

**WHEREAS**, the College receives Federal funding for the Small Business Development (SBDC);

**WHEREAS**, the fiscal year for the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

**INCREASE REVENUE:**

SBDC Fed Grant – Revenue (Federal Rollover)	2530-3011-5410	<u>\$ 105,863.00</u>
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**Total Revenue Increase      \$ 105,863.00**

**INCREASE EXPENDITURE:**

SBDC Fed Grant (Federal Rollover) – Prof F/T	2530-3011-6101	32,197.46
SBDC Fed Grant (Federal Rollover) – Social Security	2530-3011-6204	450.61
SBDC Fed Grant (Federal Rollover) – Printing	2530-3011-7104	536.27
SBDC Fed Grant (Federal Rollover) – Subscriptions	2530-3011-7105	2,262.00
SBDC Fed Grant (Federal Rollover) – Comp Supplies	2530-3011-7107	5,470.20
SBDC Fed Grant (Federal Rollover) – Instr Supplies	2530-3011-7108	626.00
SBDC Fed Grant (Federal Rollover) – Office Supplies	2530-3011-7109	1,328.18
SBDC Fed Grant (Federal Rollover) – Advertising	2530-3011-7203	1,380.10
SBDC Fed Grant (Federal Rollover) – Empl Bens	2530-3011-7221	4,550.23
SBDC Fed Grant (Federal Rollover) – Indirect Cost	2530-3011-7231	17,403.92
SBDC Fed Grant (Federal Rollover) – Maint Contract	2530-3011-7236	460.65
SBDC Fed Grant (Federal Rollover) – Member Fees	2530-3011-7238	1,038.00
SBDC Fed Grant (Federal Rollover) – Other Fees	2530-3011-7239	2,625.34
SBDC Fed Grant (Federal Rollover) – Prof Svc Fees	2530-3011-7241	17,171.62
SBDC Fed Grant (Federal Rollover) – Travel	2530-3011-7250	<u>18,362.42</u>

\$ 105,863.00

**Total Expenditure Increase      \$ 105,863.00**

**RESOLUTION NO. 170-20:      2020-2021 BUDGET AMENDMENT  
SBDC NON-MATCHING GRANT – ROLLOVER**

**GRANT PERIOD:                      OCTOBER 1, 2019 – SEPTEMBER 30, 2020**

**WHEREAS**, the College receives Local funding for the Small Business Development Center (SBDC);

**WHEREAS**, the fiscal year for the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

**INCREASE REVENUE:**

SBDC Local Grant – Revenue (Non Matching)	2805-3011-5430	<u>\$ 5,898.65</u>
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**Total Revenue Increase      \$ 5,898.65**

**INCREASE EXPENDITURE:**

SBDC Local Grant (Non Matching) - Office Supplies	2805-3011-7109	\$ 70.50
SBDC Local Grant (Non Matching) - Oper Supplies	2805-3011-7110	160.00
SBDC Local Grant (Non Matching) - Advertising	2805-3011-7203	203.75
SBDC Local Grant (Non Matching) - Prof Srvc Fees	2805-3011-7241	<u>5,464.40</u>
		\$ 5,898.65

**Total Expenditure Increase \$ 5,898.65**

**RESOLUTION NO. 171-20: 2020-2021 BUDGET AMENDMENT  
SBDC PROGRAM INCOME GRANT - ROLLOVER**

**GRANT PERIOD: OCTOBER 1, 2019 – SEPTEMBER 30, 2020**

**WHEREAS**, the College receives Local funding for the Small Business Development (SBDC);

**WHEREAS**, the fiscal year for the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

**INCREASE REVENUE:**

SBDC Local Grant – Revenue (Prog Income)	2804-3011-5430	<u>\$ 56,650.14</u>
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**Total Revenue Increase \$ 56,650.14**

**INCREASE EXPENDITURE:**

SBDC Local Grant (Prog Income) – Computer Equip	2804-3011-7006	\$ 6,650.14
SBDC Local Grant (Prog Income) – Equip - Other	2804-3011-7008	3,500.00
SBDC Local Grant (Prog Income) – Comp Supplies	2804-3011-7107	2,000.00
SBDC Local Grant (Prog Income) – Advertising	2804-3011-7203	10,500.00
SBDC Local Grant (Prog Income) – Bldg/Prop Maint	2804-3011-7211	5,000.00
SBDC Local Grant (Prog Income) – Maint Contracts	2804-3011-7236	1,000.00
SBDC Local Grant (Prog Income) – Staff Develop	2804-3011-7246	24,000.00
SBDC Local Grant (Prog Income) – Travel	2804-3011-7250	<u>\$ 4,000.00</u>
		\$ 56,650.14

**Total Expenditure Increase \$ 56,650.14**

**RESOLUTION NO. 172-20: 2020-2021 BUDGET AMENDMENT  
SUNY GUIDED PATHWAYS GRANT – ROLLOVER**

**GRANT PERIOD: APRIL 15, 2019 – NOVEMBER 15, 2021**

**WHEREAS**, funds have been received from the State University of New York (SUNY) through Monroe Community College (MCC) as part of the SUNY Guided Pathways Institute project;

**WHEREAS, WHEREAS**, the College received funding for the 2019/20 fiscal year that must be carried over to the 2020/21 fiscal year;

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

**INCREASE REVENUE:**

SUNY Guided Pathways –State Grants	2636-3011-5420	<u>\$ 18,428.73</u>
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**Total Revenue Increase \$ 18,428.73**

**INCREASE EXPENDITURE:**

SUNY Guided Pathways – Prof Stipend	2636-3011-6104	\$ 4,000.00
SUNY Guided Pathways – Instr Supplies	2636-3011-7108	1,000.00
SUNY Guided Pathways – Staff Development	2636-3011-7246	3,000.00
SUNY Guided Pathways – Travel	2636-3011-7250	<u>\$ 10,428.73</u>

**Total Expenditure Increase \$ 18,428.73**

**RESOLUTION NO. 173-20: 2020-2021 BUDGET AMENDMENT  
SUNY RESEARCH FOUNDATION STRONG START TO FINISH  
(SSTF) GRANT – ROLLOVER**

**GRANT PERIOD: APRIL 30, 2019 – FEBRUARY 15, 2021**

**WHEREAS**, funds have been received from the Research Foundation for the State University of New York (SUNY) as part of the Strong Start to Finish (SSTF) project to significantly increase the number and proportion of low-income students, students of color and returning adults who succeed in college math and English and enter a program of study in their first year of college;

**WHEREAS**, the College received funding for the 2019/20 fiscal year that must be carried over to the 2020/21 fiscal year;

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

**INCREASE REVENUE:**

SUNY SSTF –State Grants	2638-3011-5420	<u>\$ 14,752.03</u>
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**Total Revenue Increase \$ 14,752.03**

**INCREASE EXPENDITURE:**

SUNY SSTF – Prof PT	2638-3011-6102	\$ 438.50
SUNY SSTF – Prof Stipends	2638-3011-6104	11,000.00

SUNY SSTF – Printing	2638-3011-7104	381.10
SUNY SSTF – Staff Development	2638-3011-7246	1,830.00
SUNY SSTF – Travel	2638-3011-7250	<u>\$ 1,102.43</u>

**Total Expenditure Increase    \$ 14,752.03**

**RESOLUTION NO. 174-20:            2020-2021 BUDGET AMENDMENT  
SUNY QUANTWAY/STATWAY GRANT – ROLLOVER**

**GRANT PERIOD:                            MARCH 1, 2018 – DECEMBER 31, 2021**

**WHEREAS**, funds have been received from the State University of New York (SUNY) to allow the College to participate in a program entitled, “Scaling Quantway/Statway in the SUNY System”;

**WHEREAS**, the College received funding for the 2019/20 fiscal year that must be carried over to the 2020/21 fiscal year;

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

**INCREASE REVENUE:**

SUNY Quantway Grant –State Grants	2628-3011-5420	<u>\$ 15,352.38</u>
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**Total Revenue Increase    \$ 15,352.38**

**INCREASE EXPENDITURE:**

SUNY Quantway Grant – Prof Stipend	2628-3011-6104	\$ 6,300.80
SUNY Quantway Grant – Printing	2628-3011-7104	478.16
SUNY Quantway Grant – Instr Supplies	2628-3011-7108	1,164.62
SUNY Quantway Grant –Staff Development	2628-3011-7246	550.10
SUNY Quantway Grant –Travel	2628-3011-7250	<u>\$ 6,858.70</u>

**Total Expenditure Increase    \$ 15,352.38**

**RESOLUTION NO. 175-20:            2020-2021 BUDGET AMENDMENT  
TITLE III GRANT - ROLLOVER**

**GRANT PERIOD:                            OCTOBER 1, 2019 – SEPTEMBER 30, 2020**

**WHEREAS**, funds have been received from the U.S. Department of Education through the Title III Grant to fund various initiatives to enhance instruction and student success;

**WHEREAS**, the College received funding for the 2019/20 fiscal year that must be carried over to the 2020/21 fiscal year;

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

**INCREASE REVENUE:**

Title III Grant –Federal Grants	2550-3011-5410	<u>\$234,474.70</u>
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**Total Revenue Increase \$234,474.70**

**INCREASE EXPENDITURE:**

Title III Grant – Prof F/T	2550-3011-6101	\$ 37,939.66
Title III Grant – Prof Stipends	2550-3011-6104	23,090.96
Title III Grant – Premium Earnings	2550-3011-6110	85.86
Title III Grant – State ERS	2550-3011-6201	4,281.54
Title III Grant – State TRS	2550-3011-6202	218.89
Title III Grant – Social Security	2550-3011-6204	3,361.79
Title III Grant – Workers Comp	2550-3011-6205	406.78
Title III Grant – Life Insurance	2550-3011-6206	47.49
Title III Grant – Disability Insurance	2550-3011-6208	86.30
Title III Grant – Health Insurance	2550-3011-6209	25,474.81
Title III Grant – Comp Equipment	2550-3011-7006	730.62
Title III Grant – Instructional Supplies	2550-3011-7108	100.00
Title III Grant – Computer Software	2550-3011-7217	1,426.00
Title III Grant – Prof Service Fees	2550-3011-7241	8,500.00
Title III Grant – Travel	2550-3011-7250	224.00
Title III Grant – Endowment	2550-3011-7514	<u>\$128,500.00</u>

**Total Expenditure Increase \$234,474.70**

**RESOLUTION NO. 176-20: 2020-2021 BUDGET AMENDMENT  
US DOJ OFFICE ON VIOLENCE AGAINST WOMEN GRANT –  
ROLLOVER**

**GRANT PERIOD: OCTOBER 1, 2017 – SEPTEMBER 30, 2021**

**WHEREAS**, funds have been received from the U.S. Department of Justice (DOJ) Office on Violence Against Women to support comprehensive efforts at Jefferson Community College;

**WHEREAS**, the College received funding for the 2019/20 fiscal year that must be carried over to the 2020/21 fiscal year;

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

**INCREASE REVENUE:**

DOJ Violence/Women Grant –Federal Grants	2585-3011-5410	<u>\$152,586.69</u>
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**Total Revenue Increase \$152,586.69**

**INCREASE EXPENDITURE:**

DOJ Violence/Women Grant –Prof F/T	2585-3011-6101	\$ 88,404.29
DOJ Violence/Women Grant –State ERS	2585-3011-6201	10,295.59
DOJ Violence/Women Grant –Social Security	2585-3011-6204	11,030.32
DOJ Violence/Women Grant –Workers Comp	2585-3011-6205	1,064.03
DOJ Violence/Women Grant –Life Insurance	2585-3011-6206	115.00
DOJ Violence/Women Grant –Disability Ins	2585-3011-6208	236.07
DOJ Violence/Women Grant –Health Ins	2585-3011-6209	2,924.60
DOJ Violence/Women Grant –Instr Supplies	2585-3011-7108	344.97
DOJ Violence/Women Grant –Indirect Cost	2585-3011-7231	10,865.78
DOJ Violence/Women Grant –Prof Svc Fees	2585-3011-7241	15,579.75
DOJ Violence/Women Grant –Travel	2585-3011-7250	<u>\$ 11,726.29</u>

**Total Expenditure Increase      \$152,586.69**

Budget Amendments

Trustee Crowley presented several resolutions, 177-20 through 182-20, all of which are budget amendments to accommodate changes to existing grants or the addition of new grants. Upon motion by Mike Crowley, seconded by Pam Beyor-Murtha, the following resolutions 177-20, 178-20, 179-20, 180-20, 181-20 and 182-20 were approved unanimously.

**RESOLUTION NO. 177-20:                    2020-2021 BUDGET AMENDMENT  
LIBRARY COLLECTION DEVELOPMENT GRANT**

**GRANT PERIOD:                                SEPTEMBER 1, 2020 – AUGUST 31, 2021**

**WHEREAS**, the College received notification of funding from the State in the amount of \$6,254 which is less than the estimate provided at the time the budget was formulated;

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

**DECREASE REVENUE:**

Collection Development Grant - Revenue	2604-3011-5420	<u>\$ 320.00</u>
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**Total Revenue Decrease      \$ 320.00**

**DECREASE EXPENDITURE:**

Collection Development Grant – Books	2604-3011-7101	<u>\$ 320.00</u>
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**Total Expenditure Decrease      \$ 320.00**

**RESOLUTION NO. 178-20: 2020-2021 BUDGET AMENDMENT  
TRIO GRANT**

**GRANT PERIOD: SEPTEMBER 1, 2020 – AUGUST 31, 2021**

**WHEREAS**, the College received Federal funding through the TRIO Grant to fund initiatives to enhance instruction and student success;

**WHEREAS**, the College received notification of funding from the Federal Department of Education in the amount of \$280,021.00 which is greater than the estimate used at the time the grant budget was formulated;

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

**INCREASE REVENUE:**

TRIO Federal Grant – Student Support Svcs	2540-3011-5410	<u>\$ 95,957.00</u>
<b>Total Revenue Increase</b>		<b>\$ 95,957.00</b>

**INCREASE EXPENDITURE:**

TRIO – Student Support- Prof FT	2540-3011-6101	\$ 4,293.00
TRIO – Student Support- Prof PT	2540-3011-6102	33,816.00
TRIO – Student Support- Prof Adjuncts	2540-3011-6103	5,000.00
TRIO – Student Support- Prem Earnings	2540-3011-6110	2,108.00
TRIO – Student Support- Student Tutors	2540-3011-6142	5,000.00
TRIO – Student Support- State TRS	2540-3011-6202	4,620.00
TRIO – Student Support- Social Security	2540-3011-6204	4,609.00
TRIO – Student Support- Workers Comp	2540-3011-6205	603.00
TRIO – Student Support- Printing	2540-3011-7104	600.00
TRIO – Student Support- Computer Supplies	2540-3011-7107	1,000.00
TRIO – Student Support- Instr Supplies	2540-3011-7108	1,000.00
TRIO – Student Support- Office Supplies	2540-3011-7109	1,000.00
TRIO – Student Support- Indirect Cost	2540-3011-7231	17,696.00
TRIO – Student Support- Maint Contracts	2540-3011-7236	300.00
TRIO – Student Support- Membership Fees	2540-3011-7238	1,500.00
TRIO – Student Support- Staff Development	2540-3011-7246	1,000.00
TRIO – Student Support- Travel	2540-3011-7250	8,375.00
TRIO – Student Support- Scholarship Awds	2540-3011-7512	<u>\$ 15,000.00</u>
<b>Total Expenditure Increase</b>		<b>\$107,520.00</b>

**DECREASE EXPENDITURE:**

TRIO – Student Support- Civil Svc F/T	2540-3011-6120	<u>\$ 11,563.00</u>
<b>Total Expenditure Decrease</b>		<b>\$ 11,563.00</b>
<b>Net Expenditure Increase</b>		<b>\$ 95,957.00</b>



**RESOLUTION NO. 179-20: 2020-2021 BUDGET AMENDMENT  
LIBERTY PARTNERSHIP PROGRAM GRANT**

**GRANT PERIOD: SEPTEMBER 1, 2020 – AUGUST 31, 2021**

**WHEREAS**, funds have been received from the New York State Education Department (SED) to implement a 12-month Liberty Partnership Program in conjunction with the Watertown City School District and the Watertown Family YMCA;

**WHEREAS**, the Watertown Liberty Partnership Program (WLPP) will provide structured and individualized support services through a hybrid school-based, after-school, and summer program model. A total of 200 at-risk students in grades 5-12 will be served in each year of this multi-year grant;

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

**INCREASE REVENUE:**

Liberty Partnership Grant –State Grants	2623-3011-5420	<u>\$192,634.00</u>
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**Total Revenue Increase \$192,634.00**

**INCREASE EXPENDITURE:**

Liberty Partnership Grant –Prof F/T	2623-3011-6101	\$ 1.00
Liberty Partnership Grant –Prof P/T	2623-3011-6102	56,474.00
Liberty Partnership Grant –Prof Adjunct	2623-3011-6103	2,000.00
Liberty Partnership Grant –State ERS	2623-3011-6201	9,064.00
Liberty Partnership Grant –State TRS	2623-3011-6202	1,312.00
Liberty Partnership Grant –Social Security	2623-3011-6204	8,708.00
Liberty Partnership Grant –Workers Comp	2623-3011-6205	1,139.00
Liberty Partnership Grant –Life Insurance	2623-3011-6206	42.00
Liberty Partnership Grant –Disability Insurance	2623-3011-6208	95.00
Liberty Partnership Grant –Health Insurance	2623-3011-6209	17,800.00
Liberty Partnership Grant –Instr Supplies	2623-3011-7108	1,000.00
Liberty Partnership Grant –Activity Expense	2623-3011-7202	1,330.00
Liberty Partnership Grant –Indirect Cost	2623-3011-7231	18,519.00
Liberty Partnership Grant –Membership Fees	2623-3011-7238	1,500.00
Liberty Partnership Grant –Prof Svc Fees	2623-3011-7241	36,900.00
Liberty Partnership Grant –Travel	2623-3011-7250	30,750.00
Liberty Partnership Grant –Scholarship	2623-3011-7512	<u>\$ 6,000.00</u>

**Total Expenditure Increase \$192,634.00**

**RESOLUTION NO. 180-20: 2020-2021 BUDGET AMENDMENT  
TRUTH INITIATIVE TOBACCO/VAPE FREE COLLEGE  
PROGRAM GRANT**

**GRANT PERIOD: SEPTEMBER 8, 2020 – MARCH 31, 2022**

**WHEREAS**, funds have been received from Truth Initiative, America’s largest nonprofit public health organization committed to making tobacco use and nicotine addiction a think of the past;

**WHEREAS**, the funds will assist two paid Student College leaders with coordinating tobacco/vape free project activities, brainstorming new ideas, event planning, funding educational and promotional materials as well as indirect costs;

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

**INCREASE REVENUE:**

Truth Initiative Grant –Local Grants	2836-3011-5430	<u>\$17,118.00</u>
<b>Total Revenue Increase</b>		<b>\$17,118.00</b>

**INCREASE EXPENDITURE:**

Truth Initiative Grant – Student Aides	2836-3011-6141	\$ 3,000.00
Truth Initiative Grant – Printing	2836-3011-7104	3,825.00
Truth Initiative Grant – Instr Supplies	2836-3011-7108	1,025.00
Truth Initiative Grant – Indirect Cost	2836-3011-7231	1,268.00
Truth Initiative Grant – Workshops/Sem	2836-3011-7253	<u>\$ 8,000.00</u>
<b>Total Expenditure Increase</b>		<b>\$17,118.00</b>

**RESOLUTION NO. 181-20: 2020-2021 BUDGET AMENDMENT  
SBDC PROGRAM INCOME GRANT**

**GRANT PERIOD: SEPTEMBER 1, 2020 – AUGUST 31, 2021**

**WHEREAS**, the College receives Local funding for the Small Business Development (SBDC);

**WHEREAS**, the Small Business Development Center (SBDC) has received additional funds to provide outreach services;

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

**INCREASE REVENUE:**

SBDC Local Grant – Revenue (Prog Income)	2804-3011-5430	<u>\$ 1,864.83</u>
<b>Total Revenue Increase</b>		<b>\$ 1,864.83</b>

**INCREASE EXPENDITURE:**

SBDC Local Grant (Prog Income) – Advertising                      2804-3011-7203                      \$ 1,864.83

**Total Expenditure Increase                      \$ 1,864.83**

**RESOLUTION NO. 182-20:                      2020-2021 BUDGET AMENDMENT  
SUNY/MVCC APPRENTICESHIP PROGRAM RENZI GRANT**

**GRANT PERIOD:                                      SEPTEMBER 8, 2020 – DECEMBER 31, 2022**

**WHEREAS**, funds have been received from the State University of New York (SUNY) to support marketing activities, including industry roundtables, and curriculum development for apprenticeships;

**WHEREAS**, per a MOU, Mohawk Valley Community College (MVCC) will offer funding to JCC to facilitate apprenticeships in the field of business as part of the SUNY Apprenticeship Program;

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

**INCREASE REVENUE:**

MVCC Apprenticeship Program –State Grants                      2645-3011-5420                      \$ 44,000.00

**Total Revenue Increase                      \$ 44,000.00**

**INCREASE EXPENDITURE:**

MVCC Apprenticeship Program –Student Aides                      2645-3011-6141                      \$ 20,000.00

MVCC Apprenticeship Program –Instr Supplies                      2645-3011-7108                      1,000.00

MVCC Apprenticeship Program –Indirect Cost                      2645-3011-7231                      4,000.00

MVCC Apprenticeship Program –Workshops                      2645-3011-7253                      \$ 19,000.00

**Total Expenditure Increase                      \$ 44,000.00**

Financial Statements

VP Dan Dupee first noted that with regard to FY20, the College anticipates using \$250,000 of fund balance, rather than the planned allocation of \$410,000; this is due to CARES Act funding. For September 2020, VP Dupee reported revenue is up due to enrollment being better than projected (down 9% instead of down 19%) and expenses are down about \$300,000, the savings primarily in personnel costs. On the balance sheet, cash flow is down with the first quarter aid payment delayed by one month. There were no questions.

Upon a motion made by Mike Crowley, seconded by David Males, the September 2020 financial reports were accepted unanimously.

**Facilities Committee** – Committee Chair Pamela Beyor-Murtha

Trustee Beyor-Murtha reported that the Facilities Committee met on October 29<sup>th</sup> and reviewed the status funded projects in the current facilities master plan. She noted the committee will meet again as staff works on projected timelines to complete the funded projects and begin work on updating the Facilities Master Plan to align with the Strategic Plan.

**Personnel Committee** – Committee Chair Judy Gentner

No report.

**Academic and Educational Services Committee**

Interim VP for Academic Affairs, Maryrose Eannace, provided a brief overview of resolution 183-20 which details changes to the 2020-2021 Academic Calendar in response to guidance provided by SUNY. The two consecutive winter recess days and five consecutive Spring Break days were redistributed to be stand-alone days over several weeks. Upon motion made by Pamela Beyor-Murtha, seconded by Beth Fipps, Resolution 183-20 was approved unanimously.

**RESOLUTION NO. 183-20:            2020-2021 ACADEMIC CALENDAR REVISION**

**WHEREAS**, by resolution No. 105-18 the Jefferson Community College Board of Trustees established the academic calendar for the year 2020-2021; and

**WHEREAS**, the College would like to amend Winter Recess and Spring Recess dates in accordance with SUNY guidance;

**NOW, THEREFORE, BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby adopts the attached revised Academic Calendar for the year 2020-2021.

**Other Business**

President Ty Stone presented contracts for ratification in Resolution 184-20. Upon motion by Pam Beyor-Murtha, seconded by David Males, the resolution ratifying all contracts was passed unanimously.

**RESOLUTION NO.:    184-20            RATIFICATION OF CONTRACTS**  
**Assessment Technologies Institute**  
**Development Authority of the North Country**  
**Educational Support Professionals**  
**Faculty Association of Jefferson Community College**  
**Jefferson County Public Health**  
**State University of New York (SUNY)**  
**SUNY Potsdam**  
**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:

**Assessment Technologies Institute**  
*(proctoring software, nursing program)*

**Development Authority of the North Country**  
*(survey sponsorship agreement, Center for Community Studies)*

**Educational Support Professionals**  
*(memorandum of understanding, COVID testing)*

**Faculty Association of Jefferson Community College**  
*(memorandum of understanding, COVID testing)*

**Jefferson County Public Health**  
*(business associate agreement, data sharing/protection)*

**State University of New York (SUNY)**  
*(participating institution agreement, Autodesk software)*

**SUNY Potsdam**  
*(partner agreement, Jefferson Higher Education Center)*

**SUNY Research Foundation**  
*(award modification agreement, SBDC)*

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

**Schedule of Upcoming Meetings and Events**

Voices for Social Change Forum “What is White Privilege?” – November 5, Thursday at 6:00 p.m.  
Community Coffee Talk – November 12, Thursday at 9:30 a.m.  
NYCCT Annual Conference - November 13-14, 2020  
Academic & Educational Services Meeting – November 18, 2020, Wednesday at 3:00 pm  
Personnel Committee Meeting – November 18, 2020, Wednesday at 4:00 p.m.  
Lunch and Learn – November 19, 2020, Thursday at 12:00 p.m.  
Budget and Planning Committee Meeting – December 2, 2020, Wednesday at 3:00 p.m.  
Board of Trustees Meeting – December 2, 2020, Wednesday at 4:00 p.m.

Chair Hunter wished everyone wonderful Thanksgiving holiday.

**Adjournment** - On a motion made by Beth Fipps, seconded by Judy Gentner, the meeting was adjourned at 5:03 p.m.

Respectfully submitted,

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Karen J. Freeman  
Secretary to the Board of Trustees