



## JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

### MEETING MINUTES February 3, 2021

The February 2021 meeting of the Jefferson Community College Board of Trustees was held on Wednesday, February 3, 2021 via Zoom.

#### **Attendance:**

##### Trustees Present:

Nathan Hunter, Chair  
Pamela Beyor-Murtha  
Michael Crowley  
Damon Draught  
Elizabeth Fipps  
Terry Fralick  
Judy Gentner, Vice Chair  
Cindy Intschert  
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 4:02 p.m.

#### **Introductions of Guests**

James Ambrose, Dean of Enrollment  
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  
Josh Hammond – Associate Professor of Math and Senate President  
Abel Larkin – Vice President of Faculty Association of JCC  
Gillian Maitland - Marketing and Communications Director  
Megan Stadler – Associate Vice President for Strategic Initiatives  
Kerry Young – Associate Vice President for Human Resources

#### **Introduction of New Board Members:**

Dr. Stone introduced the College's new Trustees, distinguished Jefferson alumna Cindy Intschert and business-owner Damon Draught. Chair Hunter welcomed them both to the Board of Trustees.

**Approval of Minutes** – On a motion made by Mike Crowley, seconded by Judy Gentner, the minutes of the December 2, 2020 meeting were approved unanimously.

**Privilege of the Floor** – None.

### **JCC Foundation Update**

Trustee Beth Fipps reported the following:

- November 2020 Solicitation signed by Chair Nathan Hunter - \$14,660 donations to date
- Employee Campaign 2020-2021 - \$14, 868 donations and commitments to date
- Corporate Partnership Solicitation - \$30,000 donations and commitments to date
- Lynise Lassiter has joined the JCC Foundation Board of Directors

A Trustee inquired as to whether there were goals for each campaign and if so, were they met. Ben Foster described how goals are established and the status.

### **Senate President Update**

Senate met the day prior to the Trustee meeting and Senate President Josh Hammond provided a written report to Trustees that summarized the meeting. He highlighted a presentation on the New Student Experience being developed by a sub-committee of the Guided Pathways initiative. There are no action items for the Board this month. There were no questions.

### **Student Trustee Update**

Student Trustee Kelvin Reyes reported that the Executive SGA / Assembly meeting dates have been established along with virtual office hours. He also welcomed new Trustees.

### **President's Report**

Dr. Stone reported on the following:

- The College's strong response to the challenges created by COVID including testing of students/staff/faculty, hosting food distribution events, distributing CARES Act funding to students, and most recently becoming a state-approved vaccine point of dispensing point (POD)
  - This was a collaborative effort with many community partners and campus entities including facilities, IT, marketing and Nursing department staff and students
  - The College also hosted a Kinney's vaccine clinic which distributed 1000 first doses of the COVID vaccine with 32 nursing students gaining valuable experience and clinical hours toward their degree
- The start of the spring semester on January 25 (February 1 for in-person instruction) went smoothly with 85% of classes remote, 65 students in the residence hall - all of whom were tested before return and upon return to campus
  - Pooled saliva surveillance testing will increase to weekly for the Spring semester
  - Spring enrollment is down 12%
- The College is receiving an additional \$4.6 million in the new federal stimulus package; \$1.1M is designated directly for students
- The hybrid work schedule is being extended until further notice

Additionally, Dr. Stone noted she was appointed as an Ambassador for the NYS Vaccine Equity Task Force and Regional Health Equity Task Force, as well as appointed to the City of Watertown Police Reform Task Force.



SBDC – Federal Rollover – Comp Supplies	2530-3011-7107	\$ 3,000.00
SBDC – Federal Rollover – Empl Benefits	2530-3011-7221	\$ 6,468.23
SBDC – Federal Rollover – Travel	2530-3011-7250	<u>\$ 15,000.00</u>

**Total Expenditure Decrease      \$ 38,258.23**

Trustee Crowley presented a budget amendment to carry over grant funding from one fiscal year to the next. Upon motion by Mike Crowley, seconded by Pam Beyor-Murtha, Resolution 101-21 was approved unanimously.

**RESOLUTION NO. 101-21:            2020-2021 BUDGET AMENDMENT  
PERFORMANCE IMPROVEMENT FUND (PIF) SUNY PRODiG  
INITIATIVE GRANT - ROLLOVER**

**GRANT PERIOD:                    AUGUST 1, 2020 – AUGUST 31, 2022**

**WHEREAS**, funds have been received from the State University of New York (SUNY) PRODiG (Promoting Recruitment, Opportunity, Diversity, Inclusion, and Growth) initiative to increase faculty diversity to be more in line with its student diversity;

**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) PRODiG Initiative – State Grants	2644-3011-5420	<u>\$ 47,589.00</u>
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**Total Revenue Increase      \$ 47,589.00**

**INCREASE EXPENDITURE:**

(PIF) PRODiG Initiative – Professional FT	2644-3011-6101	<u>\$ 47,589.00</u>
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**Total Expenditure Increase      \$ 47,589.00**

Trustee Crowley presented a budget amendment to acknowledge new grant funding. Upon motion by Mike Crowley, seconded by Cindy Intschert, Resolution 102-21 was approved unanimously.

**RESOLUTION NO. 102-21:            2020-2021 BUDGET AMENDMENT  
EDUCATIONAL OPPORTUNITY PROGRAM (EOP)  
GRANT**

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

**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>\$ 35,459.00</u>
<b>Total Revenue Increase</b>		<b>\$ 35,459.00</b>

**INCREASE EXPENDITURE:**

Educ. Opportunity Prog (EOP) –Prof FT	2618-3011-6101	\$ 971.00
Educ. Opportunity Prog (EOP) –Prof PT	2618-3011-6102	5,488.00
Educ. Opportunity Prog (EOP) –Schol Awards	2618-3011-7512	<u>\$ 29,000.00</u>
<b>Total Expenditure Increase</b>		<b>\$ 35,459.00</b>

Trustee Crowley presented a budget amendment to acknowledge Title III grant funding for the second year of the grant. Upon motion by Mike Crowley, seconded by Judy Gentner, Resolution 103-21 was approved unanimously.

**RESOLUTION NO. 103-21: 2020-2021 BUDGET AMENDMENT  
TITLE III GRANT – YEAR 2**

**GRANT PERIOD: OCTOBER 1, 2020 – SEPTEMBER 30, 2021**

**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;

**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>\$425,000.00</u>
<b>Total Revenue Increase</b>		<b>\$425,000.00</b>

**INCREASE EXPENDITURE:**

Title III Grant – Prof F/T	2550-3011-6101	\$118,301.58
Title III Grant – Prof Stipends	2550-3011-6104	66,049.04
Title III Grant – Premium Earnings	2550-3011-6110	85.91
Title III Grant – State ERS	2550-3011-6201	5,980.77
Title III Grant – State TRS	2550-3011-6202	0.14

Title III Grant –TIAA CREF	2550-3011-6203	2,448.94
Title III Grant – Social Security	2550-3011-6204	8,005.78
Title III Grant – Workers Comp	2550-3011-6205	911.27
Title III Grant – Life Insurance	2550-3011-6206	15.49
Title III Grant – Disability Insurance	2550-3011-6208	56.61
Title III Grant – Computer Equipment	2550-3011-7006	31,269.38
Title III Grant – Instructional Supplies	2550-3011-7108	1,400.00
Title III Grant – Computer Software	2550-3011-7217	88,574.00
Title III Grant – Prof Service Fees	2550-3011-7241	47,000.00
Title III Grant – Staff Development	2550-3011-7246	20,000.00
Title III Grant – Travel	2550-3011-7250	9,776.00
Title III Grant – Workshops/Seminars	2550-3011-7253	3,519.00
Title III Grant – Endowment	2550-3011-7514	<u>\$ 29,420.00</u>

**Total Expenditure Increase \$432,813.91**

**DECREASE EXPENDITURE:**

Title III Grant – Health Insurance	2550-3011-6209	<u>\$ 7,813.91</u>
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**Total Expenditure Decrease \$ 7,813.91**

**Net Expenditure Increase \$425,000.00**

Trustee Crowley presented a budget amendment to recognize funding for a Center for Community Studies contracted survey. Upon motion by Mike Crowley, seconded by Pam Beyor-Murtha, Resolution 104-21 was approved unanimously.

**RESOLUTION NO. 104-21: 2020-2021 BUDGET AMENDMENT  
CENTER FOR COMMUNITY STUDIES – TOWN OF  
HENDERSON (NY) COMMUNITY SURVEY**

**GRANT PERIOD: OCTOBER 15, 2020 – JANUARY 31, 2021**

**WHEREAS**, the College has received funding from the Town of Henderson (New York) to complete a survey of homeowners, landowners, business owners, and residents of the Town of Henderson (New York) on behalf of the Town of Henderson;

**WHEREAS**, the goal of the survey is to provide a current measurement of opinions regarding planning, land use, development and future decision-making in the Town, and when possible, measure trends since last studied in the Town in 2001;

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

**INCREASE REVENUE:**

Center Comm. Studies Grant – Local Grants & Contracts 2803-3011-5430	<u>\$ 3,000.00</u>
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**Total Revenue Increase                    \$ 3,000.00**

**INCREASE EXPENDITURE:**

Center Comm. Studies Grant – Activity Expense	2803-3011-7202	\$ 2,000.00
Center Comm. Studies Grant – Prof Service Fees	2803-3011-7241	<u>1,000.00</u>
		\$ 3,000.00

**Total Expenditure Increase            \$ 3,000.00**

Financial Statements

Vice President Dupee presented financials for November 2020 and December 2020 with detail provided on the more recent December financials.

As of December 31, revenues are down approximately \$1.4 million, mostly in tuition and \$500,000 in state aid, versus last year. Expenses are down \$1.2 million. Approximately \$800,000 in CARES Act funding has not been appropriated in this budget as of yet, nor has the new federal stimulus funding passed in December. A question was asked regarding restrictions on the stimulus funding; VP Dupee advised it appears the restrictions have loosened somewhat from the first CARES Act funding guidelines, however guidance is still being finalized. There were no additional questions or concerns.

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

Academic and Educational Services Committee Committee Chair Terry Fralick

No report.

Facilities Committee – Committee Chair Pamela Beyor-Murtha

Trustee Beyor Murtha reported that the Facilities Committee met on January 14<sup>th</sup>. The GiGP Grant, put on hold in spring of 2020 due to the pandemic, is now moving forward. The College portion of the project is in the budget. In addition, the current facilities master plan (FMP) expired in 2020. The Facilities Committee concurs with VP Dupee’s recommendation to update the FMP for 2020-2025 conservatively with primary focus on revitalization and maintenance. The Bernier Carr Group has been asked to updated the FMP.

Executive Session

On motion made by Judy Gentner, seconded by Pam Beyor-Murtha, the Board adjourned to Executive Session at 5:08 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 5:26 p.m.

Personnel Committee – Committee Chair Judy Gentner

Trustee Gentner noted the Personnel Committee met on December 16, 2020 and January 27, 2021.

Upon presentation and motion by Trustee Gentner, seconded by Beth Fipps, the 2021-2022 holiday schedule in Resolution 105-21 was approved unanimously.

**RESOLUTION NO. 105-21: 2021-2022 HOLIDAY SCHEDULE**

Monday,	09/06/21	Labor Day
Thursday,	11/25/21	Thanksgiving Day
Friday,	11/26/21	In lieu of Columbus Day, 10/11/21
Monday,	12/27/21	Christmas Day (Observed)
Tuesday,	12/28/21	In lieu of Election Day, 11/2/21
Wednesday,	12/29/21	In lieu of Veterans Day, 11/11/21
Thursday,	12/30/21	In lieu of Lincoln's Birthday, 2/12/21
Friday,	12/31/21	New Year's Day (Observed)
Monday,	01/17/22	Martin Luther King Jr. Day
Monday,	05/30/22	Memorial Day
Monday,	07/04/22	Independence Day

**In addition, one (1) floating holiday:**  
In lieu of President's Day, 02/21/22

Trustee Gentner presented a resolution to revise the M/C salary schedule for employees in grade 5 and higher. Upon motion by Judy Gentner, seconded by Pam Beyor-Murtha, Resolution 106-21 was approved unanimously.

**RESOLUTION NO.: 106-21: 2020-2021 M/C SALARY SCHEDULE REVISION**

**WHEREAS**, on September 2, 2020 the Jefferson Community College Board of Trustees approved Resolution 150-20, 2020-2021 M/C Salary Schedule, AND

**WHEREAS**, the 2020-2021 M/C Salary Schedule approved in Res. 150-2 included a 2% annual increase for confidential employees in Grade 3 only;

**THEREFORE, BE IT RESOLVED**, that the Jefferson Community College Board of Trustees does hereby approve the revised 2020-2021 Salary Schedule (attached) for management and confidential employees which has been amended to include an annual increase of 2% for confidential employees in Grades 5 and higher, a total of \$20,972, retroactive to September 1, 2020.

Trustee Gentner presented a resolution to amend the president's contract with a salary increase. Upon motion by Judy Gentner, seconded by Beth Fipps, Resolution 108-21 was approved unanimously.

**RESOLUTION NO. 108-21: AMENDMENT TO THE PRESIDENT'S CONTRACT**



**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees does hereby authorize Board Chair Nathan Hunter to execute an amendment to President Stone’s contract approving a 2020-2021 salary increase of 2%, retroactive to September 1, 2020.

**Other Business**

President Stone presented contracts for ratification in Resolution 107-21. Upon motion by Beth Fipps, seconded by Judy Gentner, the resolution ratifying all contracts was passed unanimously.

**RESOLUTION NO. 107-21:            RATIFICATION OF CONTRACTS**  
**Assessment Technologies Institute**  
**CampusWorks**  
**EMSI**  
**Inceptia**  
**Lewis County Industrial Development Agency**  
**North Carolina State University**  
**State University of New York - ITEC (2)**  
**State University of New York - Online**  
**State University of New York – Security Operations Center**  
**Syracuse University**  
**Town of Henderson**

**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**  
*(software agreement, nursing assessment tool)*

**CampusWorks**  
*(consulting addendum, strategic planning)*

**EMSI**  
*(software contract, economic modeling analysis)*

**Inceptia**  
*(services agreement, loan repayment counseling)*

**Lewis County Industrial Development Agency**  
*(survey, Center for Community Studies)*

**North Carolina State University**  
*(survey administration, PACE)*

**State University of New York ITEC (2)**  
*(participating institution agreement, IBM SPSS statistics program)*  
*(participating institution agreement, Minitab statistics program)*

**State University of New York Online**  
(participating institution agreement, Blackboard/Ally)

**State University of New York – Security Operations Center**  
(participating institution agreement, cybersecurity services/software)

**Syracuse University**  
(consulting services agreement, Jefferson Pathways Project)

**Town of Henderson**  
(survey, Center for Community Studies)

**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**

Dr. Stone reviewed upcoming meetings and campus events, noting that the April Board meeting date has been changed to April 14.

ACCT National Legislative Summit, February 8-10, Online  
Academic & Educational Services Committee Meeting, February 24, 2021, Wednesday at 3:00 p.m.  
Personnel Committee Meeting – February 24, 2021, Wednesday at 4:00 p.m.  
\*Lunch and Learn – February 26, 2021, Friday at 12:00 p.m.  
Budget and Planning Committee Meeting – March 3, 2021, Wednesday at 3:00 p.m.  
Board of Trustees Meeting – March 3, 2021, Wednesday at 4:00 p.m.  
*\*rescheduled date*

**Adjournment** - On a motion made by Beth Fipps, seconded by Mike Crowley, the meeting was adjourned at 5:33 p.m.

Respectfully submitted,

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Karen J. Freeman  
Secretary to the Board of Trustees