

**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES OF MEETING  
WEDNESDAY, APRIL 4, 2018**

Present: Terry Fralick, Chair ) TRUSTEES  
Pamela Beyor-Murtha )  
Michael Crowley )  
Courtnee Denton )  
Elizabeth Fipps ( )  
Judy Gentner )  
Steven Haas )  
Nathan Hunter )  
Lisa Weber )

Excused: David Males )

**Administrative Staff:**

Ty Stone, President  
Dan Dupee, VP - Administration & Finance  
Tom Finch, VP – Academic Affairs

Guests: Linda Dening, Professor of Accounting  
Jerilyn Fairman, AVP – Liberal Arts  
Leslie DiStefano, Marketing Communications Director  
Greg Griffin, Executive Director, JCC Foundation  
Terrence Harris, AVP – Workforce Development & Business  
Kerry Young, Executive Director, Finance & Human Resources

The regular monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:02 p.m., on Wednesday, April 4, 2018, in the Board Room, 6-220, of the Jules Center, Jefferson Community College, Watertown, New York, by Board Chair Terry Fralick.

**APPROVAL OF MINUTES**

On motion made by Lisa Weber, seconded by Mike Crowley, the minutes of the March 7<sup>th</sup> meeting were approved.

**PRIVILEGE OF THE FLOOR**

Chair Fralick offered privilege of the floor. No one came forward to address the Board.

**UPDATE FROM THE FOUNDATION**

Nate Hunter reported that fundraising around Dr. Stone's inauguration event at the Empsall building had reached \$20,000 in sponsorships, \$5,500 in ticket sales and

approximately \$6,000 for the Presidential Scholarship. The “Chilly Chilly” campaign had garnered \$2,500 from 40 donors, and the Corporate Partnership program had secured \$78,000, up about \$30,000 over last year. In addition, the Foundation hosted a Lunch n’ Learn at New York Air Brake (NYAB) with Dr. Stone and JCC alumni/employees of NYAB.

### **UPDATE FROM THE STUDENT TRUSTEE**

Courtnee Denton reported briefly that Student Government was planning the annual Club Luncheon and senior send-off.

### **SENATE PRESIDENT’S REPORT**

There was no report as the College Senate had not met yet in April.

### **PRESIDENT’S REPORT**

1. Associate Vice President Terrence Harris provided an annual overview of the Workforce Development and Business (formerly Continuing Education) Division. His update included the following areas: Jefferson Higher Education Center, Workforce Development training, Kids College, personal enrichment workshops, the EDGE program, Fort Drum and College in Prison Program. Highlights include:
  - a. Joint business program with Potsdam – students can now earn bachelor’s degree on JCC campus in Watertown
  - b. New retail training program aimed at single parents
  - c. Kids College theme this summer is engineering
  - d. New microcredential programs in social media marketing and coding
  - e. EDGE classes now offered in St. Lawrence County
  - f. New College in Prison grant will educate 55 inmates at 3 facilities over 5 years
  - g. JCC offices on Fort Drum are temporarily relocated back in the Education Center

Some discussion ensued regarding microcredentials and Prior Learning Assessment.

2. Dr. Stone briefly noted upcoming campus events – Phi Theta Kappa induction ceremony on April 13, Recognition Ceremony on May 4, Nurse Pinning on May 17 and Commencement Ceremony on May 18.

### **BUDGET & PLANNING COMMITTEE**

The Budget and Planning Committee met prior to the full Board meeting.

Vice President Dupee presented a resolution to revise the College’s purchasing policy to incorporate a recommendation from the Office of State Comptroller audit and changes to Uniform Guidance relating to Federal awards. He noted that the College already practiced many of the Uniform Guidance requirements but needed to document those practices. On motion by Mike Crowley, seconded by Beth Fipps, the Board unanimously approved the following revision to the Purchasing Policy:

## **RESOLUTION NO.127-18: PURCHASING POLICY REVISION**

**WHEREAS**, by resolution No. 132-93 dated July 7, 1993, the Board of Trustees adopted a Purchasing Policy; and

**WHEREAS**, revisions to the policy were adopted by Resolutions No. 159-07, 104-09, 176-10, 164-11, 146-12, 144-14, 154-15, 163-16 and 158-17;

**WHEREAS**, in keeping with current business practices and updated standards for procurement of materials, equipment and supplies necessary to meet College objectives, it is necessary to update and revise the Purchasing Policy;

**WHEREAS**, on December 26, 2013 the United States Office of Management and Budget published final guidance for changes to 2 CFR Chapter I and Chapter II Parts 200, 215, 220, 225 and 230 entitled "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards"; and

**WHEREAS**, 2 CFR Part 200, subparts A through F requires organizations receiving federal awards to establish and maintain effective internal controls over federal grants, such compliance with federal procurement standards is a critical part of federal grants management; and

**WHEREAS**, full compliance with the federal procurement standards must be in effect by December 26, 2017 unless granted an extension through July 1, 2018; and

**WHEREAS**, the Executive Director of Finance proposes that the College's Procurement Policy be amended to include Article XVI, Uniform Guidance for Federal Awards – Procurement, Suspension and Disbarment as show on the revised Policy and Procedures.

**NOW, THEREFORE BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby amends the aforementioned resolutions and adopts the attached revised Purchasing Policy.

Trustee Hunter reviewed the financial statements for the month ending February 28, 2018. On motion made by Judy Gentner, seconded by Lisa Weber, the financial statements for February 2018 were unanimously accepted.

### **EXECUTIVE SESSION**

On motion made by Mike Crowley, seconded by Lisa Weber, the Board adjourned to Executive Session at 4:45 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

### **RECONVENTION**

The Board reconvened in open session at 5:15 p.m.

## **OTHER BUSINESS**

Following presentation by President Stone and on motion by Beth Fipps, seconded by Lisa Weber, the Board unanimously approved the following job title and classification:

**RESOLUTION NO. 128-18:           JOB TITLE AND CLASSIFICATION**  
**Executive Director of Accounting and Auxiliary Services**

**BE IT RESOLVED**, that pursuant to Section 201.7 (a) of the New York State Department of Civil Service Rules and Regulations, the Board of Trustees of Jefferson Community College determines the position of:  
**Executive Director of Accounting and Auxiliary Services**

be classified as professional service as defined in Section 6306 of Education law.

President Stone presented a resolution required by the Northern Border Regional Commission to authorize the College applying for \$250,000 in funding to support the Lewis County Education Center. On motion by Lisa Weber, seconded by Judy Gentner, the Board unanimously approved the following resolution:

**RESOLUTION NO. 129-18:           NORTHERN BORDER REGIONAL COMMISSION**  
**AUTHORIZATION**

**WHEREAS**, the Northern Border Regional Commission is a partnership between the federal government and the states of Maine, New Hampshire, New York and Vermont and mission of the Northern Border Regional Commission is to fund economic development and infrastructure projects throughout designated counties in its four state service area, including Jefferson and Lewis counties in New York;

**WHEREAS**, Jefferson Community College intends to apply for funding from the Northern Border Regional Commission to support the Lewis County educational center by May 11, 2018;

**NOW, THEREFORE BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby authorizes the President of the College to make and sign an application for funding to the Northern Border Regional Commission and any subsequent Northern Border Regional Commission investment documents that bind Jefferson Community College.

Following presentation by President Stone and on motion by Lisa Weber, seconded by Beth Fipps, the Board unanimously ratified the following contracts:

**RESOLUTION NO. 130-18:           RATIFICATION OF CONTRACTS**  
**Lewis County – Dept. of Social Services**  
**State University of New York**  
**State University of New York Research Foundation**  
**Trane**

**U.S. Department of Education  
Watertown Urgent Care**

**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:

**Lewis County – Dept. of Social Services**  
*(clinical agreement, human services program)*

**State University of New York**  
*(participation agreement, Quantway/Statway)*

**State University of New York Research Foundation**  
*(grant funding, NYS Small Business Development Center)*

**Trane**  
*(service agreement, maintenance)*

**U.S. Department of Education**  
*(participation agreement, Title IV funding)*

**Watertown Urgent Care**  
*(service provider, Health & Wellness Center)*

**ADJOURNMENT**

On motion made by Beth Fipps, seconded by Nate Hunter, the meeting was adjourned at 5:20 p.m.

Respectfully submitted,

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Karen J. Freeman  
Secretary to the Board