



**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**MEETING MINUTES
Wednesday, April 1, 2020 at 4:00 p.m.**

Call to Order – Chair Nathan Hunter called the meeting to order at 4:05 p.m., held via ZOOM. There was a verbal rollcall.

Attendance:

Trustees:

Present:

Nathan Hunter, Chair
Pamela Beyor-Murtha
Michael Crowley
Elizabeth Fipps
Terry Fralick
Judy Gentner
David Males
Rebekah Widrick

Absent:

Eugene Renzi

Administrative/Faculty Staff:

James Ambrose – Dean of Enrollment
Corey Campbell – Vice President of Student Affairs
Linda Dittrich – Associate Vice President Math/Science, Tech. and Health Division
Jack Donato - Faculty; Faculty Association President
Dan Dupee – Vice President of Administration and Finance
Jeri Fairman - Associate Vice President for Liberal Arts Division
Thomas Finch - Vice President for Academic Affairs
Karen Freeman - Senior Director of Government Affairs and Public Relations
Terrence Harris - Associate Vice President of Workforce Development and Business
Jessica Jones – Typist
Gillian Maitland – Director of Marketing and Communications
Kim Sell – Instructor; Senate President
Rebecca Small Kellogg – Dean of Student Success
Megan Stadler - Senior Director of Institutional Effectiveness & Chief of Staff
Ty Stone – President
Kerry Young – Executive Director for Finance and Human Resources

Approval of Minutes – On a motion made by Michael Crowley, seconded by Judy Gentner, the minutes of the March 4, 2020 meeting were approved.

Introductions

All guests introduced themselves.

Privilege of the Floor - None

Updates

- JCC Foundation – Beth Fipps

While The Foundation is working remotely, we are trying to find new and creative ways to engage our alumni, donors and corporate partners. We are continuing to spend time building the integrity of our data base, getting ready to award scholarships and invoicing scholarship donors. And of course, we are doing our best to support the Institution and our students during this time of uncertainty.

- Student Trustee – Rebekah Widrick

Student Government had an executive meeting via ZOOM on March 25th to discuss procedures for holding elections this semester.

- Senate President – Kim Sell

There was no Senate meeting held in April due to the closure of the campus in response to the COVID-19 pandemic. Plans are currently underway to hold a May Senate meeting via a remote platform.

President's Report

- COVID-19 Updates-
 - SUNY Presidents' Group – The presidents of SUNY institutions meet several times a week. The primary focus is to provide all students with a positive experience, open communication and personal safety.
 - Campus Activities – All employees are working remotely at this time, with the exception of some of our facilities, security and residential hall employees. The College's IT department has done a phenomenal job getting all employees working remotely.
 - When the pandemic began to develop, Professional Development Day, March 13, 2020, was quickly adapted to a complete training opportunity to help our faculty and staff prepare. The CPE has offered over 30 different sessions to help prepare instructors for distance learning. The active shooter drills performed during Start-Up Day also helped our campus learn important communication techniques that have been helpful during this time.
 - Classes were moved to alternative distance learning platforms quickly and efficiently. For remote working Internet Hotspots have been identified and marked all over the campus to allow students access to the Internet safely from their cars. Well-care calls are being made weekly to all students by staff.
 - The College has received tremendous support during this challenging time from our Unions, Cabinet and Faculty and Staff. Town Hall meetings are an

- o opportunity for all employees to receive information, ask questions and reconnect.
 - o Commencement – SUNY has not yet given direction to commencements across the system. The Commencement Committee is looking into several options to hold a virtual Commencement in May, 2020. More details will be forthcoming.
 - o The Campus leadership is focusing on budget strategies to position the College to move forward when the pandemic is over.
- Jefferson County Resolution for Base State Aid – Dr. Stone reviewed Jefferson County Legislators Resolution No. 90 – “Supporting a Permanent Funding Floor Model for Community College Base State Aid Formula Fiscal Year 2020-2021” that was adopted by the Board of Legislators on March 3, 2020. (See attached)
- 2019 Graduate Survey Final Report 3.4.20 – The 2019 Graduate Report is an analysis of transfer and career data, researched and provided by the Office of Institutional Effectiveness. The study is based on available information for 571 degree recipients. Data was successfully collected via Survey Monkey (74 respondents) and the National Student Clearinghouse. (See attached)
- New Hires were introduced: Jenna Mann - Career Readiness Coach and Amber Rice Athletic Trainer

Chair Hunter expressed his appreciation on behalf of the Trustees to all of the College’s faculty and staff for their significant efforts to accomplish so much in a short time frame. He also stated that there is much more work ahead, which we will all complete together.

Budget and Planning Committee

New Grant: This is a new grant made possible through the designation of funds by Gabrielle Thompson, Director of Access & Opportunity Programs. Ms. Thompson was selected for the Excellence in Equity Fellowship at University of Illinois in May 2019. The funds were allotted to each of the 19 fellows whom made the unanimous decision to each provide the funds back to their institutions in order to support students. Ms. Thompson defined when donating the funds how she wanted the funds to be used, resulting in the formation of this grant.

Trustee Beyor-Murtha expressed the Board of Trustees’ appreciation for Ms. Thompson’s designation resulting in the formation of this grant.

RESOLUTION NO.: 118-20 2019-2020 BUDGET AMENDMENT ENGAGING EXCELLENCE FELLOWSHIP GRANT - NEW

GRANT PERIOD: SEPTEMBER 1, 2019 – AUGUST 31, 2020

WHEREAS, the College has received funding from the University of Illinois as part of the Equity Conscious Community College Pathways national project;

WHEREAS, the funds will provide financial support for events of the target population (African-American males) with the primary goal of creating a feeling of empowerment and motivation on Jefferson’s campus to strive for excellence inside and outside of the classroom;

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

INCREASE REVENUE:

| | | |
|---|----------------|-------------------|
| Engaging Excellence Grant – Local Revenue | 2833-3011-5430 | <u>\$3,000.00</u> |
| Total Revenue Increase | | \$3,000.00 |

INCREASE EXPENDITURE:

| | | |
|------------------------------------|----------------|-------------------|
| Engaging Excellence Grant – Travel | 2833-3011-7250 | <u>\$3,000.00</u> |
| Total Expenditure Increase | | \$3,000.00 |

On a motion made by Committee Chair Michael Crowley, seconded by Judy Gentner, Resolution 118-20 was approved.

Budget Amendment- Amendment to balance actual budget to the grant revenue. This grant is received through SUNY Canton from SUNY.

RESOLUTION NO.: 119-20 2019-2020 BUDGET AMENDMENT SUNY EIP – VB3 GRANT INCREASE

GRANT PERIOD: JULY 1, 2019 – DECEMBER 31, 2020

WHEREAS, the College and SUNY Canton have agreed to collaborate on Transitioning Veterans from Boots to Books and Beyond, the VB3 Grant and the College has received an increase in funding and grant extension through 12/31/2020;

WHEREAS, JCC will submit quarterly invoices to SUNY Canton for reimbursement of costs incurred;

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

INCREASE REVENUE:

| | | |
|--|----------------|---------------------|
| SUNY EIP –VB3 Grant – State Grants & Contracts | 2622-3011-5420 | <u>\$ 28,103.00</u> |
| Total Revenue Increase | | \$28,103.00 |

INCREASE EXPENDITURE:

| | | |
|--|----------------|--------------------|
| SUNY EIP –VB3 Grant – Professional P/T | 2622-3011-6102 | \$ 8,000.00 |
| SUNY EIP –VB3 Grant – Student Tutors | 2622-3011-6142 | 3,000.00 |
| SUNY EIP –VB3 Grant – State ERS | 2622-3011-6201 | 186.00 |
| SUNY EIP –VB3 Grant – Social Security | 2622-3011-6204 | 612.00 |
| SUNY EIP –VB3 Grant – Workers Compensation | 2622-3011-6205 | 80.00 |
| SUNY EIP –VB3 Grant – Printing | 2622-3011-7104 | 300.00 |
| SUNY EIP –VB3 Grant – Computer Equipment | 2622-3011-7107 | 2,000.00 |
| SUNY EIP –VB3 Grant – Instructional Supplies | 2622-3011-7108 | 2,000.00 |
| SUNY EIP –VB3 Grant – Advertising | 2622-3011-7203 | 2,000.00 |
| SUNY EIP –VB3 Grant – Computer Software | 2622-3011-7217 | 2,000.00 |
| SUNY EIP –VB3 Grant – Student Recruitment | 2622-3011-7247 | 3,000.00 |
| SUNY EIP –VB3 Grant – Travel | 2622-3011-7250 | 2,000.00 |
| SUNY EIP –VB3 Grant – Scholarship Awards | 2622-3011-7512 | <u>\$ 2,925.00</u> |
| | | \$ 35,340.00 |

Total Expenditure Increase \$28,103.00

On a motion made by Committee Chair Michael Crowley, seconded by Beth Fipps, Resolution 119-20 was approved.

Financial Statements

VP Dan Dupee reviewed the February 2020 financial statements (See attached documents). Current budget challenges include the ramifications of the COVID-19 pandemic.

On a motion made by Committee Chair Michael Crowley, seconded by Beth Fipps, the February 2020 financial reports were accepted.

Other Business

President Ty Stone presented Resolution 120-20 - Ratification of Contracts. (See attached documents).

**RESOLUTION NO.: 120-20 RATIFICATION OF CONTRACTS
North Country Family Health Center Contract**

WHEREAS, pursuant to Jefferson Community College Board of Trustees Resolution No. 128-89, the College President approved the following contractual agreement, copy of which are attached hereto:

North Country Family Health Center
(Health and Wellness Contract)

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

Board Chair Hunter asked for a motion to accept Resolution 120-20, which was made by Dave Males and seconded by Michael Crowley. Nathan Hunter and Beth Fipps abstained from voting. The motion was accepted by the remaining board members.

RESOLUTION NO.: 121-20

**AUTHORIZING EMERGENCY LEAVE FOR
JEFFERSON COMMUNITY COLLEGE EMPLOYEES
DUE TO THE CORONAVIRUS (COVID-19)
PANDEMIC**

WHEREAS, Governor Andrew Cuomo has issued Executive Order No. 202 declaring a State disaster emergency for the entire State of New York, followed by Executive Order No. 202.4 which specifically addresses restrictions on reporting to work; and

WHEREAS, the Jefferson Community College Board of Trustees recognizes that the Coronavirus disease (COVID- 19) has created a public health emergency for the citizens of Jefferson County, and

WHEREAS, the Board desires to support the health and safety of all permanent full-time and part-time employees of Jefferson Community College who are affected by the COVID-19 disease, by the granting of temporary administrative leave with pay (hereinafter referred to as "COVID-19 leave") to all such employees, and without requiring such employees to use any accrued sick, vacation or other leave credits.

NOW, THEREFORE BE IT RESOLVED, that COVID-19 leave shall be provided to all Jefferson Community College employees as needed during the period that this Resolution remains in effect in the event that:

1. The employee has been directly advised or directed by his or her health care provider or a federal, state, or local public health official to self-isolate because the employee is exhibiting symptoms of the COVID-19 disease or to self- quarantine because of the employee's exposure to COVID-19; .
2. The employee seeks a medical diagnosis and/or obtains medical treatment from his or her healthcare provider or a healthcare facility with respect to the COVID-19 disease; .
3. A family member of the employee has been directly advised or directed by his or her health care provider or a federal, state or local public health official to self-isolate because the family member is exhibiting symptoms of the COVID-19 disease or to self-quarantine because of the family member's exposure to COVID-19, and requires direct care by the employee. For purposes of this Resolution only, a "family member" is defined as an employee's parent, legal guardian, spouse, child, stepchild, legal dependent residing in the employee's household, or is the employee's sibling, next of kin, grandparent or grandchild who is pregnant, disabled, a senior citizen (65 years of age or older), or has access or functional needs;

4. A family member of the employee seeks a medical diagnosis and/or obtains medical treatment from his or her healthcare provider or a healthcare facility with respect to the COVID-19 disease, and requires direct care by the employee;

5. A minor child/children of the employee, or minor legal dependent(s) of the employee residing in the employee's household, requires care due to school closure, the closure of a daycare facility or the unavailability of such child/children's or legal dependent(s) regular care provider, due to the COVID-19 disease; or

6. An adult, disabled child/children of the employee, or adult, disabled legal dependent(s) of the employee residing in the employee's household, requires care due to the unavailability of adult daycare services or other adult supervision or rehabilitation services, due to the COVID-19 disease, and be it further

BE IT RESOLVED, That the limited COVID-19 leave benefits provided for herein and utilized by employees shall not be duplicative of any federal and/or state laws providing the same or similar benefits, but instead such utilized benefits shall be credited towards the legal obligations of Jefferson Community College to provide the same or similar benefits under both federal and state law to the extent possible, including, but not limited to, those benefits provided under the Federal Emergency Family and Medical Leave Expansion Act, the Federal Emergency Paid Sick Leave Act, and Chapter 25 of the laws of 2020 of the State of New York (providing for sick leave benefits during mandatory or precautionary orders of quarantine or isolation and effective March 18, 2020), and

BE IT FURTHER RESOLVED, that this Emergency Resolution shall remain in force and effect from March 16, 2020 through April 18, 2020.

Board Chair Hunter asked for a motion to accept Resolution 121-20, which was made by Michael Crowley and seconded by Terry Fralick. The motion was approved.

RESOLUTION NO.: 122-20 AUTHORIZING EXPANSION OF PROFESSIONAL BENEFITS FOR JEFFERSON COMMUNITY COLLEGE FACULTY DUE TO THE CORONAVIRUS (COVID-19) PANDEMIC

WHEREAS, Governor Andrew Cuomo has issued Executive Order No. 202 declaring a State disaster emergency for the entire State of New York, followed by Executive Order No. 202.4 which specifically addresses restrictions on students congregating for classes; and

WHEREAS, the Board desires to support the educational needs of the College's students,

NOW, THEREFORE BE IT RESOLVED, that in accordance with the collective bargaining agreement between Jefferson Community College and the Faculty Association of Jefferson Community College effective September 1, 2016 to August 31, 2021, the College and the Faculty Association agree that:

- In order to address the need for continuity of instruction in an online format due to Coronavirus COVID 19 and Governor Cuomo's announcement that all SUNY institutions move to a distance learning format for the remainder of the Spring 2020 semester, the College will allow full-time teaching faculty to utilize professional benefits to purchase technology peripherals (ie., web cameras, printers, software) in order to shift to an online learning environment.
- For this semester only, in a non-precedent setting circumstance, the cap of \$800 for technology and technology peripherals purchases will be relaxed. Meaning, if individuals have already expended funds on a conference or other technology, they may be allowed to utilize professional benefits in order to offer distance learning modalities. Individuals will be required to request prior authorization for these purchases through the Vice President for Academics. The request should be sent via an email.
- The overall cap of professional benefits will remain in place as well as the methodology for the end of year distribution of funds. The modification will be that any technology expenditure of over \$800 will be allowed to be deferred and eligible for reallocation at the end of the year in accordance with the normal reallocation procedures.

BE IT FURTHER RESOLVED, that this agreement expires upon the conclusion of the Spring 2020 semester.

Board Chair Hunter asked for a motion to accept Resolution 122-20, which was made by Michael Crowley and seconded by Terry Fralick. The motion was approved.

Schedule of Upcoming Meetings and Events

- Academic & Educational Services Committee – April 15, 2020, Wednesday, at 3:00 p.m.
- Personnel Committee – April 15, 2020, Wednesday, at 4:00 p.m.
- Budget and Planning Committee Meeting – May 6, 2020, Wednesday at 3:00 p.m.
- Board of Trustees Meeting – May 6, 2020, Wednesday at 4:00 p.m.

Adjournment – Chair Hunter asked for a motion to close the meeting. On a motion made by Judy Gentner, seconded by Pam Beyor-Murtha, and approved by the board, the meeting was adjourned at 4:45 p.m.

Respectfully submitted,

Edie A. Roggie
Secretary to the Board