



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES April 14, 2021

The April 2021 meeting of the Jefferson Community College Board of Trustees was held on Wednesday, April 14, 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

Administrative Staff:

Ty Stone – President
Corey Campbell – Vice President for Student Engagement & Retention
Dan Dupee – Vice President for Administration, Finance and Enrollment

Call to Order – Chair Nathan Hunter called the meeting to order at 4:01 p.m.

Introductions of Guests

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
Dioseline Osorio – Secretary, Student Government Association
Megan Stadler – Associate Vice President for Strategic Initiatives
Kerry Young – Associate Vice President for Human Resources

Approval of Minutes – On a motion made by Beth Fipps, seconded by Cindy Intschert, the minutes of the March 3, 2021 meeting were approved unanimously.

Privilege of the Floor – None.

JCC Foundation Update

Trustee Beth Fipps reported the following:

- March 2021 Solicitation has garnered 29 gifts and \$2,896; the next solicitation will be signed by Dr. Stone in May.
- The Foundation has two new endowments The Martusewicz Family Internship Program will support an annual student internship in a non-profit or human services agency with a \$600 scholarship. The Bill and Kate McBride Family Nursing award provides a \$600 scholarship annually to a second year nursing student.

Senate President Update

Senate met on April 7 and Senate President Josh Hammond provided a written report to Trustees that summarized the meeting. He highlighted presentations on the EIT Plan and Meta-Majors in Guided Pathways, and noted Senate approved a new Campus Survey Policy and a micro-credential in non-profit leadership. There is an ad hoc committee also reviewing shared governance at Jefferson.

Student Trustee Update

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

- SGA hosted the NCAA March Madness Bracket Tournament with 27 students participating
- SGA is accepting applications for 2021-2022 elected positions of President, Vice President and Student Trustee
- Campus Activities Board is hosting an event for each day of the dispersed Spring Break. Activities including skating, a trip to the Syracuse mall, hiking, a volunteer day and a virtual reality experience

President's Report

In her report, Dr. Stone noted the following:

- A new partnership with the Children's Home of Jefferson County (CHJC) led to the development of the first micro-credential, in non-profit leadership. The College will supplement the customized micro-credential with a 9-hour non-credit lunch and learn for CHJC employees. Questions pertained to the ability to customize micro-credentials and pathways to stackable credentials or a degree.
- The College collaborated with Lewis County to develop a program that will train individuals to start their own home childcare business and ultimately increase childcare availability in Lewis County. The SBDC and business faculty are assisting with this custom training program.
- The College has completed 2500 COVID tests this semester, assisted with 14,000 vaccines, and hosted the first vaccine clinic for Jefferson students this past week.
- There is a campus-wide committee meeting regularly to inform a plan for a safe fall reopening. SUNY is highly recommending vaccines, but have not mandated them.
- Boomer lost the Mascot Madness tournament in the championship round. Nonetheless, the event was successful and engaged stakeholders on and off campus.
- Commencement plans are coming together with a virtual ceremony and drive-through diploma event; the keynote will be distinguished alumni Nate Chapin; and, nurse pinning will be held in person on May 26.
- Student Chancellor's awards were given to Jeremy Dening, Lachlan Rees and John Phelps.
- The 2020 Graduate Survey is attached and Dr. Stone highlighted several positive factoids from the report.
- Lastly, the American Association of Community College's FUN FACTS were attached along with the College's *Continuity of Operations Plan in the event of a Disaster involving a Communicable Disease*.

Under the President's Report, Executive Vice President Dan Dupee gave a presentation on the Financial Sustainability strategy in the College's Strategic Plan 2020-2025.

- Dr. Dupee reviewed the financial sustainability strategy and shared significant changes in the higher education marketplace including decreased state funding which places a higher financial burden on students. He noted the funding model is outdated as it assumes colleges can educate a student for \$7500 when it is really closer to \$10,000.
- Dr. Dupee included an overview of the funding provided by the three federal stimulus packages – CARES Act, CRRSAA and American Recovery Plan. Together, the stimulus packages include \$6.5M that will go directly to students and \$9.1M available to the College. He noted that these are one-time funds that must be spent within a specific timeframe. The College will plan to support student scholarships, address COVID-related expenses, and use the funds strategically to position the College to move forward in a post-pandemic educational environment.
- Lastly, Dr. Dupee provided a status update on the four strategy objectives. The Strategic Enrollment plan will be forthcoming this summer and focuses on student retention and partnerships to grow enrollment in niche markets. Goals related to fund balance and key financial ratios were achieved and the College is currently updating its Facilities Master Plan.

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 motion by Trustee Crowley, seconded by Judy Gentner, the Board unanimously approved the following budget amendment accepting college-in-prison grant funding:

**RESOLUTION NO. 122-21: 2020-2021 BUDGET AMENDMENT
 COLLEGE IN PRISON GRANT - ROLLOVER**

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

WHEREAS, the College has received state funding from New York State Office of the District Attorney, New York County (DANY) under the College-in-Prison Initiative for nearby correctional facilities in Cape Vincent, Gouverneur, and Watertown;

WHEREAS, the College will provide programming to include college-level instruction and reentry support for five (5) years, with provision of performance measurement data for an additional year after programming ends (for use in an evaluation), for a total of six (6) years;

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:

College-in Prison Grant – State Grants & Contracts	2629-3011-5420	<u>\$ 62,324.41</u>
--	----------------	---------------------

Total Revenue Increase \$62,324.41

INCREASE EXPENDITURE:

College-in Prison Grant – Indirect Cost 2629-3011-7231 \$ 62,324.41

Total Expenditure Increase \$62,324.41

Following presentation and on motion by Mike Crowley, seconded by Damon Draught, the Board unanimously approved the following budget transfer:

**RESOLUTION NO. 123-21: 2020-2021 BUDGET AMENDMENT
PERKINS 20/21 BUDGET**

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

WHEREAS, funds have been received from the University of the State of New York Education Department through the Perkins Grant to fund various initiatives to enhance career and technical education and student success;

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

INCREASE REVENUE:

Perkins – Career & Tech Educ 2511-3011-5410 \$237,385.00

Total Revenue Increase \$237,385.00

INCREASE EXPENDITURES:

Perkins – Career & Tech Educ – Prof F/T	2511-3011-6101	\$ 82,393.00
Perkins – Career & Tech Educ – State TRS	2511-3011-6202	7,852.00
Perkins – Career & Tech Educ – Social Security	2511-3011-6204	5,153.00
Perkins – Career & Tech Educ – Workers Comp	2511-3011-6205	824.00
Perkins – Career & Tech Educ – Life Insurance	2511-3011-6206	63.00
Perkins – Career & Tech Educ – Disability Ins	2511-3011-6208	138.00
Perkins – Career & Tech Educ – Health Insurance	2511-3011-6209	7,850.00
Perkins – Career & Tech Educ – A/V Equipment	2511-3011-7007	107,002.00
Perkins – Career & Tech Educ – A/V Supplies	2511-3011-7108	2,711.00
Perkins – Career & Tech Educ – Indirect Costs	2511-3011-7231	8,399.00
Perkins – Career & Tech Educ – Prof Svc Fees	2511-3011-7241	<u>\$ 15,000.00</u>

Total Expenditure Increase \$237,385.00

Financial Statements

Vice President Dupee reviewed February 2021 financials. Revenue is down \$1.8M from last year, due to less tuition and state aid. Expenses are also down \$1.9M. As expected, cash is also less as compared to last year on the balance sheet; most money is in savings, as investments are not earning a lot of interest at this time. There were no questions.

Upon a motion made by Mike Crowley, seconded by Pamela Beyor-Murtha, the February 2021 financial reports were accepted unanimously.

Academic and Educational Services Committee Committee Chair Terry Fralick

Jeri Fairman, Associate Vice President, briefly reviewed degree requirement changes to two teacher education transfer programs, both of which are jointly registered with SUNY Potsdam. The changes are designed to improve completion at both the associate and bachelor's levels.

On motion by Cindy Intschert, seconded by Beth Fipps, the Board unanimously approved the revised degree program requirements in Resolutions 124-21 and Resolution 125-21 as follows:

**RESOLUTION NO. 124-21 APPROVE REVISIONS TO
A.A. EARLY CHILDHOOD/CHILDHOOD EDUCATION (Birth to
Grade 6) Teacher Education - Jointly Registered
with SUNY Potsdam**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves revisions to the Early Childhood / Childhood Education (Birth to Grade 6) A.A. degree program as outlined in the attached proposal.

**RESOLUTION NO. 125-21: APPROVE REVISIONS TO
A.A. EARLY CHILDHOOD EDUCATION
(Birth to Grade 2)
Teacher Education - Jointly Registered with SUNY Potsdam**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves revisions to the Early Childhood Education (Birth to Grade 2) A.A. degree program as outlined in the attached proposal.

Facilities Committee – Committee Chair Pamela Beyor-Murtha

No report.

Personnel Committee – Committee Chair Judy Gentner

Committee chair Judy Gentner noted that there were no items for action. At its last meeting, the Personnel Committee reviewed the pandemic plan submitted by Jefferson to NY State.

Executive Session

On motion made by Judy Gentner, seconded by David Males, the Board adjourned to Executive Session at 5:09 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 5:44 p.m.

Other Business

President Stone presented contracts for ratification in Resolution 126-21. Upon motion by Pam Beyor-Murtha, seconded by Mike Crowley, the resolution ratifying all contracts was passed unanimously.

RESOLUTION NO. 126-21: RATIFICATION OF CONTRACTS
Go Motorcycling
Northern Border Regional Commission
On Course

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:

Go Motorcycling
(services contract, non-credit workshop)

Northern Border Regional Commission
(contract amendment, NBRC grant)

On Course
(services agreement, workshop facilitator)

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

Academic & Educational Services Committee Meeting, April 21, 2021, Wednesday at 3:00 p.m.
Personnel Committee Meeting – April 21, 2021, Wednesday at 4:00 p.m.
Budget Workshop – April 28, 2021, Wednesday at 2:30 p.m.
Budget and Planning Committee Meeting – May 5, 2021, Wednesday at 3:00 p.m.
Board of Trustees Meeting – May 5, 2021, Wednesday at 4:00 p.m.

Adjournment - On a motion made by Mike Crowley, seconded by Pam Beyor-Murtha, the meeting adjourned at 5:45 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board of Trustees