



**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES
Tuesday, December 3, 2019**

MEETING MINUTES

Call to Order - Chair Nathan Hunter called the meeting to order at 4:07 p.m.

Present:

Trustees:

Nathan Hunter, Chair
Michael Crowley
Terry Fralick
Judy Gentner
David Males
Eugene Renzi
Rebekah Widrick

Administrative/Faculty Staff:

James Ambrose – Dean of Enrollment
Corey Campbell – Vice President of Student Affairs
Linda Dittrich - Associate Vice President Math/Science, Technology, 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
Karen Freeman - Senior Director of Government Affairs and Public Relations
Terrence Harris - Associate Vice President of Workforce Development and Business
Rebecca Small Kellogg – Dean of Student Success
Gillian Maitland – Director of Marketing and Communications
Kim Sell – Senate President
Ty Stone – President
Kerry Young – Executive Director for Finance and Human Resources

Other Guests:

Abby Buttacavli – WWNY Channel 7 News

Excused:

Elizabeth Fipps
Pamela Beyor-Murtha

Approval of Minutes – November 6, 2019

On a motion made by Michael Crowley, seconded by Judy Gentner, the minutes of the November 6, 2019 meeting were approved.

Introductions

All guests introduced themselves.

Privilege of the Floor

There were no items for Privilege of the Floor.

Updates

- **JCC Foundation** – President Stone presented the Foundation updates, including a report on the September solicitation, which has been completed, and the November solicitation, which has just been mailed. The Employee Campaign was kicked off at the December 3, 2019 Senate meeting. Also, the position of Foundation Executive Director has been advertised and the Foundation has extended their contract with West Wind Consulting. (See attached report)
- **Student Trustee** – Rebekah Widrick, Student Trustee, reported on the latest activities sponsored by Student Government, including their approval to help fund the new mascot/rebranding project and the scheduled open forums regarding the smoking policy on campus on January 30th and February 12th. (See attached report)
- **Senate President** – Senate president Kim Sell reported that the fourth Senate meeting of the 2019-20 academic year was held on Tuesday, December 3, 2019. (See attached report) The Senate body voted to accept the Student Code of Conduct Policy revisions.

President's Report

President Stone presented the following updates:

- There will be an NEH Capitol Hill briefing on December 11th, which will be attended by Ron Palmer, Craig McNamara, Dr. Stone and one of the students in the NEH *Dialogues on the Experiences of War* program. Jefferson was only one of 13 colleges, the only SUNY institution and the only community college nationally selected to participate in the program.
- Emergency Response Training is planned for Wednesday, January 15th for Start-Up Day.

Budget and Planning Committee

Chair Michael Crowley reported that at the Budget and Planning committee meeting preceding the full board meeting Lyndi Hill, Bowers & Company, presented the findings of the Jefferson Community College Foundation, Student Association and New Student Services audits. All three audits were found to be clean, with no material weaknesses. Also noted in the New Student Services Audit and the Student Association Audit were several opportunities for strengthening internal controls. These areas will be adjusted to provide increased clarity and transparency in the future.

Chair Crowley made a motion to accept the Jefferson Community College Foundation, Student Association and New Student Services audits indicated in Resolutions 222-19 - 224-19, which was seconded by David Males, and approved by the full board.

RESOLUTION NO.: 222-19

ACCEPTANCE OF AUDIT

Jefferson Community College Foundation

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of the Jefferson Community College Foundation for the year ending August 31, 2019 as prepared by Bowers & Company, CPAs PLLC.

**RESOLUTION NO.: 223-19 ACCEPTANCE OF AUDIT
Student Association**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of the Student Association of Jefferson Community College for the year ending June 30, 2019 as prepared by Bowers & Company, CPAs PLLC.

**RESOLUTION NO.: 224-19 ACCEPTANCE OF AUDIT
New Student Services**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of New Student Services of Jefferson Community College for the year ending June 30, 2019 as prepared by Bowers & Company, CPAs PLLC.

Budget Amendments

Chair Michael Crowley reviewed Resolutions 225-19 – 229-19, which are amendments to balance actual expenses to the grant revenue.

On a motion made by Chair Michael Crowley, seconded by Judy Gentner, Resolutions 225-19 – 229-19 were approved.

**RESOLUTION NO.: 225-19 2019-2020 BUDGET AMENDMENT
CENTER FOR COMMUNITY STUDIES – CCE/4-H CAMP
WABASSO SURVEY – GRANT INCREASE**

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

WHEREAS, the College has received an increase in funding from the Cornell Cooperative Extension of Jefferson County (CCE) to complete a telephone survey of up to 100 parents of past campers during the fall of 2019;

WHEREAS, the goal of the survey is to collect information to measure current awareness/familiarity of 4-H Camp Wabasso, its programs, and to determine how 4-H Camp Wabasso can maintain and improve scheduling, programming, services, facilities, and marketing;

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 \$ 5,000.00

Total Revenue Increase \$5,000.00

INCREASE EXPENDITURE:

Center Comm. Studies Grant – Indirect Cost 2803-3011-7231 \$ 2,500.00

Center Comm. Studies Grant – Prof Service Fees	2803-3011-7241	<u>2,500.00</u>
		\$ 5,000.00

Total Expenditure Increase \$5,000.00

**RESOLUTION NO.: 226-19 2019-2020 BUDGET AMENDMENT
TITLE III GRANT – NEW GRANT**

GRANT PERIOD: OCTOBER 1, 2019 – SEPTEMBER 30, 2024

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>
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Total Revenue Increase \$425,000.00

INCREASE EXPENDITURE:

Title III Grant – Prof F/T	2550-3011-6101	\$149,018.00
Title III Grant – Prof Stipends	2550-3011-6104	15,121.00
Title III Grant – State ERS	2550-3011-6201	10,801.00
Title III Grant – State TRS	2550-3011-6202	2,215.00
Title III Grant –TIAA CREF	2550-3011-6203	3,550.00
Title III Grant – Social Security	2550-3011-6204	12,558.00
Title III Grant – Workers Comp	2550-3011-6205	1,642.00
Title III Grant – Life Insurance	2550-3011-6206	124.00
Title III Grant – Disability Insurance	2550-3011-6208	228.00
Title III Grant – Health Insurance	2550-3011-6209	42,724.00
Title III Grant – Instructional Supplies	2550-3011-7108	1,500.00
Title III Grant – Computer Software	2550-3011-7217	15,000.00
Title III Grant – Prof Service Fees	2550-3011-7241	23,500.00
Title III Grant – Staff Development	2550-3011-7246	5,000.00
Title III Grant – Travel	2550-3011-7250	10,000.00
Title III Grant – Workshops/Seminars	2550-3011-7253	3,519.00
Title III Grant – Endowment	2550-3011-7514	<u>\$128,500.00</u>

Total Expenditure Increase \$425,000.00

**RESOLUTION NO.: 227-19 2019-2020 BUDGET AMENDMENT
PERFORMANCE IMPROVEMENT FUND (PIF) SUNY
SCHENECTADY HEALTHCARE GRANT– NEW GRANT**

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;

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 \$ 4,400.00

Total Revenue Increase \$ 4,400.00

INCREASE EXPENDITURE:

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

(PIF) SUNY Schenectady Apprenticeship – Indirect Cost 2643-3011-7231 400.00

(PIF) SUNY Schenectady Apprenticeship – Workshops 2643-3011-7253 \$ 3,500.00

Total Expenditure Increase \$ 4,400.00

**RESOLUTION NO.: 228-19 2019-2020 BUDGET AMENDMENT
SBDC MATCHING GRANT – GRANT INCREASE**

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

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 (Matching) 2804-3011-5430 \$ 60,651.06

Total Revenue Increase \$ 60,651.06

INCREASE EXPENDITURE:

SBDC Local Grant (Matching) – Computer Equip 2804-3011-7006 \$ 5,651.06

SBDC Local Grant (Matching) – Equipment - Other 2804-3011-7008 3,500.00

SBDC Local Grant (Matching) – Advertising 2804-3011-7203 10,500.00

SBDC Local Grant (Matching) – Bldg/Property Maint 2804-3011-7211 5,000.00

SBDC Local Grant (Matching) – Staff Development 2804-3011-7246 24,000.00

SBDC Local Grant (Matching) – Travel 2804-3011-7250 \$ 12,000.00

\$ 60,651.06

Total Expenditure Increase \$ 60,651.06

**RESOLUTION NO.: 229-19 2019-2020 BUDGET AMENDMENT
NBRC AGRICULTURE LAB EQUIPMENT GRANT –
NEW GRANT**

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;

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	<u>\$250,000.00</u>
Total Revenue Increase		\$250,000.00

INCREASE EXPENDITURE:

NBRC Agriculture Lab Grant –Instruct Equip	2588-3011-7005	<u>\$250,000.00</u>
Total Expenditure Increase		\$250,000.00

Grant Rollover

Chair Michael Crowley reviewed Resolution 230-19 which addresses the transfer of unspent grant funds to the current year. Not all grants have the same designated fiscal year; this resolution adjusts the funding to match actual fiscal year expenditures and revenues.

On a motion made by Chair Michael Crowley, seconded by David Males, Resolution 230-19 was approved.

**RESOLUTION NO.: 230-19 2019-2020 BUDGET AMENDMENT
DASNY NURSING SIMULATION LAB GRANT - ROLLOVER**

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

WHEREAS, the College has been awarded a State and Municipal Facilities Program (SAM) Grant from the Dormitory Authority of the State of New York (DASNY) to be used for the creation of a nursing simulation lab;

WHEREAS, the College received funding for the 2018/19 fiscal year that must be carried over to the 2019/20 fiscal year;

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

INCREASE REVENUE:

DASNY Nursing Sim Lab Grant – State Grants & Contracts	2631-3011-5420	<u>\$100,000.00</u>
		\$100,000.00

Total Revenue Increase \$100,000.00

INCREASE EXPENDITURE:

DASNY Nursing Sim Lab Grant – Instructional Equipment	2631-3011-7005	<u>\$100,000.00</u>
		\$100,000.00

Total Expenditure Increase \$100,000.00

Financial Statements

Review of financial statements for October 2019 - Chair Crowley turned the report of the financial documents over to Dan Dupee, Vice President of Administration and Finance. VP Dupee reviewed the October 2019 financial statements.

On a motion made by Chair Michael Crowley, seconded by Judy Gentner, the October 2019 financial reports were accepted.

Other Business

President Ty Stone presented Resolution 231-19 - Ratification of Contracts. (See attached documents) Chair Hunter asked for a motion to accept the resolution, which was made by Terry Fralick and seconded by David Males, and accepted by the full board.

RESOLUTION NO.: 231-19 RATIFICATION OF CONTRACTS
Autodesk Enterprise
Center for Professional Excellence (CPE)
Cornell Cooperative Extension
SUNY Empire

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:

Autodesk Enterprise
(SUNY/Autodesk Software License and Support)

Center for Professional Excellence (CPE) Speaker Contract
(Dr. Mark Milliron - Professional Development Day Speaker)

Cornell Cooperative Extension
(Center for Community Studies Survey on Camp Wabasso)

SUNY Empire
(JHEC Partners in Education Agreement)

- President Stone expressed congratulations and best wishes to Megan Stadler who will be defending her doctoral dissertation this week.
- Judge Kim Martusewicz will be the Fall 2019 Commencement Speaker.
- The Faculty/Staff/Retiree Holiday Party is scheduled for Friday, December 13th at the Paddock Arcade.

Schedule of Upcoming Meetings and Events

Academic & Educational Services Committee – December 18, 2019, Wednesday, at 3:00 p.m.

Nurse Pinning – December 18, 2019, Wednesday at 4:00 p.m., Sturtz Theater

Fall Commencement Ceremony - December 19, 2019, Thursday at 6:00 p.m., McVean Gym

Audit Committee Meeting – January 8, 2020, Wednesday at 3:00 p.m.

Budget and Planning Committee Meeting – January 8, 2020, Wednesday at 3:30 p.m.

Board of Trustees Meeting – January 8, 2020, Wednesday at 4:00 p.m.

Adjournment

Chair Hunter wished everyone an enjoyable and safe holiday. On a motion made by David Males, seconded by Michael Crowley, and passed by the board, the meeting was adjourned at 4:45 p.m.

Respectfully submitted,

Edie A. Roggie
Secretary to the Board