



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES December 1, 2021

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, December 1, 2021 via Zoom.

Attendance:

Trustees Present:

Judy Gentner, Chair
Michael Crowley
Damon Draught
Beth Fipps
Nathan Hunter
Cindy Intschert
David Males
Dioseline Osorio

Administrative Staff:

Ty Stone – President
Corey Campbell – Vice President for Student Engagement & Retention
Dan Dupee – Executive Vice President for Administration, Finance and Enrollment
Maryrose Eannace – Interim Vice President for Academic Affairs

Call to Order – Chair Judy Gentner called the meeting to order at 4:00 p.m.

Approval of Minutes – On a motion made by Mike Crowley, seconded by Nate Hunter, the minutes of the November 3, 2021 meeting were approved unanimously.

Introductions of Guests

Bruce Alexander, Director of Administrative Services
James Ambrose, Dean of Enrollment
Jack Donato, FAJCC President and Professor of Computer Science
Chris Ebey, Assistant Professor of Geology
Jeri Fairman, Associate Vice President
Ben Foster, Executive Director, Foundation
Emily Griffin, Reporter, WWNY
Gillian Maitland, Director of Marketing & Communications
Aleksin Ortega, Instructor of Foreign Languages
Scott Schaeffer, Associate Vice President
Megan Stadler, Associate Vice President of Strategic Initiatives
Kerry Young, Associate Vice President for Human Resources

Privilege of the Floor – None.

JCC Foundation Update

Ben Foster, executive director of the JCC Foundation, provided a written report and highlighted the following:

- **Solicitations**
 - November mailing signed by Judy Gentner was sent November 18
 - Faculty / Staff Campaign kicked off November 3 and will close February 1, 2022
 - Corporate Partnership mailing and one-on-one meetings will occur in December
- **Events**
 - Alumni Advisory Council is planning an alumni night with the Watertown Wolves
- **Jefferson-Can Scholarship Program**
 - This year's class has 32 students and all have registered for spring classes
 - In lieu of a Fall meet-and-greet with Stephen Can, he was sent a video featuring the students; an abbreviated version of the video was played for Trustees

Collee Senate Update

No report. The College Senate has not met since the last Board of Trustees meeting. They meet next on December 6, 2021.

Student Trustee Update

Student Trustee Dioseline Osorio had not yet joined the meeting, therefore Dr. Stone reviewed the written report summarized below.

- **Student Government Association (SGA)** - hosting a club fair on December 10
- **Campus Activities Board (CAB) / Student Activities & Inclusion**
 - Planning events that incorporate faculty/staff participation because students are asking for more out of classroom interactions
 - Cozy Christmas will be held on December 9 with hot cocoa, mug decorating, gingerbread house giveaways and Christmas sweater competition
 - Offering more off-campus events with discount ticket prices so that students can explore events and activities in the surrounding area
 - Nutcracker tickets available for \$25 to the performance on December 4

President's Report

Dr. Stone updated Trustees as follows:

- Vaccination Update – all spring semester students taking classes in person must show proof of vaccination by January 21, 2022. The College is communicating weekly with new students.
- Recent Activities – visited community partners in celebration of the College's 60th anniversary, presented at the Superintendent's Retreat, established monthly office hours for faculty, staff and students; and the Food Pantry distributed 37 Thanksgiving baskets to students.
- Accolades – the nursing program received a #3 ranking from the Nursing Schools Almanac and the Food Pantry received a Hunger Hero certificate from the Food Bank of Central New York.

- Upcoming Events – recognition ceremony for students in the first CDL-A training program on December 7, nurse pinning will be held December 16, fall commencement will be held December 17, and a recognition ceremony for participants in the first cohort in the Home Child Care Boot Camp training program will be held January 6.

Student Trustee Dioseline Osorio joined the meeting during the President’s Report.

Partnership Strategy Update – Dr. Megan Stadler, Associate Vice President for Strategic Initiatives and James Ambrose, Dean for Enrollment, presented on the Year 2 outcomes and Year 3 goals for objectives in the Partnerships Strategy of the Strategic Plan. Highlights include the following:

- High School Partnerships Objective
 - Accomplishments: implemented EDGE orientation and automated communications, narrowed focus on developmental courses in Math 098 and pathways to Math 144/150, finalized the BOCES to JCC AOS in Business Studies
 - Year Three Action Items include: implementing EDGE pathways for students needing developmental coursework, providing guided pathways to matriculation for concurrently enrolled students, piloting an EDGE program focused on equitable student access to dual/concurrent enrollment opportunities, establishing nursing and allied health pathways between BOCES and JCC
- College and University Partnerships Objective
 - Year 3 Action items include working with Guided Pathways Meta-Majors committee to support transfer pathways, considering options for re-establishing a Transfer Advisory Committee, and exploring the Jefferson Higher Education Center model post-COVID
- Employer Partnerships Objective
 - Accomplishments: initiated Education to Employment Initiative with surveys identifying the following areas of focus – establishing program advisory boards, developing micro credentials, offering allied health programming, creating internship opportunities and designing flexible guaranteed pathways; in addition, the College developed and approved a micro credential policy, the first step in creating micro credential programs
 - Year 3 Action times include: filling key vacancies in workforce development area, creating measurable objectives around workforce goals to include growing non-credit enrollment, and developing a plan and building the infrastructure to support expanded work-based learning opportunities

Dr. Stadler also highlighted several community partnerships including with the United Way’s ALICE program, the Community Action Planning Council and Small Business Development Center (SBDC), both of which played a role in the Home-based Child Care boot camp program, and the community organizations engaged with the College in facilitating the COVID vaccine clinics held on campus.

EverGREEN Committee Report – EverGREEN Committee co-chairs Bruce Alexander and Dr. Chris Ebey reported on the activities of the committee over the last year. Bruce Alexander reviewed the College’s climate commitment to reduce its carbon footprint and the student body’s interest in environmental sustainability, campus activities around Earth Day and Arbor Day, community clean-up events and the College’s partners in the community. He noted the College has significantly reduced

greenhouse gas emissions through a 21% reduction in electrical usage, a decrease of 64% in fossil fuel usage and a decrease of 26% in transportation usage since 2008.

Dr. Ebey gave an overview of how the College can begin to integrate environmental sustainability into existing and new courses. She outlined the vast number of career opportunities in this field and examples of how other institutions have successfully integrated sustainability into curriculums.

Budget and Planning Committee - Committee Chair Michael Crowley

Committee Chair Crowley noted that the Budget & Planning Committee met prior to the full Board meeting.

Trustee Crowley presented four budget amendments. Resolution 191-21 acknowledges new funding for the EOP Program and Resolution 192-21 acknowledges funding for year 3 of the Title III grant. Resolutions 193-21 and 194-21 are rollovers of funding from one fiscal year to the next. Upon motion by Michael Crowley, seconded by David Males, Resolutions 191-21, 192-21, 193-21 and 194-21 were approved unanimously as follows:

**RESOLUTION NO. 191-21: 2021-2022 BUDGET AMENDMENT
 EDUCATIONAL OPPORTUNITY PROGRAM (EOP)
 GRANT**

GRANT PERIOD: SEPTEMBER 1, 2021 – AUGUST 31, 2022

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>\$ 54,488.00</u>
Total Revenue Increase		\$ 54,488.00

INCREASE EXPENDITURE:

Educ. Opportunity Prog (EOP) –Prof FT	2618-3011-6101	\$ 1,246.00
Educ. Opportunity Prog (EOP) –Prof PT	2618-3011-6102	6,000.00
Educ. Opportunity Prog (EOP) –Student Tutor	2618-3011-6142	6,000.00
Educ. Opportunity Prog (EOP) –Instr Supplies	2618-3011-7108	1,730.00
Educ. Opportunity Prog (EOP) –Workshops	2618-3011-7253	3,512.00
Educ. Opportunity Prog (EOP) –Schol Awards	2618-3011-7512	<u>\$ 36,000.00</u>
Total Expenditure Increase		\$ 54,488.00

**RESOLUTION NO. 192-21: 2021-2022 BUDGET AMENDMENT
TITLE III GRANT – YEAR 3**

GRANT PERIOD: OCTOBER 1, 2021 – SEPTEMBER 30, 2022

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>
Total Revenue Increase		\$425,000.00

INCREASE EXPENDITURE:

Title III Grant – Prof F/T	2550-3011-6101	\$191,976.00
Title III Grant – Prof Adjuncts	2550-3011-6103	31,590.00
Title III Grant – Prof Stipends	2550-3011-6104	26,000.00
Title III Grant – State ERS	2550-3011-6201	16,595.40
Title III Grant – State TRS	2550-3011-6202	2,125.80
Title III Grant –TIAA CREF	2550-3011-6203	1,512.33
Title III Grant – Social Security	2550-3011-6204	14,979.80
Title III Grant – Workers Comp	2550-3011-6205	1,082.83
Title III Grant – Life Insurance	2550-3011-6206	141.06
Title III Grant – Disability Insurance	2550-3011-6208	319.44
Title III Grant – Health Insurance	2550-3011-6209	19,755.67
Title III Grant – Instructional Supplies	2550-3011-7108	6,200.00
Title III Grant – Computer Software	2550-3011-7217	42,956.72
Title III Grant – Prof Service Fees	2550-3011-7241	31,000.00
Title III Grant – Staff Development	2550-3011-7246	20,000.00
Title III Grant – Travel	2550-3011-7250	10,000.00
Title III Grant – Workshops/Seminars	2550-3011-7253	<u>\$ 8,764.95</u>
Total Expenditure Increase		\$425,000.00

**RESOLUTION NO. 193-21: 2021-2022 BUDGET AMENDMENT
SBDC STATE GRANT - ROLLOVER**

GRANT PERIOD: OCTOBER 1, 2020 – APRIL 30, 2022

WHEREAS, the College has received funding from the State University of New York (SUNY) conduct a project entitled “COVID-19 Disaster Relief Technical Assistance Grant and SUNY has certain funds available to support the activities of the NYS Small Business Development Center (SBDC) and the funding agency has agreed to work together on projects;

WHEREAS, the College received funding for the 2020/21 fiscal year that must be carried over to the 2021/22 fiscal year;

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

INCREASE REVENUE:

SBDC State Grant – Revenue	2531-3011-5410	<u>\$100,000.00</u>
Total Revenue Increase		\$100,000.00

INCREASE EXPENDITURE:

SBDC State Grant – Indirect Cost	2531-3011-7231	\$ 9,091.00
SBDC State Grant – Prof Service Fees	2531-3011-7241	<u>\$ 90,909.00</u>
Total Expenditure Increase		\$100,000.00

**RESOLUTION NO. 194-21: 2021-2022 BUDGET AMENDMENT
TRUTH INITIATIVE TOBACCO/VAPE FREE COLLEGE
PROGRAM GRANT - ROLLOVER**

GRANT PERIOD: SEPTEMBER 8, 2020 – MARCH 31, 2022

WHEREAS, funds have been received from Truth Initiative, America’s largest nonprofit public health organization committed to making tobacco use and nicotine addiction a thing of the past;

WHEREAS, the College received funding for the 2020/21 fiscal year that must be carried over to the 2021/22 fiscal year;

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

INCREASE REVENUE:

Truth Initiative Grant –Local Grants	2836-3011-5430	<u>\$15,999.84</u>
Total Revenue Increase		\$15,999.84

INCREASE EXPENDITURE:

Truth Initiative Grant – Student Aides	2836-3011-6141	\$ 2,725.00
Truth Initiative Grant – Printing	2836-3011-7104	3,105.00
Truth Initiative Grant – Instr Supplies	2836-3011-7108	901.84
Truth Initiative Grant – Indirect Cost	2836-3011-7231	1,268.00
Truth Initiative Grant – Workshops/Sem	2836-3011-7253	<u>\$ 8,000.00</u>
Total Expenditure Increase		\$15,999.84

Trustee Crowley presented a resolution to accept the JCC Foundation Audit. He reported that Lyndi Hill from Bowers and Company reviewed the audit during the Budget & Planning Committee meeting and it was a clean audit, receiving an unmodified opinion with no findings. Upon motion by Michael Crowley, seconded by Damon Draught, Resolution 195-21 accepting the Foundation's fiscal year 2021 audit was approved as follows:

RESOLUTION NO. 195-21: 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, 2021 as prepared by Bowers & Company, CPAs PLLC.

Financial Statements – October 2021

EVP Dupee reviewed unaudited financial statements for October 2021. He noted that while it appears that revenue is up compared to last year at this time, the College received a state aid payment in October this year (not received in October last year), therefore in actuality the College is down about \$1M in revenue. This decrease in revenue is due to lower enrollments. Expenses are up slightly over last year at this time, mostly due to contractual and equipment costs. On the balance sheet, cash and fund balance is up due to stimulus funding. There were no questions.

Upon a motion made by Mike Crowley, seconded by Nate Hunter, the Board unanimously accepted October 2021 financial reports.

Academic and Educational Services Committee - Committee Chair David Males

No report.

Facilities Committee – Committee Chair Pamela Beyor-Murtha

In Trustee Beyor-Murtha's absence, Dr. Stone provided a brief update noting that the Facilities Committee met and reviewed a draft of the updated Facilities Master Plan (FMP). The plan will be presented to the campus community for feedback with a goal of bringing it to the Board for approval in January or February. The vast majority of the plan is revitalization and maintenance, with one new construction carryover from the previous FMP of a fieldhouse.

Personnel Committee – Committee Chair Nathan Hunter

No report.

Trustee Beth Fipps joined the meeting.

Executive Session

On motion made by David Males, seconded by Cindy Intschert, the Board adjourned to Executive Session at 4:50 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 5:06 p.m.

Other Business

President Stone presented Resolution 196-21 that outlines the College's plans for an entrepreneurship education initiative utilizing Downtown Revitalization Initiative funding from New York State.

Upon motion by Dave Males, seconded by Damon Draught, the Resolution 196-21 endorsing the entrepreneurship initiative was passed unanimously.

RESOLUTION NO. 196-21: ENDORSEMENT OF ENTREPRENEUR EDUCATION INITIATIVE

WHEREAS, in 2017, the City of Watertown included Jefferson Community College's TechSpace proposal in the City's Downtown Revitalization Initiative (DRI) submission to the State of New York; and

WHEREAS, in 2018, the State of New York awarded DRI funding to the City of Watertown that included \$1.2M for the College's project; and

WHEREAS, in 2019, the College received an additional \$1.3M for its DRI project from the State of New York; and

WHEREAS, in 2020, the COVID-19 pandemic struck causing economic uncertainty and halting any forward movement in the College's DRI project; and

WHEREAS, in 2021 Jefferson Community College revised the original TechSpace plan and will develop an entrepreneur education initiative in partnership with Neighbors of Watertown.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees endorses the College's plan to utilize DRI funding and create an off-site entrepreneurship center in partnership with Neighbors of Watertown.

President Stone presented contracts for ratification in Resolution 197-21. Upon motion by Beth Fipps, seconded by Cindy Intschert, the resolution ratifying all contracts was passed with 7 yes votes and Trustee Hunter abstaining.

RESOLUTION NO. 197-21: RATIFICATION OF CONTRACTS
ARC Jefferson-St. Lawrence
CampusWorks
JCC Foundation (2)
Mohawk Valley Community College (2)
National Student Clearinghouse
North Country Family Health Center
North Country Workforce Development Institute
State University of New York

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:

ARC Jefferson-St. Lawrence
(consultant, strategic communications)

CampusWorks
(software license, financial aid analysis and document imaging)

JCC Foundation
(sponsorship agreement – Northern Credit Union)
(sponsorship agreement – Personal Real Estate Solutions)

Mohawk Valley Community College
(2021 apprenticeship agreement, Renzi Foodservice)
(2022 apprenticeship agreement, Renzi Foodservice)

National Student Clearinghouse
(services agreement, student data)

North Country Family Health Center
(contract addendum, behavioral health services)

North Country Workforce Development Institute
(grant funding, CDL workforce training)

State University of New York
(participating institution agreement, Edfinancial Services)

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

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 the schedule of upcoming meetings and events.

Academic & Educational Services Committee Meeting – December 15, Wednesday at 3:00 p.m.

Personnel Committee Meeting – December 15, 2021, Wednesday at 4:00 p.m.

Lunch & Learn - December 16, Thursday at 12:00 p.m.

Nurse Pinning Ceremony - December 16, Thursday at 4:00 p.m.

Fall Commencement Ceremony – December 17. Friday at 6:00 p.m.

Budget and Planning Committee Meeting – January 5, 2022, Wednesday at 3:00 p.m.

Board of Trustees Meeting – January 5, 2022, Wednesday at 4:00 p.m.

Adjournment - On a motion made by Mike Crowley, seconded by Nate Hunter, the meeting adjourned at 5:09 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board of Trustees