JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES

MINUTES OF MEETING
WEDNESDAY, DECEMBER 7, 2016

Present:	Terry Fralick, Chair	) TRUSTEES
	Pamela Beyor-Murtha	)
	Michael Crowley	)
	Elizabeth Fipps	)
	Judy Gentner	)
	Nathan Hunter	)
	David Males	)
	Reganne Smith	)
	Lisa Weber	)
Excused:	Steven Haas	)

Administrative Staff:
Carole McCoy, President
Dan Dupee, VP-Administration & Finance
Betsy Penrose, VP Students

Guests: Jim Buyea, Chief Information Officer
Rocco Cappello, Dean of Students
Leslie DiStefano, Marketing/Communications Director
Linda Dittrich, AVP – Science Division
Donald Horton, Director – Computer Center
James Scordo, Former Trustee, Credo Community Center

The regular monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:00 p.m., on Wednesday, December 7, 2016, in the Board Room, 6-220, Jules Center, Jefferson Community College, Watertown, New York, by Board Chair Terry Fralick.

APPROVAL OF MINUTES

On motion made by Judy Gentner, seconded by Mike Crowley, the minutes of the November 2 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, Trustee representative on the Foundation Board, reported that sponsors were secured for the Home for the Holidays campaign, that the Jefferson Community School was nearly complete and that 257 scholarships had been awarded including 67 Jefferson-Can Community Scholars.

UPDATE FROM THE STUDENT TRUSTEE

Student Trustee Reganne Smith reported that Student Government is busy preparing for the Spring semester. Two club fairs and a blood drive are being planned for Spring. Students took part in an open forum on diversity and are interested in doing more open forums. SG is exploring ways to improve communications and increase event promotion to the student body. The SG constitution is undergoing some revisions. Lastly, residence life is preparing for the close of East Hall for the winter break.

PRESIDENT'S REPORT

1. President McCoy welcomed new Trustee David Males and outgoing Trustee Jim Scordo who will be recognized for his service to the Board later in the agenda. She introduced new Dean of Students, Rocco Cappello, and offered congratulations to Jefferson's Katy Troester-Trate and Trustee Nate Hunter for their recognition by NNY Business as two "20 under 40" leaders in our community.

2. President McCoy drew attention to the Fall Strategic Planning Update that had been posted for Trustees to review. The status of each initiative in the Strategic Plan is updated and effectiveness indicators are used to rate how well the College is progressing on achieving its goals.

3. President McCoy touched briefly upon the College's Diversity Plan which had been posted for Trustee review. She outlined the campus-wide process by which the plan was developed noting that it had been presented to Senate and will be submitted to SUNY for approval by the SUNY Board of Trustees. The plan will run concurrently with the College's current strategic plan.

4. Don Horton, director of the computer center, thanked the Board for the opportunity of his Spring 2017 sabbatical and provided a summary of his sabbatical spent exploring information systems security. During his sabbatical he earned the Certified Information Security Manager credential, audited the Banner system for security, enrolled Jefferson as a participant in SUNY's Security Operations Center and reviewed the College's security policies with a goal of developing standards around the policies.

5. Dan Dupee, Vice President for Administration & Finance provided the annual overview of Administration Division activities. He spoke briefly on recent activities, accomplishments and upcoming initiatives within the five areas of Facilities, Financial Operations, Human Resources & Finance, Institutional Technology and Institutional Research and Planning.

6. President McCoy provided the following additional updates:

   - Megan Stadler was scheduled to present on Supplemental Funding, but due to illness, her presentation has been moved to the January meeting.
   - The College received notification from the Office of the State Comptroller that it would be undergoing an audit.
   - College officials are still finalizing details of an agreement with Lewis County to provide non-credit workforce training in a new building to be constructed by Lewis County. The Lewis County Board of Legislators recently passed a resolution supporting the initiative. A similar resolution will be coming before the Jefferson Board of Trustees next.
   - President McCoy will be attending a meeting in January to discuss a possible events center in Jefferson County.

BUDGET & PLANNING

Committee Chair Nate Hunter provided the report of the Budget and Planning Committee which met prior to the full Board meeting.

Upon presentation and motion by Nate Hunter, seconded by Lisa Weber, the Board unanimously approved the following budget amendment:

RESOLUTION NO. 196-16: **2016-2017 BUDGET AMENDMENT WORKFORCE DEVELOPMENT INSTITUTE SUPPLEMENTAL FUNDING GRANT - CARRYOVER**

WHEREAS, the College has received funding from the State University of New York, Workforce Development Institute (WDI), to support Summer Kid's College workshops;

WHEREAS, the College received funding for the 2015/16 fiscal year that must be carried over to the 2016/17 fiscal year;

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

INCREASE REVENUE:

Workforce Dev. Grant – State Revenue	2702-3011-5420	$ 589.09
	Total Increase Revenue	**$ 589.09**

INCREASE EXPENDITURE:

Workforce Dev. Grant – Instructional Supplies	2702-3011-7108	$ 589.09
	Total Increase Expenditure	**$ 589.09**

Upon presentation by Nate Hunter and on motion by Beth Fipps, seconded by Judy Gentner, the Board unanimously approved the following budget amendment acknowledging grant funding:

RESOLUTION NO. 197-16: **2016-2017 BUDGET AMENDMENT PARAMEDIC- DEPARTMENT OF HEALTH GRANT**

WHEREAS, funds have been received from the New York State Department of Health providing course sponsorship to the Paramedic Program at Jefferson Community College;

WHEREAS, the sponsor agency is required to place the funds received in a grant account to properly account for the funding source and expenditures therein;

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

INCREASE REVENUE:

Paramedic DOH Grant – State Revenue	2612-3011-5420	$ 3,060.00
	Total Revenue Increase	**$ 3,060.00**

INCREASE EXPENDITURE:

Paramedic DOH Grant – Professional Adjunct	2612-3011-6103	$ 2,815.00
Paramedic DOH Grant – Social Security	2612-3011-6204	$ 216.00
Paramedic DOH Grant – Workers Comp	2612-3011-6205	$ 29.00
		$ 3,060.00
	Total Expenditure Increase	**$ 3,060.00**

Upon presentation by Nate Hunter and on motion by Lisa Weber, seconded by Beth Fipps, the Board unanimously approved the following budget amendment:

RESOLUTION NO. 198-16: **2016-2017 BUDGET AMENDMENT**
VATEA 16/17 BUDGET

WHEREAS, the College received funding through the Federal VATEA Grant to fund various initiatives to enhance instruction and student success;

WHEREAS, the fiscal year for the College and the funding agency do not coincide which creates the need for funds to be adjusted to reflect the grant award for the 2016/2017 Perkins Budget

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

INCREASE REVENUE:

VATEA – Non-Traditional CTE	2513-3011-5410	$ 30,730.00
VATEA – Agribusiness/Math	2515-3011-5410	$ 87,851.48
	Total Increase in Revenue	**$118,581.48**

DECREASE REVENUE:

VATEA – Retention	2511-3011-5410	$ 61,672.83
	Total Decrease in Revenue	**$ 61,672.83**
	Net Increase in Revenue	**$ 56,908.65**

INCREASE EXPENDITURES:

VATEA – Retention – Prof F/T	2511-3011-6101	$ 32,581.01
VATEA – Retention – Premium Earnings	2511-3011-6110	$ 36.55
VATEA – Retention – State ERS	2511-3011-6201	$ 1,463.62

VATEA – Retention – State TRS	2511-3011-6202	$ 1,469.78
VATEA – Retention – Social Security	2511-3011-6204	$ 3,051.94
VATEA – Retention – Workers Comp	2511-3011-6205	$ 375.94
VATEA – Retention – Life Insurance	2511-3011-6206	$ 21.20
VATEA – Retention – Disability	2511-3011-6208	$ 72.90
VATEA – Retention – Health Insurance	2511-3011-6209	$ 3,205.02
VATEA – Retention – Indirect Costs	2511-3011-7231	$ 2,781.96
VATEA – Retention – Prof Svc Fees	2511-3011-7241	$ 2,500.00
	Sub-Total	**$ 47,559.92**
VATEA – Non-Trad CTE – Prof P/T	2513-3011-6102	$ 16,797.00
VATEA – Non-Trad CTE – Social Security	2513-3011-6204	$ 1,553.00
VATEA – Non-Trad CTE – Workers Comp	2513-3011-6205	$ 203.00
VATEA – Non-Trad CTE – Advertising	2513-3011-7203	$ 10,000.00
VATEA – Non-Trad CTE – Indirect Cost	2513-3011-7231	$ 2,177.00
	Sub-Total	**$ 30,730.00**
VATEA – Agribusiness/Math – Prof F/T	2515-3011-6101	$ 48,726.22
VATEA – Agribusiness/Math – State TRS	2515-3011-6202	$ 5,240.24
VATEA – Agribusiness/Math – Social Security	2515-3011-6204	$ 3,205.52
VATEA – Agribusiness/Math – Workers Comp	2515-3011-6205	$ 446.73
VATEA – Agribusiness/Math – Life Insurance	2515-3011-6206	$ 33.00
VATEA – Agribusiness/Math – Disability Ins	2515-3011-6208	$ 113.68
VATEA – Agribusiness/Math – Health Ins	2515-3011-6209	$ 17,736.83
VATEA – Agribusiness/Math – Comp Software	2515-3011-7217	$ 4,250.00
VATEA – Agribusiness/Math – Indirect Costs	2515-3011-7231	$ 4,202.26
VATEA – Agribusiness/Math – Travel	2515-3011-7250	$ 3,897.00
	Sub-Total	**$ 87,851.48**
	Total Increase in Expenditure	**$166,141.40**

DECREASE EXPENDITURES:

VATEA – Retention – Prof P/T	2511-3011-6102	$104,407.75
VATEA – Retention – Instructional Supplies	2511-3011-7108	$ 4,825.00
	Total Decrease in Expenditure	**$109,232.75**
	Net Increase in Expenditure	**$ 56,908.65**

Committee Chair Hunter reviewed the financial statements for the month ending October 31, 2016. On motion made by Nate Hunter, seconded by Pamela Beyor-Murtha, the financial statements for October 2016 were unanimously accepted.

OTHER BUSINESS

Following presentation by President McCoy and on motion made by Nate Hunter, seconded by Lisa Weber, the Board unanimously approved the following job title and classification:

RESOLUTION NO. 199-16: **JOB TITLE AND CLASSIFICATION**
Assistant Director of Human Resources

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:

Assistant Director of Human Resources

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

Following presentation by President McCoy and on motion made by Judy Gentner, seconded by Beth Fipps, the Board unanimously approved, with a round of applause, the following resolution recognizing Jim Scordo for his service as a Trustee:

RESOLUTION NO. 200-16: **RECOGNITION OF SERVICE**
JAMES P. SCORDO

WHEREAS, James P. Scordo was first appointed to serve in an unexpired term as a member of the Board of Trustees in June 2009 by Governor David Paterson and was subsequently reappointed to a full seven-year term in June 2012; and

WHEREAS, James Scordo has provided leadership to the Jefferson Community College Board of Trustees as Vice Chair of the Board from July 2013 through June 2014 and as Chair of the Board from July 2014 to June 2016; and

WHEREAS, during his tenure, James Scordo has served as a member of the Facilities Committee, a member of the Budget & Planning Committee, a member of the Personnel Committee; and a member of the Academic & Educational Services Committee; and

WHEREAS, James Scordo has supported Jefferson Community College as an active member of the Strategic Planning Committee and was further engaged in the development of College programs and services relating to alcohol and substance abuse; and

WHEREAS, as a member of the Board of Trustees, James Scordo has advanced the purposes of the College and its Facilities Master Plan to realization of the Jefferson Higher Education Center, residence hall and Collaborative Learning Center;

WHEREAS, James Scordo has supported Jefferson Community College through his enthusiastic participation in campus events, his generous donation of time and talent, and his knowledgeable and thoughtful counsel; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees extends appreciation to James P. Scordo for his dedicated service and commitment to this College and wishes him well in all future endeavors.

President McCoy presented Mr. Scordo with a River Keeper coin for his service. Mr. Scordo thanked the Board noting he was proud to have been a member of the Trustees during a time of many positive changes for the College including the residence hall and Higher Education Center.

President McCoy presented contracts for ratification. Following a motion made by Pam Beyor-Murtha, seconded by Beth Fipps, the Board unanimously ratified the following contracts:

RESOLUTION NO. 201-16: **RATIFICATION OF CONTRACTS**

idfive
Jefferson Rehabilitation Center
SiteImprove
WPBS-DT

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:

idfive
(educational partner agreement for digital marketing)

Jefferson Rehabilitation Center
(clinical experience, nursing program)

SiteImprove
(website analysis for marketing/PR)

WPBS-DT
(survey agreement, Center for Community Studies)

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

ADJOURNMENT

On motion made by Mike Crowley, seconded by David Males, the meeting was adjourned at 5:25 p.m.

Respectfully submitted,

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Karen J. Freeman
Secretary to the Board