

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**MINUTES OF MEETING
WEDNESDAY, DECEMBER 4, 2018**

Present: Nathan Hunter, Chair) TRUSTEES
Pamela Beyor-Murtha)
Michael Crowley)
Elizabeth Fipps)
Judy Gentner)
Steven Haas)
Michael Lennox)
David Males)

Administrative Staff:

Ty Stone, President
Dan Dupee, VP - Administration & Finance

Guests:

Linda Dening, Professor of Accounting, FAJCC Vice President
Leslie DiStefano, Marketing & Communications Director
Linda Dittrich, AVP – Science, Math, et al
Jerilyn Fairman, AVP – Liberal Arts
Terrence Harris, Dean of Continuing Education
Abe Kenmore, Watertown Daily Times
Kerry Young, Executive Director, Finance & Human Resources
Students: Charity Finney and Jennifer Shattuck

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 4, 2018, in the Board Room, 6-220, of the Jules Center, Jefferson Community College, Watertown, New York, by Board Chair Nathan Hunter.

At the request of Chair Hunter, guests in attendance introduced themselves.

APPROVAL OF MINUTES

On motion made by Pam Murtha, seconded by Beth Fipps, the minutes of the November 7, 2018 meeting were approved.

PRIVILEGE OF THE FLOOR

Chair Hunter offered privilege of the floor. No one came forward to address the Board.

UPDATE FROM THE FOUNDATION

- Dr. Stone reported that the Interim Executive Director, Ben Foster, has the 2019 Employee/Internal Partnership Campaign begun and will run through January 31, 2019.

- The consulting firm of Westwind Consulting was chosen from three companies interviewed and will be putting together a job description for the Executive Director position.

UPDATE FROM THE STUDENT TRUSTEE

Student Trustee Michael Lennox reported that the campus activities including a Trivia Night (11/28), Passion Day (12/4) and SUNYSA trip (11/16-11/18) were very successful. Upcoming, there will be a Blood Drive. The Student Government has had some management changes and new officers will be elected after the term break.

SENATE PRESIDENT'S REPORT

The November Senate report was submitted immediately before this meeting, so due to the change in board meeting date, the Senate report will be emailed to the board members. A copy of the report will be added to these minutes.

PRESIDENT'S REPORT

'Ty Talks' Student Forums – 2 held to date - Approximately 50 students combined

- Faculty is very supportive
- People on campus care about student success
- Tutoring center is very accessible
- Want more food selections/healthier options and expanded hours for athletes
- Wants more structured social activities
- Transportation is an issue for residence hall students

Lewis County Progress

- Soft opening scheduled in February
- Course offering booklet published
- All initial courses are non-credit

On the Horizon

- Presenting at the League for Innovation meeting in Arizona
- Meeting with Fort Drum representatives to explore re-establishing unit classes
- Holiday Party on December 7, 2018 at the Paddock
- Commencement December 14 – Speaker Maj. Gen. Walter Piatt

Foundation Internal Campaign

- Student Scholarship Recipients Charity Finney and Jennifer Shattuck presented today at Senate on the importance of receiving scholarships in their academic journey.
- Last year, 48% of full-time employees participated
- Contributed to other campus-wide initiatives

BUDGET & PLANNING COMMITTEE

Committee Chair Mike Crowley provided the report of the Budget and Planning Committee, which met prior to the full Board meeting. Following a presentation and motion by Trustee Crowley, seconded by Beth Fipps, the Board unanimously approved the following financial resolutions:

**RESOLUTION NO.: 202-18 ACCEPTANCE OF AUDIT
FACULTY- STUDENT ASSOCIATION**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of the Faculty- Student Association of Jefferson Community College for the year ending June 30, 2018 as prepared by Bowers & Company CPAs PLLC.

**RESOLUTION NO.: 203-18 ACCEPTANCE OF AUDIT
Jefferson FSA Auxiliary**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of the Jefferson FSA Auxiliary of Jefferson Community College for the year ending June 30, 2018 as prepared by Bowers & Company CPAs PLLC.

Following presentation and motion by Trustee Crowley, seconded by Beth Fipps, the Board unanimously approved the following budget amendment:

**RESOLUTION NO.: 204-18 2018-2019 BUDGET AMENDMENT
PERFORMANCE IMPROVEMENT FUND (PIF) TEACH
NNY HIGH NEEDS/PROJECT #146 GRANT**

WHEREAS, funds have been received from the State University of New York (SUNY) to support efforts to increase the number of students in teacher preparatory programs that will address the current teacher shortage in New York State;

WHEREAS, the funding will assist campus staff members in recruitment efforts (increase college graduates by SUNY), transfer guidance (be a model for seamless transfer), and support the creation of a coordinated marketing program;

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

INCREASE REVENUE:

(PIF) Teach NNY High Needs –State Grants	2614-3011-5420	<u>\$ 15,500.00</u>
Total Revenue Increase		\$ 15,500.00

INCREASE EXPENDITURE:

(PIF) Teach NNY High Needs - Advertising	2614-3011-7203	7,500.00
(PIF) Teach NNY High Needs -Travel	2614-3011-7250	<u>\$ 8,000.00</u>
Total Expenditure Increase		\$ 15,500.00

Vice President Dupee reviewed the financial statements for the month ending October 31, 2018, the second month of the fiscal year. Mr. Dupee reported that without an increase in spring enrollment we will need to decrease expenses in order to offset our revenue deficit.

On motion made by Mike Crowley, seconded by Judy Gentner, the financial statements for October 2018 were unanimously accepted.

EXECUTIVE SESSION

On motion made by Mike Crowley and seconded by Pam Murtha that the Board adjourned to Executive Session at 4:37p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law to discuss a matter with respect to a particular person or persons.

RECONVENTION

On motion made by Pam Murtha, seconded by Judy Gentner, the Board reconvened in open session at 5:17 p.m.

OTHER BUSINESS

Chair Nate Hunter reviewed the following resolution and on motion by Pam Murtha, seconded by Judy Gentner, the Board unanimously ratified the following contracts:

RESOLUTION NO.: 205-18
SUBJECT: RATIFICATION OF CONTRACTS
BOCES - Veterinary Practices Program
Indian River Central School District
North County Family Health Center
Video and Multimedia Services
Watertown City School District

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:

BOCES - Veterinary Practices Program
Articulation Agreement

Indian River Central School District
Agreement for Clinical Resources for Student Experience

North County Family Health Center
Agreement for Clinical Resources for Student Experience

Video and Multimedia Services
Estimate for Services

Watertown City School District
Agreement for Clinical Resources for Student Experience

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

Chair Nate Hunter reviewed the following resolution and on motion by Beth Fipps, seconded by Michael Lennox, the Board unanimously ratified the following sabbatical agreement:

RESOLUTION NO: 206-18

**SUBJECT: APPROVAL OF SABBATICAL TIME PERIOD
Monica LeClerc**

WHEREAS, in reference to RESOLUTION NO.: 123-18 on MARCH 7, 2018 by which the Trustees originally approved Professor Monica LeClerc's sabbatical stating the semester and year.

And WHEREAS the Vice President for Academic Affairs has requested a postponement of said sabbatical for staffing level purposes and the College President supports this request;

THEREFORE BE IT RESOLVED, the Board of Trustees hereby approve the postponement of Professor LeClerc's sabbatical until the 2019-2020 academic year.

ADJOURNMENT

On motion made by Michael Lennox, seconded by Beth Fipps, the meeting was adjourned at 5:20 p.m.

Respectfully submitted,

Edie A. Roggie
Secretary to the Board