



**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**Wednesday, February 5, 2020  
MEETING MINUTES**

The February 2020 meeting of the Jefferson Community College Board of Trustees was held on Wednesday, February 5, 2020 in the Board Room (6-220) located in the Jules Center, Jefferson Community College, Watertown, New York.

**Call to Order** - Chair Nathan Hunter called the meeting to order at 4:00 p.m.

**Trustees:**

**Present:**

Nathan Hunter, Chair  
Michael Crowley  
Elizabeth Fipps  
Terry Fralick  
Judy Gentner  
Rebekah Widrick

**Absent:**

Eugene Renzi

**Excused:**

Pamela Beyor-Murtha  
David Males

**Administrative/Faculty Staff:**

James Ambrose – Dean of Enrollment  
Dawn Bartlett - Assistant Professor, Speech Communications  
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  
Thomas Finch - Vice President for Academic Affairs  
Karen Freeman - Senior Director of Government Affairs and Public Relations  
Terrence Harris - Associate Vice President of Workforce Development and Business  
Gillian Maitland – Director of Marketing and Communications  
Craig McNamara - Education Coordinator for Veteran Services  
Heather O'Brien - Associate Professor, Mathematics  
Hannah Pentoney - Research Analyst  
Christine Pristash - Assistant Professor, English  
Rebecca Small Kellogg – Dean of Student Success  
Megan Stadler - Senior Director of Institutional Effectiveness & Chief of Staff

Ty Stone – President

Kerry Young – Executive Director for Finance and Human Resources

Guests:

Chief Charles Donoghue – Watertown Police Department

Sargent Dennis O'Brien, Watertown Police Department

**Approval of Minutes** – January 8, 2020

On a motion made by Beth Fipps, seconded by Michael Crowley, the minutes of the January 8, 2020 meeting were approved.

**Introductions**

All guests introduced themselves.

**Privilege of the Floor - None**

**Updates**

▪ **JCC Foundation** – Beth Fipps

Trustee Fipps provided an update from the JCC Foundation, including the ongoing solicitations. The November solicitation was mailed on November 22, 2019 and to date 51 gifts have been received totaling \$18,630. The Faculty and Staff Campaign kicked off on December 3, 2019; to date 71 gifts have been pledged for a total of \$21,595. The generosity and strong commitment of the College's faculty and staff was noted. Local business Sponsorship letters will be sent by February 7, 2020.

Trustee Fipps also reported that several events are being planned, including a collaboration with the NNYCF to host a Jefferson-Can alumni and student event in early April, a spring series of 'At Home with Dr. Stone', and a possible collaboration with Samaritan Medical Center to celebrate the announcement from the World Health Organization that 2020 is 'The Year of the Nurse'.

▪ **Student Trustee** – Rebekah Widrick

Trustee Widrick reported that the Student Government Association (SGA) held an executive meeting on January 22, 2020 and confirmed the assembly and executive meetings for the Spring 2020 semester. She also reviewed the upcoming SGA events. (See attached report)

▪ **Senate President** – Kim Sell

Senate president Kim Sell highlighted several points from the Senate report (See attached report), including the scheduled forums to discuss the updates to the College's Smoking Policy. She also reported on the presentation by faculty members on the Online Educational Resources (OER) and the Faculty Guild, an online source for instructors to share information and instructional materials.

**President's Report**

▪ **Strategic Plan Update – Guided Pathways** – VP Thomas Finch introduced Craig McNamara and Christine Pristash, who provided a presentation on Guided Pathways. (See attached report)

○ The key strategy of Guided Pathways is to create educational and career pathways that meet the needs of students and the community.

○ The organizational structure was explained, with the introduction of subcommittee chairs. To date 65 faculty and staff have participated. A campus wide Guided Pathway Seminar and multiple educational presentations through the CPE and Professional

Development Day have been attended by over 80 faculty and staff. The program has challenged the College to change how we do advising and create program degree maps in which 4 semesters are clearly mapped out for the student.

- External funding has been secured to lead the Strategy efforts, Title III Strengthening Institutions Program award of \$2.125 million
- First-year experience goals and prioritized career assessments are a crucial part of the Pathway. Early momentum data is part of the strategic plan process. Students who earn 12+ credits in their first term are more likely to graduate on time. When the data of those Jefferson students who met this credit threshold is reviewed, their 3-year graduation rate was 28.5 percentage points higher than the college average for full-time students and 28% of first-time students completed 12+ credits in the fall term. This is a very encouraging sign.
- Dr. Stone presented the President's Updates PowerPoint (See attached document).
  - Super Science Saturday was a wonderful success once again.
  - Six well-attended mascot focus groups were held and the consultant will be providing a summary of feedback.
  - NYS Proposed Budget reverts back to FTE funding model, which results in \$22.7M loss for 28 SUNY community colleges, the range of loss is from \$51K to \$4.2M. JCC is projected to see a \$663K loss and receive the same funding received in the 2012-13 fiscal year. To advocate for increased funding for the College, meetings have been held with Mark Walczyk, Ken Blankenbush and Patty Ritchie.
  - College advancement opportunities have included AACCC Workforce Development Institute presenter and panelist, North Country Center of Nonprofit Excellence inaugural keynote speaker and an honored guest at the Volunteer Transportation Center Chili Cook-off.
- Talking Points – 'Funding That Matters' handout was distributed to give the Trustees advocacy talking points on the proposed NYS budget and the funding impact on community colleges. (See attached document)
- Emergency Response Preparedness Drill Outcomes: Special guests Chief of Watertown Police Department Charles Donoghue and Watertown Police Department Officer Shane Ryan presented on the successful campus-wide drill that took place on January 15, 2020. The college community and the local law enforcement and emergency response departments have benefitted greatly from this drill.

As is the goal of every drill or exercise, several areas for improvement were identified. Chief Donoghue felt the drill brought to light the fact that many of the emergency responders do not know the campus buildings well enough and therefore his department will be sending their personnel to walk the campus periodically through the next few weeks. Chair Hunter expressed his appreciation with each emergency professional involved who helped make this drill a success.

## **Budget and Planning Committee**

Committee Chair Crowley reported that the Budget and Planning committee met preceding the full board meeting. Committee Chair Michael Crowley reviewed Resolutions 107-20 and 108-20, which are amendments to balance actual expenses to the grant revenue.

Budget Amendments:

On a motion made by Committee Chair Michael Crowley, seconded by Judy Gentner, Resolution 107-20 was approved, as follows:

**RESOLUTION NO.: 107-20      2019-2020 BUDGET AMENDMENT PERKINS 19/20 BUDGET**

**GRANT PERIOD:                JULY 1, 2019 – JUNE 30, 2020**

**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 instruction and student success;

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

**INCREASE REVENUE:**

Perkins – Retention & Placement	2512-3011-5410	\$190,454.00
Perkins – Non Trad Curriculum	2514-3011-5410	<u>\$ 53,865.00</u>
	<b>Total Revenue Increase</b>	<b>\$244,319.00</b>

**INCREASE EXPENDITURES:**

Perkins – Retention & Placement – Prof F/T	2512-3011-6101	\$ 94,730.00
Perkins – Retention & Placement – Prof P/T	2512-3011-6102	6,638.00
Perkins – Retention & Placement – Prof Adjuncts	2512-3011-6103	3,807.00
Perkins – Retention & Placement – Student Tutors	2512-3011-6142	3,800.00
Perkins – Retention & Placement – State TRS	2512-3011-6202	1,000.00
Perkins – Retention & Placement – TIAA CREF	2512-3011-6203	3,600.00
Perkins – Retention & Placement – Social Security	2512-3011-6204	6,600.00
Perkins – Retention & Placement – Workers Comp	2512-3011-6205	1,000.00
Perkins – Retention & Placement – Life Insurance	2512-3011-6206	55.00
Perkins – Retention & Placement – Disability Ins	2512-3011-6208	131.00
Perkins – Retention & Placement – Health Ins	2512-3011-6209	35,257.00
Perkins – Retention & Placement – Instr Equip	2512-3011-7005	22,000.00
Perkins – Retention & Placement – Instr Supplies	2512-3011-7108	2,719.00
Perkins – Retention & Placement – Indirect Costs	2512-3011-7231	<u>\$ 9,117.00</u>
	<b>Sub-Total</b>	<b>\$190,454.00</b>
Perkins – Non Trad Curriculum – Prof P/T	2514-3011-6102	\$ 19,995.00
Perkins – Non Trad Curriculum – State ERS	2514-3011-6201	3,200.00
Perkins – Non Trad Curriculum – Social Security	2514-3011-6204	1,600.00
Perkins – Non Trad Curriculum – Workers Comp	2514-3011-6205	200.00
Perkins – Non Trad Curriculum – Advertising	2514-3011-7203	8,000.00
Perkins – Non Trad Curriculum – Indirect Costs	2514-3011-7231	1,470.00
Perkins – Non Trad Curriculum – Prof Svc Fees	2514-3011-7241	15,000.00
Perkins – Non Trad Curriculum – Travel	2514-3011-7250	<u>\$ 4,400.00</u>
	<b>Sub-Total</b>	<b>\$ 53,865.00</b>

**Total Expenditure Increase \$244,319.00**

On a motion made by Committee Chair Michael Crowley, seconded by Beth Fipps, Resolution 108-20 was approved, as follows:

**RESOLUTION NO.: 108-20            2019-2020 BUDGET AMENDMENT OPEN EDUCATION  
RESOURCE (OER) FUNDING GRANT – GRANT INCREASE**

**GRANT PERIOD:                    JULY 1, 2019 – JUNE 30, 2020**

**WHEREAS**, funds have been received from the State University of New York (SUNY) to support the adoption and expansion of Open Education Resources (OER) across the System in high-enrollment courses, including General Education;

**WHEREAS**, the College has received additional funding for the 2019/20 fiscal year;

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

**INCREASE REVENUE:**

Open Educ Resource (OER) –State Grants	2624-3011-5420	<u>\$ 6,600.00</u>
<b>Total Revenue Increase</b>		<b>\$ 6,600.00</b>

**INCREASE EXPENDITURE:**

Open Educ Resource (OER) –Prof Stipends	2624-3011-6104	\$ 5,617.00
Open Educ Resource (OER) –State TRS	2624-3011-6202	498.00
Open Educ Resource (OER) –Social Security	2624-3011-6204	429.00
Open Educ Resource (OER) –Workers Comp	2624-3011-6205	<u>\$ 56.00</u>
<b>Total Expenditure Increase</b>		<b>\$ 6,600.00</b>

Financial Statements

Review of financial statements for December 2019 (See attached documents). Committee Chair Crowley turned the report of the financial documents over to Dan Dupee, Vice President of Administration and Finance. VP Dupee reviewed the December 2019 financial statements.

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

**Audit Committee**

Committee Chair Michael Crowley reported that the Audit Committee met on January 29, 2020 to review and select the accounting firm to audit the College. Three companies presented and were reviewed. Bowers and Company was selected for the coming year due to current auxiliary challenges.

**Other Business**

President Ty Stone presented Resolution 109-20 - Ratification of Contracts. (See attached documents) Board Chair Hunter asked for a motion to accept the resolution, which was made by Terry Fralick and seconded by Beth Fipps. Nathan Hunter abstained from voting and the motion was accepted by the full board.

**RESOLUTION NO.: 109-20      RATIFICATION OF CONTRACTS**

**Alcohol and Substance Abuse Council of Jefferson County (PIVOT)  
Economic Modeling, LLC  
North Country Family Health Center  
WestEd**

**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:

**Alcohol and Substance Abuse Council of Jefferson County (PIVOT)**  
*(Research Agreement – Center for Community Studies)*

**Economic Modeling, LLC**  
*(Emsi Analyst Access Subscription Agreement)*

**North Country Family Health Center**  
*(Health and Wellness Center Lease Agreement)*

**WestEd**  
*(Memorandum of Agreement for Quantway Pathway)*

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

Chair Hunter presented Resolution 110-20: 2020-2021 Holiday Schedule to the Trustees. On a motion made by Terry Fralick, seconded by Beth Fipps, the Board unanimously approved the 2020-2021 Holiday Schedule as follows:

**RESOLUTION NO.: 110-20      2020-2021 HOLIDAY SCHEDULE**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the following holiday schedule for the 2020-2021 academic year:

Monday,	09/07/20	Labor Day
Thursday,	11/26/20	Thanksgiving Day
Friday,	11/27/20	Day after Thanksgiving (In lieu of Columbus Day, 10/12/20)
Friday,	12/25/20	Christmas Day
Monday,	12/28/20	In lieu of Election Day, 11/3/20
Tuesday,	12/29/20	In lieu of Veterans Day, 11/11/20
Wednesday,	12/30/20	In lieu of Lincoln's Birthday, 2/12/21
Thursday,	12/31/20	In lieu of Presidents Day, 02/15/21
Friday,	01/01/21	New Year's Day
Monday,	01/18/21	Martin Luther King Jr. Day
Monday,	05/31/21	Memorial Day (Observed)
Monday,	07/05/21	Independence Day (Observed)

## **Schedule of Upcoming Meetings and Events**

Facilities Committee Meeting – February 10, 2020, Monday, at 4:00 p.m.

Academic & Educational Services Committee – February 19, 2020, Wednesday, at 3:00 p.m.

Personnel Committee – February 19, 2020, Wednesday, at 4:00 p.m.

February 26, 2020, Wednesday, at 4:00 p.m.

Budget and Planning Committee Meeting – March 4, 2020, Wednesday at 3:00 p.m.

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

## **Adjournment**

Dr. Stone asked the Trustees to forward any suggestions they may have for Commencement speakers to her office. Chair Hunter asked for a motion to close the meeting. On a motion made by Beth Fipps, seconded by Judy Gentner, and passed by the board, the meeting was adjourned at 4:52 p.m.

Respectfully submitted,



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Edie A. Roggie  
Secretary to the Board

