

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**MINUTES OF MEETING
WEDNESDAY, JANUARY 4, 2017**

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

Excused: Lisa Weber)

Administrative Staff:

Carole McCoy, President
Dan Dupee, VP-Administration & Finance
Thomas Finch, VP-Academic Affairs

Guests:

Rocco Cappello, Dean of Students
Leslie DiStefano, Marketing/Communications Director
Linda Dittrich, AVP – Science Division
Jeri Fairman, AVP – Liberal Arts
Greg Griffin, Executive Director of the JCC Foundation
Megan Stadler – Director of Grants, et al
Rosanne Weir – Dean of Enrollment Services
Michael Wicks – College Nurse
Kerry Young, Executive Director of Finance and Human Resources

The regular monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:01 p.m., on Wednesday, January 4, 2017, 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 Nate Hunter, seconded by Mike Crowley, the minutes of the December 7 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

President McCoy introduced Greg Griffin as the Foundation's new executive director.

UPDATE FROM THE STUDENT TRUSTEE

Student Trustee Reganne Smith noted it was an honor to speak at Fall commencement and reported that January 17 would be a day of training for Student Government.

PRESIDENT'S REPORT

1. Trustees were taken on a tour of the new Health & Wellness Center (Jefferson Community School) building and new Enrollment Services (one-stop) area in the Jules Center. President McCoy noted that the Foundation partnered with the College to construct the building and will be paid back from the Community School Grant. College nurse Mike Wicks gave the tour of the Health and Wellness Center and provided an overview of the personal support services that will be offered in the building. The HWC is awaiting delivery of furniture and is expected to open in March.

Rosanne Weir, Dean for Enrollment, led the tour of the Enrollment Services space, which is still under construction. The area will provide consolidated location for enrollment related services such as admissions, financial aid, student records and new student advising. The goal of the new area is to improve yield and retention by providing more integrated and efficient services. Construction should be complete in March.

2. Megan Stadler provided an update on grants and supplemental funding noting the College had applied for \$24 million in funding and had received \$2.2 million in FY16. Numerous proposals are still out for review and several grant applications are in process or planned for FY17. In addition, Megan provided the number of students currently being served with the C-STEP, Equal Opportunity Program, Community School, Perkins and Veterans: Boots, Books and Beyond grants.
3. President McCoy reported that two agreements regarding the Lewis County Extension Site, an operating agreement and a lease agreement, were still being finalized.
4. President McCoy offered some statistics relating to Fall 2016 graduates which attest to the diversity of students served by Jefferson: 53% military-affiliated, 58% female, 56% economically disadvantaged, 24% ethnic minority, 50% non-traditional (aged 24 or older).
5. Lastly, President McCoy noted that little detail is known about Governor Cuomo's Free College (Excelsior Scholarship) program except that it appeared to apply to full time students; to families who make less than \$125,000, and would essentially be supplemental NY TAP which is applied after federal Pell grant aid. She will continue to monitor.

BUDGET & PLANNING

Committee Chair Nate Hunter provided the report of the Budget and Planning Committee which met prior to the full Board meeting. He reported that the Committee heard presentations of audits and financial statements for the College and the JCC Foundation from Laurie Podvin of Bowers & Company.

Trustee Hunter reported briefly on the College audit, previously presented to the Audit Committee in December, noting the College received a clean, unmodified opinion with no significant deficiencies or compliance issues. Trustee Beyor-Murtha inquired as to the integration with FSA and other auxiliary organizations which are not managed by the College. The topic was discussed briefly. On motion made by Nate Hunter, seconded by David Males, the Board unanimously accepted the College Audit as follows:

RESOLUTION NO. 100-17: ACCEPTANCE OF COLLEGE AUDIT

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of Jefferson Community College for the year ending August 31, 2016 as prepared by Bowers & Company CPAs PLLC.

Trustee Hunter reported on the JCC Foundation audit which also received a clean, unmodified opinion with no significant deficiencies or compliance issues. Trustee Hunter noted the increase in the total assets of the Foundation was due primarily to increases in market value. On motion made by Nate Hunter, seconded by Steve Haas, the Board unanimously accepted the JCC Foundation Audit as follows:

**RESOLUTION NO. 101-17: 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, 2016 as prepared by Bowers & Company CPAs PLLC.

Upon presentation by Nate Hunter and on motion by Pam Beyor-Murtha, seconded by Judy Gentner, the Board unanimously approved the following budget amendment acknowledging funds received for a Center for Community Studies study:

**RESOLUTION NO. 102-17: 2016-2017 BUDGET AMENDMENT
CENTER FOR COMMUNITY STUDIES – WPBS DIGITAL TV
MEMBERSHIP SURVEY**

WHEREAS, the College has received funding from WPBS Digital TV to assist in the development of a survey for distribution (using both online and telephone interviews), data analysis, and present findings of the study comprised of a minimum of 900 selected WPBS populations (current, former and non-members);

WHEREAS, the study will be used for data analysis with the goal of measuring the membership population, current and future;

NOW, 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 \$ 15,000.00

Total Increase Revenue \$15,000.00

INCREASE EXPENDITURE:

Center Comm. Studies Grant – Professional P/T	2803-3011-6102	\$ 6,876.00
Center Comm. Studies Grant – State TRS	2803-3011-6202	\$ 1,124.00
Center Comm. Studies Grant – Social Security	2803-3011-6204	\$ 526.00
Center Comm. Studies Grant – Workers Comp	2803-3011-6205	\$ 69.00
Center Comm. Studies Grant – Activity Expense	2803-3011-7202	\$ 1,930.00
Center Comm. Studies Grant – Indirect Cost	2803-3011-7231	\$ 875.00
Center Comm. Studies Grant – Prof Service Fees	2803-3011-7241	<u>\$ 3,600.00</u>
		\$ 15,000.00

Total Increase Expenditure \$15,000.00

Upon presentation by Nate Hunter and on motion by Pam Beyor-Murtha, seconded by Beth Fipps, the Board unanimously approved the following budget amendment:

**RESOLUTION NO. 103-17: 2016-2017 BUDGET AMENDMENT
U.S. DEPT. OF HEALTH RESOURCES &
SERVICES ADMINISTRATION (HRSA) RURAL
HEALTH INFO TECHNOLOGY (HIT) GRANT**

WHEREAS, funds have been received from the United States Department of Health Resources & Services Administration (HRSA) to provide Healthcare Information Technology (HIT) coursework and training leading to ONC certification at Jefferson Community College;

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

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

INCREASE REVENUE:

HRSA Rural HIT Grant –Local Grants 2825-3011-5430 \$ 10,173.17

Total Revenue Increase \$ 10,173.17

INCREASE EXPENDITURE:

HRSA Rural HIT Grant –Indirect Cost	2825-3011-7231	\$ 3,173.17
HRSA Rural HIT Grant –Scholarship Awards	2825-3011-7512	<u>7,000.00</u>

Total Expenditure Increase \$ 10,173.17

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

**RESOLUTION NO. 104-17: 2016-2017 BUDGET AMENDMENT
EDUCATIONAL OPPORTUNITY PROGRAM (EOP) GRANT**

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;

WHEREAS, the funding will support programs at Jefferson that offer academic counseling, educational and career planning, financial advisement, financial assistance, and a pre-freshmen summer extended orientation program;

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

INCREASE REVENUE:

Educ. Opportunity Prog (EOP) –State Grants	2618-3011-5420	<u>\$ 84,000.00</u>
Total Revenue Increase		\$ 84,000.00

INCREASE EXPENDITURE:

Educ. Opportunity Prog (EOP) –Prof F/T	2618-3011-6101	\$ 33,944.00
Educ. Opportunity Prog (EOP) –Prof P/T	2618-3011-6102	4,000.00
Educ. Opportunity Prog (EOP) –Prof Adjuncts	2618-3011-6103	1,200.00
Educ. Opportunity Prog (EOP) –Student Tutors	2618-3011-6142	3,000.00
Educ. Opportunity Prog (EOP) –State ERS	2618-3011-6201	4,800.00
Educ. Opportunity Prog (EOP) –Social Security	2618-3011-6204	3,346.00
Educ. Opportunity Prog (EOP) –Worker Comp	2618-3011-6205	340.00
Educ. Opportunity Prog (EOP) –Workshops	2618-3011-7253	250.00
Educ. Opportunity Prog (EOP) –Schol Awds	2618-3011-7512	<u>\$ 33,120.00</u>
Total Expenditure Increase		\$ 84,000.00

Upon presentation by Nate Hunter and on motion by Judy Gentner, seconded by Pam Beyor-Murtha, the Board unanimously approved the following budget amendment acknowledging grant funding:

**RESOLUTION NO. 105-17: 2016-2017 BUDGET AMENDMENT
SUNY EIP – VB3 GRANT**

WHEREAS, the College and SUNY Canton have agreed to collaborate on a Veteran’s focused project (Transitioning Veterans from Boots to Books and Beyond (VB3) and SUNY Canton has received state funding from the State University of New York (SUNY) Expanded Investment and Performance Fund to implement a program to increase degree completion for Veteran students by focusing on soldiers’ transition to college and evidence-based interventions targeting increased retention and graduation;

WHEREAS, JCC will submit quarterly invoices to SUNY Canton for reimbursement of costs incurred;

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

INCREASE REVENUE:

SUNY EIP –VB3 Grant – State Grants & Contracts	2617-3011-5420	\$ <u>77,752.00</u>
Total Increase Revenue		\$77,752.00

INCREASE EXPENDITURES:

SUNY EIP –VB3 Grant – Professional P/T	2617-3011-6102	\$ 32,305.00
SUNY EIP –VB3 Grant – Professional Adjuncts	2617-3011-6103	\$ 17,015.00
SUNY EIP –VB3 Grant – Student Tutors	2617-3011-6142	7,000.00
SUNY EIP –VB3 Grant – Social Security	2617-3011-6204	4,432.00
SUNY EIP –VB3 Grant – Workers Compensation	2617-3011-6205	500.00
SUNY EIP –VB3 Grant – Instructional Supplies	2617-3011-7108	2,500.00
SUNY EIP –VB3 Grant – Student Recruitment	2617-3011-7247	7,000.00
SUNY EIP –VB3 Grant – Travel	2617-3011-7250	2,000.00
SUNY EIP –VB3 Grant – Scholarship Awards	2617-3011-7512	\$ <u>5,000.00</u>
		\$ 77,752.00
Total Increase Expenditures		\$77,752.00

Committee Chair Hunter reviewed the financial statements for the month ending November 30, 2016. Vice President Dupee will verify the data in the “prior year” column of the balance sheet. The November financials are on track with no areas of concern. On motion made by Nate Hunter, seconded by Judy Gentner, the financial statements for November 2016 were unanimously accepted.

ACADEMIC & EDUCATIONAL SERVICES

The Academic and Educational Services Committee met prior to the full Board of Trustees meeting. Committee chair Pam Beyor-Murtha reported that there was no business before the committee, however Vice President Finch provided an overview of the process surrounding program revisions and new program approval with SUNY and the NYS Department of Education.

OTHER BUSINESS

Following presentation by President McCoy and on motion made by Beth Fipps, seconded by Reganne Smith, the Board unanimously ratified the following contracts:

- RESOLUTION NO. 106-17: RATIFICATION OF CONTRACTS**
Jefferson Rehabilitation Center
Keuka College
NYS Education Department - CSTEP
Solar City
SUNY – Center for Professional Development
SUNY and Hobson’s

**TYCO
Verint**

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:

Jefferson Rehabilitation Center
(internship agreement, human services and chemical dependency programs)

Keuka College
(partner agreement, Higher Education Center)

NYS Education Department - CSTEP
(agreement, Collegiate Science and Technology Entry Program)

Solar City
(power purchase agreement)

SUNY – Center for Professional Development
(agreement, professional development workshop in June 2017)

SUNY and Hobson's
(contract, Starfish retention software)

TYCO
(service agreement, sprinkler systems)

Verint
(contract, communications software)

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 Beth Fipps, the meeting was adjourned at 5:27 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board