

**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES OF MEETING  
THURSDAY, JANUARY 4, 2018**

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

Excused: Courtnee Denton )  
Lisa Weber )

Administrative Staff:

Ty Stone, President  
Dan Dupee, VP - Administration & Finance  
Tom Finch, VP – Academic Affairs  
Betsy Penrose, VP - Students

Guests: Pam Dixon, Public Relations Technical Specialist  
Jeri Fairman, AVP – Liberal Arts  
Greg Griffin, Executive Director, JCC Foundation  
Terrence Harris, Dean of Continuing Education  
Megan Stadler, Director of Institutional Research, Planning & Grants  
Kerry Young, Executive Director, Finance & Human Resources

The regular monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:06 p.m., on Thursday, January 4, 2018, in the Board Room, 6-220, of the Jules Center, Jefferson Community College, Watertown, New York, by Board Chair Terry Fralick.

**APPROVAL OF MINUTES**

On motion made by Beth Fipps, seconded by Judy Gentner, the minutes of the December 6<sup>th</sup> 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**

Trustee Hunter reported on the success of the Home for the Holidays campaign with increased proceeds of \$9,000 to \$38,459 from 79 donors. He noted upcoming events include hosting the Chamber of Commerce Business After Hours on January 17<sup>th</sup>, several presidential luncheons and the

winter direct mail appeal to alumni which will mail in February. Additionally, the executive director is releasing his second video podcast to faculty and staff.

### **UPDATE FROM THE STUDENT TRUSTEE**

Student Trustee Courtnee Denton was absent due to illness, therefore no report.

### **PRESIDENT'S REPORT**

1. Dr. Stone noted the annual Graduate Survey and Report had been posted; there were no questions. She drew attention to a poster developed by the Institutional Research office that depicted workforce training opportunities in the five-county region.
2. Megan Stadler provided an annual update on Grants & Supplemental Funding activities. She reported the College applied for \$5.9 million and was awarded \$2.1 million, a funding rate of 37%. She highlighted several of the grants received and noted that her department would focus on grant opportunities that align with strategic priorities and workforce development.
3. Vice President Finch reported on changes with the Middle States accreditation process. The standards of excellence have been reduced to 7 from 14 and focus is now on assessment across the entire campus. The college will report annually on changes made as a result of assessment. President Stone noted this will help to integrate a culture of continuous improvement across campus.

### **BUDGET & PLANNING COMMITTEE**

Committee Chair Nate Hunter provided the report of the Budget and Planning Committee which met prior to the full Board meeting. He reported that during the committee meeting, Laurie Podvin and Lyndi Hill from Bowers and Company had reviewed in detail the College audit and Foundation audit, respectively.

Trustee Hunter presented the College audit noting it received a clean opinion with no significant deficiencies, material weaknesses or compliance issues. There were a couple of minor journal adjustments. There were no questions.

On motion made by Judy Gentner, seconded by Beth Fipps, the Board unanimously accepted the College Audit as follows:

#### **RESOLUTION NO. 100-18: 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, 2017 as prepared by Bowers & Company CPAs PLLC.

Trustee Hunter presented the JCC Foundation audit which received a clean opinion with no significant deficiencies or compliance issues. Trustee Hunter noted a couple of management comments with recommendations. There were no questions. On motion made by Nate Hunter, seconded by Beth Fipps, the Board unanimously accepted the JCC Foundation Audit as follows:

#### **RESOLUTION NO. 101-18: 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, 2017 as prepared by Bowers & Company CPAs PLLC.

Following presentation and on motion by Nate Hunter, seconded by Judy Gentner, the Board unanimously approved the following budget amendment acknowledging new College-in-Prison grant funding for inmate education:

**RESOLUTION NO. 102-18:            2017-2018 BUDGET AMENDMENT  
   COLLEGE-IN-PRISON REENTRY INITIATIVE GRANT**

**WHEREAS**, the College has received state funding from New York State Office of the District Attorney, New York County (DANY) under the College-in-Prison Initiative for nearby correctional facilities in Cape Vincent, Gouverneur, and Watertown.

**WHEREAS**, the College will provide programming to include college-level instruction and reentry support for five (5) years, with provision of performance measurement data for an additional year after programming ends (for use in an evaluation), for a total of six (6) years. As the needs of the Initiative may change, modifications may be made to the College’s responsibilities.

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

**INCREASE REVENUE:**

College-in Prison Grant – State Grants & Contracts	2625-3011-5420	<u>\$ 58,895.00</u>
	<b>Total Increase Revenue</b>	<b>\$ 58,895.00</b>

**INCREASE EXPENDITURES:**

College-in Prison Grant – Professional Adjuncts	2625-3011-6103	\$ 50,150.00
College-in Prison Grant – Social Security	2625-3011-6204	4,200.00
College-in Prison Grant – Workers Compensation	2625-3011-6205	550.00
College-in Prison Grant – Indirect Cost	2625-3011-7231	2,805.00
College-in Prison Grant – Travel	2625-3011-7250	<u>\$ 1,190.00</u>
		<u>\$ 58,895.00</u>
	<b>Total Increase Expenditures</b>	<b>\$ 58,895.00</b>

Following presentation and on motion by Nate Hunter, seconded by Dave Males, the Board unanimously approved the following budget amendment acknowledging new engineering mentoring grant funding:

**RESOLUTION NO. 103-18:            2017-2018 BUDGET AMENDMENT  
   ENGINEERING MENTORING PROGRAM GRANT**

**WHEREAS**, the College has received funding from Clarkson University to serve as a mentoring location for Clarkson Robotics Initiatives within the Jefferson-Lewis-BOCES district as an NNYRA partner/hub;

**WHEREAS**, funds can be used to pay robotics student mentors, compensate for the JCC Outreach Coordinator's time via stipend and/or travel, purchase needed equipment for our facility, and any way that supplements the SUNY Jefferson engineering program, its initiatives, and its ability to maintain a viable hub location;

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

**INCREASE REVENUE:**

Engineering Mentoring Grant – Local Grants & Contracts 2827-3011-5430	<u>\$ 4,500.00</u>
<b>Total Increase Revenue</b>	<b>\$ 4,500.00</b>

**INCREASE EXPENDITURE:**

Engineering Mentoring Grant – Professional Stipends 2827-3011-6104	\$ 1,000.00
Engineering Mentoring Grant – Student Aides 2827-3011-6141	\$ 1,500.00
Engineering Mentoring Grant – Social Security 2827-3011-6204	\$ 190.00
Engineering Mentoring Grant – Workers Comp 2827-3011-6205	\$ 25.00
Engineering Mentoring Grant – Instructional Supplies 2827-3011-7108	\$ 392.00
Engineering Mentoring Grant – Staff Development 2827-3011-7246	\$ 393.00
Engineering Mentoring Grant – Travel 2827-3011-7250	<u>\$ 1,000.00</u>
	\$ 4,500.00
<b>Total Increase Expenditure</b>	<b>\$ 4,500.00</b>

Following presentation and on motion made by Trustee Hunter, seconded by Mike Crowley, the Board unanimously approved banking resolution #104-18 changing signatories for Community Bank as attached.

Trustee Hunter reviewed the financial statements for the month ending November 30, 2017. On motion made by Steve Haas, seconded by Judy Gentner, the financial statements for November 2017 were unanimously accepted.

**ACADEMIC & EDUCATIONAL SERVICES COMMITTEE**

Committee member Steve Haas provided the report of the Academic & Educational Services Committee which met prior to the full Board meeting.

Upon presentation and motion by Steve Haas, seconded by Nathan Hunter, the Board unanimously approved the 2020-2021 academic calendar as follows:

**RESOLUTION NO. 105-18: ACADEMIC CALENDAR 2020-2021**

**WHEREAS**, Jefferson Community College Board of Trustees Resolution No. 118-85 directs the formation each year of the Academic Calendar Workgroup for the purpose of reviewing and recommending the academic calendar; and

**WHEREAS**, the Academic Calendar Workgroup has proposed an academic calendar for 2020-2021 as described in a memorandum dated October 25, 2017;

**NOW, THEREFORE, BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby adopts the attached academic calendar for 2020-2021 as developed and recommended by the Academic Calendar Workgroup.

Following presentation and on motion by Steve Haas, seconded by Dave Males, the Board unanimously approved a new Homeland Security A.S. degree program as follows:

**RESOLUTION NO. 106-18: APPROVE PROGRAM PROPOSAL  
HOMELAND SECURITY, A.S.**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the attached program proposal for an Associate's of Science (A.S.) in Homeland Security.

**OTHER BUSINESS**

President Stone presented contracts for ratification. On motion made by Beth Fipps, seconded by Mike Crowley, the Board unanimously ratified the following contracts:

**RESOLUTION NO. 107-18: RATIFICATION OF CONTRACTS**  
**River Hospital**  
**SUNY- Performance Improvement Fund**  
**Tyco**

**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:

**River Hospital**  
*(nurse practitioner service agreement, Health & Wellness Center)*

**State University of New York – Performance Improvement Fund**  
*(grant agreement, completion coach initiative)*

**Tyco**  
*(service agreement, fire alarm systems)*

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

## **EXECUTIVE SESSION**

On motion made by Mike Crowley, seconded by Dave Males, the Board adjourned to Executive Session at 4:52 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

## **RECONVENTION**

The Board reconvened in open session at 5:47 p.m.

## **ADJOURNMENT**

On motion made by Mike Crowley, seconded by Judy Gentner, the meeting was adjourned at 5:48 p.m.

Respectfully submitted,

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Karen J. Freeman  
Secretary to the Board