

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**MINUTES OF MEETING
MONDAY, JULY 9, 2018**

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

Excused: Lisa Weber)

Administrative Staff:

Ty Stone, President
Dan Dupee, VP - Administration & Finance
Tom Finch, VP - Academic Affairs

Guests: Linda Dittrich, AVP – Science, Math, et al
Larry Danforth, Assistant Professor of math and research coordinator for the
Center for Community Studies
Joel LaLone, Professor of math and research director for the Center for
Community Studies
Megan Stadler, Director of Grants, Planning, Institutional Research
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 5:00 p.m., on Monday, July 9, 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 Michael Crowley, seconded by Beth Fipps, the minutes of the June 6th 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 representative to the Foundation, Nate Hunter, reported that the Foundation finalized its FY19 budget and will be electing officers at its next meeting. Joe Thesier will become an honorary, non-voting Foundation Board member as Theresa Quintin transitions into Immediate Past President. Barbara Webber has also completed her last term on the Foundation Board and will be recognized for her years of service. Trustee Hunter recapped the dates of all upcoming events and noted a new event to be held August 22 at the NYS Zoo at Thompson Park for Jefferson County alumni.

UPDATE FROM THE STUDENT TRUSTEE

In his first meeting as Student Trustee, Michael Lennox noted that Student Government (SG) recently voted that the SG president will be the primary communications liaison between the College and SUNY Student Assembly. In addition, SG will hold an election for Vice President in the early part of the Fall 2018 semester as the current vice president has stepped down.

PRESIDENT'S REPORT

1. Vice President for Academic Affairs, Tom Finch, provided a brief overview of the Spring 2018 Academic Actions handout that had been posted to BlackBoard. He noted there were no significant or unexpected changes and that early intervention was having positive results. A Trustee inquired as to how JCC compares to other institutions and VP responded that Jefferson probation and dismissal rates are comparable.
2. President Stone advised Trustees of the following;
 - a. The Strategic Planning process will be co-facilitated by Megan Stadler and Josh Canale with the kick-off meeting of the Steering Committee in a couple of weeks. Judy Gentner will represent Trustees on the Steering Committee. The strategic plan will be developed and approved in 2019 and launched in 2020.
 - b. Today the College and Center for Community Studies (CCS) launched a study on “non-completers” – those who did not return to Jefferson or transfer to another institution during the last four years. Joel LaLone and Larry Danforth will talk more about this during the CCS annual update.
 - c. She has been asked to be a contributing writer and to author a chapter of a book entitled “Linking Training and Performance: a Guide for Workforce Development Professionals for the 21st Century.”
3. Dr. Stone presented an update on the Website Redesign and shared images of the homepage and menu structure both from a desktop view and mobile view. She noted the design was created for mobile first. The launch date has been moved to September 30 from September 1st.
4. Joel LaLone and Larry Danforth presented an annual update on the activities of the Center for Community Studies. They recapped in-house and contracted studies completed or in progress over the 2017-2018 year, community connections and student impact, as well as gave a synopsis of a Jefferson-specific study launched today on “non-completers”. The study aims to shed light on why nearly 2000 students (over a 4-year period), in good academic standing, did not return to Jefferson nor transfer to another academic institution. There was some discussion about the self-sustainability of the Center, community value and potential revenue stream. In addition, it was noted that Larry Danforth recently returned from a year-long sabbatical and he will be presenting to Trustees on the sabbatical at a later date.

REPORT OF NOMINATING COMMITTEE - ELECTION OF OFFICERS

Mike Crowley offered the report of the Nominating Committee, presenting the following slate of officers for the 2018-2019 year:

Chair -	Nathan Hunter
Vice Chair -	Judy Gentner
Secretary -	Karen Freeman
Treasurer -	Dan Dupee

Chair Fralick opened the floor for nominations and there being none, Mike Crowley made a motion, seconded by Beth Fipps, to approve the slate of officers as presented. The Board voted unanimously in favor of the slate of officers as presented above.

Trustee Beyor-Murtha thanked Terry Fralick for his service as chair of the Board and leadership during the presidential search process.

BUDGET & PLANNING COMMITTEE

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

Following presentation and motion by Trustee Hunter, seconded by Judy Gentner, the Board unanimously approved the following budget amendment acknowledging grant funding:

RESOLUTION NO. 149-18: 2017-2018 BUDGET AMENDMENT NYS DOL UNEMPLOYED WORKER TRAINING PROGRAM- GRANT

WHEREAS, the College has received funding from the New York State Department of Labor (CFA/Federal) to provide a training program to unemployed workers in in the North Country;

WHEREAS, this program will provide sixty (60) participants with job skills and industry recognized credentials that will prepare the participants to fill in-demand retail and tourism positions. This new workforce development offering will target disadvantaged populations with significant barriers to employment, including long-term unemployed individuals and individuals living in poverty. The program will directly address workforce barriers by providing training for high-priority industries in the North Country;

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

INCREASE REVENUE:

NYS DOL Unempl Worker Grant – Federal Revenue	2562-3011-5410	\$100,000.00
		\$100,000.00
Total Increase Revenue		\$100,000.00

INCREASE EXPENDITURE:

NYS DOL Unempl Worker Grant – Prof Adjuncts	2562-3011-6103	\$ 29,795.55
NYS DOL Unempl Worker Grant – Social Security	2562-3011-6204	2,279.00
NYS DOL Unempl Worker Grant – Workers Comp	2562-3011-6205	298.00
NYS DOL Unempl Worker Grant – Instr Supplies	2562-3011-7108	15,500.00
NYS DOL Unempl Worker Grant – Prof Svcs Fees	2562-3011-7241	43,800.00
NYS DOL Unempl Worker Grant – Scholarship Award	2562-3011-7512	8,327.45
		<u>\$100,000.00</u>
Total Increase Expenditure		\$100,000.00

Trustee Hunter presented the following 2018-2019 tuition and fee schedule noting a 3.7% increase in tuition for NYS students and that tuition for out-of-state students would be double that of in-state. The only fees to increase were that of the comprehensive student fee and part of the fee increase will be allocated to parking lot repair. There was a brief discussion on which programs/departments receive an allocation of the comprehensive fee and how FSA manages the monies. It was noted that mandatory insurance is no longer an option and thus that fee has been eliminated.

On motion by Nate Hunter, seconded by Beth Fipps, the Board unanimously approved the Tuition and Fee Schedule for 2018-2019 as follows:

RESOLUTION NO. 150-18: 2018/2019 TUITION AND FEE SCHEDULE

WHEREAS, the Jefferson Community College Board of Trustees hereby adopts the following Tuition and Fee Schedule for the 2018-2019 academic year:

TUITION:

New York State Residents who are residents of the sponsorship area or non-residents of the sponsorship area who present a Certificate of Residence:

Full-Time	\$4,752 per academic year
Part-Time	\$ 198 per credit hour

New York State residents who are not residents of the sponsorship area and do not present a Certificate of Residence:

Full-Time	\$9,504 per academic year
Part-Time	\$ 396 per credit hour

Non-New York State Residents:

Full-Time	\$9,504 per academic year
Part-Time	\$ 396 per credit hour

STUDENT SERVICE FEES:-

Fees deducted from operating costs as offsetting revenue:

Non-Credit Course Fee	variable (\$10-\$250)
Document/Check Replacement Fee	\$ 5 per copy
Transcript Fee	\$ 8 per copy
Health Transcript Fee	\$ 5 per occurrence
Facsimile Fee (Official Documents)	\$ 5 per occurrence
Processing Fee, Directed Study	\$ 5 per course
Credit by Examination Fee	\$ 15 per credit hour
College-Level Examination Program	\$ 20 per exam
Returned Check Fee	\$ 20 per check
Parking Fines	variable (\$10-\$100)
Technology Fee	\$ 13 per credit hour
Computer Lab Fee (Community Members)	\$ 40 per semester
Course Lab/Materials Fee	variable (\$5-\$50)
Military Credit Inventory	
Application/Evaluation Fee	\$ 125
Credit Inventory Update Fee	\$ 35
Official Transcript Fee	\$ 6
Nursing Program Fee	\$ 250 per semester
Nursing ATI Materials Fee	\$ 350 per semester
Energy 110 Course Fee (Certification)	\$ 165
Energy 142 Course Fee	\$ 20
Energy 146 Course Fee	\$ 35
Fire Protection (FPT 105) Course Fee (Certification)	\$ 150
Fire Protection (FPT 205) Course Fee (Certification)	\$ 50

FEES CHARGED TO STUDENTS BY SEPARATE ASSOCIATIONS:

(i.e. Faculty-Student Association or by self-sustaining operations)

*Comprehensive Student Fee	\$ 15 per credit hour
Comprehensive Student Fee – (Summer/Winter)	\$ 4 per credit hour
Diploma (replacement) Fee	\$ 30
Identification Card (replacement) Fee	\$ 25
Alumni Fee (optional)	\$ 10 per semester

*Not applicable for extension site courses; (fees included: student resource, health service, commencement, new student services, and identification card)

Trustee Hunter presented the 2018-19 operating budget resolution for approval. He advised Jefferson County increased sponsorship by 2%. Trustee Beyor-Murtha requested that more detailed budget information be provided ahead of the Trustee meeting. Following presentation and motion by Nate Hunter, seconded Judy Gentner, the Board unanimously approved the College's 2018-2019 operating budget as follows:

RESOLUTION NO. 151-18: 2018/2019 OPERATING BUDGET

WHEREAS, Jefferson Community College anticipates serving 1,787 full-time students as well as enrolling students for 18,600 part-time credit hours and 4,081 summer credit hours during the 2018-2019 academic year. Base State Aid FTE at 2,572.1.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approve a Jefferson Community College 2018-2019 Operating Budget in the amount of \$28,719,606 with the contribution of the sponsor at \$5,060,959 and the State share of \$7,530,475.

Committee Chair Hunter reviewed the financial statements for the month ending May 31, 2018. On motion made by Nate Hunter, seconded by David Males, the financial statements for May 2018 were unanimously accepted.

ACADEMIC & EDUCATIONAL SERVICES COMMITTEE

Vice President for Academic Affairs, Tom Finch, presented the Graduation Policy Revision which was reviewed in a May meeting of the Academic & Educational Services Committee. Upon motion by David Males, seconded by Pam Beyor-Murtha, the Board of Trustees unanimously approved a revision to the graduation policy as follows:

RESOLUTION NO. 152-18: GRADUATION REQUIREMENTS POLICY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following Graduation Requirements Policy as attached.

Mike Crowley excused himself from the meeting.

Vice President Finch presented a resolution that changes the name of the Liberal Arts & Sciences: Mathematics/Science degree to the Liberal Arts & Sciences: Natural Sciences A.S. degree. Upon motion by Pam Beyor-Murtha, seconded by Michael Lennox, the Board of Trustees unanimously approved the following degree program name change:

RESOLUTION NO. 153-18: APPROVE NAME CHANGE: LIBERAL ARTS & SCIENCES - MATHEMATICS & SCIENCE A.S. TO LIBERAL ARTS AND SCIENCES: NATURAL SCIENCES A.S.

WHEREAS, in September of 2017 the Board of Trustees approved a Mathematics, A.S. degree program (Res. 161-17), consequently eliminating the mathematics concentration of the Liberal Arts & Sciences: Mathematics and Science A.S. degree program, it is recommended that a name change be considered to better reflect the content of the curriculum and the program's focus;

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve a change in the name of the Liberal Arts & Sciences -

Mathematics & Science A.S. program to Liberal Arts and Sciences: Natural Sciences A.S. effective with the Spring 2019 semester.

PERSONNEL COMMITTEE

Committee member Steve Haas presented a resolution on proposed 2018-2019 salaries, equity adjustments and earned longevities for management confidential (M/C) employees, all of which had been presented during an Executive Session of the Board of Trustees on June 6th (in lieu of a Personnel Committee meeting).

On motion by Steve Haas, seconded by Nate Hunter, the Board unanimously approved the following resolution approving 2018-2019 salaries for management-confidential employees:

RESOLUTION NO. 154-18: 2018-2019 M/C SALARY SCHEDULE

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the attached 2018-2019 Salary Schedule for management and confidential employees, which includes increases of 2.5% as well as equity adjustments and recognition of earned longevity increments.

OTHER BUSINESS

Following presentation by President Stone and on motion by Pam Beyor-Murtha, seconded by Nate Hunter, the Board unanimously ratified the following contracts:

RESOLUTION NO. 155-18: RATIFICATION OF CONTRACTS **Go Motorcycling** **Inceptia** **Lewis County** **State University of New York – Open SUNY**

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:

Go Motorcycling
(program agreement, continuing education)

Inceptia
(addendum to include loan summary service, financial services)

Lewis County
(advertising agreement, education center)

State University of New York – Open SUNY
(support services agreement for SUNY online learning and resources)

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

President Stone presented the following resolution to approve a new management-confidential job title. On motion by Pam Beyor-Murtha, seconded by Judy Gentner, the Board unanimously approved the following job title and classification:

RESOLUTION NO. 156-18: JOB TITLE AND CLASSIFICATION
Senior Director of Government Affairs and Public Relations

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:

Senior Director of Government Affairs and Public Relations

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

EXECUTIVE SESSION

On motion made by Steve Haas, seconded by Judy Gentner, the Board adjourned to Executive Session at 6:12 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

RECONVENTION

The Board reconvened in open session at 6:46 p.m.

ADJOURNMENT

On motion made by Pam Beyor-Murtha, seconded by Dave Males, the meeting was adjourned at 6:46 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board