

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**MINUTES OF MEETING
WEDNESDAY, JULY 6, 2016**

Present: James Scordo, Chair) TRUSTEES
Elizabeth Fipps)
Terry Fralick)
Judith Gentner)
Steven Haas)
Reganne Smith)
Lisa Weber)

Excused: Pamela Beyor-Murtha)
Michael Crowley)
Nathan Hunter)

Administrative Staff:

Carole McCoy, President
Dan Dupee, VP-Administration & Finance
Tom Finch, VP-Academic Affairs
Betsy Penrose, VP Students

Guests:

Leslie DiStefano, Marketing/Communications Director
Kerry Young, Executive Director of Financial Operations and Human Resources

The regular monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:07 p.m., on Wednesday, July 6, 2016, in the Board Room, 6-220, Jules Center, Jefferson Community College, Watertown, New York, by Board Chair James Scordo.

APPROVAL OF MINUTES

On motion made by Lisa Weber, seconded by Terry Fralick, the minutes of the June 1 meeting were approved.

PRIVILEGE OF THE FLOOR

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

Chair Scordo offered a welcome to new Student Trustee, Reganne Smith, and introductions were made around the table.

UPDATE FROM THE FOUNDATION

President McCoy advised that Dan Dupee is temporarily overseeing the Foundation while the College reviews the full Foundation/College picture and decides how best to move forward. The Foundation is focused currently on the Clambake which will be held August 12. In addition, President McCoy noted that the Academic Works software to match students with scholarship opportunities is working very well.

UPDATE FROM THE STUDENT TRUSTEE

In her first meeting, Reganne Smith expressed her appreciation for the opportunity to serve as Student Trustee and advised that the Student Government was relatively quiet during June and as such there was no formal report.

PRESIDENT'S REPORT

1. President McCoy noted that Academic Actions for the spring 2016 semester were posted and numbers are consistent with previous years.
2. VP Dan Dupee reviewed the status of summer construction projects and those scheduled for Fall (see handout). The Gregor Building renovation is on time with furniture scheduled to be delivered in late July. VP Dupee noted the increased capabilities of the facilities staff to complete a number of renovation projects in-house, such as the conversion of the Learning & Success Center to offices for English faculty.
3. VP for Students Betsy Penrose gave an update on fall enrollment projections and recruitment initiatives. Currently fall enrollment is down about 7% with the majority of the decrease in the military spouse demographic and some due to declining high school enrollments. Marketing and recruitment efforts have a heavy emphasis on Fort Drum with a comprehensive digital and print campaign. Trustee Fipps noted that Fort Drum is down about 4000 Soldiers and family members despite all units being back at this juncture. VP Penrose noted that East Hall occupancy for fall 2016 looks very positive and the Start Now program with SUNY Oswego is already reaping benefits.
4. President McCoy highlighted upcoming events including the Alumni Wine Cruise on July 21, Clambake & Cocktails on August 12, and the Distinguished Alumni / Cannoneer Hall of Fame Ceremony which, having been held in August the last several years, has moved to October 13 as part of a weekend of activities for alumni.

REPORT OF NOMINATING COMMITTEE - ELECTION OF OFFICERS

Steve Haas offered the report of the Nominating Committee, presenting the following slate of officers for the 2016-2017 year:

Chair -	Terry Fralick
Vice Chair -	Nathan Hunter
Secretary -	Karen Freeman
Treasurer -	Dan Dupee

Trustee Haas opened the floor for nominations and there being none, Lisa Weber 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.

Chair Scordo advised the Board that he had submitted his resignation letter to President McCoy, noting that his resignation was due only to his increased work obligations and more frequent travel to Albany in response to the regional opioid problem. Trustee Scordo is a gubernatorial appointment and will remain on the Board until his seat is filled. President McCoy offered the Board several names to consider as potential new Trustees. Trustee Haas asked the names be forwarded via email for feedback. President McCoy recommended Jim's resignation letter be sent along with the Board's recommendation for his replacement to help expedite a new appointment.

APPOINTMENT OF TRUSTEE TO CHAIR PRESIDENTIAL SEARCH COMMITTEE

Board Chair Scordo appointed Trustee Michael Crowley, current chair of the Personnel Committee, to chair the Presidential Search Committee.

BUDGET & PLANNING

Committee member Jim Scordo and Vice President for Administration & Finance Dan Dupee provided the report of the Budget and Planning Committee which met prior to the full Board meeting.

Upon presentation by VP Dupee and on motion by Lisa Weber, seconded by Judy Gentner, the Board unanimously approved the following budget amendment:

RESOLUTION NO. 152-16: 2015-2016 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, the goals of the program will be to increase the number of Veterans earning degrees from SUNY Canton and JCC and decrease the percentage of students abandoning courses at JCC, and provide accelerated development coursework;

WHEREAS, the VB3 project will include academic coaching supported by case management software, tutoring, financial literacy training, workshops addressing Veterans' issues, college visits to accommodate Veteran's needs, a scholarship gap incentive, a transfer experience course for Veterans at SUNY Canton, condensed developmental courses for Veterans at JCC, and a free book loan program for developmental courses and subsequently, 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>\$ 31,454.00</u>
Total Increase Revenue		\$ 31,454.00

INCREASE EXPENDITURES:

SUNY EIP –VB3 Grant – Professional P/T	2617-3011-6102	\$ 18,140.00
SUNY EIP –VB3 Grant – Student Tutors	2617-3011-6142	1,000.00
SUNY EIP –VB3 Grant – Social Security	2617-3011-6204	1,600.00
SUNY EIP –VB3 Grant – Workers Compensation	2617-3011-6205	214.00
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 – Scholarship Awards	2617-3011-7512	<u>\$ 1,000.00</u>
		\$ 31,454.00
Total Increase Expenditures		\$ 31,454.00

VP Dupee presented the tuition and fee schedule for the upcoming year and noted the tuition increases of 5% (for County residents) and 10% for out of state residents. VP Dupee explained the SUNY tuition regulation for out-of-state students and that Jefferson is among the lowest in SUNY. In addition, VP Dupee noted the comprehensive fee increase of \$1 per credit hour and other new “pass-through” fees. The majority of fees remain the same as last year. Upon motion by Judy Gentner, seconded by Lisa Weber, the Board unanimously approved the 2016-2017 Tuition and Fee Schedule as follows:

RESOLUTION NO. 153-16: 2016/2017 TUITION AND FEE SCHEDULE

WHEREAS, the Jefferson Community College Board of Trustees hereby adopts the following Tuition and Fee Schedule for the 2016-2017 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	\$4,392 per academic year
Part-Time	\$ 183 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	\$6,888 per academic year
Part-Time	\$ 287 per credit hour

Non-New York State Residents:

Full-Time	\$6,888 per academic year
Part-Time	\$ 287 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)	\$ 150

FEES CHARGED TO STUDENTS BY SEPARATE ASSOCIATIONS:

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

*Comprehensive Student Fee	\$ 14 per credit hour
Comprehensive Student Fee – (Summer/Winter)	\$ 3 per credit hour
Insurance – Mandatory Accident	\$ 27 per year
Insurance – Mandatory Accident (Spring/Summer)	\$ 14
(current fee displayed – FY17 rates not yet finalized)	
Diploma (replacement) Fee	\$ 30
Identification Card (replacement) Fee	\$ 20
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)

VP Dupee presented the College's proposed operating budget, noting contributions by the College sponsor Jefferson County and New York State. President McCoy stated the budget had been approved the evening prior, July 5, by Jefferson County. On motion by Judy Gentner, and seconded by Lisa Weber, the Board unanimously approved the 2016-2017 College operating budget as follows:

RESOLUTION NO. 154-16: 2016/2017 OPERATING BUDGET

WHEREAS, Jefferson Community College anticipates serving 1,924 full-time students as well as enrolling students for 19,647 part-time credit hours and 4,948 summer credit hours during the 2016-2017 academic year. Base State Aid FTE is 2741.3.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approve a Jefferson Community College 2016-2017 Operating Budget in the amount of \$28,696,377 with the contribution of the sponsor at \$4,864,436 and the State share of \$7,760,451.

VP Dupee presented a brief overview of the FSA budget, noting it was reviewed and discussed in detail during the Budget and Planning Meeting. On motion made by Judy Gentner, seconded by Beth Fipps, the Board unanimously approved the 2016-2017 FSA budget resolution as follows:

**RESOLUTION NO. 155-16: APPROVAL OF 2016-17 OPERATING BUDGET
FACULTY-STUDENT ASSOCIATION (FSA)**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached 2016-2017 operating budget for the Faculty - Student Association (FSA).

Following review by VP Dupee, on motion by Lisa Weber and seconded by Terry Fralick, the financial statements for the month ending May 31, 2016 were unanimously accepted.

OTHER BUSINESS

Following presentation by President McCoy and on motion made by Lisa Weber, seconded by Judy Gentner, the Board unanimously approved the following resolution:

**RESOLUTION NO. 156-16: RATIFICATION OF CONTRACTS
Board of Cooperative Educational Services (BOCES)
SUNY Empire State College
Syracuse University**

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:

Board of Cooperative Educational Services
(concurrent enrollment program agreement)

Board of Cooperative Educational Services
(legal services agreement)

Board of Cooperative Educational Services
(cooperative purchasing agreement)

SUNY Empire State College
(partner agreement, Jefferson Higher Education Center)

Syracuse University
(service agreement, JCS Evaluation)

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 Beth Fipps, seconded by Lisa Weber, the meeting was adjourned at 5:07 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board