

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**MINUTES OF MEETING
THURSDAY, JULY 6, 2017**

Present: Terry Fralick, Chair) TRUSTEES
Pamela Beyor-Murtha)
Michael Crowley)
Courtnee Denton)
Steven Haas)
Nathan Hunter)
David Males)
Lisa Weber)

Excused: Elizabeth Fipps)
Judy Gentner)

Administrative Staff:

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

Guests: Rocco Cappello, Dean of Students
Leslie DiStefano, Marketing/Communications Director
Linda Dittrich, AVP – Science Division
Greg Griffin, Foundation Executive Director
Terrence Harris, Dean of Continuing Education
Sandra Spadoni, Dean of Enrollment Services
Megan Stadler, Director of Planning, Grants, et al
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 4:06 p.m., on Thursday, July 6, 2017, in the Board Room, 6-220, of the Jules Center, Jefferson Community College, Watertown, New York, by Board Chair Terry Fralick.

EXECUTIVE SESSION

On motion made by Lisa Weber, seconded by Michael Crowley, the Board adjourned to Executive Session at 4:07 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

RECONVENTION

The Board reconvened in open session at 5:02 p.m.

APPROVAL OF MINUTES

Steve Haas made a motion to approve minutes of the June 7th meeting as corrected to include the action of the Board of Trustees on June 7 to approve VP Dupee's study request. Lisa Weber seconded the motion and the amended June 7th minutes 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 on the Foundation Board Nathan Hunter deferred to Foundation executive director Greg Griffin who briefly touched upon the upcoming alumni wine cruise, clambake and alumni weekend events. The alumni weekend will include a meet-the-College president reception and the College's first ever nursing program reunion. Greg reported Clambake & Cocktails had garnered \$19,000 in sponsorships.

UPDATE FROM THE STUDENT TRUSTEE

Student Trustee Courtnee Denton reported that student leadership training was taking place August 14-26 and several orientations were scheduled throughout the summer.

PRESIDENT'S REPORT

1. Vice President Finch reviewed an updated Spring Academic Actions handout which, in reflection of the College's revised Academic Standards of Progress, incorporates an academic warning system in addition to academic probation and academic dismissal.
2. VP Penrose provided a status update on enrollment which is down about 5%; the College has budgeted to be down 1%. Overall, applications are up slightly. Transfer and full-time continuing students are up. High school students are down significantly but are expected to increase although how much remains to be seen with the change in EDGE program tuition. VP Penrose briefly reviewed enrollment initiatives including the prospect-to-student communications process, Start Now program, and advertising.

In addition, VP Penrose noted the Liberty Partnership grant recently awarded to Jefferson in partnership with the Watertown City School District and YMCA. The grant provides \$1.25 million over 5 years and will serve 200 students annually in grades 5-12.

REPORT OF NOMINATING COMMITTEE - ELECTION OF OFFICERS

Mike Crowley offered the report of the Nominating Committee, presenting the following slate of officers for the 2017-2018 year:

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

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

BUDGET & PLANNING

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

Nate Hunter presented the following tuition and fee schedule noting a 4.5% increase in tuition for NYS students and only a small number of changes to fees. On motion by Nate Hunter, seconded by Mike Crowley, the Board unanimously approved the Tuition and Fee Schedule for 2017-2018 as follows:

RESOLUTION NO. 145-17: 2017/2018 TUITION AND FEE SCHEDULE

WHEREAS, the Jefferson Community College Board of Trustees hereby adopts the following Tuition and Fee Schedule for the 2017-2018 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	\$4,584 per academic year
Part-Time	\$ 191 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	\$7,344 per academic year
Part-Time	\$ 306 per credit hour

Non-New York State Residents:

Full-Time	\$7,344 per academic year
Part-Time	\$ 306 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	\$ 14 per credit hour
Comprehensive Student Fee – (Summer/Winter)	\$ 3 per credit hour
Insurance – Mandatory Accident	\$ 25 per year
Insurance – Mandatory Accident (Spring/Summer)	\$ 16
(current fee displayed – FY18 rates not yet finalized)	
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)

Following presentation by Nate Hunter and on motion by Pam Beyor-Murtha, seconded by David Males, the Board unanimously approved the College’s 2017-2018 operating budget as follows:

RESOLUTION NO. 146-17: 2017/2018 OPERATING BUDGET

WHEREAS, Jefferson Community College anticipates serving 1,904 full-time students as well as enrolling students for 19,771 part-time credit hours and 4,443 summer credit hours during the 2017-2018 academic year. Base State Aid FTE at 2,680.90.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approve a Jefferson Community College 2017-2018 Operating Budget in the amount of \$29,096,680 with the contribution of the sponsor at \$4,961,725 and the State share of \$7,520,563.

Committee Chair Hunter reviewed the financial statements for the month ending May 31, 2017. There were no areas of concern and some discussion on fund balance. On motion made by Nate Hunter, seconded by Lisa Weber, the financial statements for May 2017 were unanimously accepted.

