



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES July 7, 2021

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, July 7, 2021 in Room 6-118, Jules Center, Jefferson Community College, Watertown, New York.

Attendance:

Trustees Present:

Nathan Hunter, Chair
Pamela Beyor-Murtha
Michael Crowley
Damon Draught
Elizabeth Fipps*
Judy Gentner, Vice Chair
Cindy Intschert
David Males

Administrative Staff:

Ty Stone – President
Corey Campbell – Vice President for Student Engagement & Retention
Dan Dupee – Executive Vice President for Administration, Finance and Enrollment
Maryrose Eannace – Interim Vice President for Academic Affairs*
*online

Call to Order – Chair Nathan Hunter called the meeting to order at 4:03 p.m.

Approval of Minutes – On a motion made by Pam Beyor-Murtha, seconded by Cindy Intschert, the minutes of the June 2, 2021 meeting were approved unanimously.

Introductions of Guests

James Ambrose, Dean of Enrollment
Jeri Fairman - Associate Vice President, Liberal Arts Division
Ben Foster* - Executive Director, Foundation
Gillian Maitland - Marketing and Communications Director
Ronald Palmer, History
Hawthorne Potts, alumni/veteran
Amanda Salisbury, alumni/veteran
*online

Privilege of the Floor – None.

JCC Foundation Update

Trustee Beth Fipps provided a written report and highlighted the following:

- June Annual Fund Solicitation Gifts to Date: \$1735
- Volunteer giving report and reinforced importance of Foundation and Trustee giving to demonstrate support of College
- Generous donation from Dan and Lauren Throop of \$30,000 over 3 years
- At its recent meeting the Foundation Board
 - approved a balanced budget for FY22
 - voted to continue using the auditing services of Bowers and Company
 - approved naming policy changes – JCC Foundation Resolution 033021-2
 - welcomed new members of the Board of Directors:
 - Stephanie Sutton – WWTI-ABC50
 - James Burrows, Conboy, McKay, Bachman & Kendall, LLP

In addition, Trustee Fipps advised that two long-term board members have reached their term limits and have left the Foundation Board. Trustee Fipps expressed her appreciation to Mary Corriveau, John Penrose and Theresa Quintin. Chair Hunter also expressed his appreciation on behalf of the Board of Trustees.

Student Trustee Update

Student Government Association submitted a written report (attached). There were no questions.

President's Report

Dr. Stone provided an update on the College's return to campus plans. A Reopening Committee is working through the guidance received and making recommendation to administration. At this juncture, vaccines are not required for students, but we anticipate they will be soon. The mask mandate has been lifted for vaccinated employees. For fall, students will be required to wear masks in instructional spaces so that we can maximize classroom space. The vaccination rate for faculty/staff vaccination rate is currently 85%.

General updates include:

- campus entryway project is underway
- new flag in our commons from Niger, given by recent graduate Issa Alzouma
- EOP program was featured on the cover of the SUNY EOP Student Handbook; there are more than 72 students in the program for fall

In addition, Dr. Stone attended Senator Chuck Schumer's press conference in Sackets Harbor during which the Senator included Jefferson Community College in his remarks.

Ron Palmer, professor of history, provided an overview and update on the activities of the National Endowment of the Humanities (NEH) grant and Dialogues on the Experience of War course for veteran students. Dr. Palmer recapped activities of the program since its inception and reported that, most recently, the College was honored to be invited to participate in a 9/11 memorial exhibit at the Embassy in London. Seven masks, created by students in the course, will be on display in the exhibit. Dr. Palmer is working with the Foundation to solicit donors to provide funding assistance to send the students to London to see the exhibit in person. Discussion ensued about funding opportunities. The exhibit will also be available online and the link shared with Trustees when available.

Dr. Palmer also reported that the class is running again this fall in a modified format to adjust for COVID concerns. A trip to various sites in New York State will substitute for the annual trip to Washington DC. Upcoming events include a concert on September 18 by the band The Resilient, which is comprised of veterans wounded in combat. The band will also participate in a panel discussion on honor and sacrifice on September 17.

Two recent graduates who participated in the Dialogues on the Experience of War course, Hawthorne Potts and Amanda Salisbury, spoke about the program and its impact. They, along with Dr. Palmer thanked the Board for their support of the program.

James Ambrose, dean of enrollment, provided an overview of current enrollment and recruitment initiatives for fall 2021 and spring 2022.

- Current challenges include the impacts of COVID and vaccine uncertainty, closure of prisons, declining high school graduation rates, and increased importance of ROI and employability following graduation
- Summer enrollment down 16% compared to last year; new initiatives included a summer scholarship for one free class
- Fall enrollment is currently down 19% as compared to last year; continuing students are down 23% (207 students) while transfer students are up 28% (13 students); Dean Ambrose hopes enrollment will be down only 10% at the start of the semester
- Enrollment positives include prison enrollment returning in fall 2021; Slate admissions and EDGE applications going live in Banner; and applications for applicants age 25 and older and transfer students are up for fall
- Opportunities and new initiatives include the implementation of the Ellucian Call Center to handle after hours calls, a contract with SWIM consulting group to examine the student experience from inquiry to graduation; a new transfer agreement with BOCES for a business studies AOS degree and a residence hall scholarship for in-state students
- In addition, the ability to take classes in hyflex format will mitigate some of the COVID concerns for students
- Retention initiatives to maintain continuing student population include implementation of the “It takes a Village” concept, a new advising model and a new onboarding process that follows Guided Pathways

Nominating Committee – Election of Officers - Committee Chair Michael Crowley

Mike Crowley offered the report of the Nominating Committee (Pam Beyor-Murtha, Beth Fipps), presenting the following slate of officers for the 2021-2022 year:

Chair -	Judith Gentner
Vice Chair -	David Males
Secretary -	Karen Freeman
Treasurer -	Dan Dupee

Chair Hunter opened the floor for nominations, Hearing none, on a motion put forth by Mike Crowley, seconded by Cindy Intschert, the slate of officers was approved. On behalf of the Board, Trustee Beyor-Murtha thanked Chair Hunter for his service and leadership over the last three years and led a round of applause. Chair Hunter thanked Judy Gentner and David Males for stepping into these roles and noted that it has been honor to serve the College.

Budget and Planning Committee - Committee Chair Michael Crowley

Trustee Crowley noted that the Budget & Planning Committee met prior to the full Board meeting.

Trustee Crowley presented resolutions 143-21 and 144-21, both budget amendments accepting funding for the EOP summer program and PRODiG grant aimed at increasing faculty diversity, respectively. Upon motion by Mike Crowley, seconded by Judy Gentner, Resolutions 143-21 and 144-21 were approved unanimously as follows:

**RESOLUTION NO. 143-21: 2020-2021 BUDGET AMENDMENT
 EDUCATIONAL OPPORTUNITY PROGRAM (EOP) GRANT –
 SUMMER PRE-FRESHMAN**

GRANT PERIOD: JUNE 1, 2021 – AUGUST 31, 2021

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 approves the following budget amendment:

INCREASE REVENUE:

Educ. Opportunity Prog (EOP) –State Grants	2630-3011-5420	<u>\$ 37,820.00</u>
Total Revenue Increase		\$ 37,820.00

INCREASE EXPENDITURE:

Educ. Opportunity Prog (EOP) –Prof Adjuncts	2630-3011-6103	\$ 2,430.00
Educ. Opportunity Prog (EOP) –Student Tutors	2630-3011-6142	4,500.00
Educ. Opportunity Prog (EOP) –Instr Supplies	2630-3011-7108	5,100.00
Educ. Opportunity Prog (EOP) –Prof Svc Fees	2630-3011-7241	6,730.00
Educ. Opportunity Prog (EOP) –Travel	2630-3011-7250	5,800.00
Educ. Opportunity Prog (EOP) –Workshops	2630-3011-7253	5,760.00
Educ. Opportunity Prog (EOP) –Scholarships	2630-3011-7512	<u>\$ 7,500.00</u>
Total Expenditure Increase		\$ 37,820.00

**RESOLUTION NO. 144-21: 2020-2021 BUDGET AMENDMENT
 PERFORMANCE IMPROVEMENT FUND (PIF) SUNY PRODiG
 INITIATIVE GRANT**

GRANT PERIOD: SEPTEMBER 1, 2020 – AUGUST 31, 2021

WHEREAS, funds have been received from the State University of New York (SUNY) PRODiG (Promoting Recruitment, Opportunity, Diversity, Inclusion, and Growth) initiative to increase faculty diversity to be more in line with its student diversity;

WHEREAS, the initiative will focus on building an educational pipeline that identifies talented students in high school, and develops academic career opportunities;

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

INCREASE REVENUE:

(PIF) PRODiG Initiative – State Grants	2644-3011-5420	<u>\$ 31,205.50</u>
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Total Revenue Increase \$ 31,205.50

INCREASE EXPENDITURE:

(PIF) PRODiG Initiative – Professional FT	2644-3011-6101	<u>\$ 31,205.50</u>
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Total Expenditure Increase \$ 31,205.50

Upon presentation and motion by Mike Crowley, seconded by David Males, Resolution 145-21 containing the College’s FY22 operating budget was unanimously approved as follows:.

RESOLUTION NO. 145-21: 2021/2022 OPERATING BUDGET

WHEREAS, Jefferson Community College anticipates serving 1,352 full-time students as well as enrolling students for 16,875 part-time credit hours and 4,195 summer credit hours during the 2021-2022 academic year. Base State Aid FTE at 2,016.5.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approve a Jefferson Community College 2021-2022 Operating Budget in the amount of \$28,537,036 with the contribution of the sponsor at \$5,262,179 and the State share of \$6,597,184.

Trustee Crowley presented Resolution 146-21, which outlines tuition and fees for 2021-2022. He noted that tuition and fees did not increase this year. Upon motion by Mike Crowley, seconded by Damon Draught, Resolution 146-21 was approved unanimously as follows:

RESOLUTION NO. 146-21: 2021/2022 TUITION AND FEE SCHEDULE

WHEREAS, the Jefferson Community College Board of Trustees hereby adopts the following Tuition and Fee Schedule for the 2021-2022 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	\$5,016 per academic year
Part-Time	\$ 209 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	\$8,784 per academic year
Part-Time	\$ 366 per credit hour

Non-New York State Residents:

Full-Time	\$5,016 per academic year
Part-Time	\$ 209 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	\$ 200
Credit Inventory Update Fee	\$ 50
Official Transcript Fee	\$ 8
Nursing Program Fee	\$ 250 per semester
Nursing ATI Materials Fee	\$ 400 per semester
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 Fee (replacement)	\$ 30
Identification Card Fee (replacement)	\$ 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)

INCREASE EXPENDITURE:

CSTEP Grant –Computer Equipment	2619-3011-7006	\$ 3,762.70
CSTEP Grant –Postage	2619-3011-7103	1,076.10
CSTEP Grant –Instructional Supplies	2619-3011-7108	6,235.20
CSTEP Grant –Scholarship Awards	2619-3011-7512	<u>\$ 40,000.00</u>

Total Expenditure Increase \$ 51,074.00

DECREASE EXPENDITURE:

CSTEP Grant –Prof P/T	2619-3011-6102	\$ 30,000.00
CSTEP Grant –Indirect Cost	2619-3011-7231	3,074.00
CSTEP Grant –Travel	2619-3011-7250	<u>\$ 18,000.00</u>

Total Expenditure Decrease \$ 51,074.00

Financial Statements – May 2021

Executive Vice President Dan Dupee reviewed the financial reports for May. He noted that revenue is down \$1 million, however that is inclusive of \$1.4 million in stimulus funds. Expenses are down \$2.6 million. Dr. Dupee reported that the College is receiving 95% of state aid rather than 80% as initially put forth by the state. There was some discussion around how long the College has to spend the stimulus funding. Cash balances are up due to state aid and stimulus funding. There were no further questions and no concerns.

Upon a motion made by Mike Crowley, seconded by Damon Draught, the Board unanimously accepted May 2021 financial reports.

Executive Session

On motion made by Judy Gentner, seconded by Pam Beyor-Murtha, the Board adjourned to Executive Session at 5:21 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 6:05 p.m.

Audit Committee - Committee Chair Michael Crowley

Trustee Crowley reported that the Audit Committee met on June 16, 2021 to review bids for College auditing services. The College received four bids and upon review, recommended the College select The Bonadio Group for College audit services.

Academic and Educational Services Committee - Committee Member Judy Gentner

The Academic & Educational Services Committee met June 29, 2021. Committee member Judy Gentner presented the periodic program review for Accounting AS, AAS and Certificate programs. Upon motion by Cindy Intschert, seconded by Pam Beyor-Murtha, the periodic program review was unanimously approved as follows:

**RESOLUTION NO. 152-21: APPROVAL OF PERIODIC PROGRAM REVIEW
ACCOUNTING A.S., A.A.S. and Certificate**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached periodic program review for the Accounting A.S. degree, Accounting A.A.S. degree and Accounting Certificate.

Facilities Committee – Committee Chair Pamela Beyor-Murtha

Trustee Beyor-Murtha advised that the Facilities Committee met on June 30, 2021 for a preliminary report on the facilities master plan update. No action is required at this time and she expects to update the Board again in the fall.

Personnel Committee – Committee Chair Judy Gentner

Trustee Gentner reported that the committee did not meet in June and will be meeting on July 21st.

Other Business

President Stone presented contracts for ratification in Resolution 153-21. Upon motion by David Males, seconded by Pamela Beyor-Murtha, the resolution ratifying all contracts was passed unanimously.

RESOLUTION NO. 153-21: RATIFICATION OF CONTRACTS

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:

- RESOLUTION NO. 153-21: RATIFICATION OF CONTRACTS**
- EAB**
 - Ellucian**
 - Faculty Association of Jefferson Community College**
 - JL Excavation LLC**
 - S & L Electric, Inc.**
 - State University of New York / Technolutions**

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:

EAB
(STARFISH software agreement, student retention)

Ellucian
(IT services contract, HelpDesk support)

Faculty Association of Jefferson Community College
(MOU, mandatory COVID testing)

JL Excavation LLC
(construction contract, GiGP Grant campus entryway project)

S & L Electric, Inc.
(construction contract, GiGP Grant campus entryway project)

State University of New York / Technolutions
(participating institution agreement, SLATE software, enrollment services)

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

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

Trustee Beth Fipps presented Resolution 154-21 which revises the College's naming policy. The major change to the policy, which was initiated and passed by the JCC Foundation at its June meeting, was adding a provision about renaming facilities. Upon motion by Mike Crowley, seconded by David Males, the resolution was passed unanimously as follows:

RESOLUTION NO. 154-21: NAMING POLICY
(Revises Resolution No. 110-14, March 2014)

WHEREAS, Jefferson Community College Board of Trustees Resolution No. 110-14 established the College Policy on Naming of Facilities, Programs and Support Funds; and

WHEREAS, on June 30, 2021, the Jefferson Community College Foundation Board of Directors approved a revised Naming Policy as attached;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the following Naming Policy.

Schedule of Upcoming Meetings and Events

Academic & Educational Services Committee Meeting (tentative) – June 16, 2021, Wed. at 3:00 p.m.
Personnel Committee Meeting – June 16, 2021, Wednesday at 4:00 p.m.
Budget and Planning Committee Meeting – July 7, 2021, Wednesday at 3:00 p.m.
Board of Trustees Meeting – July 7, 2021, Wednesday at 4:00 p.m.

Trustee Gentner reviewed the timeline for the President's evaluation and submission of the President's goals for 2021-2022 as it fits with the meeting schedule above. Trustee Gentner will update the timeline.

Adjournment - On a motion made by Cindy Intschert, seconded by Damon Draught, the meeting adjourned at 6:18 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board of Trustees