

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**MINUTES OF MEETING
WEDNESDAY, JUNE 6, 2018**

Present: Terry Fralick, Chair) TRUSTEES
Michael Crowley)
Courtnee Denton)
Elizabeth Fipps ()
Judy Gentner)
Steven Haas)
Nathan Hunter)
Lisa Weber)

Excused: Pamela Beyor-Murtha)
David Males)

Administrative Staff:

Ty Stone, President
Dan Dupee, VP - Administration & Finance

Guests: Linda Dittrich, AVP – Science, Math, et al
Jack Donato, incoming President- FAJCC / associate professor of computer science
Demetrius Dowell, Director of Student Activities & Inclusion
Michael Lennox, incoming Student Trustee
Kim Sell, incoming Senate President
Sandra Spadoni, Dean of Enrollment
Jeff Wiley, Director of Athletics
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 4:00 p.m., on Wednesday, June 6, 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 Lisa Weber, seconded by Nate Hunter, the minutes of the May 2nd 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 Trustees and Foundation Boards held a joint planning retreat on June 1st that was very informative and beneficial. Upcoming events include: CannonBlast Weekend on September 21-23 which will feature 25th and 50th class reunions, alumni events with Dr. Stone in Oswego County, St. Lawrence County and Jefferson County (at the NYS Zoo at Thompson Park) over the summer months, and the annual wine cruise in July. Trustee Hunter also noted that the most recent email newsletter outreach had a 20% open rate, the Foundation is actively seeking \$100K to support the EDGE program, and is in the process of securing sponsors for the Cocktails and Clambake event on August 10th.

UPDATE FROM THE STUDENT TRUSTEE

In her last meeting, Courtnee Denton introduced the Board to incoming Student Trustee Michael Lennox noting he is a Student Ambassador and member of the Honors Program. She thanked the Board and noted her time as Student Trustee had been a wonderful experience.

On behalf of the Board, Trustee Hunter thanked Courtnee for her service and wished her well.

SENATE PRESIDENT'S REPORT

Incoming Senate President Kim Sell referred to the written reports from outgoing Senate president John Penrose that summarized the May meetings of Senate, the last of the academic year. She noted that all Senate committees are fully staffed and there are a number of topics already on the Senate committee dockets for when the Fall semester gets underway.

APPOINTMENT OF NOMINATING COMMITTEE

Board Chair Fralick appointed Michael Crowley, Pam Beyor-Murtha and Beth Fipps to serve as the 2018 Nominating Committee. The nominating committee is tasked with bringing forward a slate of officers for the 2018-2019 year at the July meeting.

PRESIDENT'S REPORT

1. Dr. Stone referred to the printed Athletics Annual Update that was posted on Blackboard and made note of the decline in the number of Jefferson athletes over the last year and the opportunity of 40 new FTE that could be realized with the addition of a turf field which would bring our athletic facilities more in line with many high school facilities. It was also pointed out that our student athletes held a 2.4 GPA which is slightly higher than the 2.3 average GPA at JCC. It was asked if the number of athletes at high schools overall was declining as well and athletic director Jeff Wiley noted that sport specialization (i.e. a student playing one sport year-round) has had some impact on high school athletics.

2. Dean of Enrollment Services, Dr. Sandra Spadoni, provided an enrollment update. It was first noted that at present time, summer enrollment is down just slightly (0.02%) from last year at this time, and fall is up 1.5% from this time last year. In addition, Dr. Spadoni advised that fall applications are also up in number and Admissions is focusing on more conversions by analyzing application trends and data. The primary focus of Dr. Spadoni's report to the Trustees was on new/incoming student recruitment with several fall activities taking place including an opportunities analysis by Ruffalo Noel Levitz, a JCC-specific enrollment data walk for campus-wide input and a group (representing various constituencies across campus) participating in a Ruffalo Noel Levitz strategic enrollment planning conference. After attending the conference, the group has worked to identify six areas of potential enrollment growth for Jefferson to further analyze and possibly pursue. Six workgroups have presented findings to Cabinet for review and further consideration. President Stone added that retention is also a key component of enrollment and the Center for Community Studies is in the process of a study on non-completers, those who attended Jefferson and upon leaving Jefferson did not transfer or earn a degree elsewhere. There was some discussion about comparisons with other community colleges similar in size to Jefferson, many of which have experienced declines before Jefferson did. The residence hall opening in 2014 had helped to stabilize enrollments.
3. Dr. Stone introduced Demetrius Dowell as the new Director of Student Activities and Inclusion. Demetrius is a graduate of Jefferson and also served as Student Trustee during his senior year.
4. President Stone advised Trustees of the dates of the NYCCT Annual Professional Development Conference (September 21-23) which includes a New Trustee Institute component and asked Trustees to let her know if any wanted to attend. It is the same time as CannonBlast Weekend.

BUDGET & PLANNING COMMITTEE

Committee chair Nathan 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. 137-18: 2017-2018 BUDGET AMENDMENT
 NATIONAL ENDOWMENT FOR THE HUMANITIES
 (NEH) DIALOGUES PROGRAM GRANT**

WHEREAS, funds have been received from the National Endowment from the Humanities (NEH) to fund a new 3-credit course at Jefferson for student veterans called *Dialogues of Honor and Sacrifice: Soldiers' Experiences in the Civil War and the Vietnam War*;

WHEREAS, Jefferson Community College will offer the course at least twice (fall 2017 and spring 2018) as part of the *Dialogues* program and enrollment will be capped at 15 veterans. The course seeks to guide students to a deeper understanding of their experiences through the humanities;

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

INCREASE REVENUE:

NEH Dialogues Grant –Federal Grants 2586-3011-5410 \$95,090.00

Total Revenue Increase \$95,090.00

INCREASE EXPENDITURE:

NEH Dialogues Grant –Prof Adjuncts 2586-3011-6103 \$12,960.00

NEH Dialogues Grant –Prof Stipends 2586-3011-6104 25,490.00

NEH Dialogues Grant –Instr Supplies 2586-3011-7108 10,155.00

NEH Dialogues Grant –Empl Benefits 2586-3011-7221 8,100.00

NEH Dialogues Grant –Indirect Cost 2586-3011-7231 12,150.00

NEH Dialogues Grant –Licensing Fees 2586-3011-7235 1,200.00

NEH Dialogues Grant –Prof Svc Fees 2586-3011-7241 1,750.00

NEH Dialogues Grant –Travel 2586-3011-7250 22,160.00

NEH Dialogues Grant –Worshops/Sem 2586-3011-7253 \$ 1,125.00

Total Expenditure Increase \$95,090.00

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

**RESOLUTION NO. 138-18: 2017-2018 BUDGET AMENDMENT
NORTH COUNTRY INITIATIVE NURSING GRANT**

WHEREAS, the College has received funding from the North Country Initiative (NCI) Performing Provider System to ensure continued training for the traditional and/or weekend associate level nursing program;

WHEREAS, the funding will help alleviate notable shortages of home health aides, certified nurse assistants, licensed practical nurses and registered nurses in the region;

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

INCREASE REVENUE:

NCI Nursing Grant – Local Grants & Contracts 2831-3011-5430 \$40,000.00

\$40,000.00

Total Revenue Increase \$40,000.00

INCREASE EXPENDITURE:

NCI Nursing Grant – Staff Development 2831-3011-7246 \$40,000.00

\$40,000.00

Total Expenditure Increase \$40,000.00

Following presentation and motion by Trustee Hunter, seconded by Lisa Weber, the Board unanimously approved the following budget amendment acknowledging temporary funding from the JCC Foundation:

**RESOLUTION NO. 139-18: 2017-2018 BUDGET AMENDMENT
NURSING LAB EQUIPMENT GRANT**

WHEREAS, the College has received funding from the JCC Foundation (Title III Board Discretionary Fund per agreement with donor Joseph Brabant) to assist in the purchase of nursing laboratory equipment upgrades and improvements;

WHEREAS, the equipment purchases will support the traditional and/or weekend nursing programs in an effort to alleviate notable shortages of home health aides, certified nurse assistants, licensed practical nurses and registered nurses in the region;

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

INCREASE REVENUE:

Nursing Lab Equip Grant – Local Grants & Contracts	2830-3011-5430	<u>\$75,000.00</u>
		\$75,000.00
	Total Revenue Increase	\$75,000.00

INCREASE EXPENDITURE:

Nursing Lab Equip Grant – Instructional Equip	2830-3011-7005	\$53,554.00
Nursing Lab Equip Grant – Computer Equip	2830-3011-7006	11,495.00
Nursing Lab Equip Grant – Maintenance Contracts	2830-3011-7236	<u>9,951.00</u>
		\$75,000.00
	Total Expenditure Increase	\$75,000.00

Following presentation and motion by Trustee Hunter, seconded by Judy Gentner, the Board unanimously approved the following adjustment to the tuition receivable account:

RESOLUTION NO. 140-18: TUITION RECEIVABLE WRITE-OFF

WHEREAS, in compliance with generally accepted accounting principles, the College should not retain as accounts receivable items accounts that are deemed to be un-collectable, and;

WHEREAS, the accounts receivable items set forth in the attached schedule are deemed to be un-collectable;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following adjustment to the tuition receivable account:

Student Accounts Receivable 0-10000-1310 \$239,498.76

Following presentation and motion by Trustee Hunter, seconded by Beth Fipps, the Board unanimously approved the following decrease in bad debt allowance:

RESOLUTION NO. 141-18: BAD DEBT ALLOWANCE DECREASE

WHEREAS, the allowance for bad debt reflected in the College's financial statements is currently at \$198,000;

WHEREAS, the College's auditors have suggested that the bad debt allowance should reflect the average of the past three (3) years' actual tuition write offs which is an average of \$190,000;

NOW, THEREFORE BE IT RESOLVED, that based upon the past three (3) years' average, the allowance for bad debt shall be decreased to \$190,000 for the 2017-2018 fiscal year.

Trustee Hunter briefly presented four 2018-2019 budgets for approval – the New Student Services budget, Student Association budget, Faculty Student Association (FSA), budget and Jefferson Faculty Student Association Auxiliary (JFSAA) budget. Each budget was reviewed in detail during the Budget and Planning Committee meeting.

On motion by Trustee Hunter, seconded by Courtnee Denton, the Board unanimously approved four 2017-2018 budget resolutions, numbers 142-18, 143-18, 144-18 and 145-18 as follows:

**RESOLUTION NO. 142-18: APPROVAL 2018-19 OPERATING BUDGET
NEW STUDENT SERVICES**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the attached 2018-2019 operating budget for New Student Services.

**RESOLUTION NO. 143-18: APPROVAL 2018-19 OPERATING BUDGET
STUDENT ASSOCIATION, STUDENT GOVERNMENT,
ATHLETIC BOARD OF CONTROL AND CAMPUS
ACTIVITIES BOARD**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached 2018-2019 operating budget for the Student Association Administration, Student Government, Athletic Board of Control and Campus Activities Board.

**RESOLUTION NO. 144-18: APPROVAL OF 2018-19 OPERATING BUDGET
FACULTY-STUDENT ASSOCIATION (FSA)**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached 2018-2019 operating budget for the Faculty - Student Association (FSA).

**RESOLUTION NO. 145-18: APPROVAL 2018-19 OPERATING BUDGET
JEFFERSON FACULTY - STUDENT ASSOCIATION
AUXILIARY (JFSAA)**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached 2018-2019 operating budget for the Jefferson Faculty - Student Association Auxiliary (JFSAA).

Trustee Hunter reviewed the financial statements for the month ending April 30, 2018. There were no areas of concern. On motion made by Nate Hunter, seconded by Lisa Weber, the financial statements for April 2018 were unanimously accepted.

PERSONNEL COMMITTEE

Committee Chair Mike Crowley presented a resolution to amend the President's contract to provide for a housing allowance for the duration of the contract. On motion by Trustee Crowley, seconded by Steven Haas, the Board unanimously approved the following resolution to amend the President's contract:

**RESOLUTION NO. 146-18: AUTHORIZATION TO AMEND THE PRESIDENT'S
CONTRACT**

WHEREAS, the Jefferson Community College Board of Trustees hereby authorizes an amendment to the Contract with President Stone to provide continuation of the monthly housing allowance of \$1,100 per month effective July 1, 2018, and continuing for the term of the contract;

NOW, THEREFORE, BE IT RESOLVED that Board Chair Terry Fralick shall be authorized and directed to execute an Amendment to the President's Contract to provide for such continuation of the housing allowance.

OTHER BUSINESS

Following presentation by President Stone and on motion by Beth Fipps, seconded by Lisa Weber, the Board unanimously approved the following resolution recognizing Courtnee Denton's service as Student Trustee:

Jefferson Lewis Board of Cooperative Educational Services
(legal services agreement)

Lewis County
(amended operating agreement, education center)

Linda Caputi, Inc.
(consulting services, nursing accreditation)

Syracuse University (English Language Institute)
(memorandum of understanding, admission of ELI students)

Transitional Living Services
(clinical site, nursing program)

U.S. Army Garrison - Fort Drum
(memorandum of understanding, educational services)

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 Beth Fipps, 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 5:50 p.m.

ADJOURNMENT

On motion made by Lisa Weber, seconded by Beth Fipps, the meeting was adjourned at 5:52 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board