

**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES OF MEETING  
WEDNESDAY, JUNE 1, 2016**

Present: James Scordo, Chair ) TRUSTEES  
Pamela Beyor-Murtha )  
Cailey Burrows )  
Elizabeth Fipps )  
Terry Fralick )  
Judith Gentner )  
Steven Haas )  
Nathan Hunter )

Excused: Michael Crowley )

**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  
Linda Dittrich, Associate Vice President - Math/Science/Allied Health/Business/Tech  
Deanna Lothrop, Coordinator of Orientation and Leadership  
John Penrose, Senate President  
Megan Stadler, Coordinator of Supplemental Funding  
Jeff Wiley, Director of Athletics

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 1, 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 Nate Hunter, the minutes of the May 4 meeting were approved.

**PRIVILEGE OF THE FLOOR**

Chair Scordo offered privilege of the floor. No one came forward to address the Board, however Chair Scordo read a letter from President Emeritus John Deans who expressed his appreciation to the Board of Trustees for naming the Collaborative Learning Center in his honor. Additionally, Trustee Weber stated how impressed she was with the commencement held on May 20, noting that the faculty were engaged and the emphasis on students was outstanding.

## **UPDATE FROM THE FOUNDATION**

Trustee representative to the Foundation, Nate Hunter, reported the Scholars Reception went very well and encouraged other Trustees to attend. He also noted the Foundation is seeking auction donations for the clambake to be held in August. In addition, Trustee Hunter noted that executive director Lisa Familo has submitted her resignation notice and will be relocating to Albany.

## **UPDATE FROM THE STUDENT TRUSTEE**

Student trustee Cailey Burrows reported that three vacant Student Government positions had been filled as follows: Arthur Campbell - office manager, Casey Hughes – marketing manager, and Cayla Ross – Treasurer. In her last meeting as Trustee, Cailey also thanked the Trustees for the hard work that is done year-round and noted her time on the board was a wonderful experience.

## **UPDATE FROM THE SENATE PRESIDENT**

Senate President John Penrose provided a written report summarizing the May 23 meeting of the College Senate. There were no questions.

## **PRESIDENT'S REPORT**

1. Trustees were given a tour of the Gregor Building renovation which highlighted the new instructional space for the nursing and paramedic programs.
2. Director of athletics Jeff Wiley provided an annual update on 2015-2016 athletic department activities. Highlights included 11 teams advancing to post-season play, 71% of Cannoneers coming from our local recruitment region, the success of the first cross-county season and individual athletic accomplishments (see handout). In addition, the department re-vamped its annual awards ceremony with great success.
3. President McCoy noted two reports which were posted for Trustee review – the Student Activities 2015-2016 Annual Report and the Office of Campus Safety & Security Year Update.
4. President McCoy outlined briefly the general presidential search timeline and asked that Chair Scordo appoint a Trustee as search committee chair at the July Trustee meeting. In addition, Karen Freeman, as secretary to the Board and search committee, would compile a list of recently search firms and send out the RFP this summer.

## **APPOINTMENT OF NOMINATING COMMITTEE**

Trustee Scordo appointed the following members of the Board to serve as the 2016 Nominating Committee: Steve Haas, Michael Crowley and Lisa Weber. The Nominating Committee is tasked with bringing forward a slate of officers at the July meeting.

## **BUDGET AND PLANNING**

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

Upon presentation Committee Chair Hunter and on motion by Cailey Burrows, seconded by Judy Gentner, the Board unanimously approved the following resolution:



**INCREASE EXPENDITURES:**

CVCF College Access Program Grant – Professional P/T	2613-3011-6102	\$ 9,448.37
CVCF College Access Program Grant – Professional Adjuncts	2613-3011-6103	6,120.00
CVCF College Access Program Grant – Professional Stipends	2613-3011-6104	9,710.10
CVCF College Access Program Grant – State TRS	2613-3011-6202	4,431.32
CVCF College Access Program Grant – Social Security	2613-3011-6204	1,933.80
CVCF College Access Program Grant – Workers Compensation	2613-3011-6205	252.78
CVCF College Access Program Grant – Instructional Supplies	2613-3011-7108	3,500.00
CVCF College Access Program Grant – Indirect Cost	2613-3011-7231	4,000.00
CVCF College Access Program Grant – Travel	2613-3011-7250	<u>\$ 603.63</u>
		\$ 40,000.00

**Total Increase Expenditures \$ 40,000.00**

Nate Hunter presented the following tuition receivable write-off resolution. Trustee Weber inquired as to whether the amount is typical and the age of the debt. VP Dupee responded the amount is typical as compared to other years, the debt is older one year and had already been sent to collections. On motion by Pam Beyor-Murtha, and seconded by Judy Gentner, the Board unanimously approved the following resolution:

**RESOLUTION NO. 144-16: 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:

<b>Student Accounts Receivable</b>	<b>0-10000-1310</b>	<b>\$194,145.24</b>
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Upon presentation and on motion by Chair Hunter, and seconded by Lisa Weber, the Board unanimously approved the following resolution:

**RESOLUTION NO.145-16: BAD DEBT ALLOWANCE INCREASE**

**WHEREAS**, the allowance for bad debt reflected in the College’s financial statements is currently at \$185,000;

**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 \$187,000;

**NOW, THEREFORE BE IT RESOLVED**, that based upon the past three (3) years' average, the allowance for bad debt shall be increased to \$187,000 for the 2015-2016 fiscal year.

Chair Hunter presented the JFSAA budget, noting it was reviewed during the Budget and Planning Meeting and mirrors the 5-year projection provided to the Citizen's Bank. On motion by Chair Hunter, and seconded by Steve Haas, the Board unanimously approved the 2016-2017 JFSAA budget as follows:

**RESOLUTION NO. 146-16:            APPROVAL 2016-17 OPERATING BUDGET  
JEFFERSON FACULTY - STUDENT ASSOCIATION  
AUXILIARY (JFSAA)**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the attached 2016-17 operating budget for the Jefferson Faculty - Student Association Auxiliary (JFSAA).

Trustee Hunter reviewed the financial statements for the month ending April 30, 2016. On motion made by Nate Hunter, seconded by Lisa Weber, the financial statements for April 2016 were unanimously accepted.

**ACADEMIC & EDUCATIONAL SERVICES**

Committee Chair Terry Fralick provided the report of the Academic and Educational Services Committee, which met prior to the full Board meeting.

Committee Chair Fralick commended the outstanding work of the two advisory committees involved in the program periodic reviews being brought forward for approval. Trustee Beyor-Murtha inquired as to the length of time and requirements of such reports. President McCoy responded most program reviews occur every five to seven years and are a requirement of the College as well as Middle States.

Upon presentation and on motion by Terry Fralick, seconded by Lisa Weber, the Board unanimously approved the Computer Information Technology periodic program review as follows:

**RESOLUTION NO. 147-16:            APPROVAL OF PERIODIC PROGRAM REVIEW  
COMPUTER INFORMATION TECHNOLOGY, A.A.S.**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the attached periodic program review for the Computer Information Technology A.A.S. degree.

Upon presentation and on motion by Terry Fralick, seconded by Lisa Weber, the Board unanimously approved the Fire Protection Technology periodic program review as follows:

**RESOLUTION NO. 148-16:            APPROVAL OF PERIODIC PROGRAM REVIEW  
FIRE PROTECTION TECHNOLOGY, CERTIFICATE AND A.A.S.**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the attached periodic program review for the Fire Protection Technology certificate and A.A.S. degree programs.

**OTHER BUSINESS**

Following presentation by President McCoy and on motion made by Pam Beyor-Murtha, seconded by Nate Hunter, the Board unanimously approved the following resolution:

**RESOLUTION NO. 149-16:           JOB TITLE AND CLASSIFICATION**  
Director of Educational Opportunity Program

**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:

**Director of Educational Opportunity Program**

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

President McCoy presented a resolution in recognition of service for Student Trustee Cailey Burrows. Both President McCoy and Chair Scordo thanked Cailey for her service. On motion made by Lisa Weber, seconded by Nate Hunter, and with a round of applause, the Board approved the following resolution unanimously, with the abstention of Cailey Burrows:

**RESOLUTION NO. 150-16:           RECOGNITION OF SERVICE**  
**CAILEY M. BURROWS**

**WHEREAS**, Cailey M. Burrows was first elected by the student body to serve as the student member of the Jefferson Community College Board of Trustees commencing July 1, 2015; and

**WHEREAS**, Cailey has provided leadership to the Jefferson Community College Student Government as well as serving as a Trustee, helping to plan and promote student programming, concerts and special events, and coordinating open forums to discuss student life; and

**WHEREAS**, Cailey has supported the Jefferson Community College Board of Trustees through her enthusiastic participation as a member of the Academic and Educational Services Committee, her generous donation of time and talent and her thoughtful counsel;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees extends appreciation to Cailey M. Burrows for her dedicated service to this College and offers every good wish for continued success in her future higher education and professional service endeavors.

President McCoy presented the following contracts for ratification. On motion made by Steve Haas, seconded by Cailey Burrows, the Board unanimously ratified contracts as follows:

**RESOLUTION NO. 151-16:      RATIFICATION OF CONTRACTS**  
**Carthage Area Hospital**  
**Jefferson Lewis Workforce Development Board**  
**Lewis County General Hospital**  
**North Country Urgent Care**  
**Northern Oswego County Ambulance**  
**Renal Care of NNY**  
**Samaritan Medical Center**

**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:

**Carthage Area Hospital**  
(clinical agreement, paramedic program)

**Jefferson Lewis Workforce Development Board**  
(memorandum of understanding, one-stop services)

**Lewis County General Hospital**  
(clinical agreement, paramedic program)

**North Country Urgent Care**  
(clinical agreement, nursing program)

**Northern Oswego County Ambulance**  
(clinical agreement, paramedic program)

**Renal Care of NNY**  
(clinical agreement, paramedic program)

**Samaritan Medical Center**  
(clinical agreement, nursing and paramedic programs)

**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 Lisa Weber, seconded by Judy Gentner, the Board adjourned to Executive Session at 5:36 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

## **RECONVENTION**

The Board reconvened in open session at 5:56 p.m.

## **ADJOURNMENT**

On motion made by Lisa Weber, seconded by Cailey Burrows, the meeting was adjourned at 5:57 p.m.

Respectfully submitted,

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Karen J. Freeman  
Secretary to the Board