



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES June 2, 2021

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, June 2, 2021 in Room 6-118, Jules Center, Jefferson Community College, Watertown, New York AND via Zoom.

Attendance:

Trustees Present:

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

*online

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

Call to Order – Chair Nathan Hunter called the meeting to order at 4:12 p.m.

Approval of Minutes – On a motion made by Pam Beyor-Murtha, seconded by Beth Fipps, the minutes of the May 5, 2021 meeting were approved unanimously.

Introductions of Guests

Jeri Fairman - Associate Vice President, Liberal Arts Division*
Ben Foster - Executive Director, Foundation*
Josh Hammond – Associate Professor of Math and Senate President*
Abel Larkin – Vice President of the Faculty Association of JCC*
Gillian Maitland - Marketing and Communications Director*
Kerry Young – Associate Vice President for Human Resources

*online

Privilege of the Floor – None.

JCC Foundation Update

Trustee Beth Fipps reported the following:

- March Solicitation garnered \$11,145 in gifts (Scholarships - \$8,495; Annual Fund – \$2,650)
- Academic Year End Solicitation signed by Dr. Stone is mailing in June
- A new Endowed scholarship was established in memory of former Professor Keith Yandoh

In addition, Trustee Fipps advised:

- The Foundation Board's July meeting has moved to Wednesday, June 30, 2021.
- The Nominating Committee is seeking 2-3 new board members to fill vacancies created by three directors leaving the Board this summer.
- The Bylaws Committee is updating the Foundation's Naming Policy, which will come to the Trustees in July for approval.

There was discussion on the qualities, criteria and skills sought for the Board of Directors. Executive Director Ben Foster noted that the Board is seeking an attorney, financial expertise, and regional representation.

Senate President Update

Senate President Josh Hammond provided a written report (attached) to Trustees that summarized Senate activities for the 2020-2021 academic year. He highlighted bylaw changes, noted that an ad hoc committee to review the HELP Report will be convened for Fall semester, and reviewed key accomplishments of each Senate committee (Campus Life, Awards & Nominating, Curriculum, Academic Standards and Recognition Celebration) and the Faculty Council of Community Colleges. Mr. Hammond thanked all of the committee chairs and Tim Grosse for their work this past year. Chair Hunter thanked Senate for their work over the academic year.

Student Trustee Update

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

President's Report

In her report, Dr. Stone:

- Recapped graduate participation in DiplomaPalooza, the virtual commencement ceremony and nurse pinning. DiplomaPalooza was well received, attended by 142 graduates, and Dr. Stone thanked Trustees for celebrating with the College. She also noted the popularity of Boomer the mascot. Approximately 350 guests watched the virtual ceremony live, with over 1200 more watching since May 21. Thirty-seven nurses received their pins in an in-person ceremony (no guests) streamed live.
- Provided COVID updates – all staff are back on campus full-time as of June 1; the Human Resources department hosted a food truck luncheon to welcome everyone back; a town hall for faculty/staff was held on May 26 to discuss fall semester plans; the campus has maintained a less than 1% positivity rate since the beginning of the pandemic; 81% of faculty/staff are vaccinated; mask mandate for vaccinated staff has been relaxed except in classrooms
- Provided general updates - new Hyflex technology has been installed in 6 classrooms including the one this meeting is being held in, faculty are currently being trained, the Hyflex format allows great flexibility for students to attend in person or online; the campus entryway project (GiGP) is expected to begin

June 14 with a goal of being mostly completed before the start of the fall semester; and the College has produced a textbook for the new student experience seminar

- Announced Dioseline Osorio was elected by the student body to be Student Trustee
- Shared a thank you note to the Board from newly appointed Emerita Karen Carr
- Displayed photos of the recently revitalized Jules Center staircase, noting the College's own facilities staff did the work. Former Trustee Steve Haas will be invited to see the new stairs that he looked forward to being refurbished.

Next, Dr. Maryrose Eannace, interim vice president for academic affairs, provided an overview of the HELP (High Enrolled, Low Pass) Report shared with the Academic & Educational Services Committee at a meeting held in May. The PowerPoint is attached.

- The report tracked the failure/success rate of all 371 courses offered in 2019-2020 in the 2015-2016 through 2019-2020 academic years.
- Course enrollment must be in the 70th percentile in the respective School and the success rate below 70% for the course to be classified as a HELP Course.
- Dr. Eannace noted there are many reasons why a student may be doing poorly or not attending classes and this is a collaborative effort for continuous improvement campus-wide
- Actions to improve the success rate in HELP courses include:
 - Creation of a New Student Experience Course and redesign of the advising model, both under the Guided Pathways initiative
 - The Center for Professional Excellence devoting the Spring 2022 semester to pedagogy
 - Offering supplemental instruction in mathematics
 - Implementation of a Math Contextualization Project – eight faculty members will embed in courses in other disciplines to work with faculty to develop ways to apply math to other majors and make it more applicable to “real life” and thereby improve student learning

Dr. Stone reiterated that the HELP Report is about continuous improvement campus-wide and is intended to improve student persistence and retention from semester to semester, which in turn helps to stabilize enrollment. It was asked if this was an annual report or a new report that was implemented this year as part of our strategic plan for self-evaluation purposes. It is a new report for Jefferson, modeled after a similar report created at a college in Rhode Island. The Board is supportive of this report and other efforts aimed at improving student success.

Appointment of the Nominating Committee

Chair Hunter appointed Mike Crowley, Beth Fipps and Pam Beyor-Murtha to serve as the 2021 Nominating Committee charged with bringing forward a slate of officers for the 2021-2022 year. The committee will report out with a recommended slate at the July 7 meeting of the Board of Trustees.

Budget and Planning Committee - Committee Chair Michael Crowley

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

Following presentation and on motion by Mike Crowley, seconded by Terry Fralick, the Board unanimously approved the following 2020-2021 budget amendments in Resolutions 131-21, 132-21, 133-21, 134-21, 135-21, 136-21, 137-21 and 138-21:

RESOLUTION NO. 131-21: 2020/2021 OPERATING BUDGET

WHEREAS, Jefferson Community College anticipates serving 1,211 full-time students as well as enrolling students for 14,498 part-time credit hours and 2,659 summer credit hours during the 2020-2021 academic year. Base State Aid FTE at 2,210.1.

WHEREAS, the State has implemented the State's Deficit Reduction Plan (DRP) impact on Community College funding in the areas of Base Operating Aid and Rental Aid resulting in a \$346,434 reduction in State aid for the College;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approve a Jefferson Community College 2020-2021 Operating Budget in the amount of \$25,048,395 with the contribution of the sponsor at \$5,262,179 and the State share of \$6,339,947.

**RESOLUTION NO. 132-21: 2020-2021 BUDGET AMENDMENT
NEW YORK STATE ENERGY RESEARCH &
DEVELOPMENT AUTHORITY (NYSERDA) OsEM GRANT**

GRANT PERIOD: APRIL 1, 2019 – MARCH 31, 2020

WHEREAS, the College has received funding from the New York State Energy Research and Development Authority (NYSERDA) to fund an on-site Energy Manager (OsEM) position, dedicating 20 hours per week, for a period of 12 months with the opportunity for bonus terms for a potential total agreement term of 48 months;

WHEREAS, the College received funding for the 2019/20 fiscal year that must be carried over to the 2020/21 fiscal year;

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

INCREASE REVENUE:

NYSERDA OsEm Grant – State Grants & Contracts	2642-3011-5420	<u>\$ 14,414.94</u>
	Total Revenue Increase	\$ 14,414.94

INCREASE EXPENDITURE:

NYSERDA OsEM Grant – Professional F/T	2642-3011-6101	\$ 14,153.34
NYSERDA OsEM Grant – Travel	2642-3011-7250	<u>261.60</u>
	Total Expenditure Increase	\$ 14,414.94

**RESOLUTION NO. 133-21: 2020-2021 BUDGET AMENDMENT
SBDC CARES GRANT**

GRANT PERIOD: APRIL 1, 2020 – SEPTEMBER 30, 2021

WHEREAS, the College has received funding from the State University of New York (SUNY) to conduct a project entitled “The Small Business Development Centers Cares Act;

WHEREAS, SUNY has certain funds available to support the activities of the NYS Small Business Development Center (SBDC) and the funding agency has agreed to work together on projects. SUNY wishes to subcontract a portion of the work and services for the projects to the SBDC and both parties have entered into an agreement;

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

INCREASE REVENUE:

SBDC Federal Grant (CARES) – Revenue	2532-3011-5410	<u>\$301,560.00</u>
Total Revenue Increase		\$301,560.00

INCREASE EXPENDITURE:

SBDC Federal Grant (CARES) – Prof FT	2532-3011-6101	\$187,500.00
SBDC Federal Grant (CARES) – Office Supplies	2532-3011-7109	3,000.00
SBDC Federal Grant (CARES) – Empl Benefits	2532-3011-7221	78,750.00
SBDC Federal Grant (CARES) – Indirect Cost	2532-3011-7231	<u>\$ 32,310.00</u>
Total Expenditure Increase		\$301,560.00

**RESOLUTION NO. 134-21: 2020-2021 BUDGET AMENDMENT
SBDC FEDERAL GRANT**

GRANT PERIOD: OCTOBER 1, 2020 – SEPTEMBER 30, 2021

WHEREAS, the Small Business Development Center (SBDC) has received Federal funding to provide outreach to rural areas in Jefferson, Lewis and Oswego counties;

WHEREAS, the College received notification of Federal funding in the amount of \$300,796 which is more than the estimate provided at the time the budget was formulated;

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

INCREASE REVENUE:

SBDC Federal Grant – Revenue	2530-3011-5410	<u>\$50,711.00</u>
Total Revenue Increase		\$50,711.00

INCREASE EXPENDITURE:

SBDC Federal Grant – Computer Equipment	2530-3011-7006	\$10,711.00
SBDC Federal Grant – Advertising	2530-3011-7203	10,000.00
SBDC Federal Grant – Computer Software	2530-3011-7217	10,000.00
SBDC Federal Grant – Prof Service Fees	2530-3011-7241	<u>\$20,000.00</u>
Total Expenditure Increase		\$50,711.00

**RESOLUTION NO. 135-21: 2020-2021 BUDGET AMENDMENT
SBDC STATE GRANT**

GRANT PERIOD: APRIL 1, 2020 – SEPTEMBER 30, 2021

WHEREAS, the College has received funding from the State University of New York (SUNY) conduct a project entitled “COVID-19 Disaster Relief Technical Assistance Grant;

WHEREAS, SUNY has certain funds available to support the activities of the NYS Small Business Development Center (SBDC) and the funding agency has agreed to work together on projects. SUNY wishes to subcontract a portion of the work and services for the projects to the SBDC and both parties have entered into an agreement;

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

INCREASE REVENUE:

SBDC State Grant – Revenue	2531-3011-5410	<u>\$100,000.00</u>
Total Revenue Increase		\$100,000.00

INCREASE EXPENDITURE:

SBDC State Grant – Indirect Cost	2531-3011-7231	\$ 9,091.00
SBDC State Grant – Prof Service Fees	2531-3011-7241	<u>\$ 90,909.00</u>
Total Expenditure Increase		\$100,000.00

**RESOLUTION NO. 136-21: 2020-2021 BUDGET AMENDMENT
SUNY CHILDCARE GRANT**

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

WHEREAS, the College received notification of funding from the State in the amount of \$95,028 which is more than the estimate provided at the time the budget was formulated;

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

INCREASE REVENUE:

SUNY Child Care Grant – Revenue	2602-3011-5420	<u>\$ 5,028.00</u>
Total Revenue Increase		\$ 5,028.00

INCREASE EXPENDITURE:

SUNY Child Care Grant – Other Fees	2602-3011-7239	<u>\$ 5,028.00</u>
Total Expenditure Increase		\$ 5,028.00

**RESOLUTION NO. 137-21: 2020-2021 BUDGET AMENDMENT
EDUCATIONAL OPPORTUNITY PROGRAM (EOP) GRANT –
SUMMER INSTITUTE**

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

WHEREAS, funds have been received from Jefferson Community College Foundation to support the State University of New York’s (SUNY) Educational Opportunity Program (EOP) summer 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) –Local Grants 2835-3011-5430 \$ 2,500.00

Total Revenue Increase \$ 2,500.00

INCREASE EXPENDITURE:

Educ. Opportunity Prog (EOP) – Prof Svc Fees 2835-3011-7241 \$ 444.00

Educ. Opportunity Prog (EOP) – Student Recrt 2835-3011-7247 2,056.00

Total Expenditure Increase \$ 2,500.00

**RESOLUTION NO. 138-21: 2020-2021 BUDGET AMENDMENT
VA REPORTING FEES GRANT**

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

WHEREAS, funds titled as reporting fees payable have been received from the Department of Veterans Affairs (VA) to support programs for veterans at Jefferson Community College;

WHEREAS, the sponsor agency is required to place the funds received in a grant account to properly account for the funding source and expenditures therein;

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

INCREASE REVENUE:

VA Reporting Fees Grant – Local Revenue 2834-3011-5430 \$ 6,784.00

Total Revenue Increase \$ 6,784.00

INCREASE EXPENDITURE:

VA Reporting Fees Grant – Professional PT 2834-3011-6102 \$ 6,244.00

VA Reporting Fees Grant – Social Security 2834-3011-6204 \$ 478.00

VA Reporting Fees Grant – Workers Comp 2834-3011-6205 \$ 62.00

Total Expenditure Increase \$ 6,784.00

Following presentation and on motion by Mike Crowley, seconded by Cindy Intschert, the Board unanimously approved the following budget transfer:

**RESOLUTION NO. 139-21: 2020-2021 BUDGET TRANSFERS
 NBRC AGRICULTURE LAB EQUIPMENT GRANT**

GRANT PERIOD: SEPTEMBER 1, 2019 – SEPTEMBER 30, 2022

WHEREAS, funds have been received from the Northern Border Regional Commission (NBRC) to support workforce training efforts for Jefferson Community College at the Lewis County Education Center;

WHEREAS, the 2020/2021 NBRC budget must be reallocated to support various grant initiatives (specifically the hydroponic project) and the funds need to be adjusted to reflect the same;

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

DECREASE EXPENDITURE:

NBRC Agriculture Lab Grant – Instruct Equip 2588-3011-7005 \$106,687.00

Total Expenditure Decrease \$106,687.00

INCREASE EXPENDITURE:

NBRC Agriculture Lab Grant – Prof PT 2588-3011-6102 \$ 13,136.00

NBRC Agriculture Lab Grant – Social Security 2588-3011-6204 1,000.00

NBRC Agriculture Lab Grant – Workers Comp 2588-3011-6205 51.00

NBRC Agriculture Lab Grant – AV Supplies 2588-3011-7007 45,000.00

NBRC Agriculture Lab Grant – Bldg Supplies 2588-3011-7212 \$ 47,500.00

Total Expenditure Increase \$106,687.00

At Chair Hunter’s request, EVP Dupee reviewed the purpose behind the individual budget resolutions, transfers and amendments.

Financial Statements – April

Dr. Dupee noted that total revenue this year versus prior year is down about \$900K; however, federal stimulus funding is offsetting what is a \$1.7M decline in revenue due to lower enrollment. Expenses are also down about \$2.7M overall as compared to last year. Approximately \$2M is attributable to lower personnel expenses. On the balance sheet, Dr. Dupee explained “due to other funds” is much higher than last year due to timed deposits as related to the College’s money market funds. Cash is currently sitting in savings accounts, as interest rates are so low currently. Compared to last year, the College has received \$40,000 less interest. There were no questions.

Upon a motion made by Mike Crowley, seconded by Judy Gentner, the Board unanimously accepted April 2021 financial reports.

Academic and Educational Services Committee Committee Chair Terry Fralick

The HELP Report, presented at the May 19, 2021 meeting of the Academic & Educational Services Committee, was shared as part of the President’s Report. Trustee Gentner noted that the committee was made aware of a proposal for a new course on marijuana plant biology. Dr. Eannace, interim VP for Academic Affairs, reported that the course proposal was sent to SUNY Legal for review and the College is awaiting a response. There is no action required by the Board for new courses.

Facilities Committee – Committee Chair Pamela Beyor-Murtha

Trustee Beyor-Murtha advised that the Facilities Committee has not met since the last Board meeting and an update on the GiGP campus entryway project was given during the President’s Report. The committee will be meeting soon regarding the facilities master plan update.

Personnel Committee – Committee Chair Judy Gentner

Trustee Gentner reported that the Personnel Committee met on May 19, 2021. At the meeting, EVP Dupee and Jerry Stacy, executive director of the Faculty Student Association (FSA), provided an overview of the FSA’s current financial situation, the recommendation for moving forward and personnel impacts. The next step is a revision of the College’s operating agreement with the FSA. Trustee Gentner also reported adjustments made to the maximum base of the College’s M/C Salary Pay Scale and a 2021-2022 salary increase of 2% plus a one-time stipend (not added to the base) for M/C employees.

Trustee Gentner presented Resolution 140-21 that outlines a new job title related to the hospitality and tourism program. The position combines instructional duties with kitchen facilities management. On motion by Cindy Intschert, seconded by Judy Gentner, the Board unanimously approved the following job title and classification:

RESOLUTION NO. 140-21: JOB TITLE AND CLASSIFICATION
Coordinator – Hospitality & Tourism 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:

Coordinator – Hospitality & Tourism Program

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

Executive Session

On motion made by Judy Gentner, seconded by Beth Fipps, the Board adjourned to Executive Session at 5:05 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 5:31 p.m.

Other Business

President Stone presented contracts for ratification in Resolution 141-21. Upon motion by Cindy Intschert, seconded by Terry Fralick, the resolution ratifying all contracts was passed unanimously.

RESOLUTION NO. 141-21: RATIFICATION OF CONTRACTS

McNair, Tia Brown

State University of New York – Chronicle of Higher Education

State University of New York – JSTOR

State University of New York – ProQuest

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:

Dr. Tia Brown McNair

(speaking engagement, Center for Professional Excellence)

State University of New York – Chronicle of Higher Education

(participating institution agreement, site license subscription, College library)

State University of New York – JSTOR

(participating institution agreement, subscription for journals, College library)

State University of New York – ProQuest

(participating institution agreement, subscription for nursing journal, College library)

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

Chair Hunter presented Resolution 142-21 authorizing the College to retain outside legal services for business having to do with employer/employee relations. Upon motion by Pam Beyor-Murtha, seconded by Judy Gentner, the legal services resolution was approved with 8 'yes' votes and Trustee Intschert abstaining.

RESOLUTION NO. 142-21: LEGAL SERVICES

WHEREAS, Jefferson Community College is sponsored by the County of Jefferson, supervised and guided by the State University of New York as a unit of the University System and administered by the Board of Trustees pursuant to Article 126 of New York State Education Law; and

WHEREAS, Jefferson Community College is further governed by New York Codes, Rules & Regulations (under statutory authority of NYS Education Law, § 355), Title 8, Chapter V State University of New York, Subchapter D Code of Standards and Procedures for the Administration and Operation of Community Colleges under the program of State University of New York (8 CRR-NY V D); and

WHEREAS, 8 CRR-NY 602.7 College Finance and Business Operations: Sponsor Services states that *sponsor services are those direct services rendered on behalf of a community college, by the sponsor, which have been determined by the college board of trustees to be necessary for the maintenance and operation of the college, and which would otherwise be provided by the college staff or a vendor*; and

WHEREAS, 8 CRR-NY 602.7 further states the *community college board of trustees shall approve or disapprove each sponsor service and its estimated value in advance of the service being rendered, and shall approve the payment for each service satisfactorily performed*; and

WHEREAS, taking into account the complex and changing nature of labor relations law, the Board of Trustees has determined the College is best served by legal counsel with specialized expertise in labor law and employment relations.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees authorize the College to retain counsel with expertise in labor and employment relations to represent the College in matters pertaining to employer/employee relations.

NOW, THEREFORE BE IT FURTHER RESOLVED that Resolution 142.21 supersedes *Section 17: Legal Counsel* that was previously approved for the administration of Jefferson Community College and last amended by Resolution 156-09 in September 2009.

Schedule of Upcoming Meetings and Events

Academic & Educational Services Committee Meeting (tentative) – June 16, 2021, Wednesday 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.

Adjournment - On a motion made by Mike Crowley, seconded by Terry Fralick, the meeting adjourned at 5:35 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board of Trustees