

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**MINUTES OF MEETING
WEDNESDAY, MARCH 1, 2017**

Present: Terry Fralick, Chair) TRUSTEES
Pamela Beyor-Murtha)
Michael Crowley)
Elizabeth Fipps)
Steven Haas)
Nathan Hunter)
David Males)
Reganne Smith)

Excused: Judy Gentner)
Lisa Weber)

Administrative Staff:

Carole McCoy, President
Dan Dupee, VP-Administration & Finance
Thomas Finch, VP-Academic Affairs
Betsy Penrose, VP-Students

Guests: Linda Dening, Professor of Accounting
Leslie DiStefano, Marketing/Communications Director
Linda Dittrich, AVP – Science Division
Jeri Fairman, AVP – Liberal Arts
Greg Griffin, Executive Director of the JCC Foundation
John Penrose – Senate President / Professor of Chemistry
Megan Stadler – Director of 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 4:00 p.m., on Wednesday, March 1, 2017, in the Board Room, 6-220, Jules Center, Jefferson Community College, Watertown, New York, by Board Chair Terry Fralick.

APPROVAL OF MINUTES

On motion made by Michael Crowley, seconded by Nathan Hunter, the minutes of the January 4 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, deferred his report to Foundation executive director Greg Griffin. Greg outlined his first few months on the job and noted four mailings – intro letters to retirees, Alumni Association and scholarship donors and a follow up on the Home for the Holidays campaign. In addition he noted the Scholars Reception to be held on April 25, the Clambake on August 11 and the fall Alumni Weekend.

UPDATE FROM THE STUDENT TRUSTEE

Reganne Smith reported on Student Government activities including receiving 87 responses to a diversity survey sent out by Student Government and the recently held Club Fair. Student elections are coming up in April.

UPDATE FROM THE SENATE PRESIDENT

John Penrose provided a written report from the February Senate meeting. He drew attention to the Honors Program Policy, Faculty Council of Community Colleges resolutions and upcoming Senate elections for the 2017-2018 year.

PRESIDENT'S REPORT

1. President McCoy briefly touched upon numerous documents posted for Trustee review. There were no questions.
 - a. Fall 2016 Academic Actions – reflects changes to Academic Standards of Progress, which allows more time for academic warning prior to probation and dismissal
 - b. Fall 2016 Graduate Survey
 - c. Student Aid & Income Summary – Vice President Penrose noted this was a corrective year with Federal grants down by \$1 million and the Foundation not able to award all endowed scholarships.
 - d. Credit Enrollment Profile / Fall 2016 Factbook
 - e. SUNY and NYCCT Budget Advocacy pieces
2. Leslie DiStefano, marketing and communications director, provided an annual update on marketing and public relations activities. A handout summarized activities over the last year. Leslie highlighted ongoing and upcoming initiatives including a website redesign with emphasis on the mobile view, digital marketing strategies, media preferences survey, SUNY's social media management system, redesign of the portal to be responsive design, video production and a general decrease in media coverage.
3. Vice President Penrose updated Trustees on Fall 2015 and Spring 2016 enrollment. Fall was down 2.2% and the College budgeted to be down 2%. Full-time remained flat, new students were up, and part-time down 8.7%. Spring enrollment was down 1.7% and was budgeted to be down 2%. There are concerns with continuing declines in part-time enrollment and enrollment is being analyzed by age.
4. Vice President Finch advised Trustees on changes to the Middle States Commission of Higher Education reaccreditation process. He handed out copies of the new standards of accreditation which have been streamlined from 14 standards to 7 standards. There will no longer be a mid-term report at 5 years, rather an institutional profile online that the college is measured against. Visits will be every 8 years instead of ten years. Jefferson's next self-study will be two years earlier, in 2023-2024.

5. President McCoy reminded Trustees of the grand opening of the Health & Wellness Center on March 8. Staff have moved in. She expressed appreciation to the Trustees for the support of the Foundation in the construction of the building.
6. Lastly, President McCoy advised Trustees that the President's office was moving temporarily to the Guthrie Building while some renovations are made to the presidential suite in the Lansing Administration building. She expects to move back in April.

BUDGET & PLANNING

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

Upon presentation by Nate Hunter and on motion by Beth Fipps, seconded by Pamela Beyor-Murtha, the Board unanimously approved the budget amendment Resolutions 107-17, 108-17, 109-17 and 110-17 that acknowledge grant funding as follows:

**RESOLUTION NO. 107-17: 2016-2017 BUDGET AMENDMENT
WORKFORCE DEVELOPMENT CONSORTIUM GRANT**

WHEREAS, the College has received additional funding from the State University of New York to provide advanced training and promote workforce retention for companies in Jefferson and Lewis Counties;

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

INCREASE REVENUE:

Workforce Dev. Grant – State Revenue	2701-3011-5420	\$ 85,000.00
Workforce Dev. Grant – Local Revenue	2701-3011-5430	<u>\$ 28,333.00</u>
		\$113,333.00
	Total Increase Revenue	\$113,333.00

INCREASE EXPENDITURE:

Workforce Dev. Grant – Professional Adjuncts	2701-3011-6103	\$ 1,448.00
Workforce Dev. Grant – Social Security	2701-3011-6204	\$ 111.00
Workforce Dev. Grant – Workers Comp	2701-3011-6205	\$ 15.00
Workforce Dev. Grant – Employee Benefits	2701-3011-7221	\$ 157.00
Workforce Dev. Grant – Indirect Cost	2701-3011-7231	\$ 22,667.00
Workforce Dev. Grant – Professional Svcs	2701-3011-7241	\$ 7,888.00
Workforce Dev. Grant – Employee Travel	2701-3011-7250	\$ 300.00
Workforce Dev. Grant – Workshops/Seminars	2701-3011-7253	<u>\$ 80,747.00</u>
		\$113,333.00
	Total Increase Expenditure	\$113,333.00

**RESOLUTION NO. 108-17: 2016-2017 BUDGET AMENDMENT
JEFFERSON COMMUNITY SCHOOLS (JCS) GRANT**

WHEREAS, funds have been received from the State University of New York (SUNY) to create and support a renovated space known as Jefferson Community School (JCS) that will host community partners to provide free services to students and their families, including health exams, mental health counseling, financial benefits counseling, a food pantry, child care, transportation assistance, and tax preparation at Jefferson Community College;

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

INCREASE REVENUE:

Community Schools Grant –State Grants	2616-3011-5420	<u>\$166,666.00</u>
Total Revenue Increase		\$166,666.00

INCREASE EXPENDITURE:

Community Schools Grant –Prof P/T	2616-3011-6102	\$ 25,200.00
Community Schools Grant –Prof Stipends	2616-3011-6104	5,000.00
Community Schools Grant –State ERS	2616-3011-6201	3,341.00
Community Schools Grant –Social Security	2616-3011-6204	1,950.00
Community Schools Grant –Workers Comp	2616-3011-6205	253.00
Community Schools Grant –Instr Supplies	2616-3011-7108	400.00
Community Schools Grant –Oper Supplies	2616-3011-7110	500.00
Community Schools Grant –Bldg Prop Rental	2616-3011-7214	58,346.00
Community Schools Grant –Comp Software	2616-3011-7217	7,250.00
Community Schools Grant –Indirect Cost	2616-3011-7231	15,151.00
Community Schools Grant –Prof Svc Fees	2616-3011-7241	\$ 44,775.00
Community Schools Grant –Travel	2616-3011-7250	<u>\$ 4,500.00</u>
Total Expenditure Increase		\$166,666.00

**RESOLUTION NO. 109-17: 2016-2017 BUDGET AMENDMENT
SUNY EIP – VB3 GRANT**

WHEREAS, the College and SUNY Canton have agreed to collaborate on a Veteran’s focused project (Transitioning Veterans from Boots to Books and Beyond (VB3) and SUNY Canton has received state funding from the State University of New York (SUNY) Expanded Investment and Performance Fund to implement a program to increase degree completion for Veteran students by focusing on soldiers’ transition to college and evidence-based interventions targeting increased retention and graduation;

WHEREAS, JCC will submit quarterly invoices to SUNY Canton for reimbursement of costs incurred;

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

INCREASE REVENUE:

SUNY EIP –VB3 Grant – State Grants & Contracts	2617-3011-5420	\$ 23,070.39
Total Increase Revenue		\$23,070.39

INCREASE EXPENDITURES:

SUNY EIP –VB3 Grant – Professional P/T	2617-3011-6102	\$ 11,182.00
SUNY EIP –VB3 Grant – Professional Adjuncts	2617-3011-6103	\$ 5.00
SUNY EIP –VB3 Grant – Student Tutors	2617-3011-6142	1,000.00
SUNY EIP –VB3 Grant – Social Security	2617-3011-6204	1,068.09
SUNY EIP –VB3 Grant – Workers Compensation	2617-3011-6205	144.64
SUNY EIP –VB3 Grant – Instructional Supplies	2617-3011-7108	2,420.66
SUNY EIP –VB3 Grant – Student Recruitment	2617-3011-7247	7,000.00
SUNY EIP –VB3 Grant – Scholarship Awards	2617-3011-7512	\$ 250.00
		\$ 23,070.39
Total Increase Expenditures		\$23,070.39

**RESOLUTION NO. 110-17: 2016-2017 BUDGET AMENDMENT
ENGINEERING MENTORING PROGRAM GRANT**

WHEREAS, the College has received funding from Clarkson University to serve as a mentoring location for Clarkson Robotics Initiatives within the Jefferson-Lewis-BOCES district as an NNYRA partner/hub;

WHEREAS, funds can be used to pay robotics student mentors, compensate for the JCC Outreach Coordinator’s time via stipend and/or travel, purchase needed equipment for our facility, and any way that supplements the SUNY Jefferson engineering program, its initiatives, and its ability to maintain a viable hub location;

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

INCREASE REVENUE:

Engineering Mentoring Grant – Local Grants & Contracts	2827-3011-5430	\$ 2,500.00
Total Increase Revenue		\$ 2,500.00

INCREASE EXPENDITURE:

Engineering Mentoring Grant – Professional Stipends	2827-3011-6104	\$ 1,000.00
Engineering Mentoring Grant – Student Aides	2827-3011-6141	\$ 836.00
Engineering Mentoring Grant – Social Security	2827-3011-6204	\$ 145.00
Engineering Mentoring Grant – Workers Comp	2827-3011-6205	\$ 19.00
Engineering Mentoring Grant – Travel	2827-3011-7250	\$ 500.00
		\$ 2,500.00
Total Increase Expenditure		\$ 2,500.00

Committee Chair Hunter reviewed the financial statements for the months ending December 31, 2016 and January 31, 2017. There were no areas of concern. On motion made by Pamela Beyor-Murtha, seconded by David Males, the financial statements for December 2016 and January 2017 were unanimously accepted.

ACADEMIC & EDUCATIONAL SERVICES

Committee Chair Pam Beyor-Murtha provided the report of the Academic and Educational Services Committee which met prior to the full Board meeting.

Upon presentation by Pam Beyor-Murtha and on motion by Steve Haas, seconded by Reganne Smith, the Board unanimously approved the Honors Program Policy as attached:

RESOLUTION NO. 111-17: HONORS PROGRAM POLICY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the attached Honors Program Policy.

EXECUTIVE SESSION

On motion made by Mike Crowley, seconded by Pam Beyor-Murtha, the Board adjourned to Executive Session at 5:12 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

RECONVENTION

The Board reconvened in open session at 5:29 p.m.

PERSONNEL COMMITTEE

Personnel Committee Chair Mike Crowley presented the report of the Personnel Committee which met twice in February to review and recommend 2017 personnel actions. Trustee Crowley presented three resolutions recommending 2017 continuing appointments and promotions and 2017-2018 sabbatical leaves. Continuing appointments and promotions are effective September 1, 2017.

Upon presentation and motion by Mike Crowley, seconded by Pamela Beyor-Murtha, the Board unanimously approved the following continuing appointments:

RESOLUTION NO. 112-17: 2017 CONTINUING APPOINTMENTS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves the following continuing appointments, effective September 1, 2017:

Anthony Burgess
Instructor

Alissa Donnell
Instructor

Racheal Chubb
Research Analyst

Chris Ebey
Instructor

Trisha Howell
Instructor

Jeff Kiggins
Instructor

Katie Korman
Admissions & Enrollment Assistant

Marlene Waite
Accountant

Michael Wicks
College Nurse

Upon presentation and motion by Mike Crowley, seconded by Steve Haas, the Board unanimously approved the following promotions:

RESOLUTION NO. 113-17: 2017 PROMOTIONS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the following promotions, effective September 1, 2017:

Grade 1 to Grade 3
Tricia Richardson

Instructor to Assistant Professor

Anthony Burgess
Alissa Donnell
Chris Ebey
Trisha Howell
Jeff Kiggins
Gerald Zoanetti

Assistant Professor to Associate Professor

Peter Boenning
Leah Deasy
Brandon Maxam
Christine Grimes-Topping

Associate Professor to Professor

Jack Donato

Mark Streiff

Upon presentation and motion by Mike Crowley, seconded by Pamela Beyor-Murtha, the Board unanimously approved the following 2017-2018 Sabbaticals:

RESOLUTION NO. 114-17: 2017 – 2018 SABBATICAL LEAVES

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the following sabbatical leaves during the 2017-2018 academic year:

Lawrence Danforth Fall 2017-Spring 2018

Brian Topping Spring 2018

Upon presentation and motion by Mike Crowley, seconded by David Males, the Board unanimously approved the following 2017 Emeriti designations as follows:

RESOLUTION NO. 115-17: 2017 EMERITI

WHEREAS, by Resolution No. 117-93 dated April 7, 1993, the Jefferson Community College Board of Trustees adopted a policy to allow the Board to confer Emeritus status upon retired members of the College community who have meritoriously served the College; and

WHEREAS, the College Recognition Committee has made recommendations for the award of Emeritus status;

NOW, THEREFORE, BE IT RESOLVED, in recognition of the excellence in teaching or service demonstrated by the following individuals, the Jefferson Community College Board of Trustees does hereby confer the Emeritus title as follows:

Mary Lou Bertrand, Professor Emerita

Terry Heagle, Continuing Education Coordinator Emeritus

Patricia Clark Mattraw, Assistant Registrar Emerita

Julie Stevenson, College Service Emerita

Mark D. Strader, College Service Emeritus

Upon presentation and motion by Mike Crowley, seconded by Beth Fipps, the Board unanimously approved the following resolution:

RESOLUTION NO. 116-17: AUTHORIZATION FOR EMPLOYMENT CONTRACTS

BE IT RESOLVED that the Jefferson Community College Board of Trustees does hereby authorize the President of Jefferson Community College to negotiate and execute employment contracts with College employees holding the position and title of Vice President.

OTHER BUSINESS

Following presentation by President McCoy and on motion made by Beth Fipps, seconded by Pamela Beyor-Murtha, the Board unanimously approved the 2017-2018 Holiday Schedule as follows:

RESOLUTION NO. 117-17: 2017-2018 HOLIDAY SCHEDULE

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following holiday schedule for the 2017-2018 academic year:

Monday,	09/04/17	Labor Day
Thursday,	11/23/17	Thanksgiving Day
Friday,	11/24/17	Day after Thanksgiving (In lieu of Columbus Day, 10/09/17)
Monday,	12/25/17	Christmas Day
Tuesday,	12/26/17	In lieu of Election Day, 11/7/17
Wednesday,	12/27/17	In lieu of Veterans Day, 11/10/17
Thursday,	12/28/17	In lieu of Lincoln's Birthday, 02/12/2018 (Observed)
Friday,	12/29/17	In lieu of Presidents Day, 02/19/18
Monday,	01/01/18	New Year's Day
Monday,	01/15/18	Martin Luther King Jr. Day
Monday,	05/28/18	Memorial Day
Wednesday,	07/04/18	Independence Day

Following presentation by President McCoy and on motion made by Pamela Beyor-Murtha, seconded by David Males, the Board unanimously ratified the following contracts:

RESOLUTION NO. 118-17: RATIFICATION OF CONTRACTS
Black Rocket
Burrelles Luce
Central New York Veterans Outreach Center
CSEA, Inc.
Lewis County General Hospital
North Country Family Health Center
Research and Marketing Strategies, Inc.
Samaritan Medical Center
State University of New York (SUNY)
SUNY Research Foundation
Syracuse University
Titanium Software, Inc.

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:

Black Rocket
(youth workshop programming, continuing education)

Burrelles Luce
(media clipping services)

CSEA, Inc.
(professional training agreement)

Central New York Veterans Outreach Center
(internship agreement, human services and chemical dependency programs)

Lewis County General Hospital
(internship agreement, business programs)

North Country Family Health Center
(clinical experience, nursing program)

Research and Marketing Strategies, Inc.
(mystery shopping agreement, enrollment services)

Samaritan Medical Center
(internship agreement, allied health programs)

State University of New York (SUNY)
(Small Business Development Center services agreement)

SUNY Research Foundation
(Small Business Development Center services agreement)

Syracuse University
(agency agreement for internship placement)

Titanium Software, Inc.
(scheduling software, Health& Wellness Center)

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 5:35 p.m. pursuant to Article 7, Section 105(e) of the Public Officers Law.

RECONVENTION

The Board reconvened in open session at 6:10 p.m.

ADJOURNMENT

On motion made by Mike Crowley, seconded by David Males, the meeting was adjourned at 6:11 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board