

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**MINUTES OF MEETING
WEDNESDAY, MARCH 7, 2018**

Present: Terry Fralick, Chair) TRUSTEES
Pamela Beyor-Murtha)
Michael Crowley)
Courtnee Denton)
Judy Gentner)
Steven Haas)
Nathan Hunter)
David Males)
Lisa Weber)

Excused: Elizabeth Fipps)

Administrative Staff:

Ty Stone, President
Dan Dupee, VP - Administration & Finance
Tom Finch, VP – Academic Affairs

Guests: Linda Dening, Professor of Accounting
Linda Dittrich, AVP – Science Division
Jerilyn Fairman, AVP – Liberal Arts
Leslie DiStefano, Marketing Communications Director
Greg Griffin, Executive Director, JCC Foundation
Terrence Harris, AVP – Workforce Development & Business
Heather O’Brien, Associate Professor of Math
Monica Papagni, Director of Instructional Technology
John Penrose, Senate President
Dawn Robinson, Assistant Professor of Business
Megan Stadler, Director of Grants, Planning Research, et al
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 4:01 p.m., on Wednesday, March 7, 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 Mike Crowley, seconded by Pam Beyor-Murtha, the minutes of the January 4th 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 Hunter noted the activities of the Foundation include fundraising around Dr. Stone's inauguration, an alumni appeal that was mailed to 10,000 alumni, and cohosting smaller events at Dr. Stone's home. There will be a Lewis County alumni event at Jeb's Restaurant in April. The Jefferson faculty/staff campaign has received only one additional pledge than last year, but has raised \$2000 more in revenue. The executive director has been working with local businesses on the corporate partnership program which has reached \$30,000 in sponsorships.

UPDATE FROM THE STUDENT TRUSTEE

Student Trustee Courtnee Denton reported that Student Government (SG) is busy planning elections, the club luncheon and senior send off. Several clubs have attended conferences or taken trips relating to their major including the nursing, engineering, criminal justice and excursion clubs. The majority of SG will be traveling to Albany to take part in the SUNY Student Assembly in April.

SENATE PRESIDENT'S REPORT

Senate President John Penrose referred to his written reports summarizing February and March Senate meetings and noted the Faculty Council of Community College's resolutions supporting community College funding and child care funding support, several program revisions and the new organizational chart as presented by Dr. Stone. There were no questions.

PRESIDENT'S REPORT

1. Dr. Stone briefly noted the documents posted for informational purposes: Fall-17 Academic Actions, Fall-17 and Spring-18 Enrollment Profiles (Factbooks), and the Student Financial Aid Summary. There were no questions.
2. Dr. Stone stated the Quality of Residence Life survey report that was scheduled to be presented today would be postponed and the results would be posted on Blackboard.
3. Monica Papagni and Heather O'Brien, co-chairs of the Center for Professional Excellence Workgroup, gave a presentation on the Center for Professional Excellence (CPE). They reviewed how the CPE came to be, how it was initially funded and its goal to become a place of professional development for faculty and staff to come learn, experiment with new technologies and receive training. Since it was first founded, the Center has grown in its offerings and its usage by faculty and staff. Future plans include collaboration with Human Resources to develop training tracks for employees.

BUDGET & PLANNING COMMITTEE

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

Trustee Hunter reviewed each of the following ten budget amendment resolutions and one budget transfer resolution (114-18). Following presentation and on motion made by Trustee Hunter, seconded by Judy Gentner, the Board unanimously approved the following eleven resolutions: 108-18, 109-18, 110-18, 111-18, 112-18, 113-18, 114-18, 115-18, 118-18, 119-18 and 120-18.

**RESOLUTION NO. 108-18: 2017-2018 BUDGET AMENDMENT
EQUINE SMALL BUSINESS DEVELOPMENT
GRANT**

WHEREAS, funds have been received from the NY Farm Viability Institute (NYFVI) to create an education program at Jefferson Community College that will address equine health, including the prevention of easily transmittable equine diseases, nutrition, and facility management;

WHEREAS, the program is a partnership between the College, Cornell Cooperative Extensions, and the NY Small Business Development Center. This program targets small businesses offering horse boarding, riding lessons and animal therapy as education is necessary to protect these businesses, owners, animals, and patrons and to expand the industry;

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

INCREASE REVENUE:

Equine Small Bus. Dev Grant –State Grants	2829-3011-5420	<u>\$ 7,480.00</u>
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Total Revenue Increase \$ 7,480.00

INCREASE EXPENDITURE:

Equine Small Bus. Dev Grant –Prof Stipends	2829-3011-6104	3,672.00
Equine Small Bus. Dev Grant –State TRS	2829-3011-6202	1,150.00
Equine Small Bus. Dev Grant –Social Security	2829-3011-6204	351.00
Equine Small Bus. Dev Grant –Workers Comp	2829-3011-6205	37.00
Equine Small Bus. Dev Grant –Instr Supplies	2829-3011-7108	300.00
Equine Small Bus. Dev Grant –Prof Svc Fees	2829-3011-7241	1,900.00
Equine Small Bus. Dev Grant –Travel	2829-3011-7250	<u>\$ 70.00</u>

Total Expenditure Increase \$ 7,480.00

**RESOLUTION NO. 109-18: 2017-2018 BUDGET AMENDMENT
PERFORMANCE IMPROVEMENT FUND (PIF)
COMPLETION COACH INITIATIVE/PROJECT #144
GRANT**

WHEREAS, funds have been received from the State University of New York (SUNY) to help “move the dial” to deliver tangible results in the areas of recruitment enrollment,

retention and completion as established in the collaborative model, Communities of Practice (CoPs);

WHEREAS, the funding will assist campus staff members in collaborative efforts within the SUNY community to establish common goals, share best practices, and work towards collective outcomes;

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

INCREASE REVENUE:

(PIF) Completion Coach Init –State Grants	2627-3011-5420	<u>\$ 63,500.00</u>
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Total Revenue Increase \$ 63,500.00

INCREASE EXPENDITURE:

(PIF) Completion Coach Init – Prof F/T	2627-3011-6101	\$ 30,000.00
(PIF) Completion Coach Init – Prof P/T	2627-3011-6102	11,976.00
(PIF) Completion Coach Init – State ERS	2627-3011-6201	3,000.00
(PIF) Completion Coach Init –Social Security	2627-3011-6204	3,000.00
(PIF) Completion Coach Init - Workers Comp	2627-3011-6205	400.00
(PIF) Completion Coach Init - Life Insurance	2627-3011-6206	24.00
(PIF) Completion Coach Init - Disability Ins	2627-3011-6208	100.00
(PIF) Completion Coach Init - Health Insurance	2627-3011-6209	11,500.00
(PIF) Completion Coach Init - Advertising	2627-3011-7203	500.00
(PIF) Completion Coach Init -Staff Developmt	2627-3011-7246	1,500.00
(PIF) Completion Coach Init -Student Recruit	2627-3011-7247	500.00
(PIF) Completion Coach Init -Travel	2627-3011-7250	<u>\$ 1,000.00</u>

Total Expenditure Increase \$ 63,500.00

**RESOLUTION NO. 110-18: 2017-2018 BUDGET AMENDMENT
PERFORMANCE IMPROVEMENT FUND (PIF)
TEACH NNY HIGH NEEDS/PROJECT #146
GRANT**

WHEREAS, funds have been received from the State University of New York (SUNY) to support efforts to increase the number of students in teacher preparatory programs that will address the current teacher shortage in New York State;

WHEREAS, the funding will assist campus staff members in recruitment efforts (increase college graduates by SUNY), transfer guidance (be a model for seamless transfer), and support the creation of a coordinated marketing program;

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

INCREASE REVENUE:

(PIF) Teach NNY High Needs –State Grants 2614-3011-5420 \$ 25,500.00

Total Revenue Increase \$ 25,500.00

INCREASE EXPENDITURE:

(PIF) Teach NNY High Needs – Prof F/T 2614-3011-6101 \$ 2,000.00

(PIF) Teach NNY High Needs - Advertising 2614-3011-7203 12,500.00

(PIF) Teach NNY High Needs -Travel 2614-3011-7250 \$ 11,000.00

Total Expenditure Increase \$ 25,500.00

**RESOLUTION NO. 111-18: 2017-2018 BUDGET AMENDMENT US DOJ
OFFICE ON VIOLENCE AGAINST WOMEN GRANT**

WHEREAS, funds have been received from the U.S. Department of Justice (DOJ) Office on Violence Against Women to support comprehensive efforts at Jefferson Community College that will enhance victim services, implement prevention and education programs, and develop and strengthen security and investigation strategies in order to prevent, prosecute and respond to domestic violence, dating violence, sexual assault, and stalking crimes;

WHEREAS, Jefferson Community College, in partnership with the Victims Assistance Center (VAC), Watertown Police Department, Planned Parenthood, and the ACR Health “The Q Center” will establish an effective coordinated community response (CCR) team to meet biweekly to assist in efforts to increase access to underserved campus populations to include military affiliated, disabled, and LBGTQ communities;

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

INCREASE REVENUE:

DOJ Violence/Women Grant –Federal Grants 2585-3011-5410 \$300,000.00

Total Revenue Increase \$300,000.00

INCREASE EXPENDITURE:

DOJ Violence/Women Grant –Prof F/T 2585-3011-6101 \$149,755.00

DOJ Violence/Women Grant –State ERS 2585-3011-6201 20,000.00

DOJ Violence/Women Grant –Social Security 2585-3011-6204 16,285.00

DOJ Violence/Women Grant –Workers Comp 2585-3011-6205 1,500.00

DOJ Violence/Women Grant –Life Insurance 2585-3011-6206 150.00

DOJ Violence/Women Grant –Disability Ins 2585-3011-6208 315.00

DOJ Violence/Women Grant –Office Supplies 2585-3011-7108 295.00

DOJ Violence/Women Grant –Indirect Cost 2585-3011-7231 25,000.00

DOJ Violence/Women Grant –Prof Svc Fees 2585-3011-7241 40,000.00

DOJ Violence/Women Grant –Travel 2585-3011-7250 \$ 46,700.00

Total Expenditure Increase \$300,000.00

**RESOLUTION NO. 112-18: 2017-2018 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	\$ 60,000.00
Workforce Dev. Grant – Local Revenue	2701-3011-5430	<u>20,000.00</u>
		\$ 80,000.00
Total Increase Revenue		\$ 80,000.00

INCREASE EXPENDITURE:

Workforce Dev. Grant – Professional Adjuncts	2701-3011-6103	\$ 1,580.00
Workforce Dev. Grant – Instructional Supp	2701-3011-7108	320.00
Workforce Dev. Grant – Employee Benefits	2701-3011-7221	310.00
Workforce Dev. Grant – Indirect Cost	2701-3011-7231	13,335.00
Workforce Dev. Grant – Professional Svcs	2701-3011-7241	23,255.00
Workforce Dev. Grant – Employee Travel	2701-3011-7250	1,200.00
Workforce Dev. Grant – Workshops/Seminars	2701-3011-7253	<u>40,000.00</u>
		\$ 80,000.00
Total Increase Expenditure		\$ 80,000.00

**RESOLUTION NO. 113-18: 2017-2018 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>\$166,668.00</u>
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Total Revenue Increase \$166,668.00

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	7,301.01
Community Schools Grant –Social Security	2616-3011-6204	7,400.00
Community Schools Grant –Workers Comp	2616-3011-6205	744.02
Community Schools Grant –Bldg Prop Rental	2616-3011-7214	63,746.00
Community Schools Grant –Indirect Cost	2616-3011-7231	15,150.42
Community Schools Grant –Prof Svc Fees	2616-3011-7241	\$ 36,590.55
Community Schools Grant –Travel	2616-3011-7250	<u>\$ 5,536.00</u>

Total Expenditure Increase \$166,668.00

**RESOLUTION NO. 114-18: 2017-2018 BUDGET TRANSFERS
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;

WHEREAS, expenditures for the grant must be reallocated to support actual grant expenditures and the funds need to be adjusted to reflect the same within the 2017/2018 JCS Budget;

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

INCREASE EXPENDITURE:

Community Schools Grant – Prof P/T	2616-3011-6102	\$11,000.00
Community Schools Grant –Travel	2616-3011-7250	<u>\$ 540.04</u>

Total Expenditure Increase \$11,540.04

DECREASE EXPENDITURE:

Community Schools Grant –Instr Supplies	2616-3011-7108	\$ 540.04
Community Schools Grant –Comp Software	2616-3011-7217	<u>\$11,000.00</u>

Total Expenditure Decrease \$11,540.04

**RESOLUTION NO. 115-18: 2017-2018 BUDGET AMENDMENT
VATEA 17/18 BUDGET**

WHEREAS, the College received funding through the Federal VATEA Grant to fund various initiatives to enhance instruction and student success;

WHEREAS, the fiscal year for the College and the funding agency do not coincide which creates the need for funds to be adjusted to reflect the grant award for the 2017/2018 Perkins Budget

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

INCREASE REVENUE:

VATEA – Winery Mgmt. Faculty	2512-3011-5410	<u>\$ 4,029.00</u>
Total Increase in Revenue		\$ 4,029.00

DECREASE REVENUE:

VATEA – Learning/Success	2514-3011-5410	\$ 2,971.97
VATEA – Agribusiness/Math	2516-3011-5410	<u>\$ 1,057.03</u>
Total Decrease in Revenue		\$ 4,029.00

INCREASE EXPENDITURES:

VATEA – Winery Mgmt. – Prof P/T	2512-3011-6102	\$ 5,000.00
VATEA – Winery Mgmt. – Student Tutors	2512-3011-6142	\$ 5,000.00
VATEA – Winery Mgmt. – Prof Svc Fees	2512-3011-7241	<u>\$ 2,000.00</u>
Sub-Total		\$ 12,000.00

VATEA – Learning/Success – Prof P/T	2514-3011-6102	<u>\$ 3,000.00</u>
Sub-Total		\$ 3,000.00

Total Increase in Expenditure \$ 15,000.00

DECREASE EXPENDITURES:

VATEA – Winery Mgmt. – Health Insurance	2512-3011-6209	<u>\$ 7,971.00</u>
Sub-Total		\$ 7,971.00

VATEA – Learning/Success – State ERS	2514-3011-6201	\$ 690.97
VATEA – Learning/Success – Social Security	2514-3011-6204	\$ 2,700.00
VATEA – Learning/Success – Workers Comp	2514-3011-6205	<u>\$ 2,581.00</u>

	Sub-Total	\$ 5,971.97
VATEA – Agribusiness/Math – Health Ins	2516-3011-6209	<u>\$ 1,057.03</u>
	Sub-Total	\$ 1,057.03
Total Decrease in Expenditure		\$ 15,000.00

**RESOLUTION NO. 118-18: 2017-2018 BUDGET AMENDMENT
NYS/NORTH COUNTRY RETAIL TRAINING
PROGRAM-WORKFORCE DEVELOPMENT GRANT**

WHEREAS, the College has received funding from the State University of New York to provide advanced retail training and promote workforce development and retention for retail businesses in Jefferson County;

WHEREAS, this program will provide sixty (60) participants with an intensive and fully supported six-week (120 hours) program that will support the tourism industry and meet a critical gap in workforce training in our region;

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

INCREASE REVENUE:

Retail Training Prog. Grant – State Revenue	2702-3011-5420	\$ 22,500.00
Retail Training Prog. Grant – Local Revenue	2702-3011-5430	<u>2,250.00</u>
		\$ 24,750.00
Total Increase Revenue		\$ 24,750.00

INCREASE EXPENDITURE:

Retail Training Prog. Grant – Prof Adjuncts	2702-3011-6103	\$ 8,160.00
Retail Training Prog. Grant – Instr Supp	2702-3011-7108	4,249.00
Retail Training Prog. Grant – Employee Bens	2702-3011-7221	1,591.00
Retail Training Prog. Grant – Indirect Cost	2702-3011-7231	4,125.00
Retail Training Prog. Grant – Prof Svcs	2702-3011-7241	3,000.00
Retail Training Prog. Grant – Travel	2702-3011-7250	<u>3,625.00</u>
		\$ 24,750.00
Total Increase Expenditure		\$ 24,750.00

**RESOLUTION NO. 119-18: 2017-2018 BUDGET AMENDMENT
EDUCATIONAL OPPORTUNITY PROGRAM (EOP)
GRANT**

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 approved the following budget amendment:

INCREASE REVENUE:

Educ. Opportunity Prog (EOP) –State Grants 2618-3011-5420 \$ 84,000.00

Total Revenue Increase \$ 84,000.00

INCREASE EXPENDITURE:

Educ. Opportunity Prog (EOP) –Prof F/T 2618-3011-6101 \$ 40,915.00

Educ. Opportunity Prog (EOP) –Prof P/T 2618-3011-6102 2,595.00

Educ. Opportunity Prog (EOP) –Student Tutor 2618-3011-6142 2,280.00

Educ. Opportunity Prog (EOP) –Instr Supplies 2618-3011-7108 2,210.00

Educ. Opportunity Prog (EOP) –Schol Awds 2618-3011-7512 \$ 36,000.00

Total Expenditure Increase \$ 84,000.00

**RESOLUTION NO. 120-18: 2017-2018 BUDGET AMENDMENT
PERFORMANCE IMPROVEMENT FUND (PIF)
SUNY START NOW PROGRAM/PROJECT #223
GRANT**

WHEREAS, funds have been received from the State University of New York (SUNY) to strengthen support efforts to increase the number of students within the already established Start Now program between Jefferson and partner institutions;

WHEREAS, the funding will assist campus staff members in enrollment and recruitment efforts (increase hours of Retention Specialist and assist the Start Now Coordinator to advise students each step of the way in the program (enrollment, retention, transferring to SUNY Oswego, and graduation);

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

INCREASE REVENUE:

(PIF) Start Now Program –State Grants 2626-3011-5420 \$ 20,000.00

Total Revenue Increase \$ 20,000.00

INCREASE EXPENDITURE:

(PIF) Start Now Program – Prof P/T	2626-3011-6102	\$ 13,838.00
(PIF) Start Now Program – Student Tutors	2626-3011-6142	3,649.00
(PIF) Start Now Program – Social Security	2626-3011-6204	1,338.00
(PIF) Start Now Program – Workers Comp	2626-3011-6205	175.00
(PIF) Start Now Program –Staff Development	2626-3011-7246	<u>\$ 1,000.00</u>

Total Expenditure Increase \$ 20,000.00

Trustee Hunter reviewed the financial statements for the months ending December 31, 2017 and January 31, 2018. On motion made by Nate Hunter, seconded by Pamela Beyor-Murtha, the financial statements for December 2017 and January 2018 were unanimously accepted.

OTHER BUSINESS

Following presentation by President Stone and on motion by Pamela Beyor-Murtha, seconded by Lisa Weber, the Board unanimously approved the following 2018-2019 holiday schedule:

RESOLUTION NO. 116-18: 2018-2019 HOLIDAY SCHEDULE

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following holiday schedule for the 2018-2019 academic year:

Monday,	09/03/18	Labor Day
Thursday,	11/22/18	Thanksgiving Day
Friday,	11/23/18	Day after Thanksgiving (In lieu of Columbus Day, 10/08/18)
Monday,	12/24/18	Christmas Eve (in lieu of Election Day, 11/6/18)
Tuesday,	12/25/18	Christmas Day
Wednesday,	12/26/18	In lieu of Veterans Day, 11/11/18
Thursday,	12/27/18	In lieu of Lincoln’s Birthday, 02/12/19
Friday,	12/28/18	In lieu of Presidents Day, 02/18/19
Tuesday,	01/01/19	New Year’s Day
Monday,	01/21/19	Martin Luther King Jr. Day
Monday,	05/27/19	Memorial Day (Observed)
Thursday,	07/04/19	Independence Day

Following presentation by President Stone and on motion by Lisa Weber, seconded by Judy Gentner, the Board unanimously ratified the following contracts from February 2018:

RESOLUTION NO. 117-18: RATIFICATION OF CONTRACTS
HFM Prevention Council
Inceptia
Lewis County
New York State – Liberty Partnership
SUNY- Upstate Medical University
U.S. Department of Education

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:

HFM Prevention Council
(internship agreement, human services program)

Inceptia
(service contract, loan default prevention)

Lewis County
(operating agreement, education center)

New York State – Liberty Partnership
(grant agreement, Liberty Partnership)

SUNY- Upstate Medical University
(partner agreement, Jefferson Higher Education Center)

U.S. Department of Education
(website resolution agreement)

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

Following presentation by President Stone and on motion by Lisa Weber, seconded by Nate Hunter, the Board unanimously ratified the following contracts from March 2018:

RESOLUTION NO. 125-18: RATIFICATION OF CONTRACTS
Black Rocket
Burrelles Luce
Development Authority of the North Country
Economic Modeling (EMSI)
Hobson’s
Jefferson-Lewis Board of Cooperative Educational Services

**North Country Initiative
State University of New York - Blackboard**

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
(services agreement, continuing education)

Burrelles Luce
(services contract, media clipping)

Development Authority of the North Country
(survey contract, Center for Community Studies)

Economic Modeling (EMSI)
(software license, career coach software)

Hobson's
(software license, prospect retention software)

Jefferson-Lewis Board of Cooperative Educational Services
(lease agreement, Lewis County Education Center)

North Country Initiative
(agreement, nurse education and training sustainment program)

State University of New York (SUNY) / Blackboard
(software license for Blackboard Learn Bundle)

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

President Stone presented the following resolution to approve a job title and classification for a chief information security officer. She noted this would be a management confidential position. On motion by Lisa Weber, seconded by Nate Hunter, the Board unanimously approved the following resolution:

RESOLUTION NO. 126-18: JOB TITLE AND CLASSIFICATION
Chief Information Security Officer

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:

Chief Information Security Officer

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

PERSONNEL COMMITTEE

Committee chair Mike Crowley advised he would be making a motion to go into Executive Session but suggested the Board first act on resolution 124-18. With the Board in agreement, Trustee Crowley presented resolution 124-18 which recognized the twenty-seven years of service of retired vice president for students Betsy Penrose. President Stone read the resolution aloud. Trustee Weber inquired as to the process for recognizing the service of individual employees. Upon motion made by Steve Haas, seconded by Mike Crowley, the board unanimously passed the following resolution:

RESOLUTION NO. 124-18: RECOGNITION OF SERVICE BETSY D. PENROSE

WHEREAS, Betsy D. Penrose has served Jefferson Community College since 1991 in roles including Systems Analyst, Assistant Director of Admissions and Financial Aid, Assistant Director of Financial Aid, Dean and then Vice President of Enrollment Management and Student Life until her retirement in March 2018; and

WHEREAS, Betsy Penrose, a true champion for student success, has provided leadership in the areas of financial services, admissions, student records, student success, student life, residence life, marketing, athletics, and security; and,

WHEREAS, during her tenure Betsy Penrose was instrumental in the success of several College initiatives including the Banner conversion, the merging of student records and financial aid offices, college in prison program, the construction of East Hall and development of a residence life program, and the creation of both the “one stop” for Enrollment Services and the Health & Wellness Center; and

WHEREAS, Betsy Penrose’s additional accomplishments are varied and include incorporating assessment measures in enrollment management and student life, advancing the College’s diversity plan, leading Title IX efforts and the *College’s It’s On Us* campaign, and assisting in the writing of several successful grant applications designed to increase student achievement; and

WHEREAS, on campus and in the community Betsy Penrose has promoted and advanced the mission of Jefferson Community College through leadership roles on strategic planning and Middle States committees, with SUNY Financial Aid Professionals, SUNY Council of Community College Chief Student Affairs Officers, New York State Higher Education Services Leadership Council, Jefferson Foundation Board of Directors, Credo Community Center Board of Directors, Hospice of Jefferson County Board of Directors; and

WHEREAS, in recognition of her accomplishments as a member of the Jefferson Community College campus community, Betsy Penrose received the prestigious SUNY Chancellor’s Award for Excellence in Professional Service in 2003.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees extends appreciation to Betsy D. Penrose for her dedicated service, leadership and commitment to this College and wishes her well in all future endeavors.

EXECUTIVE SESSION

On motion made by Mike Crowley, seconded by Nate Hunter, the Board adjourned to Executive Session at 4:56 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

RECONVENTION

The Board reconvened in open session at 6:07 p.m.

Upon presentation and motion by Personnel Committee chair Mike Crowley, seconded by Pamela Beyor-Murtha, the Board unanimously approved 2018 continuing appointments as follows:

RESOLUTION NO. 121-18: 2018 CONTINUING APPOINTMENTS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves the following continuing appointments, effective September 1, 2018:

Jill Knudsen

Instructor

Clifford Peters

Technical Specialist - Microcomputers

Edythe Roggie

Alumni Development Officer

Whitney Snyder

Instructor

Kiah Sugrue

SBDC Business Advisor

Upon presentation and motion by Mike Crowley, seconded by Lisa Weber, the Board unanimously approved 2018 promotions as follows:

RESOLUTION NO. 122-18: 2018 PROMOTIONS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the following promotions, effective September 1, 2018:

Grade 3 to Grade 5

Shawna Spencer

**Jason Tessier
Lewis Williams**

Grade 5 to Grade 7
Katy Troester-Trate

Grade 7 to Grade 9
Gabrielle Thompson

Instructor to Assistant Professor
**Jill Knudsen
Whitney Snyder**

Assistant Professor to Associate Professor
Joshua Hammond

Associate Professor to Full Professor
**Lucinda Barbour
Timothy Grosse**

Upon presentation and motion by Mike Crowley, seconded by Judy Gentner, the Board unanimously approved the following 2018-19 sabbatical:

RESOLUTION NO. 123-18: 2018 – 2019 SABBATICAL LEAVE

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the following sabbatical leave during the 2018-2019 academic year:

Monica LeClerc

Spring 2019

ADJOURNMENT

On motion made by Lisa Weber, seconded by Courtnee Denton, the meeting was adjourned at 6:09 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board