

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**MINUTES OF MEETING
WEDNESDAY, MAY 4, 2016**

Present: Terry Fralick, Vice Chair) TRUSTEES
Pamela Beyor-Murtha)
Cailey Burrows)
Michael Crowley)
Judith Gentner)
Steven Haas)
Nathan Hunter)
Lisa Weber)

Excused: Elizabeth Fipps)
James Scordo, Chair)

Administrative Staff:

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

Guests: Larry Danforth, assistant professor of math, CCS
Linda Dening, Faculty Association Vice President
Leslie DiStefano, Marketing/Communications Director
Linda Dittrich, Associate Vice President - Math/Science/Allied Health/Business/Tech
Jeri Fairman, Associate Vice President – Liberal Arts
Lisa Familo, executive director of the JCC Foundation
Sarah Feen, incoming president of Student Government
Terrence Harris, Dean for Continuing Education
Joel LaLone, Professor of Math, Research Director of CCS
Deanna Lothrop, Coordinator of Orientation and Leadership
John Penrose, Senate President
Ron Shidemantle, Dean of Students
Reganne Smith, incoming Student Trustee
Megan Stadler, Coordinator of Supplemental Funding
Kerry Young, Executive Director for 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, May 4, 2016, in the Board Room, 6-220, Jules Center, Jefferson Community College, Watertown, New York, by Board Vice Chair Terry Fralick.

APPROVAL OF MINUTES

On motion made by Mike Crowley, seconded by Lisa Weber, the minutes of the April 6 meeting were approved.

PRIVILEGE OF THE FLOOR

Vice Chair Fralick offered privilege of the floor. No one came forward to address the Board.

UPDATE FROM THE FOUNDATION

No report from Nate Hunter as Lisa Familo will be presenting an update on the Foundation during the President's Report.

UPDATE FROM THE STUDENT TRUSTEE

Student trustee Cailey Burrows noted that members of Student Government (SG) traveled to Albany for the SUNY Assembly which was a great experience. The blood drive held in April garnered 45 pints. Cailey introduced newly elected 2016-2017 Student Government president Sarah Feen and the incoming Student Trustee, Reganne Smith. Current SG vice president Anthony Sparks will remain for the 2016-2017 year and they are in the process of filling marketing manager, office manager and Treasurer.

UPDATE FROM THE SENATE PRESIDENT

Senate President John Penrose provided a written report summarizing the April 12 and May 3 meetings of the College Senate, noting the work of the new Academic Standards committee which is working on policy updates and revisions. There were no questions.

PRESIDENT'S REPORT

1. Lisa Familo, development officer and executive director of the Foundation, provided an update on the Foundation's progress against strategic goals and initiatives. Brief discussion followed regarding the operating budget and the new administrative fee for endowed scholarships. Lisa also demonstrated the new Academic Works software that matches students with scholarships. The software is very user-friendly and efficient, and going forward will save Financial Services and Foundation staff a great deal of time. Student Trustee Cailey Burrows commented she tested Academic Works and found it extremely easy to use from a student perspective.
2. Joel LaLone and Larry Danforth provided an annual update on Center for Community Studies highlighting significant events and activities over the 2015-2016 year. Joel noted that 150 students were paid student workers to conduct surveys but overall, more than 500 students participated in the studies. As a result of a presentation Larry and Joel gave in Kingston (NY) another community college has expressed interested in establishing a similar center and will be meeting with Joel to learn more. At the end of the presentation, President McCoy announced that, just a few minutes prior, the SUNY Trustees had approved Joel's appointment to Distinguished Service Professor.

WHEREAS, the College has received funding from the Watson Town Board to assist in the development of an electronic survey for distribution, data analysis, and present findings of the survey comprised of approximately 500-1,000 adult taxpayers in the Town of Watson (New York);

WHEREAS, the survey will be used for data analysis and future planning with the Town of Watson;

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

INCREASE REVENUE:

Center Comm. Studies Grant – Local Grants & Contracts 2803-3011-5430	<u>\$ 4,000.00</u>
Total Increase Revenue	\$ 4,000.00

INCREASE EXPENDITURE:

Center Comm. Studies Grant – Professional P/T	2803-3011-6102	\$ 2,083.50
Center Comm. Studies Grant – State TRS	2803-3011-6202	\$ 340.00
Center Comm. Studies Grant – Social Security	2803-3011-6204	\$ 160.00
Center Comm. Studies Grant – Workers Comp	2803-3011-6205	\$ 21.00
Center Comm. Studies Grant – Activity Expense	2803-3011-7202	\$ 100.00
Center Comm. Studies Grant – Indirect Cost	2803-3011-7231	\$ 45.50
Center Comm. Studies Grant – Prof Service Fees	2803-3011-7241	<u>\$ 1,250.00</u>
		\$ 4,000.00
Total Increase Expenditure		\$ 4,000.00

Chair Hunter presented the New Student Services budget, noting it was reviewed in detail during the Budget and Planning Meeting and that there were minimal changes to the overall total from last year's budget. On motion by Chair Hunter, and seconded by Lisa Weber, the Board unanimously approved the 2016-2017 New Student Services operating budget as follows:

**RESOLUTION NO. 130-16: APPROVAL 2016-17 OPERATING BUDGET
NEW STUDENT SERVICES**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the attached 2016-17 operating budget for New Student Services.

Chair Hunter noted the Student Association operating budget was reviewed in full detail during the committee meeting. Upon motion by Steve Haas and seconded by Judy Gentner, the Board unanimously approved the 2016-2017 Student Association operating budget as follows:

**RESOLUTION NO. 131-16: APPROVAL 2016-17 OPERATING BUDGET
STUDENT ASSOCIATION, STUDENT GOVERNMENT,
ATHLETIC BOARD OF CONTROL AND CULTURAL ACTIVITIES
BOARD**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached 2016-17 operating budget for the Student Association, Student Government, Athletic Board of Control and Cultural Activities Board.

Trustee Hunter reviewed the financial statements for the month ending March 31, 2016. On motion made by Nate Hunter, seconded by Mike Crowley, the financial statements for March 2016 were unanimously accepted.

ACADEMIC & EDUCATIONAL SERVICES

Committee Chair Terry Fralick deferred the report of the Academic and Educational Services Committee, which met prior to the full Board meeting, to committee member Cailey Burrows.

Upon presentation and on motion by Cailey Burrows, and seconded by Lisa Weber, the Board unanimously approved a policy revision as follows:

RESOLUTION NO. 132-16: STANDARDS OF ACADEMIC PROGRESS POLICY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached Standards of Academic Progress Policy.

Upon presentation and on motion by Cailey Burrows, and seconded by Lisa Weber, the Board unanimously approved a matriculation policy as follows:

RESOLUTION NO. 133-16: MATRICULATION POLICY

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

Upon presentation and on motion by Cailey Burrows, and seconded by Judy Gentner, the Board unanimously approved a policy revision as follows:

**RESOLUTION NO. 134-16: ACADEMIC FRESH START POLICY
(Replaces Resolution No. 186-09, December 2009)**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve revisions to the Academic Fresh Start Policy as attached.

WHEREAS, on March 9, 2016, the Jefferson Community College Foundation unanimously passed the following Resolution:

WHEREAS, the Jefferson Community College Foundation Board of Directors adopted the College Policy on Naming of Facilities Resolution on May 14, 2014;

WHEREAS, Dr. David G. Gregor, a retired general surgeon and Watertown native, who died on August 18, 2013 at the age of 84, left an indelible mark on Jefferson Community College and the community through his generosity both throughout his life and as part of his legacy; and

WHEREAS, Dr. Gregor's bequest to Jefferson Community College in 2013 is the single largest gift to the College's Foundation to date, underscoring his commitment to higher education and the North Country; and

WHEREAS, Jefferson Community College Foundation was the recipient of an additional bequest from Dr. Gregor's Trust in 2015, further signifying his commitment to education; and

WHEREAS, Jefferson Community College and the Foundation owe an extreme measure of gratitude to Dr. Gregor for his long-time support, generosity, and loyalty and believe that the building newly re-modeled to house the nursing and paramedic programs and provide instructional space would be an appropriate tribute to honor Dr. Gregor's legacy; and

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Foundation Board of Directors recommends to the Board of Trustees that the current Melvil Dewey Library Building be re-named the David G. Gregor Building in recognition of Dr. Gregor's commitment to education, his community, and philanthropy.

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves re-naming the Melvil Dewey Library Building the "David G. Gregor Building."

President McCoy presented a resolution naming the Watertown Vet Center as the recipient of the 2016 Jefferson Citation. On motion made by Lisa Weber, seconded by Cailey Burrows, the Board unanimously approved the following resolution:

RESOLUTION NO.: 139-16
DATE: MAY 04, 2016
SUBJECT: 2016 JEFFERSON CITATION

WHEREAS, the Jefferson Community College Board of Trustees established the Jefferson Citation to "recognize an individual or organization whose leadership and actions have demonstrated

outstanding commitment to education and the vision and mission of Jefferson Community College”;
and

WHEREAS, the recipient of the 2016 Jefferson Citation award is an organization recognized throughout this community for its efforts to build a stronger, more resilient North Country; and

WHEREAS, the **Watertown Vet Center** is an agency that provides a continuum of high-quality, caring services free of charge to veterans and families within our surrounding civilian community; and

WHEREAS, through collaboration with the **Watertown Vet Center**, Jefferson Community College is able to bring diverse service offerings to Jefferson Community College veterans and students that provide support and mitigate barriers to degree completion; and

WHEREAS, the **Watertown Vet Center** has a positive approach toward all needs of veterans from the minor to the major and offers benefits counseling, referral services and provides crisis response to urgent situations in person and on campus; and

WHEREAS, the **Watertown Vet Center**, holds on-campus weekly group sessions and individualized counseling to assist veteran students with the transition from active duty to college life and to help veteran students overcome challenges and attain life goals; and

WHEREAS, the **Watertown Vet Center** proactively offers training to Jefferson faculty and staff to further understanding of veterans-related concerns such as traumatic brain injury and post-traumatic stress disorder (PTSD); and

WHEREAS, the **Watertown Vet Center** voluntarily participates in the Out of the Darkness Walk, Take Back the Night, Wellness Wednesdays, the Assistive Technology Fair and other campus events that veteran students may attend and has made its Mobile Vet Center available on campus as a precautionary measure during PTSD-awareness events and fire/emergency drills.

NOW, THEREFORE, BE IT RESOLVED, in recognition of the leadership and commitment to higher education in the North Country and to the mission of this College, the Jefferson Community College Board of Trustees does hereby confer the 2016 Jefferson Citation on the **Watertown Vet Center**.

Noting the Trustee appointment of Beth Fipps by Governor Cuomo to fill Doris McLallen’s term, President McCoy presented a resolution in recognition of service for Trustee McLallen. On motion made by Pam Beyor-Murtha, seconded by Nate Hunter, the Board unanimously approved the following resolution:

RESOLUTION NO. 140-16:

**RECOGNITION OF SERVICE
DORIS G. McLALLEN**

WHEREAS, Doris G. McLallen was first appointed to serve as a member of the Board of Trustees by Governor David Paterson in July 2008; and

WHEREAS, during her tenure, Doris McLallen served as a member of the Academic & Educational Services Committee, served as a member of the Personnel Committee; served as the Trustee representative on the Middle States Accreditation Steering Committee; and

WHEREAS, Doris McLallen provided leadership to the Board of Trustees as chair of the Academic & Educational Services Committee from 2010 to 2012; and

WHEREAS, Doris McLallen, a lifelong educator and director of college/university partnerships for the New York State chapter of the American Association of University Women (AAUW), was instrumental in the development of a Jefferson student AAUW group and initiated the opportunity for two students to attend the National Conference for College Women Student Leaders; and

WHEREAS, Doris McLallen supported Jefferson Community College through her enthusiastic participation in campus events, her generous donation of time and talent, and her thoughtful and knowledgeable counsel; and

WHEREAS, as a member of the Board of Trustees, Doris McLallen advanced the purposes of the College through its Strategic Plan and its Facilities Master Plan to realization of a Higher Education Center and residence halls.

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

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

RESOLUTION NO. 141-16: RATIFICATION OF CONTRACTS
BurrellesLuce Services
Lewis County Board of Legislators
North Country Health Clinic
State University of New York
Tri-County Energy Consortium/BOCES

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:

BurrellesLUCEServices
(media clipping service)

Lewis County Board of Legislators
(CCS study, Town of Watson)

North Country Health Clinic
(clinical agreement, paramedic program)

State University of New York
(MOU for Equal Opportunity Program funding)

Tri-County Energy Consortium / BOCES
(electricity purchase cooperative)

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 Lisa Weber, the Board adjourned to Executive Session at 5:10 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

RECONVENTION

The Board reconvened in open session at 5:43 p.m.

ADJOURNMENT

On motion made by Lisa Weber, seconded by Mike Crowley, the meeting was adjourned at 5:43 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board