

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**MINUTES OF MEETING
WEDNESDAY, MAY 2, 2018**

Present: Terry Fralick, Chair) TRUSTEES
Pamela Beyor-Murtha)
Michael Crowley)
Elizabeth Fipps ()
Judy Gentner)
Steven Haas)
Nathan Hunter)
Lisa Weber)

Excused: David Males)
Courtnee Denton)

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, Math, et al
Jerilyn Fairman, AVP – Liberal Arts
Leslie DiStefano, Marketing Communications Director
Greg Griffin, Executive Director, JCC Foundation
John Penrose, Professor of Chemistry/Senate President
Sheree Trainham, Learning Skills Specialist
Katy Troester-Trate, Interim Dean of Students
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 4:00 p.m., on Wednesday, May 2, 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 Judy Gentner, the minutes of the April 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 Nate Hunter deferred to Greg Griffin, executive director of the JCC Foundation, who reported the Evening with the President event grossed \$37,000 including \$7,000 in donations to the Presidential Scholarship. The Foundation Board agreed to allocate \$3,000 to endow the scholarship. In addition, Tom Walker doubled the Faculty Mini-Grant endowment, Theresa Quintin established a scholarship in memory of her husband, and the Foundation recently met with Stephen Can to discuss a potential increase in the Jefferson-Can Community Scholars program.

UPDATE FROM THE STUDENT TRUSTEE

No report - Student Trustee Courtnee Denton was unable to attend the meeting.

SENATE

Senate President John Penrose noted a written report had been submitted for the April and May Senate meetings. He highlighted several curriculum changes, the establishment of the Cannon Threads clothing closet, and that adjunct instructor Laurie Petersen won an international writing contest in England. In addition, he noted that Kim Sell had been elected Senate president for the 2018-2019 academic year.

PRESIDENT'S REPORT

1. Leslie DiStefano, marketing & communications director, provided a written summary of marketing department activities since April 2017, and gave an update on the College's website redesign initiative. Noting the website's primary purpose is recruitment, Leslie reviewed homepage wireframes and how the website would be developed for mobile first, then adapted for desktop. The redesign was moving extremely quickly with a launch date of September 1, 2018. As part of the redesign, accessibility issues would be mitigated and content would be reduced from several thousand pages down to 600 or so. In addition, Leslie showed the progress of a campus tour video currently in the editing phase and an open house promotional spot.
2. President Stone advised that the College had received word it would be awarded a grant from Senator Ritchie for a nursing simulator.
3. President Stone reported she will be hosting Foundation Board member Joe Thesier and three community members at her home the following week.
4. Lastly, it was noted by President Stone that the July Board of Trustees meeting will need to be changed due to the Independence Day holiday. Karen Freeman will send out potential reschedule dates.

BUDGET & PLANNING COMMITTEE

The Budget and Planning Committee met prior to the full Board meeting.

Following presentation by Nate Hunter and on motion by Beth Fipps, seconded by Lisa Weber, the Board unanimously approved the following budget amendment acknowledging Liberty Grant funding:

**RESOLUTION NO. 131-18: 2017-2018 BUDGET AMENDMENT
LIBERTY PARTNERSHIP PROGRAM GRANT**

WHEREAS, funds have been received from the New York State Education Department (SED) to implement a 12-month Liberty Partnership Program in partnership with Watertown City School District and the Watertown Family YMCA;

WHEREAS, the Watertown Liberty Partnership Program (WLPP) will be provided structured and individualized support services through a hybrid school-based, after-school, and summer program model. A total of 200 at-risk students in grades 5-12 will be service in each year of this multi-year grant. The program will increase secondary school persistence, increase graduation rates, and prepare students to successfully transition to postsecondary education and the workforce. The main goal is to ensure that a minimum of 95% of the WLPP participants do not drop out of school;

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

INCREASE REVENUE:

Liberty Partnership Grant –State Grants	2623-3011-5420	<u>\$250,000.00</u>
Total Revenue Increase		\$250,000.00

INCREASE EXPENDITURE:

Liberty Partnership Grant –Prof F/T	2623-3011-6101	\$ 49,000.00
Liberty Partnership Grant –Prof P/T	2623-3011-6102	50,031.00
Liberty Partnership Grant –State ERS	2623-3011-6201	4,750.00
Liberty Partnership Grant –Social Security	2623-3011-6204	3,640.00
Liberty Partnership Grant –Workers Comp	2623-3011-6205	500.00
Liberty Partnership Grant –Life Insurance	2623-3011-6206	34.00
Liberty Partnership Grant –Disability Insurance	2623-3011-6208	103.00
Liberty Partnership Grant –Health Insurance	2623-3011-6209	13,016.00
Liberty Partnership Grant –Instr Supplies	2623-3011-7108	4,000.00
Liberty Partnership Grant –Activity Expense	2623-3011-7202	758.00
Liberty Partnership Grant –Indirect Cost	2623-3011-7231	18,518.00
Liberty Partnership Grant –Prof Svc Fees	2623-3011-7241	7,100.00
Liberty Partnership Grant –Travel	2623-3011-7250	46,050.00
Liberty Partnership Grant –Workshops	2623-3011-7253	<u>\$ 52,500.00</u>

Total Expenditure Increase \$250,000.00

Following presentation by Nate Hunter and on motion by Lisa Weber, seconded by Judy Gentner, the Board unanimously approved the following budget amendment acknowledging SUNY Quantway/Statway Grant funding:

**RESOLUTION NO. 132-18: 2017-2018 BUDGET AMENDMENT
SUNY QUANTWAY/STATWAY GRANT**

WHEREAS, funds have been received from the State University of New York (SUNY) to allow the College to participate in a program entitled, “Scaling Quantway/Statway in the SUNY System”;

WHEREAS, the funding will cover instruction related expenses, inclusion in its Networked Improvement Community (NIC), resources provided by Carnegie Math Pathways and travel expenses related to the program;

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

INCREASE REVENUE:

SUNY Quantway Grant –State Grants	2628-3011-5420	<u>\$ 63,600.00</u>
Total Revenue Increase		\$ 63,600.00

INCREASE EXPENDITURE:

SUNY Quantway Grant – Prof Stipend	2628-3011-6104	\$ 10,000.00
SUNY Quantway Grant – Student Tutors	2628-3011-6142	1,000.00
SUNY Quantway Grant – Instr Supplies	2628-3011-7108	3,500.00
SUNY Quantway Grant – Printing	2628-3011-7104	500.00
SUNY Quantway Grant –Staff Development	2628-3011-7246	5,000.00
SUNY Quantway Grant –Prof Svc Fees	2628-3011-7241	20,000.00
SUNY Quantway Grant –Travel	2628-3011-7250	<u>\$ 23,600.00</u>
Total Expenditure Increase		\$ 63,600.00

Trustee Hunter reviewed the financial statements for the month ending March 31, 2018. On motion made by Nate Hunter, seconded by Lisa Weber, the financial statements for March 2018 were unanimously accepted.

ACADEMIC & EDUCATIONAL SERVICES COMMITTEE

Committee member Steve Haas provided the report of the Academic & Educational Services Committee which met prior to the full Board meeting.

Following presentation and on motion by Steve Haas, seconded by Nate Hunter, the Board unanimously approved two periodic program reviews, for Business Administration A.S. and Engineering Science A.S., resolutions 133-18 and 134-18 respectively, as follows:

**RESOLUTION NO. 133-18: APPROVAL OF PERIODIC PROGRAM REVIEW
BUSINESS ADMINISTRATION A.S.**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached periodic program review for the Business Administration A.S. degree.

**RESOLUTION NO. 134-18: APPROVAL OF PERIODIC PROGRAM REVIEW
ENGINEERING SCIENCE A.S.**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached periodic program review for the Engineering Science A.S. degree.

Following presentation and on motion by Steve Haas, seconded by Beth Fipps, the Board unanimously approved revisions to the Registration and Withdrawal Policy as follows:

RESOLUTION NO. 135-18: REGISTRATION & WITHDRAWAL POLICY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following Registration & Withdrawal Policy as attached.

OTHER BUSINESS

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

RESOLUTION NO. 136-18: RATIFICATION OF CONTRACTS
St. Lawrence Psychiatric Center
State University of New York – Empire
Victims Assistance Center, 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:

St. Lawrence Psychiatric Center
(clinical agreement, nursing program)

State University of New York – Empire
(partner agreement, Jefferson Higher Education Center)

Victims Assistance Center Inc.
(services agreement, Title IX -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 4:44 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

RECONVENTION

The Board reconvened in open session at 5:50 p.m.

ADJOURNMENT

On motion made by Beth Fipps, seconded by Judy Gentner, the meeting was adjourned at 5:52 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board