

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**MINUTES OF MEETING
WEDNESDAY, NOVEMBER 2, 2016**

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

Excused: Michael Crowley)
James Scordo)

Administrative Staff:

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

Guests: Eric Constance, Director - SBDC
Leslie DiStefano, Marketing/Communications Director
Linda Dening, Professor of Accounting
Linda Dittrich, AVP – Science Division
Jeri Fairman, AVP – Liberal Arts
Craig Green, Start Now Transfer Advisor, SUNY Oswego
Dan Griffin, Director of Admissions, SUNY Oswego
Terrence Harris, Dean for Continuing Education
Sandra Montalvo, Start Now Coordinator, SUNY Oswego
Ron Palmer, Professor of History
John Penrose, Senate President
Rebecca Riehm, Professor of Sociology
Megan Stadler, Coordinator of Supplemental Funding
Rosanne Weir, Dean for Enrollment Services
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 4:02 p.m., on Wednesday, November 2, 2016, 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 Pamela Murtha, seconded by Beth Fipps, the minutes of the October 5 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

Nate Hunter provided an update for the Foundation. They are currently in the process of reviewing applications for the Executive Director and filling a few outstanding vacancies on the Board of Directors. The Home for the Holidays and employee campaigns are underway. In 2015-2016 the Foundation awarded 221 scholarships including 66 Jefferson-Can Community Scholarships. The Foundation is returning to a monthly meeting schedule instead of quarterly.

UPDATE FROM THE STUDENT TRUSTEE

Student Trustee Reganne Smith reported the CMN Dance Marathon held on campus and supported by Student Government was a success with more than 200 participants. A successful blood drive was also held on campus. Aaron Ralston was the guest speaker for a dynamic and well-received Leadership Day program whereby 400 high school students spent the day at Jefferson. In addition, Reganne reported the men's cross-country team placed 7th in regional play and the women's volleyball team had won the regional championship and was traveling to Minnesota for the National tournament.

UPDATE FROM THE SENATE PRESIDENT

John Penrose provided a written report summarizing the Senate meeting held the day prior, on November 1. He noted the work on the College's diversity plan which was presented to Senate and the College Community for feedback. There were no questions.

PRESIDENT'S REPORT

1. Rosanne Weir, Jefferson's dean for enrollment services and Dan Griffin, director of admissions for SUNY Oswego, provided an overview of the **Start Now** initiative, a collaboration between the two institutions. With Start Now, students in the NYC-area who are not immediately accepted to SUNY Oswego are given the opportunity to apply to Jefferson and spend one or two years at Jefferson before transferring to Oswego. During this time, they are co-advised by Oswego and Jefferson and provided opportunities to spend time at the Oswego campus. The project, piloted late in 2014-2015 received SUNY Excels funding to continue with increased recruitment and advising support. There are 26 students enrolled at Jefferson for Fall 2016 with a goal of 30-35 for Fall 2017. Oswego currently receives 3800 applications from the New York City area.
2. Ron Palmer, professor of history, thanked the Board for the opportunity of his Spring 2017 sabbatical and provided a summary of his work investigating international educational opportunities. He summarized a variety of means of international study and the benefits to both students and staff. He provided examples of what other SUNY colleges currently offer and how Jefferson students could take part in these opportunities.

3. Eric Constance, director of the Small Business Development Center on campus provided an annual update on the SBDC's activities. In addition to the statistics provided in a handout, Director Constance also noted the SBDC has been reaccredited in 2016 without any conditions and had received four commendations. He also highlighted three client success stories, all relating to the revitalization of the downtown Watertown area.
4. President McCoy provided the following updates:
 - a. The College has been developing a diversity plan, due for submission to SUNY, and has recently held open forums on campus to gather feedback on the plan. Our student body exceeds the diversity of the region, but not NYS. Our faculty and staff do not meet the diversity of the region or NYS. The plan will be shared with Trustees in December.
 - b. Fall Commencement will be held on December 16 at 6pm and formal invitations will follow.
 - c. Enclosed in Trustee folders is a hard copy of the Jefferson At-A-Glance document. Trustees are asked to let her know if there is additional information they would like to see presented in the document that would be helpful when talking about the college with constituents.
 - d. Enclosed in Trustee folders is a copy of the Faculty Council of Community College's (FCCC) newsletter which features an article on Jefferson's FCCC designee and professor of psychology Lynn Sprott. Jefferson recently hosted the FCCC's Fall Plenary.
 - e. Attended the NYCCT New Trustee Institute with Lisa Weber, Beth Fipps, Judy Gentner and Pam Murtha. She noted there was a wealth of enrollment and funding information provided and that there were seven open community college presidential searches. Pam Murtha added she found the information pertaining to shared strategic planning relating to the College and the Foundation particularly interesting and Lisa Weber noted the information about Education law was especially beneficial.

BUDGET & PLANNING

Committee Chair Nate Hunter provided the report of the Budget and Planning Committee which met prior to the full Board meeting. He stated that both audits in the following resolutions had been reviewed in detail by Bowers & Company auditors during the committee meeting.

Trustee Hunter presented both the Faculty Student Association and the Jefferson Faculty Student Association Auxiliary, LLC audits which received clean, unmodified opinions with no significant deficiencies. Upon motion by Beth Fipps, seconded by Judy Gentner, the Board unanimously approved both Resolution No. 176-16 and Resolution No. 177-16 as follows:

RESOLUTION NO. 176-16: ACCEPTANCE OF AUDIT FACULTY-STUDENT ASSOCIATION

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of the Faculty- Student Association of Jefferson Community College for the year ending June 30, 2016 as prepared by Bowers & Company CPAs PLLC.

**RESOLUTION NO. 177-16: ACCEPTANCE OF AUDIT
JEFFERSON FSA AUXILIARY, LLC**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of the Jefferson Faculty Student Association Auxiliary, LLC for the year ending June 30, 2016 as prepared by Bowers & Company CPAs PLLC.

Upon presentation by Nate Hunter and on motion Pamela Murtha, seconded by Steve Haas, the Board unanimously approved the following budget adjustments to close out the fiscal year:

**RESOLUTION NO. 178-16: 2015-2016 BUDGET TRANSFER
Year End Budget Adjustments**

WHEREAS, modification of the 2015/2016 JCC Budget is necessary to redistribute funds to the proper accounts.

NOW, THEREFORE BE IT RESOLVED, that the 2015/2016 Jefferson Community College budget is hereby amended, thereby complying with generally accepted accounting principles as attached:

Committee Chair Hunter presented the next resolutions 179-16 through 189-16, as a group noting each are budget amendments and were reviewed in Committee. Resolutions 179-16 through 186-16 are carryover of funds from College budget year FY16 to FY17 or a rollover of funds to the current budget year due to the fiscal year of the grant not matching the fiscal year of the College. The resolutions pertaining to the SUNY Childcare Grant (Res. 187-16) and the Library Collection Development Grant (Res. 188-16) acknowledge an increase in grant funding. Lastly, resolution 189-16 pertaining to CSTEP acknowledges the receipt of new grant funding.

Upon motion made by Steve Haas, seconded by Judy Gentner, the Board unanimously approved the following budget amendments as presented in resolutions 179-16, 180-16, 181-16, 182-16, 183-16, 184-16, 185-16, 186-16, 187-16, 188-16 and 189-16 as follows:

**RESOLUTION NO. 179-16: 2016-2017 BUDGET AMENDMENT
CENTER FOR COMMUNITY STUDIES – DISABLED PERSONS
ACTION ORGANIZATION (DPAO) CONCERT SERIES
ECONOMIC IMPACT STUDY**

WHEREAS, the College has received funding from the Disabled Persons Action Organization (DPAO) to assist in the development of an electronic survey for distribution, data analysis, and present findings of the study comprised of approximately 1,000 randomly selected DPAO concert attendees and additional data collected from random telephone surveys of both attendees and non-attendees via the Center's Annual Surveys of the Community in Jefferson, Lewis, and St. Lawrence Counties;

WHEREAS, the College received funding for the 2015/16 fiscal year that must be carried over to the 2016/17 fiscal year;

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>\$ 2,042.82</u>
--	--------------------

Total Increase Revenue	\$ 2,042.82
-------------------------------	--------------------

INCREASE EXPENDITURE:

Center Comm. Studies Grant – Professional P/T	2803-3011-6102	\$ 811.83
Center Comm. Studies Grant – State TRS	2803-3011-6202	\$ 476.90
Center Comm. Studies Grant – Social Security	2803-3011-6204	\$ 123.09
Center Comm. Studies Grant – Workers Comp	2803-3011-6205	\$ 22.38
Center Comm. Studies Grant – Printing	2803-3011-7104	\$ 45.02
Center Comm. Studies Grant – Indirect Cost	2803-3011-7231	<u>\$ 563.60</u>
		\$ 2,042.82

Total Increase Expenditure	\$ 2,042.82
-----------------------------------	--------------------

RESOLUTION NO. 180-16:	2016-2017 BUDGET AMENDMENT CAPE VINCENT CORRECTIONAL FACILITY (CVCF) COLLEGE ACCESS PROGRAM GRANT
-------------------------------	--

WHEREAS, the College has received state funding from New York State Higher Education Services Corporation (HESC) through its CACGP sub-grant project to implement a College Success and Remedial Services program at Cape Vincent Correctional Facility.

WHEREAS, the College received funding for the 2015/16 fiscal year that must be carried over to the 2016/17 fiscal year;

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

INCREASE REVENUE:

CVCF College Access Program Grant – State Grants & Contracts	2613-3011-5420	<u>\$ 28,477.18</u>
--	----------------	---------------------

Total Increase Revenue	\$ 28,477.18
-------------------------------	---------------------

INCREASE EXPENDITURES:

CVCF College Access Program Grant – Professional P/T	2613-3011-6102	\$ 2,348.64
CVCF College Access Program Grant – Professional Adjuncts	2613-3011-6103	3,720.00
CVCF College Access Program Grant – Professional Stipends	2613-3011-6104	9,710.10
CVCF College Access Program Grant – State TRS	2613-3011-6202	3,229.93

CVCF College Access Program Grant – Social Security	2613-3011-6204	1,207.07
CVCF College Access Program Grant – Workers Compensation	2613-3011-6205	157.81
CVCF College Access Program Grant – Instructional Supplies	2613-3011-7108	3,500.00
CVCF College Access Program Grant – Indirect Cost	2613-3011-7231	4,000.00
CVCF College Access Program Grant – Travel	2613-3011-7250	<u>\$ 603.63</u>
		<u>\$ 28,477.18</u>

Total Increase Expenditures \$ 28,477.18

**RESOLUTION NO. 181-16: 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, the College received funding for the 2015/16 fiscal year that must be carried over to the 2016/17 fiscal year;

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	<u>\$ 1,467.67</u>
Total Increase Revenue	\$ 1,467.67

INCREASE EXPENDITURE:

Engineering Mentoring Grant – Student Aides	2827-3011-6141	\$ 642.00
Engineering Mentoring Grant – Workers Comp	2827-3011-6205	\$ 122.00
Engineering Mentoring Grant – Instructional Supplies	2827-3011-7108	<u>\$ 703.67</u>
		\$ 1,467.67
Total Increase Expenditure		\$ 1,467.67

**RESOLUTION NO. 182-16: 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;

WHEREAS, the College received funding for the 2015/16 fiscal year that must be carried over to the 2016/17 fiscal year;

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>\$136,848.43</u>
Total Revenue Increase		\$136,848.43

INCREASE EXPENDITURE:

Community Schools Grant –Prof P/T	2616-3011-6102	\$ 13,912.50
Community Schools Grant –Prof Stipends	2616-3011-6104	2,499.97
Community Schools Grant –State ERS	2616-3011-6201	1,983.42
Community Schools Grant –Social Security	2616-3011-6204	1,064.11
Community Schools Grant –Workers Comp	2616-3011-6205	139.12
Community Schools Grant –Comp Equipment	2616-3011-7006	360.00
Community Schools Grant –Instr Supplies	2616-3011-7108	400.00
Community Schools Grant –Oper Supplies	2616-3011-7110	700.00
Community Schools Grant –Bldg Prop Rental	2616-3011-7214	62,834.00
Community Schools Grant –Comp Software	2616-3011-7217	12,500.00
Community Schools Grant –Indirect Cost	2616-3011-7231	12,440.31
Community Schools Grant –Prof Svc Fees	2616-3011-7241	<u>\$ 28,015.00</u>
Total Expenditure Increase		\$136,848.43

RESOLUTION NO. 183-16: **2016-2017 BUDGET AMENDMENT**
Prior Year Carryover - TITLE III Grant

WHEREAS, the College received funding through the Title III 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 carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

Title III – Online Enhanced Services	2550-3011-5410	\$ 202.29
Title III – Administrative	2551-3011-5410	\$ 6,015.47
Title III – Faculty Development	2552-3011-5410	\$ 28,408.74
Title III – Retention Services	2553-3011-5410	<u>\$ 12,131.00</u>
Total Revenue Increase		\$ 46,757.50

INCREASE EXPENDITURES:

Title III – Enhanced Services – Prof FT	2550-3011-6101	\$.42
Title III – Enhanced Services – State TRS	2550-3011-6201	\$ <u>201.87</u>
	Sub-Total	\$ 202.29
Title III – Administrative – Prof Stipends	2551-3011-6104	\$ 400.74
Title III – Administrative – TIAA CREF	2551-3011-6203	\$ 86.40
Title III – Administrative – Social Security	2551-3011-6204	\$ 28.25
Title III – Administrative – Workers Comp	2551-3011-6205	\$.08
Title III – Administrative – Prof Svc Fees	2551-3011-7241	\$ <u>5,500.00</u>
	Sub-Total	\$ 6,015.47
Title III – Faculty Development – Prof Stipends	2552-3011-6104	\$ 9,211.00
Title III – Faculty Development – Prem Earning	2552-3011-6110	\$ 11.41
Title III – Faculty Development – Comp Equip	2552-3011-7006	\$ 2,780.19
Title III – Faculty Development – Instr Supp	2552-3011-7108	\$ 1,459.93
Title III – Faculty Development – Prof Svc Fee	2552-3011-7241	\$ 10,027.65
Title III – Faculty Development – Travel	2552-3011-7246	\$ <u>4,918.56</u>
	Sub-Total	\$ 28,408.74
Title III – Retention Services – Prof PT	2553-3011-6102	\$ 9,826.80
Title III – Retention Services – State ERS	2553-3011-6201	\$ 862.53
Title III – Retention Services – State TRS	2553-3011-6202	\$ 122.83
Title III – Retention Services – TIAA CREF	2553-3011-6203	\$ 366.77
Title III – Retention Services – Social Sec	2553-3011-6204	\$ 944.30
Title III – Retention Services – Life Insurance	2553-3011-6206	\$ 3.45
Title III – Retention Services – Disability Ins	2553-3011-6208	\$ <u>4.32</u>
	Sub-Total	\$ 12,131.00
	Total Expenditure Increase	\$ 46,757.50

RESOLUTION NO. 184-16:

**2016-2017 BUDGET AMENDMENT
TITLE III 16/17 BUDGET**

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

WHEREAS, the 2016/2017 Title III budget needs redistribution to support the various grant initiatives and the funds need to be adjusted to reflect the same;

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

INCREASE REVENUE:

Title III – Online Enhanced Services	2550-3011-5410	\$ 254.87
Title III – Faculty Development	2552-3011-5410	\$ 4,055.26
Title III – Retention Services	2553-3011-5410	\$ <u>1,212.70</u>

Total Increase in Revenue \$ 5,522.83

DECREASE REVENUE:

Title III – Administrative	2551-3011-5410	\$ <u>5,522.83</u>
----------------------------	----------------	--------------------

Total Decrease in Revenue \$ 5,522.83

INCREASE EXPENDITURES:

Title III – Enhanced Services – Prof FT	2550-3011-6101	\$ <u>456.74</u>
---	----------------	------------------

Sub-Total \$ 456.74

Title III – Administrative – Social Security	2551-3011-6204	\$ 0.39
Title III – Administrative – Workers Comp	2551-3011-6205	\$ <u>3.92</u>

Sub-Total \$ 4.31

Title III – Faculty Development – Prof Stipends	2552-3011-6104	\$ 7,455.00
Title III – Faculty Development – Comp Equip	2552-3011-7006	\$ <u>7,867.81</u>

Sub-Total \$ 15,322.81

Title III – Retention Services – Prof FT	2553-3011-6101	\$ 7,308.94
Title III – Retention Services – Prem Earnings	2553-3011-6110	\$ 201.24
Title III – Retention Services – State TRS	2553-3011-6202	\$ 337.01
Title III – Retention Services – TIAA CREF	2553-3011-6203	\$ 171.22
Title III – Retention Services – Disability Ins	2553-3011-6208	\$ 6.10
Title III – Retention Services – Health Ins	2553-3011-6209	\$ <u>1,563.35</u>

Sub-Total \$ 9,587.86

Total Increase in Expenditures \$ 25,371.72

DECREASE EXPENDITURES:

Title III – Enhanced Services – Prof FT	2550-3011-6201	\$ <u>201.87</u>
---	----------------	------------------

Sub-Total \$ 201.87

Title III – Administrative – Prof Stipends	2551-3011-6104	\$ 0.74
Title III – Administrative – TIAA CREF	2551-3011-6203	\$ 26.40
Title III – Administrative – Prof Serv Fees	2551-3011-7241	\$ <u>5,500.00</u>

Sub-Total \$ 5,527.14

Title III – Faculty Development – Prem Earn	2552-3011-6110	\$ 11.41
Title III – Faculty Development – Instr Supp	2552-3011-7108	\$ 1,459.93
Title III – Faculty Development – Prof Svc Fee	2552-3011-7241	\$ 4,877.65
Title III – Faculty Development – Staff Develop	2552-3011-7246	\$ <u>4,918.56</u>

Sub-Total \$ 11,267.55

Title III – Retention Services – Prof PT	2553-3011-6102	\$ 7,308.80
Title III – Retention Services – State ERS	2553-3011-6201	\$ 862.53
Title III – Retention Services – Social Security	2553-3011-6204	\$ 203.38
Title III – Retention Services – Life Insurance	2553-3011-6206	\$ <u>0.45</u>

Sub-Total \$ 8,375.16

Total Decrease in Expenditures \$ 25,371.72

**RESOLUTION NO. 185-16: 2016-2017 BUDGET AMENDMENT
TRIO 16/17 BUDGET ROLLOVER**

WHEREAS, the College received funding through the TRIO 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 2016/2017 TRIO Budget;

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

INCREASE REVENUE:

TRIO Federal Grant – Student Support Svcs	2540-3011-5410	\$ <u>13,278.84</u>
---	----------------	---------------------

Total Revenue \$ 13,278.84

INCREASE EXPENDITURES:

TRIO – Student Support- Prof F/T	2540-3011-6101	\$ 2,343.44
TRIO – Student Support- Prof Adjuncts	2540-3011-6103	\$ 1,275.00
TRIO – Student Support- Student Tutors	2540-3011-6142	\$ 2,000.00
TRIO – Student Support- State TRS	2540-3011-6202	\$ 1,187.82
TRIO – Student Support- Social Security	2540-3011-6204	\$ 1,031.24
TRIO – Student Support- Workers Comp	2540-3011-6205	\$ 138.80

TRIO – Student Support- Printing	2540-3011-7104	\$	358.50
TRIO – Student Support- Comp Supplies	2540-3011-7107	\$.96
TRIO – Student Support- Instructional Supp	2540-3011-7108	\$	780.62
TRIO – Student Support- Office Supp	2540-3011-7109	\$	657.50
TRIO – Student Support- Maintenance Contr	2540-3011-7236	\$	4.62
TRIO – Student Support- Other Fees	2540-3011-7239	\$	11.40
TRIO – Student Support- Travel	2540-3011-7512	\$	<u>3,488.94</u>

Total Expenditure \$ 13,278.84

**RESOLUTION NO. 186-16: 2016-2017 BUDGET AMENDMENT
Prior Year Carryover – SBDC FEDERAL ROLLOVER**

WHEREAS, the College receives funding from various grant sources and;

WHEREAS, the fiscal year for the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

SBDC Fed Grant – Revenue (Federal Rollover)	2530-3011-5410	<u>18,871.24</u>
---	----------------	------------------

Total Increase in Revenue \$ 18,871.24

INCREASE EXPENDITURE:

SBDC Fed Grant (Federal Rollover) – Prof F/T	2530-3011-6101	5,804.74
SBDC Fed Grant (Federal Rollover) – State TRS	2530-3011-6201	338.71
SBDC Fed Grant (Federal Rollover) – TIAA CREF	2530-3011-6203	777.83
SBDC Fed Grant (Federal Rollover) – Social Security	2530-3011-6204	583.19
SBDC Fed Grant (Federal Rollover) – Workers Comp	2530-3011-6205	83.33
SBDC Fed Grant (Federal Rollover) – Life Insurance	2530-3011-6206	4.50
SBDC Fed Grant (Federal Rollover) – Disability Ins	2530-3011-6208	7.04
SBDC Fed Grant (Federal Rollover) – Printing	2530-3011-7104	400.00
SBDC Fed Grant (Federal Rollover) – Subscriptions	2530-3011-7105	411.00
SBDC Fed Grant (Federal Rollover) – Comp Supplies	2530-3011-7107	666.36
SBDC Fed Grant (Federal Rollover) – Office Supplies	2530-3011-7109	171.79
SBDC Fed Grant (Federal Rollover) – Advertising	2530-3011-7203	1.95
SBDC Fed Grant (Federal Rollover) – Indirect Cost	2530-3011-7231	7,042.50
SBDC Fed Grant (Federal Rollover) – Member Fees	2530-3011-7238	135.00
SBDC Fed Grant (Federal Rollover) – Travel	2530-3011-7250	<u>2,443.30</u>
		\$ 18,871.24

Total Increase in Expenditure \$ 18,871.24

RESOLUTION NO. 187-16:

**2016-2017 BUDGET AMENDMENT
SUNY CHILDCARE GRANT**

WHEREAS, the College received notification of funding from the State in the amount of \$92,000 which is more than the estimate used at the time the operating budget was formulated;

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

INCREASE REVENUE:

SUNY Child Care Grant – Revenue 2602-3011-5420 \$ 10,200.00

Total Increase in Revenue \$ 10,200.00

INCREASE EXPENDITURES:

SUNY Child Care Grant – Other Fees 2602-3011-7239 \$ 10,200.00

Total Increase in Expenditure \$ 10,200.00

RESOLUTION NO. 188-16:

**2016-2017 BUDGET AMENDMENT
LIBRARY COLLECTION DEVELOPMENT GRANT**

WHEREAS, the College budgeted grant funding for the Library Collection Grant;

WHEREAS, the College received notification of an increase in funding for the 2016/2017 fiscal year;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves the operating budget amendment to recognize the increase in funding;

INCREASE REVENUE:

Collection Development Grant - Revenue 2604-3011-5420 \$ 589.00

Increase Revenue \$ 589.00

INCREASE EXPENDITURE:

Collection Development Grant – Books 2604-3011-7101 \$ 589.00

Increase Expenditure \$ 589.00

RESOLUTION NO. 189-16:

**2016-2017 BUDGET AMENDMENT
COLLEGIATE SCIENCE TECHNOLOGY ENTRY
PROGRAM (CSTEP) GRANT**

WHEREAS, funds have been received from the NYS State Education Department (SED) to create a Collegiate Science Technology Entry Program (CSTEP) at Jefferson Community College;

WHEREAS, the College will create and implement a CSTEP program for 100 CSTEP-eligible students to increase access of the College's minority and low-income students to academic programs to prepare them for licensure in the professions or for employment in scientific fields;

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

INCREASE REVENUE:

CSTEP Grant –State Grants	2619-3011-5420	<u>\$199,500.00</u>
Total Revenue Increase		\$199,500.00

INCREASE EXPENDITURE:

CSTEP Grant –Prof F/T	2619-3011-6101	\$ 23,529.00
CSTEP Grant –Prof P/T	2619-3011-6102	8,520.00
CSTEP Grant –Prof Stipends	2619-3011-6104	16,000.00
CSTEP Grant –Student Tutors	2619-3011-6142	20,000.00
CSTEP Grant –State TRS	2619-3011-6201	2,200.00
CSTEP Grant –Social Security	2619-3011-6204	3,785.00
CSTEP Grant –Workers Comp	2619-3011-6205	920.00
CSTEP Grant –Disability Insurance	2619-3011-6208	367.00
CSTEP Grant –Health Insurance	2619-3011-6209	4,587.00
CSTEP Grant –Instructional Supplies	2619-3011-7108	9,700.00
CSTEP Grant –Activity Expense	2619-3011-7202	10,320.00
CSTEP Grant –Indirect Cost	2619-3011-7231	9,185.00
CSTEP Grant –Prof Svc Fees	2619-3011-7241	4,900.00
CSTEP Grant –Staff Development	2619-3011-7246	4,600.00
CSTEP Grant –Student Recruitment	2619-3011-7247	4,887.00
CSTEP Grant –Travel	2619-3011-7250	21,500.00
CSTEP Grant –Workshops & Seminars	2619-3011-7253	12,000.00
CSTEP Grant –Scholarship Awards	2619-3011-7512	<u>\$ 42,500.00</u>
Total Expenditure Increase		\$199,500.00

Committee Chair Hunter reviewed the financial statements for the first month of the fiscal year, ending September 30, 2016. On motion made by Judy Gentner, seconded by Beth Fipps, the financial statements for September 2016 were unanimously accepted.

ACADEMIC & EDUCATIONAL SERVICES COMMITTEE

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

Upon presentation by Pamela Murtha, and on motion by Judy Gentner, seconded by Nate Hunter, the Board unanimously approved a new online certificate in chemical dependency as follows:

**RESOLUTION NO.: 190-16: APPROVE NEW PROGRAM PROPOSAL
CERTIFICATE - CHEMICAL DEPENDENCY**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached Chemical Dependency Certificate program proposal.

Upon presentation and motion by Pamela Murtha, seconded by Reganne Smith, the Board unanimously approved the 2019-202 academic calendar as follows:

RESOLUTION NO. 191-16: ACADEMIC CALENDAR 2019-2020

WHEREAS, Jefferson Community College Board of Trustees Resolution No. 118-85 directs the formation each year of the Academic Calendar Workgroup for the purpose of reviewing and recommending the academic calendar; and

WHEREAS, the Academic Calendar Workgroup has proposed an academic calendar for 2019-2020 as described in a memorandum dated October 25, 2016;

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the attached academic calendar for 2019-2020 as developed and recommended by the Academic Calendar Workgroup.

PERSONNEL COMMITTEE

President McCoy presented a resolution that updated the Management and Confidential Employee terms and conditions of employment. She noted the policy had been reviewed by the College's attorney and approved by the Personnel Committee in October.

On motion by Pamela Murtha, seconded by Lisa Weber, the Board unanimously approved the Management-Confidential Employment Policy as follows:

**RESOLUTION NO. 192-16: APPROVAL OF MANAGEMENT AND
CONFIDENTIAL EMPLOYMENT POLICY
(revises Res.174-10, September 2010)**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the attached employment policy for management and confidential employees.

OTHER BUSINESS

Following presentation by President McCoy and on motion made by Lisa Weber, seconded by Judy Gentner, the Board unanimously approved the following job title and classification:

RESOLUTION NO.193-16:

JOB TITLE AND CLASSIFICATION

Director of C-STEP (*Collegiate Science and Technology Entry 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:

Director of C-STEP (*Collegiate Science and Technology Entry Program*)

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

Following presentation by President McCoy and on motion made by Steve Haas, seconded by Beth Fipps, the Board unanimously approved the following job title and classification:

RESOLUTION NO. 194-16:

JOB TITLE AND CLASSIFICATION

Director of Grants, Planning, Research and Institutional Effectiveness

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:

Director of Grants, Planning, Research and Institutional Effectiveness

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

President McCoy presented contracts for ratification. Following a brief discussion on the Otis Elevator contracts, a motion was made by Pamela Murtha and seconded by Lisa Weber, and the Board unanimously ratified the following contracts:

RESOLUTION NO. 195-16:

RATIFICATION OF CONTRACTS

**Bryant & Stratton College
Carthage Area Hospital
Gouverneur Hospital
Greater Rochester Collaborative – Nazareth College /
College at Brockport
Indian River Central School District
Lewis County General Hospital
Otis Elevator (2)
Samaritan Medical Center
SUNY Research Foundation
Watertown City School District
Watertown Family YMCA**

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:

Bryant & Stratton College

(partner agreement, Jefferson Higher Education Center)

Carthage Area Hospital

(clinical experience, allied health certification programs)

Gouverneur Hospital

(clinical experience, allied health certification programs)

Greater Rochester Collaborative – Nazareth College / College at Brockport

(partner agreement, Jefferson Higher Education Center)

Indian River Central School District

(clinical site, nursing program)

Lewis County General Hospital

(clinical experience, allied health certification programs)

Otis Elevator

(two maintenance/service contracts)

Samaritan Medical Center

(clinical experience, phlebotomy certification program)

SUNY Research Foundation / SUNY Oswego

(services agreement, LESPaRC weather research and forecast)

Watertown City School District

(clinical experience, allied health certification programs)

Watertown Family YMCA

(MOU, emergency/crisis offsite location)

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 Steve Haas, seconded by Lisa Weber, the Board adjourned to Executive Session at 5:32 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

RECONVENTION

The Board reconvened in open session at 6:04 p.m.

ADJOURNMENT

On motion made by Judy Gentner, seconded by Lisa Weber, the meeting was adjourned at 6:04 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board