

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**MINUTES OF MEETING
THURSDAY, NOVEMBER 9, 2017**

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

Excused: Michael Crowley)
Courtnee Denton)
David Males)

Administrative Staff:

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

Guests: Rocco Cappello, Dean of Students
Eric Constance, SBDC Director
Linda Dening, Accounting Professor
Leslie DiStefano, Marketing/Communications Director
Linda Dittrich, AVP – Science Division
Jerilyn Fairman, AVP – Liberal Arts
Greg Griffin, Executive Director, JCC Foundation
Terrence Harris, Dean of Continuing Education
Kim Sell, Senate Vice President
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 4:01p.m., on Thursday, November 9, 2017, 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 Beth Fipps, seconded by Lisa Weber, the minutes of the October 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 deferred to Greg Griffin, Foundation executive director, who reported the Scholars Reception earlier in November was well-attended. Upcoming events include the launch of the Home for the Holidays annual campaign during Thanksgiving week, an Inaugural Gala on April 7, 2018 and the Foundation-hosted Chamber Business After Hours on January 17, 2018. Additionally, the Foundation has received an endowed scholarship from Dr. & Mrs. John Price.

UPDATE FROM THE STUDENT TRUSTEE

Student Trustee Courtnee Denton was unable to attend the meeting however Dr. Stone reported for her on the success of the Halloween party held by Student Government.

UPDATE FROM THE SENATE PRESIDENT

Senate Vice President Kim Sell referred to the written report summarizing the November 7 meeting of the College Senate. She highlighted the Textbook on Reserve program and report from Lynn Sprott on the recent Faculty Council of Community Colleges annual meeting. There were no questions.

PRESIDENT'S REPORT

1. Eric Constance, executive director of the Small Business Development Center (SBDC), provided a handout and annual update on SBDC activities. He noted the SBDC has been on campus since 1984 and counsels individual and small business owners on starting or running a small business. Eric drew attention to the fact that the SBDC provided assistance to 90 start-up business this past year, the number is more typically 50 in any given year. He highlighted three local success stories, School Daze, B-Hats Curry House and Carlowden Country Club.
2. Tom Finch, VP for Academic Affairs, provided a handout and offered his annual report on Academic Affairs highlights and significant accomplishments. Highlights include a new Math A.S. program, new psychology concentration for liberal arts, the development of online versions of one-year certificates for accounting, chemical dependency and the hospitality & tourism programs, new registration processes for continuing students, the social science department speaker series and several academic community events, receipt of the College-in-Prison grant, and assessment activities in the Liberal Arts Division.
3. President Stone referenced two documents posted for Trustee review – the annual Human Resources Employment Profile and Student Loan Default Rate report. There were no questions.
4. President Stone reported on her trip to SUNY Global in New York City to meet with Chancellor Johnson, Senior Vice Chancellor Johanna Duncan-Poitier, SUNY Board Chair Carl McCall and SUNY Trustee Ambassador Carl Spielvogel regarding potential funding for a veterans training opportunity to be led by Jefferson and potentially rolled out to other institutions. Dean Terrence Harris attended the meeting with President Stone. Based on feedback, Jefferson will send a revised proposal to SUNY.
5. President Stone briefly advised Trustees of upcoming events including a Cannoneer Holiday, commencement, and her planned report out to the campus and community on her first one hundred days planned for December 8, 2017.

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 first presented audits for the Faculty Student Association (FSA) and Jefferson Faculty Student Association Auxiliary (JFSAA). Both audits were reviewed in detail by Bowers & Company during the October 4 Budget & Planning Committee meeting and both audits received clean, unmodified opinions with no material deficiencies or statements of corrections. Trustee Hunter noted the marked improvement in FSA financials over the previous year.

Upon motion by Nate Hunter, seconded by Judy Gentner, the Board unanimously accepted the Faculty Student Association Audit (Res. 172-17) and Jefferson Faculty Student Association Auxiliary Audit (Res. 173-17) as follows:

**RESOLUTION NO. 172-17 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, 2017 as prepared by Bowers & Company CPAs PLLC.

**RESOLUTION NO. 173-17 ACCEPTANCE OF AUDIT
JEFFERSON FACULTY-STUDENT ASSOCIATION AUXILIARY**

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 of Jefferson Community College for the year ending June 30, 2017 as prepared by Bowers & Company CPAs PLLC.

Following presentation and on motion by Nate Hunter, seconded by Beth Fipps, the Board unanimously approved end-of-year 2016-2017 budget reclassifications as follows:

**RESOLUTION NO. 174-17: 2016-2017 BUDGET TRANSFER
Year End Budget Adjustments**

WHEREAS, modification of the 2016/2017 JCC Budget is necessary to redistribute funds to the proper accounts.

NOW, THEREFORE BE IT RESOLVED, that the 2016/2017 Jefferson Community College budget is hereby amended, thereby complying with generally accepted accounting principles as attached:

Following presentation and on motion by Nate Hunter, seconded by Lisa Weber, the Board unanimously approved thirteen budget amendment resolutions that carry over grant funds from one fiscal year to the next. The approved resolutions, 175-17, 176-17, 177-17, 178-17, 179-17, 180-17, 181-17, 182-17, 183-17, 184-17, 185-17, 186-17 and 187-17, are as follows:

**RESOLUTION NO. 175-17: 2016-2017 BUDGET AMENDMENT
Prior Year Carryovers – SBDC Grants**

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 (Non Matching)	2805-3011-5430	\$ 13,443.98
SBDC Fed Grant – Revenue (Matching)	2804-3011-5430	<u>36,899.59</u>

Total Increase in Revenue **\$ 50,343.57**

INCREASE EXPENDITURE:

SBDC Fed Grant (Non Matching) - Advertising	2805-3011-7203	\$ 1,500.00
SBDC Fed Grant (Non Matching) – Prof Svc Fees	2805-3011-7241	<u>11,943.98</u>
		\$ 13,443.98

SBDC Fed Grant (Matching) – Advertising	2804-3011-7203	\$ 34,899.59
SBDC Fed Grant (Matching) – Travel	2804-3011-7250	1,000.00
SBDC Fed Grant (Matching) – Workshop/Seminars	2804-3011-7253	<u>1,000.00</u>
		\$ 36,899.59

Total Increase in Expenditure **\$ 50,343.57**

**RESOLUTION NO. 176-17: 2016-2017 BUDGET AMENDMENT
PERKINS 17/18 BUDGET**

WHEREAS, the College received funding through the Perkins 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:

Perkins – Winery Management Faculty	2512-3011-5410	\$ 91,319.00
Perkins – Learning & Success	2514-3011-5410	\$ 58,275.00
Perkins – Agribusiness/Math	2516-3011-5410	<u>\$ 91,757.00</u>

Total Revenue **\$241,351.00**

INCREASE EXPENDITURES:

Perkins – Winery Mgmt – Prof F/T	2512-3011-6101	\$ 41,805.00
Perkins – Winery Mgmt – Prof P/T	2512-3011-6102	\$ 20,000.00
Perkins – Winery Mgmt – State ERS	2512-3011-6201	\$ 1,940.00
Perkins – Winery Mgmt – State TRS	2512-3011-6202	\$ 2,183.00
Perkins – Winery Mgmt – Social Security	2512-3011-6204	\$ 4,728.00
Perkins – Winery Mgmt – Workers Comp	2512-3011-6205	\$ 618.00
Perkins – Winery Mgmt – Life Insurance	2512-3011-6206	\$ 29.00
Perkins – Winery Mgmt – Disability Insurance	2512-3011-6208	\$ 100.00
Perkins – Winery Mgmt – Health Insurance	2512-3011-6209	\$ 13,067.00
Perkins – Winery Mgmt – Advertising	2512-3011-7203	\$ 2,500.00
Perkins – Winery Mgmt – Indirect Costs	2512-3011-7231	\$ <u>4,349.00</u>

Sub-Total \$ 91,319.00

Perkins – Learning & Success – Prof P/T	2514-3011-6102	\$ 20,219.00
Perkins – Learning & Success – Soc Security	2514-3011-6204	\$ 5,000.00
Perkins – Learning & Success – Work Comp	2514-3011-6205	\$ 2,781.00
Perkins – Learning & Success – Advertising	2514-3011-7203	\$ 10,000.00
Perkins – Learning & Success – Comp Softwre	2514-3011-7217	\$ 2,500.00
Perkins – Learning & Success – Indirect Costs	2514-3011-7231	\$ 2,775.00
Perkins – Learning & Success – Prof Svc Fees	2514-3011-7241	\$ <u>15,000.00</u>

Sub-Total \$ 58,275.00

Perkins – Agribusiness/Math – Prof F/T	2516-3011-6101	\$ 52,788.00
Perkins – Agribusiness/Math – State TRS	2516-3011-6202	\$ 5,642.00
Perkins – Agribusiness/Math – Soc Security	2516-3011-6204	\$ 3,447.00
Perkins – Agribusiness/Math – Work Comp	2516-3011-6205	\$ 530.00
Perkins – Agribusiness/Math – Life Insurance	2516-3011-6206	\$ 36.00
Perkins – Agribusiness/Math – Disability Ins	2516-3011-6208	\$ 124.00
Perkins – Agribusiness/Math – Health Ins	2516-3011-6209	\$ 20,221.00
Perkins – Agribusiness/Math – Indirect Costs	2516-3011-7231	\$ 4,369.00
Perkins – Agribusiness/Math – Travel	2516-3011-7250	\$ <u>4,600.00</u>

Sub-Total \$ 91,757.00

Total Expenditure \$ 242,351.00

**RESOLUTION NO. 177-17: 2017-2018 BUDGET AMENDMENT
VATEA 17/18 BUDGET - ROLLOVERS**

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	2512-3011-5410	\$ 80,088.38
VATEA - Learning Success	2514-3011-5410	57,480.88
VATEA – Agribusiness/Math	2516-3011-5410	<u>\$ 80,084.41</u>
Total Increase in Revenue		\$217,653.67

INCREASE EXPENDITURES:

VATEA – Winery Mgmt – Prof F/T	2512-3011-6101	\$ 36,190.47
VATEA – Winery Mgmt – Prof P/T	2512-3011-6102	\$ 17,076.00
VATEA – Winery Mgmt – State ERS	2512-3011-6201	\$ 1,628.47
VATEA – Winery Mgmt – State TRS	2512-3011-6202	\$ 1,934.05
VATEA – Winery Mgmt – Social Security	2512-3011-6204	\$ 4,087.26
VATEA – Winery Mgmt – Workers Comp	2512-3011-6205	\$ 532.62
VATEA – Winery Mgmt – Life Insurance	2512-3011-6206	\$ 24.20
VATEA – Winery Mgmt – Disability	2512-3011-6208	\$ 83.32
VATEA – Winery Mgmt – Health Insurance	2512-3011-6209	\$ 12,217.80
VATEA – Winery Mgmt – Advertising	2512-3011-7203	\$ 2,500.00
VATEA – Winery Mgmt – Indirect Costs	2512-3011-7231	<u>\$ 3,814.19</u>

Sub-Total \$ 80,088.38

VATEA – Learning Success – Prof P/T	2514-3011-6102	\$ 19,577.25
VATEA – Learning Success – State ERS	2514-3011-6201	\$ 690.97
VATEA – Learning Success – Social Security	2514-3011-6204	\$ 4,200.90
VATEA – Learning Success – Workers Comp	2514-3011-6205	\$ 2,774.58
VATEA – Learning Success – Advertising	2514-3011-7203	\$ 10,000.00

VATEA – Learning Success – Comp Software	2514-3011-7217	\$ 2,500.00
VATEA – Learning Success – Indirect Cost	2514-3011-7231	\$ 2,737.18
VATEA – Learning Success – Prof Svc Fees	2514-3011-7241	<u>\$ 15,000.00</u>

Sub-Total \$ 57,480.88

VATEA – Agribusiness/Math – Prof F/T	2516-3011-6101	\$ 45,767.31
VATEA – Agribusiness/Math – State TRS	2516-3011-6202	\$ 4,857.67
VATEA – Agribusiness/Math – Social Security	2516-3011-6204	\$ 2,916.90
VATEA – Agribusiness/Math – Workers Comp	2516-3011-6205	\$ 459.79
VATEA – Agribusiness/Math – Life Insurance	2516-3011-6206	\$ 30.00
VATEA – Agribusiness/Math – Disability Ins	2516-3011-6208	\$ 103.26
VATEA – Agribusiness/Math – Health Ins	2516-3011-6209	\$ 17,536.32
VATEA – Agribusiness/Math – Indirect Costs	2516-3011-7231	\$ 3,813.16
VATEA – Agribusiness/Math – Travel	2516-3011-7250	<u>\$ 4,600.00</u>

Sub-Total **\$ 80,084.41**

Total Increase in Expenditure **\$217,653.67**

**RESOLUTION NO. 178-17: 2017-2018 BUDGET AMENDMENT
 COLLEGIATE SCIENCE TECHNOLOGY ENTRY PROGRAM
 (CSTEP) GRANT - ROLLOVER**

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 received funding for the 2016/17 fiscal year that must be carried over to the 2017/18 fiscal year;

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

INCREASE REVENUE:

CSTEP Grant –State Grants 2621-3011-5420 \$188,645.51

Total Revenue Increase **\$188,645.51**

INCREASE EXPENDITURE:

CSTEP Grant –Prof F/T	2621-3011-6101	\$ 46,798.08
CSTEP Grant –Prof P/T	2621-3011-6102	7,420.00
CSTEP Grant –Prof Stipends	2621-3011-6104	15,000.00
CSTEP Grant –Student Tutors	2621-3011-6142	18,000.00
CSTEP Grant –State TRS	2621-3011-6202	5,526.45
CSTEP Grant –Social Security	2621-3011-6204	3,580.05
CSTEP Grant –Workers Comp	2621-3011-6205	467.98
CSTEP Grant –Life Insurance	2621-3011-6206	30.00
CSTEP Grant –Disability Insurance	2621-3011-6208	104.16
CSTEP Grant –Computer Equipment	2621-3011-7006	600.00
CSTEP Grant –Instructional Supplies	2621-3011-7108	9,285.00
CSTEP Grant –Indirect Cost	2621-3011-7231	11,442.88
CSTEP Grant –Prof Svc Fees	2621-3011-7241	1,000.00
CSTEP Grant –Staff Development	2621-3011-7246	6,116.76
CSTEP Grant –Student Recruitment	2621-3011-7247	2,104.10
CSTEP Grant –Travel	2621-3011-7250	27,000.00
CSTEP Grant –Scholarship Awards	2621-3011-7512	<u>\$ 34,170.05</u>

Total Expenditure Increase **\$188,645.51**

**RESOLUTION NO. 179-17: 2017-2018 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 2016/17 fiscal year that must be carried over to the 2017/18 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>\$ 1,683.99</u>
Total Increase Revenue	\$ 1,683.99

INCREASE EXPENDITURE:

Engineering Mentoring Grant – Student Aides	2827-3011-6141	\$ 769.50
Engineering Mentoring Grant – Social Security	2827-3011-6204	34.69
Engineering Mentoring Grant – Workers Comp	2827-3011-6205	123.91
Engineering Mentoring Grant – Instructional Supplies	2827-3011-7108	255.89
Engineering Mentoring Grant – Travel	2827-3011-7250	<u>\$ 500.00</u>
		\$ 1,683.99
Total Increase Expenditure		\$ 1,683.99

**RESOLUTION NO. 180-17: 2017-2018 BUDGET AMENDMENT
SUNY EIP – VB3 GRANT ROLLOVER**

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;

WHEREAS, the College received funding for the 2016/17 fiscal year that must be carried over to the 2017/18 fiscal year;

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	2622-3011-5420	<u>\$ 64,327.48</u>
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Total Increase Revenue \$64,327.48

INCREASE EXPENDITURES:

SUNY EIP –VB3 Grant – Professional P/T	2622-3011-6102	\$ 25,951.50
SUNY EIP –VB3 Grant – Professional Adjuncts	2622-3011-6103	15,005.00
SUNY EIP –VB3 Grant – Student Tutors	2622-3011-6142	8,000.00
SUNY EIP –VB3 Grant – Social Security	2622-3011-6204	3,792.22
SUNY EIP –VB3 Grant – Workers Compensation	2622-3011-6205	416.36
SUNY EIP –VB3 Grant – Advertising	2622-3011-7203	1,162.40
SUNY EIP –VB3 Grant – Student Recruitment	2622-3011-7247	3,000.00
SUNY EIP –VB3 Grant – Travel	2622-3011-7250	2,000.00
SUNY EIP –VB3 Grant – Scholarship Awards	2622-3011-7512	<u>\$ 5,000.00</u>
		\$ 64,327.48

Total Increase Expenditures \$64,327.48

**RESOLUTION NO. 181-17: 2017-2018 BUDGET AMENDMENT
JEFFERSON COMMUNITY SCHOOLS (JCS) GRANT -
ROLLOVER**

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 2016/17 fiscal year that must be carried over to the 2017/18 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>\$148,156.17</u>
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Total Revenue Increase \$148,156.17

INCREASE EXPENDITURE:

Community Schools Grant –Prof P/T	2616-3011-6102	\$ 12,332.25
Community Schools Grant –Prof Stipends	2616-3011-6104	2,499.91
Community Schools Grant –State ERS	2616-3011-6201	4,105.69
Community Schools Grant –Social Security	2616-3011-6204	965.42
Community Schools Grant –Workers Comp	2616-3011-6205	124.31
Community Schools Grant –Instr Supplies	2616-3011-7108	540.04
Community Schools Grant –Oper Supplies	2616-3011-7110	100.92
Community Schools Grant –Bldg Prop Rental	2616-3011-7214	57,846.00
Community Schools Grant –Comp Software	2616-3011-7217	17,180.00
Community Schools Grant –Indirect Cost	2616-3011-7231	13,467.84
Community Schools Grant –Prof Svc Fees	2616-3011-7241	37,803.93

Community Schools Grant –Travel 2616-3011-7250 \$ 1,189.86

Total Expenditure Increase \$148,156.17

**RESOLUTION NO. 182-17: 2017-2018 BUDGET AMENDMENT
U.S. DEPT. OF HEALTH RESOURCES &
SERVICES ADMINISTRATION (HRSA) RURAL
HEALTH INFO TECHNOLOGY (HIT) GRANT - ROLLOVER**

WHEREAS, funds have been received from the United States Department of Health Resources & Services Administration (HRSA) to provide Healthcare Information Technology (HIT) coursework and training leading to ONC certification at Jefferson Community College;

WHEREAS, the College received funding for the 2016/17 fiscal year that must be carried over to the 2017/18 fiscal year;

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

INCREASE REVENUE:

HRSA Rural HIT Grant –Local Grants 2825-3011-5430 \$ 2,374.53

Total Revenue Increase \$ 2,374.53

INCREASE EXPENDITURE:

HRSA Rural HIT Grant –Social Security 2825-3011-6204 \$ 265.00

HRSA Rural HIT Grant –Workers Comp 2825-3011-6205 35.00

HRSA Rural HIT Grant –Scholarship Awards 2825-3011-7512 \$ 2,074.53

Total Expenditure Increase \$ 2,374.53

**RESOLUTION NO. 183-17: 2017-2018 BUDGET AMENDMENT
EDUCATIONAL OPPORTUNITY PROGRAM (EOP) GRANT -
ROLLOVER**

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 College received funding for the 2016/17 fiscal year that must be carried over to the 2017/18 fiscal year;

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 \$ 44,241.14

Total Revenue Increase \$ 44,241.14

INCREASE EXPENDITURE:

Educ. Opportunity Prog (EOP) –Prof F/T 2618-3011-6101 \$ 17,206.14

Educ. Opportunity Prog (EOP) –Prof P/T 2618-3011-6102 2,283.00

Educ. Opportunity Prog (EOP) –Prof Adjuncts 2618-3011-6103 1,200.00

Educ. Opportunity Prog (EOP) –Student Tutors 2618-3011-6142 2,687.17

Educ. Opportunity Prog (EOP) –Travel 2618-3011-7250 1,300.00

Educ. Opportunity Prog (EOP) –Schol Awds 2618-3011-7512 \$ 19,564.83

Total Expenditure Increase \$ 44,241.14

**RESOLUTION NO. 184-17: 2017-2018 BUDGET AMENDMENT
TRIO GRANT - 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 2017/2018 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 \$ 35,544.29

Total Revenue \$ 35,544.29

INCREASE EXPENDITURES:

TRIO – Student Support- Prof F/T 2540-3011-6101 \$ 6,634.25

TRIO – Student Support- Prof Adjuncts 2540-3011-6103 \$ 2,550.00

TRIO – Student Support- Civil Service FT 2540-3011-6120 \$ 4,383.20

TRIO – Student Support- Student Tutors 2540-3011-6142 \$ 3,711.42

TRIO – Student Support- Printing 2540-3011-7104 \$ 592.50

TRIO – Student Support- Comp Supplies 2540-3011-7107 \$ 3,090.90

TRIO – Student Support- Instructional Supp 2540-3011-7108 \$ 47.78

TRIO – Student Support- Office Supp 2540-3011-7109 \$ 993.85

TRIO – Student Support- Empl Benefits 2540-3011-7221 \$ 8,382.00

TRIO – Student Support- Indirect Cost 2540-3011-7231 \$ 854.87

TRIO – Student Support- Maintenance Contr 2540-3011-7236 \$ 304.62

TRIO – Student Support- Membership Fees 2540-3011-7238 \$ 25.00

TRIO – Student Support- Other Fees 2540-3011-7239 \$ 11.40

TRIO – Student Support- Travel 2540-3011-7250 \$ 3,962.50

Total Expenditure \$ 35,544.29

**RESOLUTION NO. 185-17: 2017-2018 BUDGET AMENDMENT
NYS DOL SPECIAL POPULATION GRANT**

WHEREAS, funds have been received from the New York State Department of Labor to provide occupational skills training course(s) that will qualify unemployed dislocated workers in special populations for employment;

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;

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

INCREASE REVENUE:

NYS DOL Special Population Grant – Federal Revenue 2561-3011-5410 \$ 87,499.20

Total Revenue Increase \$ 87,499.20

INCREASE EXPENDITURE:

NYS DOL Special Population Grant – Prof. Adjuncts 2561-3011-6103 \$ 51,371.00

NYS DOL Special Population Grant – Instr Supplies 2561-3011-7108 \$ 29,378.20

NYS DOL Special Population Grant – Scholarship Awd 2561-3011-7512 \$ 6,750.00

\$ 87,499.20

Total Expenditure Increase \$87,499.20

**RESOLUTION NO. 186-17: 2017-2018 BUDGET AMENDMENT
Prior Year Carryovers – SBDC Grants**

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 (Non Matching) 2805-3011-5430 \$ 12,514.48

SBDC Fed Grant – Revenue (Matching) 2804-3011-5430 10,806.80

Total Increase in Revenue \$ 23,321.28

INCREASE EXPENDITURE:

SBDC Fed Grant (Non Matching) - Advertising 2805-3011-7203 \$ 570.50

SBDC Fed Grant (Non Matching) – Prof Svc Fees 2805-3011-7241 11,943.98

\$ 12,514.48

SBDC Fed Grant (Matching) – Advertising	2804-3011-7203	\$ 9,806.80
SBDC Fed Grant (Matching) – Travel	2804-3011-7250	<u>1,000.00</u>
		\$ 10,806.80
Total Increase in Expenditure		\$ 23,321.28

**RESOLUTION NO. 187-17: 2017-2018 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>\$ 31,572.86</u>
Total Increase in Revenue		\$ 31,572.86

INCREASE EXPENDITURE:

SBDC Fed Grant (Federal Rollover) – Prof F/T	2530-3011-6101	14,570.70
SBDC Fed Grant (Federal Rollover) – Prem Earnings	2530-3011-6110	3,219.39
SBDC Fed Grant (Federal Rollover) – State TRS	2530-3011-6201	34.03
SBDC Fed Grant (Federal Rollover) – TIAA CREF	2530-3011-6203	0.77
SBDC Fed Grant (Federal Rollover) – Social Security	2530-3011-6204	668.32
SBDC Fed Grant (Federal Rollover) – Life Insurance	2530-3011-6206	0.50
SBDC Fed Grant (Federal Rollover) – Subscriptions	2530-3011-7105	822.00
SBDC Fed Grant (Federal Rollover) – Comp Supplies	2530-3011-7107	1,170.20
SBDC Fed Grant (Federal Rollover) – Office Supplies	2530-3011-7109	534.70
SBDC Fed Grant (Federal Rollover) – Advertising	2530-3011-7203	250.32
SBDC Fed Grant (Federal Rollover) – Indirect Cost	2530-3011-7231	3,271.09
SBDC Fed Grant (Federal Rollover) – Member Fees	2530-3011-7238	320.00
SBDC Fed Grant (Federal Rollover) – Travel	2530-3011-7250	<u>6,710.84</u>
		\$ 31,572.86
Total Increase in Expenditure		\$ 31,572.86

Following presentation and on motion by Nate Hunter, seconded by Judy Gentner, the Board unanimously approved the following budget amendment acknowledging new OER grant funding:

**RESOLUTION NO. 188-17: 2017-2018 BUDGET AMENDMENT
OPEN EDUCATION RESOURCE (OER) FUNDING GRANT**

WHEREAS, funds have been received from the State University of New York (SUNY) to support the adoption and expansion of Open Education Resources (OER) across the System in high-enrollment courses, including General Education;

WHEREAS, the funding will offer access to a platform, through *Lumen Learning*, that will provide faculty with a tool to adopt OER for their courses and edit and revise the content, ensuring it aligns to their curriculum. OER has been growing in popularity as a mechanism to drive down student costs;

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

INCREASE REVENUE:

Open Educ Resource (OER) –State Grants	2624-3011-5420	<u>\$ 20,000.00</u>
Total Revenue Increase		\$ 20,000.00

INCREASE EXPENDITURE:

Open Educ Resource (OER) –Prof Stipends	2624-3011-6104	17,000.00
Open Educ Resource (OER)–State TRS	2624-3011-6202	1,545.00
Open Educ Resource (OER)–Social Security	2624-3011-6204	1,285.00
Open Educ Resource (OER)–Workers Comp	2624-3011-6205	<u>\$ 170.00</u>
Total Expenditure Increase		\$ 20,000.00

Following presentation and on motion by Nate Hunter, seconded by Lisa Weber, the Board unanimously approved three budget amendments, resolutions 189-17, 190-17 and 191-17, reducing grant funding as follows:

**RESOLUTION NO. 189-17: 2017-2018 BUDGET AMENDMENT
SUNY CHILDCARE GRANT**

WHEREAS, the College received notification of funding from the State in the amount of \$91,000 which is less 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:

DECREASE REVENUE:

SUNY Child Care Grant – Revenue	2602-3011-5420	<u>\$ 1,000.00</u>
Total Decrease in Revenue		\$ 1,000.00

DECREASE EXPENDITURES:

SUNY Child Care Grant – Other Fees	2602-3011-7239	<u>\$ 1,000.00</u>
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Total Decrease in Expenditure \$ 1,000.00

**RESOLUTION NO. 190-17: 2017-2018 BUDGET AMENDMENT
LIBRARY COLLECTION DEVELOPMENT GRANT**

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

WHEREAS, the College received notification of a decrease in funding for the 2017/2018 fiscal year;

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

DECREASE REVENUE:

Collection Development Grant - Revenue 2604-3011-5420 \$ 77.00

Decrease Revenue \$ 77.00

DECREASE EXPENDITURE:

Collection Development Grant – Books 2604-3011-7101 \$ 77.00

Decrease Expenditure \$ 77.00

**RESOLUTION NO. 191-17: 2017-2018 BUDGET AMENDMENT
TRIO 17/18 BUDGET REDUCTION**

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

WHEREAS, the College received notification of funding from the State in the amount of \$248,346 which is less than the estimate used at the time the operating budget was formulated which creates the need for funds to be adjusted to reflect the grant award for the 2017/2018 TRIO Budget;

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

DECREASE REVENUE:

TRIO Federal Grant – Student Support Svcs 2540-3011-5410 \$ 5,781.00

Total Decrease in Revenue \$ 5,781.00

INCREASE EXPENDITURES:

TRIO – Student Support- Premium Earnings 2540-3011-6110 \$ 3,500.00

TRIO – Student Support- Printing 2540-3011-7104 \$ 500.00

TRIO – Student Support- Indirect Costs 2540-3011-7231 \$ 6,165.00

TRIO – Student Support- Maintenance Contr 2540-3011-7236 \$ 5,100.00

TRIO – Student Support- Travel 2540-3011-7250 \$ 935.00

Total Increase in Expenditure \$ 16,200.00

DECREASE EXPENDITURES:

TRIO – Student Support- Prof F/T 2540-3011-6101 \$ 10,419.00

Total Decrease in Expenditure \$ 10,419.00

Net Increase in Expenditure \$ 5,781.00

Trustee Hunter reviewed the financial statements for the month ending September 30, 2017, noting it was the first month of the new fiscal year. Enrollment is down and therefore so is tuition revenue although late session enrollment is not included as of yet.

On motion made by Nate Hunter, seconded by Beth Fipps, the financial statements for September 2017 were unanimously accepted.

In other discussion, Trustee Weber asked about measures to reduce the current budget in light of enrollment decreases. Spring enrollment is also trending to be a decrease over last year. President Stone and Trustee Hunter both noted that the College is in the process of developing and recommending several strategies to reduce spending and expenses. Additional information will be provided to Trustees prior to the December Board meeting.

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 Pam Beyor-Murtha, the Board unanimously approved a grading policy as follows:

RESOLUTION NO. 192-17: GRADING POLICY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following Grading Policy as attached:

Following presentation and on motion by Steve Haas, seconded by Lisa Weber, the Board unanimously approved a revision to the standards of academic progress policy as follows:

RESOLUTION NO. 193-17: STANDARDS OF ACADEMIC PROGRESS POLICY
(Revises Resolution No. 132-16, May 2016)

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

Following presentation and on motion by Steve Haas, seconded by Judy Gentner, the Board unanimously approved the following periodic program review for the Sports Management degree program:

**RESOLUTION NO. 194-17: APPROVAL OF PERIODIC PROGRAM REVIEW
SPORTS MANAGEMENT, A.S.**

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

PERSONNEL COMMITTEE

Committee member Pam Beyor-Murtha provided the report of the Personnel Committee which met on October 19, 2017.

Following presentation and on motion by Pam Beyor-Murtha, seconded by Steve Haas, the Board unanimously endorsed the President's first-year strategic priorities as follows:

**RESOLUTION NO. 195-17: ENDORSEMENT OF THE PRESIDENT'S
2017-18 STRATEGIC PRIORITIES**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby endorses the President's 2017-2018 strategic priorities as attached.

Following presentation and on motion by Pam Beyor-Murtha, seconded by Nate Hunter, the Board unanimously approved a tentative employment agreement with the Faculty Association as follows:

**RESOLUTION NO. 196-17: APPROVAL OF EMPLOYMENT AGREEMENT
FACULTY ASSOCIATION of JCC**

WHEREAS, a tentative employment agreement has been arrived at through collective negotiations between the Faculty Association of Jefferson Community College (FAJCC) and Jefferson County / Jefferson Community College;

AND WHEREAS, said tentative employment agreement includes the terms of a settlement agreement dated October 5, 2017 between the FAJCC and Jefferson County/Jefferson Community College;

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves said settlement agreement and tentative employment agreement as attached and authorizes the Chair of the Board to execute said agreement on behalf of the Board.

OTHER BUSINESS

President Stone presented contracts for ratification. On motion made by Beth Fipps, seconded by Lisa Weber, the Board unanimously ratified the following contracts:

RESOLUTION NO. 197-17: RATIFICATION OF CONTRACTS
Cornell Cooperative Extension
Linda Dietsche, NP
Greater Watertown North Country Chamber of Commerce
PhotoShelter
SUNY AssetWORKS/AimCAD
SUNY – Autodesk

Watertown Urgent Care

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:

Cornell Cooperative Extension

(internship agreement, human services and chemical dependency programs)

Linda Dietsche, NP

(nurse practitioner services contract, Health & Wellness Center)

Greater Watertown North Country Chamber of Commerce

(event contract)

PhotoShelter

(digital asset management software agreement)

SUNY AssetWORKS/AimCAD

(University-wide facilities management software agreement)

SUNY – Autodesk

(University-wide Autodesk software agreement)

Watertown Urgent Care

(medical services agreement, Health & Wellness Center)

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

ADJOURNMENT

On motion made by Lisa Weber, seconded by Judy Gentner, the meeting was adjourned at 5:06 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board