

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

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

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

Administrative Staff:

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

Guests:

Linda Dening, Professor of Accounting, FAJCC Vice President
Leslie DiStefano, Marketing & Communications Director
Linda Dittrich, AVP – Science, Math, et al
Jerilyn Fairman, AVP – Liberal Arts
Terrence Harris, Dean of Continuing Education
Abe Kenmore, Watertown Daily Times
Kim Sell, Senate President, Associate Professor of Physical Education
Kerry Young, Executive Director, Finance & Human Resources
Ronald Palmer, Professor of History

The regular monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:00 p.m., on Wednesday, November 7, 2018, in the Board Room, 6-220, of the Jules Center, Jefferson Community College, Watertown, New York, by Board Chair Nathan Hunter.

At the request of Chair Hunter, guests in attendance introduced themselves.

APPROVAL OF MINUTES

On motion made by David Males, seconded by Judy Gentner, the minutes of the September 5th meeting were approved. Pamela Beyor-Murtha abstained from voting.

PRIVILEGE OF THE FLOOR

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

UPDATE FROM THE FOUNDATION

Dr. Stone announced that interim Foundation Director Ben Foster will be serving for several months and a consultant will be assessing the needs of the Foundation. Upcoming events include the kick-off of the employee campaign and the Home for the Holidays appeal.

UPDATE FROM THE STUDENT TRUSTEE

Student Trustee Michael Lennox reported that upcoming campus activities include a Trivia Night (11/28), Passion Day (12/4) and SUNYSA trip (11/16-11/18). He also reported that upcoming club activities include Criminal Justice Club fundraisers, Business/HAT fundraisers and PTK's Pie a Professor.

SENATE PRESIDENT'S REPORT

Senate President Kim Sell referred to the written report submitted to Trustees summarizing the Senate meeting held on November 7, 2018. She noted that Mary Perrine from the Northern New York Community Foundation presented on the scholarships available through the Foundation and Josh Canale facilitated continuing discussions on campus concerns, this month highlighting Working in Solos and First Year Experience/Orientation ideas.

PRESIDENT'S REPORT

Dr. Stone announced the following documents have been posted.

2014-2020 Strategic Plan Update (posted)

Employment Profile (posted)

Student Loan Default Rate (Posted)

Ronald Palmer presented on the National Endowment for the Humanities Grant. Ron and three students, Eric Chargoris, Stephanie Eriacho, and Tammy Hyden, presented on the trip they took to Washington DC to tour national military historic sites, which 15 JCC students attended. The students reported that they were personally greatly impacted by the conference, and one student reported that he feels that JCC is very supportive of military veterans. The conference was part of the \$95,000 National Endowment for the Humanities Grant, which ends 2021. The students, each with a military background, then created their own poetry to reflect their experiences. These students will also have the opportunity to present at an event on Fort Drum. This grant has allowed for the creation a new course, *Dialogues of Honor and Sacrifice: Soldiers' Experiences in the Civil War and the Vietnam War*; and allowed the 15 students to attend this conference. The course has been developed through the collaboration of several Liberal Arts faculty members.

Student forums – 'Ty Talks' – these student forums will be held at various times/days/locations around the campus to encourage conversations with the student body.

Lewis County Education Center – the new facility is completely enclosed, with a soft opening scheduled for February 2019 and a ribbon cutting ceremony scheduled for January 24, 2019.

Community Breakfast – 75 community partners attended the walking breakfast. Opportunity was given for participants to note comments, concerns and appreciation for the College community.

NYCCAP meeting was held October 31, 2018 and was attended by 27 of the 30 Community College Presidents. Dr. Stone presented on Workforce Development.

BUDGET & PLANNING COMMITTEE

Committee Chair Mike Crowley was unable to attend. In his absence, Judy Gentner provided the report of the Budget and Planning Committee which met prior to the full Board meeting. A motion was made by Pamela Beyor-Murtha to accept the report, seconded by Lisa Weber.

The Board unanimously approved the following fiscal year end budget transfer:

RESOLUTION NO. 175-18: 2018-2019 Budget Transfers SBDC Federal Rollover

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

WHEREAS, expenditures for the grant must be reallocated to support actual grant expenditures and the funds need to be adjusted to reflect the same within the 2018/2019 SBDC Federal Rollover Budget.

Trustee Gentner presented four 2018-2019 budget amendments to acknowledge new grant funding and redistributes funding among budget lines within a grant. On motion by Trustee Gentner, seconded by Lisa Weber, the Board unanimously approved the following budget amendment resolutions 176-18, 177-18, 178-18 and 179-18:

RESOLUTION NO.: 176-18
SUBJECT: 2018-2019 BUDGET AMENDMENT
CENTER FOR COMMUNITY STUDIES – FDRLO K-12
EDUCATION SURVEY

WHEREAS, the College has received funding from the Fort Drum Regional Liaison Organization (FDRLO) to complete a community-based survey on military affiliated residents in the NNY region who have school-aged children currently enrolled in K-12 schools in the local region and past military affiliated residents of the Fort Drum region who had school-aged children enrolled in K-12 schools in NNY while stationed in the North Country;

WHEREAS, the hybrid-sampling designed survey (using online and face-to-face intercept surveying) will be analyzed to measure and interpret the perceived strengths and weaknesses - satisfactions and concerns – regarding the local K-12 educational system, specifically from the perspective of parents who are enrolled in the military;

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>\$ 12,000.00</u>
Total Increase Revenue	\$12,000.00

INCREASE EXPENDITURE:

Center Comm. Studies Grant – Professional P/T	2803-3011-6102	\$ 6,250.50
Center Comm. Studies Grant – Activity Expense	2803-3011-7202	\$ 1,100.00
Center Comm. Studies Grant – Employee Benefits	2803-3011-7221	\$ 1,562.62
Center Comm. Studies Grant – Indirect Cost	2803-3011-7231	\$ 1,586.88
Center Comm. Studies Grant – Prof Service Fees	2803-3011-7241	<u>\$ 1,500.00</u>
		\$ 12,000.00
Total Increase Expenditure		\$12,000.00

RESOLUTION NO.: 177-18
SUBJECT: 2018-2019 BUDGET AMENDMENT
SUNY CHILDCARE GRANT

WHEREAS, the College received notification of funding from the State in the amount of \$90,000 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>
------------------------------------	----------------	--------------------

Total Decrease in Expenditure \$ 1,000.00

RESOLUTION NO.: 178-18
SUBJECT: 2018-2019 BUDGET AMENDMENT
SUNY IMPACT FOUNDATION –VETERANS SERVICES
GRANT

WHEREAS, funds have been received from the State University of New York (SUNY) Impact Foundation from the *U.S. Ambassador Trustee Carl Spielvogel Fund for Veterans* to allow the College to jointly participate with SUNY Potsdam, SUNY Oswego, and SUNY Canton in collaborative, academic support initiatives to support the needs of our veteran and military student population;

WHEREAS, the funding will support academic support related expenses such as dedicated tutoring services, academic coaching, proactive advising, transfer visits, and dedicated space for student veterans;

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

INCREASE REVENUE:

SUNY Impact Veterans Grant –State Grants	2633-3011-5420	<u>\$ 70,400.00</u>
Total Revenue Increase		\$ 70,400.00

INCREASE EXPENDITURE:

SUNY Impact Veterans Grant – Student Tutors	2633-3011-6142	\$ 48,000.00
SUNY Impact Veterans Grant – Instr Supplies	2633-3011-7108	9,600.00
SUNY Impact Veterans Grant –Travel	2633-3011-7250	<u>\$ 12,800.00</u>
Total Expenditure Increase		\$ 70,400.00

RESOLUTION NO.: 179-18
SUBJECT: 2018-2019 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>\$ 12,900.00</u>
Total Revenue Increase		\$ 12,900.00

INCREASE EXPENDITURE:

Open Educ Resource (OER) –Prof Stipends	2624-3011-6104	9,980.00
---	----------------	----------

Open Educ Resource (OER)–State TRS	2624-3011-6202	1,058.00
Open Educ Resource (OER)–Social Security	2624-3011-6204	763.00
Open Educ Resource (OER)–Workers Comp	2624-3011-6205	99.00
Open Educ Resource (OER)–Staff Develop	2624-3011-7246	<u>\$ 1,000.00</u>

Total Expenditure Increase \$ 12,900.00

Trustee Gentner presented eighteen 2018-2019 budget amendments noting resolutions to past fiscal year to the current fiscal year. On motion by Trustee Lisa Weber, seconded by Pamela Beyor-Murtha the Board unanimously approved the following budget amendment resolutions 180-18, 181-18, 182-18, 183-18, 184-18, 185-18, 186-18, 187-18, 188-18, 189-18, 190-18, 191-18, 192-18, 193-18, 194-18, 195-18, 196-18, and 197-18:

RESOLUTION NO.: 180-18
SUBJECT: 2018-2019 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 2017/18 fiscal year that must be carried over to the 2018/19 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	2619-3011-5420	<u>\$188,193.44</u>
---------------------------	----------------	---------------------

Total Revenue Increase \$188,193.44

INCREASE EXPENDITURE:

CSTEP Grant –Prof F/T	2619-3011-6101	\$ 49,588.42
CSTEP Grant –Prof P/T	2619-3011-6102	11,000.00
CSTEP Grant –Prof Adjuncts	2619-3011-6103	6,000.00
CSTEP Grant –Student Tutors	2619-3011-6142	17,680.00
CSTEP Grant –State TRS	2619-3011-6202	5,913.03
CSTEP Grant –Social Security	2619-3011-6204	4,634.16
CSTEP Grant –Workers Comp	2619-3011-6205	606.32
CSTEP Grant –Life Insurance	2619-3011-6206	35.00
CSTEP Grant –Disability Insurance	2619-3011-6208	110.83
CSTEP Grant –Instructional Supplies	2619-3011-7108	6,105.05
CSTEP Grant –Office Supplies	2619-3011-7109	500.00
CSTEP Grant –Indirect Cost	2619-3011-7231	11,477.48
CSTEP Grant –Prof Svc Fees	2619-3011-7241	5,500.00
CSTEP Grant –Staff Development	2619-3011-7246	5,999.15
CSTEP Grant –Student Recruitment	2619-3011-7247	3,794.00

CSTEP Grant –Travel	2619-3011-7250	26,000.00
CSTEP Grant –Scholarship Awards	2619-3011-7512	<u>\$ 33,250.00</u>

Total Expenditure Increase \$188,193.44

RESOLUTION NO.: 181-18
SUBJECT: 2018-2019 BUDGET AMENDMENT
ENGINEERING MENTORING PROGRAM GRANT -
ROLLOVER

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 2017/18 fiscal year that must be carried over to the 2018/19 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>\$ 3,013.43</u>
Total Increase Revenue	\$ 3,013.43

INCREASE EXPENDITURE:

Engineering Mentoring Grant – Student Aides	2827-3011-6141	\$ 1,178.00
Engineering Mentoring Grant – Social Security	2827-3011-6204	18.25
Engineering Mentoring Grant – Workers Comp	2827-3011-6205	138.91
Engineering Mentoring Grant – Instructional Supplies	2827-3011-7108	647.89
Engineering Mentoring Grant – Staff Development	2827-3011-7246	312.96
Engineering Mentoring Grant – Travel	2827-3011-7250	<u>\$ 717.42</u>
		\$ 3,013.43
Total Increase Expenditure		\$ 3,013.43

RESOLUTION NO.: 182-18
SUBJECT: 2018-2019 BUDGET AMENDMENT
LIBERTY PARTNERSHIP PROGRAM GRANT - ROLLOVER

WHEREAS, funds have been received from the New York Stated Education Department (SED) to implement a 12-month Liberty Partnership Program in partnership with Watertown City School District and the Watertown Family YMCA and the Watertown Liberty Partnership Program (WLPP) will provided structured and individualized support services through a hybrid school-based, after-school, and summer program model;

WHEREAS, the College received funding for the 2017/18 fiscal year that must be carried over to the 2018/19 fiscal year;

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>\$ 8,024.19</u>
Total Revenue Increase		\$ 8,024.19

INCREASE EXPENDITURE:

Liberty Partnership Grant – Prof F/T	2623-3011-6101	\$ 6,402.46
Liberty Partnership Grant – Prof P/T	2623-3011-6102	<u>\$ 1,621.73</u>
Total Expenditure Increase		\$ 8,024.19

RESOLUTION NO.: 183-18
SUBJECT: 2018-2019 BUDGET AMENDMENT
NATIONAL ENDOWMENT FOR THE HUMANITIES (NEH)
DIALOGUES PROGRAM GRANT - ROLLOVER

WHEREAS, funds have been received from the National Endowment from the Humanities (NEH) to fund a new 3-credit course at Jefferson for student veterans called *Dialogues of Honor and Sacrifice: Soldiers' Experiences in the Civil War and the Vietnam War*;

WHEREAS, the College received funding for the 2017/18 fiscal year that must be carried over to the 2018/19 fiscal year;

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

INCREASE REVENUE:

NEH Dialogues Grant –Federal Grants	2586-3011-5410	<u>\$55,452.55</u>
Total Revenue Increase		\$55,452.55

INCREASE EXPENDITURE:

NEH Dialogues Grant –Prof Adjuncts	2586-3011-6103	\$12,960.00
NEH Dialogues Grant –Prof Stipends	2586-3011-6104	13,730.00
NEH Dialogues Grant –Instr Supplies	2586-3011-7108	6,487.75
NEH Dialogues Grant –Empl Benefits	2586-3011-7221	3,396.00
NEH Dialogues Grant –Indirect Cost	2586-3011-7231	5,094.00
NEH Dialogues Grant –Licensing Fees	2586-3011-7235	1,200.00
NEH Dialogues Grant –Prof Svc Fees	2586-3011-7241	1,237.00
NEH Dialogues Grant –Travel	2586-3011-7250	10,848.13
NEH Dialogues Grant –Worshops/Sem	2586-3011-7253	<u>\$ 499.67</u>

Total Expenditure Increase \$55,452.55

RESOLUTION NO.: 184-18
SUBJECT: 2018-2019 BUDGET AMENDMENT
NYS DOL UNEMPLOYED WORKER TRAINING PROGRAM-
GRANT - ROLLOVER

WHEREAS, the College has received funding from the New York State Department of Labor (CFA/Federal) to provide a training program to unemployed workers in in the North Country;

WHEREAS, the College received funding for the 2017/18 fiscal year that must be carried over to the 2018/19 fiscal year;

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

INCREASE REVENUE:

NYS DOL Unempl Worker Grant – Federal Revenue	2562-3011-5410	<u>\$100,000.00</u>
		\$100,000.00
Total Increase Revenue		\$100,000.00

INCREASE EXPENDITURE:

NYS DOL Unempl Worker Grant – Prof Adjuncts	2562-3011-6103	\$ 29,795.55
NYS DOL Unempl Worker Grant – Social Security	2562-3011-6204	2,279.00
NYS DOL Unempl Worker Grant – Workers Comp	2562-3011-6205	298.00
NYS DOL Unempl Worker Grant – Instr Supplies	2562-3011-7108	15,500.00
NYS DOL Unempl Worker Grant – Prof Svcs Fees	2562-3011-7241	43,800.00
NYS DOL Unempl Worker Grant – Scholarship Award	2562-3011-7512	<u>8,327.45</u>
		\$100,000.00
Total Increase Expenditure		\$100,000.00

RESOLUTION NO.: 185-18
SUBJECT: 2018-2019 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 2017/18 fiscal year that must be carried over to the 2018/19 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 \$ 501.50

Total Revenue Increase \$ 501.50

INCREASE EXPENDITURE:

Educ. Opportunity Prog (EOP) –Prof P/T 2618-3011-6102 \$ 501.50

Total Expenditure Increase \$ 501.50

RESOLUTION NO.: 186-18

**SUBJECT: 2018-2019 BUDGET AMENDMENT
PERFORMANCE IMPROVEMENT FUND (PIF) SUNY START
NOW PROGRAM/PROJECT #223
GRANT - ROLLOVER**

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

WHEREAS, the College received funding for the 2017/18 fiscal year that must be carried over to the 2018/19 fiscal year;

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

INCREASE REVENUE:

(PIF) Start Now Program –State Grants 2626-3011-5420 \$ 10,781.38

Total Revenue Increase \$ 10,781.38

INCREASE EXPENDITURE:

(PIF) Start Now Program – Prof P/T 2626-3011-6102 \$ 6,056.25

(PIF) Start Now Program – Student Aides 2626-3011-6141 2,829.20

(PIF) Start Now Program – ERS 2626-3011-6201 237.62

(PIF) Start Now Program – Social Security 2626-3011-6204 567.85

(PIF) Start Now Program – Workers Comp 2626-3011-6205 90.46

(PIF) Start Now Program –Staff Development 2626-3011-7246 \$ 1,000.00

Total Expenditure Increase \$ 10,781.38

RESOLUTION NO.: 187-18

**SUBJECT: 2018-2019 BUDGET AMENDMENT
PERFORMANCE IMPROVEMENT FUND (PIF) COMPLETION
COACH INITIATIVE/PROJECT #144 GRANT- ROLLOVER**

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

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

WHEREAS, the College received funding for the 2017/18 fiscal year that must be carried over to the 2018/19 fiscal year;

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

INCREASE REVENUE:

(PIF) Completion Coach Init –State Grants	2627-3011-5420	<u>\$ 21,852.06</u>
Total Revenue Increase		\$ 21,852.06

INCREASE EXPENDITURE:

(PIF) Completion Coach Init – Prof F/T	2627-3011-6101	\$ 10,556.92
(PIF) Completion Coach Init – Prof P/T	2627-3011-6102	2,044.00
(PIF) Completion Coach Init – State TRS	2627-3011-6202	1,072.89
(PIF) Completion Coach Init –Social Security	2627-3011-6204	1,371.76
(PIF) Completion Coach Init - Workers Comp	2627-3011-6205	176.89
(PIF) Completion Coach Init - Life Insurance	2627-3011-6206	14.00
(PIF) Completion Coach Init - Disability Ins	2627-3011-6208	38.67
(PIF) Completion Coach Init - Health Insurance	2627-3011-6209	5,775.80
(PIF) Completion Coach Init – Printing	2627-3011-7104	1.00
(PIF) Completion Coach Init -Travel	2627-3011-7250	<u>\$ 800.13</u>
Total Expenditure Increase		\$ 21,852.06

RESOLUTION NO.: 188-18
SUBJECT: 2018-2019 BUDGET AMENDMENT
PERFORMANCE IMPROVEMENT FUND (PIF) TEACH NNY
HIGH NEEDS/PROJECT #146
GRANT - ROLLOVER

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

WHEREAS, the College received funding for the 2017/18 fiscal year that must be carried over to the 2018/19 fiscal year;

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

INCREASE REVENUE:

(PIF) Teach NNY High Needs –State Grants	2614-3011-5420	<u>\$ 23,500.00</u>
Total Revenue Increase		\$ 23,500.00

INCREASE EXPENDITURE:

(PIF) Teach NNY High Needs - Advertising	2614-3011-7203	12,500.00
(PIF) Teach NNY High Needs -Travel	2614-3011-7250	<u>\$ 11,000.00</u>

Total Expenditure Increase \$ 23,500.00

RESOLUTION NO.: 189-18
SUBJECT: 2018-2019 BUDGET AMENDMENT
US DOJ OFFICE ON VIOLENCE AGAINST WOMEN GRANT - ROLLOVER

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

WHEREAS, the College received funding for the 2017/18 fiscal year that must be carried over to the 2018/19 fiscal year;

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

INCREASE REVENUE:

DOJ Violence/Women Grant –Federal Grants	2585-3011-5410	<u>\$268,540.74</u>
--	----------------	---------------------

Total Revenue Increase \$268,540.74

INCREASE EXPENDITURE:

DOJ Violence/Women Grant –Prof F/T	2585-3011-6101	\$116,442.03
DOJ Violence/Women Grant –State ERS	2585-3011-6201	19,903.13
DOJ Violence/Women Grant –Social Security	2585-3011-6204	13,106.77
DOJ Violence/Women Grant –Workers Comp	2585-3011-6205	1,344.41
DOJ Violence/Women Grant –Life Insurance	2585-3011-6206	139.50
DOJ Violence/Women Grant –Disability Ins	2585-3011-6208	286.05
DOJ Violence/Women Grant –Instr Supplies	2585-3011-7108	458.00
DOJ Violence/Women Grant –Indirect Cost	2585-3011-7231	21,407.07
DOJ Violence/Women Grant –Prof Svc Fees	2585-3011-7241	57,850.00
DOJ Violence/Women Grant –Travel	2585-3011-7250	<u>\$ 37,603.78</u>

Total Expenditure Increase \$268,540.74

RESOLUTION NO.: 190-18
SUBJECT: 2018-2019 BUDGET AMENDMENT
OPEN EDUCATION RESOURCE (OER) FUNDING GRANT - ROLLOVER

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 College received funding for the 2017/18 fiscal year that must be carried over to the 2018/19 fiscal year;

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>\$ 2,095.31</u>
--	----------------	--------------------

Total Revenue Increase \$ 2,095.31

INCREASE EXPENDITURE:

Open Educ Resource (OER) –Prof Stipends	2624-3011-6104	1,738.06
Open Educ Resource (OER)–State TRS	2624-3011-6202	192.55
Open Educ Resource (OER)–Social Security	2624-3011-6204	147.69
Open Educ Resource (OER)–Workers Comp	2624-3011-6205	<u>\$ 17.01</u>

Total Expenditure Increase \$ 2,095.31

RESOLUTION NO.: 191-18
SUBJECT: 2018-2019 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 2017/18 fiscal year that must be carried over to the 2018/19 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	2617-3011-5420	<u>\$ 64,019.43</u>
--	----------------	---------------------

Total Increase Revenue \$64,019.43

INCREASE EXPENDITURES:

SUNY EIP –VB3 Grant – Professional P/T	2617-3011-6102	\$ 19,048.75
SUNY EIP –VB3 Grant – Professional Adjuncts	2617-3011-6103	9,000.00
SUNY EIP –VB3 Grant – Student Tutors	2617-3011-6142	8,000.00
SUNY EIP –VB3 Grant – State ERS	2617-3011-6201	832.00
SUNY EIP –VB3 Grant – Social Security	2617-3011-6204	2,758.45
SUNY EIP –VB3 Grant – Workers Compensation	2617-3011-6205	360.97
SUNY EIP –VB3 Grant – Printing	2617-3011-7104	1,000.00
SUNY EIP –VB3 Grant – Comp Supplies	2617-3011-7107	1,500.00
SUNY EIP –VB3 Grant – Instr Supplies	2617-3011-7108	3,019.26
SUNY EIP –VB3 Grant – Advertising	2617-3011-7203	2,000.00
SUNY EIP –VB3 Grant – Comp Software	2617-3011-7217	2,500.00
SUNY EIP –VB3 Grant – Student Recruitment	2617-3011-7247	3,000.00
SUNY EIP –VB3 Grant – Travel	2617-3011-7250	3,500.00
SUNY EIP –VB3 Grant – Scholarship Awards	2617-3011-7512	<u>\$ 7,500.00</u>
		\$ 64,019.43

Total Increase Expenditures \$64,019.43

RESOLUTION NO.: 192-18
SUBJECT: 2018-2019 BUDGET AMENDMENT
NORTH COUNTRY INITIATIVE NURSING
GRANT - ROLLOVER

WHEREAS, the College has received funding from the North Country Initiative (NCI) Performing Provider System to ensure continued training for the traditional and/or weekend associate level nursing program;

WHEREAS, the College received funding for the 2017/18 fiscal year that must be carried over to the 2018/19 fiscal year;

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

INCREASE REVENUE:

NCI Nursing Grant – Local Grants & Contracts	2831-3011-5430	<u>\$40,000.00</u>
		\$40,000.00

Total Revenue Increase \$40,000.00

INCREASE EXPENDITURE:

NCI Nursing Grant – Staff Development	2831-3011-7246	<u>\$40,000.00</u>
		\$40,000.00

Total Expenditure Increase \$40,000.00

RESOLUTION NO.: 193-18
SUBJECT: 2018-2019 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 2017/18 fiscal year that must be carried over to the 2018/19 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>\$158,724.83</u>
Total Revenue Increase		\$158,724.83

INCREASE EXPENDITURE:

Community Schools Grant –Prof P/T	2616-3011-6102	\$ 15,131.75
Community Schools Grant –Prof Stipends	2616-3011-6104	2,045.37
Community Schools Grant –State ERS	2616-3011-6201	9,548.11
Community Schools Grant –Social Security	2616-3011-6204	5,810.28
Community Schools Grant –Workers Comp	2616-3011-6205	517.92
Community Schools Grant –Oper Supplies	2616-3011-7110	100.92
Community Schools Grant –Bldg Prop Rental	2616-3011-7214	63,746.00
Community Schools Grant –Comp Software	2616-3011-7217	4,956.20
Community Schools Grant –Indirect Cost	2616-3011-7231	14,548.00
Community Schools Grant –Prof Svc Fees	2616-3011-7241	41,285.51
Community Schools Grant –Travel	2616-3011-7250	<u>\$ 1,034.77</u>
Total Expenditure Increase		\$158,724.83

RESOLUTION NO.: 194-18
SUBJECT: 2018-2019 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 2018/2019 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 \$ 32,885.11

Total Revenue \$ 32,885.11

INCREASE EXPENDITURES:

TRIO – Student Support- Prof Adjuncts 2540-3011-6103 \$ 1,530.00

TRIO – Student Support- Civil Service FT 2540-3011-6120 \$ 14,723.72

TRIO – Student Support- Student Tutors 2540-3011-6142 \$ 4,157.77

TRIO – Student Support- Printing 2540-3011-7104 \$ 679.38

TRIO – Student Support- Comp Supplies 2540-3011-7107 \$ 590.69

TRIO – Student Support- Instructional Supp 2540-3011-7108 \$ 515.36

TRIO – Student Support- Office Supp 2540-3011-7109 \$ 309.45

TRIO – Student Support- Empl Benefits 2540-3011-7221 \$ 264.72

TRIO – Student Support- Indirect Cost 2540-3011-7231 \$ 658.00

TRIO – Student Support- Maintenance Contr 2540-3011-7236 \$ 5,704.62

TRIO – Student Support- Membership Fees 2540-3011-7238 \$ 50.00

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

TRIO – Student Support- Travel 2540-3011-7250 \$ 3,690.00

Total Expenditure \$ 32,885.11

RESOLUTION NO.: 195-18
SUBJECT: 2018-2019 BUDGET AMENDMENT
VATEA 18/19 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 2018/2019 Perkins Budget

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

INCREASE REVENUE:

VATEA – Retention 2511-3011-5410 \$ 83,982.69

VATEA - Non Trad CTE 2513-3011-5410 60,147.88

VATEA – Gateway Math 2515-3011-5410 \$ 40,202.99

Total Increase in Revenue \$184,333.56

INCREASE EXPENDITURES:

VATEA – Retention – Prof F/T 2511-3011-6101 \$ 37,878.20

VATEA – Retention – Prof P/T 2511-3011-6102 \$ 18,187.25

VATEA – Retention – Premium Earnings 2511-3011-6110 \$ 680.58

VATEA – Retention – Student Tutors 2511-3011-6142 \$ 6,920.80

VATEA – Retention – State ERS 2511-3011-6201 \$ 1,962.43

VATEA – Retention – State TRS	2511-3011-6202	\$ 1,481.96
VATEA – Retention – Social Security	2511-3011-6204	\$ 4,965.20
VATEA – Retention – Workers Comp	2511-3011-6205	\$ 554.96
VATEA – Retention – Life Insurance	2511-3011-6206	\$ 28.40
VATEA – Retention – Disability Ins	2511-3011-6208	\$ 92.65
VATEA – Retention – Health Insurance	2511-3011-6209	\$ 4,051.32
VATEA – Retention – Indirect Cost	2511-3011-7231	\$ 3,839.94
VATEA – Retention – Prof Svc Fees	2511-3011-7241	\$ <u>3,339.00</u>

Sub-Total \$ 83,982.69

VATEA – Non Trad CTE – Prof P/T	2513-3011-6102	\$ 26,033.00
VATEA – Non Trad CTE – Social Security	2513-3011-6204	\$ 1,992.01
VATEA – Non Trad CTE – Workers Comp	2513-3011-6205	\$ 259.88
VATEA – Non Trad CTE – Advertising	2513-3011-7203	\$ 10,000.00

VATEA – Non Trad CTE – Indirect Cost	2513-3011-7231	\$ 2,862.99
VATEA – Non Trad CTE – Prof Svc Fees	2513-3011-7241	\$ 15,000.00
VATEA – Non Trad CTE – Travel	2513-3011-7241	\$ <u>4,000.00</u>

Sub-Total \$ 60,147.88

VATEA – Gateway Math – Prof F/T	2515-3011-6101	\$ 25,397.17
VATEA – Gateway Math – State TRS	2515-3011-6202	\$ 2,472.13
VATEA – Gateway Math – Social Security	2515-3011-6204	\$ 1,964.47
VATEA – Gateway Math – Workers Comp	2515-3011-6205	\$ 254.25
VATEA – Gateway Math – Life Insurance	2515-3011-6206	\$ 17.50
VATEA – Gateway Math – Disability Ins	2515-3011-6208	\$ 60.42
VATEA – Gateway Math – Health Ins	2515-3011-6209	\$ 8,122.20
VATEA – Gateway Math – Indirect Cost	2515-3011-7231	\$ <u>1,914.85</u>

Sub-Total \$ 40,202.99

Total Increase in Expenditure \$184,333.56

RESOLUTION NO. : 196-18
SUBJECT: 2018-2019 BUDGET AMENDMENT
SBDC NON-MATCHING GRANT - 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 (Non Matching)	2805-3011-5430	<u>\$ 12,127.73</u>
Total Increase in Revenue		\$ 12,127.73

INCREASE EXPENDITURE:

SBDC Fed Grant (Non Matching) - Advertising	2805-3011-7203	\$ 203.75
SBDC Fed Grant (Non Matching) – Prof Svc Fees	2805-3011-7241	<u>11,923.98</u>
		\$ 12,127.73
Total Increase in Expenditure		\$ 12,127.73

RESOLUTION NO. : 197-18
SUBJECT: 2018-2019 BUDGET AMENDMENT
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>\$ 82,760.25</u>
Total Increase in Revenue		\$ 82,760.25

INCREASE EXPENDITURE:

SBDC Fed Grant (Federal Rollover) – Prof F/T	2530-3011-6101	16,265.25
SBDC Fed Grant (Federal Rollover) – Prem Earnings	2530-3011-6110	6,438.79
SBDC Fed Grant (Federal Rollover) – Social Security	2530-3011-6204	45.18
SBDC Fed Grant (Federal Rollover) – Disability Ins	2530-3011-6208	21.10
SBDC Fed Grant (Federal Rollover) – Printing	2530-3011-7104	1.27
SBDC Fed Grant (Federal Rollover) – Subscriptions	2530-3011-7105	1,058.00
SBDC Fed Grant (Federal Rollover) – Comp Supplies	2530-3011-7107	3,770.20
SBDC Fed Grant (Federal Rollover) – Office Supplies	2530-3011-7109	1,200.40
SBDC Fed Grant (Federal Rollover) – Advertising	2530-3011-7203	4,081.26
SBDC Fed Grant (Federal Rollover) – Indirect Cost	2530-3011-7231	13,827.45

SBDC Fed Grant (Federal Rollover) – Member Fees	2530-3011-7238	605.00
SBDC Fed Grant (Federal Rollover) – Prof Svc Fees	2530-3011-7241	23,743.14
SBDC Fed Grant (Federal Rollover) – Travel	2530-3011-7250	<u>11,703.21</u>
		\$ 82,760.25

Total Increase in Expenditure \$ 82,760.25

Vice President Dupee reviewed the financial statements for the month ending September 30, 2018, the last month of the fiscal year. There were no areas of concerns.

On motion made by Pamela Beyor-Murtha, seconded by Judy Gentner, the financial statements for September 2018 were unanimously accepted.

ACADEMIC & EDUCATIONAL SERVICES COMMITTEE

Committee chair Terry Fralick provided the report of the Academic & Educational Services Committee which met prior to the full Board meeting.

Following presentation and on motion by Lisa Weber, seconded by Judy Gentner, the Board unanimously approved Early Childhood Certificate program proposal as follows:

RESOLUTION NO.: 198-18
SUBJECT: APPROVAL CURRICULUM PROPOSAL
Early Childhood Certificate

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

Following presentation from Terry Fralick and on motion by David Males, seconded by Pamela Beyor-Murtha, the Board unanimously approved the deactivation of the Energy Technology Certificate program as follows:

RESOLUTION NO. 199-18
SUBJECT: DEACTIVATION OF PROGRAM
Energy Technology Certificate

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the deactivation of the Energy Technology Certificate effective spring 2019.

PERSONNEL COMMITTEE

The Personnel Committee meet on Tuesday, November 6, 2018, at 9:30 a.m. Following presentation by Committee chair Judy Gentner and on motion by David Males, seconded by Lisa Weber, the Board unanimously accepted the President’s Goals as follows:

RESOLUTION NO.: 200-18:
SUBJECT: Endorsement of President’s 2018-2019 Goals

2018-2019 President's Goals

1. Fostering Student Success

- a. Create annual high school dashboards for local feeder schools
- b. Streamline EDGE offerings that support program pathway
- c. Explore guided pathways with SUNY
- d. Continue evaluation of introducing a First Year Experience course
- e. Evaluate and revise the Student Code of Conduct

2. Ensuring Operational Effectiveness

- a. Create dashboards for each college department with monthly reporting
- b. Assess programs and courses for optimal effectiveness
- c. Continue efforts to stabilize enrollment and budget

3. Strengthening Connections with Business and Industry

- a. Expand applied learning, micro-credentialing offerings
- b. Increase partnerships with local business leaders
- c. Host at least two community events on campus

4. Increasing the Visibility of the College

- a. Launch the new college website
- b. Enhance social media presence
- c. Develop communication schedule for media, legislators, and stakeholder outreach
- d. Encourage more community engagement with faculty and staff

OTHER BUSINESS

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

RESOLUTION NO.: 201-18
SUBJECT: RATIFICATION OF CONTRACTS
Department of Veterans Affairs
Keuka College
Lewis County
St. Lawrence Psychiatric
SUNY Potsdam
SUNY Research Foundation
SUNY Research Foundation for Oswego
SUNY Upstate Medical

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:

Department of Veterans Affairs
MOU for Online Enrollment Certification

Keuka College
Partnership Agreement for JHEC

Lewis County
Advertisement Agreement for Lewis County Public Transportation

St. Lawrence Psychiatric Center
Clinical Agreement for Nursing Program

SUNY Potsdam
Partnership Agreement for JHEC

SUNY Research Foundation
Grant Funding Agreement for SBDC

SUNY Research Foundation for Oswego
Contract for Lake-Effect Storm Predication Services

SUNY Upstate Medical
Partnership Agreement for JHEC

EXECUTIVE SESSION

On motion made by Judy Gentner, seconded by Lisa Weber, the Board adjourned to Executive Session at 5:00 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law to discuss a matter with respect to a particular person or persons.

RECONVENTION

On motion made by Pamela Beyor-Murtha, seconded by Judy Gentner, the Board reconvened in open session at 5:45 p.m.

ADJOURNMENT

On motion made by Lisa Weber, seconded by Michael Lennox, the meeting was adjourned at 5:55 p.m.

Respectfully submitted,

Eddie A. Roggie
Secretary to the Board