

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**MINUTES OF MEETING
WEDNESDAY, OCTOBER 5, 2016**

Present: Terry Fralick, Chair) TRUSTEES
Pamela Beyor-Murtha)
Michael Crowley)
Elizabeth Fipps)
Judy Gentner)
Steven Haas)
Nathan Hunter)
James Scordo)
Reganne Smith)

Excused: Lisa Weber)

Administrative Staff:

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

Guests: Seraphine Belinga, Student Govt President
Leslie DiStefano, Marketing/Communications Director
Linda Dening, Professor of Accounting
Linda Dittrich, AVP – Science Division
Brian Kelly, Watertown Daily Times reporter
Deanna Lothrop, Coordinator of Orientation and Leadership
John Penrose, Senate President
Deborah Steinberg, Associate Professor of Sociology
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 4:00 p.m., on Wednesday, October 5, 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 Mike Crowley, the minutes of the September 7 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

VP Dupee, who is temporarily overseeing the Foundation, reported that the Foundation is in process of finalizing a land lease with the College for the Jefferson Community School building. In addition, the Board is searching for a new director and replenishing Director vacancies. Upcoming activities include the audit on October 10-11, Jefferson Friends and Family Weekend, and the annual Home for the Holidays campaign.

UPDATE FROM THE STUDENT TRUSTEE

Student Trustee Reganne Smith reviewed briefly the Constitution and Voter Registration Day held by Student Government. Upcoming events include a Blood Drive on October 27.

UPDATE FROM THE SENATE PRESIDENT

John Penrose provided a written report summarizing the Senate meeting held the day prior, on October 4. He noted the work of the curriculum committee and new programs. There were no questions.

PRESIDENT'S REPORT

1. President McCoy noted three documents posted for Trustee review, the annual Jefferson At-A-Glance booklet updated for Fall 2016, the annual Employment Profile, and the annual Loan Default Rate memo. Vice President Penrose noted the College's default rate has decreased from last year, a trend across the country.
2. Deborah Steinberg, associate professor of psychology, thanked Trustees and provided a report on her recent sabbatical to explore and develop a collection of learning activities that emphasize critical thinking skills in her *Introduction to Psychology* classes at Jefferson. She did a short demonstration that included three key concepts – that exercises should be no longer than 5 minutes, focus on a few terms or concepts immediately after material has been covered and that feedback should be provided immediately.
3. Vice President Penrose provided the annual Enrollment Management & Student Life Division update. She offered an overview of Division structure and highlighted key initiatives. She reported that enrollment is down 1.88% but within College's budget with new full-time students up 3.5%. The Start Now program with Oswego has made a positive impact on enrollment. Construction has begun on the One Stop for Enrollment Services. The College is reviewing a law enforcement option for campus safety and security. In addition, VP Penrose noted four new grants – Jefferson Community School, Equal Opportunity Program, Veterans – Boots, Books and Beyond and a Title IX grant with the Victims Assistance Center.
4. President McCoy noted the College has been developing a Diversity Plan for the campus which is due to SUNY in early November.

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 the New Student Services audit noting it received a clean, unmodified opinion with no statement of corrections. Upon Nate Hunter's motion, seconded by Judy Gentner, the Board unanimously approved the resolution accepting the New Student Services audit as follows:

**RESOLUTION NO. 169-16: ACCEPTANCE OF AUDIT
NEW STUDENT SERVICES**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of New Student Services of Jefferson Community College for the year ending June 30, 2016 as prepared by Bowers & Company CPA's PLLC.

Following a review that noted a clean audit and unmodified opinion by the auditors, and upon motion made by Nate Hunter, seconded by Beth Fipps, the Board unanimously approved the resolution accepting the Student Association Audit as follows:

**RESOLUTION NO. 170-16: ACCEPTANCE OF AUDIT
STUDENT ASSOCIATION**

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

Upon presentation and motion by Nate Hunter, seconded by Judy Gentner, the Board unanimously approved the following budget adjustments to close out the fiscal year:

**RESOLUTION NO. 171-16: 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 reviewed the financial statements for the month ending August 31, 2016. On motion made by Nate Hunter, seconded by Judy Gentner, the financial statements for August 2016 were unanimously accepted.

Committee Chair Hunter presented the Trustees with a recommendation to take excess net revenue to pay down the College's Performance Utility contract and possibly refinance the remainder of the loan. Upon motion by Nate Hunter, seconded by Pam Murtha, the board unanimously approved authorizing the College to use up to \$250,000 of excess net revenue to pay down the College's Performance Utility contract and to explore refinancing the remainder of the loan.

PERSONNEL COMMITTEE

Committee chair Michael Crowley provided the report of the Personnel Committee.

Upon presentation and motion by Mike Crowley, seconded by Beth Fipps, the Board unanimously approved the President's 2016-2017 salary as follows:

RESOLUTION NO. 172-16: 2016-17 SALARY FOR THE COLLEGE PRESIDENT

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves a 2016-17 salary increase of \$3,000 for the College President.

Upon presentation and motion by Mike Crowley, seconded by Jim Scordo, the Board unanimously approved the President's 2016-2017 goals as follows:

RESOLUTION NO. 173-16: ENDORSEMENT OF THE PRESIDENT'S 2016-17 GOALS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby endorses the President's 2016-2017 goals as attached.

OTHER BUSINESS

Following presentation by and on motion made by Mike Crowley, seconded by Steve Haas, the Board unanimously approved the Presidential Search Committee and charge as follows:

RESOLUTION NO. 174-16: APPOINTMENT AND CHARGE TO PRESIDENTIAL SEARCH COMMITTEE

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby appoints the following individuals to serve on the Presidential Search Committee to assist and advise in the process and work of selecting a new president:

Michael Crowley, Trustee
Committee Chair

Courtney Bauer, Sr. Secretary – Enrollment Mgt. & Student Life Division

Seraphine Belinga, Student

Pamela Beyor-Murtha, Trustee

Terry Fralick, Trustee

Terrence Harris, Dean for Continuing Education & Community Engagement

Donald Horton, Director - Computer Center

Cindy Intschert, Alumna and Community Member

Michael Montigelli, Jefferson County Legislator

Reganne Smith, Student Trustee

Kim Stearns, Secretary - Liberal Arts Division

Peter Walton, JCC Foundation

Irene Wilder, Assistant Professor - Business

BE IT FURTHER RESOLVED, that the Committee, in collaboration with the search consultant, is charged to

- Develop a statement of skills, experiences, qualities, and characteristics sought in the new president.
- Conduct an active national search to attract nominations and applications from a diverse group of well-qualified persons.
- Oversee the receipt, filing, fair consideration, and confidentiality of and responses to applications and nominations from all sources.
- Oversee the checking of references of semi-finalist candidates.
- Select and interview semi-finalist candidates.
- Ensure that appropriate information about the College, the President position, and the community is provided to the candidates at each stage of the process.
- Ensure that absolute confidentiality is strictly observed with respect to applicants and to the committee's internal deliberations. Search committee members are not authorized to discuss the search committee deliberations outside of committee meetings. Only the Board Chair is authorized to speak on behalf of the College and only the search committee chair is authorized to speak on behalf of the committee. Only the Board Chair or the search committee chair are authorized to call search committee meetings.
- Nominate three to five finalist candidates to the Board and assist in the campus visits of the finalists and spouses.
- Make periodic reports to the Board and to the Jefferson Campus community about the progress of the search.
- Participate in all meetings, deliberations, and activities in a professional, responsible, accurate, and honest manner.
- Protect the integrity of the College, and all prospects and candidates.

Following presentation by President McCoy and on motion made by Beth Fipps, seconded by Judy Gentner, the Board unanimously ratified the following contracts:

RESOLUTION NO. 175-16: RATIFICATION OF CONTRACTS
American Red Cross
Rubenzahl, Knudsen & Associates
Psychological Services, PC
SKYOP

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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:

American Red Cross

(internship site, human services and chemical dependency programs)

Rubenzahl, Knudsen & Associates Psychological Services, PC

(services agreement)

SKYOP

(continuing education program, training contract)

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

EXECUTIVE SESSION

On motion made by Mike Crowley, seconded by Beth Fipps, the Board adjourned to Executive Session at 4:55 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

RECONVENTION

The Board reconvened in open session at 5:39 p.m.

ADJOURNMENT

On motion made by Mike Crowley, seconded by Terry Fralick, the meeting was adjourned at 5:40 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board