

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**MINUTES OF MEETING
WEDNESDAY, OCTOBER 4, 2017**

Present: Terry Fralick, Chair) TRUSTEES
Pamela Beyor-Murtha)
Michael Crowley)
Courtnee Denton)
Elizabeth Fipps)
Judy Gentner)
Steven Haas)
Nathan Hunter)
David Males)

Excused: Lisa Weber

Administrative Staff:

Ty Stone, President
Dan Dupee, VP-Administration & Finance
Betsy Penrose, VP-Students

Guests:

Linda Dening, Accounting Professor
Leslie DiStefano, Marketing/Communications Director
Linda Dittrich, AVP – Science Division
Jerilyn Fairman, AVP – Liberal Arts
Terrence Harris, Dean of Continuing Education
Brandon Maxam, Associate Professor of English
John Penrose, Senate President

The regular monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:05 p.m., on Wednesday, October 4, 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 Judy Gentner, the minutes of the September 14th 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 representative to the Foundation, Nate Hunter, reported that Cannoneer Weekend was successful. The Scholars Reception will be held on November 2. Dr. Stone will be hosting an alumni event in Baltimore while in Maryland at a conference. Nearly 125 area alumni were invited. Trustee

Hunter also noted that several scholarships were not awarded in the Fall semester; Greg Griffin is meeting with several donors to see if restrictions can be lifted.

UPDATE FROM THE STUDENT TRUSTEE

Student Trustee Courtnee Denton reported a good turnout, nearly 80 students, for the Whine & Dine event. Club training is ongoing this week and a Halloween dance is planned for later this month. Courtnee noted that several clubs, along with Student Government, are involved with planning the Halloween dance.

UPDATE FROM THE SENATE PRESIDENT

Senate President John Penrose referred to the written report summarizing the October 3 meeting of the College Senate. He highlighted the United Way presentation by Bob Gorman, Greg Griffin's annual employee giving appeal, and an informative presentation on the Excelsior Scholarship program. There were no questions.

PRESIDENT'S REPORT

1. Brandon Maxam, associate professor of English, reported on his Spring 2017 sabbatical during which he took three graduate classes toward a second master's in education in adult learning and leadership through Kansas State University. Brandon thanked Trustees for the opportunity to continue working on this degree after a brief hiatus was taken when he took on the role of editor of the College's Middle States Self-Study report.
2. President Stone noted that two reports usually posted for Trustees in October, the JCC At-A-Glance and Human Resources Employment Profile, would be presented at a later meeting date.
3. President Stone reported on the SUNY President's Meeting and New York Community College Association of Presidents (NYCCAP) meeting she recently attended. SUNY's new Chancellor, Kristina Johnson, presented at both meetings and requested feedback from all community colleges on several topics, including shared services.
4. President Stone advised Trustees that there is potential for the College to be part of the Watertown Downtown Revitalization Initiative (DRI). A makerspace partnership with the College was included as part of the DRI proposal. President Stone will keep Trustees apprised of any specific developments.

BUDGET & PLANNING

Committee Chair Nate Hunter provided the report of the Budget and Planning Committee which met prior to the full Board meeting.

Trustee Hunter presented audits for New Student Services and the Student Association. Both audits were reviewed in detail by Bowers & Company during the committee meeting and both audits received clean, unmodified opinions with no material deficiencies or statements of corrections.

Upon motion by Nate Hunter, seconded by Judy Gentner, the Board unanimously accepted the New Student Services Audit (Res. 164-17) and Student Association Audit (Res. 165-17) as follows:

**RESOLUTION NO. 164-17: 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, 2017 as prepared by Bowers & Company CPA's PLLC.

**RESOLUTION NO. 165-17: 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, 2017 as prepared by Bowers & Company CPAs PLLC.

Following presentation and on motion by Nate Hunter, seconded by Beth Fipps, the Board unanimously approved the following budget amendment increasing the SBDC grant:

**RESOLUTION NO. 166-17: 2017-2018 BUDGET AMENDMENT
SBDC Federal Grant**

WHEREAS, the Small Business Development Center (SBDC) has received additional Federal funding to provide outreach to rural areas in Jefferson, Lewis and Oswego counties;

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)	2530-3011-5410	\$ <u>53,760.00</u>
Total Increase in Revenue		\$ 53,760.00

INCREASE EXPENDITURE:

SBDC Fed Grant (Federal) – Advertising	2530-3011-7203	\$ 2,000.00
SBDC Fed Grant (Federal) – Indirect	2530-3011-7231	\$ 5,760.00
SBDC Fed Grant (Federal) – Prof Svc Fees	2530-3011-7241	\$ <u>46,000.00</u>
		\$ 53,760.00
Total Increase in Expenditure		\$ 53,670.00

Following presentation and on motion by Nate Hunter, seconded by Judy Gentner, the Board unanimously approved 2016-2017 year end budget transfers as follows:

**RESOLUTION NO. 167-17: 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:

Trustee Hunter reviewed the financial statements for the month ending August 31, 2017, also the end of the fiscal year. He noted that no adjusting entries have been made as of yet and it is anticipated the College may use \$275,000 of fund balance. Trustees discussed fund balance.

On motion made by Nate Hunter, seconded by David Males, the financial statements for August 2017 were unanimously accepted.

ACADEMIC & EDUCATIONAL SERVICES

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

Following presentation and on motion by Committee chair Pamela Beyor-Murtha, seconded by David Males, the Board unanimously approved the following periodic program review:

**RESOLUTION NO. 168-17: APPROVAL OF PERIODIC PROGRAM REVIEW
EARLY CHILDHOOD, A.S.
EARLY CHILDHOOD, A.A.S.**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached periodic program review for the Early Childhood A.S. and A.A.S. degrees.

Following presentation and on motion by Trustee Pamela Beyor-Murtha, seconded by Judy Gentner, the Board unanimously approved the following attendance policy:

RESOLUTION NO. 169-17: ATTENDANCE POLICY

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

Trustee Beyor-Murtha presented a revised grading policy. Discussion ensued regarding implementation of the new policy and what date it would become effective. Without an effective date, Trustee Beyor-Murtha made a motion to table Resolution #170-17 until the November meeting when

an effective date could be identified. The motion to table was seconded by David Males and unanimously approved by the Board.

OTHER BUSINESS

President Stone presented contracts for ratification noting the College's cleaning contract is now split between Jefferson Rehabilitation Center and the Faculty Student Association. On motion made by Pam Beyor-Murtha, seconded by Nate Hunter, the Board unanimously ratified the following contracts:

RESOLUTION NO. 171-17: RATIFICATION OF CONTRACTS
Economic Modeling LLC (EMSI)
Faculty Student Association of JCC
Jefferson Rehabilitation Center
Keuka College
SUNY Cobleskill
SUNY Oswego
SUNY Potsdam
Research Foundation of SUNY / SUNY Oswego
SUNY Academic Software Initiative

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:

Economic Modeling LLC (EMSI)
(Analyst subscription renewal agreement)

Faculty Student Association of JCC
Jefferson Rehabilitation Center
(cleaning services contract)

Keuka College
SUNY Cobleskill
SUNY Oswego
SUNY Potsdam
(partner agreement, Jefferson Higher Education Center)

Research Foundation of SUNY / SUNY Oswego
(lake effect prediction service contract)

SUNY Academic Software Initiative
(MiniTab software 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 5:02 p.m. pursuant to Article 7, Section 105(e) of the Public Officers Law. Terry Fralick excused himself from the meeting prior to the start of Executive Session.

RECONVENTION

The Board reconvened in open session at 5:29 p.m.

ADJOURNMENT

On motion made by Judy Gentner, seconded by Steve Haas, the meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board