

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**MINUTES OF MEETING
WEDNESDAY, OCTOBER 3, 2018**

Present: Nathan Hunter, Chair) TRUSTEES
Pamela Beyor-Murtha)
Michael Crowley)
Elizabeth Fipps)
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:

Issa Alzouma, Jefferson student
Larry Danforth, Assistant Professor of Math, Center for Community Studies
Project Director
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
Edie Roggie, Assistant to the President
Kim Sell, Senate President, Associate Professor of Physical Education
Rebecca Small Kellogg, Dean of Student Success
Megan Stadler, Director of Grants, Planning, Institutional Research
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 4:00 p.m., on Wednesday, October 3, 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 Pamela Beyor-Murtha, seconded by Michael Crowley, the minutes of the September 5th meeting were approved.

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 reported for the Foundation and noted that Cannon Blast weekend attracted nearly 70 alumni to celebrate the 25th, 50th and criminal justice reunions. In addition, the Brabant Nursing Laboratory Dedication was celebrated on September 22 and the Jefferson-Can Community Scholars Luncheon was held on September 13th. Dr. Stone has talked with a potential interim Foundation Director to serve for four months while a consultant assesses the needs of the Foundation. Upcoming events include the Scholars Reception on November 1st and the kick-off of the employee campaign.

UPDATE FROM THE STUDENT TRUSTEE

Student Trustee Michael Lennox reported that the student body had elected a vice president of Student Government, Zachary Gould, a freshman. A blood drive will be held on October 9th. Student Government (SG) is planning two events per semester and ideas for the Fall semester include a trivia night and a passion day. In mid-November, SG will travel to Albany to take part in the SUNY Student Assembly meeting.

SENATE PRESIDENT'S REPORT

Senate President Kim Sell referred to the written report submitted to Trustees summarizing the Senate meeting held on October 2. She noted that the chairperson of each Senate committee provided an overview of the committee's purpose. The scheduled presentation on strategic planning was moved to the November Senate meeting. In addition, Sell advised the Chancellor's Award nomination for Excellence in Adjunct Teaching will be submitted to the College president shortly.

PRESIDENT'S REPORT

1. Tom Finch, Vice President for Academics, referred to the Academic Highlights and Upcoming Initiatives document that was posted on Blackboard. He briefly noted new initiatives including programs currently in development (AOS in Adolescent Education and an AS in Sports Analytics), stackable credentials and expansion into Lewis County.
2. In the first part of Dr. Stone's portion of the President's Report, Dr. Stone:
 - Introduced Edie Roggie as her new assistant.
 - Shared two awards the College has received. First, the 2018 Sportsmanship Award from the National Junior Collegiate Athletic Association (NJCAA). Jefferson was the only Region III Division III institution to receive the award. Second, was a plaque sent to Jefferson for its recent *Active Minds Healthy Campus Award* it received for the quality and impact of non-academic support services provided to students. Jefferson was the only community college recognized nationwide by Active Minds.
 - Reported on the lunch she shared with members of Student Government earlier today. Students shared what they loved about Jefferson (including the landscaping and food options in the dining hall) and what they felt could be improved (such as air conditioning in Dulles and the size of the SG office). Dr. Stone stated she appreciated the students' candor.
3. Larry Danforth, assistant professor of math and research coordinator with the Center for Community Studies reported on his 2017-2018 sabbatical. He spent two semesters with the

University of Buffalo as an assistant professor of urology. During this time he was the primary coordinator of a research conference, secondary coordinator for the Journal Club, served as a statistical research consultant for residents and developed statistics guides for future residents and interns. He reported that he has brought back to his Jefferson students real examples of statistical research as it relates to the medical field which has helped bring statistical analysis to life for many students. Professor Danforth concluded his presentation by thanking Trustees for the opportunity of his sabbatical.

4. Rebecca Small Kellogg, dean of student success, provided an overview of the College's federal TRiO support services program and specifically learning outcomes of the Summer Bridge program. Both programs improve student retention and Summer Bridge also reduces financial barriers for students. Summer Bridge is open to all developmental students and students served by the TRiO grant. Dean Small Kellogg was accompanied by student Issa Alzouma who spoke of his positive experience with the Summer Bridge program and as a Jefferson student. Trustees inquired about eligibility for the Summer Bridge program.
5. Lastly, Dr. Stone reported on the following events: Trustees are invited to a community breakfast she is hosting on October 31, the focus of which is strategic planning; that Senator Ritchie would be on campus October 5 for a Senior Health Fair; and that she will be speaking along with MG Walter Piatt at the upcoming AUSA Breakfast on October 17?

BUDGET & PLANNING COMMITTEE

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

Following presentation and motion by Trustee Crowley, seconded by Lisa Weber, the Board unanimously approved the following fiscal year end budget transfers:

RESOLUTION NO. 168-18: 2017-2018 BUDGET TRANSFER Year End Budget Adjustments

WHEREAS, modification of the 2017/2018 JCC Budget is necessary to redistribute funds to the proper accounts.

NOW, THEREFORE BE IT RESOLVED, that the 2017/2018 Jefferson Community College budget is hereby amended, thereby complying with generally accepted accounting principles as attached:

Trustee Crowley presented two 2017-2018 budget amendments and two 2018-2019 budget amendments noting resolutions 170-18, 171-18 and 172-18 acknowledge new grant funding and resolution 169-18 redistributes funding among budget lines within a grant. On motion by Trustee Crowley, seconded by Lisa Weber, the Board unanimously approved the following budget amendment resolutions 169-18, 170-18, 171-18 and 172-18:

RESOLUTION NO. 169-18: 2017-2018 BUDGET AMENDMENT VATEA 17/18 BUDGET

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

WHEREAS, revenues and 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 2017/2018 VATEA 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	\$ 1,928.98
VATEA – Agribusiness/Math	2516-3011-5410	<u>\$ 1,063.61</u>

Total Increase in Revenue \$ 2,992.59

DECREASE REVENUE:

VATEA – Learning Success	2514-3011-5410	<u>\$ 2,992.59</u>
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Total Decrease in Revenue \$ 2,992.59

INCREASE EXPENDITURES:

VATEA – Winery Mgmt– Prof F/T	2512-3011-6101	\$ 1,730.28
VATEA – Winery Mgmt– Prof P/T	2512-3011-6102	\$ 3,364.50
VATEA – Winery Mgmt– Premium Earnings	2512-3011-6110	\$ 14.77
VATEA – Winery Mgmt– State ERS	2512-3011-6201	\$ 2,221.06
VATEA – Winery Mgmt– Social Security	2512-3011-6204	\$ 766.03
VATEA – Winery Mgmt – Workers Comp	2512-3011-6205	\$ 135.04
VATEA – Winery Mgmt – Life Insurance	2512-3011-6206	\$ 2.20
VATEA – Winery Mgmt – Disability Insurance	2512-3011-6208	\$ 2.09
VATEA – Winery Mgmt – Health Insurance	2512-3011-6209	<u>\$ 107.44</u>

Sub-Total \$ 8,343.41

VATEA – Learning Success – Social Security	2514-3011-6204	\$ 25.21
VATEA – Learning Success – Workers Comp	2514-3011-6205	<u>\$ 5.92</u>

Sub-Total \$ 31.13

VATEA – Agribusiness/Math – Prof F/T	2516-3011-6101	\$ 3,136.44
VATEA – Agribusiness/Math – Social Security	2516-3011-6204	\$ 600.14
VATEA – Agribusiness/Math – Workers Comp	2516-3011-6205	\$ 27.63
VATEA – Agribusiness/Math – Life Insurance	2516-3011-6206	\$ 3.00
VATEA – Agribusiness/Math – Disability Ins	2516-3011-6208	\$ 3.80
VATEA – Agribusiness/Math – Travel	2516-3011-7250	<u>\$ 332.91</u>

Sub-Total \$ 4,103.92

Total Increase in Expenditure \$ 12,478.46

DECREASE EXPENDITURES:

VATEA – Winery Mgmt – Student Tutors	2512-3011-6142	\$ 1,544.60
VATEA – Winery Mgmt – TRS	2512-3011-6202	\$ 457.50
VATEA – Winery Mgmt – Advertising	2512-3011-7203	\$ 2,500.00
VATEA – Winery Mgmt – Indirect Cost	2512-3011-7231	\$ 122.18
VATEA – Winery Mgmt – Prof Svc Fees	2512-3011-7241	\$ <u>1,790.15</u>

Sub-Total \$ 6,414.43

VATEA – Learning Success – Prof PT	2514-3011-6102	\$ 2,628.00
VATEA – Learning Success – Indirect Cost	2514-3011-7231	\$ <u>395.72</u>

Sub-Total \$ 3,023.72

VATEA – Agribusiness/Math – Premium Earn	2516-3011-6110	\$ 161.68
VATEA – Agribusiness/Math – State TRS	2516-3011-6202	\$ 80.98
VATEA – Agribusiness/Math – Health Ins	2516-3011-6209	\$ 2,521.25
VATEA – Agribusiness/Math – Indirect Cost	2516-3011-7231	\$ <u>276.40</u>

Sub-Total \$ 3,040.31

Total Decrease in Expenditure \$ 12,478.46

**RESOLUTION NO. 170-18 2017-2018 BUDGET AMENDMENT
SBDC MATCHING –GRANT INCREASE**

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

WHEREAS, the Small Business Development Center (SBDC) has received additional funds to provide outreach services;

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

INCREASE REVENUE:

SBDC Local Grant – Revenue (Matching)	2804-3011-5430	\$ <u>5,735.76</u>
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Total Increase in Revenue \$ 5,735.76

INCREASE EXPENDITURE:

SBDC Local Grant (Matching) – Advertising	2804-3011-7203	\$ 5,207.66
SBDC Local Grant (Matching) – Workshop/Seminars	2804-3011-7253	\$ <u>1,332.01</u>
		\$ 6,539.67

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

INCREASE REVENUE:

(PIF) Early Alert Project –State Grants	2620-3011-5420	<u>\$ 5,000.00</u>
Total Revenue Increase		\$ 5,000.00

INCREASE EXPENDITURE:

(PIF) Early Alert Project - Prof P/T	2620-3011-6102	\$ 2,000.00
(PIF) Early Alert Project - Advertising	2620-3011-7231	500.00
(PIF) Early Alert Project -Travel	2620-3011-7250	<u>\$ 2,500.00</u>
Total Expenditure Increase		\$ 5,000.00

Vice President Dupee reviewed the financial statements for the month ending August 31, 2018, the last month of the fiscal year. Financial statements are unaudited but with significant decreases in personnel and contractual costs, the College anticipates a contribution to fund balance. VP Dupee advised that the College will use a portion of the fund balance to pay the ERS accrual.

On motion made by Terry Fralick, seconded by Judy Gentner, the financial statements for August 2018 were unanimously accepted.

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(e) of the Public Officers Law.

RECONVENTION

The Board reconvened in open session at 5:50 p.m.

OTHER BUSINESS

Following presentation by President Stone and on motion by Pamela Beyor-Murtha, seconded by Lisa Weber, the Board unanimously ratified the following contracts:

RESOLUTION NO. 173-18: RATIFICATION OF CONTRACTS
Bryant & Stratton College
Northern Border Regional Commission
Site Improve
State University of New York – ITEC
Three + One

WHEREAS, pursuant to Jefferson Community College Board of Trustees Resolution No. 128-89, the College President approved the following contractual agreements, copies of which are attached hereto:

Bryant & Stratton College
(partner agreement, Jefferson Higher Education Center)

Northern Border Regional Commission
(grant agreement, Lewis County Education Center)

Site Improve
(accessibility software agreement, College website)

State University of New York – ITEC
(participating institution agreement, statistics software)

Three + One
(services agreement, cash investment analysis)

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

Kerry Young, executive director of human resources and finance, presented a revision to the sexual harassment prevention policy to bring the College in compliance with Governor Cuomo’s recent legislation. On motion by Steve Haas, seconded by Lisa Weber, the Board unanimously approved the following sexual harassment prevention policy resolution:

RESOLUTION NO. 174-18: SEXUAL HARASSMENT PREVENTION POLICY

WHEREAS, by Resolution No. 124-95 dated May 1995, the Board of Trustees adopted a Sexual Harassment / Gender Discrimination Policy; and

WHEREAS, revisions to the above policy were adopted on March 5, 2014 with the separation into two distinct policies, Resolution 115-14, Non-Discrimination Policy and Resolution No. 116-14, Sexual Misconduct Prevention and Prohibition Policy; and

WHEREAS, a revision to the Sexual Misconduct Prevention and Prohibition Policy was adopted by Resolution No. 142-17 on June 7, 2017; and

WHEREAS, in keeping compliant with New York State law pertaining to sexual harassment in the workplace, it is necessary to implement a separate sexual harassment policy specific to the College workplace environment;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves and adopts the attached Sexual Harassment Prevention Policy.

OTHER DISCUSSION

Trustee Gentner noted that Karen Freeman is resigning her position as Board Secretary since she has taken another position at the College and is no longer assistant to the president. Trustees briefly discussed the Secretary position of the Board of Trustees as it relates to the current Executive Committee structure and whether the Board should consider appointing a Trustee to Secretary. Following discussion, Trustee Gentner made a motion that Edie Roggie, current assistant to the president, be appointed Secretary to the Board of Trustees. The motion was seconded by Lisa Weber and approved unanimously by the Board of Trustees. Karen Freeman will conclude her term as secretary following completion of her duties related to this meeting. Furthermore, Trustee Gentner recommended that the Executive Committee of the Board review current bylaws, noting they have not been updated since 1991, and explore Secretary and committee structure options. The Board concurred.

President Stone invited Trustees who wished to tour recent campus construction projects in the Student Lounge and Administration Building to join her and VP Dupee on a walking tour of renovations following adjournment.

ADJOURNMENT

On motion made by Michael Crowley, seconded by Judy Gentner, the meeting was adjourned at 5:52 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board