

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**MINUTES OF MEETING
THURSDAY, SEPTEMBER 14, 2017**

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

Excused: Michael Crowley)
Elizabeth Fipps)

Administrative Staff:

Ty Stone, President
Tom Finch, VP-Academic Affairs
Betsy Penrose, VP-Students

Guests: Linda Dening, Accounting Professor
Leslie DiStefano, Marketing/Communications Director
Linda Dittrich, AVP – Science Division
Jerilyn Fairman, AVP – Liberal Arts
Greg Griffin, Foundation Executive Director
Kim Sell, Senate Vice President
Rebecca Small Kellogg, Dean of Student Success
Sandra Spadoni, Dean of Enrollment Services
Donna Stevenson, Chair – Math Department
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 4:02 p.m., on Thursday, September 14 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 Nate Hunter, seconded by Pam Beyor-Murtha, the minutes of the July 6th 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 on the Foundation Board Nathan Hunter deferred to Foundation executive director Greg Griffin. Greg provided an overview of upcoming CannonBlast Weekend events including the Presidential Reception cohosted by the Board of Trustees. Greg reported that gift revenue (excluding the Gregor Gift) increased for the fourth year in a row. He also noted the Clambake and Cocktails event netted \$5000 more than last year with net revenue of \$20,000.

UPDATE FROM THE STUDENT TRUSTEE

Student Trustee Courtnee Denton reported on upcoming Student Government events including Constitution Day to be held on September 18th and a Whine & Dine to be held on September 28th. Trustees were invited to come hear what is on students' minds at the Whine & Dine. A Halloween dance is being planned for October.

UPDATE FROM THE SENATE PRESIDENT

Senate Vice President Kim Sell referred to the written report provided by Senate President John Penrose which summarized the first Senate meeting of the 2017-18 academic year. There were no questions.

PRESIDENT'S REPORT

1. Vice President Penrose provided an annual update on the Enrollment Management & Student Life (EMSL) Division with two handouts detailing 2016-17 achievements and 2017-18 initiatives for the five EMSL areas of enrollment services, student life, student success, campus safety & security and marketing/public relations. She also introduced the College's new Dean of Enrollment, Dr. Sandra Spadoni, who joined Jefferson in June. VP Penrose provided a detailed summary of Fall enrollment concerns and trends. Despite being even with last year as of the first week in August, fall enrollment is currently down 4.8%. An enrollment handout was provided.
2. Dean of Student Success Rebecca Small Kellogg provided an overview of the Student Success area of the EMSL Division. She touched upon the national completion agenda, Jefferson graduation/persistence and retention rates, and summarized activities and events designed to help students succeed academically. A handout was provided.
3. President Stone noted that upcoming dates relating to CannonBlast Weekend were addressed earlier in the meeting by Greg Griffin.

BUDGET & PLANNING

Committee Chair Nate Hunter provided the report of the Budget and Planning Committee which met prior to the full Board meeting. The majority of budget amendment resolutions for Board action are grouped together according to the nature of the amendment.

Trustee Hunter presented three budget amendments that reconcile differing fiscal years between the College and the Columbia University, Collegiate Science Technology Entry Program and SUNY EIP-

VB3 grants. Upon motion by Nate Hunter, seconded by Lisa Weber, the Board unanimously approved budget amendment resolutions 148-17, 149-17 and 150-17 as follows:

**RESOLUTION NO. 148-17: 2016-2017 BUDGET AMENDMENT
COLUMBIA UNIVERSITY ANALYSIS GRANT ROLLOVER**

WHEREAS, the College has received funding from Columbia University, Community College Research Center, to assist in preparations of a study, designed to learn about how using multiple measures and alternative assessments can improve the accuracy of placing new students into college-level or developmental coursework;

WHEREAS, the College received funding for the 2015/16 fiscal year that must be carried over to the 2016/17 fiscal year;

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

INCREASE REVENUE:

Columbia Univ Analysis Grant – Federal Grants & Contracts	2575-3011-5410	\$ <u>6,846.27</u>
Total Increase Revenue		\$ 6,846.27

INCREASE EXPENDITURE:

Columbia Univ Analysis Grant – Indirect Cost	2575-3011-7231	\$ <u>6,846.27</u>
Total Increase Expenditure		\$ 6,846.27

**RESOLUTION NO. 149-17: 2016-2017 BUDGET AMENDMENT
COLLEGIATE SCIENCE TECHNOLOGY ENTRY PROGRAM
(CSTEP) GRANT**

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 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 CSTEP Budget;

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	\$ <u>199,500.00</u>
Total Revenue Increase		\$199,500.00

INCREASE EXPENDITURE:

CSTEP Grant –Prof F/T	2621-3011-6101	\$ 54,000.00
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	6,331.00
CSTEP Grant –Social Security	2621-3011-6204	4,131.00
CSTEP Grant –Workers Comp	2621-3011-6205	540.00
CSTEP Grant –Life Insurance	2621-3011-6208	36.00
CSTEP Grant –Disability Insurance	2621-3011-6208	125.00
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	12,241.00
CSTEP Grant –Prof Svc Fees	2621-3011-7241	1,000.00
CSTEP Grant –Staff Development	2621-3011-7246	7,400.00
CSTEP Grant –Student Recruitment	2621-3011-7247	2,141.00
CSTEP Grant –Travel	2621-3011-7250	27,000.00
CSTEP Grant –Scholarship Awards	2621-3011-7512	<u>\$ 34,250.00</u>

Total Expenditure Increase \$199,500.00

**RESOLUTION NO. 150-17: 2016-2017 BUDGET AMENDMENT
SUNY EIP – VB3 GRANT FY18**

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 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 SUNY EIP – VB3 budget;

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>\$ 75,252.00</u>
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Total Increase Revenue \$75,252.00

INCREASE EXPENDITURES:

SUNY EIP –VB3 Grant – Professional P/T	2622-3011-6102	\$ 29,320.00
SUNY EIP –VB3 Grant – Professional Adjuncts	2622-3011-6103	\$ 20,000.00
SUNY EIP –VB3 Grant – Student Tutors	2622-3011-6142	8,000.00
SUNY EIP –VB3 Grant – Social Security	2622-3011-6204	4,432.00
SUNY EIP –VB3 Grant – Workers Compensation	2622-3011-6205	500.00
SUNY EIP –VB3 Grant – Advertising	2622-3011-7203	3,000.00
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>
		\$ 75,252.00

Total Increase Expenditures \$75,252.00

Following presentation and on motion by Nate Hunter, seconded by Judy Gentner, the Board unanimously approved the following budget amendment reducing the SUNY EIO-VB3 grant:

**RESOLUTION NO. 151-17: 2016-2017 BUDGET AMENDMENT
SUNY EIP – VB3 GRANT REDUCTION**

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, the College has been notified of a decrease in funding which creates the need for funds to be adjusted to reflect the grant award for the 2016/2017 SUNY EIP - VB3 budget;

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

DECREASE REVENUE:

SUNY EIP –VB3 Grant – State Grants & Contracts	2617-3011-5420	<u>\$ 33,047.63</u>
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Total Decrease in Revenue \$ 33,047.63

DECREASE EXPENDITURES:

SUNY EIP –VB3 Grant – Professional P/T	2617-3011-6102	\$ 16,487.00
SUNY EIP –VB3 Grant – Professional Adjuncts	2617-3011-6103	5,660.63
SUNY EIP –VB3 Grant – Student Recruitment	2617-3011-7247	<u>10,900.00</u>
		\$ 33,047.63

Total Decrease in Expenditure \$ 33,047.63

Following presentation and on motion by Nate Hunter, seconded by Lisa Weber, the Board unanimously approved the following budget amendment to reflect an increase in EOP grant funding:

**RESOLUTION NO. 152-17: 2016-2017 BUDGET AMENDMENT
EDUCATIONAL OPPORTUNITY PROGRAM (EOP) GRANT
INCREASE**

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 notification of an increase in funding for the 2016/2017 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 \$ 16,396.00

Total Revenue Increase \$ 16,396.00

INCREASE EXPENDITURE:

Educ. Opportunity Prog (EOP) –Travel 2618-3011-7250 \$ 4,300.00

Educ. Opportunity Prog (EOP) –Workshops 2618-3011-7253 12,096.00

Total Expenditure Increase \$ 16,396.00

Following presentation and on motion by Trustee Hunter, seconded by Judy Gentner, the Board unanimously approved budget amendment resolutions 153-17, 154-17 and 155-17 acknowledging new grant funding as follows:

**RESOLUTION NO. 153-17: 2016-2017 BUDGET AMENDMENT
COLUMBIA UNIVERSITY ANALYSIS GRANT**

WHEREAS, the College has received funding from Columbia University, Community College Research Center, to assist in preparations of a study, designed to learn about how using multiple measures and alternative assessments can improve the accuracy of placing new students into college-level or developmental coursework;

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

INCREASE REVENUE:

Columbia Univ Analysis Grant – Federal Grants & Contracts 2575-3011-5410 \$ 5,000.00

Total Increase Revenue \$5,000.00

INCREASE EXPENDITURE:

Columbia Univ Analysis Grant – Indirect Cost 2575-3011-7231 \$ 5,000.00

Total Increase Expenditure \$5,000.00

**RESOLUTION NO. 154-17: 2016-2017 BUDGET AMENDMENT
 NYSDOL 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, Jefferson Community College will assist trainees in completing the occupational skills training course(s), attain industry-recognized credentials, if applicable, and entering and retaining employment, as part of the tuition rate of the occupational skills training course(s), the program also funds additional services including career and employability skills development, and job placement and retention services. Funds may also be used to provide supportive services to trainees;

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

INCREASE REVENUE:

NYSDOL Special Population Grant – Federal Revenue 2561-3011-5410 \$ 97,407.00

Total Revenue Increase \$ 97,407.00

INCREASE EXPENDITURE:

NYSDOL Special Population Grant – Prof. Adjuncts 2561-3011-6103 \$ 59,455.00

NYSDOL Special Population Grant – Instr Supplies 2561-3011-7108 \$ 30,452.00

NYSDOL Special Population Grant – Scholarship Awd 2561-3011-7512 \$ 7,500.00

\$ 97,407.00

Total Expenditure Increase \$97,407.00

**RESOLUTION NO. 155-17: 2016-2017 BUDGET AMENDMENT
 PARAMEDIC- DEPARTMENT OF HEALTH GRANT**

WHEREAS, funds have been received from the New York State Department of Health providing course sponsorship to the Paramedic Program at Jefferson Community College;

WHEREAS, the sponsor agency is required to place the funds received in a grant account to properly account for the funding source and expenditures therein;

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

INCREASE REVENUE:

Paramedic DOH Grant – State Revenue	2612-3011-5420	<u>\$ 2,600.00</u>
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Total Revenue Increase \$ 2,600.00

INCREASE EXPENDITURE:

Paramedic DOH Grant – Professional Adjunct	2612-3011-6103	\$ 2,400.00
Paramedic DOH Grant – Social Security	2612-3011-6204	<u>\$ 200.00</u>
		\$ 2,600.00

Total Expenditure Increase \$ 2,600.00

Following presentation and on motion by Nate Hunter, seconded by Judy Gentner, the Board unanimously approved the following budget amendment to reflect an increase in HRSA grant funding:

**RESOLUTION NO. 156-17: 2016-2017 BUDGET AMENDMENT
U.S. DEPT. OF HEALTH RESOURCES &
SERVICES ADMINISTRATION (HRSA) RURAL
HEALTH INFO TECHNOLOGY (HIT) GRANT**

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 notification of an increase in funding for the 2016/2017 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	<u>\$ 3,796.61</u>
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Total Revenue Increase \$ 3,796.61

INCREASE EXPENDITURE:

HRSA Rural HIT Grant –Professional Adjuncts	2825-3011-6103	<u>3,796.61</u>
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Total Expenditure Increase \$ 3,796.61

Following presentation and on motion by Nate Hunter, seconded by Lisa Weber, the Board unanimously approved the following budget amendment:

**RESOLUTION NO.:157-17: 2016-2017 BUDGET AMENDMENT
VATEA 16/17 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 2016/2017 VATEA 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	\$ 3,112.08
VATEA – Non Trad CTE	2513-3011-5410	\$ <u>5,476.62</u>
Total Increase in Revenue		\$ 8,588.70

DECREASE REVENUE:

VATEA – Agribusiness/Math	2515-3011-5410	\$ <u>8,588.70</u>
Total Decrease in Revenue		\$ 8,588.70

INCREASE EXPENDITURES:

VATEA – Retention– State ERS	2511-3011-6201	\$ 499.19
VATEA – Retention– Social Security	2511-3011-6204	\$ 638.43
VATEA – Retention– Workers Comp	2511-3011-6205	\$ 114.07
VATEA – Retention– Life Insurance	2511-3011-6206	\$.61
VATEA – Retention– Disability Insurance	2511-3011-6208	\$.66
VATEA – Retention– Health Insurance	2511-3011-6209	\$ 290.74
VATEA – Retention– Indirect Cost	2511-3011-7231	\$ 150.38
VATEA – Retention – Travel	2511-3011-7250	\$ <u>1,418.00</u>
Sub-Total		\$ 3,112.08

VATEA – Non Trad CTE – Prof PT	2513-3011-6102	\$ 4,618.75
VATEA – Non Trad CTE – Social Security	2513-3011-6204	\$ 85.29
VATEA – Non Trad CTE – Workers Comp	2513-3011-6205	\$ 11.17
VATEA – Non Trad CTE – Advertising	2513-3011-7203	\$ 500.00
VATEA – Non Trad CTE – Indirect Cost	2513-3011-7231	\$ <u>261.41</u>
Sub-Total		\$ 5,476.62

Total Increase in Expenditure \$ 8,588.70

DECREASE EXPENDITURES:

VATEA – Agribusiness/Math – Health Ins	2515-3011-6209	\$ 887.14
VATEA – Agribusiness/Math – Comp Software	2515-3011-7217	\$ 3,693.56
VATEA – Agribusiness/Math – Travel	2515-3011-7250	\$ 4,008.00
		\$ 8,588.70

Total Decrease in Expenditure \$ 8,588.70

Upon presentation and on motion by Nate Hunter, seconded by Judy Gentner, the Board unanimously approved the following policy revision:

RESOLUTION NO. 158-17: PURCHASING POLICY REVISION

WHEREAS, by resolution No. 132-93 dated July 7, 1993, the Board of Trustees adopted a Purchasing Policy; and

WHEREAS, revisions to the policy were adopted by Resolutions No. 159-07, 104-09, 176-10, 164-11, 146-12, 144-14, 154-15 and 163-16;

WHEREAS, in keeping with current business practices and updated standards for procurement of materials, equipment and supplies necessary to meet College objectives, it is necessary to update and revise the Purchasing Policy;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby amends the aforementioned resolutions and adopts the attached revised Purchasing Policy.

Following presentation and on motion made by Trustee Hunter, seconded by Pam Beyor-Murtha, the Board unanimously approved banking resolutions **159-17** (Watertown Savings Bank) and **160-17** (Community Bank) as attached.

Committee Chair Hunter reviewed the financial statements for the months ending June 30, 2017 and July 31, 2017. There were no areas of concern and some discussion on fund balance. On motion made by Nate Hunter, seconded by Judy Gentner, the financial statements for June 2017 and July 2017 were unanimously accepted.

ACADEMIC & EDUCATIONAL SERVICES

Following presentation and on motion by Committee member David Males, seconded by Pam Beyor-Murtha, the Board unanimously approved the following degree program proposal:

**RESOLUTION NO. 161-17: APPROVE PROGRAM PROPOSAL
MATHEMATICS, A.S.**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached program proposal for an Associate's of Science (A.S.) in Mathematics.

OTHER BUSINESS

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

RESOLUTION NO. 162-17: RATIFICATION OF CONTRACTS
Campus Consortium
District Attorney of New York County
Go Motorcycling
Hospice of Jefferson County
New York Farm Viability Institute
North Country Midwifery
North Country Public Radio
Research Foundation of SUNY
SUNY Alliance for Strategic Technology
SUNY Information Technology Exchange Center

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:

- Campus Consortium**
(Quicklaunch Software agreement)
- District Attorney of New York County**
(grant agreement, College in Prisons program)
- Go Motorcycling**
(program agreement, continuing education)
- Hospice of Jefferson County**
(clinical agreement, nursing program)
- New York Farm Viability Institute**
(equine small business development grant)
- North Country Midwifery**
(clinical agreement, nursing program)
- North Country Public Radio**
(underwriting agreement, advertising)
- Research Foundation of SUNY**
(Small Business Development Center funding agreement)
- SUNY Alliance for Strategic Technology**
(SUNY-wide Collaborate software contract)

SUNY Information Technology Exchange Center
(SUNY-wide software technology contract)

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 finance and human resources, presented the following resolution pertaining to a new job title. Young noted this was a title change, not a new hire and it had been approved by the budget review committee. Following discussion and on motion by Steve Haas, seconded by Courtnee Denton, the Board unanimously approved the following job title and classification:

RESOLUTION NO. 163-17: JOB TITLE AND CLASSIFICATION
Assistant Director of Athletics

BE IT RESOLVED, that pursuant to Section 201.7 (a) of the New York State Department of Civil Service Rules and Regulations, the Board of Trustees of Jefferson Community College determines the position of:

Assistant Director of Athletics

be classified as professional service as defined in Section 6306 of Education law.

EXECUTIVE SESSION

On motion made by Steven Haas, seconded by Nate Hunter, the Board adjourned to Executive Session at 5:22 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

RECONVENTION

The Board reconvened in open session at 6:12 p.m.

ADJOURNMENT

On motion made by Steve Haas, seconded by Nate Hunter, the meeting was adjourned at 6:13 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board