

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**MINUTES OF MEETING
WEDNESDAY, SEPTEMBER 7, 2016**

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

Excused: Judy Gentner)

Administrative Staff:

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

Guests: Leslie DiStefano, Marketing/Communications Director
Linda Dening, Professor of Accounting
Jeri Fairman, AVP – Liberal Arts
Terrence Harris, Dean for Continuing Education
John Penrose, Senate President
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, September 7, 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 Mike Crowley, seconded by Beth Fipps, the minutes of the July 6 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

President McCoy provided an update on the Foundation which will be meeting next week. They have revised the job description for the Executive Director to make it more senior level and will be

searching for the position soon. Betsy Penrose will chair the search committee. In the meantime, Dan Dupee continues to oversee the Foundation. The Foundation continues to move forward on the Community School building project and will put the project out to bid next week. In terms of events, the preliminary numbers for the Clambake indicate it brought in proceeds higher than in 2015. Several events are forthcoming including the Scholars Reception and Distinguished Alumni Awards. Lastly, the scholarship software implement recently is showing great results with an increase of 50% in applicants for scholarships.

UPDATE FROM THE STUDENT TRUSTEE

Student Trustee Reganne Smith reported that many student leaders had participated in a training day at Beaver Camp where they focused on developing problem solving, team building and leadership skills. Bob Gorman from the United Way spoke to the group on leadership. She also reported that Welcome Weekend and the matriculation ceremony went smoothly and the boat dance was well attended.

UPDATE FROM THE SENATE PRESIDENT

John Penrose provided a written report highlighting the College's first Senate meeting of the academic year which was held the day prior, on September 6. He noted many of the committees had not met as of yet. There were no questions.

PRESIDENT'S REPORT

1. Vice President Finch provided a review of the top ten academic highlights from 2015-2016 and upcoming initiatives for 2016-2017. He noted that the college's accrediting body, Middle States Commission on Higher Education has revised its accrediting standards to seven (from fourteen). As a result, the College's next accreditation process will occur at 8 years rather (2023) than at ten years.
2. Vice President Penrose offered an update on fall 2016 enrollment. She noted that enrollment is down 2.5% and the College budgeted to be down 2%. Many great initiatives over the summer helped increase enrollment numbers. Highlights include 66 Jeff-Can Community Scholars, East Hall at 102% capacity, due in part to East Hall Jefferson's new student enrollment has continued to grow unlike at many community colleges, 21 international students in East Hall, 19 of which are athletes with several from Australia; 38 students are matriculated in the new psychology degree concentration; and, 28 students are part of the Start Now initiative with SUNY Oswego. Jim Scordo commented that if the College continues to expand athletic facilities it would serve to increase enrollment.
3. Dean Terrence Harris reported on Lewis County's progress with building a facility in which Jefferson can offer workforce training programs to its citizenry. Lewis County has committed to building a 20,000 sq.ft. building on part of the Maple Ridge Center property in Lowville. The building would have tech space, classrooms and some office space. The plan is to break ground in April and open in Fall 2017. Dean Harris also reported that SUNY Poly is interested in working with Jefferson to offer vocational training at the Center.
4. President McCoy advised that the North Country Regional Community College Council meeting had been moved up to September 16 from September 28 and that the NYCCT Conference/New Trustee Institute would be held October 20-21. Those interested in attending should let Karen Freeman know by September 16.

BUDGET & PLANNING

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

Upon presentation and motion by Nate Hunter, seconded by Lisa Weber, the Board unanimously approved the following 2016-17 budget revision:

RESOLUTION NO. 157-16: 2016/2017 OPERATING BUDGET REVISION

WHEREAS, Jefferson Community College anticipates serving 1,924 full-time students as well as enrolling students for 19,647 part-time credit hours and 4,948 summer credit hours during the 2016-2017 academic year. Base State Aid FTE is 2,728.80. In addition, State University of New York calculations indicate a decrease in Job Linkage Aid (\$1,520);

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approve a Jefferson Community College 2016-2017 Operating Budget in the amount of \$28,696,377 with the contribution of the sponsor at \$4,864,436 and a revised State share of \$7,725,137.

Upon presentation and motion by Nate Hunter, seconded by Jim Scordo, the Board unanimously approved the following budget amendment acknowledging grant funding:

**RESOLUTION NO. 158-16: 2015-2016 BUDGET AMENDMENT
WORKFORCE DEVELOPMENT INSTITUTE
SUPPLEMENTAL FUNDING GRANT**

WHEREAS, the College has received funding from the State University of New York, Workforce Development Institute (WDI), to support Summer 2016 Kid’s College workshops;

WHEREAS, the funds will be used to support scholarships for students to attend a series of workshops that focus on STEaM concepts and careers. The workshops are designed to inspire creativity and critical thinking skills in students and encourage them to pursue further education in STEaM concepts;

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

INCREASE REVENUE:

Workforce Dev. Grant – State Revenue	2702-3011-5420	<u>\$ 1,000.00</u>
Total Increase Revenue		\$ 1,000.00

INCREASE EXPENDITURE:

Workforce Dev. Grant – Instructional Supplies	2702-3011-7108	<u>\$ 1,000.00</u>
Total Increase Expenditure		\$ 1,000.00

Upon presentation and motion by Nate Hunter, seconded by Lisa Weber, the Board unanimously approved the following budget amendment acknowledging grant funding:

**RESOLUTION NO. 159-16: 2015-2016 BUDGET AMENDMENT
ENGINEERING MENTORING PROGRAM GRANT**

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, funds can be used to pay robotics student mentors, compensate for the JCC Outreach Coordinator’s time via stipend and/or travel, purchase needed equipment for our facility, and any way that supplements the SUNY Jefferson engineering program, its initiatives, and its ability to maintain a viable hub location;

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>\$ 4,250.00</u>
Total Increase Revenue	\$ 4,250.00

INCREASE EXPENDITURE:

Engineering Mentoring Grant – Professional Stipends	2827-3011-6104	\$ 1,000.00
Engineering Mentoring Grant – Student Aides	2827-3011-6141	\$ 750.00
Engineering Mentoring Grant – Social Security	2827-3011-6204	\$ 140.00
Engineering Mentoring Grant – Workers Comp	2827-3011-6205	\$ 175.00
Engineering Mentoring Grant – Instructional Supplies	2827-3011-7108	\$ 1,185.00
Engineering Mentoring Grant – Travel	2827-3011-7250	<u>\$ 1,000.00</u>
		\$ 4,250.00
Total Increase Expenditure		\$ 4,250.00

Upon presentation and motion by Nate Hunter, seconded by Beth Fipps, the Board unanimously approved the following budget amendment:

**RESOLUTION NO. 160-16: 2015-2016 BUDGET AMENDMENT
VATEA 15/16 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 2015/2016 VATEA Budget;

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

INCREASE REVENUE:

VATEA – One-Stop Center	2513-3011-5410	\$ <u>750.00</u>
Total Increase in Revenue		\$ 750.00

DECREASE REVENUE:

VATEA – Winery Management	2512-3011-5410	\$ 353.76
VATEA – Learning & Success	2514-3011-5410	\$ <u>396.24</u>
Total Decrease in Revenue		\$ 750.00

INCREASE EXPENDITURES:

VATEA – Winery Mgmt – Work Comp	2512-3011-6205	\$ 10.09
VATEA – Winery Mgmt – Health Insurance	2512-3011-6209	\$ 3,977.42
VATEA – Winery Mgmt – Indirect Costs	2512-3011-7231	\$ <u>187.61</u>

Sub-Total \$ 4,175.12

VATEA – One-Stop Center – Indirect Costs	2513-3011-7231	\$ <u>750.00</u>
--	----------------	------------------

Sub-Total \$ 750.00

VATEA – Learning & Success – Prof P/T	2514-3011-6102	\$ 6,027.42
VATEA – Learning & Success – Civil Svc P/T	2514-3011-6121	\$ 749.71
VATEA – Learning & Success – Soc Security	2514-3011-6204	\$ 1,310.12
VATEA – Learning & Success – Work Comp	2514-3011-6205	\$ 133.61
VATEA – Learning & Success – Office Supp	2514-3011-7109	\$ 48.33
VATEA – Learning & Success – Prof Svc Fees	2514-3011-7241	\$ 100.00
VATEA – Learning & Success – Travel	2514-3011-7250	\$ <u>853.83</u>

Sub-Total \$ 9,223.02

Total Increase in Expenditure \$ 14,148.14

DECREASE EXPENDITURES:

VATEA – Winery Mgmt – State TRS	2512-3011-6202	\$ 2,266.17
VATEA – Winery Mgmt – Social Security	2512-3011-6204	\$ 212.60
VATEA – Winery Mgmt – Life Insurance	2512-3011-6206	\$ 7.00
VATEA – Winery Mgmt – Disability Insurance	2512-3011-6208	\$ 15.30
VATEA – Winery Mgmt – Instr Supplies	2512-3011-7108	\$ 597.81

VATEA – Winery Mgmt – Travel	2512-3011-7250	\$ 1,430.00
	Sub-Total	\$ 4,528.88
VATEA – Learning & Success – Prof F/T	2514-3011-6101	\$ 1,542.62
VATEA – Learning & Success – Instr Equip	2514-3011-7005	\$ 5.85
VATEA – Learning & Success – Instr Supp	2514-3011-7108	\$ 4,022.18
VATEA – Learning & Success – Comp Softwre	2514-3011-7217	\$ 1,650.00
VATEA – Learning & Success – Indirect	2514-3011-7231	\$ 37.61
VATEA – Learning & Success – Student Recrt	2514-3011-7247	\$ 600.00
VATEA – Learning & Success – Workshops	2514-3011-7253	\$ 1,761.00
	Sub-Total	\$ 9,619.26
Total Decrease in Expenditure		\$ 14,148.14

Upon presentation and motion by Nate Hunter, seconded by Jim Scordo, the Board unanimously approved the following 2015-16 budget revision:

RESOLUTION NO. 161-16: 2015/2016 OPERATING BUDGET REVISION

WHEREAS, the College has received notification of Job Linkage Program funding from the State in the amount of \$46,291 which is \$1,520 less than the estimate used at the time the operating budget was formulated;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approve a Jefferson Community College 2015-2016 Operating Budget in the amount of \$28,349,049 with the contribution of the sponsor at \$4,864,436 and the State share of \$7,666,044.

Upon presentation and motion by Nate Hunter, seconded by Beth Fipps, the Board unanimously approved the following policy:

RESOLUTION NO. 162-16: STUDENT ASSOCIATION FIXED ASSET POLICY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached fixed asset policy for the Student Association (Athletic Board of Control, Student Government and Social-Cultural Committee).

Upon presentation and motion by Nate Hunter, seconded by Lisa Weber, the Board unanimously approved the following policy revision:

RESOLUTION NO. 163-16: 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 and 154-15;

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.

Committee Chair Nate Hunter reviewed the financial statements for the months ending June 30, 2016 and July 31, 2016. On motion made by Lisa Weber, seconded by Mike Crowley, the financial statements for June 2016 and July 2016 were unanimously accepted.

OTHER BUSINESS

Following presentation by President McCoy and on motion made by Jim Scordo, seconded by Beth Fipps, the Board unanimously accepted a gift of a Kawai grand piano as follows:

**RESOLUTION NO. 166-16: ACCEPTANCE OF GIFT
 Kawai Grand Piano**

WHEREAS, Ms. Kathleen Chace wishes to donate a Kawai Grand Piano with a matching storage bench for use in the College's liberal arts music courses; and

WHEREAS, this gift enhances opportunities for Jefferson students to learn, grow and excel musically;

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees gratefully acknowledges the generous donation of a Kawai Grand Piano, Model KG2C, Serial #887311, and accompanying bench per the attached letter

Following presentation by President McCoy and on motion made by Lisa Weber, seconded by Beth Fipps, the Board unanimously approved the following resolution:

**RESOLUTION NO. 167-16: RATIFICATION OF CONTRACTS
 Carthage Area Hospital
 Entecco Inc.
 Jefferson Rehabilitation Center
 Keuka College
 Lewis County General Hospital
 North Country Public Radio**

Northern NY Community Foundation
SUNY Oswego
SUNY Potsdam
SUNY Upstate Medical University
Victims Assistance Center
Volunteer Transportation 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:

Carthage Area Hospital
(clinical site, nursing program)

Entecco Inc.
(electricity purchase agreement)

Jefferson Rehabilitation Center
(cleaning contract)

Keuka College
(partner agreement, Jefferson Higher Education Center)

Lewis County General Hospital
(clinical site, nursing program)

North Country Public Radio
(advertising)

Northern NY Community Foundation
(St. Lawrence County survey, Center for Community Studies)

SUNY Oswego
(partner agreement, Jefferson Higher Education Center)

SUNY Potsdam
(partner agreement, Jefferson Higher Education Center)

SUNY Upstate Medical University
(partner agreement, Jefferson Higher Education Center)

Victims Assistance Center
(MOU for services)

Volunteer Transportation Center
(services agreement)

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

Following presentation by President McCoy and on motion made by Pam Murtha, seconded by Beth Fipps, the Board unanimously approved the following resolution:

RESOLUTION NO. 168-16: JOB TITLE AND CLASSIFICATION
Assistant Counselor – Educational Opportunity Program (EOP)

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 Counselor – Educational Opportunity Program (EOP)

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

EXECUTIVE SESSION

On motion made by Mike Crowley, seconded by Lisa Weber, the Board adjourned to Executive Session at 5:03 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

RECONVENTION

The Board reconvened in open session at 6:00 p.m.

Following presentation and motion by Personnel Committee Chair Michael Crowley, seconded by Pam Murtha, the Board unanimously approved the salary schedule and 2016-17 salaries for management and confidential employees as follows:

RESOLUTION NO. 164-16: MANAGEMENT / CONFIDENTIAL SALARY SCALE and
SCHEDULE 2016-2017

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached 2016-2017 salary scale for management and confidential employees;

BE IT ALSO RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the attached salary schedule for management and confidential employees for the 2016-2017 academic year.

Following presentation and motion by Personnel Committee Chair Michael Crowley, seconded by Lisa Weber the Board unanimously approved a 2016 early retirement incentive for ESP employees as follows:

RESOLUTION NO. 165-16: 2016 VOLUNTARY EARLY RETIREMENT INCENTIVE FOR ELIGIBLE JCC-ESP MEMBERS (Jefferson Community College Educational Support Professionals)

WHEREAS, Jefferson Community College proposes to offer a voluntary early retirement incentive for Educational Support Professional Association members that pays each eligible retiree who meets the conditions set forth below the sum of \$15,000 upon their retirement from service with the College, of which the retirement must occur no later than December 31, 2016, and

WHEREAS, to qualify for the retirement incentive an employee must meet the following conditions:

- a. 10 years of full-time service with Jefferson Community College;
- b. Meet the eligibility requirements for retirement in a State retirement system or SUNY ORP at the time of separation from service;
- c. Provide the College a signed separation agreement to participate in the plan;
- d. Separate from service no later than December 31, 2016.

WHEREAS, such retirement incentive may be paid out in one of the two (2) legally approved benefit options for eligible members as listed below:

- a. Lump-sum, taxable payment;
- b. Fixed dollar contribution to either a SUNY approved 403(b) plan or NYS State 457(b) plan (up to the maximum IRS limits) as elected by the member.

NOW, THEREFORE BE IT RESOLVED that the Jefferson Community College Board of Trustees authorizes and approves a Voluntary Retirement Incentive Plan for 2016 to be offered to eligible JCC-ESP employees.

On motion made by Michael Crowley, seconded by Jim Scordo, the Board unanimously agreed to contract with R.H. Perry & Associates to conduct the presidential search.

Lisa Weber offered her congratulations, which were echoed by members of the Board, to President McCoy for receiving the 2016 Athena Award.

ADJOURNMENT

On motion made by Lisa Weber, seconded by Steve Haas, the meeting was adjourned at 6:05 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board