

**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES OF MEETING  
WEDNESDAY, FEBRUARY 3, 2016**

Present: James Scordo, Chair ) TRUSTEES  
Cailey Burrows )  
Michael Crowley )  
Terry Fralick, Vice Chair )  
Steven Haas )  
Nathan Hunter )  
Lisa Weber )

Excused: David Clark )  
Doris McLallen )  
Michelle Pfaff )

Administrative Staff:

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

Guests:

Jim Buyea, Chief Information Officer  
Linda Dening, Faculty Association Vice President  
Leslie DiStefano, Director of Marketing and Communications  
Linda Dittrich, Associate Vice President - Math/Science/Allied Health/Business/Tech  
Jeri Fairman, Associate Vice President – Liberal Arts  
Deanna Lothrop, Coordinator of Orientation and Leadership Development  
John Penrose, Senate President  
Ron Shidemantle, Dean of Students  
Kerry Young, Executive Director for Finance and Human Resources

The regular monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:01p.m., on Wednesday, February 3, 2016, in the Board Room, 6-220, Jules Center, Jefferson Community College, Watertown, New York, by Board Chair Jim Scordo.

**APPROVAL OF MINUTES**

On motion made by Mike Crowley, seconded by Cailey Burrows, the minutes of the January 6 meeting were unanimously approved.

**PRIVILEGE OF THE FLOOR**

Chair Scordo offered privilege of the floor. No one came forward to address the Board.

## **UPDATE FROM THE FOUNDATION**

Nate Hunter, Trustee representative on the Foundation Board, noted the Foundation Board has not met since the January Trustee meeting.

## **UPDATE FROM THE STUDENT TRUSTEE**

Cailey Burrows reported changes in Student Government (SG) including Deana Lothrop as the new SG advisor, and the resignations of the Vice President and Treasurer for personal reasons. Upcoming events include an open forum for students on February 4, blood drive on April 20 and a presentation by actress and advocate Laverne Cox, the first transgender woman of color to star in a leading role in television. Cailey reported that SG is working to establish an "Extra Mile" scholarship for the Fall 2016 semester to assist a continuing student to pursue an educational activity.

## **UPDATE FROM THE SENATE PRESIDENT**

Senate President John Penrose provided a written report of the February 2 meeting of College Senate and noted the Senate passed a College Placement Policy that will come before the Trustees for approval at a future meeting. There were no questions.

## **PRESIDENT'S REPORT**

1. **Fall 2015 Academic Actions** and a comparison with previous year's academic actions were posted prior to the meeting. Also posted was the **2015 Graduate Survey** which contains information about where students are working at the time of graduation from Jefferson. President McCoy noted the difficulty in collecting data from graduates after time has passed.
2. President McCoy reported the College extended an invitation to alumna Carla Overton, a physician in the Syracuse area, to give the keynote address at commencement and she accepted.
3. Community College Regional Councils – President McCoy updated Trustees with the Governor's legislation and SUNY's resolution that creates Community College Regional Councils. Jefferson needs to decide what region – Northern NY with NCCC and Clinton CC or a Syracuse area regional council – in which to participate. With feedback gathered from campus constituents, President McCoy and input from Lisa Weber, the Board agreed to remain in the Northern Regional Council which keeps the College aligned with its existing Northern Regional Economic Development Council. In addition, the Chancellor's requires committee membership from each College to include the college president, Trustee, faculty member and student. Chair Scordo will forward the name of a Trustee representative to President McCoy.
4. Marketing & Public Relations Update – Leslie DiStefano provided the annual update on marketing and public relations activities which highlighted enhanced digital marketing and increased social media activities (see handout).
5. Enrollment Update – Vice President Betsy Penrose reported that Spring enrollment is down about 3.2% and the residence hall is at 90% capacity for the Spring semester. She noted many community colleges across the state are seeing larger declines in enrollment.
6. Grants Update (see handout) – Vice President Penrose gave a brief overview of four recently awarded grants in which the college is involved: Community Schools, Start Now with SUNY Oswego, Transitioning Veterans with SUNY Canton and sexual assault awareness and education with the Victims Assistance Center of Jefferson County.

7. Collaborative Learning Center – President McCoy advised that the contractor is completing a punch list this week with plans to turn the building over to the College at the end of the month. Moves will be phased in beginning in March. A ribbon cutting will be held the week of March 21 and further special events held in April.

## **BUDGET AND PLANNING**

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

Nate Hunter reviewed the financial statements for the month ending December 31, 2015. On motion made by Nate Hunter, seconded by Lisa Weber, the financial statements for December 2015 were unanimously accepted.

Trustee Hunter reviewed the operating agreement between the Faculty Student Association (FSA) of Jefferson Community College and the College. The agreement contracts with FSA and its affiliate for the operation of food services, vending machines, a bookstore, child care, and student housing facility. On motion made by Nate Hunter, seconded by Mike Crowley, Board unanimously approved the operating agreement as follows:

### **RESOLUTION NO. 112-16: APPROVAL OF FACULTY-STUDENT ASSOCIATION / COLLEGE OPERATING AGREEMENT**

**WHEREAS**, the Faculty-Student Association of Jefferson Community College Inc. (FSA) is a not-for-profit corporation established to generally support and promote the educational mission and activities of Jefferson Community College; and

**WHEREAS**, Section 6306 of the Educational Law and Part 602.1 of the Code of Standards and Procedures for the Administration and Operation of Community Colleges under the Program of the State University of New York authorizes the College, with sponsor approval, to enter into contracts with FSA for the purpose of operating food service, a book store or other appropriate auxiliary services and activities provided that such services are provided at the lowest possible cost to students at the College; and

**WHEREAS**, the Board of Trustees and the College sponsor, Jefferson County, enacted a memorandum of understanding, Resolution No. 156-09 in September of 2009, amending regulations for the administration of the College in compliance with the present state of the statutory, regulatory and case law of the State of New York, which authorizes the Board of Trustees to enter into contracts for the procurement of goods or services to the extent that the College operating budget contains appropriations for acquisition of such goods or services; and

**WHEREAS**, the College desires to contract with FSA and its affiliate for the operation of food services, vending machines, a bookstore, child care, and student housing facility consistent with the requirements referenced above.

**NOW, THEREFORE, BE IT RESOLVED**, that pursuant to Section 6306 of the Education Law, the agreement between Jefferson Community College and the Faculty-Student Association of Jefferson Community College Inc. attached hereto is approved.

## **OTHER BUSINESS**

Following presentation by President McCoy, and on motion made by Steve Haas, seconded by Lisa Weber, the Board unanimously approved the naming of the Collaborative Learning Center in honor of President Emeritus John Deans as follows:

**RESOLUTION NO. 113-16: NAMING THE COLLABORATIVE LEARNING CENTER  
“THE JOHN W. DEANS COLLABORATIVE LEARNING  
CENTER”**

**WHEREAS**, Jefferson Community College Board of Trustees Resolution No. 110-14 established the College Policy on Naming of Facilities, Programs and Support Funds; and

**WHEREAS**, Dr. John W. Deans, President Emeritus of Jefferson Community College, has a long history of providing dedicated leadership to support the work and mission of this College; and

**WHEREAS**, John W. Deans served as the College’s third president from 1992-2002 and completed thirty-five years of steadfast service to the College at the time of his retirement; and

**WHEREAS**, guided by John W. Deans’ inspirational leadership as an instructor, academic dean, president, scholar and champion for student success, Jefferson Community College flourished and advanced as a learning institution, to the benefit of its students, faculty and the community;

**WHEREAS**, the College community and the community-at-large are indebted to John W. Deans for his vision in establishing the Center for Community Studies, his understanding and furtherance of the College as a community partner, and his extensive service to many community projects and organizations;

**NOW, THEREFORE, BE IT RESOLVED**, that the Jefferson Community College Board of Trustees does hereby designate that hereafter the College’s Collaborative Learning Center shall be known as “The John W. Deans Collaborative Learning Center” in recognition of Dr. Deans’ commitment to education and true embodiment of the “spirit of Jefferson”.

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

**RESOLUTION NO. 114-16: JOB TITLE AND CLASSIFICATION  
Human Resources Benefits Specialist**

**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:

**Human Resources Benefits Specialist**

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

Following presentation by President McCoy and on motion made by Lisa Weber, seconded by Cailey Burrows, the Board unanimously ratified contracts as follows:

**RESOLUTION NO. 115-16:            RATIFICATION OF CONTRACTS**  
**FMS NNY Renal Center**  
**Mary Ellen Weimer**

**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:

**FMS NNY Renal Center**  
(Jefferson clinical agreement, nursing)

**FMS NNY Renal Center**  
(student clinical agreement, nursing)

**Mary Ellen Weimer**  
(Summer Institute, workshop facilitator)

**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 Terry Fralick, seconded by Lisa Weber, the Board adjourned to Executive Session at 4:49 p.m. pursuant to Article 7, Section 105(e) of the Public Officers Law.

**RECONVENTION**

The Board reconvened in open session at 5:05 p.m.

**SCHEDULE OF MEETINGS**

Budget and Planning – Wednesday, March 2, 2016 at 3:00 p.m  
Academic and Educational Services – Wednesday, March 2, 2016 at 3:00 p.m  
Full Board Meeting – Wednesday, March 2, 2016 at 4:00 p.m

**ADJOURNMENT**

On motion made by Nate Hunter, seconded by Terry Fralick, the meeting was adjourned at 5:06 p.m.

Respectfully submitted,

---

Karen J. Freeman  
Secretary to the Board