

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**MINUTES OF MEETING
WEDNESDAY, JANUARY 6, 2016**

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

Excused: Cailey Burrows)
David Clark)
Doris McLallen)

Administrative Staff:

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

Guests: Leslie DiStefano, Director of Marketing and Communications
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 4:03 p.m., on Wednesday, January 6, 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 Michelle Pfaff, the minutes of the December 2 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, reported that the "Home for the Holidays" campaign proceeds were up over last year.

UPDATE FROM THE STUDENT TRUSTEE

In Cailey Burrows' absence, President McCoy relayed from Cailey that Student Government has new members and taking part in a good deal of training in preparation for the spring semester.

UPDATE FROM THE SENATE PRESIDENT

There is no report as Senate has not met since the December 2015 Trustee meeting.

PRESIDENT'S REPORT

Trustees were taken on a tour of both floors of the Collaborative Learning Center. The tour was led by Jefferson's director of facilities, Bruce Alexander, along with Dave Jackson, Jason McCulloch and Emily Zehr from Purcell Construction. Prior to the tour, President McCoy reported the project is on schedule with the punchlist due the 1st week of February and expected turnover of the building to the College by the end of February. Moves will begin in March starting with the library. Plans are underway for ribbon cutting and building dedication ceremonies.

BUDGET AND PLANNING

Committee Chair Nate Hunter provided the report of the Budget and Planning Committee which met prior to the full Board meeting. He reported that the Committee heard presentations of audits and financial statements for the College, the JCC Foundation, the Faculty Student Association (FSA) and the Jefferson Faculty Student Association Auxiliary (JFSAA) from Laurie Podvin of Bowers & Company.

Trustee Hunter reviewed briefly the College audit, previously presented to the audit committee, which presented a clean opinion with no significant deficiencies or compliance issues. On motion made by Lisa Weber, seconded by Nate Hunter, the Board unanimously accepted the College Audit as follows:

RESOLUTION NO. 100-16: ACCEPTANCE OF COLLEGE AUDIT

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of Jefferson Community College for the year ending August 31, 2015 as prepared by Bowers & Company CPAs PLLC.

Trustee Hunter reviewed the JCC Foundation audit which presented a clean opinion with no significant deficiencies or compliance issues. On motion made by Lisa Weber, seconded by Nate Hunter, the Board unanimously accepted the JCC Foundation Audit as follows:

RESOLUTION NO. 101-16: ACCEPTANCE OF AUDIT JEFFERSON COMMUNITY COLLEGE FOUNDATION

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of the Jefferson Community College Foundation for the year ending August 31, 2015 as prepared by Bowers & Company CPAs PLLC.

Trustee Hunter reviewed briefly the Faculty Student Association (FSA) and Affiliate of Jefferson Community College audit which outlined significant deficiencies, but no issues of noncompliance. President McCoy commented that the FSA has made significant progress, including organizational changes, to move the FSA in a positive direction. On motion made by Nate Hunter, seconded by

Michelle Pfaff, the Board unanimously accepted the Faculty Student Association (FSA) and Affiliate Audit as follows

**RESOLUTION NO. 102-16: ACCEPTANCE OF AUDIT
FACULTY-STUDENT ASSOCIATION**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of the Faculty- Student Association of Jefferson Community College for the year ending June 30, 2015 as prepared by Bowers & Company CPAs PLLC.

Nate Hunter noted the Jefferson FSA Auxiliary LLC audit is completed as part of the Faculty Student Association and Affiliate audit. Upon motion by Nate Hunter, seconded by Lisa Weber, the Board unanimously accepted the Jefferson FSA Auxiliary LLC (JFSAA) Audit as follows:

**RESOLUTION NO. 103-16: ACCEPTANCE OF AUDIT
JEFFERSON FSA AUXILIARY, LLC**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of the Jefferson Faculty Student Association Auxiliary, LLC for the year ending June 30, 2015 as prepared by Bowers & Company CPAs PLLC.

Following review and motion by Nate Hunter, seconded by Steve Haas, the Board unanimously approved the following 2015-2016 budget amendment:

**RESOLUTION NO. 104-16: 2015-2016 BUDGET AMENDMENT
PRIOR YEAR CARRYOVER - CENTER FOR COMMUNITY
STUDIES – NORTH COUNTRY PRENATAL/PERINATAL
COUNCIL GRANT**

WHEREAS, the College has received funding from the North Country Prenatal/Perinatal Council to complete a focus group study and summary report of high needs women of child-bearing age in Jefferson, Lewis, and St. Lawrence Counties (New York);

WHEREAS, the College received funding for the 2014/15 fiscal year that must be carried over to the 2015/16 fiscal year;

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

INCREASE REVENUE:

Center Comm. Studies Grant – Local Grants & Contracts 2803-3011-5430	<u>\$ 4,631.73</u>
Total Increase Revenue	\$ 4,631.73

INCREASE EXPENDITURE:

Center Comm. Studies Grant – Professional P/T	2803-3011-6102	\$ 3,326.52
Center Comm. Studies Grant – TIAA CREF	2803-3011-6203	\$ 390.21
Center Comm. Studies Grant – Social Security	2803-3011-6204	\$ 255.64
Center Comm. Studies Grant – Worker’s Comp	2803-3011-6205	\$ 33.26
Center Comm. Studies Grant – Printing	2803-3011-7104	\$ 50.00
Center Comm. Studies Grant – Indirect Cost	2803-3011-7231	\$ 276.10
Center Comm. Studies Grant – Prof Service Fees	2803-3011-7241	\$ 300.00
		\$ 4,631.73

Total Increase Expenditure \$ 4,631.73

Following review and motion by Nate Hunter, seconded by Mike Crowley, the Board unanimously approved the following 2015-2016 budget amendment:

**RESOLUTION NO. 105-16: 2015-2016 BUDGET AMENDMENT
LIBRARY COLLECTION DEVELOPMENT GRANT**

WHEREAS, the College budgeted grant funding for the Library Collection Grant;

WHEREAS, the College received notification of an increase in funding for the 2015/2016 fiscal year;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves the operating budget amendment to recognize the increase in funding;

INCREASE REVENUE:

Collection Development Grant - Revenue	2604-3011-5420	<u>\$ 309.00</u>
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Increase Revenue \$ 309.00

INCREASE EXPENDITURE:

Collection Development Grant – Books	2604-3011-7101	<u>\$ 309.00</u>
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Increase Expenditure \$ 309.00

Following review and motion by Nate Hunter, seconded by Michelle Pfaff, the Board unanimously approved the following 2015-2016 budget amendment:

**RESOLUTION NO. 106-16: 2015-2016 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:

provide apprenticeship training opportunities, provide a mechanism for HIT to become a course offering for students in a variety of curricula, and promote the value of ONC certification.

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>\$ 59,889.00</u>
Total Revenue Increase		\$ 59,889.00

INCREASE EXPENDITURE:

HRSA Rural HIT Grant –Prof F/T	2825-3011-6101	\$ 4,576.00
HRSA Rural HIT Grant –State ERS	2825-3011-6201	4,587.00
HRSA Rural HIT Grant –TIAA CREF	2825-3011-6203	336.00
HRSA Rural HIT Grant –Social Security	2825-3011-6204	2,178.00
HRSA Rural HIT Grant –Workers Comp	2825-3011-6205	285.00
HRSA Rural HIT Grant –Life Insurance	2825-3011-6206	24.00
HRSA Rural HIT Grant –Disability Insurance	2825-3011-6208	75.00
HRSA Rural HIT Grant –Health Insurance	2825-3011-6209	3,561.00
HRSA Rural HIT Grant –Employee Benefits	2825-3011-7221	4,535.00
HRSA Rural HIT Grant –Indirect Cost	2825-3011-7231	12,732.00
HRSA Rural HIT Grant –Scholarship Awards	2825-3011-7512	<u>\$ 27,000.00</u>
Total Expenditure Increase		\$ 59,889.00

Committee Chair Hunter reviewed the financial statements for the month ending November 30, 2015. On motion made by Michelle Pfaff, seconded by Terry Fralick, the financial statements for November 2015 were unanimously accepted.

OTHER BUSINESS

Following presentation by President McCoy, and on motion made by Lisa Weber, seconded by Michelle Pfaff, the Board unanimously approved the 2016-2017 Holiday Schedule as follows:

RESOLUTION NO. 110-16: 2016-2017 HOLIDAY SCHEDULE

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following holiday schedule for the 2016-2017 academic year:

Monday,	09/05/16	Labor Day
Thursday,	11/24/16	Thanksgiving Day
Friday,	11/25/16	Day after Thanksgiving (In lieu of Columbus Day, 10/09/16)

Monday, 12/26/16 Christmas Day (Observed)
Tuesday, 12/27/16 In lieu of Election Day, 11/8/16
Wednesday, 12/28/16 In lieu of Veterans Day, 11/11/16
Thursday, 12/29/16 In lieu of Lincoln's Birthday, 02/13/2017 (Observed)
Friday, 12/30/16 In lieu of Presidents Day, 02/20/17

Monday, 01/16/17 Martin Luther King Jr. Day

Monday, 05/29/17 Memorial Day

Tuesday, 07/04/17 Independence Day

In addition, one floating holiday:

In lieu of New Years' Day (Observed) 1/2/17

Following presentation by President McCoy and on motion made by Mike Crowley, seconded by Nate Hunter, the Board approved by a vote of 6 to 1, with Lisa Weber abstaining, to ratify contracts as follows:

RESOLUTION NO. 111-16: RATIFICATION OF CONTRACTS
Cardiology Associates of Northern NY
Caregivers
Digital Hyve
Gouverneur Hospital
Lewis County Hospital
Regional Medical Management
Samaritan Medical 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:

Cardiology Associates of Northern NY
(clinical agreement, nursing)

Caregivers
(clinical agreement, nursing)

Digital Hyve
(digital advertising service contract)

Gouverneur Hospital
(internship agreement, phlebotomy)

Lewis County Hospital
(internship agreement, phlebotomy)

Regional Medical Management
(internship agreement, health information technology)

Samaritan Medical Center
(internship agreement, phlebotomy)

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

SCHEDULE OF MEETINGS

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

ADJOURNMENT

On motion made by Michelle Pfaff, seconded by Terry Fralick, the meeting was adjourned at 5:39 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board