



**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
Wednesday, July 10, 2019  
Meeting Minutes**

**Call to Order**

Present: Trustees:  
Nathan Hunter, Chair  
Pamela Beyor-Murtha  
Michael Crowley  
Elizabeth Fipps  
Terry Fralick  
Judy Gentner  
Eugene Renzi  
Rebekah Widrick

Excused: David Males

**Administrative Staff:**

Ty Stone, President  
Dan Dupee, VP - Administration & Finance  
Tom Finch, VP - Academic Affairs  
Corey Campbell, VP – Student Affairs  
Kerry Young - Executive Director for Finance & Human Resources

Guests: Jerilyn Fairman, AVP – Liberal Arts  
Karen Freeman, Senior Director of Government Affairs & Public Relations  
Megan Stadler, Senior Director of Institutional Effectiveness & Chief of Staff  
James Ambrose, Dean of Enrollment  
Gabrielle Thompson, Director of Access and Opportunity Programs

**Approval of Minutes – June 19, 2019**

On a motion made by Pam Beyor-Murtha, seconded by Judy Gentner, the minutes of the June 19, 2019 meeting were approved.

**Introductions -**

Chair Hunter requested that guests introduce themselves.

**Privilege of the Floor -**

Chair Hunter offered the privilege of the floor; there were no items brought forth.

**Updates**

▪ **JCC Foundation**

**Summer Events**

- Alumni and Family Night at the Watertown Rapids Game was June 27th; there were 40 attendees.
- Alumni Wine Cruise scheduled for July 11<sup>th</sup>.
- Clambake and Cocktails - August 16<sup>th</sup> at the Antique Boat Museum, Clayton.
  - o Invites (550) have been sent out and the online registration is live! Register Today!
  - o This year \$36,500 raised from 15 sponsors, (2018 - \$24,000 raised through 15 sponsors)
  - o Significant funds that were raised for the inauguration last year were recommitted and redirected into sponsorships for this year's clambake. This is very important because it takes dollars that were restricted last year and essentially turns them into unrestricted dollars this year.
  - o This year 55 comped tickets have been offered to sponsors. (2018 - 66 comped attendees)

**Solicitations**

- Dr. Stone personally signed over 600 solicitation letters to the College's best prospects and most loyal donors. This letter was sent out on June 19th. The Foundation is already seeing great results and to date has received 33 gifts totaling \$3045.

**Other Business**

- The Foundation's consultant, Maya Gasuk from WestWind Consulting, has completed her report and will present to the Foundation's Executive Committee on July 29th and 30th.

▪ **Student Trustee – None**

▪ **Senate President - None**

**President's Report**

- o Proposed Vision Statement – Dr. Ty Stone (Posted and attached)
- o Engaging Excellence in Equity Fellowship - Gabrielle M. Thompson (Posted and attached)
- o Shared Services – Pamela Beyor-Murtha and Dr. Ty Stone (Shared information regarding the Shared Services Resolution to be presented later in the meeting.)
- o Standards for Academic Progress Report – (Posted and attached)

**Nominating Committee**

Pam Beyor-Murtha offered the report of the Nominating Committee, presenting the following slate of officers for the 2019-2020 year:

Chair -	Nathan Hunter
Vice Chair -	Judy Gentner

Chair Hunter opened the floor for nominations and, there being none, Pam Beyor-Murtha made a motion, seconded by Beth Fipps, to approve the slate of officers as presented. The Board voted unanimously in favor of the slate of officers as presented above.

**Budget and Planning Committee**

Committee Chair Michael Crowley presented and recommended that the Board of Trustees approve the following budget amendments in Resolutions 155-19 through 161-19.

Budget Amendments

**RESOLUTION NO.: 155-19                    2018-2019 BUDGET AMENDMENT  
 CENTER FOR COMMUNITY STUDIES – DEVELOPMENT  
 AUTHORITY OF THE NORTH COUNTRY (DANC) 4<sup>th</sup>  
 BIENNIAL REGIONAL TRACKING SURVEY**

**WHEREAS**, the College has received funding from the Development Authority of the North Country (DANC) to develop a survey for distribution, analysis, and present findings of the survey. The survey will target 350-450 adult residents from the three-county region including Jefferson, Lewis, and St. Lawrence Counties (New York);

**WHEREAS**, the random telephone survey (using both landline and cellular telephone participants) will be used for future data analysis and regional economic tracking statistics regarding quality-of-life in the adult community;

**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>\$ 25,000.00</u>
<b>Total Increase Revenue</b>	<b>\$25,000.00</b>

**INCREASE EXPENDITURE:**

Center Comm. Studies Grant – Professional PT	2803-3011-6102	\$ 9,147.35
Center Comm. Studies Grant – State TRS	2803-3011-6202	\$ 972.00
Center Comm. Studies Grant – Social Security	2803-3011-6204	\$ 700.00
Center Comm. Studies Grant – Workers Compensation	2803-3011-6205	\$ 92.00
Center Comm. Studies Grant – Printing	2803-3011-7104	\$ 250.00
Center Comm. Studies Grant – Activity Expense	2803-3011-7202	\$ 2,420.00
Center Comm. Studies Grant – Employee Benefits	2803-3011-7221	\$ 522.84
Center Comm. Studies Grant – Indirect Cost	2803-3011-7231	\$ 15.81
Center Comm. Studies Grant – Prof Service Fees	2803-3011-7241	<u>\$ 10,880.00</u>
		\$ 25,000.00
<b>Total Increase Expenditure</b>		<b>\$25,000.00</b>

Discussion: This is a new contract for an on-going service.

On a motion made by Michael Crowley, seconded by Pam Beyor-Murtha, Resolution 155-19 was approved.

**RESOLUTION NO.: 156-19**

**2018-2019 BUDGET AMENDMENT  
PERFORMANCE IMPROVEMENT FUND (PIF)  
SUNY/MVCC PRE-APPRENTICESHIP PROGRAM GRANT**

**WHEREAS**, funds have been received from the State University of New York (SUNY) to support marketing activities, including industry roundtables, and curriculum development for pre-apprenticeships;

**WHEREAS**, per a MOU, Mohawk Valley Community College (MVCC) will offer funding to JCC to facilitate apprenticeships in the field of advanced manufacturing as part of a 2016/17 SUNY Performance Improvement Fund (PIF) award;

**WHEREAS**, this is a 1-year grant (2/12/19 – 12/31/19) in the amount of \$26,200;

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

**INCREASE REVENUE:**

(PIF) MVCC Apprenticeship Program –State Grants 2637-3011-5420 \$ 26,200.00

**Total Revenue Increase \$ 26,200.00**

**INCREASE EXPENDITURE:**

(PIF) MVCC Apprenticeship Program –Instr Supp 2637-3011-7108 \$ 7,000.00

(PIF) MVCC Apprenticeship Program –Indirect Cost 2637-3011-7231 2,200.00

(PIF) MVCC Apprenticeship Program –Prof Svc Fees 2637-3011-7241 15,000.00

(PIF) MVCC Apprenticeship Program –Workshops 2637-3011-7253 \$ 2,000.00

**Total Expenditure Increase \$ 26,200.00**

Discussion: This is a new grant for a pre-apprenticeship program in various manufacturing industries.

On a motion made by Michael Crowley, seconded by Judy Gentner, Resolution 156-19 was approved.

**RESOLUTION NO.: 157-19**

**2019/2020 TUITION AND FEE SCHEDULE**

**WHEREAS**, the Jefferson Community College Board of Trustees hereby adopts the following Tuition and Fee Schedule for the 2019-2020 academic year:

**TUITION:**

New York State Residents who are residents of the sponsorship area or non-residents of the sponsorship area who present a Certificate of Residence:

Full-Time \$4,920 per academic year

Part-Time \$ 205 per credit hour

New York State residents who are not residents of the sponsorship area and do not present a Certificate of Residence:

Full-Time \$9,840 per academic year  
 Part-Time \$ 410 per credit hour

Non-New York State Residents:

Full-Time \$9,840 per academic year  
 Part-Time \$ 410 per credit hour

**STUDENT SERVICE FEES:-**

Fees deducted from operating costs as offsetting revenue:

Non-Credit Course Fee	variable (\$10-\$250)
Document/Check Replacement Fee	\$ 5 per copy
Transcript Fee	\$ 8 per copy
Health Transcript Fee	\$ 5 per occurrence
Facsimile Fee (Official Documents)	\$ 5 per occurrence
Processing Fee, Directed Study	\$ 5 per course
Credit by Examination Fee	\$ 15 per credit hour
College-Level Examination Program	\$ 20 per exam
Returned Check Fee	\$ 20 per check
Parking Fines	variable (\$10-\$100)
Technology Fee	\$ 13 per credit hour
Computer Lab Fee (Community Members)	\$ 40 per semester
Course Lab/Materials Fee	variable (\$5-\$50)
Military Credit Inventory	
Application/Evaluation Fee	\$ 200
Credit Inventory Update Fee	\$ 50
Official Transcript Fee	\$ 8
Nursing Program Fee	\$ 250 per semester
Nursing ATI Materials Fee	\$ 350 per semester
Energy 110 Course Fee (Certification)	\$ 165
Energy 142 Course Fee	\$ 20
Energy 146 Course Fee	\$ 35
Fire Protection (FPT 105) Course Fee (Certification)	\$ 150
Fire Protection (FPT 205) Course Fee (Certification)	\$ 50

**FEES CHARGED TO STUDENTS BY SEPARATE ASSOCIATIONS:**

(i.e. Faculty-Student Association or by self-sustaining operations)

*Comprehensive Student Fee	\$ 15 per credit hour
Comprehensive Student Fee – (Summer/Winter)	\$ 4 per credit hour
Diploma Fee (replacement)	\$ 30
Identification Card Fee (replacement)	\$ 25
Alumni Fee (optional)	\$ 10 per semester

\*Not applicable for extension site courses; (fees included: student resource, health service, commencement, new student services, and identification card)

Discussion: Changes in the Tuition Fee Schedule from the previous year: Increases in Full and part-time tuition and an increase in the Military Credit Inventory Fee to bring the fee in line with current reimbursement rates.

On a motion made by Michael Crowley, seconded by Gene Renzi, Resolution 157-19 was approved.

**RESOLUTION NO.: 158-19                      2018-2019 BUDGET AMENDMENT  
VA REPORTING FEES GRANT**

**WHEREAS**, funds titled as reporting fees payable have been received from the Department of Veterans Affairs (VA) to support programs for veterans 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:**

VA Reporting Fees Grant – Federal Revenue	2587-3011-5410	<u>\$ 8,700.00</u>
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**Total Revenue Increase    \$ 8,700.00**

**INCREASE EXPENDITURE:**

VA Reporting Fees Grant – Professional PT	2587-3011-6102	\$ 8,008.00
VA Reporting Fees Grant – Social Security	2587-3011-6204	\$ 612.00
VA Reporting Fees Grant – Workers Comp	2587-3011-6205	<u>\$ 80.00</u>

**Total Expenditure Increase    \$ 8,700.00**

Discussion: New grant for fees payable which are received from Veterans Affairs to support our Veterans Programs.

On a motion made by Michael Crowley, seconded by Pam Beyor-Murtha, Resolution 158-19 was approved.

Approval of Policies

**RESOLUTION NO.: 159-19                      INVESTMENT POLICY**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby adopts the following Investment Policy. This policy replaces the Investment Policy, adopted on February 5, 1992 in Resolution 109-92.

**THEREFORE BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the following Investment Policy:

Jefferson Community College will establish policies and procedures consistent with Investment Policy. These Policies and Procedures will be documented and kept in compliance with the Investment Policy. (See attached)

Discussion: The Investment Policy has been updated to this final draft to reflect the Board of Trustees previous edits.

On a motion made by Michael Crowley, seconded by Judy Gentner, Resolution 159-19 was approved.

**RESOLUTION NO.: 160-19**

**CHANGE FUND POLICY**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby adopts the following Change Fund Policy. This policy replaces the Change Fund Policy, adopted on February 4, 2009 in Resolution 105-09.

**THEREFORE BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the following Change Fund Policy:

Jefferson Community College will establish policies and procedures consistent with Change Fund Policy. These Policies and Procedures will be documented and kept in compliance with the Change Fund Policy.

Discussion: This policy has been updated to adjust the current number of cash bags that are distributed to employees to reflect the current need for cash bags.

On a motion made by Michael Crowley, seconded by Beth Fipps, Resolution 160-19 was approved.

Approval of Budgets

**RESOLUTION NO.: 161-19**

**2019/2020 OPERATING BUDGET**

**WHEREAS**, Jefferson Community College anticipates serving 1,581 full-time students as well as enrolling students for 16,343 part-time credit hours and 4,030 summer credit hours during the 2019-2020 academic year. Base State Aid FTE at 2,394.4.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees does hereby approve a Jefferson Community College 2019-2020 Operating Budget in the amount of \$28,617,980 with the contribution of the sponsor at \$5,262,179 and the State share of \$7,382,427.

Discussion: Jefferson County approved the 2019-2020 Operating Budget on Monday, July 2, 2019 with the net increase of 2%, which increases the charge back fees the College may collect from neighboring counties.

On a motion made by Michael Crowley, seconded by Beth Fipps, Resolution 161-19 was approved.

Financial Statements

VP Dupee reviewed the May 2019 Financial reports (see attached). The committee recommends that the full board accept financial statements for May 2019.

On a motion made by Michael Crowley, seconded by Judy Gentner, the May 2019 Financial Reports were approved.

**Other Business**

**RESOLUTION NO.: 162-19**

**RECOGNITION OF SERVICE**

**LISA A. WEBER**

**WHEREAS**, Lisa A. Weber was first appointed to serve as a member of the Board of Trustees in January 2015 by the Jefferson County Board of Legislators;

**WHEREAS**, Lisa Weber has served on the North Country Regional Council on Community Colleges Committee; has served on the Academic and Education Committee; has served on the Budget and Planning Committee; has served on the Personnel Committee; has served on the Facilities Committee; and has been a generous contributor to the Jefferson Community College Foundation; and

**WHEREAS**, as a member of the Board of Trustees, Lisa Weber has advanced the mission of the College through the 2014-2020 Strategic Plan and the Facilities Master Plan to realization of the Collaborative Learning Center and

**WHEREAS**, Lisa Weber has supported Jefferson Community College through her generous donation of time and talent and her thoughtful and knowledgeable counsel;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees extends appreciation to Lisa Weber for her dedicated service and commitment to this College and wishes her well in all future endeavors.

Chair Hunter presented and read Resolution 162-19. Chair Hunter asked for a motion to accept the resolution, which was made by Beth Fipps and seconded by Pam Beyor-Murtha, and passed by the full board.

**RESOLUTION NO.: 163-19**

**COMMITMENT TO EXPLORATION OF  
SHARED SERVICES**

**WHEREAS** the leadership of Jefferson Community College is working to balance budgets and effectively serve our students and community while facing rising operating costs, increasing fixed costs and ongoing funding challenges, and



**WHEREAS** community colleges in New York State and nationally are facing declining enrollments, shrinking populations of feeder high school students, and fierce competition from both private and public institutions, and

**WHEREAS** the State University of New York has actively encouraged collaboration and sharing of services among colleges within its 64 campus system to realize cost savings and streamline operational efficiencies, and

**WHEREAS** the leadership of Cayuga Community College, Jefferson Community College, Onondaga Community College and Tompkins Cortland Community College, all located in close proximity to one another in Central/Northern New York, is committed to exploring shared services as a means to ultimately improve customer service and free resources to better serve students;

**THEREFORE BE IT RESOLVED** the Board of Trustees of Jefferson Community College endorse the exploration of shared services among Cayuga Community College, Jefferson Community College, Onondaga Community College and Tompkins Cortland Community College that will benefit and strengthen each campus individually and the SUNY community college system as a whole.

**BE IT FURTHER RESOLVED** that the President of Jefferson Community College is requested to provide a report to the Board of Trustees on the status of said exploration of shared services within the year.

Dr. Ty Stone presented Resolution 163-19 – Commitment to Exploration of Shared Services. Chair Hunter asked for a motion to accept the resolution, which was made by Pam Beyor-Murtha and seconded by Judy Gentner, and passed by the full board.

**RESOLUTION NO.: 164-19**

**RATIFICATION OF CONTRACTS**

**JCC SUNY EBG**

**OmniUpdate**

**Stamats**

**State University of New York Potsdam**

**Worlitop**

**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:

**JCC SUNY EBG**

*(Energy reimbursement contract extension)*

**OmniUpdate**

*(Renewal Agreement – Content Management Contract)*

**Stamats**

*(Addendum to April 2017 contract:*

*Consulting Services for Communications Sequence Mapping for Admissions)*

**SUNY Potsdam**

*(Course transfer agreement)*

**Worlitop**

*(Agreement amendment – non-credit social media course)*

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

Dr. Ty Stone presented Resolution 164-19 - Ratification of Contracts (Attached). Chair Hunter asked for a motion to accept the resolution, which was made by Gene Renzi and seconded by Beth Fipps, and passed by the full board.

**Personnel Committee - None**

**Schedule of Upcoming Meetings**

Academic & Educational Services Committee – TBD

Facilities Committee Meeting – TBD

Personnel Committee- TBD

Board Retreat – Wednesday, August 21, 2019

Budget and Planning Committee – September 4, 2019

Full Board Meeting – September 4, 2019

NYCCT Conference – September 20-22, 2019 – Holiday Inn, Saratoga Springs, NY

**Adjournment**

On a motion made by Beth Fipps, seconded by Gene Renzi, the meeting was adjourned at 4:38 p.m.

Respectfully submitted,

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Edie A. Roggie

Secretary to the Board