



**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
June 19, 2019  
Meeting Minutes**

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

Absent: Lisa Weber

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: Linda Dittrich, AVP – Science, Math, et al  
Jerilyn Fairman, AVP – Liberal Arts  
Ben Foster – Interim JCC Foundation Executive Director  
Karen Freeman, Senior Director of Government Affairs & Public Relations  
Terrence Harris, Associate VP of Workforce Development and Business  
Kim Sell, Senate President, Associate Professor of Physical Education  
Megan Stadler – Dir. of Grants, Planning, Research, & Institutional Effectiveness  
Rebekah Widrick – 2019-2020 Student Trustee

**Call to Order**

The regular monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:02 p.m., on Wednesday, June 19, 2019, in the Board Room, 6-220, of the Jules Center, Jefferson Community College, Watertown, New York, by Board Chair Nathan Hunter.

### **Approval of Minutes** –

On a motion made by Michael Crowley, seconded by Beth Fipps, the minutes of the May 1, 2019 meeting were approved.

### **Privilege of the Floor**

Chair Hunter requested that guests introduce themselves. He then offered privilege of the floor.

### **Updates**

#### **JCC Foundation – Beth Fipps and Ben Foster**

##### Planned Summer Events

- Alumni and Family Night at The Watertown Rapids Game, Thurs June 27th
- Alumni Wine Cruise July 11th – Clayton NY
- Clambake and Cocktails will be Friday Aug 16th – 6:00 at the Antique Boat Museum
- Invites will be sent at the end of June. The Foundation is in the process of collecting silent auction items.

##### Solicitations

- A Presidential solicitation letter was sent to more than 600 JCC constituents June 10th.

##### Other Business

- The Foundation's Consultant, Maya Gasuk from WestWind Consulting is tentatively scheduled to present her report to the Foundation Executive Committee on July 9th.

#### **Student Trustee – Michael Lennox**

- The new SGA Executive Board was chosen for 2019-2020. We are missing a Marketing Manager and Secretary, but have the President (Savanna Baker), Vice President (Noah Ramer), Trustee (Rebekah Widrick) and Treasurer (Marissa Martino). The Marketing Manager and Secretary will be hired next semester.
  - During the end of the semester and the last few weeks I've been working with Katie Korman on reforming/improving aspects of student life, including: SGA working to bridge the gap between commuters and Res Hall students, creating clear processes to help the incoming SGA, and working to ease the transition between each new SGA Executive Board. I've also worked with the Residence Directors to address some other student life concerns relating to East Hall.
- Introduction of Rebekah Widrick, 2019-2020 Student Trustee

#### **Senate President Report** – Kim Sell

The final Senate meeting of the 2018-19 academic year was held on Tuesday, May 7, 2019. Attached are the approved meeting minutes of the 5/7/2019 meeting.

Some of the highlights of the May meeting included:

- President Stone reviewed the points she would cover with the Trustees. The spring meetings had reversed with Senate meeting before the Trustees for the past few months. This allowed President Stone to let the campus know what she planned to present to the Trustees.
- The final Senate Slate was presented. All positions were filled with two having a vote required. All officer and committee positions have been filled. Student positions will be recruited for when the fall semester begins.
- All other committees were usual business and announcements.
- Updates and Announcements for the end of the semester business and events followed to the adjournment of the meeting.

The next Senate meeting is scheduled for Tuesday, September 3, 2019.

### **President's Report**

Enrollment Analysis - Exploring environmental factors, trends, and projections

- Description of the Problem – Declining enrollment over the past 5 years; projected to be down 6% for Fall 2019 semester.
- Environmental Factors – Environmental factors include: Decreased Jefferson County Population, smaller High School Graduating Classes; reduced Fort Drum population, lower Economy and an increased Competitive Landscape.
- Specific Losses - Non-traditional Students, In-coming Students, Continuing Students
- Closer Look – our applicants are increasingly choosing to go nowhere, to attend a 4-year college, or to attend another 2-year college.
  - JCC - down 18%
  - Community Colleges - down 31%
  - Four year Colleges - up 30%
  - Excelsior Scholarship had very little negative impact on our enrollment

Dr. Stone asked Bob Santamoor to provide an overview of the residence hall projections for Fall. At this time, the applications and deposits are significantly down. FSA is working with college staff to increase outreach efforts for potential residence hall students.

### **Appointment of Nominating Committee**

Chair Hunter announced the formation of the 2019-2020 Nominating committee, tasked with bringing forward a slate of officers for the 2019-2020 year at the July 10th meeting. Appointed are Terry Fralick, Michael Crowley and Pamela Beyor-Murtha. Chair Hunter thanked these Trustees for agreeing to serve in this capacity.

### **Budget and Planning Committee**

Committee Chair Michael Crowley presented and recommends that the Board of Trustees approves the following budget amendments in Resolutions 139-19 through 143-19.

**RESOLUTION NO.: 139-19**

**2018-2019 BUDGET AMENDMENT  
CENTER FOR COMMUNITY STUDIES – TUG HILL  
LANDOWNERS SURVEY**

**WHEREAS**, the College has received funding from the Tug Hill Commission to complete a Resident and Landowner Survey of the Tug Hill Region of Northern New York, on behalf of the Tug Hill Commission, Watertown, New York;

**WHEREAS**, the goal of the survey is to collect information on the attitudes and opinions of those two populations on a variety of topics relevant to Tug Hill and of interest to the Tug Hill Commission, its Councils of Governments, and town and villages;

**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	\$ 21,000.00
<b>Total Increase Revenue</b>	<b>\$21,000.00</b>

**INCREASE EXPENDITURE:**

Center Comm. Studies Grant – Professional P/T	2803-3011-6102	\$ 5,251.10
Center Comm. Studies Grant – State TRS	2803-3011-6202	700.00
Center Comm. Studies Grant – Social Security	2803-3011-6204	560.00
Center Comm. Studies Grant – Workers Comp	2803-3011-6205	52.00
Center Comm. Studies Grant – Printing	2803-3011-7104	250.00
Center Comm. Studies Grant – Activity Expense	2803-3011-7202	3,025.00
Center Comm. Studies Grant – Indirect Cost	2803-3011-7231	2,111.90
Center Comm. Studies Grant – Prof Service Fees	2803-3011-7241	9,050.00
		<u>\$ 21,000.00</u>
<b>Total Increase Expenditure</b>		<b>\$21,000.00</b>

Discussion: Res. 139-19 is a 1-year grant that reflects a new contracted study. On a motion made by Michael Crowley, seconded by Judy Gentner, Resolution 139-19 was passed.

**RESOLUTION NO.: 140-19**

**2018-2019 BUDGET AMENDMENT  
NYS DEC URBAN FORESTRY GRANT**

**WHEREAS**, the College has received funding from the State of New York Department of Environmental Conservation to conduct a mature tree inventory on the main campus, including a hazard assessment in areas used by students, visitors, and staff. This grant has a two-year term (12/17/2018 – 12/16/2020) in the amount of \$18,350;

**WHEREAS**, the overall goal is to determine the types, quantities, location and health of its community forest, and to develop a management plan that will assist the College in addressing forest health issues and threats and will foster a safe and beautiful campus while enhancing the environment. In alignment with existing campus planning, goals and values the project will help support a healthy urban forest;

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

**INCREASE REVENUE:**

DEC Urban Forestry Grant –State Grants      2635-3011-5420      \$ 18,350.00

**Total Revenue Increase      \$ 18,350.00**

**INCREASE EXPENDITURE:**

DEC Urban Forestry Grant – Prof P/T      2635-3011-6140      \$ 900.00

DEC Urban Forestry Grant – Prof Svc Fees      2635-3011-7241      \$ 17,450.00

**Total Expenditure Increase      \$ 18,350.00**

Discussion: Res. 140-19 is a new 2-year grant. On a motion made by Michael Crowley, seconded by Beth Fipps, Resolution 140-19 was passed.

**RESOLUTION NO.: 141-19**

**2018-2019 BUDGET AMENDMENT  
EDUCATIONAL OPPORTUNITY PROGRAM (EOP)  
GRANT – SUMMER POST-FRESHMAN**

**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 funding will support programs at Jefferson that offer academic counseling, educational and career planning, financial advisement, financial assistance, and a post-freshmen summer program (one week grant period 8/18 – 8/24/2019);

**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      2640-3011-5420      \$ 10,690.00

**Total Revenue Increase      \$ 10,690.00**

**INCREASE EXPENDITURE:**

Educ. Opportunity Prog (EOP) – Instr Supplies      2640-3011-7108      \$ 1,000.00

Educ. Opportunity Prog (EOP) – Prof Svc Fees      2640-3011-7241      6,440.00

Educ. Opportunity Prog (EOP) –Travel      2640-3011-7250      1,500.00

Educ. Opportunity Prog (EOP) –Workshops      2640-3011-7253      \$ 1,750.00

**Total Expenditure Increase      \$ 10,690.00**

Discussion: Res. 141-19 is for non-freshman students; additional funds but part of the Educational Opportunity Program (EOP) program. On a motion made by Michael Crowley, seconded by Beth Fipps, Resolution 141-19 was passed.

**RESOLUTION NO.: 142-19**

**2018-2019 BUDGET AMENDMENT  
EDUCATIONAL OPPORTUNITY PROGRAM (EOP)  
GRANT – SUMMER PRE-FRESHMAN**

**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 funding will support programs at Jefferson that offer academic counseling, educational and career planning, financial advisement, financial assistance, and a pre-freshmen summer extended orientation program (3 weeks 7/21 – 8/10/2019);

**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 2630-3011-5420 \$ 61,225.00

**Total Revenue Increase \$ 61,225.00**

**INCREASE EXPENDITURE:**

Educ. Opportunity Prog (EOP) –Prof PT 2630-3011-6102 \$ 1,200.00

Educ. Opportunity Prog (EOP) –Prof Adjuncts 2630-3011-6103 3,060.00

Educ. Opportunity Prog (EOP) –Instr Supplies 2630-3011-7108 3,320.00

Educ. Opportunity Prog (EOP) –Prof Svc Fees 2630-3011-7241 40,765.00

Educ. Opportunity Prog (EOP) –Student Recrt 2630-3011-7247 2,000.00

Educ. Opportunity Prog (EOP) –Travel 2630-3011-7250 4,520.00

Educ. Opportunity Prog (EOP) –Workshops 2630-3011-7253 \$ 6,360.00

**Total Expenditure Increase \$ 61,225.00**

Discussion: Res. 142-19 is for incoming freshman students; additional funds but part of the Educational Opportunity Program (EOP) program. On a motion made by Michael Crowley, seconded by Michael Lennox, Resolution 142-19 was passed.

**RESOLUTION NO.: 143-19**

**2018-2019 BUDGET AMENDMENT  
SUNY RESEARCH FOUNDATION STRONG START  
TO FINISH (SSTF) GRANT**

**WHEREAS**, funds have been received from the Research Foundation for the State University of New York (SUNY) as part of the Strong Start to Finish (SSTF) project to significantly increase the number and proportion of low-income students, students of color and returning adults who succeed in college math and English and enter a program of study in their first year of college;

**WHEREAS**, the innovation funds will be used to complement the existing work JCC is already doing in Math Pathways and in the Development English Learning Community. This funding is intended to be a deeper dive for the college to address specific guided pathways

implementation and Core Principles strategies. The grant is a 2-year grant (4/30/2019 – 2/15/2021);

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

**INCREASE REVENUE:**

SUNY SSTF –State Grants	2638-3011-5420	\$ <u>10,000.00</u>
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**Total Revenue Increase \$ 10,000.00**

**INCREASE EXPENDITURE:**

SUNY SSTF – Prof PT	2638-3011-6102	\$ 2,500.00
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SUNY SSTF – Prof Stipend	2638-3011-6104	2,500.00
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SUNY SSTF – Staff Development	2638-3011-7246	1,500.00
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SUNY SSTF – Travel	2638-3011-7250	\$ <u>3,500.00</u>
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**Total Expenditure Increase \$ 10,000.00**

Discussion: Res. 143-19 is a new grant. On a motion made by Michael Crowley, seconded by Judy Gentner, Resolution 143-19 was passed.

Committee Chair Michael Crowley presented and recommends that the Board of Trustees approves the following Financial Policies in Resolutions 144-19 through 146-19:

**RESOLUTION NO.: 144-19**

**OFFICE OF MANAGEMENT AND BUDGET  
UNIFORM GUIDANCE POLICY**

**WHEREAS**, to ensure compliance with the OMB Uniform Guidance for Federal Awards in the areas of Administrative Requirements, Cost Principles, and Audit Requirements,

**THEREFORE BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the following Office of Management and Budget Uniform Guidance Policy:

Jefferson Community College will establish policies and procedures consistent with the requirements of the Uniform Guidance. These Policies and Procedures will be documented and kept in compliance with the Uniform Guidance.

Discussion: At the recommendation of the College’s auditors, the policies and procedures of the College have been consolidated in an updated Uniform Guidance Policy. On a motion made by Michael Crowley, seconded by Michael Lennox, Resolution 144-19 was passed.

**RESOLUTION NO.: 145-19**

**TUITION RECEIVABLE WRITE-OFF**

**WHEREAS**, in compliance with generally accepted accounting principles, the College should not retain as accounts receivable items accounts that are deemed to be uncollectable, and;

**WHEREAS**, the accounts receivable items set forth in the attached schedule are deemed to be un-collectable;

**NOW, THEREFORE BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the following adjustment to the tuition receivable account:

**Student Accounts Receivable 0-10000-1310 \$305,890.26**

On a motion made by Michael Crowley, seconded by Beth Fipps, Resolution 145-19 was passed.

**RESOLUTION NO.: 146-19 BAD DEBT ALLOWANCE INCREASE**

**WHEREAS**, the allowance for bad debt reflected in the College's financial statements is currently at \$190,000;

**WHEREAS**, the College's auditors have suggested that the bad debt allowance should reflect the average of the past three (3) years' actual tuition write offs which is an average of \$211,000;

**NOW, THEREFORE BE IT RESOLVED**, that based upon the past three (3) years' average, the allowance for bad debt shall be increased to \$211,000 for the 2018-2019 fiscal year.

On a motion made by Michael Crowley, seconded by Pam Beyor-Murtha, Resolution 146-19 was passed.

Approval of Budgets

Chair Crowley reported that the Budget and Planning Committee will not present Resolution No. 147-19 – Approval of 2019-2020 Operating Budget Faculty-Student Association (FSA) or Resolution No. 148-19 – Approval 2019-2020 Operating Budget Jefferson Faculty-Student Association Auxiliary (JFSAA) to the Board of Trustees.

Chair Crowley recommends that the full board approve the Student Association operating budget as follows:

**RESOLUTION NO.: 149-19 APPROVAL 2019-2020 OPERATING BUDGET STUDENT ASSOCIATION, STUDENT GOVERNMENT, ATHLETIC BOARD OF CONTROL AND CAMPUS ACTIVITIES BOARD**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the attached 2019-2020 operating budget for the Student Association Administration, Student Government, Athletic Board of Control and Campus Activities Board.



On a motion made by Michael Crowley, seconded by David Males, Resolution 149-19 was passed.

Committee Chair Michael Crowley recommends that the full board approve the Student Association operating budget as follows:

**RESOLUTION NO.: 150-19                      APPROVAL 2019-2020 OPERATING BUDGET  
NEW STUDENT SERVICES**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees does hereby approve the attached 2019-2020 operating budget for New Student Services.

On a motion made by Michael Crowley, seconded by Michael Lennox, Resolution 150-19 was passed.

**Other Business**

**RESOLUTION NO.: 151-19                      RECOGNITION OF SERVICE  
MICHAEL J. LENNOX**

**WHEREAS**, Michael J. Lennox was first elected by the student body to serve as the student member of the Jefferson Community College Board of Trustees commencing July 1, 2018; and

**WHEREAS**, in addition to serving as a Trustee, Michael has provided leadership to the Jefferson Community College Student Government helping to plan and promote student programming, leadership training opportunities, special events, and open forums to discuss student life; and serving as the Fall 2018 Student Commencement Speaker; and

**WHEREAS**, Michael was a leader among his peers as a student ambassador helping to create a welcoming environment for visitors to campus, incoming students and their family members; and through his participation in the Tau Xi Chapter of the Phi Theta Kappa Honor Society; and

**WHEREAS**, as a participant in the Honors Program, and as recipient of Phi Theta Kappa All New York Academic Team recognition Michael embodied academic excellence; and

**WHEREAS**, Michael has supported the Jefferson Community College Board of Trustees through his thoughtful insight and enthusiastic participation as a member of the Academic and Educational Services Committee, the Mission and Vision Workgroup, and the Strategic Planning Committee;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees extends appreciation to Michael J. Lennox for his dedicated service to this College and offers every good wish for continued success in his future higher education and professional endeavors.

Dr. Stone presented and read Resolution 151-19. Chair Hunter asked for a motion to accept the resolution, which was made by Beth Fipps and seconded by Judy Gentner, and passed by the full board. Dr. Ty Stone presented Michael Lennox with a copy of the resolution and offered him best wishes as he continues his education.

**RESOLUTION NO.: 152 -19 Ratification of Contracts**

**Comprehensive Women’s Health**  
**Flywire**  
**Gouverneur Hospital**  
**Hospice of Jefferson County**  
**Jefferson Lewis Board of Cooperative Educational Services**  
**Monroe Community College**  
**Northern New York Community Foundation**  
**The Research Foundation for the State University of New York**  
**Tug Hill Commission**  
**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:

**Comprehensive Women’s Health**  
*(clinical site, nursing program)*

**Flywire**  
*(agreement - Cross-Border Payment Processing and Managed Services)*

**Gouverneur Hospital**  
*(clinical site, nursing program)*

**Hospice of Jefferson County**  
*(clinical site, nursing program)*

**Jefferson Lewis Board of Cooperative Educational Services**  
*(legal services agreement)*

**Monroe Community College**  
*(agreement – SUNY Guided Pathways Institutes)*

**Northern New York Community Foundation**  
*(agreement - Center for Community Studies surveys)*

**The Research Foundation for the State University of New York**  
*(subaward agreement – Strong Start to Finish)*

**Tug Hill Commission**  
*(agreement - Center for Community Studies Landowner survey)*

**Worlitop**  
*(agreement – 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 152-19 - Ratification of Contracts. Chair Hunter asked for a motion to accept the resolution, which was made by Pam Beyor-Murtha and seconded by Michael Lennox, and passed by the full board.

### **Executive Session**

On a motion made by Judy Gentner, seconded by Michael Crowley, the Board adjourned to Executive Session at 4:55 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law to discuss a matter with respect to a particular person or persons.

### **Reconvention**

The Board reconvened in open session at 5:30 p.m.

### **Personnel Committee**

#### **RESOLUTION NO.: 153-19 Authorization to Amend the President's Contract**

**WHEREAS**, the Jefferson Community College Board of Trustees hereby authorizes the second amendment to the Employment Contract with President Stone pertaining to the Performance Evaluation, as attached;

**NOW, THEREFORE, BE IT RESOLVED** that Board Chair Nathan Hunter shall be authorized and directed to execute the second amendment to the President's Employment Contract.

Committee Chair Judy Gentner made a motion to accept Resolution 153-19 (see attached contract), which was seconded by Pam Beyor-Murtha, and passed by the full board.

#### **RESOLUTION NO.: 154-19 Job Title Classification**

**Director of College Access and Opportunity  
Director of Educational Planning and Veteran Services  
Education Coordinator – Enrollment Services  
Educational Planner  
Educational Planner – Veteran Services  
Senior Director of Institutional Effectiveness and Chief of Staff**

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 positions of:

**Director of College Access and Opportunity  
Director of Educational Planning and Veteran Services  
Education Coordinator – Enrollment Services  
Educational Planner  
Educational Planner – Veteran Services  
Senior Director of Institutional Effectiveness and Chief of Staff**

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

Chair Hunter asked for a motion to accept Resolution 154-19, which was made by Beth Fipps and seconded by Michael Lennox, and passed by the full board.

### **Schedule of Upcoming Meetings**

Facilities Committee Meeting – TBD  
Academic & Educational Services Committee – TBD  
Personnel Committee- TBD  
Budget and Planning Committee – July 10, 2019  
Full Board Meeting – July 10, 2019  
Board Retreat – Wednesday, August 21, 2019

**Adjournment**

On a motion made by Beth Fipps, seconded by Michael Lennox, the meeting was adjourned at 5:40 p.m.

Respectfully submitted,

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Edie A. Roggie  
Secretary to the Board