



**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES MINUTES  
Wednesday, March 6, 2019**

Present: Trustees  
Nathan Hunter, Chair  
Michael Crowley  
Elizabeth Fipps  
Terry Fralick  
Judy Gentner  
Michael Lennox  
Eugene Renzi  
Lisa Weber

Administrative Staff:  
Ty Stone, President  
Dan Dupee, VP - Administration & Finance  
Tom Finch, VP - Academic Affairs

Guests:  
Jack Donato, President FAJCC  
Leslie DiStefano, Marketing & Communications Director  
Linda Dittrich, AVP – Science, Math, et al  
Jerilyn Fairman, AVP – Liberal Arts  
Karen Freeman, Senior Director of Government Affairs & Public Relations  
Edie Roggie, Assistant to the President  
Kim Sell, Senate President, Associate Professor of Physical Education  
Kerry Young, Executive Director, Finance & Human Resources

**Call to Order**

The regular monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:00 p.m., on Wednesday, March 6, 2019, in the Board Room, 6-220, of the Jules Center, Jefferson Community College, Watertown, New York, by Board Chair Nathan Hunter.

At the request of Chair Hunter, guests in attendance introduced themselves.

## **Approval of Minutes**

On a motion made by Chair Hunter, seconded by Michael Crowley, the minutes of the February 6, 2019 meeting were approved.

## **Privilege of the Floor**

Chair Hunter offered privilege of the floor. No one came forward to address the Board. Chair Hunter introduced and welcomed the new Board of Trustee member, Eugene Renzi.

## **Updates**

### **■ JCC Foundation**

- Executive Director Job Description will be posted nationally next week
- New Gifts: Michelle Capone: 10K scholarship; Anonymous gift: \$1 million, plus a planned gift; designation pending
- Consultant update – Hired Maya Gasuk from West Wind Consulting
- Clambake – Friday August 16, 2019

### **■ Student Trustee**

- SGA hired a new secretary and marketing manager, completing the team. Hired were Megan Renaud as secretary and Shawn Traynor, a JCC alumni back for another degree, as marketing manager. They will both be fully instated by the next meeting on 3/13/2019.
- SGA is holding/will have held a training on 3/6 to go over the Constitution, to review new roles, and get a general refresher on duties.
- SGA is also prepping for the Spring SUNY Student Assembly conference on April 4th-7th, 2019. This conference is in Saratoga and will be a good training opportunity for Student Government to attend conferences, and exchange ideas with other SUNY student governments.

### **■ Senate President**

The sixth Senate meeting of the 2018-19 academic year and the second of the Spring 2019 semester was held on Tuesday, March 5, 2019. Attached are the approved meeting notes and the minutes of the 2/5/2019 meeting. The next Senate meeting is scheduled for Tuesday, April 3, 2019.

## **President's Report**

### **Fostering Student Success**

- Student Forums Monthly (February 21, March 6)
- Mission and Vision Strategic Planning meeting

- Vice President for Student Affairs, Dr. Corey Campbell, hired (starting March 11)
- Implemented first ever staff Professional Development Day

### **Operational Effectiveness**

- Led faculty/staff discussions regarding the Academic Advising Center
- Advocated for more funding with local legislators
- Reviewing all vacancies to evaluate efficiencies in structure and duties
- Submitted grant application for \$100K through DANC for updated technology

### **Strengthening Connections with Business & Industry**

- Keynote Speaker for Engineering Week for NY Air Brake
- Appointed to co-chair the NCREDC
- Continued planning for the Downtown TechSpace
- Working with Lewis County and Fort Drum on Transportation Task Force
- Serving on the United Way search committee for new Executive Director

### **Increasing the Visibility of the College**

- Appointed to co-chair the NCREDC
- Black History Month Keynote Speaker at Fort Drum
- Hosting JLI Education Day with Stephen Todd (BOCES)
- Editorial Board meeting scheduled with WDT
- Serving on a panel of Women's Leaders

### **Points of Distinction**

- Gabrielle Thompson selected for the Excellence in Equity Fellowship at University of Illinois
- Michael Lennox and Christopher Sanders won the PTK All New York Academic Team Award
- Joel LaLone and Larry Danforth presented results of the Lewis County Survey to the Legislators
- JCC Women's Basketball Team were runners up in the Region 3 Finals
- Featured in the New York Times for our Community Schools initiative
- Selected for SUNY Guided Pathways Cohort II

### **Budget and Planning Committee**

Trustee Crowley provided the report of the Budget and Planning Committee which met prior to the full Board meeting. On a motion by Trustee Crowley, seconded by Judy Gentner, the Board unanimously approved the following budget amendments, 104-19-109-19 and 119-19-120-19, acknowledging grant funding:

**RESOLUTION NO.:** 104-19  
**DATE:** FEBRUARY 6, 2019  
**SUBJECT:** 2018-2019 BUDGET AMENDMENT  
 COLLEGE-IN-PRISON REENTRY INITIATIVE GRANT

**WHEREAS**, the College has received state funding from New York State Office of the District Attorney, New York County (DANY) under the College-in-Prison Initiative for nearby correctional facilities in Cape Vincent, Gouverneur, and Watertown.

**WHEREAS**, the College will provide programming to include college-level instruction and reentry support for five (5) years, with provision of performance measurement data for an additional year after programming ends (for use in an evaluation), for a total of six (6) years. As the needs of the Initiative may change, modifications may be made to the College’s responsibilities.

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

**INCREASE REVENUE:**

College-in Prison Grant – State Grants & Contracts	2629-3011-5420	\$ 126,542.34
<b>Total Increase Revenue</b>		<b>\$126,542.34</b>

**INCREASE EXPENDITURES:**

College-in Prison Grant – Professional Adjuncts	2629-3011-6103	\$ 85,202.00
College-in Prison Grant – State TRS	2629-3011-6202	9,292.00
College-in Prison Grant – TIAA CREF	2629-3011-6203	11,374.00
College-in Prison Grant – Social Security	2629-3011-6204	6,518.42
College-in Prison Grant – Workers Compensation	2629-3011-6205	852.05
College-in Prison Grant – Instructional Supplies	2629-3011-7108	2,548.87
College-in Prison Grant – Indirect Cost	2629-3011-7231	6,317.00
College-in Prison Grant – Travel	2629-3011-7250	\$ 4,438.00
		\$ 58,895.00
<b>Total Increase Expenditures</b>		<b>\$126,542.34</b>

**RESOLUTION NO.:** 105-19  
**SUBJECT:** 2018-2019 BUDGET AMENDMENT  
 EDUCATIONAL OPPORTUNITY PROGRAM (EOP) GRANT

**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;

**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	2618-3011-5420	<u>\$ 84,013.00</u>
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**Total Revenue Increase \$ 84,013.00**

**INCREASE EXPENDITURE:**

Educ. Opportunity Prog (EOP) –Prof F/T	2618-3011-6101	\$ 38,065.00
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Educ. Opportunity Prog (EOP) –Prof P/T	2618-3011-6102	8,050.00
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Educ. Opportunity Prog (EOP) –Student Tutor	2618-3011-6142	1,898.00
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Educ. Opportunity Prog (EOP) –Schol Awds	2618-3011-7512	<u>\$ 36,000.00</u>
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**Total Expenditure Increase \$ 84,013.00**

**RESOLUTION NO.:** 106-19

**SUBJECT:** 2018-2019 BUDGET AMENDMENT  
LIBERTY PARTNERSHIP PROGRAM GRANT

**WHEREAS**, funds have been received from the New York State Education Department (SED) to implement a 12-month Liberty Partnership Program in partnership with Watertown City School District and the Watertown Family YMCA;

**WHEREAS**, the Watertown Liberty Partnership Program (WLPP) will provide structured and individualized support services through a hybrid school-based, after-school, and summer program model. A total of 200 at-risk students in grades 5-12 will be provided service in each year of this multi-year grant. The program will increase secondary school persistence, increase graduation rates, and prepare students to successfully transition to postsecondary education and the workforce. The main goal is to ensure that a minimum of 95% of the WLPP participants do not drop out of school;

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

**INCREASE REVENUE:**

Liberty Partnership Grant –State Grants	2632-3011-5420	<u>\$250,000.00</u>
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**Total Revenue Increase    \$250,000.00**

**INCREASE EXPENDITURE:**

Liberty Partnership Grant –Prof F/T	2632-3011-6101	\$ 52,029.00
Liberty Partnership Grant –Prof P/T	2632-3011-6102	56,284.00
Liberty Partnership Grant –State ERS	2632-3011-6201	11,000.00
Liberty Partnership Grant –State TRS	2632-3011-6202	1,800.00
Liberty Partnership Grant –Social Security	2632-3011-6204	8,300.00
Liberty Partnership Grant –Workers Comp	2632-3011-6205	1,000.00
Liberty Partnership Grant –Life Insurance	2632-3011-6206	100.00
Liberty Partnership Grant –Disability Insurance	2632-3011-6208	100.00
Liberty Partnership Grant –Health Insurance	2632-3011-6209	17,700.00
Liberty Partnership Grant –Instr Supplies	2632-3011-7108	4,000.00
Liberty Partnership Grant –Activity Expense	2632-3011-7202	758.00
Liberty Partnership Grant –Indirect Cost	2632-3011-7231	18,518.00
Liberty Partnership Grant –Prof Svc Fees	2632-3011-7241	42,500.00
Liberty Partnership Grant –Travel	2632-3011-7250	33,911.00
Liberty Partnership Grant –Scholarship	2632-3011-7512	<u>\$ 2,000.00</u>

**Total Expenditure Increase    \$250,000.00**

**RESOLUTION NO.:**            **107-19**

**SUBJECT:**                        **2018-2019 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:

**INCREASE REVENUE:**

Paramedic DOH Grant – State Revenue	2612-3011-5420	<u>\$ 600.00</u>
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**Total Revenue Increase \$ 600.00**

**INCREASE EXPENDITURE:**

Paramedic DOH Grant – Professional PT	2612-3011-6102	\$ 553.08
Paramedic DOH Grant – Social Security	2612-3011-6204	\$ 42.31
Paramedic DOH Grant – Workers Comp	2612-3011-6205	<u>\$ 4.61</u>
		\$ 600.00

**Total Expenditure Increase \$ 600.00**

**RESOLUTION NO.: 108-19**

**SUBJECT: 2018-2019 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 2018/2019 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>\$ 20.00</u>
		<b>Increase Revenue \$ 20.00</b>

**INCREASE EXPENDITURE:**

Collection Development Grant – Books	2604-3011-7101	<u>\$ 20.00</u>
		<b>Increase Expenditure \$ 20.00</b>

**RESOLUTION NO.: 119-19**

**SUBJECT: 2018-2019 BUDGET AMENDMENT  
WORKFORCE DEVELOPMENT CONSORTIUM GRANT**

**WHEREAS**, the College has received additional funding from the State University of New York to provide advanced training and promote workforce retention for companies in Jefferson and Lewis Counties;

**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	2701-3011-5420	\$ 9,000.00
Workforce Dev. Grant – Local Revenue	2701-3011-5430	<u>3,000.00</u>
		\$12,000.00
	<b>Total Increase Revenue</b>	<b>\$12,000.00</b>

**INCREASE EXPENDITURE:**

Workforce Dev. Grant – Instructional Supplies	2701-3011-7108	\$ 4,455.00
Workforce Dev. Grant – Indirect Cost	2701-3011-7231	2,000.00
Workforce Dev. Grant – Professional Svcs	2701-3011-7241	<u>5,545.00</u>
		\$12,000.00
	<b>Total Increase Expenditure</b>	<b>\$12,000.00</b>

**RESOLUTION NO.:** 120-19

**SUBJECT:** 2018-2019 BUDGET AMENDMENT  
PERFORMANCE IMPROVEMENT FUND (PIF)  
COMPLETION COACH INITIATIVE/PROJECT #144 GRANT

**WHEREAS**, funds have been received from the State University of New York (SUNY) to help “move the dial” to deliver tangible results in the areas of recruitment enrollment, retention and completion as established in the collaborative model, Communities of Practice (CoPs);

**WHEREAS**, the funding will assist campus staff members in collaborative efforts within the SUNY community to establish common goals, share best practices, and work towards collective outcomes;

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

**INCREASE REVENUE:**

(PIF) Completion Coach Init –State Grants	2627-3011-5420	<u>\$ 55,500.00</u>
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**Total Revenue Increase \$ 55,500.00**

**INCREASE EXPENDITURE:**

(PIF) Completion Coach Init – Prof F/T	2627-3011-6101	\$ 29,366.00
(PIF) Completion Coach Init – State TRS	2627-3011-6202	4,354.00
(PIF) Completion Coach Init –Social Security	2627-3011-6204	2,809.00
(PIF) Completion Coach Init - Workers Comp	2627-3011-6205	411.00
(PIF) Completion Coach Init - Life Insurance	2627-3011-6206	42.00
(PIF) Completion Coach Init - Disability Ins	2627-3011-6208	108.00
(PIF) Completion Coach Init - Health Insurance	2627-3011-6209	17,343.00
(PIF) Completion Coach Init – Prof Benefits	2627-3011-6221	800.00
(PIF) Completion Coach Init -Travel	2627-3011-7250	<u>\$ 267.00</u>

**Total Expenditure Increase \$ 55,500.00**

Vice President Dupee reviewed the financial statements for the month ending January 31, 2019.

On a motion made by Judy Gentner, seconded by Beth Fipps, the financial statements for January 2019 were unanimously accepted.

Review of JCC Investment Policies Draft – The Budget and Planning Committee under our existing investment policy accepted the use of NYCLASS as an acceptable mode of modality of investment. No other action was taken at this time. The Committee will continue to review a draft of a new investment policy and make a recommendation to the Board of Trustees at a later date.

**Academic & Educational Services**

Committee chair Terry Fralick provided the report of the Academic & Educational Services Committee which met prior to the full Board meeting.

Tom Finch presented the 2021-2022 Academic Calendar. On a motion by Michael Lennox, seconded by Michael Crowley, the Board unanimously approved the 2021-2022 Academic Calendar as follows:

**RESOLUTION NO.: 109-19      ACADEMIC CALENDAR 2021-2022**

**WHEREAS**, Jefferson Community College Board of Trustees Resolution No. 118-85 directs the formation each year of the Academic Calendar Workgroup for the purpose of reviewing and recommending the academic calendar; and

**WHEREAS**, the Academic Calendar Workgroup has proposed an academic calendar for 2021-2022 as described in a memorandum dated October 25, 2018;

**NOW, THEREFORE, BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby adopts the attached academic calendar for 2021-2022 as developed and recommended by the Academic Calendar Workgroup.

Tom Finch presented the new degree program Business Studies, AOS. On motion by Beth Fipps, seconded by Terry Fralick, the Board unanimously approved the new degree program as follows:

**RESOLUTION NO.: 110-19 APPROVAL CURRICULUM PROPOSAL  
New Degree Program: Business Studies, AOS**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the attached Business Studies, AOS program proposal.

Tom Finch presented the new degree program AS Health Care Management Degree. On a motion by Terry Fralick, seconded by Judy Gentner, the Board unanimously approved the new degree program as follows:

**RESOLUTION NO.: 124-19 APPROVAL CURRICULUM PROPOSAL  
New Degree Program: AS Health Care Management Degree**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the attached AS Health Care Management Degree program proposal.

**Facilities Committee**

Dan Dupee reported on the Facilities Committee discussion of:

- Capital Request Process
- What has been accomplished from Master Plan
- Funds remaining
- Current/Future Considerations - Turf Field; GIGP Grant Information

**Other Business**

Dr. Ty Stone introduced the policy contained in the following resolution, Res. 113-19: New Consensual Relationship Policy, assisted by Kerry Young, Executive Director of Human Resources.

Kerry Young explained that this policy replaces the former Nepotism Policy, Resolution #168-11. On a motion by Beth Fipps, seconded by Judy Gentner, the Board unanimously approved Resolution 113-19.

**RESOLUTION NO.: 113-19**

**CONSENSUAL RELATIONSHIP POLICY**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees here by adopts the following policy in accordance with the SUNY Board of Trustees Resolution dated October 9, 2018, requiring all SUNY campuses (System Administration, state-operated campuses, community colleges, and statutory colleges) to adopt a policy to address consensual relationships.

**PURPOSE:**

This policy replaces the Nepotism Policy, adopted on October 5, 2011 in Resolution 168-11. This policy is to ensure there are no conflicts of interest or bias in matters of employment or in the educational setting due to family, romantic, or sexual relationships.

**STATEMENT OF POLICY:**

Jefferson Community College fully recognizes the power imbalance that may occur with any sexual or romantic relationship between faculty or staff and undergraduate students in the educational and working environments and fully supports SUNY's efforts in combating the issue.

This policy applies to all faculty, staff and students. Failure to follow the terms of this policy will result in disciplinary action up to and including termination of employment.

Jefferson Community College strongly discourages any sexual or romantic relationship between faculty/staff members and students.

Sexual or romantic relationships between faculty/staff members and students are prohibited if there is a current supervisory relationship or if the student's course of study requires the academic or professional supervision of the faculty member, unless the relationship is disclosed and supervision is terminated in accordance with the policy.

Sexual or romantic relationships between faculty or staff, where this is a supervisory or reporting relationship between the participants, requires that each employee inform the Executive Director of Finance & Human Resources, Title IX Coordinator for Employees and their direct supervisor of the relationship.

Employees may not directly supervise their spouses, domestic partners, or other family members (related parties). In addition, employees should neither initiate nor participate in institutional decisions concerning related parties.

In the instance of a sexual or romantic relationship in the workforce, alternative supervisory roles are required to ensure that supervisors in a consensual sexual or romantic relationship with an employee are removed from any evaluation of the employee, and from any activity or decision that may appear to reward, penalize, or otherwise affect the employment status of the employee.

In the case of a pre-existing relationship or marriage, the relationship must be reported as required in this policy and alternative supervisory relationships will be established.

Dr. Stone presented Res. 124-19: Ratification of Contracts, reviewing the contracts. On a motion by Michael Lennox, seconded by Terry Fralick, the Board unanimously approved Res. 124-19.

**RESOLUTION NO.: 125 -19      RATIFICATION OF CONTRACTS**

**Blackboard Ally SUNY Participating Institution Agreement  
Cornell Cooperative Extension of Jefferson County  
Development Authority of the North Country  
Jefferson-Lewis Board of Cooperative Educational  
Services**

**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:

**Blackboard Ally SUNY Participating Institution Agreement**  
*(IT Accessibility Software)*

**Cornell Cooperative Extension of Jefferson County**  
*(survey contract, Center for Community Studies)*

**Development Authority of the North Country**  
*(survey contract, Center for Community Studies)*

**Jefferson-Lewis Board of Cooperative Educational Services**  
*(lease agreement, Lewis County Education Center)*

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

**Executive Session**

On a motion made by Judy Gentner, seconded by Nathan Hunter, the Board adjourned to Executive Session at 4:45 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 5:35 p.m.

**Personnel Committee**

On a motion by Personnel Committee chair Judy Gentner, seconded by Michael Lennox, the Board unanimously approved 2018-2019 continuing appointments, Res. 121-19, as follows:

**RESOLUTION NO.:            121-19**

**SUBJECT:                      2019 CONTINUING APPOINTMENTS**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees approves the following continuing appointments, effective September 1, 2019:

**Hansel Taylor**  
Technical Specialist

**Josh Hollenback**  
Information Systems Specialist

**Kimberly Honeywell**  
Assistant Professor

On a motion by Personnel Committee chair Michael Crowley, seconded by Beth Fipps, the Board unanimously approved 2018-2019 Promotions, Res. 122-19, as follows:

**RESOLUTION NO.            122-19**

**SUBJECT:                      2019 PROMOTIONS**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees does hereby approve the following promotions, effective September 1, 2019:

Grade 7 to Grade 9

**Bruce Alexander**

Assistant Professor to Associate Professor

**Julie Soule**

Associate Professor to Professor

**Mark Irwin**

Associate Professor to Professor

**Kimberly Sell**

On a motion by Personnel Committee chair Michael Crowley, seconded by Beth Fipps, the Board unanimously approved 2018-2019 Sabbaticals, Res. 123-19, as follows:

**RESOLUTION NO.:**           **123-19**

**SUBJECT:**                   **2019-2020 SABBATICAL LEAVES**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees does hereby approve the following sabbatical leaves during the 2019-2020 academic year:

**Cheryl Ditch**                   **Spring 2020**

**CJ Southworth**               **Fall 2019**

**Schedule of Upcoming Meetings**

Facilities Committee Meeting – TBD

Academic & Educational Services Committee – TBD

Personnel Committee- March 27, 2019

Budget and Planning Committee – April 3, 2019

Full Board Meeting – April 3, 2019

**Adjournment**

On a motion made by Eugene Renzi, seconded by Michael Crowley, the meeting was adjourned at 5:40 p.m.

Respectfully submitted,

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Edie A. Roggie  
Secretary to the Board