



**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
October 2, 2019**

**MEETING MINUTES**

**Call to Order** - Chair Nathan Hunter called the meeting to order at 4:05 p.m.

Present:

Trustees:

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

Administrative and Faculty Staff:

Bruce Alexander - Director of Administrative Services  
James Ambrose - Dean for Enrollment  
Linda Dittrich - Associate Vice President Math/Science, Technology, and Health Division  
Jack Donato - Faculty; Faculty Association President  
Dan Dupee - Vice President of Administration and Finance  
Jeri Fairman - Associate Vice President for Liberal Arts Division  
Karen Freeman - Senior Director of Government Affairs and Public Relations  
Ben Foster - JCC Foundation Interim Executive Director  
Josh Hammond - Faculty; Senate Vice President  
Terrence Harris - Associate Vice President of Workforce Development and Business  
Wes Hissong - Director of Campus Safety & Security  
Donald Horton - Chief Information Security Officer  
Megan Stadler - Senior Director of Institutional Effectiveness & Chief of Staff  
Ty Stone - President

Other Guests:

Abby Buttacavli – WWNY Channel 7 News

**Approval of Minutes** – September 6, 2019

On a motion made by Pam Beyor-Murtha, seconded by Beth Fipps, the minutes of the September 6, 2019 meeting were approved.

**Introductions**

All guests introduced themselves.

**Privilege of the Floor**

There were no items for Privilege of the Floor.

## Updates

- **JCC Foundation** – Beth Fipps called on Ben Foster to present the Foundation’s report to the Trustees. Ben provided a presentation of findings from West Wind Consulting. (See attached document)
- **Student Trustee** – Rebekah Widrick reported on the various activities sponsored by Student Government. (See attached document)
- **Senate President** – Josh Hammond, Senate Vice President, reported for Kim Sell. (See attached document)

## President’s Report

- President’s Updates – Dr. Ty Stone
  - Student Forum – Dr. Stone reported that she met with students on Monday, September 16<sup>th</sup> for her monthly Student Forum. This student forum consisted of conversations with primarily commuting students, which has not been the case in the past. Points of discussion were advising, class schedules and amenities on campus. All of the students expressed positive feedback about their experiences at Jefferson.
  - REDC Updates – The NCREDC released its latest progress report, which highlighted 11 priority projects that the council is recommending for more than \$13 million in state grant funding. There are three in both Jefferson and Lewis counties, two in Essex County and one each in St. Lawrence, Franklin and Clinton counties.
  - Title III Department of Education – Strengthening Institutions Program. Dr. Stone explained that the grant would be for \$2,125,000 over the next 5 years, to fund new strategic initiatives built around the 2020-2025 Strategic Plan. This was a very competitive grant request and the team working on this grant did a phenomenal job. (See attached document)
- Presentation – Risk Management for Information Technology, Facilities, and Campus Security Enrollment. Donald Horton, Wes Wissong and Bruce Alexander presented on security policies and procedures on campus. (See attached document). Discussion was held on security videos, security alerts, server security and security breach insurance.
- Enrollment Overview - James Ambrose presented on the challenges facing the College due to declining enrollment and the many approaches the College has taken and continues to take to recruit students. Jefferson’s rate of decline is comparable to other SUNY community colleges. (See attached document)

**Budget and Planning Committee** - Budget and Planning Committee Chair Michael Crowley brought forth the following budget resolutions:

### Budget Amendments

#### Budget Transfers

**RESOLUTION NO.: 179-19                      2018-2019 BUDGET TRANSFER  
Year End Budget Adjustments**

**WHEREAS**, modification of the 2018/2019 JCC Budget is necessary to redistribute funds to the proper accounts.

**NOW, THEREFORE BE IT RESOLVED**, that the 2018/2019 Jefferson Community College budget is hereby amended, thereby complying with generally accepted accounting principles as attached: (See attached document)

Chair Crowley reviewed Resolution 179-19 as it relates to year end budget transfers. Budget transfers reallocate funds at the end of fiscal year to the appropriate accounts.

On a motion made by Chair Michael Crowley, seconded by Judy Gentner, Resolution 179-19 was approved.

Financial Resolutions:

**RESOLUTION NO.: 180-19**

**RESOLUTION SUPPORTING A PERMANENT FUNDING FLOOR FOR COMMUNITY COLLEGE BASE STATE AID FORMULA FISCAL YEAR 2020**

**WHEREAS**, community colleges serve as economic engines that provide a trained workforce and educated citizenry for the State of New York and the local communities in which they're located;

**AND WHEREAS**, community colleges are anchor institutions that help keep their communities strong and vibrant by serving as major employers, community hubs, and social centers;

**AND WHEREAS**, community colleges are the primary catalyst to the middle class by serving more low-income students than any other sector of higher education;

**AND WHEREAS**, community colleges anticipate and respond to the emerging needs of their local communities and remain the most adaptable sector of higher education;

**AND WHEREAS**, community colleges serve nearly half of all undergraduates enrolled in the SUNY System along with nearly as many life-long learners through non-credit classes;

**AND WHEREAS**, a level of predictability in State funding is essential to provide community colleges the ability to plan and budget accordingly and recognizes each college's annual fixed costs;

**AND WHEREAS**, the 98% of the previous year or \$100 increase per FTE, whichever is greater, language added to the community college funding model for fiscal year 2019 was a step in the right in the direction and appreciated;

**AND WHEREAS**, the funding floor should be set in State statute at 100% of the previous year or \$100 increase per FTE, whichever is greater;

**THEREFORE BE IT RESOLVED**, that Jefferson Community College fully supports the proposal that New York State change the base state aid formula allocation for each community college to be permanently set at 100% of the previous year or \$100 increase per FTE, whichever is more.

Chair Crowley reported that Resolution 180-19 was brought to the College by SUNY for adaptation by each community college to support a permanent funding floor model for community college base rate of NYS aid. This resolution represents a solidarity among the community colleges of the SUNY system and the committee recommends the adaptation of Resolution 180-19.

On a motion made by Chair Michael Crowley, seconded by Pam Beyor-Murtha, Resolution 180-19 was approved.

Financial Statements – Financial statements for August 2019 (See attached documents)

Chair Crowley turned the report of the financial documents over to Vice President Dan Dupee. VP Dupee reviewed the financial statements for the month ending August 31, 2019, the end of the 2019 fiscal year. Noting that financial statements are unaudited, VP Dupee advised that with significant decreases in personnel and contractual costs, the College anticipates adding to the fund balance.

Discussion ensued regarding the difference between initial projections of fund balance usage of approximately \$200,000 to now being in a position to add over \$200,000 to fund balance. VP Dupee reviewed cost reductions, the most significant being a \$600,000 reduction in personnel costs.

VP Dupee drew attention to the Cash Investment report noting the year-to-date interest of over \$99,500 is significantly higher than previous years. There were no concerns with August financials and the committee recommends the Board accept the August 2019 financial statements for audit.

On a motion made by Chair Michael Crowley, seconded by David Males, acceptance of the August 2019 financial reports were approved.

### **Academic & Educational Services**

#### **RESOLUTION NO.: 181-19 APPROVAL OF FIVE-YEAR REVIEW CRIMINAL JUSTICE A.S. DEGREE PROGRAM CRIMINAL JUSTICE CERTIFICATE PROGRAM**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the attached five-year review for the Criminal Justice Program A.S. degree and certificate programs. (See attached document)

Jeri Fairman, Associate Vice President for Liberal Arts Division, presented a report on the five-year review of the Criminal Justice A.S. degree program and the Criminal Justice certificate program, which was very positive. The Criminal Justice A.S. degree program is currently the forth-highest enrolled program at Jefferson. On a motion made by Pam Beyor-Murtha, seconded by Beth Fipps, Resolution 181-19 was approved.

### **Personnel Committee**

Dr. Stone presented the President's Goals and Objectives for 2019-2020 (See attached document) focusing on Pathways, Partnerships, Student Experience and Sustainability.

On a motion made by Pam Beyor-Murtha, seconded by Beth Fipps, the President's Goals and Objectives for 2019-2020 were approved.

**Other Business** – Ratification of Contracts (See attached documents)

**RESOLUTION NO.: 182-19 RATIFICATION OF CONTRACTS**  
**Alexandria Central School District Internship Agreement**  
**Center for Professional Excellence Speaker Contract – Aspiring Leaders Series**  
**Center for Professional Excellence Speaker Contract – Leadership Day**  
**Cornell Cooperative Extension Internship Agreement**  
**Jefferson-Lewis Workforce Development MOA**  
**Lewis County Department of Social Services Internship Agreement**  
**Media Preferences 2019-2020 Survey Contract**  
**Onondaga Community College MOU**  
**Oswego County Opportunities Internship Agreement**  
**Research Foundation SUNY Oswego Weather Tracking Agreement**  
**SPSS SUNY Participating Institution Agreement**  
**SUNY Potsdam Admission Agreement**  
**SUNY Oswego Partnership Agreement**

## **SUNY Schenectady County CC Apprenticeship Agreement**

**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:

**Alexandria Central School District Internship Agreement**  
*(Human Services and Chemical Dependency Program)*

**Center for Professional Excellence Speaker Contract**  
*(Aspiring Leaders Series – 2 Speakers)*

**Center for Professional Excellence Speaker Contract**  
*(Leadership Day Speaker)*

**Cornell Cooperative Extension of Jefferson County Internship Agreement**  
*(Human Services and Chemical Dependency Program)*

**Jefferson-Lewis Workforce Development Memorandum of Agreement**  
*(Commitment to integrate the Workforce Innovative Opportunities Act (WIOA) Youth Program service delivery)*

**Lewis County Department of Social Services Internship Agreement**  
*(Human Services and Chemical Dependency Program)*

**Media Preferences 2019-2020 Survey Contract**  
*(National online survey of media, web, and social media references of 2-year community college students)*

**Onondaga Community College MOU**  
*(Information Technology Collaboration)*

**Oswego County Opportunities Internship Agreement**  
*(Human Services and Chemical Dependency Program)*

**Research Foundation SUNY Oswego Weather Tracking Agreement**  
*(Lake-Effect Storm Prediction & Research Center to provide weather forecasting services)*

**SPSS SUNY Participating Institution Agreement**  
*(Annual PPA for Statistics Program)*

**SUNY Potsdam Admission Agreement**  
*(Conditional Guaranteed Admission Agreement)*

**SUNY Oswego Partnership Agreement**  
*(JHEC Partners in Education Agreement)*

**SUNY Schenectady County Community College Agreement**  
*(Agreement to Host Industry Roundtables)*

**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 182-19 - Ratification of Contracts. (See attached documents) Chair Hunter asked for a motion to accept the resolution, which was made by Beth Fipps and seconded by Gene Renzi, and passed by the full board.

### **Executive Session**

On a motion made by Judy Gentner, seconded by Pam Beyor-Murtha, the Board adjourned to Executive Session at 5:15 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 meeting reconvened in open session at 6:25 p.m.

### **Schedule of Upcoming Meetings**

Academic & Educational Services Committee – October 16, 2019, 3:00 p.m.

Personnel Committee- October 16, 2019, 4:00 p.m.

Facilities Committee Meeting – October 28, 2019, 4:00 p.m.

Budget and Planning Committee – November 6, 2019, 3:00 p.m.

Full Board Meeting – November 6, 2019, 4:00 p.m.

### **Planning Ahead:**

December, 2019 Board of Trustees Meeting – ***Tuesday, December 3, 2019***. This meeting will be followed by an Appreciation Dinner hosted by Dr. Stone for the Board of Trustees and their spouses and the Foundation Board of Directors and their spouses.

### **Adjournment**

On a motion made by Michael Crowley, seconded by Terry Fralick, the meeting was adjourned at 6:30 p.m.

Respectfully submitted,

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Edie A. Roggie

Secretary to the Board