



**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES
Wednesday, March 4, 2020**

MEETING MINUTES

Call to Order - Chair Nathan Hunter called the meeting to order at 4:00 p.m.

Trustees:

Present:

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

Excused:

Judy Gentner
Eugene Renzi

Administrative/Faculty Staff:

James Ambrose – Dean of Enrollment
Corey Campbell – Vice President of Student Affairs
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
Thomas Finch - Vice President for Academic Affairs
Karen Freeman - Senior Director of Government Affairs and Public Relations
Terrence Harris - Associate Vice President of Workforce Development and Business
Gillian Maitland – Director of Marketing and Communications
Rebecca Small Kellogg – Dean of Student Success
Megan Stadler - Senior Director of Institutional Effectiveness & Chief of Staff
Ty Stone – President
Kerry Young – Executive Director for Finance and Human Resources

Guests:

Dawn Robinson, Department Chair, Business Studies and Assistant Professor of Business
Cara Aguirre, Student, Erasmus Scholarship
Sarah Wilder, Student, Erasmus Scholarship

Approval of Minutes – February 5, 2020

On a motion made by Pam Beyor-Murtha, seconded by Beth Fipps, the minutes of the February 5, 2020 meeting were approved.

Introductions

All guests introduced themselves.

Privilege of the Floor - None

Updates

- **JCC Foundation** – Beth Fipps

The Faculty and Staff Campaign closed at the Senate meeting on February 4, 2020, resulting in 72 gifts totaling \$21,595. Renewal letters for 2020 Sponsorship program were sent in early February. Also being contacted in March 2020 is a list of 25 new business that have also been identified as possible sponsors.

The Foundation is collaborating with the NNYCF to host a Jefferson-Can alumni and student event on April 1, 2020. Also, The Foundation is in the process of finding a new second-party vendor to service online giving and online event registration and is working with a donor screening service to further identify new major gift prospects. (See attached report)

- **Student Trustee** – Rebekah Widrick

Trustee Widrick reported that the Student Government Association (SGA) held a Club Fair on February 26th in the Jules Commons and will be holding an American Red Cross blood drive from 11:30 to 4:30 P.M. in the Residential Halls on Thursday, April 23rd SGA. (See attached report)

- **Senate President** – Kim Sell

Senate president Kim Sell highlighted several points from the Senate report, including:

- Dr. Stone discussed the coronavirus concerns for the campus and some precautions for all to make common practice.
- Kim Sell reminded the campus that the Senate slate is now open. There are many opportunities to become involved with the work on campus.

Committee Reports:

- Positive vote for the Fire Technology program changes and a Repeat Policy update from Academic Standards.
- The Smoking Policy will be finalized over the next month and presented for a vote at the next Senate meeting. There have been campus forums and Student Government feedback to the Campus Life Committee for their consideration.
- The Senate positions that are open were presented for new members to self-nominate.

New Business:

- Parking and parking tickets issues were introduced as possible new business item. It will be discussed in the appropriate areas on campus.

Good of the Order:

- There was additional discussion and suggestions for everyone to be aware of their practices and habits due to the flu season—especially the Coronavirus. (See attached report)

President's Report

- Dr. Stone's Report – (See attached PowerPoint printout)
 - Dayton Skyscraper Project – A travel art exhibit highlighting the work of African American artists honoring prominent African American Daytonians has selected Dr. Stone as a Dayton Skyscraper. Photos of the exhibit are retained in historic records of the city.
 - Dr. Stone is one of sixteen contributing authors of a newly published book, Workforce Development. Fellow writers include Chancellors, Presidents, Deans, Directors from across the country. Four of these authors, including Dr. Stone, are scheduled to participate in a panel discussion at the 100th AACC Annual Conference this month.
 - PRODi-G - Initiative by Governor and Chancellor to actively increase diversity in our faculty. Specifically, this initiative is to recruit underrepresented minorities and women in STEM fields. Jefferson was one of five community colleges awarded these funds, which cover 100% of the faculty's salary the 1st year, 50% the 2nd year, and 30% the 3rd year.
 - Coronavirus Update – To date, there have been 2 confirmed cases in NYS. We are expanding our Emergency Response Plan to include COVID-19.
 - Dr. Stone expressed her appreciation and sympathy for past board member, Allen L. Smith, who passed away on February 23, 2020. Mr. Smith served on the Board of Trustees from 1990-1999 and was a valuable supporter of the College.
- Erasmus Scholarship Student Experience Presentation – Cara Aguirre and Sarah Wilder (See attached PowerPoint print out)
 - Internships - acquiring new skills, knowledge of a new culture and language, making new friends and business relationships
 - Research Project on the effects of Climate Change on Wine Tourism in the Douro Region
- Mascot & Logo Rebranding Initiative Presentation – Dr. Corey Campbell (See attached PowerPoint print out)
 - Focus Groups are completed
 - Nickname survey has been completed
 - Survey results will determine next steps
- New Fulltime Employees –
 - Tashae Freeman Savage -Technical Specialist- Admissions
 - Nicholas Thornthwaite – Instructor, Criminal Justice

Budget and Planning Committee

Budget Amendment - Amendment to balance actual budget to the grant revenue.

On a motion made by Committee Chair Michael Crowley, seconded by Beth Fipps, Resolution 111-20 was approved, as follows:

RESOLUTION NO.: 111-20

**2019-2020 BUDGET AMENDMENT
CENTER FOR COMMUNITY STUDIES – ALCOHOL &
SUBSTANCE ABUSE COUNCIL POVERTY STUDY**

Community Schools Grant –Staff Development	2634-3011-7246	3,655.63
Community Schools Grant –Workshops/Sem	2634-3011-7253	429.00
Community Schools Grant –Travel	2634-3011-7250	<u>\$ 210.78</u>
		\$21,082.66
Total Expenditure Increase		\$21,082.66

DECREASE EXPENDITURE:

Community Schools Grant –Prof P/T	2634-3011-6102	\$15,049.77
Community Schools Grant –State ERS	2634-3011-6201	2,345.26
Community Schools Grant –Social Security	2634-3011-6204	2,669.83
Community Schools Grant –Workers Comp	2634-3011-6205	232.80
Community Schools Grant –Comp Software	2634-3011-7217	<u>\$ 785.00</u>
		\$21,082.66
Total Expenditure Decrease		\$21,082.66

Financial Statements

VP Dan Dupee reviewed the January 2020 financial statements (See attached documents). On a motion made by Committee Chair Michael Crowley, seconded by David Males, the January 2020 financial reports were accepted.

Other Business

President Ty Stone presented Resolution 113-20 - Ratification of Contracts. (See attached documents) Board Chair Hunter asked for a motion to accept the resolution, which was made by Terry Fralick and seconded by David Males. The motion was accepted by the full board.

RESOLUTION NO.:113-20

RATIFICATION OF CONTRACTS

Ad Astra

Central New York Veteran’s Outreach Center

Inceptia

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:

Ad Astra

(Instructional Cost Modeling & Analytical Framework Scoping & Design Engagement model for tracking academic instructional cost and revenue structures)

Central New York Veteran’s Outreach Center

(Internship Agreement – Human Services Degree and Chemical Dependency Degree Programs)

Inceptia

(Addendum to Master Services Contract for Repayment Counseling Outreach)

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 Michael Crowley, seconded by Pam Beyor-Murtha, 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 meeting reconvened in open session at 5:20 p.m.

Personnel Committee

On a motion by Chair Hunter, seconded by David Males, the Board unanimously approved 2019-2020 continuing appointments, Res. 114-20, as follows:

RESOLUTION NO.:114-20 2020 CONTINUING APPOINTMENTS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves the following continuing appointments, effective September 1, 2020:

Betsi Bentz

Director of Community Services

Jessica Emerson

Education Coordinator

Deanna Lothrop

CSTEP Coordinator

Amanda Mason

Education Coordinator

Ellen Mathews

Accountant

Craig McNamara

Director of Educational Planning & Veteran Services

Chelsea Monroe

Director of Admissions

Dr. Joshua Canale

Instructor

Michael Guga

Instructor

Edward Smalls

Instructor

On a motion by Chair Hunter, seconded by Pam Beyor-Murtha, the Board unanimously approved 2019-2020 Promotions, Res. 115-20, as follows:

RESOLUTION NO. 115-20 2020 PROMOTIONS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the following promotions, effective September 1, 2020:

Grade 1 to Grade 3

Clifford Peters

Grade 3 to Grade 5

Racheal Chubb

Grade 5 to Grade 7

Deanna Lothrop

Instructor to Assistant Professor

Dr. Joshua Canale

Andrew Draper

Michael Guga

Assistant Professor to Associate Professor

Dr. Cynthia Lonsbary

Johanna Pierce

Stephanie Pierce

On a motion by Chair Hunter, seconded by Beth Fipps, the Board unanimously approved 2019-2020 Sabbaticals, Res. 116-20, as follows:

RESOLUTION NO.: 116-20 2020-2021 SABBATICAL LEAVES

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the following sabbatical leaves during the 2020-2021 academic year:

NAME

SABBATICAL TERM

Dr. Mark Irwin

Spring 2021

Joel LaLone

Spring 2021

Dr. Cynthia Lonsbary

Spring 2021

The Board will charge Dr. Stone with reviewing and evaluating the current process and bringing forth any recommendations or changes to the Board of Trustees.

Schedule of Upcoming Meetings and Events

Academic & Educational Services Committee – March 18, 2020, Wednesday, at 3:00 p.m.
Personnel Committee – March 18, 2020, Wednesday, at 4:00 p.m.
Budget and Planning Committee Meeting – April 1, 2020, Wednesday at 3:00 p.m.
Board of Trustees Meeting – April 1, 2020, Wednesday at 4:00 p.m.

Upcoming Events:

L.C. Recognition Ceremony - Construction Training Program – Thursday, March 12, 2020
Business Symposium – Wednesday, March 18, 2020
Jefferson Leadership Institute Campus Visit – Friday, March 20, 2020
Jefferson Recognition Event – Friday, May 8, 2020
Nurse Pinning – Thursday, May 14, 2020
Spring Commencement – Friday, May 15, 2020

Adjournment

Chair Hunter asked for a motion to close the meeting. On a motion made by Beth Fipps, seconded by David Males, and passed by the board, the meeting was adjourned at 5:25 p.m.

Respectfully submitted,

Edie A. Roggie
Secretary to the Board