



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES November 3, 2021

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, November 3, 2021 via Zoom.

Attendance:

Trustees Present:

Judy Gentner, Chair
Pamela Beyor-Murtha
Michael Crowley
Damon Draught
Beth Fipps
Terry Fralick
Nathan Hunter
Cindy Intschert
David Males
Dioseline Osorio

Administrative Staff:

Ty Stone – President
Corey Campbell – Vice President for Student Engagement & Retention
Dan Dupee – Executive Vice President for Administration, Finance and Enrollment

Call to Order – Chair Judy Gentner called the meeting to order at 4:00 p.m.

Approval of Minutes – On a motion made by Beth Fipps, seconded by Cindy Intschert, the minutes of the October 6, 2021 meeting were approved unanimously.

Introductions of Guests

Jack Donato, FAJCC President and Professor of Computer Science
Jeri Fairman, Associate Vice President
Ben Foster, Executive Director, Foundation
Joshua Hammond, Senate President and Associate Professor of Math
Gillian Maitland, Director of Marketing & Communications
Aleksin Ortega, Instructor of Foreign Languages
Scott Schaeffer, Associate Vice President
Megan Stadler, Associate Vice President of Strategic Initiatives
Kerry Young, Associate Vice President of Human Resources

Privilege of the Floor – None.

JCC Foundation Update

Trustee Beth Fipps provided a written report and highlighted the following:

- 60th Anniversary will be celebrated on Monday with a video montage; cupcake celebration on campus; and cupcake/cookie delivery to community partners by Dr. Stone and Ben Foster
- Scoreboard in gymnasium has been sponsored by Northern Credit Union
- Solicitation Schedule:
 - September mailing signed by Board President Michelle Capone
 - Alumni were sent a video message by Alumni Advisory Council President on Oct. 28
 - Faculty Staff Campaign kicked off November 2 with a number of gifts in already
 - November mailing signed by College Board Chair Judy Gentner will follow the College's 60th anniversary
- Scholarship Donor/Student Meet & Greets: these events are taking a different approach this year due to COVID. Instead of one large event, there have been smaller meetings between just the student and donor, which have been very well received.

Collee Senate Update

Senate President Josh Hammond noted Senate met on November 2 with a full agenda. He highlighted Curriculum Committee changes to the accounting programs and the homeland security degree program. He also recapped four resolutions brought to Senate by the Faculty Council of Community Colleges, all of which were approved: Inclusivity, General Education Timeline, Executive Budget and Executive Leadership Team Searches.

Student Trustee Update

Student Trustee Dioseline Osorio provided a written report and highlighted the following:

- **Student Government Association (SGA)**
 - Hosted Student Forum with Dr. Stone – 19 attendees
 - Filled Student Government positions as follows: Vice President: Christopher Fuller; Treasurer: Hunter Murphy; Secretary: Gianna Donahue and Marketing Manager: Hallie Bain
- **Campus Activities Board (CAB) / Student Activities & Inclusion**
 - Trip to Fright Night Haunted House in Syracuse – 27 students attended
 - Day of the Dead Cultural Experience
 - Presentation from National Museum of Mexican Art
 - Outdoor Celebration with Mariachi band
 - Ofrenda display in student lounge November 2-4

President's Report

Dr. Stone provided an update on recent activities and topics including:

- Vaccination Update – fall semester students are 100% compliant with the vaccine mandate; spring semester students have until Friday, January 21 to show proof of vaccination.

- Student Forums: over forty students attended two recent open forums; in general they were very positive with kudos to faculty for being accessible and responsive to student needs. Areas for improvement revolved around campus dining and residence hall amenities.
- Professional Development Day: held on October 22; a wonderful program designed by the Center for Professional Excellence with a theme of *People, Purpose and Passion*.
- Annual Community Breakfast: held on October 27 with more than 65 community leaders in attendance. An overview of the Education to Employment initiative was the primary focus of the presentation.
- PACE Survey – several open forums were held on campus to discuss the PACE Survey results; areas identified for improvement include communication, clarity around organizational structure and campus roles, diversity/equity/inclusion, and the system for performance evaluation. A bright spot in the survey was the Center for Professional Excellence (CPE) and the College plans to invest further in the CPE.
- A review of upcoming events included the College’s 60th anniversary on November 7th. Dr. Stone shared a sneak preview of a video created to commemorate the anniversary with several community leaders taking part in the video production.
- Congratulations to Dr. Corey Campbell, vice president for student affairs, for receiving NNY Emerging Leader 20 Under 40 recognition.

Gillian Maitland, director of marketing and communications, updated Trustees on plans to refresh the College’s current logo and create a new set of authentic branding marks that will work for multiple advertising and publication formats. In addition to adding more flexibility in advertising design, a new and modern logo will enhance school spirit and increase brand recognition off campus. The timing works well given the recent athletics rebrand. The College will take advantage of free design services offered by SUNY and a NYSUT grant will offset all the costs of updating signage and materials. Concepts should be available by the end of the fall semester and Gillian hopes to have the new logo finalized by January or February at the latest so it can be included in Fall 2022 recruitment advertising. Campus signage and bookstore merchandise will be updated during the summer months.

Budget and Planning Committee - Committee Chair Michael Crowley

Committee Chair Crowley noted that the Budget & Planning Committee met prior to the full Board meeting.

Trustee Crowley presented resolutions 169-21 and 170-21, both budget amendments acknowledging new funding for the Center for Community Studies and the TRiO program respectively. Upon motion by Michael Crowley, seconded by Pam Beyor-Murtha, Resolutions 169-21 and 170-21 were approved unanimously as follows:

**RESOLUTION NO. 169-21: 2021-2022 BUDGET AMENDMENT
 CENTER FOR COMMUNITY STUDIES – LEWIS CO ATV TRAIL
 SYSTEM USER SURVEY**

GRANT PERIOD: SEPTEMBER 1, 2021 – OCTOBER 30, 2021

WHEREAS, the College has received funding from the Lewis County Recreation, Forestry and Parks Department (New York) to complete a survey of users of the ATV Trail system in Lewis County;

WHEREAS, the goal of the survey is to determine the economic impact of the trail system in Lewis County and the attitudes and behaviors of those who use the trail system;

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>\$ 4,000.00</u>
Total Revenue Increase		\$4,000.00

INCREASE EXPENDITURE:

Center Comm. Studies Grant – Prof PT	2803-3011-6102	\$ 1,250.10
Center Comm. Studies Grant – State TRS	2803-3011-6202	149.52
Center Comm. Studies Grant – Social Security	2803-3011-6204	150.00
Center Comm. Studies Grant – Workers Comp	2803-3011-6205	13.00
Center Comm. Studies Grant – Indirect Cost	2803-3011-7231	937.38
Center Comm. Studies Grant – Prof Service Fees	2803-3011-7241	<u>1,500.00</u>
Total Expenditure Increase		\$4,000.00

**RESOLUTION NO. 170-21: 2021-2022 BUDGET AMENDMENT
TRIO GRANT**

GRANT PERIOD: SEPTEMBER 1, 2021 – AUGUST 31, 2022

WHEREAS, the College received Federal funding through the TRIO Grant to fund initiatives to enhance instruction and student success;

WHEREAS, the College received notification of funding from the Federal Department of Education in the amount of \$280,021.00 which is greater than the estimate used at the time the grant budget was formulated;

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

INCREASE REVENUE:

TRIO Federal Grant – Student Support Svcs	2540-3011-5410	<u>\$ 160,668.00</u>
Total Revenue Increase		\$ 160,668.00

INCREASE EXPENDITURE:

TRIO – Student Support- Prof FT	2540-3011-6101	\$ 57,380.16
TRIO – Student Support- Prof PT	2540-3011-6102	31,991.33
TRIO – Student Support- Prem Earnings	2540-3011-6110	2,108.42
TRIO – Student Support- Civil Svc - FT	2540-3011-6120	32,673.59
TRIO – Student Support- Student Tutors	2540-3011-6142	5,631.25
TRIO – Student Support- State TRS	2540-3011-6202	5,550.93

TRIO – Student Support- Social Security	2540-3011-6204	5,139.79
TRIO – Student Support- Workers Comp	2540-3011-6205	681.35
TRIO – Student Support- Printing	2540-3011-7104	497.36
TRIO – Student Support- Computer Supplies	2540-3011-7107	1,947.16
TRIO – Student Support- Instr Supplies	2540-3011-7108	23.28
TRIO – Student Support- Office Supplies	2540-3011-7109	836.77
TRIO – Student Support- Indirect Cost	2540-3011-7231	20,795.61
TRIO – Student Support- Membership Fees	2540-3011-7238	2,500.00
TRIO – Student Support- Staff Development	2540-3011-7246	3,500.00
TRIO – Student Support- Travel	2540-3011-7250	13,789.00
TRIO – Student Support- Scholarship Awds	2540-3011-7512	<u>\$ 15,000.00</u>

Total Expenditure Increase \$200,046.00

Trustee Crowley presented Resolutions 171-21 through 188-21, all are budget amendments that roll over funding from fiscal year 2021 to the current fiscal year. Upon motion by Mike Crowley, seconded by Damon Draught, Resolutions 171-21, 172-21, 173-21, 174-21, 175-21, 176-21, 177-21, 178-21, 179-21, 180-21, 181-21, 182-21, 183-21, 184-21, 185-21, 186-21, 187-21 and 188-21 were approved unanimously as follows:

**RESOLUTION NO. 171-21: 2021-2022 BUDGET AMENDMENT
COLLEGE IN PRISON GRANT - ROLLOVER**

GRANT PERIOD: JULY 1, 2021 – JUNE 30, 2022

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 received funding for the 2020/21 fiscal year that must be carried over to the 2021/22 fiscal year;

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	2625-3011-5420	<u>\$ 297,153.91</u>
Total Revenue Increase		\$297,153.91

INCREASE EXPENDITURE:

College-in Prison Grant – Professional Adjuncts	2625-3011-6103	\$ 131,470.00
College-in Prison Grant – State TRS	2625-3011-6202	15,368.63
College-in Prison Grant – TIAA CREF	2625-3011-6203	24,568.20
College-in Prison Grant – Social Security	2625-3011-6204	10,754.50
College-in Prison Grant – Workers Compensation	2625-3011-6205	1,405.78
College-in Prison Grant – A/V Equipment	2625-3011-7007	2,728.00

College-in Prison Grant – Instructional Supplies	2625-3011-7108	39,535.34
College-in Prison Grant – Indirect Cost	2625-3011-7231	70,399.22
College-in Prison Grant – Travel	2625-3011-7250	<u>\$ 924.24</u>

Total Expenditure Increase \$297,153.91

**RESOLUTION NO. 172-21: 2021-2022 BUDGET AMENDMENT
COLLEGIATE SCIENCE TECHNOLOGY ENTRY PROGRAM
(CSTEP) GRANT – ROLLOVER**

GRANT PERIOD: JULY 1, 2021 – JUNE 30, 2022

WHEREAS, funds have been received from the NYS State Education Department (SED) to create a Collegiate Science Technology Entry Program (CSTEP) at Jefferson Community College;

WHEREAS, the College received funding for the 2020/21 fiscal year that must be carried over to the 2021/22 fiscal year;

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

INCREASE REVENUE:

CSTEP Grant –State Grants	2621-3011-5420	<u>\$185,088.82</u>
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Total Revenue Increase \$185,088.82

INCREASE EXPENDITURE:

CSTEP Grant –Prof FT	2621-3011-6101	\$ 51,015.98
CSTEP Grant –Prof PT	2621-3011-6102	\$ 51,339.00
CSTEP Grant –State ERS	2621-3011-6201	1,797.00
CSTEP Grant –State TRS	2621-3011-6202	4,999.37
CSTEP Grant –Social Security	2621-3011-6204	7,007.96
CSTEP Grant –Workers Comp	2621-3011-6205	915.79
CSTEP Grant –Life Insurance	2621-3011-6206	35.00
CSTEP Grant –Disability Insurance	2621-3011-6208	79.16
CSTEP Grant –Instructional Supplies	2621-3011-7108	3,112.00
CSTEP Grant –Office Supplies	2621-3011-7109	1,000.00
CSTEP Grant –Indirect Cost	2621-3011-7231	11,463.66
CSTEP Grant –Prof Svc Fees	2621-3011-7241	5,000.00
CSTEP Grant –Student Recruitment	2621-3011-7247	5,000.00
CSTEP Grant –Travel	2621-3011-7250	9,000.00
CSTEP Grant –Workshops & Seminars	2621-3011-7253	2,512.50
CSTEP Grant –Scholarship Awards	2621-3011-7512	<u>\$ 30,811.40</u>

Total Expenditure Increase \$185,088.82

**RESOLUTION NO. 173-21: 2021-2022 BUDGET AMENDMENT
DANC TECHNOLOGY INITIATIVE GRANT - ROLLOVER**

GRANT PERIOD: SEPTEMBER 1, 2020 – AUGUST 31, 2021

WHEREAS, the College has received funding from the Development Authority of the North Country (DANC) to acquire educational technology for the Lewis County Education Center and Jefferson Community College;

WHEREAS, the College received funding for the 2020/21 fiscal year that must be carried over to the 2021/22 fiscal year;

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

INCREASE REVENUE:

DANC Technology Grant – Local Revenue	2832-3011-5430	<u>\$ 4,022.31</u>
Total Revenue Increase		\$ 4,022.31

INCREASE EXPENDITURE:

DANC Technology Grant – Computer Equip	2832-3011-7006	\$ 2,734.93
DANC Technology Grant – A/V Supplies	2832-3011-7106	<u>1,287.38</u>
Total Expenditure Increase		\$ 4,022.31

**RESOLUTION NO. 174-21: 2021-2022 BUDGET AMENDMENT GREEN INNOVATION
GRANT PROGRAM (GIGP) GRANT - ROLLOVER**

GRANT PERIOD: MAY 8, 2019 – PROJECT COMPLETION

WHEREAS, the College has received funding from the State of New York Environmental Facilities Corporation (EFC) to fund a project focused on environmental improvements;

WHEREAS, the College received funding for the 2020/21 fiscal year that must be carried over to the 2021/22 fiscal year;

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

INCREASE REVENUE:

Green Innov (GIGP) Grant –Federal Grants	2639-3011-5420	<u>\$403,600.06</u>
Total Revenue Increase		\$403,600.06

INCREASE EXPENDITURE:

Green Innov (GIGP) Grant –Prof Svc Fees	2639-3011-7241	<u>\$403,600.06</u>
Total Expenditure Increase		\$403,600.06

**RESOLUTION NO. 175-21: 2021-2022 BUDGET AMENDMENT
NATIONAL ENDOWMENT FOR THE HUMANITIES (NEH)
DIALOGUES PROGRAM GRANT – ROLLOVER**

GRANT PERIOD: MAY 1, 2018 – DECEMBER 31, 2021

WHEREAS, funds have been received from the National Endowment from the Humanities (NEH) to fund a new 3-credit course at Jefferson for student veterans called *Dialogues of Honor and Sacrifice: Soldiers' Experiences in the Civil War and the Vietnam War*;

WHEREAS, the College received funding for the 2020/21 fiscal year that must be carried over to the 2021/22 fiscal year;

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

INCREASE REVENUE:

NEH Dialogues Grant –Federal Grants	2586-3011-5410	<u>\$ 9,929.30</u>
Total Revenue Increase		\$ 9,929.30

INCREASE EXPENDITURE:

NEH Dialogues Grant – Prof Stipends	2586-3011-6104	\$ 2,450.00
NEH Dialogues Grant – Instr Supplies	2586-3011-7108	915.34
NEH Dialogues Grant –Licensing Fees	2586-3011-7235	950.00
NEH Dialogues Grant –Prof Svc Fees	2586-3011-7241	5,114.29
NEH Dialogues Grant –Worshops/Sem	2586-3011-7253	<u>\$ 499.67</u>
Total Expenditure Increase		\$ 9,929.30

**RESOLUTION NO. 176-21: 2021-2022 BUDGET AMENDMENT
NBRC AGRICULTURE LAB EQUIPMENT GRANT - ROLLOVER**

GRANT PERIOD: SEPTEMBER 1, 2019 – SEPTEMBER 30, 2021

WHEREAS, funds have been received from the Northern Border Regional Commission (NBRC) to support workforce training efforts for Jefferson Community College at the Lewis County Education Center;

WHEREAS, the College received funding for the 2020/21 fiscal year that must be carried over to the 2021/22 fiscal year;

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

INCREASE REVENUE:

NBRC Agriculture Lab Grant –Federal Grants	2588-3011-5410	<u>\$173,146.66</u>
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Total Revenue Increase \$173,146.66

INCREASE EXPENDITURE:

NBRC Agriculture Lab Grant –Prof PT	2588-3011-6102	\$ 8,530.00
NBRC Agriculture Lab Grant –State ERS	2588-3011-6201	22.17
NBRC Agriculture Lab Grant –Social Security	2588-3011-6204	147.67
NBRC Agriculture Lab Grant –Workers Comp	2588-3011-6205	4.94
NBRC Agriculture Lab Grant –Furniture	2588-3011-7002	36,000.00
NBRC Agriculture Lab Grant –Instruct Equip	2588-3011-7005	26,115.95
NBRC Agriculture Lab Grant –A/V Equip	2588-3011-7007	45,000.00
NBRC Agriculture Lab Grant –Bldg Supplies	2588-3011-7212	46,558.93
NBRC Agriculture Lab Grant –Prof Svc Fees	2588-3011-7241	<u>\$ 10,767.00</u>

Total Expenditure Increase \$173,146.66

**RESOLUTION NO. 177-21: 2021-2022 BUDGET AMENDMENT
NORTH COUNTRY INITIATIVE/DY3 NURSING EDUCATION
GRANT – ROLLOVER**

GRANT PERIOD: SEPTEMBER 1, 2020 – GRANT EXPENDED

WHEREAS, the College has received funding from the North Country Initiative (NCI) Performing Provider System to ensure continued training for the traditional and/or weekend associate level nursing program;

WHEREAS, the College received funding for the 2020/21 fiscal year that must be carried over to the 2021/22 fiscal year;

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

INCREASE REVENUE:

NCI Nursing Grant – Local Grants & Contracts	2831-3011-5430	<u>\$21,120.00</u>
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Total Revenue Increase \$21,120.00

INCREASE EXPENDITURE:

NCI Nursing Grant – Staff Development	2831-3011-7246	<u>\$21,200.00</u>
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Total Expenditure Increase \$21,120.00

**RESOLUTION NO. 178-21 2021-2022 BUDGET AMENDMENT
REGULATED HOME DAY CARE TRAINING BOOTCAMP
(LCIDA) GRANT - ROLLOVER**

GRANT PERIOD: MAY 1, 2021 – MAY 31, 2022

WHEREAS, funds have been received from the Lewis County Industrial Development Agency (LCIDA) to fund a regulated home day care training program;

WHEREAS, the College received funding for the 2020/21 fiscal year that must be carried over to the 2021/22 fiscal year;

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

INCREASE REVENUE:

Reg Home Day Care (LCIDA) – Local Grants	2837-3011-5430	<u>\$ 27,064.12</u>
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Total Revenue Increase \$ 27,064.12

INCREASE EXPENDITURE:

Reg Home Day Care (LCIDA) – Prof Adjuncts	2837-3011-6103	\$ 6,043.82
Reg Home Day Care (LCIDA) – Social Security	2837-3011-6204	309.86
Reg Home Day Care (LCIDA) – Workers Comp	2837-3011-6205	25.14
Reg Home Day Care (LCIDA) – Instr Supplies	2837-3011-7108	1,311.00
Reg Home Day Care (LCIDA) – Advertising	2837-3011-7203	175.00
Reg Home Day Care (LCIDA) – Indirect Costs	2837-3011-7231	8,000.00
Reg Home Day Care (LCIDA) – Prof Svc Fees	2837-3011-7241	2,043.00
Reg Home Day Care (LCIDA) – Workshops/Sem	2837-3011-7253	350.30
Reg Home Day Care (LCIDA) – Scholarships	2837-3011-7512	<u>\$ 8,806.00</u>

Total Expenditure Increase \$ 27,064.12

**RESOLUTION NO. 179-21: 2021-2022 BUDGET AMENDMENT
SBDC CARES GRANT - ROLLOVER**

GRANT PERIOD: OCTOBER 1, 2020 – SEPTEMBER 30, 2021

WHEREAS, the College has received funding from the State University of New York (SUNY) to conduct a project entitled “The Small Business Development Centers Cares Act”;

WHEREAS, the fiscal year for the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

SBDC Federal Grant (CARES) – Revenue	2532-3011-5410	<u>\$197,461.68</u>
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Total Revenue Increase \$197,461.68

INCREASE EXPENDITURE:

SBDC Federal Grant (CARES) – Subscriptions	2532-3011-7105	\$ 4,000.00
SBDC Federal Grant (CARES) – Comp Supplies	2532-3011-7107	2,500.00

SBDC Federal Grant (CARES) – Office Supplies	2532-3011-7109	587.09
SBDC Federal Grant (CARES) – Advertising	2532-3011-7203	37,500.00
SBDC Federal Grant (CARES) – Comp Software	2532-3011-7217	700.50
SBDC Federal Grant (CARES) – Indirect Cost	2532-3011-7231	21,156.61
SBDC Federal Grant (CARES) – Prof Svc Fees	2532-3011-7241	112,506.86
SBDC Federal Grant (CARES) – Travel	2532-3011-7250	14,020.62
SBDC Federal Grant (CARES) – Workshops/Sem	2532-3011-7253	<u>\$ 4,490.00</u>

Total Expenditure Increase \$197,461.68

**RESOLUTION NO. 180-21: 2021-2022 BUDGET AMENDMENT
SBDC FEDERAL GRANT – ROLLOVER**

GRANT PERIOD: OCTOBER 1, 2020 – SEPTEMBER 30, 2021

WHEREAS, the College receives Federal funding for the Small Business Development (SBDC);

WHEREAS, the fiscal year for the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

SBDC Fed Grant – Revenue (Federal Rollover)	2530-3011-5410	<u>\$ 194,482.99</u>
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Total Revenue Increase \$ 194,482.99

INCREASE EXPENDITURE:

SBDC Fed Grant (Federal Rollover) – Prof FT	2530-3011-6101	\$ 60,673.54
SBDC Fed Grant (Federal Rollover) – Prem Earnings	2530-3011-6110	4,528.33
SBDC Fed Grant (Federal Rollover) – State ERS	2530-3011-6201	788.44
SBDC Fed Grant (Federal Rollover) – TIAA CREF	2530-3011-6203	999.55
SBDC Fed Grant (Federal Rollover) – Social Security	2530-3011-6204	358.50
SBDC Fed Grant (Federal Rollover) – Workers Comp	2530-3011-6205	417.18
SBDC Fed Grant (Federal Rollover) – Life Insurance	2530-3011-6206	31.50
SBDC Fed Grant (Federal Rollover) – Disability Ins	2530-3011-6208	71.80
SBDC Fed Grant (Federal Rollover) – Health Ins	2530-3011-6209	2,458.10
SBDC Fed Grant (Federal Rollover) – Prof Bens	2530-3011-6221	800.00
SBDC Fed Grant (Federal Rollover) – Comp Equip	2530-3011-7006	10,711.00
SBDC Fed Grant (Federal Rollover) – Printing	2530-3011-7104	1,036.27
SBDC Fed Grant (Federal Rollover) – Subscriptions	2530-3011-7105	2,762.00
SBDC Fed Grant (Federal Rollover) – Comp Supplies	2530-3011-7107	4,570.20
SBDC Fed Grant (Federal Rollover) – Instr Supplies	2530-3011-7108	626.00
SBDC Fed Grant (Federal Rollover) – Office Supplies	2530-3011-7109	2,591.18
SBDC Fed Grant (Federal Rollover) – Advertising	2530-3011-7203	5,255.10
SBDC Fed Grant (Federal Rollover) – Comp Software	2530-3011-7217	18,600.00
SBDC Fed Grant (Federal Rollover) – Indirect Cost	2530-3011-7231	9,494.86

SBDC Fed Grant (Federal Rollover) – Maint Contract	2530-3011-7236	358.35
SBDC Fed Grant (Federal Rollover) – Member Fees	2530-3011-7238	3,038.00
SBDC Fed Grant (Federal Rollover) – Other Fees	2530-3011-7239	2,625.34
SBDC Fed Grant (Federal Rollover) – Prof Svc Fees	2530-3011-7241	49,632.85
SBDC Fed Grant (Federal Rollover) – Travel	2530-3011-7250	6,281.98
SBDC Fed Grant (Federal Rollover) – Workshop/Sem	2530-3011-7253	<u>5,772.92</u>
		\$ 194,482.99

Total Expenditure Increase \$ 194,482.99

**RESOLUTION NO. 181-21: 2021-2022 BUDGET AMENDMENT
SBDC NON-MATCHING GRANT – ROLLOVER**

GRANT PERIOD: OCTOBER 1, 2020 – SEPTEMBER 30, 2021

WHEREAS, the College receives Local funding for the Small Business Development Center (SBDC);

WHEREAS, the fiscal year for the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

SBDC Local Grant – Revenue (Non Matching)	2805-3011-5430	<u>\$ 5,830.14</u>
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Total Revenue Increase \$ 5,830.14

INCREASE EXPENDITURE:

SBDC Local Grant (Non Matching) - Office Supplies	2805-3011-7109	\$ 70.50
SBDC Local Grant (Non Matching) - Oper Supplies	2805-3011-7110	91.49
SBDC Local Grant (Non Matching) - Advertising	2805-3011-7203	203.75
SBDC Local Grant (Non Matching) - Prof Svc Fees	2805-3011-7241	<u>5,464.40</u>

Total Expenditure Increase \$ 5,830.14

**RESOLUTION NO. 182-21: 2021-2022 BUDGET AMENDMENT
SBDC PROGRAM INCOME GRANT - ROLLOVER**

GRANT PERIOD: OCTOBER 1, 2020 – SEPTEMBER 30, 2021

WHEREAS, the College receives Local funding for the Small Business Development (SBDC);

WHEREAS, the fiscal year for the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

SBDC Local Grant – Revenue (Prog Income)	2804-3011-5430	<u>\$ 32,427.47</u>
Total Revenue Increase		\$ 32,427.47

INCREASE EXPENDITURE:

SBDC Local Grant (Prog Income) – Computer Equip	2804-3011-7006	\$ 6,650.14
SBDC Local Grant (Prog Income) – Other Equip	2804-3011-7008	3,500.00
SBDC Local Grant (Prog Income) – Comp Supplies	2804-3011-7107	2,000.00
SBDC Local Grant (Prog Income) – Advertising	2804-3011-7203	1,865.83
SBDC Local Grant (Prog Income) – Bldg/Prop Maint	2804-3011-7211	5,000.00
SBDC Local Grant (Prog Income) – Maint Contracts	2804-3011-7236	1,000.00
SBDC Local Grant (Prog Income) – Prof Svc Fees	2804-3011-7241	1,470.00
SBDC Local Grant (Prog Income) – Staff Develop	2804-3011-7246	6,500.00
SBDC Local Grant (Prog Income) – Travel	2804-3011-7250	4,000.00
SBDC Local Grant (Prog Income) – Workshop/Sem	2804-3011-7253	<u>\$ 441.50</u>
Total Expenditure Increase		\$ 32,427.47

**RESOLUTION NO. 183-21: 2021-2022 BUDGET AMENDMENT
SUNY QUANTWAY/STATWAY GRANT – ROLLOVER**

GRANT PERIOD: MARCH 1, 2018 – DECEMBER 31, 2021

WHEREAS, funds have been received from the State University of New York (SUNY) to allow the College to participate in a program entitled, “Scaling Quantway/Statway in the SUNY System”;

WHEREAS, the College received funding for the 2020/21 fiscal year that must be carried over to the 2021/22 fiscal year;

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

INCREASE REVENUE:

SUNY Quantway Grant –State Grants	2628-3011-5420	<u>\$ 6,952.38</u>
Total Revenue Increase		\$ 6,952.38

INCREASE EXPENDITURE:

SUNY Quantway Grant – Prof Stipend	2628-3011-6104	\$ 900.80
SUNY Quantway Grant – Printing	2628-3011-7104	478.16
SUNY Quantway Grant – Instr Supplies	2628-3011-7108	1,164.62
SUNY Quantway Grant –Staff Development	2628-3011-7246	550.10
SUNY Quantway Grant –Travel	2628-3011-7250	<u>\$ 3,858.70</u>
Total Expenditure Increase		\$ 6,952.38

**RESOLUTION NO. 184-21: 2021-2022 BUDGET AMENDMENT
SUNY GUIDED PATHWAYS GRANT – ROLLOVER**

GRANT PERIOD: APRIL 15, 2019 – NOVEMBER 15, 2021

WHEREAS, funds have been received from the State University of New York (SUNY) through Monroe Community College (MCC) as part of the SUNY Guided Pathways Institute project;

WHEREAS, WHEREAS, the College received funding for the 2020/21 fiscal year that must be carried over to the 2021/22 fiscal year;

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

INCREASE REVENUE:

SUNY Guided Pathways –State Grants	2636-3011-5420	<u>\$ 16,959.47</u>
Total Revenue Increase		\$ 16,959.47

INCREASE EXPENDITURE:

SUNY Guided Pathways – Prof Stipend	2636-3011-6104	\$ 4,000.00
SUNY Guided Pathways – Instr Supplies	2636-3011-7108	483.00
SUNY Guided Pathways – Staff Development	2636-3011-7246	2,047.74
SUNY Guided Pathways – Travel	2636-3011-7250	<u>\$ 10,428.73</u>
Total Expenditure Increase		\$ 16,959.47

**RESOLUTION NO. 185-21: 2021-2022 BUDGET AMENDMENT
SUNY RESEARCH FOUNDATION STRONG START TO FINISH
(SSTF) GRANT – ROLLOVER**

GRANT PERIOD: APRIL 30, 2019 – DECEMBER 31, 2021

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 College received funding for the 2020/21 fiscal year that must be carried over to the 2021/22 fiscal year;

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

INCREASE REVENUE:

SUNY SSTF –State Grants	2638-3011-5420	<u>\$ 1,970.78</u>
Total Revenue Increase		\$ 1,970.78

INCREASE EXPENDITURE:

SUNY SSTF – Prof Stipends	2638-3011-6104	\$ 487.25
SUNY SSTF – Printing	2638-3011-7104	381.10
SUNY SSTF – Travel	2638-3011-7250	<u>\$ 1,102.43</u>

Total Expenditure Increase \$ 1,970.78

**RESOLUTION NO. 186-21: 2021-2022 BUDGET AMENDMENT
TITLE III GRANT - ROLLOVER**

GRANT PERIOD: OCTOBER 1, 2020 – SEPTEMBER 30, 2021

WHEREAS, funds have been received from the U.S. Department of Education through the Title III Grant to fund various initiatives to enhance instruction and student success;

WHEREAS, the College received funding for the 2020/21 fiscal year that must be carried over to the 2021/22 fiscal year;

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

INCREASE REVENUE:

Title III Grant –Federal Grants	2550-3011-5410	<u>\$168,420.79</u>
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Total Revenue Increase \$168,420.79

INCREASE EXPENDITURE:

Title III Grant – Prof FT	2550-3011-6101	\$ 4,793.07
Title III Grant – Prof PT	2550-3011-6102	680.00
Title III Grant – Premium Earnings	2550-3011-6110	899.49
Title III Grant – State ERS	2550-3011-6201	1,213.54
Title III Grant – State TRS	2550-3011-6202	374.20
Title III Grant – TIAA CREF	2550-3011-6203	387.67
Title III Grant – Social Security	2550-3011-6204	1,591.08
Title III Grant – Workers Comp	2550-3011-6205	992.77
Title III Grant – Life Insurance	2550-3011-6206	62.79
Title III Grant – Disability Insurance	2550-3011-6208	89.27
Title III Grant – Health Insurance	2550-3011-6209	688.31
Title III Grant – Instructional Supplies	2550-3011-7108	698.60
Title III Grant – Computer Software	2550-3011-7217	78,260.00
Title III Grant – Endowment	2550-3011-7514	<u>\$ 77,690.00</u>

Total Expenditure Increase \$168,420.79

**RESOLUTION NO. 187-21: 2021-2022 BUDGET AMENDMENT
TRIO GRANT - ROLLOVER**

GRANT PERIOD: SEPTEMBER 1, 2021 – AUGUST 31, 2022

WHEREAS, the College received Federal funding through the TRIO Grant to fund initiatives to enhance instruction and student success;

WHEREAS, the College received funding for the 2020/21 fiscal year that must be carried over to the 2021/22 fiscal year;

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

INCREASE REVENUE:

TRIO Federal Grant – Student Support Svcs 2540-3011-5410 \$ 42,154.60

Total Revenue Increase \$ 42,154.60

INCREASE EXPENDITURE:

TRIO – Student Support- Prof FT	2540-3011-6101	\$ 11,873.84
TRIO – Student Support- Prof PT	2540-3011-6102	15,102.67
TRIO – Student Support- Prem Earnings	2540-3011-6110	0.18
TRIO – Student Support- Civil Service FT	2540-3011-6120	206.41
TRIO – Student Support- Student Tutors	2540-3011-6142	4,368.75
TRIO – Student Support- State TRS	2540-3011-6202	1,654.07
TRIO – Student Support- Social Security	2540-3011-6204	1,485.21
TRIO – Student Support- Workers Comp	2540-3011-6205	194.65
TRIO – Student Support- Printing	2540-3011-7104	502.64
TRIO – Student Support- Computer Supplies	2540-3011-7107	552.84
TRIO – Student Support- Instr Supplies	2540-3011-7108	976.72
TRIO – Student Support- Office Supplies	2540-3011-7109	163.23
TRIO – Student Support- Indirect Cost	2540-3011-7231	1,187.39
TRIO – Student Support- Travel	2540-3011-7250	<u>\$ 3,886.00</u>

Total Expenditure Increase \$ 42,154.60

**RESOLUTION NO. 188-21: 2021-2022 BUDGET AMENDMENT
US DOJ OFFICE ON VIOLENCE AGAINST WOMEN GRANT –
ROLLOVER**

GRANT PERIOD: OCTOBER 1, 2017 – SEPTEMBER 30, 2021

WHEREAS, funds have been received from the U.S. Department of Justice (DOJ) Office on Violence Against Women to support comprehensive efforts at Jefferson Community College;

WHEREAS, the College received funding for the 2020/21 fiscal year that must be carried over to the 2021/22 fiscal year;

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

INCREASE REVENUE:

DOJ Violence/Women Grant –Federal Grants 2585-3011-5410 \$ 44,327.38

Total Revenue Increase \$ 44,327.38

INCREASE EXPENDITURE:

DOJ Violence/Women Grant –Prof FT 2585-3011-6101 \$ 34,123.79

DOJ Violence/Women Grant –State ERS 2585-3011-6201 502.65

DOJ Violence/Women Grant –Social Security 2585-3011-6204 794.97

DOJ Violence/Women Grant –Workers Comp 2585-3011-6205 78.42

DOJ Violence/Women Grant –Life Insurance 2585-3011-6206 73.00

DOJ Violence/Women Grant –Disability Ins 2585-3011-6208 141.03

DOJ Violence/Women Grant –Health Ins 2585-3011-6209 3,275.65

DOJ Violence/Women Grant –Instr Supplies 2585-3011-7108 296.43

DOJ Violence/Women Grant –Indirect Cost 2585-3011-7231 1,024.03

DOJ Violence/Women Grant – Prof Svc Fees 2585-3011-7241 \$ 4,017.41

Total Expenditure Increase \$ 44,327.38

Financial Statements – September 2021

EVP Dupee reviewed unaudited financial statements for September 2021. In comparison to last year at this time, fall tuition is down about \$600K and offsetting revenue is down about \$100K. With regard to expenditures, personnel is slightly higher due to three payrolls in September 2021 versus two in September 2020. Cash position is much higher than last year due to the influx of stimulus funding; however, interest rates remain low.

Upon a motion made by Mike Crowley, seconded by Nathan Hunter, the Board unanimously accepted September 2021 financial reports.

Academic and Educational Services Committee - Committee Chair David Males

No report.

Facilities Committee – Committee Chair Pamela Beyor-Murtha

No report.

Personnel Committee – Committee Chair Nathan Hunter

No report.

Other Business

Chair Judy Gentner presented a resolution expressing appreciation to College faculty, staff and administration for extraordinary service in the face of the coronavirus pandemic. Upon motion by Nathan Hunter, seconded by Cindy Intschert, Resolution 190-21 was approved unanimously.

RESOLUTION NO. 190-21: APPRECIATION OF SERVICE FACULTY, STAFF & ADMINISTRATION

WHEREAS, faculty, staff and administration of Jefferson Community College were called upon suddenly to shift to online instruction and remote work in March of 2020 due to the COVID pandemic emergency; and

WHEREAS, faculty, staff and administration leveraged technology resources and invested in their own professional development to become proficient in new ways to complete job responsibilities, deliver instruction in multiple modalities, and create a virtual version of the College experience for our students; and

WHEREAS, faculty, staff and administration demonstrated resolve, creativity and innovation to connect with students, provide academic and personal support, and keep them on their academic path during this challenging time in their lives and the lives of our students;

WHEREAS, faculty, staff and administration continually rose to new challenges for facilities care and protection of health for the entire campus community so that students could return to campus; and

WHEREAS, faculty, staff and administration demonstrated commitment to one another and the campus community by voluntarily protecting themselves against COVID; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees extends great appreciation and heartfelt gratitude to the entire faculty, staff and administration of Jefferson Community College for their dedication to our students, commitment to safety, Herculean efforts to respond to the unprecedented challenges facing the College and greater community as a result of the pandemic, and their ongoing work to keep students on track for academic success.

Executive Session

On motion made by David Males, seconded by Beth Fipps, the Board adjourned to Executive Session at 5:02 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 6:08 p.m.

Other Business (continued)

President Stone presented contracts for ratification in Resolution 189-21. Upon motion by Pam Beyor-Murtha, seconded by David Males, the resolution ratifying all contracts was passed unanimously.

RESOLUTION NO. 189-21:

RATIFICATION OF CONTRACTS

Bailey, Mitchell
Ellucian
EMSI Burning Glass
Faculty Student Association
Jefferson-Lewis Workforce Development Board
Lewis County Office of the Aging
National Tractor Trailer School
Nazareth College
SUNY Potsdam
SUNY Research Foundation – LeSPARC
SUNY Research Foundation – SBDC

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:

Bailey, Mitchell

(consultant, strategic communications)

Ellucian

(software license, financial aid analysis and document imaging)

EMSI Burning Glass

(software license, career coach)

Faculty Student Association

memorandum of understanding, residence halls)

Jefferson-Lewis Workforce Development Board

(memorandum of agreement, Workplace youth referrals)

Lewis County Office of the Aging

(survey, Center for Community Studies)

National Tractor Trailer School

(partnership agreement, workforce training)

Nazareth College

(partnership agreement, Jefferson Higher Education Center)

SUNY Potsdam

(partnership agreement, Jefferson Higher Education Center)

SUNY Research Foundation – LeSPARC

(services contract, lake effect snow prediction)

SUNY Research Foundation – SBDC

(funding extension, CARES Act)

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

Schedule of Upcoming Meetings and Events

Dr. Stone reviewed the schedule of upcoming meetings and events.

Lunch & Learn - November 12 at 11:30 a.m.

Facilities Committee Meeting – November 15 at 4:00 p.m.

Academic & Educational Services Committee Meeting – Nov. 17 at 3:00 p.m.

Personnel Committee Meeting – November 17 at 4:00 p.m.

Budget and Planning Committee Meeting – December 1 at 3:00 p.m.

Board of Trustees Meeting – December 1, 2021 at 4:00 p.m.

Adjournment - On a motion made by Mike Crowley, seconded by Damon Draught, the meeting adjourned at 6:11 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board of Trustees