



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES October 6, 2021

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, October 6, 2021 via Zoom.

Attendance:

Trustees Present:

Judy Gentner, Chair
Pamela Beyor-Murtha
Damon Draught
Beth Fipps
Terry Fralick
Nathan Hunter
Cindy Intschert
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
Maryrose Eannace – Interim Vice President for Academic Affairs

Call to Order – Chair Judy Gentner called the meeting to order at 4:04 p.m.

Approval of Minutes – On a motion made by Pam Beyor-Murtha, seconded by Cindy Intschert, the minutes of the September 1, 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
Scott Schaeffer, Associate Vice President
Kim Sell, Professor of Physical Education
Megan Stadler, Associate Vice President of Strategic Initiatives
Margaret Taylor, Director of Student Activities and Inclusion
Gabrielle Thompson, Director of Access & Opportunity Programs
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:

- Mailing Schedule
 - September - thank you letter to donors from Dr. Stone
 - September Solicitation – signed by Board President Michelle Capone
 - October Solicitation planned to Alumni
- 60th Anniversary Celebration
 - Happy Anniversary video montage will be shared over social media
 - Campus celebration for students
 - Cupcake/cookie delivery to corporate partners and community leaders
- Jefferson-Can Meet & Greet
 - Luncheon Open House – tentatively scheduled for October

Collee Senate Update

Senate President Josh Hammond provided a written report and highlighted the following:

- Committee Reports – no action items
- HELP Report Plan of Action
 - Open forums – October 18 and October 28 and discussion at school meetings
 - Will share results of conversations with campus community
- Presentations
 - Guided Pathways
 - United Way

Student Trustee Update

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

- **Student Government Association (SGA)**
 - Hosted Club Fair with 8 clubs including 2 new clubs: Anime and Art
 - Filled Secretary and Treasurer positions with Hunter Murphy and Gianna Donohue, respectively; still seeking Marketing Manager
 - Hosting open forums with President Stone on October 13 and October 14
- **Campus Activities Board (CAB)**
 - Fall Fest: 223 attended; new this year were information tables about programs and services; students gathered passport stamps from each table and received a gift for completed passports
 - International Peace Day Celebration: 91 attended; 27 reflection cards were collected and shared on social media through the week

Chair Gentner offered her congratulations to Dioseline for embarking on a nursing career and participating in the White Coat Ceremony held a few days ago.

President's Report

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

- Vaccination Update - on September 7, only 44% of in-person students were vaccinated and as of October 5, 96% of in-person students are vaccinated or have a religious or medical exemption; 3% were withdrawn; 1% unverified. More than 95% of full-time faculty/staff are fully vaccinated.
- Participation on an ACCT panel on the role of athletics at rural community colleges, as keynote speaker at the College's White Coat Ceremony for incoming nurses, and as a panelist for the Lakin Institute's President's Roundtable
- The College recently hosted the annual Higher Ed Day with 50 colleges and high school students from 12 local high schools in attendance
- The College held a roundtable in Lewis County which precipitated the kick-off of a CDL training program beginning November 1 in Lowville
- Dr. Stone was recently elected to lead the AACC's President's Academy Summer Institute and invited to be the keynote speaker for Fort Drum's Veteran's Day Wreath Laying Ceremony on November 10

Chair Gentner congratulated Dr. Stone and the entire campus community for vaccination efforts.

Dr. Corey Campbell, vice president for student engagement and retention, Margaret Taylor, director of student activities and inclusion, and Gabrielle Thompson, director of access and opportunity programs, provided an update on the Student Experience pillar of the Strategic Plan 2020- 2025.

The report included:

- A brief overview of the Student Engagement & Retention Division organizational structure
- A review of each Year 3 objective in the Student Experience pillar of the Strategic Plan including:
 - Equity in Credit momentum as demonstrated by successful attainment of 12 credits in the first term by Black, Hispanic and Native American students. Dr. Campbell discussed factors affecting students during the first term and initiatives to mitigate these factors including academic coaching, cohort affiliation and improving access to services.
 - Diversity, Equity and Inclusion (DEI) on the student side included initiatives to provide education on social issues and provide an open environment for discussion of ethnic and cultural diversity. Voices for Social Change held open forums and a safe space was designated for students to share concerns in the RISE lounge. A recent implementation of the Community College Survey of Student Engagement is showing improvement related to feelings of inclusion and the presence of available support for Black, Hispanic and Native American Students.
 - On the employee side, DEI initiatives include incorporating best practices with regard to employee searches and ensuring DEI is embraced in employee communications, training and assessments. This initiative is measured in part by the percentage of faculty and staff who belong to a racial or ethnic minority group. It currently stands at 8% with a goal of 10%.

There was discussion around equity in credit momentum and comparison among white and Black, Hispanic and Native American students.

Budget and Planning Committee - Committee Member Nathan Hunter

Trustee Nathan Hunter noted that the Budget & Planning Committee met prior to the full Board meeting.

Upon presentation and motion by Nathan Hunter, seconded by Terry Fralick, Resolution 159-21 summarizing year-end budget transfers was approved unanimously as follows:

**RESOLUTION NO. 159-21 2020-2021 BUDGET TRANSFER
Year End Budget Adjustments**

WHEREAS, modification of the 2020/2021 JCC Budget is necessary to redistribute funds to the proper accounts.

NOW, THEREFORE BE IT RESOLVED, that the 2020/2021 Jefferson Community College budget is hereby amended, thereby complying with generally accepted accounting principles as attached:

Upon presentation and motion by Nate Hunter, seconded by Damon Draught, Resolution 160-21 acknowledging funding for a childcare training program was approved unanimously as follows:

**RESOLUTION NO. 160-21 2020-2021 BUDGET AMENDMENT
REGULATED HOME DAY CARE TRAINING BOOTCAMP
(LCIDA) GRANT**

GRANT PERIOD: APRIL 2, 2021 – MAY 31, 2022

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

WHEREAS, the initiative will support and offer recruitment and orientation events, trainings and scholarships to participants interested in becoming a regulated home day care provider;

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>\$ 3,000.00</u>
Total Revenue Increase		\$3,000.00

INCREASE EXPENDITURE:

Reg Home Day Care (LCIDA) – Prof Adjuncts	2837-3011-6103	\$ 2,450.00
Reg Home Day Care (LCIDA) – Social Security	2837-3011-6204	50.00
Reg Home Day Care (LCIDA) – Advertising	2837-3011-7203	<u>\$ 500.00</u>
Total Expenditure Increase		\$3,000.00

Trustee Nate Hunter presented Resolution 161-21 noting that the invitation to apply for this funding came from Senator Patty Ritchie. Upon motion by Nate Hunter, seconded by Cindy Intschert, Resolution 161-21 acknowledging new funding for nursing equipment was approved unanimously as follows:

**RESOLUTION NO. 161-21: 2021-2022 BUDGET AMENDMENT
DASNY NURSING SIMULATION LAB GRANT**

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

WHEREAS, the College has been awarded a State and Municipal Facilities Program (SAM) Grant from the Dormitory Authority of the State of New York (DASNY) to be used for the creation of a nursing simulation laboratory;

WHEREAS, the instructional equipment purchases and subsequent laboratory creation will support the traditional and/or weekend nursing programs;

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

INCREASE REVENUE:

DASNY Nursing Sim Lab Grant – State Grants & Contracts 2631-3011-5420 \$100,000.00

Total Revenue Increase \$100,000.00

INCREASE EXPENDITURE:

DASNY Nursing Sim Lab Grant – Instructional Equipment 2631-3011-7005 \$ 95,000.00

DASNY Nursing Sim Lab Grant – Maintenance Contracts 2631-3011-7236 5,000.00

\$100,000.00

Total Expenditure Increase \$100,000.00

Upon presentation and motion by Nate Hunter, seconded by Damon Draught, the budget amendment in Resolution 162-21 was approved unanimously as follows:

**RESOLUTION NO. 162-21: 2020-2021 BUDGET AMENDMENT
COLLEGIATE SCIENCE TECHNOLOGY ENTRY PROGRAM
(CSTEP) GRANT**

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 fiscal year for the College and the funding agency do not coincide which creates the need for funds to be adjusted to reflect the grant award for the 2021/2022 CSTEP Budget;

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 \$199,500.00

Total Revenue Increase \$199,500.00

INCREASE EXPENDITURE:

CSTEP Grant –Prof F/T	2621-3011-6101	\$ 58,798.00
CSTEP Grant –Prof P/T	2621-3011-6102	53,789.00
CSTEP Grant –State ERS	2621-3011-6201	2,546.00
CSTEP Grant –State TRS	2621-3011-6202	5,762.00
CSTEP Grant –Social Security	2621-3011-6204	7,848.00
CSTEP Grant –Workers Comp	2621-3011-6205	1,026.00
CSTEP Grant –Life Insurance	2621-3011-6206	42.00
CSTEP Grant –Disability Insurance	2621-3011-6208	95.00
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	12,481.00
CSTEP Grant –Professional 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	3,000.00
CSTEP Grant –Scholarship Awards	2621-3011-7512	<u>\$ 31,001.00</u>

Total Expenditure Increase \$199,500.00

Trustee Hunter presented resolutions 163-21 and 164-21, noting that Bowers and Company had presented both the New Student Services and the Student Association audits in the Budget & Planning Committee meeting. Both audits receive clean, unmodified opinions from Bowers & Company.

Upon motion by Nate Hunter, seconded by Terry Fralick, Resolution 163-21 and Resolution 164-21 accepting the New Student Services and Student Association audits, respectively, were approved unanimously as follows:

**RESOLUTION NO. 163-21: ACCEPTANCE OF AUDIT
New Student Services**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of New Student Services of Jefferson Community College for the year ending June 30, 2021 as prepared by Bowers & Company, CPAs PLLC.

**RESOLUTION NO. 164-21 ACCEPTANCE OF AUDIT
Student Association**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of the Student Association of Jefferson Community College for the year ending June 30, 2021 as prepared by Bowers & Company, CPAs PLLC.

Financial Statements – August 2021

Dr. Dupee reviewed unaudited financial statements for August 2021. Overall, revenue is \$3.2M over expenses, due primarily to influx of federal stimulus dollars. Stimulus funding notwithstanding, expenses were managed tightly assuming a loss in state aid coupled with declining enrollments. There were no questions.

Upon a motion made by Pam Beyor-Murtha, seconded by Nate Hunter, the Board unanimously accepted August 2021 financial reports.

Academic and Educational Services Committee - Committee Chair David Males

No report.

Facilities Committee – Committee Chair Pamela Beyor-Murtha

Trustee Beyor-Murtha advised that the Facilities Committee met on September 20, 2021. She presented Resolution 165-21, which authorizes the College to begin work on the turf field project which had been delayed due to the COVID pandemic.

Upon motion by Pam Beyor-Murtha, seconded by Nate Hunter, Resolution 165-21 was approved unanimously as follows:

RESOLUTION NO. 165-2: AUTHORIZATION TO COMMENCE TURF FIELD PROJECT

WHEREAS, in 2013, Jefferson Community College identified a turf field as a desired enhancement to College athletic facilities that would serve multiple purposes including - mitigating the impact of weather on teams' ability to practice and compete, and as a means to recruit and retain students and student athletes to the College; and

WHEREAS, a plan for a turf field was developed with a construction cost of \$4,000,000 and included in the 2014-2020 Facilities Master Plan approved by the Jefferson Community College Board of Trustees in Resolution 147-14; and

WHEREAS, the College proposed financing the turf field project through a bond (matched by New York State) for which the Faculty-Student Association and College Foundation have committed to covering the cost of the debt service; and

WHEREAS in 2019, the Jefferson County Board of Legislators passed Resolution 181 which committed the College's sponsor to issuing \$2,000,000 bond with a 15-year term for construction of the turf field; and

WHEREAS, in 2020, New York State matched \$2,000,000 in SUNY capital funding in support of the turf field construction; and

WHEREAS, in 2021 the College is prepared to move forward with construction of the turf field.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees authorizes the College to commence construction of a turf field on campus and hereby requests that Jefferson County bond for \$2,000,000 for which debt service cost will be covered as detailed in this resolution.

Executive Session

On motion made by Nathan Hunter, seconded by Cindy Intschert, the Board adjourned to Executive Session at 5:05 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 5:23 p.m.

Personnel Committee – Committee Chair Nathan Hunter

Upon presentation and motion by Nathan Hunter, seconded by Beth Fipps, Resolution 166-21 approving amendments to the President's contract was approved unanimously as follows:

RESOLUTION NO. 166-21: AUTHORIZATION TO AMEND THE COLLEGE PRESIDENT'S CONTRACT

WHEREAS, the Jefferson Community College Board of Trustees hereby authorizes an amendment to the Contract with President Stone to provide a 2% increase in base salary, retroactive to September 1, 2021; a total of 25 vacation days annually; and a contract extension through 2024; and

WHEREAS, the Jefferson Community College Board of Trustees hereby authorizes an amendment to the Contract with President Stone with regard to Cell Phone Allowance to grant the president ownership of the cell phone; and

WHEREAS, the Jefferson Community College Board of Trustees hereby authorizes an amendment to the Contract with President Stone that changes the Discharge Upon Written Notice without Cause from a sixty (60) day written notice to a one-year written notice.

NOW, THEREFORE, BE IT RESOLVED that Board Chair Judith Gentner shall be authorized and directed to execute an Amendment to the President's Contract to implement all provisions noted above.

Board Chair Judy Gentner and Trustee Nate Hunter expressed appreciation to Dr. Stone on behalf of the Board for another great year with many accomplishments despite the challenges. Dr. Stone thanked the Board of Trustees.

Other Business

President Stone presented Resolution 167-21, a revision to the 2021-2022 holiday schedule to include Juneteenth. Upon motion by Damon Draught, seconded by Pam Beyor-Murtha, the revised holiday schedule was approved unanimously.

RESOLUTION NO. 167-21: 2021-2022 HOLIDAY SCHEDULE - REVISED

Monday,	09/06/21	Labor Day
Thursday,	11/25/21	Thanksgiving Day
Friday,	11/26/21	In lieu of Columbus Day, 10/11/21
Monday,	12/27/21	Christmas Day (Observed)
Tuesday,	12/28/21	In lieu of Election Day, 11/2/21
Wednesday,	12/29/21	In lieu of Veterans Day, 11/11/21
Thursday,	12/30/21	In lieu of Lincoln's Birthday, 2/12/21
Friday,	12/31/21	New Year's Day (Observed)
Monday,	01/17/22	Martin Luther King Jr. Day
Monday,	05/30/22	Memorial Day
Monday,	06/20/22	Juneteenth (Observed) In lieu of President's Day, 2/21/22
Monday,	07/04/22	Independence Day

President Stone presented contracts for ratification in Resolution 168-21. Upon motion by Cindy Intschert, seconded by Damon Draught, the resolution ratifying all contracts was passed unanimously.

RESOLUTION NO. 168-21: RATIFICATION OF CONTRACTS

**Development Authority of the North Country
District Attorney of New York
Jefferson-Lewis Board of Cooperative Educational Services
Lewis County Department of Recreation, Forestry and Parks
MainStay
North Country Family Health Center
Quicklaunch
State University of New York
SUNY Buffalo
SUNY Oneonta
Walden University**

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:

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

District Attorney of New York
(contract amendment, funding for prison education program)

Jefferson-Lewis Board of Cooperative Educational Services
(memorandum of understanding, joint representation)

Lewis County Department of Recreation, Forestry and Parks
(services contract, Center for Community Studies survey)

Mainstay
(student communications platform, enrollment services)

(North Country Family Health Center
(internship agreement, business administration program)

Quicklaunch
(contract amendment - additional licenses, identity management account software)

State University of New York
(participating institution agreement, Autodesk software license)

SUNY Buffalo
(clinical fieldwork MOU, athletic department)

SUNY Oneonta
(services contract with SICAS, institutional technology)

Walden University
(field site agreement, nursing program)

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 .

Facilities Committee Meeting – October 18, 2021, Monday at 4:00 p.m.
Academic & Educational Services Committee Meeting – October 20, Wednesday at 3:00 p.m.
Personnel Committee Meeting – October 20, 2021, Wednesday at 4:00 p.m.
Community Breakfast – October 27, Wednesday at 7:30 (time tentative)
Budget and Planning Committee Meeting – November 3, 2021, Wednesday at 3:00 p.m.
Board of Trustees Meeting – November 3, 2021, Wednesday at 4:00 p.m.
New York Community College Trustees Annual Conference – November 5-6, 2021

Adjournment - On a motion made by Nate Hunter, seconded by Cindy Intschert, the meeting adjourned at 5:31 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board of Trustees