

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**MINUTES OF MEETING
FRIDAY, FEBRUARY 8, 2019**

Present: Nathan Hunter, Chair) TRUSTEES
Michael Crowley)
Terry Fralick)
Judy Gentner)
Steven Haas)
Michael Lennox)
David Males)

Administrative Staff:

Ty Stone, President
Dan Dupee, VP - Administration & Finance

Guests:

Scott Gray, Chair Jefferson County Board of Legislators
Robert Hagemann, Jefferson County Administrator
Abe Kenmore, Watertown Daily Times
Kim Sell, JCC Senate President
Kerry Young, Executive Director, Finance & Human Resources
Karen Freeman, Senior Director of Government Affairs & Public Relations
Leslie DiStefano, Marketing & Communications Director

The rescheduled monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 7:40 a.m., on Friday, February 8, 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 Michael Crowley, seconded by Judy Gentner, the minutes of the December 4, 2018 meeting were approved.

PRIVILEGE OF THE FLOOR

Scott Gray read a resolution from the County highlighting Steven C. Hass' significant service to the Jefferson Community College Board of Trustees. Chair Hunter took the opportunity to read Resolution 117-19, a Recognition of Service recognizing the many contributions Mr. Haas has made to Jefferson Community College through his 32 years on the Board of Trustees, to be acted on later in the meeting. Mr. Haas was presented with a framed copy of the resolution and a certificate of appreciation from Jefferson County Legislator Scott Gray and County Administrator Robert Hagemann.

UPDATE FROM THE FOUNDATION

Dr. Ty Stone reported on the following Foundation points:

- The Employee Campaign has ended with the largest participation to date, 52%, and has raised over \$22,000 for scholarships and campus initiatives.
- The Executive Director job description is in its final stages and will be entered into a search soon.
- A consultant has been hired for organizational assessment and recommendations.

UPDATE FROM THE STUDENT TRUSTEE

Student Trustee Michael Lennox reported that the clubs are meeting once again at the start of the new semester; there is a blood drive and club fair scheduled; and Student Government is purchasing televisions for the lounge area.

SENATE PRESIDENT'S REPORT

Kim Sell reported on the February 2019 Senate meeting; a copy of the Senate report is attached to these minutes. She also noted that JCC will be offering NARCAN training, which will be open to the community.

PRESIDENT'S REPORT

- Funding that Matters
 - Community College Funding model that provides a predictable base level of funding for each campus, plus an increase of state aid per FTE of \$125
 - Funding to support “non-credit” workforce training programs
 - Increased funding for EOP students to \$3,500 per student
 - Funding for non-academic personal support services for students
 - Capital funding for maintenance of facilities on aging campuses like Jefferson
- Chancellor’s Message
 - PRODI-G – Promoting Recruitment, Opportunity, Diversity, Inclusion and Growth
 - SUNY Online – Support for Lifelong Learning
 - Ensuring Success in College – SUNY Achieve
 - SUNY Green Revolving Fund
- Lewis County Ribbon Cutting – Over 300 people attended the Ribbon Cutting, with approximately 200 additional guests attending the Open House throughout the afternoon and evening.
- Strategic Plan -Environmental Scan session - February 11 12:30-4:30 East Hall
- Professional Development Day - March 8, 2019
- Ty Talks - February 21 @ 12:30 in Room 6-002; March 6 @ 9:00 am in Fireside Lounge; April 19 @ 3:30 pm in Student Lounge
- A new VP for Student Affairs, Corey Campbell, has been hired and will be starting March 11, 2019.

BUDGET & PLANNING COMMITTEE

Due to the time constraints of this rescheduled board meeting, the board will be postponing the Budget Amendment Resolutions 104-19 through 108-19 and the Academic & Educational Services Resolutions 109-19 and 110-19 to the March 2019 meeting.

Trustee Crowley noted that the Audit Committee met with Bowers & Company and reviewed all audits. It was noted that the auditors have stated that the College needs to update our uniform guidance on grant management. On a motion by Trustee Crowley, seconded by Steven Haas, the Board unanimously accepted the following audits; Res. 100-19 – 104-19:

RESOLUTION NO.: 100-19

SUBJECT: ACCEPTANCE OF COLLEGE AUDIT

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of Jefferson Community College for the year ending August 31, 2018 as prepared by Poulsen and Podvin, P.C.

RESOLUTION NO.: 101-19

**SUBJECT: ACCEPTANCE OF AUDIT
Jefferson Community College Foundation**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of the Jefferson Community College Foundation for the year ending August 31, 2018 as prepared by Poulsen and Podvin, P.C.

RESOLUTION NO.: 102-19

**SUBJECT: 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, 2018 as prepared by Poulsen and Podvin, P.C.

RESOLUTION NO.: 103-19

**SUBJECT: 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, 2018 as prepared by Poulsen and Podvin, P.C.

In regards to the financial statements of November and December 2018 - Vice President Dupee reviewed the financial statements for the month ending December 31, 2018.

On a motion made by Judy Gentner, seconded by Michael Crowley, the financial statements for November and December 2018 were unanimously accepted.

OTHER BUSINESS

Dr. Ty Stone introduced the policies contained in the following resolutions, assisted by Kerry Young, Executive Director of Human Resources.

RESOLUTION NO.: 111-19

SUBJECT: 2019-2020 HOLIDAY SCHEDULE

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following holiday schedule for the 2019-2020 academic year:

Monday,	09/02/19	Labor Day
Thursday,	11/28/19	Thanksgiving Day
Friday,	11/29/19	Day after Thanksgiving (In lieu of Columbus Day, 10/14/19)
Monday,	12/23/19	In lieu of Election Day, 11/5/19
Tuesday,	12/24/19	Christmas Eve (In lieu of Veterans Day, 11/11/19)
Wednesday,	12/25/19	Christmas Day
Thursday,	12/26/19	In lieu of Lincoln's Birthday, 02/12/20
Friday,	12/27/19	In lieu of Presidents Day, 02/17/20
Wednesday,	01/01/20	New Year's Day
Monday,	01/20/20	Martin Luther King Jr. Day
Monday,	05/25/20	Memorial Day (Observed)
Friday,	07/03/20	Independence Day (Observed)

On a motion by David Males, seconded by Michael Lennox the Board unanimously approved Res. 111-19.

RESOLUTION NO.: 112-19

SUBJECT: **SEXUAL HARASSMENT PREVENTION
REVISION POLICY**

WHEREAS, by Resolution No. 124-95 dated May 1995, the Board of Trustees adopted a Sexual Harassment / Gender Discrimination Policy; and

WHEREAS, revisions to the above policy were adopted on March 5, 2014 with the separation into two distinct policies, Resolution 115-14, Non-Discrimination Policy and Resolution No. 116-14, Sexual Misconduct Prevention and Prohibition Policy; and

WHEREAS, a revision to the Sexual Misconduct Prevention and Prohibition Policy was adopted by Resolution No. 142-17 on June 7, 2017; and

WHEREAS, in keeping compliant with New York State law pertaining to sexual harassment in the workplace, a separate sexual harassment policy specific to the College workplace environment was adopted by Resolution No. 174-18 on October 3, 2018; and

WHEREAS, in keeping compliant with State University of New York Board of Trustees policy pertaining to sexual harassment in an academic environment, it is necessary to revise the current sexual harassment policy;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves and adopts the attached Sexual Harassment Prevention Policy.

On a motion by Judy Gentner, seconded by David Males, the Board unanimously approved Res. 112-19.

Res. 113-19: New Consensual Relationship Policy – Kerry Young explained that since posting this policy, SUNY has issued new guidelines today. Our new policy will be resubmitted to the board next month.

RESOLUTION NO.: 114-19

SUBJECT: **JOB TITLE AND CLASSIFICATION**

WHEREAS, in accordance with Article XXI, L. of the Collective Bargaining Agreement with the Jefferson Community College Faculty Association, the College and Faculty Association entered into a contract with Evergreen Solutions, LLC to examine the current title and grade classification of those bargaining unit members.

WHEREAS, as a result of the examination, it was agreed upon between the parties to modify and or create specific position classification titles identified through this process based upon industry standards; and

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Section 201.7 (a) of the New York State Department of Civil Service Rules and Regulations, the Board of Trustees of Jefferson Community College determines the following position titles:

Coordinator – Career Planning and Placement
Coordinator – College Science and Technology Entry Program
Coordinator – Educational Opportunity Program
Coordinator – Student Accommodations and Testing Services
Coordinator – Veteran’s Services
Director of Continuing Education
Director of Learning Skills
Director of the Liberty Partnership Program

Be classified as professional service as defined in Section 6306 of Education Law.

On a motion by Michael Crowley, seconded by David Males, the Board unanimously approved Res. 114-19.

RESOLUTION NO.: 115-19
SUBJECT: **JOB TITLE AND CLASSIFICATION**
Athletic Trainer

BE IT RESOLVED, that pursuant to Section 201.7 (a) of the New York State Department of Civil Service Rules and Regulations, the Board of Trustees of Jefferson Community College determines the position of:

Athletic Trainer

Be classified as professional service as defined in Section 6306 of Education Law.

On a motion by Terry Fralick, seconded by Michael Lennox, the Board unanimously approved Res. 115-19.

RESOLUTION NO.: 116-19
SUBJECT: **RATIFICATION OF CONTRACTS**
CampusWorks
CREDO Community Center
Jefferson Rehabilitation Center
Mitchell Bailey, Consultant
Samaritan Medical Center
State of New York
SUNY Research Foundation
Tug Hill Commission
Watertown Dialysis Center
West Wind Consulting

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:

CampusWorks

Management Consulting Master Services Agreement

CREDO Community Center

Clinical Experience for Nursing Program

Jefferson Rehabilitation Center

Clinical Experience for Nursing Program

Mitchell Bailey, Consultant

Proposal of Services

Samaritan Medical Center

Business Resources for Clinical Experience

SUNY Research Foundation

SBDC Award 82763

State of New York

Master Contract for Grants

Tug Hill Commission

Center for Community Studies to Conduct a Resident and Landowner Survey

Watertown Dialysis Center

Clinical Experience for Nursing Program

West Wind Consulting

JCC Foundation Executive Director Consulting Firm

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

On a motion by Michael Crowley, seconded by Judy Gentner, the Board unanimously ratified Res. 116-19.

RESOLUTION NO.: 117-19

SUBJECT: RECOGNITION OF SERVICE
STEVEN C. HAAS, ESQ.

WHEREAS, Steven C. Haas was first appointed to serve in an unexpired term as a member of the Board of Trustees in August 1987 by the Jefferson County Board of Legislators; and was subsequently reappointed in June 1993, June 2002 and June 2011; and

WHEREAS, during his tenure, Steven Haas has provided leadership to the Jefferson Community College Board of Trustees as Treasurer of the Board from 1988 through 1989, Vice Chair of the Board from 1992 through 1993, as Chair of the Board from 1994 to 1996; and as Co-Chair of the Steering Committee for Jefferson's only capital campaign, '*Spirit of Jefferson*', and

WHEREAS, Steven Haas has served as chair of the Personnel Committee from 1988 until 2008, has served on the Academic & Education Committee; has served on the Budget and Planning Committee; and has been a generous contributor to the Jefferson Community College Foundation; and

WHEREAS, Steven Haas has supported Jefferson Community College through his enthusiastic and dedicated leadership, his generous donation of time and talent, and his thoughtful and knowledgeable counsel; and

WHEREAS, Steven Haas has been Jefferson Community College's longest serving Trustee with thirty-two years of service; and having served with five of Jefferson Community College's six Presidents; and

WHEREAS, as a member of the Board of Trustees, Steven Haas has advanced the mission of the College through several Strategic Plans and Facilities Master Plans to realization of the Jules Instructional Resource Center, a Higher Education Center, residence hall and Collaborative Learning Center;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees extends appreciation to Steven Haas for his dedicated service and commitment to this College and wishes him well in all future endeavors.

On a motion by Nathan Hunter, seconded by Michael Crowley, the Board unanimously approved Res. 117-19.

RESOLUTION NO.: 118-19

SUBJECT: APPROVAL OF FOUNDATION RESOLUTION
NAMING OF THE NURSING LAB CLASSROOM THE "RICKEY
F. MURTHA NURSING LAB CLASSROOM"

WHEREAS, Jefferson Community College Board of Trustees Resolution No. 110-14 established the College Policy on Naming of Facilities, Programs and Support Funds; and

WHEREAS, on January 9, 2019, the Jefferson Community College Foundation Executive Committee unanimously endorsed the following Resolution:

WHEREAS, The Jefferson Community College Foundation Board of Directors adopted the College Policy on Naming of Facilities Resolution on May 14, 2014;

WHEREAS, Jefferson Community College Trustee Pam Beyor-Murtha and husband John Murtha have made a generous 5 year commitment to Jefferson Community College totaling \$35,000. In turn, they ask to reserve the right to name the Nursing Lab Classroom, Room 5-205 in the Gregor Building.

WHEREAS: The gift used to name the Lab Classroom is currently undesignated. By approving the naming of the Lab Classroom we provide The Foundation Executive Director the authority to work with the donors to find a designation for their gift that is in the best interest of both the College and the donor.

THEREFORE, BE IT RESOLVED that, pursuant to applicable law and consistent with the by-laws of the Jefferson Community College Foundation, the undersigned, being all of the Directors of this corporation, hereby consent to approve the following:

Effective on January 9, 2019, pending Jefferson Community College Board of Trustees approval, the Nursing Laboratory Classroom Room 5-205 located on the second floor of the David G. Gregor Building at Jefferson Community College shall be named in honor of **Rickey F. Murtha, RN'79**. Let the naming of this laboratory live in perpetuity and serve as ongoing recognition for Rickey Murtha, dedicated nurse and passionate alumna of Jefferson Community College.

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves naming the Nursing Laboratory Classroom located on the second floor of the David G. Gregor Building at Jefferson Community College the "**Rickey F. Murtha Nursing Lab Classroom**".

On a motion by Michael Lennox, seconded by Judy Gentner, the Board unanimously approved Res. 118-19.

EXECUTIVE SESSION

On motion made by Judy Gentner, seconded by Nathan Hunter, the Board adjourned to Executive Session at 8:30 a.m. pursuant to Article 7, Section 105(e) 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 8:45 a.m.

ADJOURNMENT

On a motion made by Michael Crowley, seconded by Michael Lennox, the meeting was adjourned at 9:00 a.m.

Respectfully submitted,

Eddie A. Roggie
Secretary to the Board