



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES

June 3, 2020

The June 2020 meeting of the Jefferson Community College Board of Trustees was held on Wednesday, June 3, 2020 via ZOOM Meeting at <https://zoom.us/j/99386473357> ; Meeting ID: 993 8647 3357; Password: 245744.

Call to Order – Chair Nathan Hunter called the meeting to order at 4:00 p.m. There was a verbal rollcall.

Attendance:

Trustees Present:

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

Absent:

Terry Fralick

Administrative Staff:

Ty Stone – President
Kerry Young – Executive Director for Finance and Human Resources
Corey Campbell – Vice President of Student Affairs
Dan Dupee – Vice President of Administration and Finance
Thomas Finch - Vice President for Academic Affairs

Introductions of Other Attendees

James Ambrose – Dean of Enrollment
Jeri Fairman - Associate Vice President for Liberal Arts Division
JoLynn Fiorentino - Instructor
Ben Foster – JCC Foundation Executive Director
Karen Freeman - Senior Director of Government Affairs and Public Relations
Terrence Harris - Associate Vice President of Workforce Development and Business
Kim Sell – Instructor; Immediate Past Senate President
Rebecca Small Kellogg – Dean of Student Success
Megan Stadler - Senior Director of Institutional Effectiveness & Chief of Staff
Gillian Maitland - Marketing and Communications Director

Approval of Minutes – On a motion made by Michael Crowley, seconded by Beth Fipps, the minutes of the May 6, 2020 meeting were approved unanimously.

Privilege of the Floor - None

Updates

JCC Foundation – Beth Fipps

- Solicitations:
 - The Foundation has sent their most loyal donors a Covid-19 solicitation to quickly raise money to directly help students who have been significantly impacted by Covid-19. The solicitation raised almost \$5,000 and all of the funds have been distributed to JCC students.
 - The Foundation sent its 3rd Annual Fund appeal on May 20th to all of this year's non-donors who had previously made a gift in the past 6 years and to a group of about 100 alumni identified by a wealth screening service as having philanthropic inclination.
- Other:
 - The Foundation Board is evaluating the Clambake event, scheduled for Friday August 7, 2020. A decision will be made in the next few weeks as to the feasibility of holding this event.
 - The Foundation has submitted a Memorandum of Understanding to the Board of Trustees for their approval regarding the use of the Title III grant funds. This more streamlined process would allow for greater institutional access to the Title III funds.

Student Trustee – None

Senate President - None

President's Report

President's Report (See attached document)

- Monthly events and notable items of interest included the first JCC virtual commencement, virtual nursing pinning ceremony and virtual town hall with students. JCC also hosted Governor Coumo's daily briefing. Dr. Stone attended the first NYForward meeting and was featured speaker at GWNC *Coffee Talk* and Watertown Sunrise Rotary.
- Interim Vice President for Academic Affairs Maryrose Eannace will begin her position on July 1, 2020.
- An executive plan will be sent to SUNY by Friday, June 6, 2020 outlining JCC's plan for the Fall semester, focusing on the guidelines established by the College's leadership team. Dr. Stone presented a plan for Fall semester instruction including online, synchronous and asynchronous classes.
- In response to questions from the Trustees, President Stone reported that decisions regarding 2020-2021 sports programs will be made in July, with considerations given to the NJCAA directives. The JCC Faculty Student Association is looking at different scenarios for the opening of the Residential Halls for 2020-2021.

Budget and Planning Committee - Committee Chair Michael Crowley

Acceptance of Financial Policies

Committee Chair Crowley presented the Tuition Receivable Write-offs and the Bad Debt Allowance Increase resolutions below:

RESOLUTION NO.: 125-20 TUITION RECEIVABLE WRITE-OFF

WHEREAS, in compliance with generally accepted accounting principles, the College should not retain as accounts receivable items accounts that are deemed to be uncollectable, and;

WHEREAS, the accounts receivable items set forth in the attached schedule are deemed to be un-collectable;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following adjustment to the tuition receivable account:

Student Accounts Receivable	0-10000-1310	\$ 454,873.78
------------------------------------	---------------------	----------------------

On a motion made by Committee Chair Michael Crowley, seconded by Judy Gentner, the board approved Resolution 125-20. The resolution passed unanimously.

RESOLUTION NO.: 126-20 BAD DEBT ALLOWANCE INCREASE

WHEREAS, the allowance for bad debt reflected in the College's financial statements is currently at \$211,000;

WHEREAS, the College's auditors have suggested that the bad debt allowance should reflect the average of the past three (3) years' actual tuition write offs or the actual tuition write-off for the previous year, whichever is higher. The average of the past three (3) years' actual tuition write offs is \$248,000 and the actual previous year's write off is \$455,000;

NOW, THEREFORE BE IT RESOLVED, that based upon the actual amount of the previous year's write off, the allowance for bad debt shall be increased to \$455,000 for the 2019-2020 fiscal year.

On a motion made by Committee Chair Michael Crowley, seconded by Beth Fipps the board approved Resolution 126-20. The resolution passed unanimously.

Financial Statements

VP Dan Dupee reviewed the April 2020 financial statements. (See attached documents) Operational expenses continue to be lower than in previous years due to employee remote working and earned interest is lower due to lower returns on investments. There are still concerns that the 4th quarter NYS funding may be reduced or withheld.

On a motion made by Committee Chair Michael Crowley, seconded by Judy Gentner, the April 2020 financial reports were accepted unanimously.

Academic and Educational Service Committee – Committee Chair Terry Fralick

VP Thomas Finch presented Resolutions 127-20, 128-20 and 129-20.

RESOLUTION NO.: 127-20 ACADEMIC CALENDAR 2022-2023

WHEREAS, Jefferson Community College Board of Trustees Resolution No. 118-85 directs the formation each year of the Academic Calendar Workgroup for the purpose of reviewing and recommending the academic calendar; and

WHEREAS, the Academic Calendar Workgroup has proposed an academic calendar for 2022-2023 as described in a memorandum dated October 24, 2019;

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the attached academic calendar for 2022-2023 as developed and recommended by the Academic Calendar Workgroup.

Board Chair Hunter asked for a motion to accept Resolution 127-20, which was made by Judy Gentner and seconded by Michael Crowley. The resolution passed unanimously.

RESOLUTION NO. 128-20 COURSE AUDIT POLICY REVISION

WHEREAS, the Academic Affairs Committee adopted an Course Audit policy in September, 1964 and;

WHEREAS, the Academic Affairs Committee has proposed revisions to the Course Audit policy to continue to offer coursework taken for self-enrichment, academic exploration, or reviewing of course material by the community; and

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves revisions to the Course Audit Policy as outlined in the attached proposal.

Board Chair Hunter asked for a motion to accept Resolution 128-20, which was made by Eugene Renzi and seconded by Beth Fipps. The resolution passed unanimously.

RESOLUTION NO.: 129-20 ACADEMIC HONORS POLICY

WHEREAS, the Academic Affairs Committee adopted an Academic Honor policy in October 2007 and amended in March, 2017; and

WHEREAS, the Academic Affairs Committee has proposed a revision to the Academic Honors Policy to maintain consistency in granting academic honors to full and part-time students; and

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached revision to the Academic Honors Policy.

Board Chair Hunter asked for a motion to accept Resolution 129-20, which was made by Michael Crowley and seconded by Eugene Renzi. The resolution passed unanimously.

VP Corey Campbell presented Resolution 130-19 which contains the revisions to the College's Smoking Policy. Kim Sell explained the voting process used by the College's faculty and staff for this policy.

**RESOLUTION NO.: 130-20 Smoke/Vape Policy: Tobacco Free Campus
(Amends Resolutions 129-10,152-05, 112-97, 156-91, 161-89)**

WHEREAS, in compliance with New York State laws and in recognition of the needs of the smoking and non-smoking members of the campus community, the Jefferson Community College Board of Trustees adopted a policy with regard to tobacco usage in December, 1989, amended in September, 1991; February, 1997; July 2005 and again in April, 2010; and

WHEREAS, in response to concerns expressed from across the campus, the Campus Life Committee examined issues related to tobacco usage on campus; and

WHEREAS, on recommendation of the Campus Life Committee, the College Senate has reviewed and recommended an amendment to the smoking policy; and

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby amends the Smoking policy to be named the College's Smoke/Vape Policy: Tobacco Free Campus as follows:

Jefferson Community College is committed to providing a safe and healthy working and learning environment for the students, faculty, staff, and visitors on its campus. Beginning August 1, 2020, Jefferson Community College will be a smoke and tobacco-free campus. This policy will apply to all faculty, staff, students, and visitors on our campus. Tobacco usage and/or non-tobacco smoking of any kind is prohibited within the boundaries of College property including all buildings, facilities, indoor and outdoor spaces, and grounds owned, rented, operated, and/or licensed by the College, parking lots, walkways, sidewalks, or college vehicles on College property.

For the specific purpose of this policy, the term “smoking” includes any form of tobacco or non-tobacco substance that is inhaled and/or exhaled. The term “usage” includes any form of tobacco substance. Patrons are permitted to smoke or use tobacco solely inside of their personal vehicles while the vehicle is on the college premises. Tobacco usage and/or non-tobacco smoking must be completed before exiting their personal vehicle. Any waste materials from said usage must be discarded in the proper manner.

President Stone expressed her appreciation to the contributing parties for their tireless work on this policy revision over the past several years. The policy is very well-written and has been thoroughly vetted across campus.

Board Chair Hunter asked for a motion to accept Resolution 130-20, which was made by Judy Gentner and seconded by David Males. The resolution passed unanimously.

Nominating Committee – Chair Nate Hunter

Chair Hunter reported that Trustees Michael Crowley, Pam Beyor-Murtha and Terry Fralick have accepted appointment to the Nominating Committee for the formation of the 2020-2021 board slate of officers and term appointments. The committee will provide a report at the July Board of Trustees meeting.

Personnel Committee – Chair Judy Gentner

Committee Chair Judy Gentner reported that the Personnel Committee met on May 20, 2020 to discuss the College’s budget situation and the voluntary furloughs that have been offered to College employees under the guidelines outlined in the Memorandum of Agreements with the Educational Support Staff and the Faculty Association of Jefferson Community College, signed by the President and included in the Ratification of Contracts: Resolution 131-20.

Other Business

President Ty Stone presented Resolution 131-20 - Ratification of Contracts. (See attached documents).

RESOLUTION NO.: 131-20

RATIFICATION OF CONTRACTS

DocuSign

JCC Lewis County Ext Lease Amendment

**Memorandum of Agreement – Educational Support Staff of
Jefferson Community College**

**Memorandum of Agreement – Faculty Association of
Jefferson Community College**

Vera Institute of Justice

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:

DocuSign

(Platform enabling all forms to be electronically submitted by students and parents.)

JCC Lewis County Ext Lease Amendment

(Lease of Lewis County Education Center Property)

Memorandum of Agreement –

Educational Support Staff of Jefferson Community College

(COVID-19 Employee Voluntary Furlough)

Memorandum of Agreement –

Faculty Association of Jefferson Community College

(COVID-19 Employee Voluntary Furlough)

Vera Institute of Justice

(College-in-Prison Data Use Agreement for SUNY Jefferson)

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

Board Chair Hunter asked for a motion to accept Resolution 131-20, which was made by David Males and seconded by Beth Fipps. The resolution passed unanimously.

Executive Session - None

Schedule of Upcoming Meetings and Events

Nominating Committee Meeting – TBD

Budget and Planning Committee Meeting – July 8, 2020, Wednesday at 3:00 p.m.

Board of Trustees Meeting – July 8, 2020, Wednesday at 4:00 p.m.

Adjournment - Chair Hunter asked for a motion to close the meeting. On a motion made by Beth Fipps, seconded by Judy Gentner, and approved unanimously by the board, the meeting was adjourned at 4:51 p.m.

Respectfully submitted,

Eddie A. Roggie

Secretary to the Board