



## JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

### MEETING MINUTES March 3, 2021

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

#### **Attendance:**

##### Trustees Present:

Nathan Hunter, Chair  
Pamela Beyor-Murtha  
Michael Crowley  
Damon Draught  
Elizabeth Fipps  
Judy Gentner, Vice Chair  
Cindy Intschert  
David Males  
Kelvin Reyes

##### Administrative Staff:

Ty Stone – President  
Corey Campbell – Vice President for Student Engagement & Retention  
Dan Dupee – Vice President for Administration, Finance and Enrollment  
Maryrose Eannace – Interim Vice President for Academic Affairs

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

#### **Introductions of Guests**

James Ambrose, Dean of Enrollment  
Jack Donato – Associate Professor and President of the Faculty Association of JCC  
Linda Dittrich – Associate Vice President, MSHT Division  
Jeri Fairman - Associate Vice President, Liberal Arts Division  
Ben Foster - Executive Director, Foundation  
Josh Hammond – Associate Professor of Math and Senate President  
Timothy Hammond – The Bonadio Group  
Abel Larkin – Vice President of Faculty Association of JCC  
Gillian Maitland - Marketing and Communications Director  
Megan Stadler – Associate Vice President for Strategic Initiatives  
Craig Stevens – The Bonadio Group  
Kerry Young – Associate Vice President for Human Resources

**Approval of Minutes** – On a motion made by Mike Crowley, seconded by Beth Fipps, the minutes of the February 3, 2021 meeting were approved unanimously.

## **Privilege of the Floor** – None.

### **JCC Foundation Update**

Trustee Beth Fipps reported the following:

- Two solicitations are upcoming – a student success story in March signed by Ben Foster and a May mailing signed by President Stone
- Nine corporate partnerships have resulted in \$43,000 donations to date; Trustee Fipps encouraged Trustees to review the list of potential partners for personal connections
- Notable new gifts include:
  - Rothschild Endowed Memorial Scholarship
  - Jeffrey Shannon Memorial Scholarship gifts
  - NYS Nurses Association - gift helped purchase equipment for the nursing department
  - Music Department – Gift in kind of several instruments that can be signed out and used by students

### **Senate President Update**

Senate met the day prior to the Trustee meeting and Senate President Josh Hammond provided a written report to Trustees that summarized the meeting. He highlighted a presentation on advising by a sub-committee of the Guided Pathways initiative and noted Senate's approval of a micro credentials policy, which is before the Board of Trustees for approval this evening. There were no questions.

### **Student Trustee Update**

Trustee Kelvin Reyes noted student activities is trying to increasing student participation in clubs; there are currently three active clubs for the spring semester, as compared to five in the fall. He also noted student concerns regarding limited gym use, dining food options and Courtyard hours of operation. Student Government has met with College administration to help address these issues. For upcoming events, Student Government is developing activities around the March Madness tournament.

### **Audit Presentation**

Chair Hunter introduced Craig Stevens and Tim Hammond from The Bonadio Group, the Syracuse-based agency that conducted the College's audit for fiscal year 2020. Chair Hunter noted that typically the audit is presented to the Budget & Planning Committee, but given it is the first year The Bonadio Group conducted the audit, it was an opportunity for all parties to become acquainted.

Mr. Stevens first noted he and Mr. Hammond presented the audit in detail to the Audit Committee of the Board of Trustees in late February. He highlighted a few changes in the format of the financials. New this year are comparative financial statements with current and previous year, and component units are now included as a schedule at the end of the audit rather than up front as part of the College's core financial statements. He also noted that the single audit that typically is included in the overall audit will be completed in a month or so. This is due to the auditors awaiting compliance procedures from the federal government on stimulus funding. The federal government has extended the deadline to file the single audit.

Mr. Stevens also drew attention to the Statement of Net Position and explained the impact of the liability for paying out post-employment benefits over time. This situation is common to most community colleges and is not something the College can control. He also praised the College for its maintenance of a consistent fund balance over the last several years and the College's ability to manage expenses and maximize revenues in light of NYS temporarily withholding some funding during the pandemic. Questions from Trustees pertained to accounting of NYS funding that was expected in 2019-2020, but will be received in 2020-2021.

## **President's Report**

- In her report, Dr. Stone noted first that the annual Financial Aid Summary and Fall Academic Actions were included in Board packets.
- She briefly discussed a senior leadership retreat and noted that the College is beginning Year 3 of its strategic plan. The College is making great progress with the strategic plan despite the COVID pandemic of the last 12 months. As it moves beyond COVID, the College remains focused on the four pillars of the strategic plan: student experience, pathways, partnerships and financial sustainability.
- For updates, Dr. Stone reported that COVID testing continues on campus, a Town Hall scheduled for later in March will announce plans to return to campus for fall, and more than 4,000 vaccines were administered at clinics hosted at the College, with the College's nursing students administering many doses themselves.
- Additionally, Dr. Stone noted the College's new mascot has brought new life to campus and was featured in a Jefferson County Department of Health commercial promoting vaccines. There is a contest to name the mascot with over 1000 responses so far. Dr. Stone briefly reviewed the background behind each of the name choices under consideration and encouraged Trustees to cast their vote. Once named, the College mascot will take part in SUNY's March MASKot Madness Tournament.
- Lastly, Dr. Stone advised she is serving on a strategic diversity planning committee for the Watertown City School District.

## **Budget and Planning Committee** - Committee Chair Michael Crowley

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

On a motion by Trustee Crowley, seconded by Pam Beyor-Murtha, the Board unanimously accepted the College's annual audit presented earlier by The Bonadio Group:

### **RESOLUTION NO. 109-21: 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, 2020 as prepared by The Bonadio Group.

Following presentation and on motion by Mike Crowley, seconded by Judy Gentner, the Board unanimously approved the following budget transfer:

### **RESOLUTION NO. 110-21: 2020-2021 BUDGET TRANSFERS TITLE III GRANT**

**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 2020/2021 Title III budget must be reallocated to support various grant initiatives and the funds need to be adjusted to reflect the same;

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

**DECREASE EXPENDITURE:**

Title III Grant – Health Insurance	2550-3011-6209	\$ 2,000.00
Title III Grant – Comp Equipment	2550-3011-7006	<u>25,000.00</u>
<b>Total Expenditure Decrease</b>		<b>\$ 27,000.00</b>

**INCREASE EXPENDITURE:**

Title III Grant – State TRS	2550-3011-6202	\$ 2,000.00
Title III Grant – AV Equipment	2550-3011-7007	<u>\$ 25,000.00</u>
<b>Total Expenditure Increase</b>		<b>\$ 27,000.00</b>

Following presentation and on motion by Mike Crowley, seconded by David Males, the Board unanimously approved the following budget amendment acknowledging new College-in-Prison grant funding for inmate education:

**RESOLUTION NO. 111-21: 2020-2021 BUDGET AMENDMENT  
COLLEGE IN PRISON GRANT**

**GRANT PERIOD: JULY 1, 2020 – JUNE 30, 2021**

**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 will provide programming to include college-level instruction and reentry support for five (5) years, with provision of performance measurement data for an additional year after programming ends (for use in an evaluation), for a total of six (6) years;

**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	2629-3011-5420	<u>\$ 159,750.00</u>
<b>Total Revenue Increase</b>		<b>\$159,750.00</b>

**INCREASE EXPENDITURE:**

College-in Prison Grant – Professional Adjuncts	2629-3011-6103	\$ 90,000.00
College-in Prison Grant – State TRS	2629-3011-6202	7,900.00
College-in Prison Grant – TIAA CREF	2629-3011-6203	11,700.00
College-in Prison Grant – Social Security	2629-3011-6204	6,885.00
College-in Prison Grant – Workers Compensation	2629-3011-6205	900.00
College-in Prison Grant – Instructional Supplies	2629-3011-7108	34,378.00
College-in Prison Grant – Indirect Cost	2629-3011-7231	<u>\$ 7,987.00</u>
		\$ 159,750.00

**Total Expenditure Increase \$159,750.00**

Following presentation and on motion by Mike Crowley, seconded by Judy Gentner, the Board unanimously approved the following budget amendment acknowledging new funding for a Center for Community Studies survey:

**RESOLUTION NO. 112-21:            2020-2021 BUDGET AMENDMENT  
 CENTER FOR COMMUNITY STUDIES – LEWIS CO IDA  
 SNOWMOBILING ECONOMIC IMPACT SURVEY**

**GRANT PERIOD:                            JANUARY 15, 2021 – APRIL 30, 2021**

**WHEREAS**, the College has received funding from the Lewis County Industrial Development Agency (LCIDA) to complete a survey of users of the snowmobile trails in the Tug Hill Region (New York);

**WHEREAS**, the goal of the survey is to determine the economic impact of the winter activity of snowmobiling in the Lewis County and the Tug Hill Region;

**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>\$ 13,000.00</u>
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<b>Total Revenue Increase</b>	<b>\$13,000.00</b>
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**INCREASE EXPENDITURE:**

Center Comm. Studies Grant – Prof PT	2803-3011-6102	\$ 6,335.20
Center Comm. Studies Grant – State TRS	2803-3011-6202	800.00
Center Comm. Studies Grant – Social Security	2803-3011-6204	718.80
Center Comm. Studies Grant – Workers Comp	2803-3011-6205	65.00
Center Comm. Studies Grant – Activity Expense	2803-3011-7202	200.00
Center Comm. Studies Grant – Indirect Cost	2803-3011-7231	1,081.00
Center Comm. Studies Grant – Prof Service Fees	2803-3011-7241	<u>3,800.00</u>
		\$ 13,000.00

<b>Total Expenditure Increase</b>	<b>\$13,000.00</b>
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Financial Statements

Vice President Dupee reviewed January 2021 financials, noting that revenue is down about \$1.6 million from last year, however expenses are also down about \$1.8 million. Revenue is impacted by less tuition revenue and reductions/withholdings in state aid. VP Dupee advised that depending upon how much NYS receives in federal stimulus aid, the College might receive the majority of funding previously withheld by NYS. Cash balances are high due to the receipt of CARES Act funding which VP Dupee noted cannot be invested, as it is public funding. Interest revenue is low. There were no questions.

Upon a motion made by Mike Crowley, seconded by David Males, the January 2021 financial reports were accepted unanimously.

**Academic and Educational Services Committee** Committee Chair Terry Fralick

Interim Vice President for Academic Affairs, Dr. Maryrose Eannace, presented three policies recommended for approval by the Academic & Educational Services Committee. Resolution 113-21 details a new technology accessibility policy stating the College will remain in compliance with all state and federal laws in making digital content available and accessible to all.

On motion by Beth Fipps, seconded by Judy Gentner, the Board unanimously approved the new technology accessibility policy as follows:

**RESOLUTION NO. 113-21:            TECHNOLOGY ACCESSIBILITY POLICY**

**WHEREAS**, Jefferson Community College is committed to providing equal access to persons with disabilities by ensuring our digital content is accessible by everyone regardless of physical or cognitive ability, AND

**WHEREAS**, This policy establishes standards for technology accessibility necessary to meet this goal and comply with state and federal laws, including but not limited to *The Americans with Disabilities Act* (PL 110-325 (S 3406)), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C.) of the US Department of Health and Human Services regulations implementing the Act and Section 508 of the Rehabilitation Act (29 U.S.C. § 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220).

**NOW, THEREFORE, BE IT RESOLVED** that the Jefferson Community College Board of Trustees hereby adopts the Technology Accessibility Policy as attached.

Second, Dr. Eannace briefly reviewed revisions to the College's immunization policy to ensure consistency with SUNY and state guidelines. On motion by David Males, seconded by Cindy Intschert, the Board unanimously approved revisions to the immunization policy as follows:

**RESOLUTION NO. 114-21:            Immunization Policy Revision  
(Revises Resolution No. 201-10 October 2010)**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees does hereby approve revisions to the Immunization Policy as attached.

Thirdly, Dr. Eannace advised the new Micro-credentials Policy provides for the development of credentials characterized by less than 24 credit hours of clustered classes that, in the short term, will provide students with entry to or advancement in a particular career field and, in the long term, can provide a pathway to an associate or bachelor's degree. Dr. Stone noted that this new policy aligns with two of the College's strategic pillars – pathways and partnerships.

On motion by Judy Gentner, seconded by Cindy Intschert, the Board unanimously approved the new micro-credentials policy as follows:

**RESOLUTION NO. 115-21:            MICRO-CREDENTIALS POLICY**

**WHEREAS**, Jefferson Community College believes students may enhance and extend their academic experience by earning quality micro-credentials that verify, validate, and attest that specific skills and/or competencies have been achieved.

**NOW, THEREFORE, BE IT RESOLVED** that the Jefferson Community College Board of Trustees hereby adopts the Micro-credentials Policy as attached.

**Facilities Committee** – Committee Chair Pamela Beyor-Murtha

Vice President Dupee reported that the Facilities Committee is moving forward with BCA Architects and Engineers to update the Facilities Master Plan, and the GiGP construction project is back on track with bids due in May. The primarily grant funded project was previously put on hold in April 2020 due to the pandemic

**Executive Session**

On motion made by Judy Gentner, seconded by Beth Fipps, the Board adjourned to Executive Session at 5:01 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

**Reconvention**

The Board reconvened in open session at 5:13 p.m.

**Personnel Committee** – Committee Chair Judy Gentner

The Personnel Committee met in December 16, 2020, January 27, 2021 and February 24<sup>th</sup>.

Upon presentation and motion by Judy Gentner, seconded by Mike Crowley, the Board unanimously approved Resolution 116-21 establishing a new job title and classification of Executive Vice President as follows:

**RESOLUTION NO. 116-21:           JOB TITLE AND CLASSIFICATION**  
**Executive Vice President**

**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:

**Executive Vice President**

be classified as professional service as defined in Section 6306 of Education law.

Upon presentation and motion by Judy Gentner, seconded by David Males, the Board unanimously approved seven 2021 continuing appointments as follows:

**RESOLUTION NO. 117-21:           2021 CONTINUING APPOINTMENTS**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees approves the following continuing appointments, effective September 1, 2021:

**Katie Corbin**  
Coordinator – Orientation & Leadership

**Andrew Draper**  
Assistant Professor

**Kady Hoistion**  
Assistant Professor

**Angel Lafountain**  
Technical Specialist – Microcomputer Support

**Kimberly O'Brien**  
Educational Planner

**Todd Parody**  
Director – Liberty Partnership Program

**Hannah Pentoney**  
Research Analyst

Upon presentation and motion by Judy Gentner, seconded by Cindy Intschert, the Board unanimously approved six 2021 promotions as follows:

**RESOLUTION NO. 118-21: 2021 PROMOTIONS**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees does hereby approve the following promotions, effective September 1, 2021:

Grade 1 to Grade 3  
**Kiah Sugrue**

Grade 7 to Grade 9  
**Deborah Elliott**

Instructor to Assistant Professor  
**Mallory Jackson**

Assistant Professor to Associate Professor  
**Dawn Bartlett**  
**Dr. Christine Pristash**

**BE IT FURTHER RESOLVED**, that the Jefferson Community College Board of Trustees does hereby approve the following promotion, effective March 3, 2021:



Vice President to Executive Vice President  
**Dr. Daniel Dupee, II**

Upon presentation and motion by Judy Gentner, seconded by Cindy Intschert, the Board unanimously approved a 2021 sabbatical request as follows:

**RESOLUTION NO. 119-21: 2021-2022 SABBATICAL LEAVE**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees does hereby approve the following sabbatical leave during the 2021-2022 academic year:

<u>NAME</u>	<u>SABBATICAL TERM</u>
Michael Avery	Fall 2021

Upon presentation and motion by Judy Gentner, seconded by Cindy Intschert, the Board unanimously approved three 2021 Emerita designations as follows:

**RESOLUTION NO. 120-21: 2021 EMERITI**

**WHEREAS**, by Resolution No. 117-93 dated April 7, 1993, the Jefferson Community College Board of Trustees adopted a policy to allow the Board to confer Emeritus status upon retired members of the College community who have meritoriously served the College; and

**WHEREAS**, the College Recognition Committee has made recommendations for the award of Emeritus status;

**NOW, THEREFORE, BE IT RESOLVED**, in recognition of the excellence in teaching or service demonstrated by the following individuals, the Jefferson Community College Board of Trustees does hereby confer the Emeritus title as follows:

**Karen A. Carr, Assistant to the President Emerita**

**Dr. Joanna B. Chrzanowski, Professor Emerita**

**Michelle D. Pfaff, Trustee Emerita**

**Other Business**

President Stone presented contracts for ratification in Resolution 121-21. Upon motion by Mike Crowley, seconded by Judy Gentner, the resolution ratifying all contracts was passed unanimously.

**RESOLUTION NO. 121-21:            RATIFICATION OF CONTRACTS**  
**BCA Architects and Engineers**  
**District Attorney of New York County**  
**North Country Family Health Center**  
**SUNY Research Foundation (2)**  
**Volunteer Transportation Center**

**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:

**BCA Architects and Engineers**  
*(services contract, Facilities Master Plan update)*

**District Attorney of New York County**  
*(contract amendment, college in prison program funding)*

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

**SUNY Research Foundation (Award 88013)**  
*(extension of CARES Act Funding, SBDC)*

**SUNY Research Foundation (Award 88028)**  
*(extension of additional CARES Act Funding, SBDC)*

**Volunteer Transportation Center**  
*(partnership agreement, transportation services)*

**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 upcoming meetings and campus events, noting that the April Board meeting date has changed to April 14.

**Adjournment** - On a motion made by Beth Fipps, seconded by Mike Crowley, the meeting adjourned at 5:19 p.m.

Respectfully submitted,

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Karen J. Freeman  
Secretary to the Board of Trustees