



**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, November 6, 2019**

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

Present:

Trustees:

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

Excused:

Rebekah Widrick

Administrative and Faculty Staff:

Linda Dittrich - Associate Vice President Math/Science, Technology, and Health Division
Jack Donato - Faculty; Faculty Association President
Jeri Fairman - Associate Vice President for Liberal Arts Division
Karen Freeman - Senior Director of Government Affairs and Public Relations
Terrence Harris - Associate Vice President of Workforce Development and Business
Kim Sell – Senate President
Megan Stadler - Senior Director of Institutional Effectiveness & Chief of Staff
Ty Stone – President

Approval of Minutes – October 2, 2019

On a motion made by Judy Gentner, seconded by Michael Crowley, the minutes of the October 2, 2019 meeting were approved.

Introductions

All guests introduced themselves.

Privilege of the Floor

There were no items for Privilege of the Floor.

Updates

- **JCC Foundation** – Beth Fipps

Beth Fipps presented the JCC Foundation report on the following discussion points (See attached report):

- September 2019 Solicitation
- Foundation/Workforce Development Collaboration

- Martusewicz Family Endowment
- Foundation, Stephen Can and Purdue University Endowment
- Foundation Executive Director Position
- West Wind Consulting Contract

▪ **Student Trustee** – Rebekah Widrick

Rebekah Widrick reported on upcoming activities including Student Government sponsored Blood Drives, CAB (Campus Activities Board) and Student Government Association's semiformal Winter Ball and upcoming forums to gather student input on various campus matters. (See attached report.)

▪ **Senate President** – Kim Sell

Senate President Kim Sell reported on the Tuesday, November 5, 2019 Senate meeting, (See attached report) including the following:

- President Stone reviewed the outlook for enrollments based on graduate numbers from the JCC area. She emphasized the need to look at possible groups, other than the traditional student, as prospects for the college.
- The Strategic Plan Action Plan is on Blackboard in the Portal. The Guided Pathways plan is developing. The two Plans support each other and are intertwined.
- Faculty Council of Community Colleges (FCCC) report.
- Dr. Campbell presented on the proposed revisions to the Code of Conduct for the Student Handbook.

The next Senate meeting is scheduled for Tuesday, December 3, 2019

President's Report

▪ **Financial Recap:**

- Down 10.08% on Enrollment comparing Fall 18 to Fall 19
- Revenues are down \$514,865 (Tuition accounts for \$410,726)
- Expenses are down \$36,777 with personnel accounting for the entire amount

▪ **Enrollment and Graduation Trends**

- Enrollment is down 10%
- Over past ten years, enrollment is down about 12%
- High School graduate projections are expected to decline in Jeff/Lewis counties through the next decade.
- Opportunity remains for enrolling non-traditional students

▪ **Safety and Security and Campus Access**

Safety and Security

- Active Shooter Training
- Online video and quiz (30 Faculty/staff and 225 students have participated)
- Emergency Response Plan Tabletop exercise is planned for November
- Full campus drill is planned for January

Campus Access

- Campus access is covered by section 5.5 Public Discussion and Demonstration in the Code of Conduct

- Public demonstration or discussion is allowed in the Free Speech Zone, which is located around the clock tower
- Students are free to support causes by orderly means, and must not violate the Code of Conduct
- Issues expressed in this area do not need prior permission or registration

- **Superintendents' Meeting** - High School Report Cards (See attached documents)
- **Employee Profile document** (See attached document)
- **Veterans Appreciation Week** (See attached schedule of activities)
- **Other Efforts:**
 - Dr. Stone presented at the retreat for BOCES and local superintendents
 - Dr. Stone severed as the Commencement speaker at Cape Vincent Correctional Facility GED Class
 - Dr. Stone presented \$10m DRI award to Potsdam
 - JCC Girls Volleyball team won Regional Finals and heading to the Nationals!
 - JCC was named #9 nationally on the 2-year category for Best for Vets 2020

Budget and Planning Committee

Budget Amendments

**RESOLUTION NO.: 183-19 2019-2020 BUDGET AMENDMENT CENTER FOR
COMMUNITY STUDIES – CCE/4-H CAMP WABASSO
SURVEY**

GRANT PERIOD: SEPTEMBER 1, 2019 – AUGUST 31, 2020

WHEREAS, the College has received funding from the Cornell Cooperative Extension of Jefferson County (CCE) to complete a telephone survey of up to 100 parents of past campers during the fall of 2019;

WHEREAS, the goal of the survey is to collect information to measure current awareness/familiarity of 4-H Camp Wabasso, its programs, and determine how 4-H Camp Wabasso can maintain and improve scheduling, programming, services, facilities, and marketing;

NOW, 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>\$ 15,000.00</u>
Total Revenue Increase	\$15,000.00

INCREASE EXPENDITURE:

Center Comm. Studies Grant – Professional P/T	2803-3011-6102	\$ 5,701.00
Center Comm. Studies Grant – Printing	2803-3011-7104	250.00
Center Comm. Studies Grant – Activity Expense	2803-3011-7202	450.00
Center Comm. Studies Grant – Employee Benefits	2803-3011-7221	1,425.25
Center Comm. Studies Grant – Indirect Cost	2803-3011-7231	1,173.75
Center Comm. Studies Grant – Prof Service Fees	2803-3011-7241	<u>6,000.00</u>
		\$ 15,000.00

Total Expenditure Increase \$15,000.00

**RESOLUTION NO.: 184-19 2019-2020 BUDGET AMENDMENT
DANC TECHNOLOGY INITIATIVE GRANT**

GRANT PERIOD: SEPTEMBER 1, 2019 – AUGUST 31, 2020

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 updated technology will increase connectivity and functionality between the Lewis County Education Center and the JCC main campus;

NOW, 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>\$100,000.00</u>
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Total Revenue Increase \$100,000.00

INCREASE EXPENDITURE:

DANC Technology Grant – Furniture	2832-3011-7002	\$ 16,865.00
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DANC Technology Grant – Computer Equip	2832-3011-7006	10,072.00
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DANC Technology Grant – A/V Equipment	2832-3011-7007	59,821.00
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DANC Technology Grant – A/V Supplies	2832-3011-7106	<u>13,242.00</u>
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\$100,000.00

Total Expenditure Increase \$100,000.00

**RESOLUTION NO.: 185-19 2019-2020 BUDGET AMENDMENT GREEN INNOVATION
GRANT PROGRAM (GIGP) GRANT**

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, this grant program will support the Jefferson Community College Campus Green Revitalization Project and provide funding for bio retention and porous pavement initiatives on campus;

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>\$880,000.00</u>
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Total Revenue Increase \$880,000.00

INCREASE EXPENDITURE:

Green Innov (GIGP) Grant –Prof Svc Fees 2639-3011-7241 \$880,000.00

Total Expenditure Increase \$880,000.00

**RESOLUTION NO.: 186-19 2019-2020 BUDGET AMENDMENT
LIBERTY PARTNERSHIP PROGRAM GRANT**

GRANT PERIOD: SEPTEMBER 1, 2019 – AUGUST 31, 2022

WHEREAS, funds have been received from the New York State Education Department (SED) to implement a 12-month Liberty Partnership Program in conjunction with the Watertown City School District and the Watertown Family YMCA;

WHEREAS, the Watertown Liberty Partnership Program (WLPP) will provide structured and individualized support services through a hybrid school-based, after-school, and summer program model. A total of 200 at-risk students in grades 5-12 will be served in each year of this multi-year grant;

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

INCREASE REVENUE:

Liberty Partnership Grant –State Grants 2632-3011-5420 \$193,758.00

Total Revenue Increase \$193,758.00

INCREASE EXPENDITURE:

Liberty Partnership Grant –Prof F/T	2632-3011-6101	\$ 9.00
Liberty Partnership Grant –Prof P/T	2632-3011-6102	56,474.00
Liberty Partnership Grant –Prof Adjunct	2632-3011-6103	2,000.00
Liberty Partnership Grant –State ERS	2632-3011-6201	11,253.00
Liberty Partnership Grant –State TRS	2632-3011-6202	1,442.00
Liberty Partnership Grant –Social Security	2632-3011-6204	8,995.00
Liberty Partnership Grant –Workers Comp	2632-3011-6205	1,127.00
Liberty Partnership Grant –Life Insurance	2632-3011-6206	42.00
Liberty Partnership Grant –Disability Insurance	2632-3011-6208	95.00
Liberty Partnership Grant –Health Insurance	2632-3011-6209	17,548.00
Liberty Partnership Grant –Instr Supplies	2632-3011-7108	1,000.00
Liberty Partnership Grant –Activity Expense	2632-3011-7202	1,005.00
Liberty Partnership Grant –Indirect Cost	2632-3011-7231	18,518.00
Liberty Partnership Grant –Prof Svc Fees	2632-3011-7241	34,500.00
Liberty Partnership Grant –Travel	2632-3011-7250	34,750.00
Liberty Partnership Grant –Scholarship	2632-3011-7512	<u>\$ 5,000.00</u>

Total Expenditure Increase \$193,758.00

**RESOLUTION NO.: 187-19 2019-2020 BUDGET AMENDMENT
LIBRARY COLLECTION DEVELOPMENT GRANT**

GRANT PERIOD: SEPTEMBER 1, 2019 – AUGUST 31, 2020

WHEREAS, the College received notification of funding from the State in the amount of \$6,574 which is less than the estimate provided at the time the budget was formulated;

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

DECREASE REVENUE:

Collection Development Grant - Revenue	2604-3011-5420	<u>\$ 122.00</u>
Total Revenue Decrease		\$ 122.00

DECREASE EXPENDITURE:

Collection Development Grant – Books	2604-3011-7101	<u>\$ 122.00</u>
Total Expenditure Decrease		\$ 122.00

**RESOLUTION NO.: 188-19 2019-2020 BUDGET AMENDMENT SUNY CHILDCARE
GRANT**

GRANT PERIOD: SEPTEMBER 1, 2019 – AUGUST 31, 2020

WHEREAS, the College received notification of funding from the State in the amount of \$90,000 which is less than the estimate provided at the time the budget was formulated;

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

DECREASE REVENUE:

SUNY Child Care Grant – Revenue	2602-3011-5420	<u>\$ 1,000.00</u>
Total Revenue Decrease		\$ 1,000.00

DECREASE EXPENDITURE:

SUNY Child Care Grant – Other Fees	2602-3011-7239	<u>\$ 1,000.00</u>
Total Expenditure Decrease		\$ 1,000.00

**RESOLUTION NO.: 189-19 2019-2020 BUDGET AMENDMENT SUNY EIP – VB3
GRANT**

GRANT PERIOD: JULY 1, 2019 – JUNE 30, 2020

WHEREAS, the College and SUNY Canton have agreed to collaborate on Transitioning Veterans from Boots to Books and Beyond, the VB3 Grant;

WHEREAS, JCC will submit quarterly invoices to SUNY Canton for reimbursement of costs incurred;

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 2019/2020 SUNY EIP – VB3 budget;

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

INCREASE REVENUE:

SUNY EIP –VB3 Grant – State Grants & Contracts	2622-3011-5420	\$ <u>35,340.00</u>
Total Revenue Increase		\$35,340.00

INCREASE EXPENDITURE:

SUNY EIP –VB3 Grant – Professional P/T	2622-3011-6102	\$ 22,308.50
SUNY EIP –VB3 Grant – Student Tutors	2622-3011-6142	1,800.00
SUNY EIP –VB3 Grant – Social Security	2622-3011-6204	1,264.61
SUNY EIP –VB3 Grant – Workers Compensation	2622-3011-6205	159.80
SUNY EIP –VB3 Grant – Printing	2622-3011-7104	700.00
SUNY EIP –VB3 Grant – Computer Equipment	2622-3011-7107	1,386.00
SUNY EIP –VB3 Grant – Instructional Supplies	2622-3011-7108	725.56
SUNY EIP –VB3 Grant – Advertising	2622-3011-7203	925.98
SUNY EIP –VB3 Grant – Computer Software	2622-3011-7217	1,200.00
SUNY EIP –VB3 Grant – Student Recruitment	2622-3011-7247	1,200.00
SUNY EIP –VB3 Grant – Travel	2622-3011-7250	1,830.12
SUNY EIP –VB3 Grant – Scholarship Awards	2622-3011-7512	\$ <u>1,839.43</u>
		\$ 35,340.00
Total Expenditure Increase		\$35,340.00

RESOLUTION NO.: 190-19 2019-2020 BUDGET AMENDMENT TRIO GRANT

GRANT PERIOD: SEPTEMBER 1, 2019 – AUGUST 31, 2020

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 \$270,552 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 \$ 49,739.00

Total Revenue Increase \$ 49,739.00

INCREASE EXPENDITURE:

TRIO – Student Support- Prof FT 2540-3011-6101 \$ 49,739.00

Total Expenditure Increase \$ 49,739.00

Chair Michael Crowley reviewed Resolutions 183-19 – 190-19, which are amendments to balance actual expenses to the grant revenue.

On a motion made by Chair Michael Crowley, seconded by Eugene Renzi, Resolutions 183-19 – 190-19 were approved.

Budget Transfers

**RESOLUTION NO.:191-19 2018-2019 BUDGET TRANSFER
Year End Budget Adjustments**

WHEREAS, modification of the 2018/2019 JCC Budget is necessary to redistribute funds to the proper accounts.

NOW, THEREFORE BE IT RESOLVED, that the 2018/2019 Jefferson Community College budget is hereby amended, thereby complying with generally accepted accounting principles as attached:

**RESOLUTION NO.: 192-19 2019-2020 BUDGET TRANSFER PERFORMANCE
IMPROVEMENT FUND (PIF) COMPLETION COACH
INITIATIVE/PROJECT #144 GRANT- BUDGET
TRANSFERS**

GRANT PERIOD: JANUARY 1, 2018 – DECEMBER 31, 2019

WHEREAS, funds have been received from the State University of New York (SUNY) to help “move the dial” to deliver tangible results in the areas of recruitment, enrollment, retention and completion as established in the collaborative model, Communities of Practice (CoPs);

WHEREAS, expenditures for the grant must be reallocated to support actual grant expenditures;

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

INCREASE REVENUE:

(PIF) Completion Coach Init – Prof F/T 2627-3011-6101 \$ 12,009.14
(PIF) Completion Coach Init – State ERS 2627-3011-6201 1,490.00
(PIF) Completion Coach Init – Social Security 2627-3011-6204 \$ 880.00

Total Revenue Increase \$ 14,379.14

INCREASE EXPENDITURE:

(PIF) Completion Coach Init – State TRS	2627-3011-6202	\$ 2,598.74
(PIF) Completion Coach Init –Health Insurance	2627-3011-6209	<u>\$ 11,780.40</u>

Total Expenditure Increase \$ 14,379.14

RESOLUTION NO.: 193-19 2019-2020 BUDGET TRANSFERS SBDC FEDERAL GRANT

GRANT PERIOD: OCTOBER 1, 2018 – SEPTEMBER 30, 2019

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

WHEREAS, expenditures for the grant must be reallocated to support actual grant expenditures;

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

INCREASE EXPENDITURE:

SBDC – Federal Rollover – State ERS	2530-3011-6201	\$ 3,990.16
SBDC – Federal Rollover – TIAA CREF	2530-3011-6203	\$ 14,608.30
SBDC – Federal Rollover – Social Security	2530-3011-6204	\$ 11,260.27
SBDC – Federal Rollover – Workers Comp	2530-3011-6205	\$ 1,552.33
SBDC – Federal Rollover – Life Insurance	2530-3011-6206	\$ 126.00
SBDC – Federal Rollover – Disab Insurance	2530-3011-6208	\$ 274.80
SBDC – Federal Rollover – Health Insurance	2530-3011-6209	<u>\$ 31,656.08</u>
		\$ 63,467.94

Total Expenditure Increase \$ 63,467.94

DECREASE EXPENDITURE:

SBDC – Federal Rollover – Empl Benefits	2530-3011-7221	<u>\$ 63,467.94</u>
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Total Expenditure Decrease \$ 63,467.94

RESOLUTION NO.: 194-19 2019-2020 BUDGET TRANSFERS TRIO GRANT

GRANT PERIOD: SEPTEMBER 1, 2019 – AUGUST 31, 2020

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

WHEREAS, expenditures for the grant must be reallocated to support actual grant expenditures;

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

INCREASE EXPENDITURE:

TRIO – Student Support- Prof FT	2540-3011-6101	\$ 21,643.70
TRIO – Student Support- Prem Earnings	2540-3011-6110	8,630.57
TRIO – Student Support- Student Tutors	2540-3011-6142	4,308.76
TRIO – Student Support- State TRS	2540-3011-6202	1,941.27
TRIO – Student Support- Social Security	2540-3011-6204	2,434.00
TRIO – Student Support- Workers Comp	2540-3011-6205	289.67
TRIO – Student Support- Instr Supplies	2540-3011-7108	139.15
TRIO – Student Support- Indirect Costs	2540-3011-7231	870.14
TRIO – Student Support- Membership Fees	2540-3011-7238	182.00
TRIO – Student Support- Other Fees	2540-3011-7239	725.00
TRIO – Student Support- Staff Development	2540-3011-7246	<u>\$ 1,000.00</u>

Total Expenditure Increase \$ 42,164.26

DECREASE EXPENDITURE:

TRIO – Student Support- Prof PT	2540-3011-6102	\$ 7,330.00
TRIO – Student Support- Prof Adjuncts	2540-3011-6103	715.00
TRIO – Student Support- Civil Svc FT	2540-3011-6120	10,937.64
TRIO – Student Support- Printing	2540-3011-7104	3,000.00
TRIO – Student Support- Comp Supplies	2540-3011-7107	1,483.46
TRIO – Student Support- Office Supplies	2540-3011-7109	1,122.45
TRIO – Student Support- Comp Software	2540-3011-7217	800.00
TRIO – Student Support- Empl Benefits	2540-3011-7221	4,033.44
TRIO – Student Support- Maint Contracts	2540-3011-7236	522.00
TRIO – Student Support- Travel	2540-3011-7250	<u>\$ 12,220.27</u>

Total Expenditure Decrease \$ 42,164.26

Chair Michael Crowley reviewed Resolution 191-19 – 194-19 as they relate to year end budget transfers. Budget transfers reallocate funds at the end of fiscal year to the appropriate accounts. Any transfer over \$10,000 requires Trustee approval. Rather than bring them to the Trustees individually each month, the amendments are brought as a group at the end of the fiscal year.

On a motion made by Chair Michael Crowley, seconded by Judy Gentner, Resolutions 191-19 – 194-19 were approved.

Grant Rollovers

**RESOLUTION NO.: 195-19 2019-2020 BUDGET AMENDMENT COLLEGIATE
SCIENCE TECHNOLOGY ENTRY PROGRAM
(CSTEP) GRANT – ROLLOVER**

GRANT PERIOD: JULY 1, 2019 – JUNE 30, 2020

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 2018/19 fiscal year that must be carried over to the 2019/20 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>\$125,264.91</u>
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Total Revenue Increase \$125,264.91

INCREASE EXPENDITURE:

CSTEP Grant –Prof P/T	2621-3011-6102	\$ 15,320.00
CSTEP Grant –Student Tutors	2621-3011-6142	13,272.45
CSTEP Grant –State TRS	2621-3011-6202	5,496.19
CSTEP Grant –Social Security	2621-3011-6204	3,730.00
CSTEP Grant –Workers Comp	2621-3011-6205	486.75
CSTEP Grant –Life Insurance	2621-3011-6206	35.88
CSTEP Grant –Disability Insurance	2621-3011-6208	81.14
CSTEP Grant –Instructional Supplies	2621-3011-7108	6,709.72
CSTEP Grant –Indirect Cost	2621-3011-7231	10,913.55
CSTEP Grant –Prof Svc Fees	2621-3011-7241	7,000.00
CSTEP Grant –Student Recruitment	2621-3011-7247	3,172.00
CSTEP Grant –Travel	2621-3011-7250	26,000.00
CSTEP Grant –Workshops & Seminars	2621-3011-7253	6,031.10
CSTEP Grant –Scholarship Awards	2621-3011-7512	<u>\$ 34,910.05</u>

Total Expenditure Increase \$133,158.83

DECREASE EXPENDITURE:

CSTEP Grant –Prof FT	2621-3011-6101	<u>\$ 7,893.92</u>
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Total Expenditure Decrease \$ 7,893.92

Net Expenditure Increase \$125,264.91

**RESOLUTION NO.: 196-19 2019-2020 BUDGET AMENDMENT JEFFERSON
COMMUNITY SCHOOLS (JCS) GRANT – ROLLOVER**

GRANT PERIOD: JANUARY 1, 2019 – DECEMBER 31, 2019

WHEREAS, funds have been received from the State University of New York (SUNY) to create and support a renovated space known as Jefferson Community School (JCS) grant;

WHEREAS, the College received funding for the 2018/19 fiscal year that must be carried over to the 2019/20 fiscal year;

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

INCREASE REVENUE:

Community Schools Grant –State Grants	2634-3011-5420	<u>\$34,280.04</u>
Total Revenue Increase		\$34,280.04

INCREASE EXPENDITURE:

Community Schools Grant –Prof P/T	2634-3011-6102	\$23,049.77
Community Schools Grant –State ERS	2634-3011-6201	2,345.26
Community Schools Grant –Social Security	2634-3011-6204	3,069.83
Community Schools Grant –Workers Comp	2634-3011-6205	332.80
Community Schools Grant –Comp Software	2634-3011-7217	785.00
Community Schools Grant –Indirect Cost	2634-3011-7231	2,329.12
Community Schools Grant –Travel	2634-3011-7250	<u>\$ 2,368.26</u>
Total Expenditure Increase		\$34,280.04

**RESOLUTION NO.: 197-19 2019-2020 BUDGET AMENDMENT NATIONAL
ENDOWMENT FOR THE HUMANITIES (NEH)
DIALOGUES PROGRAM GRANT – ROLLOVER**

GRANT PERIOD: MAY 1, 2018 – DECEMBER 31, 2019

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 2018/19 fiscal year that must be carried over to the 2019/20 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>\$22,846.04</u>
Total Revenue Increase		\$22,846.04

INCREASE EXPENDITURE:

NEH Dialogues Grant –Prof Adjuncts	2586-3011-6103	\$12,960.00
NEH Dialogues Grant –Prof Stipends	2586-3011-6104	4,028.00
NEH Dialogues Grant –Instr Supplies	2586-3011-7108	3,521.37
NEH Dialogues Grant –Licensing Fees	2586-3011-7235	950.00
NEH Dialogues Grant –Prof Svc Fees	2586-3011-7241	887.00
NEH Dialogues Grant –Worshops/Sem	2586-3011-7253	<u>\$ 499.67</u>

Total Expenditure Increase \$22,846.04

**RESOLUTION NO.: 198-19 2019-2020 BUDGET AMENDMENT NORTH COUNTRY
INITIATIVE/DY3 NURSING EDUCATION GRANT –
ROLLOVER**

GRANT PERIOD: MARCH 1, 2018 – AUGUST 31, 2020

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 2018/19 fiscal year that must be carried over to the 2019/20 fiscal year;

NOW, 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>\$31,400.00</u>
		\$31,400.00

Total Revenue Increase \$31,400.00

INCREASE EXPENDITURE:

NCI Nursing Grant – Staff Development	2831-3011-7246	<u>\$31,400.00</u>
		\$31,400.00

Total Expenditure Increase \$31,400.00

**RESOLUTION NO.: 199-19 2019-2020 BUDGET AMENDMENT NYS DEC
URBAN FORESTRY GRANT – ROLLOVER**

GRANT PERIOD: DECEMBER 17, 2018 – DECEMBER 16, 2020

WHEREAS, the College has received funding from the State of New York Department of Environmental Conservation (DEC) to conduct a mature tree inventory on the main campus;

WHEREAS, the College received funding for the 2018/19 fiscal year that must be carried over to the 2019/20 fiscal year;

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

INCREASE REVENUE:

DEC Urban Forestry Grant –State Grants	2635-3011-5420	<u>\$ 18,350.00</u>
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Total Revenue Increase \$ 18,350.00

INCREASE EXPENDITURE:

DEC Urban Forestry Grant – Prof P/T	2635-3011-6140	\$ 900.00
DEC Urban Forestry Grant – Prof Svc Fees	2635-3011-7241	<u>\$ 17,450.00</u>

Total Expenditure Increase \$ 18,350.00

**RESOLUTION NO.: 200-19 2019-2020 BUDGET AMENDMENT NYS DOL
UNEMPLOYED WORKER TRAINING PROGRAM
GRANT – ROLLOVER**

GRANT PERIOD: MARCH 11, 2019 – MARCH 10, 2020

WHEREAS, the College has received funding from the New York State Department of Labor (CFA/Federal) to provide a training program to unemployed workers in the North Country;

WHEREAS, the College received funding for the 2018/19 fiscal year that must be carried over to the 2019/20 fiscal year;

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

INCREASE REVENUE:

NYSDOL Unempl Worker Grant – Federal Revenue	2563-3011-5410	\$ <u>36,906.92</u>
		\$ 36,906.92

Total Revenue Increase \$ 36,906.92

INCREASE EXPENDITURE:

NYSDOL Unempl Worker Grant – Instr Supplies	2563-3011-7108	\$ 9,038.13
NYSDOL Unempl Worker Grant – Prof Svcs Fees	2563-3011-7241	10,280.64
NYSDOL Unempl Worker Grant – Travel	2563-3011-7250	3,239.00
NYSDOL Unempl Worker Grant – Scholarship Award	2563-3011-7512	<u>14,349.15</u>
		\$ 36,906.92

Total Expenditure Increase \$ 36,906.92

**RESOLUTION NO.: 201-19 2019-2020 BUDGET AMENDMENT NEW YORK STATE
ENERGY RESEARCH & DEVELOPMENT AUTHORITY
(NYSERDA) OsEM GRANT – ROLLOVER**

GRANT PERIOD: APRIL 1, 2019 – MARCH 31, 2020

WHEREAS, the College has received funding from the New York State Energy Research and Development Authority (NYSERDA) to fund an on-site Energy Manager (OsEM) position, dedicating 20 hours per week, for a period of 12 months with the opportunity for bonus terms for a potential total agreement term of 48 months;

WHEREAS, the College received funding for the 2018/19 fiscal year that must be carried over to the 2019/20 fiscal year;

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

INCREASE REVENUE:

NYSERDA OsEm Grant – State Grants & Contracts	2642-3011-5420	<u>\$ 46,511.21</u>
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Total Revenue Increase \$ 46,511.21

INCREASE EXPENDITURE:

NYSERDA OsEM Grant – Professional F/T	2642-3011-6101	\$ 46,249.61
NYSERDA OsEM Grant – Travel	2642-3011-7250	<u>261.60</u>
		\$ 46,511.21

Total Expenditure Increase \$ 46,511.21

RESOLUTION NO.: 202-19 2019-2020 BUDGET AMENDMENT PERFORMANCE IMPROVEMENT FUND (PIF) COMPLETION COACH INITIATIVE/PROJECT #144 GRANT- ROLLOVER

GRANT PERIOD: JANUARY 1, 2018 – DECEMBER 31, 2019

WHEREAS, funds have been received from the State University of New York (SUNY) to help “move the dial” to deliver tangible results in the areas of recruitment, enrollment, retention and completion as established in the collaborative model, Communities of Practice (CoPs);

WHEREAS, the College received funding for the 2018/19 fiscal year that must be carried over to the 2019/20 fiscal year;

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

INCREASE REVENUE:

(PIF) Completion Coach Init –State Grants	2627-3011-5420	<u>\$ 21,039.67</u>
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Total Revenue Increase \$ 21,039.67

INCREASE EXPENDITURE:

(PIF) Completion Coach Init – Prof F/T	2627-3011-6101	\$ 3,779.40
(PIF) Completion Coach Init – State TRS	2627-3011-6202	2,598.74
(PIF) Completion Coach Init –Social Security	2627-3011-6204	346.81
(PIF) Completion Coach Init - Workers Comp	2627-3011-6205	158.32
(PIF) Completion Coach Init - Life Insurance	2627-3011-6206	17.50
(PIF) Completion Coach Init - Disability Ins	2627-3011-6208	58.50
(PIF) Completion Coach Init - Health Insurance	2627-3011-6209	11,780.40
(PIF) Completion Coach Init – Prof Benefits	2627-3011-6221	800.00
(PIF) Completion Coach Init – Instr Supplies	2627-3011-7108	500.00

(PIF) Completion Coach Init -Travel 2627-3011-7250 \$ 1,000.00

Total Expenditure Increase \$ 21,039.67

**RESOLUTION NO.: 203-19 2019-2020 BUDGET AMENDMENT PERFORMANCE
IMPROVEMENT FUND (PIF) TEACH NNY HIGH
NEEDS/PROJECT #146 GRANT – ROLLOVER**

GRANT PERIOD: JANUARY 1, 2018 – DECEMBER 31, 2019

WHEREAS, funds have been received from the State University of New York (SUNY) to support efforts to increase the number of students in teacher preparatory programs that will address the current teacher shortage in New York State;

WHEREAS, the College received funding for the 2018/19 fiscal year that must be carried over to the 2019/20 fiscal year;

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

INCREASE REVENUE:

(PIF) Teach NNY High Needs –State Grants 2614-3011-5420 \$ 4,701.99

Total Revenue Increase \$ 4,701.99

INCREASE EXPENDITURE:

(PIF) Teach NNY High Needs -Travel 2614-3011-7250 \$ 4,701.99

Total Expenditure Increase \$ 4,701.99

**RESOLUTION NO.: 204-19 2019-2020 BUDGET AMENDMENT SBDC FEDERAL
GRANT – ROLLOVER**

GRANT PERIOD: OCTOBER 1, 2018 – SEPTEMBER 30, 2019

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;

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

INCREASE REVENUE:

SBDC Fed Grant – Revenue (Federal Rollover) 2530-3011-5410 \$ 95,600.81

Total Revenue Increase \$ 95,600.81

INCREASE EXPENDITURE:

SBDC Fed Grant (Federal Rollover) – Prof F/T	2530-3011-6101	30,787.75
SBDC Fed Grant (Federal Rollover) – Prem Earnings	2530-3011-6110	0.29
SBDC Fed Grant (Federal Rollover) – State ERS	2530-3011-6201	156.25
SBDC Fed Grant (Federal Rollover) – TIAA CREF	2530-3011-6203	573.75
SBDC Fed Grant (Federal Rollover) – Social Security	2530-3011-6204	1,084.54
SBDC Fed Grant (Federal Rollover) – Workers Comp	2530-3011-6205	61.37
SBDC Fed Grant (Federal Rollover) – Health Ins	2530-3011-6209	0.59
SBDC Fed Grant (Federal Rollover) – Printing	2530-3011-7104	115.27
SBDC Fed Grant (Federal Rollover) – Subscriptions	2530-3011-7105	1,467.00
SBDC Fed Grant (Federal Rollover) – Comp Supplies	2530-3011-7107	6,370.20
SBDC Fed Grant (Federal Rollover) – Office Supplies	2530-3011-7109	1,739.46
SBDC Fed Grant (Federal Rollover) – Indirect Cost	2530-3011-7231	14,647.01
SBDC Fed Grant (Federal Rollover) – Member Fees	2530-3011-7238	715.00
SBDC Fed Grant (Federal Rollover) – Prof Svc Fees	2530-3011-7241	20,641.62
SBDC Fed Grant (Federal Rollover) – Travel	2530-3011-7250	<u>17,240.71</u>
		\$ 95,600.81

Total Expenditure Increase \$ 95,600.81

RESOLUTION NO.: 205-19 2019-2020 BUDGET AMENDMENT SBDC NON-MATCHING GRANT – ROLLOVER

GRANT PERIOD: OCTOBER 1, 2018 – SEPTEMBER 30, 2019

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;

NOW, 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>\$ 10,331.71</u>
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Total Revenue Increase \$ 10,331.71

INCREASE EXPENDITURE:

SBDC Local Grant (Non Matching) - Advertising	2805-3011-7203	\$ 203.75
SBDC Local Grant (Non Matching) – Prof Svc Fees	2805-3011-7241	<u>10,127.96</u>
		\$ 10,331.71

Total Expenditure Increase \$ 10,331.71

RESOLUTION NO.: 206-19

**2019-2020 BUDGET AMENDMENT SUNY 2020
ROUND V CHALLENGE GRANT – ROLLOVER**

GRANT PERIOD: OCTOBER 1, 2018 – DECEMBER 31, 2019

WHEREAS, funds have been received from the State University of New York (SUNY) and will be overseen by the State University Office of Capital Facilities (OCF) to support College projects;

WHEREAS, the funds will be used for capital expenses such as the purchase of instructional equipment, technology, network, and furniture;

WHEREAS, the College received funding for the 2018/19 fiscal year that must be carried over to the 2019/20 fiscal year;

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

INCREASE REVENUE:

SUNY 2020 Grant –State Grants	2641-3011-5420	<u>\$3,876,956.62</u>
Total Revenue Increase		\$3,876,956.62

INCREASE EXPENDITURE:

SUNY 2020 Grant – Bldg/Ground Equip	2641-3011-7003	\$1,842,128.00
SUNY 2020 Grant – Computer Equip	2641-3011-7006	534,828.62
SUNY 2020 Grant – Prof Svc Fees	2641-3011-7241	<u>\$1,500,000.00</u>
Total Expenditure Increase		\$3,876,956.62

RESOLUTION NO.: 207-19

**2019-2020 BUDGET AMENDMENT SUNY EIP – VB3
GRANT ROLLOVER**

GRANT PERIOD: JULY 1, 2019 – JUNE 30, 2020

WHEREAS, the College and SUNY Canton have agreed to collaborate on Transitioning Veterans from Boots to Books and Beyond, the VB3 Grant;

WHEREAS, JCC will submit quarterly invoices to SUNY Canton for reimbursement of costs incurred;

WHEREAS, the College received funding for the 2018/19 fiscal year that must be carried over to the 2019/20 fiscal year;

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

INCREASE REVENUE:

SUNY EIP –VB3 Grant – State Grants & Contracts	2622-3011-5420	\$ <u>364.49</u>
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Total Revenue Increase \$ 364.49

INCREASE EXPENDITURE:

SUNY EIP –VB3 Grant – Workers Compensation	2622-3011-6205	\$ 3.92
SUNY EIP –VB3 Grant – Scholarship Awards	2622-3011-7512	\$ <u>360.57</u>
		\$ 364.49

Total Expenditure Increase \$ 364.49

**RESOLUTION NO.: 208-19 2019-2020 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, the College received funding for the 2018/19 fiscal year that must be carried over to the 2019/20 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>20,000.00</u>
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Total Revenue Increase \$ 20,000.00

INCREASE EXPENDITURE:

SUNY Guided Pathways – Prof Stipend	2636-3011-6104	\$ 4,000.00
SUNY Guided Pathways – Instr Supplies	2636-3011-7108	1,000.00
SUNY Guided Pathways – Staff Development	2636-3011-7246	3,000.00
SUNY Guided Pathways – Travel	2636-3011-7250	\$ <u>12,000.00</u>

Total Expenditure Increase \$ 20,000.00

**RESOLUTION NO.: 209-19 2019-2020 BUDGET AMENDMENT SUNY IMPACT
FOUNDATION – VETERANS SERVICES GRANT –
ROLLOVER**

GRANT PERIOD: SEPTEMBER 1, 2018 – DECEMBER 31, 2020

WHEREAS, funds have been received from the State University of New York (SUNY) Impact Foundation from the *U.S. Ambassador Trustee Carl Spielvogel Fund for Veterans* to allow the College to jointly participate with SUNY Potsdam, SUNY Oswego, and SUNY Canton in

collaborative, academic support initiatives to support the needs of our veteran and military student population;

WHEREAS, the College received funding for the 2018/19 fiscal year that must be carried over to the 2019/20 fiscal year;

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

INCREASE REVENUE:

SUNY Impact Veterans Grant –State Grants 2633-3011-5420 \$ 19,519.70

Total Revenue Increase \$ 19,519.70

INCREASE EXPENDITURE:

SUNY Impact Veterans Grant – Prof PT 2633-3011-6102 \$ 12,923.00

SUNY Impact Veterans Grant – Student Tutors 2633-3011-6142 2,574.70

SUNY Impact Veterans Grant – Instr Supplies 2633-3011-7108 2,400.00

SUNY Impact Veterans Grant –Travel 2633-3011-7250 \$ 1,622.00

Total Expenditure Increase \$ 19,519.70

**RESOLUTION NO.: 210-19 2019-2020 BUDGET AMENDMENT PERFORMANCE
IMPROVEMENT FUND (PIF) SUNY/MVCC PRE-
APPRENTICESHIP PROGRAM PROJECT #154.11
GRANT – ROLLOVER**

GRANT PERIOD: FEBRUARY 12, 2019 – DECEMBER 31, 2019

WHEREAS, funds have been received from the State University of New York (SUNY) to support marketing activities, including industry roundtables, and curriculum development for pre-apprenticeships;

WHEREAS, per a MOU, Mohawk Valley Community College (MVCC) will offer funding to JCC to facilitate apprenticeships in the field of advanced manufacturing as part of a 2016/17 SUNY Performance Improvement Fund (PIF) award;

WHEREAS, the College received funding for the 2018/19 fiscal year that must be carried over to the 2019/20 fiscal year;

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

INCREASE REVENUE:

(PIF) MVCC Apprenticeship Program –State Grants 2637-3011-5420 \$ 25,713.25

Total Revenue Increase \$ 25,713.25

INCREASE EXPENDITURE:

(PIF) MVCC Apprenticeship Program –Instr Supp 2637-3011-7108 \$ 7,000.00

(PIF) MVCC Apprenticeship Program –Indirect Cost 2637-3011-7231 2,155.75

(PIF) MVCC Apprenticeship Program –Prof Svc Fees	2637-3011-7241	15,000.00
(PIF) MVCC Apprenticeship Program –Workshops	2637-3011-7253	<u>\$ 1,557.50</u>

Total Expenditure Increase \$ 25,713.25

**RESOLUTION NO.: 211-19 2019-2020 BUDGET AMENDMENT PERFORMANCE
IMPROVEMENT FUND (PIF) SUNY START NOW
PROGRAM/PROJECT #223 GRANT – ROLLOVER**

GRANT PERIOD: JANUARY 1, 2018 – DECEMBER 31, 2019

WHEREAS, funds have been received from the State University of New York (SUNY) to strengthen support efforts to increase the number of students within the already established Start Now program between Jefferson and partner institutions;

WHEREAS, the College received funding for the 2018/19 fiscal year that must be carried over to the 2019/20 fiscal year;

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

INCREASE REVENUE:

(PIF) Start Now Program –State Grants	2626-3011-5420	<u>\$ 19,194.80</u>
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Total Revenue Increase \$ 19,194.80

INCREASE EXPENDITURE:

(PIF) Start Now Program – Prof P/T	2626-3011-6102	\$ 12,602.81
(PIF) Start Now Program – Student Aides	2626-3011-6141	2,829.20
(PIF) Start Now Program – ERS	2626-3011-6201	1,617.91
(PIF) Start Now Program – Social Security	2626-3011-6204	1,068.51
(PIF) Start Now Program – Workers Comp	2626-3011-6205	156.37
(PIF) Start Now Program –Staff Development	2626-3011-7246	<u>\$ 920.00</u>

Total Expenditure Increase \$ 19,194.80

**RESOLUTION NO.: 212-19 2019-2020 BUDGET AMENDMENT SUNY
QUANTWAY/STATWAY GRANT – ROLLOVER**

GRANT PERIOD: MARCH 1, 2018 – DECEMBER 31, 2019

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 2018/19 fiscal year that must be carried over to the 2019/20 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>\$ 20,752.38</u>
Total Revenue Increase		\$ 20,752.38

INCREASE EXPENDITURE:

SUNY Quantway Grant – Prof Stipend	2628-3011-6104	\$ 3,360.80
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>\$ 15,198.70</u>
Total Expenditure Increase		\$ 20,752.38

**RESOLUTION NO.: 213-19 2019-2020 BUDGET AMENDMENT SUNY RESEARCH
FOUNDATION STRONG START TO FINISH (SSTF)
GRANT – ROLLOVER**

GRANT PERIOD: APRIL 30, 2019 – FEBRUARY 15, 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 2018/19 fiscal year that must be carried over to the 2019/20 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>\$ 8,065.70</u>
Total Revenue Increase		\$ 8,065.70

INCREASE EXPENDITURE:

SUNY SSTF – Prof PT	2638-3011-6102	\$ 1,551.50
SUNY SSTF – Prof Stipends	2638-3011-6104	2,500.00
SUNY SSTF – Staff Development	2638-3011-7246	1,500.00
SUNY SSTF – Travel	2638-3011-7250	<u>\$ 2,514.20</u>
Total Expenditure Increase		\$ 8,065.70

RESOLUTION NO.: 214-19 2019-2020 BUDGET AMENDMENT TRIO GRANT –

ROLLOVER

GRANT PERIOD: SEPTEMBER 1, 2019 – AUGUST 31, 2020

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

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 2019/2020 TRIO Budget;

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>21,754.59</u>
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Total Revenue Increase \$ 21,754.59

INCREASE EXPENDITURE:

TRIO – Student Support- Prof FT	2540-3011-6101	\$ 1,723.30
TRIO – Student Support- Prof Adjuncts	2540-3011-6103	\$ 715.00
TRIO – Student Support- Premium Earnings	2540-3011-6110	\$ 0.43
TRIO – Student Support- Civil Service FT	2540-3011-6120	\$ 242.64
TRIO – Student Support- Student Tutors	2540-3011-6142	\$ 3,419.24
TRIO – Student Support- State TRS	2540-3011-6202	\$ 78.73
TRIO – Student Support- Workers Comp	2540-3011-6205	\$ 28.33
TRIO – Student Support- Comp Supplies	2540-3011-7107	\$ 1,483.46
TRIO – Student Support- Instructional Supp	2540-3011-7108	\$ 647.85
TRIO – Student Support- Office Supp	2540-3011-7109	\$ 1,622.45
TRIO – Student Support- Comp Software	2540-3011-7217	\$ 1,000.00
TRIO – Student Support- Empl Benefits	2540-3011-7221	\$ 4,033.44
TRIO – Student Support- Indirect Cost	2540-3011-7231	\$ 1,611.45
TRIO – Student Support- Maintenance Contr	2540-3011-7236	\$ 272.00
TRIO – Student Support- Membership Fees	2540-3011-7238	\$ 68.00
TRIO – Student Support- Other Fees	2540-3011-7239	\$ 25.00
TRIO – Student Support- Travel	2540-3011-7250	\$ <u>4,570.27</u>

Total Expenditure Increase \$ 21,541.59

**Please note expenditures are \$213.00 less than revenues as a \$213.00 expenditure rolled to FY20 as part of the encumbrance roll process. The process only rolls the expense, not the revenue.

RESOLUTION NO.: 215-19 2019-2020 BUDGET AMENDMENT US DOJ OFFICE ON VIOLENCE AGAINST WOMEN GRANT – ROLLOVER

GRANT PERIOD: OCTOBER 1, 2017 – SEPTEMBER 30, 2020

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 2018/19 fiscal year that must be carried over to the 2019/20 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 \$136,055.17

Total Revenue Increase \$136,055.17

INCREASE EXPENDITURE:

DOJ Violence/Women Grant –Prof F/T 2585-3011-6101 \$ 39,863.29

DOJ Violence/Women Grant –State ERS 2585-3011-6201 10,295.59

DOJ Violence/Women Grant –Social Security 2585-3011-6204 11,030.32

DOJ Violence/Women Grant –Workers Comp 2585-3011-6205 1,064.03

DOJ Violence/Women Grant –Life Insurance 2585-3011-6206 115.00

DOJ Violence/Women Grant –Disability Ins 2585-3011-6208 236.07

DOJ Violence/Women Grant –Health Ins 2585-3011-6209 2,924.60

DOJ Violence/Women Grant –Instr Supplies 2585-3011-7108 439.40

DOJ Violence/Women Grant –Indirect Cost 2585-3011-7231 13,775.74

DOJ Violence/Women Grant –Prof Svc Fees 2585-3011-7241 36,236.83

DOJ Violence/Women Grant –Travel 2585-3011-7250 \$ 20,074.30

Total Expenditure Increase \$136,055.17

RESOLUTION NO.: 216-19

2019-2020 BUDGET AMENDMENT VA REPORTING FEES GRANT – ROLLOVER

GRANT PERIOD: MAY 1, 2019 – AUGUST 31, 2020

WHEREAS, funds titled as reporting fees payable have been received from the Department of Veterans Affairs (VA) to support programs for Veterans at Jefferson Community College;

WHEREAS, the College received funding for the 2018/19 fiscal year that must be carried over to the 2019/20 fiscal year;

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

INCREASE REVENUE:

VA Reporting Fees Grant – Federal Revenue 2587-3011-5410 \$ 3,695.58

Total Revenue Increase \$ 3,695.58

INCREASE EXPENDITURE:

VA Reporting Fees Grant – Professional PT 2587-3011-6102 \$ 3,402.00

VA Reporting Fees Grant – Social Security 2587-3011-6204 \$ 259.64

VA Reporting Fees Grant – Workers Comp 2587-3011-6205 \$ 33.94

Total Expenditure Increase \$ 3,695.58

Chair Michael Crowley reviewed Resolutions 195-19 – 216-19 which address the transfer of unspent grant funds to the current year. Not all grants have the same designated fiscal year; these resolutions adjust the funding to match actual fiscal year expenditures and revenues.

On a motion made by Chair Michael Crowley, seconded by Pam Murtha, Resolutions 195-19 – 216-19 were approved.

Financial Statements – Review of financial statements for September 2019

Chair Crowley turned the report of the financial documents over to Kerry Young, Executive Director for Finance & Human Resources. Ms. Young reviewed the September 2019 financial statements. She reported there was a reduction in 2018-2019 tuition funds received of about \$400,000 and about \$50,000 in saved expenditures in the 2018-2019 fiscal year exclusively through savings in Human Resources. The College anticipates being able to close out the year with a small addition to the fund balance.

On a motion made by Chair Michael Crowley, seconded by Beth Fipps, acceptance of the September 2019 financial reports were approved.

Academic & Educational Services Committee

**RESOLUTION NO. 217-19 APPROVAL OF REVIEW OF BUSINESS
ADMINISTRATION AAS DEGREE PROGRAM**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached review of 2011-2018 for the Business Administration AAS degree and certificate programs.

VP Thomas Finch presented on Resolution 217-19 – Approval of Review of Business Administration AAS Degree Program. (See attached). This program is a very viable program with good retention that is higher than the College average. Graduate surveys were well-participated in and very positive, showing that our students are very prepared in technical skills. Internships are varied and there are many more businesses that would like to participate than we have students to intern.

On a motion made by Pam Murtha, seconded by Beth Fipps, Resolutions 217-19 was approved.

RESOLUTION NO. 218-19 GRADUATION REQUIREMENTS POLICY REVISION

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following Graduation Requirements Policy revision as attached. (See attached)

VP Thomas Finch presented on Resolution 218-19 Graduation Requirement Policy Revision. The revision was needed to remove language referring to “SOC DNS students” in the

Statement of Policy, section 1-C, as required by the US Department of Defense due to the discontinuation of this program. On a motion made by Judy Gentner, seconded by Michael Crowley, Resolutions 218-19 was approved.

Facilities Committee – Committee Chair Pam Murtha

Committee Chair Pam Murtha presented on the discussion held at the Facilities Committee meeting, including:

- GIGP Grant Update- The Green Innovation Grant Program has about 60% of the required documentation completed and is due to begin construction in Spring 2020.
- Turf Field Update – Jefferson County passed a resolution to support the necessary bond for the project, JCC FSA and Foundation will pay the College’s share of the project expenses. The plan has already been submitted to SUNY, but still needs to go through the State of New York for approval.
- Onsite Energy Manager Grant Recommendations – The Green Committee will bring this innovative initiative forward.

Other Business

RESOLUTION NO.: 219-19

RATIFICATION OF CONTRACTS

**Cardiology Associates of Northern New York
Keuka College
SUNY Potsdam
SUNY Upstate Medical 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:

Cardiology Associates of Northern New York
(Student Experience Agreement)

Keuka College
(JHEC Partners in Education Agreement)

SUNY Potsdam
(JHEC Partners in Education Agreement)

SUNY Upstate Medical University
(JHEC Partners in Education Agreement)

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

Dr. Ty Stone presented Resolution 219-19 - Ratification of Contracts. (See attached documents) Chair Hunter asked for a motion to accept the resolution, which was made by Pam Murtha and seconded by Judy Gentner, and passed by the full board.

RESOLUTION NO.: 220-19

APPROVAL OF MEMORANDUM OF UNDERSTANDING

AMENDMENT WITH JEFFERSON COMMUNITY COLLEGE FOUNDATION

BE IT RESOLVED, that the Board of Trustees of Jefferson Community College does hereby approve the attached Memorandum of Understanding Amendment between the College and the Jefferson Community College Foundation and directs that the Board Chair execute the amended Memorandum of Understanding on behalf of the College.

Chair Hunter reviewed Resolution 220-19 which resolves an agreement that he and JCC Foundation Board of Directors President Peter Walton signed between the College and the Foundation in which the Foundation has agreed to cover 100% of the salary of the Foundation Executive Director and the Alumni Development Officer/Assistant Development Officer. In the past, the College paid 50% of the Executive Director position and none of the Alumni Development Officer/Assistant Development Officer position. In addition, in any year that the College is able to add to the fund balance, a discussion will be held regarding the College reimbursing the Foundation a portion of these expenses.

Chair Hunter asked for a motion to accept Resolution 220-19, which was made by Michael Crowley and seconded by David Males, and passed by the full board.

Executive Session

On a motion made by Judy Gentner, seconded by Michael Crowley, the Board adjourned to Executive Session at 4:45 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law to discuss a matter with respect to a particular person or persons.

Reconvention

The Board meeting reconvened in open session at 5:45 p.m.

Chair Hunter presented the addition of Resolution 221-19: Salary Increase for the College President and asked for a motion to accept the resolution, which was made by Judy Gentner and seconded by David Males, and passed by the full board.

RESOLUTION NO.: 221-19

**2019-2020 SALARY INCREASE FOR THE
COLLEGE PRESIDENT**

WHEREAS, the Jefferson Community College Board of Trustees hereby approves a 2019-2020 salary increase of 2.5% for the College President;

NOW, THEREFORE, BE IT RESOLVED that Board Chair Nathan Hunter shall be authorized and directed to execute the 2019-2020 salary increase.

Closing Remarks: Pam Murtha expressed her appreciation and admiration for the JCC Foundation's Student Scholarship Reception and Distinguished Alumni event, which was held Tuesday, November 5, 2019 at the Hilton Garden Inn.

Schedule of Upcoming Meetings

Veterans Week Events – November 12-15, 2019

Academic & Educational Services Committee – November 20, 2019, 3:00 p.m.

Personnel Committee- November 20, 2019, 4:00 p.m.

Budget and Planning Committee Meeting – December 3, 2019, Tuesday

Board of Trustees Meeting – December 3, 2019, Tuesday at 4:00 p.m. followed by an
Appreciation Dinner hosted by Dr. Stone for the Board of Trustees and their
spouses and the Foundation Board of Directors and their spouses.

Adjournment

On a motion made by Michael Crowley, seconded by Beth Fipps, the meeting was adjourned
at 6:30 p.m.

Respectfully submitted,

Eddie A. Roggie
Secretary to the Board