



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES October 7, 2020

The October 2020 meeting of the Jefferson Community College Board of Trustees was held on Wednesday, October 7, 2020 via Zoom.

Attendance:

Trustees Present:

Nathan Hunter, Chair
Pamela Beyor-Murtha
Michael Crowley
Elizabeth Fipps
Terry Fralick
Judy Gentner, Vice Chair
David Males
Eugene Renzi
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 4:02 p.m.

Introductions of Guests

Abby Buttacavoli, reporter, WWNY
Ben Foster, Executive Director, Foundation
Jack Donato – Associate Professor and President of the Faculty Association of JCC
Linda Dittrich – Associate Vice President, MSHT Division
Tim Grosse – Associate Professor and CPE Committee Co-Chair
Jeri Fairman - Associate Vice President, Liberal Arts Division
Josh Hammond – Associate Professor and Senate President
Monica Papagni – Director of Instructional Technology, CPE Committee Co-Chair
Megan Stadler – Associate Vice President for Strategic Initiatives
Gillian Maitland - Marketing and Communications Director
Kerry Young – Associate Vice President for Human Resources

Approval of Minutes – On a motion made by Judy Gentner, seconded by Michael Crowley, the minutes of the September 2, 2020 meeting were approved unanimously.

Dr. Stone introduced Student Trustee Kelvin Reyes, in his first meeting since being elected in September by the student body to serve as Trustee.

Privilege of the Floor – None.

Updates

Student Trustee

Trustee Kelvin Reyes noted he was excited and looking forward to serving on the Board.

JCC Foundation

Trustee Beth Fipps reported the following from the College Foundation:

- 204 Scholarships totaling \$172,622.00 have been awarded to 144 students
- A solicitation, signed by Foundation Board President, was sent out in September
- Alternatives to an in-person Scholars Reception are being explored
- The Board is seeking new directors as many long-serving directors will be completing terms in 2021; suggestions are welcome

Senate President

Joshua Hammond reported that the second Senate meeting of the year was held yesterday, October 6. He submitted a written report and noted the activities of the curriculum committee and presentations on student retention, the annual United Way campaign and the Center for Professional Excellence.

President's Report

Dr. Stone's presentation is attached and included the following highlights:

- A partnership with the YMCA to host an extended school age care program and subsequently receiving the "Pay-It-Forward" Award from the YMCA
- Recent campus events including a town Hall with residence life students and a Voices for Social Change open forum
- The College will not host an in-person Fall Commencement; December graduates will be invited to participate in the May ceremony; the fall Nurse Pinning Ceremony will be pre-recorded
- The search for a VP for Academic Affairs will be delayed one year as VP Eannace has agreed to serve an additional year
- An overview of the environmental swirl of challenges facing the College
- Efforts to manage COVID risk on campus and implementation of the student testing plan as submitted to SUNY; the College has engaged North Country Family Health Center in the testing process; thus far, one commuter student has tested positive
- Community involvement including being appointed to the Adirondack North Country Association Board of Directors

Tim Grosse and Monica Papagni, co-chairs of the Center for Professional Excellence (CPE) Committee provided an update on recent CPE activities. Highlights include increased summer programming on a variety of topics to assist all staff and faculty prepare for the Fall semester, the Summer Institute which, with Title III funding, provided training for 10 faculty members on teaching remotely, the Leadership Series, Aspiring Leaders Series, New Faculty/Staff series, and Toolbox Tuesdays. The CPE has also taken the lead in planning the College's upcoming Professional Development Day which will be held virtually in October. Monica noted

funding from the Development Authority of the North Country which provided new technologies for faculty to learn and incorporate into the classroom.

Chair Hunter and President Stone both thanked the CPE for the incredible work and training opportunities provided to the campus community.

Budget and Planning Committee - Committee Chair Michael Crowley

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

Budget Transfers & Budget Amendments

Trustee Crowley presented resolution 152-20 regarding year end budget adjustments. Upon motion by Mike Crowley, seconded by Pamela Beyor-Murtha, Resolution 152-20 was approved unanimously.

**RESOLUTION NO. 152-20: 2019-2020 BUDGET TRANSFER
Year End Budget Adjustments**

WHEREAS, modification of the 2019/2020 JCC Budget is necessary to redistribute funds to the proper accounts.

NOW, THEREFORE BE IT RESOLVED, that the 2019/2020 Jefferson Community College budget is hereby amended, thereby complying with generally accepted accounting principles as attached.

Trustee Crowley presented Resolution 153-20, a budget amendment recognizing new PRODiG grant funding. Upon motion by Mike Crowley, seconded by Judy Gentner, Resolution 153-20 was approved unanimously.

**RESOLUTION NO. 153-20: 2019-2020 BUDGET AMENDMENT
PERFORMANCE IMPROVEMENT FUND (PIF) SUNY PRODiG
INITIATIVE GRANT**

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

WHEREAS, funds have been received from the State University of New York (SUNY) PRODiG (Promoting Recruitment, Opportunity, Diversity, Inclusion, and Growth) initiative to increase faculty diversity to be more in line with its student diversity;

WHEREAS, the initiative will focus on building an educational pipeline that identifies talented students in high school, and develops academic career opportunities;

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

INCREASE REVENUE:

(PIF) PRODiG Initiative – State Grants	2644-3011-5420	<u>\$ 47,589.00</u>
	Total Revenue Increase	\$ 47,589.00

INCREASE EXPENDITURE:

(PIF) PRODiG Initiative – Professional FT	2644-3011-6101	<u>\$ 47,589.00</u>
	Total Expenditure Increase	\$ 47,589.00

Financial Statements

VP Dan Dupee reviewed the August, fiscal year end statements and potential usage of fund balance. There is some uncertainty with regard to state funding which could impact final year end accounting. VP Dupee advised that the College's fund balance, at conclusion of the fiscal year, is anticipated to be about 12% which is in the range recommended by SUNY. There were no questions.

Upon a motion made by Mike Crowley, seconded by Beth Fipps, the August 2020 financial reports were accepted unanimously.

Academic and Educational Services Committee – Committee Chair Terry Fralick

At the request of Committee Chair Fralick, Interim VP for Academic Affairs, Maryrose Eannace, provided a brief update on the College's accreditation process with the Middle States Commission on Higher Education. VP Eannace noted that Middle States is now a national accreditor, not regional, and the timeline has changed from a 10-year accreditation to 8-year. The College recently submitted its Mid-Point Peer Review and will submit its Self-Study and host the accreditation visit in 2023-2024.

VP Campbell presented Resolution 154-20 on a new policy pertaining to the use of preferred names. Upon motion made by Judy Gentner, seconded by Terry Fralick, Resolution 154-20 was approved unanimously.

RESOLUTION NO. 154-20: PREFERRED NAME POLICY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the following Preferred Name Policy:

Jefferson Community College recognizes the need or preference for students and employees to refer to themselves by a "preferred name" other than their legal given or first and/or middle name. This is consistent with Title IX federal law which protects against discrimination based off gender identity and expression, and is currently recognized as a best practice for supporting transgender and gender non-conforming members of college communities. This service is not limited to use by transgender and gender non-conforming individuals, however, and is available to anyone who uses a preferred first name on a daily basis other than their legal/primary name.

Where a student seeks to use a preferred name for a significant reason, and such use is not intended for the purposes of avoiding legal obligations, in jest, or for misrepresentation, the College acknowledges that, where possible and practical, a preferred name can be used in the course of College business and education. The College reserves the right to remove a preferred name if deemed inappropriate.

- Only the first and/or middle name may be changed to a preferred name;
- Last/family name must remain the same as the full legal last name in the College records system; Students J # will remain the same as assigned with legal given first name.
- The preferred name may be used in some College communications and informational materials, except where the use of the legal name is required by College business or legal need. This may include but is not limited to financial, medical, and law enforcement documents; transcripts; diplomas; W-4 forms; 1-9 forms; 1098-T forms; payroll documents; Visa/immigration documents; employment applications and related documents; background check documents; insurance documents; and student conduct records;
- Preferred names are limited to alphabetical characters (a-z).

Development to accommodate use of a preferred name in College systems is ongoing. Not all College information systems, databases, and processes may be able to display a preferred name and many uses of an individual's name require display of the legal name; therefore, individuals who utilize a preferred name should

always be prepared to reference their legal name and provide corresponding identification when necessary. A preferred name designation is not a legal name change.

The preferred name will be utilized in the student information system and classroom management system where deemed appropriate by Jefferson Community College. The legal name will appear in all other records and documents. Please note that preferred names cannot appear on the academic transcript, as this is a legal document.

Facilities Committee – Committee Chair Pamela Beyor-Murtha

No report.

Personnel Committee – Committee Chair Judy Gentner

Trustee Gentner presented Resolution 155-20 containing a public statement by the Board of Trustees on social justice, inclusion, diversity and equity which reaffirms the College's institutional values. Trustee Gentner read the statement aloud. Upon motion by Judy Gentner, seconded by Terry Fralick, Resolution 155-20 was approved unanimously.

RESOLUTION NO. 155-20: STATEMENT ON SOCIAL JUSTICE

WHEREAS, as the governing body of an institution dedicated to diversity, equity, inclusion, and anti-racism, the Jefferson Community College Board of Trustees reaffirms the College's Institutional Values of Learning, Inclusion, Community, Integrity and Empowerment to ensure all voices are heard and valued, reflect an appreciation of diversity, a common goal of equity and inclusion, and an anti-racist community for all students and employees.

WHEREAS, in light of recent events that serve as a painful reminder of the role that systemic racism and social injustice play in our country, we denounce all acts of racism, hate, violence and injustice. The College is strongly committed to standing up for the oppressed and the marginalized due to their race, ethnicity, gender, and sexual identity and to constantly improve our practices, policies and programs so that they are deeply rooted in the guiding principles of social justice and reform.

WHEREAS, the Jefferson Community College Board of Trustees supports the College President's recently announced actions:

- The creation of town hall sessions and educational series on social justice, antiracism, and equity for all students, faculty and staff at our College
- Data evaluation to address disproportionate outcomes and identify issues of inequity and disparate treatment;
- The enhancement of cultural competency training for all who lead our institution and deliver our courses, programs, and services

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby adopt this statement as our commitment to the College and the community and solicits others to join us on our path toward eradication of systemic racism and social injustice.

Trustee Gentner presented Resolution 156-20 containing the College President's goals for 2020-2021. Upon motion by Judy Gentner, seconded by Beth Fipps, Resolution 156-20 was passed unanimously.

RESOLUTION NO. 156-20: ENDORSEMENT OF THE PRESIDENT'S 2020-2021 GOALS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby endorses the President's 2020-2021 goals as attached.

Other Business

President Ty Stone presented contracts for ratification in Resolution 157-20. Upon motion by Terry Fralick, seconded by Judy Gentner, the resolution ratifying all contracts was passed unanimously.

RESOLUTION NO. 157-20: RATIFICATION OF CONTRACTS
Carthage Area Hospital
Mark Milliron
Nazareth College
SUNY Apprenticeship Program
SUNY Research Foundation
Truth Initiative
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:

Carthage Area Hospital
(clinical agreement, nursing program)

Mark Milliron
(speaker agreement, Professional Development Day)

Nazareth College
(internship site agreement for Nazareth MSW program)

SUNY Apprenticeship Program
(agreement with Mohawk Valley Community College)

SUNY Research Foundation
(LeSPARC weather forecast services, SUNY Oswego)

Truth Initiative
(grant agreement, smoke/vape-free campus)

West Wind Consulting
(consulting services, JCC Foundation)

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

Executive Session

On motion made by Judy Gentner, seconded by Beth Fipps, the Board adjourned to Executive Session at 5:05 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 5:12 p.m.

Dr. Stone reviewed upcoming meetings and campus events.

Schedule of Upcoming Meetings and Events

Lunch and Learn -- October 15, 2020, Thursday at 12:00 p.m.

Facilities Committee Meeting – October 19, 2020, Monday at 4:00 p.m.

Academic & Educational Services Meeting – October 21, 2020, Wednesday at 3:00 pm

Personnel Committee Meeting – October 21, 2020, Wednesday at 4:00 p.m.

Professional Development Day, October 23, 2020, Friday at 8:30 a.m.

Budget and Planning Committee Meeting – November 4, 2020, Wednesday at 3:00 p.m.

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

Adjournment - On a motion made by Beth Fipps, seconded by Judy Gentner, the meeting was adjourned at 5:14 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board