



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES September 1, 2021

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, September 1, 2021 in Room H-116A/B, East Hall, Jefferson Community College, Watertown, New York.

Attendance:

Trustees Present:

Judy Gentner, Chair
Pamela Beyor-Murtha
Michael Crowley
Damon Draught
Terry Fralick
Cindy Intschert
David Males, Vice Chair
Dioseline Osorio

Administrative Staff:

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

Call to Order – Chair Judy Gentner called the meeting to order at 4:00 p.m.

Approval of Minutes – On a motion made by David Males, seconded by Terry Fralick, the minutes of the July 7, 2021 meeting were approved unanimously.

Introductions of Guests

Jack Donato, FAJCC President and Professor of Computer Science
Jeri Fairman, Associate Vice President
Ben Foster, Executive Director, Foundation
Joshua Hammond, Senate President and Associate Professor of Math
Scott Schaeffer, Associate Vice President
Megan Stadler, Associate Vice President of Strategic Initiatives
Kerry Young, Associate Vice President of Human Resources

Privilege of the Floor – None.

JCC Foundation Update

Foundation executive director Ben Foster provided a written report and highlighted the following:

- New Gift from Seacomm Federal Credit Union - \$25,000 Endowed Scholarship
- 196 Scholarships awarded to date for 2021-2022
- New Alumni Advisory Council member - Emily Herman, Scrub Hub
- New Foundation Board Members - Stephanie Sutton, WWTI-ABC 50 and Jim Burrows '83, Conboy, McKay, Bachman & Kendall LLP
- Upcoming Mailings:
 - Thank you letter to donors from Dr. Stone in September
 - September Solicitation – signed by Foundation President Michelle Capone

Student Trustee Update

Student Trustee Dioseline Osorio provided a written report and highlighted the following:

- Student Government Association (SGA)
 - Assembly meetings for Fall 2021 start September 8
 - SGA is planning a club fair for the end of September
 - SGA is seeking to hire for the positions of Secretary, Treasurer and Marketing Manager
- Campus Activities Board (CAB)
 - Students assembled and delivered care bags for Watertown residents that were displaced when their building was condemned
- Upcoming JCC events - open to the public:
 - Never Quit, Never Give Up with Travis Mills on September 2
 - Conversations with The Resilient & Resilient Concert - September 17 & 18

President's Report

Dr. Stone provided an update on recent activities and topics including:

- Leadership Day with consultant Kevin David, time was spent discussing faculty/staff feelings and concerns about the College's return to in-person learning
- Start-Up Day during which keynote remarks focused on the power of words and considering student concerns and feelings about in-person learning
- Classes started August 30 – enrollment is down 15% and the residence hall has 165 students
- The College's efforts to get students vaccinated per the SUNY mandate - currently 39% of students are vaccinated; 95% of faculty and staff are also vaccinated
- Meeting with MG Beagle, commanding general of the 10th Mountain Division and discussion on how JCC can continue to best support Fort Drum. Areas of interest included micro-credentials for spouses as well as expanding educational opportunities for the civilian workforce on post.
- Introducing new Governor Kathy Hochul at the most recent North Country Regional Economic Development Council meeting
- Creating a video with mascot Boomer T. Cannoneer to welcome students back to campus

Dr. Corey Campbell, vice president for student engagement and retention, provided an update on student conduct over the past academic year. The report included:

- Student conduct policies and procedures were updated to align policies across different departments, ensure equity and transparency, ensure state and federal compliance, reduce the time for adjudication, and streamline processes

- An overview of the conduct processes and function of Judicial Board of Review and Student Advocates
- 92 total cases over the course of the academic year – all of which were adjudicated in a timely fashion, only five of which were Title IX related and only three students were dismissed

Dr. Campbell noted that the changes to procedures improved the overall process, assured students were assigned advocates within 48 hours and kept the conduct process within a reasonable timeframe. Only 10% of students in conduct cases were repeat offenders. Questions pertained to what a “typical case” was and how did the stats compare to last year. With students all remote last year and less than 50 students in the residence hall for spring semester, there is not good data for comparison.

Both Dr. Stone and Trustee Beyor-Murtha offered kudos to Dr. Campbell for his successful work on the student conduct process.

Budget and Planning Committee - Committee Chair Michael Crowley

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

Trustee Crowley presented Resolution 155-21 that accepts prison education program funding. It was noted that the reference to the Watertown Correctional Facility should be omitted since that facility closed earlier this year. With that change and upon motion by Mike Crowley, seconded by Cindy Intschert, Resolution 155-21 was approved unanimously as follows:

**RESOLUTION NO. 155-21: 2021-2022 BUDGET AMENDMENT
 COLLEGE IN PRISON GRANT**

GRANT PERIOD: JULY 1, 2021 – JUNE 30, 2022

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 and Gouverneur; and

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	2625-3011-5420	<u>\$ 159,750.00</u>
	Total Revenue Increase	\$159,750.00

INCREASE EXPENDITURE:

College-in Prison Grant – Professional Adjuncts	2625-3011-6103	\$ 80,890.00
College-in Prison Grant – State TRS	2625-3011-6202	8,800.00
College-in Prison Grant – TIAA CREF	2625-3011-6203	13,500.00
College-in Prison Grant – Social Security	2625-3011-6204	6,885.00
College-in Prison Grant – Workers Compensation	2625-3011-6205	900.00
College-in Prison Grant – Instructional Supplies	2625-3011-7108	40,000.00
College-in Prison Grant – Indirect Cost	2625-3011-7231	7,607.00
College-in Prison Grant – Travel	2625-3011-7250	<u>\$ 1,168.00</u>
		\$ 159,750.00

Total Expenditure Increase \$159,750.00

Trustee Crowley presented revisions to the College’s purchasing policy noting the College is required to approve a purchasing policy annually and that revisions this year pertained mostly to the College’s Electronic and Information Technology Accessibility Policy. Upon motion by Mike Crowley, seconded by Pam Beyor-Murtha, Resolution 156-21 approving revisions to the College’s purchasing policy was unanimously approved as follows:.

**RESOLUTION NO. 156-21: 2021-2022 ANNUAL PURCHASING POLICY
& CONTROL**

WHEREAS, by resolution No. 132-93 dated July 7, 1993, the Board of Trustees adopted a Purchasing Policy; and

WHEREAS, revisions to the policy were adopted by Resolutions No. 159-07, 104-09, 176-10, 164-11, 146-12, 144-14, 154-15, 163-16, 158-17, 127-18, 164-18, 173-19, 147-20; and

WHEREAS, in keeping with current business practices and updated standards for procurement of materials, equipment and supplies necessary to meet College objectives, it is necessary to review, update and revise the Purchasing Policy;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby amends the aforementioned resolutions and adopts the attached Purchasing Policy.

Financial Statements – June and July 2021

Executive Vice President Dan Dupee reviewed the financial reports focusing on the more recent July reports. Point-in-time, revenue is higher than last year, but Dr. Dupee noted this is due to \$2.4M in stimulus funding. Expenses are low because the budget was built in anticipation of losing 20% in state aid along with declining enrollment. The College ended up receiving all but 5% of state aid. Cash position is up due to the stimulus funding and receipt of a FY20 state aid payment. There were no questions or concerns.

Upon a motion made by Mike Crowley, seconded by Terry Fralick, the Board unanimously accepted June 2021 and July 2021 financial reports.

Academic and Educational Services Committee - Committee Chair David Males

No report.

Facilities Committee – Committee Chair Pamela Beyor-Murtha

Trustee Beyor-Murtha advised that the Facilities Committee did not meet in August and deferred to EVP Dupee for an update on the campus entryway project. EVP Dupee provided a timeline for completion by October 1 and noted the project was on budget.

Personnel Committee

Committee member Judy Gentner introduced Resolution 157-21 that endorses the president's goals for 2021-2022. Dr. Stone briefly reviewed each goal. There was some discussion around the 4th goal under sustainability and that campus security conversations would happen through the Facilities Committee. Trustee Intschert, with her experience in safety and security, will be invited to the Facilities Committee meetings with campus security on the agenda.

Upon motion by Pam Beyor-Murtha, seconded by Terry Fralick, Resolution 157-21 endorsing President Stone's goals for 2021-2022 was approved unanimously as follows:

**RESOLUTION NO. 157-21: ENDORSEMENT OF THE PRESIDENT'S
2021-2022 GOALS**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby endorses the President's 2021-2022 goals as attached.

Other Business

President Stone presented contracts for ratification in Resolution 158-21. Upon motion by David Males, seconded by Terry Fralick, the resolution ratifying all contracts was passed unanimously.

RESOLUTION NO. 158-21: RATIFICATION OF CONTRACTS
BlackBoard
Bond, Schoeneck & King
Ellucian
Harding, Blane
Innovation Research & Training
Lewis County Industrial Development Agency
Quicklaunch
SWIM Digital Group
State University of New York (2)
SUNY Research Foundation

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:

Blackboard
(technology platform addendum, storage space)

Bond, Schoeneck and King
(contract, legal services)

Ellucian
(services contract, call center for enrollment services)

Harding, Blane
(services contract, speaking/workshop engagement)

Innovation Research & Training
(memorandum of understanding, community college health research study)

Lewis County Industrial Development Agency
(education and training agreement, home childcare boot camp)

Quicklaunch
(software agreement, identity management account creation)

SWIM Digital Group
(consulting contract, enrollment services)

State University of New York
(data use agreement with Department of Health, vaccine data)

State University of New York
(grant agreement, Educational Opportunity Program funding)

SUNY Research Foundation
(contract, SBDC Funding)

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 David Males, seconded by Mike Crowley, the Board adjourned to Executive Session at 4:47 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 6:56 p.m.

Schedule of Upcoming Meetings and Events

Dr. Stone reviewed the schedule of upcoming meetings and events and noted the September Lunch & Learn will be canceled.

Academic & Educational Services Committee Meeting – September 15, Wednesday at 3:00 p.m.
Personnel Committee Meeting – September 15, 2021, Wednesday at 4:00 p.m.
Lunch & Learn – September 16, Thursday at 12:00 p.m.
Facilities Committee Meeting – September 20, 2021, Monday at 4:00 p.m.
Planning Workshop – September 24, 2021, Friday at 9:00 a.m.
Budget and Planning Committee Meeting – October 6, 2021, Wednesday at 3:00 p.m.
Board of Trustees Meeting – October 6, 2021, Wednesday at 4:00 p.m.

Adjournment - On a motion made by Terry Fralick, seconded by Dioseline Osorio, the meeting adjourned at 6:57 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board of Trustees