



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES April 5, 2023

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, April 5, 2023 in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

Attendance:

Trustees Present:

Judy Gentner, Chair
Pam Beyor-Murtha (telephone, non-voting)
Gianna Donahue
Damon Draught
Beth Fipps
Nathan Hunter
Cindy Intschert (telephone, non-voting)
David Males
Stephen Todd

Administrative Staff:

Dan Dupee, Administrator-in-Charge
William Emm, Interim Vice President for Administration & Finance
Jerilyn Fairman, 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 Gianna Donahue, seconded by Steve Todd, the minutes of the March 7, 2023 and March 23, 2023 meetings were approved unanimously.

Introductions of Guests

Ben Foster, Executive Director, JCC Foundation
Gillian Maitland, Director of Marketing & Communications
Bill McMahon, ESP Representative and Laboratory Technician
Dennis O'Brien, Sargent, Watertown Police Department
Sidney Pond, Executive Director of Auxiliary Services and Accounting
Shane Ryan, Officer, Watertown Police Department
Scott Schaeffer, Associate Vice President (STEM and Health Professions)
Megan Stadler, Associate Vice President of Strategic Initiatives
Mark Streiff, Interim Associate Vice President (Liberal Arts)

Gabrielle Thompson, Interim Dean of Students
Nick Thornthwaite, FAJCC Vice President and Instructor
Irene Wilder, FAJCC representative and Assistant Professor
Kerry Young, Associate Vice President for Human Resources

Privilege of the Floor – None.

JCC Foundation Update

Trustee Beth Fipps, highlighted the following from the Foundation written report:

- The Annual Appeal mailed just three weeks ago has reaped 8 gifts totaling \$555 thus far
- To better accommodate demand, the Foundation has rebuilt its grant funding process with separate funding avenues to support students, as well as faculty/staff.
- The Foundation is working with Athletics to design comprehensive Athletic Corporate Sponsorship packages around the turf field complex, McVean Gym, and in-game recognition.
- The Foundation is seeking to fill three Board positions this summer and Trustees are asked to contact Ben Foster with any suggestions.

There were no questions.

College Senate Report

College Senate Vice President Nick Thornthwaite summarized College Senate business for the month of March.

- Curriculum Committee completed program revisions for Homeland Security, A.S., Childhood Education (Grades 1-6) A.A., Childhood Education (Birth – Grade 2), A.A./B.A. (Jointly Registered with SUNY Potsdam), and Addiction Studies, A.A.S. He noted that this completes all of the programs that were required to be revised for Fall 2023.
- Additionally, the Curriculum Committee approved program deactivations for Fire Protection Technology AAS and Certificate, Teaching Assistant Certificate, Early Childhood Certificate, Addiction Studies Certificate, Criminal Justice Certificate and Agri-Business AAS.
- Presentations were given on Brightspace and Middle States.

There were no questions.

Student Trustee Report

Student Trustee Gianna Donahue summarized her written report as follows:

Student Government Association

- Student representative interviews are taking place for several representative positions (commuter student, residential student, non-traditional student, and member of a Student Leadership Group)
- Student Government will recognize Outstanding Club and Outstanding Club Advisor at the upcoming Student Awards Ceremony on April 27. Clubs submitted their own nominations.

Campus Activities Board / Student Activities & Inclusion – Upcoming Events

- Phi Theta Kappa Honor Society Induction Ceremony on April 25

- National Society for Leadership and Success Induction Ceremony on April 26
- Student Awards Ceremony on April 27

There were no questions.

President's Report

Sgt. Dennis O'Brien and Officer Shane Ryan of the Watertown Police Department (WPD) provided a brief follow-up to the College's emergency exercise, active shooter drill, held on January 18. Officer Ryan noted that this was the second such exercise and the goal of which, for the emergency responders, is to practice their plan and revise it as necessary. The WPD gathered feedback from faculty and staff on the exercise. Officer Ryan reported that College employees are interested in having more frequent, but smaller in scale, exercises to be able to practice the procedures the College has in place. It would be ideal if training can take place in different buildings, with employees in their true workplace environment (classroom, office, etc.). Officer Ryan thanked the College and all of the agencies who supported and participated in the exercise.

For his report, Dr. Dupee updated Trustees on enrollment, campus initiatives, events and recent activities. Highlights include:

- Spring enrollment is up 5.75% over last year at this time and summer enrollment is up 6.3%
- The NYS Budget has been pushed back to an anticipated date of April 10; the College has continued with its budget development process while awaiting the state budget
- Conversations to bring Dental Hygiene and Surg Tech programs to Jefferson through partnerships with other community colleges continue.
- The recent ACEN visit went well; as expected there are some areas in need of improvement; there is desire for stackable credentials,
- Other recent activities include Program Advisory Board Meeting for paralegal, SUNY President's Meeting in Albany, Jefferson Leadership Institute – Education Day cohosted with BOCES;
- Faculty and staff engagement activities for the month included a St. Patrick's Day social and JCC night at the Watertown Wolves; both were well attended. Additionally, faculty and staff cooked meals each day of the week for residence hall students who had to stay over Spring Recess.
- On April 19, the School of Business, Hospitality and Tourism will host the Leadership and Business Symposium. Thus far, eight area high schools from Jefferson and Lewis counties are signed up to bring students. Trustee Draught will be presenting a workshop on franchise ownership.
- Other upcoming activities include student award and induction ceremonies in Albany and on campus, Trivia Night on April 21, Program Advisory Board Meeting for accounting on April 25, Facilities Master Plan Presentation to the Jefferson County Finance and Rules Committee on April 25 and the Trustee Budget workshop on April 27.
- Student accolades include Paige Schultz – Norman McConney EOP Student Award and Phi Theta Kappa All New York Academic Scholar, and Kaylee-Lynn Beleza and Kaela Mellowship – SUNY Chancellor's Awards for Student Excellence

There were no questions.

Budget and Planning Committee - Committee Chair Damon Draught

Trustee Draught noted the Budget & Planning Committee met prior to the full Board meeting. He presented two budget amendments, the first acknowledging new funding for the College's CSTEP Grant and the other rolling over nursing grant funds to the new fiscal year.

Upon motion by Damon Draught, seconded by Dave Males, Resolution 131-23 and Resolution 132-23 were approved unanimously as follows:

**RESOLUTION NO. 131-23 2022-2023 BUDGET AMENDMENT
COLLEGIATE SCIENCE TECHNOLOGY ENTRY PROGRAM
(CSTEP) GRANT**

GRANT PERIOD: JULY 1, 2022 – JUNE 30, 2023

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 notification of funding from the State Department of Education in the amount of \$206,540.00 which is greater than the estimate used at the time the grant budget was formulated;

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

INCREASE REVENUE:

CSTEP Grant –State Grants	2619-3011-5420	\$ <u>7,040.00</u>
	Total Revenue Increase	\$ 7,040.00

INCREASE EXPENDITURE:

CSTEP Grant- Scholarship Awards	2619-3011-7512	<u>7,040.00</u>
	Total Expenditure Increase	\$ 7,040.00

**RESOLUTION NO. 132-23 2022-2023 BUDGET AMENDMENT
NORTH COUNTRY INITIATIVE/DY3 NURSING EDUCATION
GRANT – ROLLOVER**

GRANT PERIOD: SEPTEMBER 1, 2022 – GRANT EXPENDED

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 2021/22 fiscal year that must be carried over to the 2022/23 fiscal year;

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>\$21,120.00</u>
Total Revenue Increase		\$21,120.00

INCREASE EXPENDITURE:

NCI Nursing Grant – Staff Development	2831-3011-7246	<u>\$21,120.00</u>
Total Expenditure Increase		\$21,120.00

Financial Statements: February 2023

VP Bill Emm reviewed the financial reports for February 2023. He reported that 91% of projected revenue has been taken in thus far with fall, winter and spring tuition revenue all coming in higher than budgeted. Summer revenue is just beginning to come in. Overall, revenue is down about \$2.5M from last year, attributable primarily to stimulus funding. Expenses are in line with budget, currently trending down about \$700K as compared to last year at this time. There were no questions.

Upon motion made by Damon Draught, seconded by Dave Males, the Board unanimously accepted February 2023 financial reports.

Academic and Educational Services Committee - Committee Chair David Males

Trustee Males reported the Academic & Educational Services Committee met on March 22 and is bringing forward six items for action. Five resolutions are academic program revisions to meet new SUNY General Education requirements and to improve transferability. In addition, the INT 111 course was added to all degree requirements. Trustee Males drew special attention to Resolution 137-23 which is a revision to the Humanities and Social Sciences A.A. degree program. This program has three concentrations plus the “regular” curriculum. The College is recommending the Literature concentration be deactivated and subsequently discontinued.

Upon presentation and motion by Trustee Males, seconded by Damon Draught, academic program revisions included in Resolutions 133-23, 134-23, 135-23, 136-23 and 137-23 were approved unanimously as follows:

**RESOLUTION NO. 133-23: APPROVAL OF PROGRAM REVISIONS
CHILDHOOD EDUCATION (Grades 1-6), A.A.**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves revisions to the Childhood Education (Grades 1-6), A.A. degree program as outlined in the attached proposal.

**RESOLUTION NO. 134-23: APPROVAL OF PROGRAM REVISIONS
CHILDHOOD EDUCATION (Birth-Grade 6), A.A./B.A.
JOINTLY REGISTERED WITH SUNY POTSDAM**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves revisions to the Childhood Education (Birth – Grade 6), A.A./B.A. degree program jointly registered with SUNY Potsdam, as outlined in the attached proposal.

**RESOLUTION NO. 135-23: APPROVAL OF PROGRAM REVISIONS
HUMAN SERVICES, A.A.**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves revisions to the Human Services A.A. degree program as outlined in the attached proposal.

**RESOLUTION NO. 136-23: APPROVAL OF PROGRAM REVISIONS
PHYSICAL EDUCATION, A.A.**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves revisions to the Physical Education A.A. degree program as outlined in the attached proposal.

**RESOLUTION NO. 137-23: APPROVAL OF PROGRAM REVISIONS
HUMANITIES & SOCIAL SCIENCES, A.A.
GENERAL CONCENTRATION
CREATIVE WRITING CONCENTRATION
PSYCHOLOGY CONCENTRATION
LITERATURE CONCENTRATION**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves revisions to the General Concentration, Creative Writing Concentration and Psychology Concentration of the Humanities & Social Sciences A.A. degree program as outlined in the attached proposal.

BE IT FURTHER RESOLVED that the Jefferson Community College Board of Trustees approves the deactivation and subsequent discontinuance of the Literature Concentration of the Humanities & Social Sciences A.A. degree program as outlined in the attached proposal.

Trustee Males then presented a new Prior Felony Convictions Policy. He reported this policy provides for compliance with SUNY’s directive regarding disclosure of felony convictions for students living in residence halls, and taking part in clinical, internships, and study abroad opportunities.

Upon presentation and motion by Trustee Males, seconded by Beth Fipps, Resolution 138-23 approving a new Prior Felony Convictions Policy was approved unanimously as follows:

RESOLUTION NO. 138-23: PRIOR FELONY CONVICTIONS POLICY

WHEREAS, State University of New York (SUNY) policy prohibits Jefferson Community College admission applications from inquiring into an applicant’s prior criminal history, and charges all SUNY

campuses to create policies that collect felony information only from students wishing to live in college housing, study abroad or who participate in certain clinical and field experiences or internships.

WHEREAS, Jefferson Community College developed a policy to ensure compliance with SUNY requirements regarding students with previous felony convictions participating in covered activities.

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the attached Prior Felony Convictions Policy.

Middle States Update: Trustees Males reported that the Middle States Steering Committee met last week and workgroup reports for all seven standards have been submitted. There are six chapters written in draft form thus far and the self-study report process is moving along on schedule.

Additionally, interim vice president for academic affairs Jeri Fairman provided good news. With Middle States no longer requiring a Mid-Point Peer Review (MPPR) report, the College must submit an Annual Institutional Update (AIU) in lieu of the MPPR. The College recently received word that our AIU was accepted by Middle States and there are no follow up questions requiring submission of a Supplemental Information Report.

Facilities Committee – Committee Chair Pamela Beyor-Murtha

Trustee Beyor-Murtha noted the Facilities Committee met on March 27 and there are three updates.

- The turf field project has experienced some weather related hiccups and equipment delivery delays, which have now been resolved. The contractor is back finishing up the grading and stonework and the turf installation should be starting on Monday. It takes about 3 weeks for the turf to be installed. Overall the project should be mostly complete in June.
- Cubicle space in the Extended Learning Center is being renovated into 10 offices that will house the College's School of Business. The work is being done in house by the College's facilities staff and it is expected to be complete before the start of the next academic year.
- Brief update on the Downtown Revitalization Initiative – Reg Schweitzer from Neighbors of Watertown is hoping for construction to be completed late October. At this juncture, with many construction unknowns, the College is still planning for a soft opening in January 2024.

Personnel Committee – Committee Chair Nathan Hunter

No report.

Other Business

Dr. Dupee presented contracts for ratification in Resolution 129-23. Upon motion by Beth Fipps, seconded by Steve Todd, Resolution 139-23 ratifying all contracts passed unanimously.

RESOLUTION NO. 139-23

RATIFICATION OF CONTRACTS

Jefferson County Public Health

State University of New York

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:

Jefferson County Public Health
(clinical agreement, nursing program)

State University of New York
(participating institution agreement, Security Operations Center)

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

Presidential Search Update

Chair Gentner provided a brief update on the status of the presidential search noting that the Board's selection of the College's next president is subject to approval of the SUNY Board of Trustees and until that happens, it all must remain confidential. She advised the chosen candidate must meet with the Chancellor and separately with a sub-group of the SUNY Board. Unfortunately, there have been a number of scheduling challenges given the timing of when our search ended and the SUNY board meeting in April, thus the Board is not expecting Jefferson's search to be on the agenda at next week's SUNY Board meeting. The campus will be informed when we have a definitive date.

Chair Gentner took a moment to express her thanks to members of the campus community who took part in forums with the finalist candidates. She also thanked members of the Presidential Search Committee for their work, diligence and countless hours spent in a monumental effort that brought four strong candidates to campus.

Chair Gentner made a motion that the Board send letters of commendation to Presidential Search Committee members. The motion was seconded by Beth Fipps and approved unanimously,

Executive Session

On motion made by David Males, seconded by Damon Draught, the Board adjourned to Executive Session at 4:52 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 5:04 p.m.

Schedule of Upcoming Meetings and Events

Dr. Dupee reviewed the schedule of upcoming meetings and events

Academic & Educational Services Committee Meeting - Wednesday, April 19, 2023 at 3:00 p.m.

Personnel Committee Meeting – Wednesday, April 19, 2023 at 4:00 p.m.

Budget Workshop - Thursday, April 27 at 3:00 p.m.

Budget and Planning Committee Meeting – Wednesday, May 3, 2023 at 3:00 p.m.
Board of Trustees Meeting – Wednesday, May 3, 2023 at 4:00 p.m.

Adjournment

On a motion made by Dave Males, seconded by Damon Draught, the meeting adjourned at 5:09 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board of Trustees