



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES December 7, 2022

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, December 7, 2022 in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

Attendance:

Trustees Present:

Judy Gentner, Chair
Pam Beyor-Murtha
Gianna Donahue
Damon Draught
Cindy Intschert
David Males
Stephen Todd

Administrative Staff:

Dan Dupee, Administrator-in-Charge (online)
Jerilyn Fairman, Interim Vice President for Academic Affairs (online)
William Emm, Interim Vice President for Administration & Finance

Call to Order Chair Judy Gentner called the meeting to order at 4:03 p.m.

Introduction of New Trustee

Chair Judy Gentner welcomed newly appointed Trustee, Stephen Todd, to the Board. Mr. Todd was appointed by the Jefferson County Board of Legislators to fill the unexpired term of Terry Fralick. Chair Gentner offered a brief bio, noting Trustee Todd currently serves as district superintendent for the Jefferson-Lewis et al Board of Cooperative Educational Services, and is highly involved in the local community.

Additionally, Chair Gentner noted that Administrator-in-Charge Dan Dupee and Interim Vice President for Academic Affairs Jeri Fairman were both present online via Zoom, as they are in Philadelphia, Pennsylvania attending a Middle States Conference.

Approval of Minutes

On a motion made by Pam Beyor-Murtha, seconded by Cindy Intschert, the minutes of the November 2, 2022 meeting were approved with six “yes” votes and Trustee Todd abstaining.

Introductions of Guests

Jack Donato, FAJCC President and Professor of Computer Science
Ben Foster, Executive Director, JCC Foundation
Joshua Hammond, College Senate President and associate professor of math
Gillian Maitland, Director of Marketing & Communications
Sidney Pond, Executive Director of Auxiliary Services and Accounting
Megan Stadler, Associate Vice President of Strategic Initiatives
Mark Streiff, Interim Associate Vice President (Liberal Arts)
Gabrielle Thompson, Interim Dean of Students
Irene Wilder, FAJCC representative and Assistant Professor of Business
Kerry Young, Associate Vice President for Human Resources

Privilege of the Floor – None.

JCC Foundation Update

Ben Foster, Executive Director, provided the report of the JCC Foundation. He highlighted the following from the written report:

- **Solicitations:** the November mailing signed by Trustee Chair Gentner has garnered 20 gifts, \$5,900, to date; the next mailing will be sent in December to alumni
- **Event:** reminder that everyone is invited to the *Celebrate Jefferson Holiday Event* on December 15; Dr. Dupee will give brief remarks
- **Sponsorship Update:** Seacomm Federal Credit Union has agreed to sponsor of the turf field scoreboard; securing the sponsorship before the scoreboard is installed will help pay for some additional scoreboard enhancements

There were no questions.

College Senate Update

Senate President Josh Hammond reported that Senate met on December 6. From the written report, he noted the Curriculum Committee has been extremely busy with eight program revisions to meet new SUNY general education requirements and one older program deactivation. In addition, the Academic Standards Committee has developed a new Transfer Credit Policy. The program revisions, deactivation and new policy will come before the Board of Trustees for approval. There were also two presentations, one from the Watertown Police Department on the College's upcoming emergency response training, and the other from the Center for Community Studies on the organizational structure study.

There were no questions.

Student Trustee Update

Student Trustee Gianna Donahue summarized her written report with the following highlights:

Student Government Association (SGA)

- SUNY Student Assembly Presentation – Michael Casey, Vice President of SUNY SA, spoke to students about becoming involved on campus. He also advised SUNY is advocating for a permanent

Title IX coordinator AND a therapist housed on each campus. He expressed interest in holding a joint SUNY SA Board meeting with the College's Board of Trustees.

- Currently recruiting to fill vacant student representative positions – commuter student, residence hall student, non-traditional student and member of student leader group

Campus Activities Board / Student Activities & Inclusion

- Upcoming events include the Holiday Ball on Saturday, December 10 and Senior-Send Off on Friday, December 16.

President's Report

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

- Enrollment – winter enrollment is up 9% over last year and, while it is very early for Spring 2023 numbers, enrollment is down slightly, 1%, from last year at this time.
- SUNY has appointed Dr. John King, Jr. as Chancellor.
- The organizational structure survey project is in full swing with focus groups being held this week
- With Vice President Corey Campbell's resignation from Jefferson, departments within the Student Engagement and Retention Division will be managed in the short term as follows:
 - Enrollment Services – three directors will report to the President
 - Residence Life – will report to Sid Pond, executive director of Accounting and Auxiliary Services
 - Athletics, Student Activities & Inclusion and Accommodative Services will report to Gabrielle Thompson, Interim Dean of Students. The Dean of Students will now report to Interim VP for Academic Affairs, Jeri Fairman.
- NYCCAP Budget Advocacy talking points have been finalized (PDF shared) and NYCCAP has hired a lobbyist to help advocate for community colleges.
- Conversations are taking place with other community colleges regarding ways to collaborate and offer Surg Tech and Dental Hygiene programs to meet community demand.
- Recent activities include an Admissions Open House with 150 attendees, a joint meeting of community college presidents and the CCBOA executive board, a presentation to the Business Seminar class, and Festival of the Trees.
- Upcoming activities include a SUNY Enrollment Initiatives meeting, Cannoneer Holiday, Celebrate Jefferson Foundation event, Nurse Pinning and Commencement.
- Lastly, the annual Employee Profile was included in Board packets as an informational item.

There were no questions.

Entrepreneurship Education (DRI) Update

Dr. Megan Stadler, associate vice president of strategic initiatives and Gillian Maitland, director of marketing and communications, provided an update on the DRI renovation, lease and operations agreements, programming, marketing and stakeholder communications.

- Asbestos removal is complete; Neighbors of Watertown (NoW) hopes to have contractors in place by end of December
- Timeline: Most programming will begin early January 2024 but there will be milestone events prior to that – building tours during construction, grand opening, GWNC Chamber Business After Hours, etc.
- A draft lease is under review and includes 5200sf of space, utilities, internet, maintenance and 20-hour per week (NoW) employee. The draft operational agreement includes the funding for a 20-week employee.

- Programming is intended to be strategic and unique. It still being developed however, there are plans for an entrepreneurship course with a pitch contest, social media and videography seminar, entrepreneur speaker series, “corporate college” professional skills training and SBDC-sponsored training and workshops. In addition, it was noted that Kiah Sugrue, advisor with the SBDC, has recently been promoted to SBDC regional director.
- Marketing & Communications – a stakeholder communication plan has been developed along with a draft marketing plan, and discussion initiated about website specifics. Gillian Maitland reviewed the facility name - The NEST - and shared the main logo design and related brand marks.

It was asked if The NEST is the name of the entire building. It is the name for the entire space. An example given was “the SBDC at the NEST.”

Budget and Planning Committee - Committee Chair Damon Draught

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

Interim Vice President for Administration & Finance, Bill Emm, presented two budget amendments, both acknowledging new funding. Resolution 186-22 accepts funding for a study by the Center for Community Studies. Upon motion by Damon Draught, seconded by Pam Beyor-Murtha, Resolution 186-22 was approved unanimously as follows:

**RESOLUTION NO. 186-22 2022-2023 BUDGET AMENDMENT
Credo Community Needs Assessment Fall 2022**

GRANT PERIOD: OCTOBER 31, 2022 – MARCH 15, 2026

WHEREAS, the College has received funding from the Center for Community Studies to assist Credo and Transitional Living Services by completing a survey in Jefferson and Lewis Counties, to help inform strategic decisions to include, but not limited to, staffing plans, training plans, auxiliary aid/service needs (i.e., sign language, interpreters, TTY lines, etc.); accessibility of services (location, hours of operation, transportation, etc.);

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

INCREASE REVENUE:

CREDO Comm. Needs Assessment Grant – Local Grants & Contracts 2803-3011-5430 \$ 15,000.00

Total Revenue Increase \$ 15,000.00

INCREASE EXPENDITURE:

CREDO Comm. Needs Assessment Grant – Professional P/T	2803-3011-6102	\$	5,208.75
CREDO Comm. Needs Assessment Grant – TRS	2803-3011-6202		536.00
CREDO Comm. Needs Assessment Grant – Social Security	2803-3011-6204		714.25
CREDO Comm. Needs Assessment Grant – Workers Comp.	2803-3011-6205		52.00
CREDO Comm. Needs Assessment Grant – Activity Expense	2803-3011-7202		200.00
CREDO Comm. Needs Assessment Grant – Indirect Cost	2803-3011-7231		289.00
CREDO Comm. Needs Assessment Grant – Prof. Service Fees	2803-3011-7241	\$	<u>8,000.00</u>

Total Expenditure Increase \$ 15,000.00

Resolution 187-22 acknowledges workforce development funding from SUNY to provide training in the area of construction management. Upon motion by Damon Draught, seconded by Gianna Donahue, Resolution 187-22 was passed unanimously as follows:

**RESOLUTION NO. 187-22: 2022-2023 BUDGET AMENDMENT
SUNY WORKFORCE DEVELOPMENT TRAINING**

GRANT PERIOD: SEPTEMBER 1, 2022 – JANUARY 31, 2023

WHEREAS, the College has received funding from SUNY Workforce Development to provide New Supervisor Training, Project Management Training and Blueprint Reading Training to employers;

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

INCREASE REVENUE:

SUNY WDT Grant– Local Grants & Contracts	2701-3011-5420	<u>\$ 13,750.00</u>
Total Revenue Increase		\$ 13,750.00

INCREASE EXPENDITURE:

SUNY WDT Grant- Instructional Supplies	2701-3011-7108	\$ 90.00
SUNY WDT Grant- Indirect Cost	2701-3011-7231	2,291.00
SUNY WDT Grant- Prof. Service Fees	2701-3011-7241	<u>\$ 11,369.00</u>
Total Expenditure Increase		\$ 13,750.00

Interim VP Emm presented Resolution 188-22 setting a new bad debt allowance. Upon motion by Damon Draught, seconded by Dave Males, Resolution 188-22 was passed unanimously as follows:

RESOLUTION NO. 188-22 BAD DEBT ALLOWANCE INCREASE

WHEREAS, the allowance for bad debt reflected in the College’s financial statements is currently at \$455,000;

WHEREAS, per Jefferson Community College’s policy the bad debt allowance should reflect the average of the past three (3) years’ actual tuition write offs or the actual tuition write-off for the previous year, whichever is higher. The average of the past three (3) years’ actual tuition write offs is \$334,497 and the actual previous year’s write off is \$770,450.

WHEREAS, it has been mandated that SUNY schools no longer withhold transcripts for students who have a balance due which may result in higher tuition write offs;

NOW, THEREFORE BE IT RESOLVED, the college needs to increase the bad debt allowance to reflect the anticipated tuition write off which represents the amount management does not expect to collect. The bad debt allowance will need to be increased by \$315,450 for the 2021-2022 fiscal year.

Interim VP Emm presented a revision to the College's purchasing policy in Resolution 189-22. The only revisions to the policy are the addition of Kaycee Ondrasek as an authorized purchaser and changing references of "executive vice president" to "vice president". Upon motion by Damon Draught, seconded by Pam Beyor-Murtha, Resolution 189-22 was passed unanimously as follows:

RESOLUTION NO. 189-22: 2022-2023 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, 156-21, 141-22; 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 annually;

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

Interim VP Emm reported that Lyndi Hill of Bowers and Company presented the audited financials for the Jefferson Community College Foundation at the earlier Budget & Planning Committee meeting. The audit received a clean, unmodified opinion. Upon motion by Damon Draught, seconded by Cindy Intschert, Resolution 190-22 accepting the Foundation fiscal year 2022 audit passed unanimously as follows:

RESOLUTION NO. 190-22 ACCEPTANCE OF AUDIT
Jefferson Community College Foundation

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of the Jefferson Community College Foundation for the year ending August 31, 2022 as prepared by Bowers & Company, CPAs PLLC.

Financial Statements: October 2022

Interim VP Bill Emm reviewed the financial reports for October 2022. Fall tuition revenue is \$340K higher than budgeted due to enrollment being better than anticipated. The College predicted fall enrollment to be down 4.4% fall to fall, but is only down 2.6%. Overall revenue is down about \$2M as compared to last year, however this is due primarily to HEERF funds being fully utilized, except for \$195K. Expenses are in line with budget and down about \$100K from last year, mostly due to lower personnel costs. Cash is \$2M lower than last year due to fewer HERFF funds. The College has invested in Treasuries, which recently matured and will be reinvesting available cash. There are no concerns.

Upon motion made by Damon Draught, seconded by Dave Males, the Board unanimously accepted October 2022 financial reports.

Academic and Educational Services Committee - Committee Chair David Males

Trustee Males reported the Academic & Educational Services Committee met on November 16. The committee received an update on the DRI project, a report on the recently closed out Academic Plan and an overview of the new Academic Plan 2022-2024.

Trustee Males presented two resolutions containing academic program revisions. Both programs were revised to meet new SUNY General Education requirements. The first program revision reviewed was Resolution 191-22, for the Engineering Science A.S. degree program. Upon motion by Trustee Males, seconded by Pam Beyor-Murtha, Resolution 191-22 was approved unanimously as follows:

RESOLUTION NO. 191-22 APPROVAL OF PROGRAM REVISIONS ENGINEERING SCIENCE A.S.

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

The second program revision reviewed was for the Mathematics A.S. degree program in Resolution 192-22. Upon motion by Trustee Males, seconded by Damon Draught, Resolution 192-22 was approved unanimously as follows:

RESOLUTION NO. 192-22 APPROVAL OF PROGRAM REVISIONS MATHEMATICS A.S.

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

Academic Plan Update

Interim VP for Academic Affairs, Jerilyn Fairman, reported that the current Academic Plan, which had been extended through Spring 2022, has been closed out and a new Academic Plan taking the College through 2024 has been developed. Copies of both Academic Plans will be provided to Trustees. VP Fairman proceeded to provide a brief overview of Academic Plan 2022-2024, noting that it mirrors the four pillars of the College's overarching Strategic Plan and focuses on 28 themes around assessment, partnerships, serving students better, and personnel management. Highlights of the new plan include:

- Pathways: will focus on creating areas of interest (AOI) on academic program area of website and marketing the AOIs, assess effectiveness of the required first year experience course INT 111; finalize DRI programming
- Partnerships –advance concurrent enrollment initiatives, establish and update articulations; grow internships, expand noncredit offerings; build upon relationships with hospitals, colleges, BOCES, employers
- Student Experience – focus on role of advising and education planners, assess academic student services (library, tutoring, etc.), expand internships, and embed DEISJ in SUNY general education classes and professional development
- Sustainability: maximize the Master Schedule to serve students better, manage personnel through strategic hiring and improved evaluations of staff and faculty

There were no questions.

Facilities Committee – Committee Chair Pamela Beyor-Murtha

Trustee Beyor-Murtha reported that the Facilities Committee met on November 28 and received updates on the turf field, paving and DRI projects.

- Turf Field: despite the recent snowstorm, the project remains on schedule and the contractor hopes to have the turf field down before the end of the year. Athletic Director Jeff Wiley is hopeful that it may be open in time for graduating seniors to play a game or two in May. The field design is unique and he anticipates lots of interest and opportunity for rental by outside entities. He is currently working on a process, fee structure and guidelines for use by external entities. The final project budget is \$4.426M.
- As part of Phase 3 of the Green Entryway project, paving plans include completing the topcoats for Lot C and the area in front of enrollment services in late spring/early summer 2023. Funding was secured by the County for this part of the project. Interim VP Emm noted the College would soon begin planning for a more comprehensive paving project to take place in Summer 2024.
- Karen Freeman shared a status update on the DRI project, similar to what Megan Stadler and Gillian Maitland shared in their presentation earlier in this meeting. Trustee Beyor-Murtha thanked all those who have been involved in DRI Planning thus far.

Personnel Committee – Committee Chair Nathan Hunter

No report.

Appointment of Member to Presidential Search Committee:

Chair Gentner, co-chair of the Presidential Search Committee, advised that Vice President Corey Campbell's resignation from College has created a vacancy on the Presidential Search Committee as approved by the Board of Trustees in Resolution 161-22 in October. Dr. Campbell represented senior leadership on the Committee. Chair Gentner made a motion to appoint Jerilyn Fairman, Interim Vice President for Academic Affairs and 30-year College employee, to the Presidential Search Committee. The motion was seconded by Gianna Donahue and approved unanimously.

Other Business

Dr. Dupee presented contracts for ratification in Resolution 193-22. Upon motion by Pam Beyor-Murtha, seconded by Damon Draught, the resolution ratifying all contracts passed unanimously.

RESOLUTION NO. 193-22:

RATIFICATION OF CONTRACTS

**District Attorney – New York
Halpin, Richard
Mohawk Valley Community College
National Tractor Trailer School (Fall 2022-23)
National Tractor Trailer School (Summer 2023)
Onondaga Community College
Schenectady Community College**

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:

District Attorney – New York
(grant extension, correctional facility programming)

Halpin, Richard
(personal services contract, research study with CCS)

Mohawk Valley Community College
(grant agreement, Renzi Apprenticeship training)

National Tractor Trailer School (Fall 2022-23)
National Tractor Trailer School (Summer 2023)
(CDL training agreement, workforce development)

Onondaga Community College
(grant agreement, Strengthening Community Colleges Training)

Schenectady Community College
(healthcare roundtable, SUNY apprenticeship program)

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

Schedule of Upcoming Meetings and Events

Dr. Dupee reviewed the schedule of upcoming meetings and events.

- Cannoneer Holiday – December 9 at 5:00 p.m.
- Celebrate Jefferson! Foundation Holiday Event – December 15 at 5:30 p.m.
- Nurse Pinning – December 19 at 4:00 p.m.
- Fall Commencement – December 20 at 6:00 p.m.
- Academic & Educational Services Committee Meeting – Dec. 21 at 3:00 p.m.
- Personnel Committee Meeting – December 21, 2022 at 4:00 p.m.
- Budget and Planning Committee Meeting – January 4, 2023 at 3:00 p.m.
- Board of Trustees Meeting – January 4, 2023 at 4:00 p.m.

Before closing out the meeting, Chair Gentner reiterated the College's mission to educate, inspire and empower.

Adjournment

On a motion made by Cindy Intschert, seconded by Damon Draught, the meeting adjourned at 5:03 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board of Trustees