



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES June 7, 2023

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, June 7, 2023 in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

Attendance:

Trustees Present:

David Males, Vice Chair
Pam Beyor-Murtha
Michael Crowley
Gianna Donahue (online, non-voting)
Damon Draught
Beth Fipps
Nathan Hunter
Cindy Intschert
Stephen Todd

Administrative Staff:

Dan Dupee, President
William Emm, Interim Vice President for Administration & Finance
Jerilyn Fairman, Interim Vice President for Academic Affairs

Call to Order Vice Chair David Males called the meeting to order at 4:00 p.m.

Approval of Minutes

On a motion made by Pam Beyor-Murtha, seconded by Cindy Intschert, the minutes of the May 3, 2023 meeting were approved unanimously.

Introductions of Guests

Current Student Trustee Gianna Donahue introduced incoming Student Trustee, Taylor LaClair, of Watertown. Taylor is a second year student enrolled in the humanities and social sciences program. She is currently secretary of Jefferson's Tau Xi Chapter of Phi Theta Kappa Honor Society. Taylor's first meeting will be July 12.

Other guests:

Jack Donato, Professor of Computer Science and President of FAJCC
Gillian Maitland, Director of Marketing & Communications

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)
Irene Wilder, Assistant Professor of Business and FAJCC Vice President
Kerry Young, Associate Vice President for Human Resources

Privilege of the Floor – None from the gallery.

Vice Chair Males noted that Dr. Dupee’s appointment as Jefferson’s president was approved yesterday at the June 6 meeting of the State University of New York Board of Trustees. He offered his congratulations to Dr. Dupee and read aloud Resolution 130-23, unanimously approved by Jefferson’s Board of Trustees on March 23, 2023, which selected Dr. Daniel Dupee, II as Jefferson’s 7th president. Vice Chair Males noted the resolution had been amended in April to include base salary and estimated start date. The reading of the resolution was followed by a round of applause from Trustees and guests.

RESOLUTION NO. 130-23
DATE: MARCH 23, 2023
**SUBJECT: APPOINTMENT OF 7th PRESIDENT OF JEFFERSON
 COMMUNITY COLLEGE
 *April 5, 2023: Amended to include base salary and start date***

WHEREAS, in September 2022, the Jefferson Community College Board of Trustees commenced a search for the College’s 7th president; and

WHEREAS, in March 2023, the Presidential Advisory Search Committee concluded its work by recommending four finalists to the Board of Trustees; and

WHEREAS, each finalist visited campus, met with campus constituencies and was interviewed by the Board of Trustees; and

WHEREAS, on March 23, 2023, Trustee Judith Gentner made a motion to appoint Daniel J. Dupee, II, as seventh president of Jefferson Community College. The motioned was seconded by Trustee Michael Crowley and approved unanimously.

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Jefferson Community College hereby appoints Daniel J. Dupee, II, to serve as the President of Jefferson Community College effective June 1, 2023 at an annual rate of pay of \$205,000, subject to the approval of the Board of Trustees of the State University of New York.

JCC Foundation Update

Dr. Dupee gave the report of the JCC Foundation. He summarized the written report as follows:

- The last Annual Fund solicitation for the year, signed by Dr. Dupee, mailed on June 1.

- At the May 10 Foundation meeting, the Board approved \$30,000 to the Athletic Department for three video scorer tables for the gymnasium and heard a presentation on “Handshake,” a college-to-career networking software program.
- Thus far, 215 Foundation scholarships worth \$153,316 have been awarded to students for Fall 2023. Over 65 scholarships, valued at about \$100,000, remain and will be awarded this fiscal year. Dr. Dupee noted there are 39 Jefferson-Can Community Scholars enrolled for fall, a 22% increase from last year.

There were no questions.

College Senate Report

A written report was submitted and included the following highlights:

Curriculum Committee approved the following:

- Individual Studies, A.A.S. Revision
- Direct Support Professional 1 Microcredential
- JCC Institutional Learning Outcomes
- Course Syllabus Standard Template

Presentations were given on Blackboard to Brightspace and Cybersecurity/IT Policies.

There were no questions.

Student Trustee Report

Student Trustee Gianna Donahue reported that Student Government held Executive Board elections for the coming year and shared the following results:

- President: Evonne Nyarko
- Vice President: Emmanuel Garrick
- Student Trustee: Taylor LaClair

Trustee Donahue also reported the Campus Activities Board and Student Activities & Inclusion hosted Senior Send-off on Commencement Day. Attendees were given a diploma certificate frame.

There were no questions.

President’s Report

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

- Summer enrollment is down about 7% and fall enrollment is up just slightly over last year at this time.
- The Bookstore is in the process of transition to a Barnes and Noble bookstore. Early summer session students received books from Follett, while starting June 5, students will get books from Barnes and Noble. Barnes and Noble will launch the “First Day Complete” credit based book program for students enrolled in fall semester classes.

- Jefferson County approved the ESP employment contract and the College's use of \$1M in County stimulus funds for paving projects.
- The findings of the organizational structure survey were send to Dr. Dupee on Monday. Findings will be shared with Cabinet and Trustees this summer, and then with the campus for feedback and discussion over the course of the fall semester.
- The Turf field project is scheduled for completion in June.
- Academic Program Updates:
 - A Surgical Technologist program will be coming to Jefferson in the fall in partnership with Mohawk Valley Community College. Currently there are 4-5 students registered; the goal is ten students. FDRHPO and NNY Rural Healthcare are going to provide funding in support of this program.
 - Conversations continue to bring Dental Hygiene to Jefferson in partnership with Monroe and two other community colleges for Fall 2024. This cohort will be 5 students.
 - The College is helping Fort Drum Child & Youth Services with recruiting and building a pipeline of educated early childhood and youth services employees.
 - Conversation are occurring with BOCES about moving some of the adult-oriented programs to Jefferson's campus for easy transition to JCC programs.
- The College hosted two successful site visits by NYS for Title IX and the C-STEP program. In fact, the College has already received C-STEP funding for next academic year.
- Recent campus activities include the College's Recognition Celebration, Athletics Banquet, Scholars Day Presentations by Honors Program students, Nurse Pinning and Commencement. In addition, Dr. Dupee attended a meeting with the Workplace, legislative reception in Albany, and the Night on the River for North Country Family Heath Center.
- Coming up, Dr. Dupee will volunteer at AUSA's Riverfest, attend the Fort Drum Graduation Ceremony, speak at the Cape Vincent and Gouverneur correctional facilities graduation ceremonies, attend the SUNY NYCCAP meeting and present the College's proposed operating budget at the Jefferson County Finance and Rules Committee meeting.
- Accolades include Chancellor King's mention of Jefferson's veteran's services program during the State of the University address and the signing of new nursing legislation in Albany which allows nursing students to complete 1/3 of their clinical in simulation labs like Jefferson's nursing lab.

There were no questions.

APPOINTMENT OF NOMINATING COMMITTEE

Vice Chair Males asked for three Trustee volunteers to serve on the Nominating Committee, which is charged with bringing forward a recommended slate of officers for the 2023-2024 year. The three Trustees who volunteered, Mike Crowley, Beth Fipps and Cindy Intschert, were then appointed by Vice Chair Males as the Nominating Committee. They will bring forth a recommended slate of officers at the July 12 meeting.

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 amendments, in resolutions 154-23 and 155-23, to recognize additional funding in the 2022-2023 budget. In addition, he presented resolution 156-23 to write off student debt that has been

deemed uncollectable by the College. These accounts will go to a 3rd party to further attempt collection. Upon motion by Damon Draught, seconded by Mike Crowley, Resolutions 154-23, 155-23 and 156-23 were approved unanimously as follows:

**RESOLUTION NO. 154-23 2022-2023 BUDGET AMENDMENT
 ENHANCING SUPPORTS AND SERVICES FOR STUDENT WITH
 DISABILITIES FOR POSTSECONDARY SUCCESS**

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

WHEREAS, funds have been received from the NYS State Education Department (SED) to supplement existing supports and accommodations for SWDs in order to expand such supports and services provided by SUNY;

WHEREAS, the initiative will support college prep programs to assist SWDs in transitioning to college and prepare them to navigate the campus facilities and system, provide full and part-time faculty and staff at SUNY with disability training; and/or to improve the identification process of SWDs and enhance data collection capabilities at SUNY;

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

INCREASE REVENUE:

NYS SED SWDPS Grant- State Grants & Contracts	2649-3011-5420	<u>\$ 6,942.00</u>
Total Revenue Increase		\$ 6,942.00

INCREASE EXPENDITURE:

NYS SED- SWDPS Grant – Printing	2649-3011-7104	\$ 1,000.00
NYS SED- SWDPS Grant- Supplies Instructional	2649-3011-7108	1,500.00
NYS SED- SWDPS Grant- Travel	2649-3011-7250	2,000.00
NYS SED- SWDPS Grant- Workshops & Seminars	2649-3011-7253	<u>2,442.00</u>
Total Expenditure Increase		\$ 6,942.00

**RESOLUTION NO. 155-23: 2022-2023 BUDGET AMENDMENT
 SUNY WORKFORCE DEVELOPMENT TRAINING**

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

WHEREAS, the College has received funding from SUNY Workforce Development to provide Excel 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>8,748.00</u>
Total Revenue Increase		\$ 8,748.00

INCREASE EXPENDITURE:

SUNY WDT Grant- Prof Adjuncts- PT	2701-3011-6103	\$ 4,636.00
SUNY WDT Grant- Civil Service-FT	2701-3011-6120	1,792.00
SUNY WDT Grant- State Employees Retirement	2701-3011-6201	261.00
SUNY WDT Grant- TIAA CREF	2701-3011-6203	198.00
SUNY WDT Grant- Social Security	2701-3011-6204	383.00
SUNY WDT Grant- Workers Comp	2701-3011-6205	19.00
SUNY WDT Grant- Indirect Cost	2701-3011-7231	\$ <u>1,459.00</u>
Total Expenditure Increase		\$ 8,748.00

RESOLUTION NO. 156-23: STUDENT RECEIVABLE WRITE-OFF

WHEREAS, in compliance with generally accepted accounting principles, the College should not retain as accounts receivable balances that are deemed to be uncollectable, and;

WHEREAS, the accounts receivable balances set forth in the attached schedule are deemed to be un-collectable;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the adjustment to the tuition receivable accounts in the amount of \$594,113.48.

Financial Statements: April 2023

Interim VP Bill Emm presented unaudited April 2023 financial reports. He advised that with 95% of all tuition revenue in (summer enrollment is still ongoing), tuition revenue overall is at or above budget. Expenses are in line with budget. Overall, the College is in good financial position and estimates using significantly less fund balance than originally planned. He noted the College’s cash investments in Treasury bills have reaped great benefits as interest rates have continued to rise.

There were no concerns or questions. Upon motion made by Damon Draught, seconded by Nathan Hunter, the Board unanimously accepted April 2023 financial reports.

Academic and Educational Services Committee - Committee Chair David Males

Trustee Males reported the Academic & Educational Services Committee met on May 17 and is bringing forward two policies for action. Upon presentation and motion by Trustee Males, seconded by Cindy Intschert, the revision to the Honors Program policy was approved unanimously as follows:

**RESOLUTION NO. 157-23: HONORS PROGRAM POLICY
(Revises Resolution No. 111-17, March 2017)**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve revisions to the Honors Program Policy as attached.

Trustee Males advised that the second resolution approves a new policy on prior learning assessment (PLA). Jefferson has always had a practice and procedure for evaluating PLA, however under Middle States standards, all colleges must have a PLA policy in place. Trustee Males reported the College had developed this policy last year, but then waited to ensure it aligned with the SUNY policy on PLA which was unveiled in February during the Chancellor's visit to Jefferson. Upon presentation and motion by Trustee Males, seconded by Damon Draught, the new Prior Learning Assessment Credit Policy was approved unanimously as follows:

RESOLUTION NO. 158-23: PRIOR LEARNING ASSESSMENT CREDIT POLICY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the attached Prior Learning Assessment Credit Policy.

Middle States Update: Trustee Males also reported that Self-Study editor, Mike Avery, has solid drafts of Chapters 1 -3 which are being reviewed by the Steering Committee. The Steering Committee expects to have a draft of the full Self-Study to share with campus at the beginning of the fall semester. Once feedback is received and edits made, the draft Self-Study will be shared with the Visiting Team Chair prior to his visit to campus in late October/early November.

Facilities Committee – Committee Chair Pamela Beyor-Murtha

Chair Murtha noted the committee did not meet last month and therefore there was no report, however she invited Trustees to tour the turf field project following the meeting.

Executive Session

On motion made by Nathan Hunter, seconded by Cindy Intschert, the Board adjourned to Executive Session at 4:36 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 5:05 p.m.

Personnel Committee – Committee Chair Nathan Hunter

Trustee Hunter advised that the Personnel Committee met on May 24. He presented Resolution 159-23 to approve continuing appointment for one professional services staff member. Upon motion by Beth Fipps, seconded by Damon Draught, Resolution 159-23 was unanimously approved as follows:

**RESOLUTION NO. 159-23: 2023 CONTINUING APPOINTMENT
PROFESSIONAL STAFF**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves the following continuing appointment, effective September 1, 2023:

Tyler Peterson
Network Manager

Trustee Hunter presented Resolution 160-23 to approve management-confidential salary increases and pay scale for 2023-2024. Upon motion by Pam Beyor-Murtha, seconded by Stephen Todd, Resolution 160-23 was unanimously approved as follows:

RESOLUTION NO. 160-23 2023-2024 M/C SALARIES AND PAY SCALE

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve a sum of \$57,192 for management and confidential employee salary increases, and a market equity adjustment for one position effective September 1, 2023.

BE IT FURTHER RESOLVED, the Board of Trustees does hereby approve the attached salary pay scale for management and confidential employees.

OTHER BUSINESS

Dr. Dupee presented contracts for ratification in Resolution 161-23. Upon motion by Nathan Hunter, seconded by Stephen Todd, Resolution 161-23 ratifying all contracts passed unanimously.

RESOLUTION NO. 161-23 RATIFICATION OF CONTRACTS
Associated Builders & Contractors – Empire Chapter
Black Rocket
CITEC Business Solutions
Department of the Army
DocuSign
Lassiter, Lynise
New York State – Office of People with Developmental Disabilities
Parchment
St. Lawrence Psychiatric Center
State University of New York
Student Government Association – JCC
Thomas Reuters
Vera Institute of Justice

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:

Associated Builders & Contractors – Empire Chapter
(construction training, amended agreement)

Black Rocket
(online programming agreement, youth summer workshops)

CITEC Business Solutions
(course development, workforce training)

Department of the Army
(memorandum of understanding, Fort Drum educational services)

DocuSign
(software agreement, electronic signature)

Lassiter, Lynise
(curriculum development – mindfulness, workforce training)

New York State – Office of People with Developmental Disabilities
(grant agreement, direct support professionals training)

Parchment
(services agreement, diploma printing)

St. Lawrence Psychiatric Center
(clinical agreement, nursing program)

State University of New York
(participating institution agreement, SLATE CRM)

Student Government Association – JCC
(memorandum of understanding, accounting services)

Thomas Reuters
(software license-Westlaw, paralegal program)

Vera Institute of Justice
(data reporting extension, correctional facility programming)

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

Vice Chair Males read aloud Resolution 162-23 recognizing outgoing Student Trustee Gianna Donahue for her service to the Board.

**RESOLUTION NO. 162-23: RECOGNITION OF SERVICE
GIANNA M. DONAHUE**

WHEREAS, Gianna M. Donahue was first elected by the student body to serve as the student member of the Jefferson Community College Board of Trustees commencing October 1, 2022 and serving through June 30, 2023; and

WHEREAS, in addition to serving as a Trustee, Gianna has provided leadership to Jefferson Community College Student Government by helping to plan and promote student programming, leadership training opportunities, special events and open forums to discuss student life; and

WHEREAS, Gianna was a model for academic excellence, serving as a peer tutor in both math and science, and as a member of the Tau Xi Chapter of the Phi Theta Kappa Honor Society; and

WHEREAS, Gianna has supported the Jefferson Community College Board of Trustees through her enthusiastic participation as a member of the Academic and Educational Services Committee and the Presidential Search Committee, her generous donation of time and talent, and her thoughtful insight;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees extends appreciation to Gianna M. Donahue for her dedicated service to this College and offers every good wish for continued success in her higher education and professional endeavors.

Upon motion by David Males, seconded by Stephen Todd, Resolution 162-23 was passed unanimously and followed by a round of applause.

Trustee Donahue thanked her fellow Board members for their support, noting what a beneficial experience it was to serve on the College's Board of Trustees.

Schedule of Upcoming Meetings and Events

Dr. Dupee reviewed the schedule of upcoming meetings and events

- Juneteenth Celebration – Saturday, June 17 at Noon – 5:00 p.m.
- Facilities Committee – Monday, June 19 at 4:00 p.m. (*will need to reschedule*)
- Academic & Educational Services – Wed., June 21 at 3:00 p.m. (*if needed*)
- Personnel Committee – Wednesday, June 21 at 4:00 p.m.
- Jefferson County Board of Legislators, Finance & Rules Committee – Tuesday, June 27 at approx. 6:30 p.m.
- Jefferson County Board of Legislators Meeting – Wed., July 5 at 6:00 p.m.
- Budget and Planning Committee – Wed., July 12 at 3:00 p.m.
- Board of Trustees Meeting – Wednesday, July 12 at 4:00 p.m.

Adjournment

On a motion made by Beth Fipps, seconded by Damon Draught, the meeting adjourned at 5:13 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board of Trustees