



## JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

### MEETING MINUTES September 6, 2023

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

#### **Attendance:**

##### Trustees Present:

David Males, Chair  
Pam Beyor-Murtha  
Michael Crowley  
Damon Draught  
Elizabeth Fipps (telephone, non-voting)  
Judy Gentner  
Taylor LaClair  
Cindy Intschert  
Stephen Todd

##### Administrative Staff:

Dan Dupee, President  
Sidney Pond, Interim Vice President for Administration & Finance  
Jerilyn Fairman, Interim Vice President for Academic Affairs

**Call to Order** Chair David Males called the meeting to order at 4:05 p.m.

#### **Approval of Minutes**

On a motion made by Judy Gentner, seconded by Damon Draught, the minutes of the July 12, 2023 meeting were approved unanimously.

#### **Introductions of Guests**

Jack Donato, professor of computer science, FAJCC President  
Ben Foster, Executive Director, JCC Foundation  
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)  
Gabrielle Thompson, Interim Dean of Students

Irene Wilder, assistant professor of business, FAJCC Vice President  
Kerry Young, Associate Vice President for Human Resources

**Privilege of the Floor** – None.

**JCC Foundation – No Report**

**College Senate – No Report**

**Student Trustee Report**

Student Trustee Tye LaClair summarized her written report, highlighting the following:

**Student Government Association**

- Assembly meeting held on August 31; next meeting Sept. 14

**Campus Activities Board (CAB)/Student Activities and Inclusion:**

- Turf Ribbon Cutting on August 24
- Cannoneer Kick-Off on August 25 – New students received a shirt related to their major, as well as a tour and free lunch
- Welcome Back Week: Meet, Greet and Eat from August 28-30
- On Campus Student Employment Fair on August 31

**Upcoming Events:**

- Disney College Program Virtual Information Sessions – September 7, 19 and 21
- JCC Club Fair on September 6
- Inauguration Activities

**President's Report**

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

- Summer enrollment ended down just 1.3%, which is better than what was reported at the July meeting. Fall enrollment is currently down about 1.9%. New students and returning students are both up over last year at this time.
- The bookstore transitioned to Barnes and Noble operation over the summer.
- The Surgical Technologist program offered in conjunction with Mohawk Valley Community College began running this fall with 11 students in the cohort.
- The College's Transformation Fund project proposal was recently approved by NYS. The College had budgeted to receive about \$450K, which was what was received in FY23 under a "Low Enrollment Funding" umbrella. However, Jefferson received an additional \$1M in transformation funds, bringing the total to just over \$1.4M. Dr. Dupee gave kudos to Interim VP Fairman for her work on the proposal. The funding must be spent over 3 years and a portion of it must be spent on workforce training. Jefferson has used part of the funding to increase capacity in the College's nursing program from 48 to 60 students. A significant part of remaining funding will go toward implementation of SUNY's ASAP (Accelerated Study for Associate's Program) initiative which

provides wraparound services for specific populations of students. JCC has flexibility to choose the populations and is looking at EOP-eligible students among other populations. The College anticipates serving 140 students in FY24 and 150 students in FY25.

- The College's migration to the Brightspace learning platform from the Blackboard online learning platform is happening now. Board materials will be shifted to Brightspace.
- Budget advocacy continues. NYCCAP met recently with NYCCT to review advocacy efforts and the focus on equitable funding for SUNY community colleges. Dr. Dupee will share the advocacy materials as soon as they are finalized.
- The Organizational Structure Survey Findings were rolled out to campus over the course of the summer and Fall Convocation. The study was the focus of a Cabinet Retreat in July, Leadership Day in mid-August and open forums held during Convocation Week in late August. A draft organizational chart was shared during the Convocation Week open forums. Generally, feedback has been positive. About 70 people attended four focus groups. The structure study will be the topic of the upcoming Board Retreat. If possible, Dr. Dupee hopes to have an organizational structure for approval at the December meeting.
- Recent activities included JCC Night at the Watertown Rapids, a summer cookout for 12-month employees, the annual retiree luncheon, a visit to SUNY Canton and meeting with President Szafran, Cannoneer Kickoff for new students, Turf Field Ribbon Cutting and tailgate party.
- Upcoming activities include a 9/11 remembrance ceremony on campus, SUNY President's meeting, White Coat Ceremony for new nursing students, and a meet and greet with Fort Drum's new Educational Services Officer, Ceara Tapin.
- Dr. Dupee concluded his report by sharing some good news. Jefferson received Military Friendly College Gold Ranking and Spouse Friendly designations. The College's Food Pantry is the beneficiary of Hannaford's Fight Hunger Program for the month of September. Student Emmanuel Garrick was honored with the Phi Theta Kappa Coca-Cola Leaders of Promise Scholar Award. He was one of only 213 students chosen from more than 1100 applicants nationwide.

### **Finance and Audit Committee** - Committee Chair Damon Draught

Trustee Draught noted the Budget & Planning Committee met prior to the full Board meeting. He presented two budget amendments in resolutions 172-23 and 173-23 to recognize additional funding in the 2022-2023 budget. The first is NYS Office of People with Developmental Disabilities funding to support students taking the direct support professional (DSP) microcredential. The second resolution accepts funding from SUNY for workforce training in a variety of subject areas.

Upon motion by Damon Draught, seconded by Mike Crowley, the budget amendments contained in resolutions 172-23 and 173-23 were approved unanimously as follows:

**RESOLUTION NO. 172-23:                    2022-2023 BUDGET AMENDMENT  
NYS OPWDD SUNY DIRECT SUPPORT PROFESSIONALS  
GRANT**

**GRANT PERIOD:                                APRIL 1, 2023 – DECEMBER 31, 2024**

**WHEREAS**, the College has received funding from New York State (NYS) Office for People With Developmental Disabilities to support the academic and career success of Direct Support Professionals;

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

**INCREASE REVENUE:**

OPWDD SUNY DSP Grant– Local Grants & Contracts 2703-3011-5420 \$ 298,174.69

**Total Revenue Increase \$ 298,174.69**

**INCREASE EXPENDITURE:**

OPWDD SUNY DSP Grant- Prof Adjuncts- PT 2703-3011-6103 \$ 11,068.00

OPWDD SUNY DSP Grant- Instructional Supplies 2703-3011-7108 5,999.40

OPWDD SUNY DSP Grant- Advertising 2703-3011-7203 11,050.00

OPWDD SUNY DSP Grant- Indirect Cost 2703-3011-7231 31,947.29

OPWDD SUNY DSP Grant- Scholarship Awards 2703-3011-7512 \$ 238,110.00

**Total Expenditure Increase \$ 298,174.69**

**RESOLUTION NO. 173-23: 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 various trainings 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 \$ 37,745.00

**Total Revenue Increase \$ 37,745.00**

**INCREASE EXPENDITURE:**

SUNY WDT Grant- Civil Service-FT 2701-3011-6120 900.00

SUNY WDT Grant- Indirect Cost 2701-3011-7231 6,291.00

SUNY WDT Grant- Prof Service Fees 2701-3011-7241 \$ 30,554.00

**Total Expenditure Increase \$ 37,745.00**

## **Financial Statements:** June 2023 and July 2023

Interim VP Sid Pond provided a brief overview of unaudited July 2023 financial reports noting that while revenue is down \$2.5M as compared to last year (difference attributable to HERFF funds), it is up \$1.5M higher than budgeted. Expenses are all in line with budget. There are no concerns. There were no questions.

Upon motion made by Damon Draught, seconded by Pam Beyor-Murtha, the Board unanimously accepted June 2023 and July 2023 financial reports.

## **Academic and Educational Services Committee** - Committee Chair Cindy Intschert

Trustee Intschert reported the Academic & Educational Services Committee did not meet in July or August and turned it over to Chair Males for a brief Middle States update. Chair Males reported that the Self Study is taking shape with Chapter 1, 2 and 7 having completed a series of revisions. Chapter 3 is underway now. The completed draft will be presented to campus in late September/early October and then forwarded to Team Chair, Michael McDonough, one week ahead of his visit. Chair Males also reported that VP Fairman and Karen Freeman attending a planning meeting with Dr. McDonough and a schedule for his October 30 visit will be sent to Trustees very soon.

## **Facilities Committee** – Committee Chair Stephen Todd

Trustee Todd noted the Facilities Committee has a meeting upcoming on September 18, however there are a couple of updates on initiatives the Facilities Committee has reported on before:

- Extended Learning Center Renovation is complete.
  - o The renovation work was done in house by our Facilities Department
  - o The building is the new home of the School of Business, Hospitality and Tourism
  - o Facilities added 8 new offices to go along with 2 updated offices, plus a new student engagement center
- Paving Projects
  - o The stretch of Cannoneer Drive from the roundabout to the Jules Center has a new top coat of pavement, also some work was done to correct drainage issues. This was completed just before the start of classes.
  - o The College has secured \$1 million from the County that will be matched by the state to give us \$2 million to be used next year.
  - o A new Green Innovation Grant Program (GIGP) application was submitted that requests \$875,000 of additional funds to improve water quality and mitigate the effects of climate. We should know by April if we have been awarded the funding.
- Ash Trees
  - o Driving in you probably noticed a number of trees that have been taken down on campus -- 170 Ash Trees were identified in the Facilities Master Plan as needing to be removed and replaced because they were infected by the Eastern Ash Borer and have become a safety concern.
  - o This summer the College made good progress cutting down infected trees, gridding stumps, and topsoil and seeding the areas – about 120 trees so far.

Chair Males added that the ELC looks fabulous and he offered kudos to the facilities staff.

**Personnel Committee** – Committee Chair Beth Fipps

No Report

**OTHER BUSINESS**

Dr. Dupee presented two Institutional Technology policies for approval – one, the Password Policy is new, the other, Remote Connectivity Policy is a revision to an existing policy and relates to the College’s VPN access. Both policies were brought to College Senate and Cabinet for informational purposes.

Following presentation by Dr. Dupee and upon motion by Steve Todd, seconded by Damon Draught, the Password Policy in Resolution 174-23 was adopted and approved unanimously as follows:

**RESOLUTION NO. 174-23:           PASSWORD POLICY**

**WHEREAS**, to implement industry best practices and comply with the College’s cybersecurity insurance policy, the College developed a policy that establishes standards for password creation and the protection of passwords.

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees does hereby approved the attached Password Policy.

Following presentation by Dr. Dupee and upon motion by Cindy Intschert, seconded by Pam Beyor-Murtha, revisions to the Remote Connectivity Policy in Resolution 175-23 was approved unanimously as follows:

**RESOLUTION NO. 175-23:           REMOTE CONNECTIVITY POLICY REVISION**

**WHEREAS**, the Jefferson Community College Board of Trustees approved a Remote Connectivity Policy, Resolution 128-12 in June 2012; and

**WHEREAS**, to comply with the College’s cybersecurity insurance policy which requires multi-factor authentication as condition for remote connectivity, the College revised said policy.

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

Dr. Dupee presented contracts for ratification in Resolution 176-23. Upon motion by Judy Gentner, Damon Draught, Resolution 176-23 ratifying all contracts passed unanimously.

**RESOLUTION NO. 176-23:            RATIFICATION OF CONTRACTS**  
**All in PM Prep**  
**Carthage Area Hospital**  
**Disabled Persons Action Organization**  
**Dormitory Authority State of New York (DASNY)**  
**Jefferson Faculty Student Association Auxiliary (JFSAA)**  
**McDonald Hopkins**  
**Sunmount DDSO**  
**Teambonders (ICIC)**  
**Westelcom**

**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:

**All in PM Prep**  
*(project management training, workforce development)*

**Carthage Area Hospital**  
*(clinical agreement, nursing program)*

**Disabled Persons Action Organization**  
*(internship agreement, DSP microcredential)*

**Dormitory Authority State of New York (DASNY)**  
*(grant modification, nursing program)*

**Jefferson Faculty Student Association Auxiliary (JFSAA)**  
*(memorandum of understanding, residence hall)*

**McDonald Hopkins**  
*(legal support, cybersecurity)*

**Sunmount DDSO**  
*(internship agreement, DSP microcredential)*

**Teambonders (ICIC)**  
*(services agreement, professional development day)*

**Westelcom**  
*(services agreement, internet access and phone system)*

**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:

- Board Retreat – Friday, September 15 at 11:30 a.m.
- Facilities Committee Meeting – September 18, Monday at 4:00 p.m.
- White Coat Ceremony – September 19, Tuesday at 4:30 p.m., Sturtz Theater
- Academic & Educational Services Committee Meeting – Sept. 20, Wed. at 3:00 p.m.
- Personnel Committee Meeting – September 20, Wednesday at 4:00 p.m.
- Finance and Audit Committee Meeting – October 4, Wednesday at 3:00 p.m.
- Board of Trustees Meeting – October 4, Wednesday at 4:00 p.m.
- Inauguration Ceremony – October 20, Friday at 2:00 p.m., Sturtz Theater
- Middle States Team Chair Visit – October 30, Monday at TBD

## **Adjournment**

On a motion made by Cindy Intschert, seconded by Damon Draught, the meeting adjourned at 4:44 p.m.

Respectfully submitted,

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Karen J. Freeman  
Secretary to the Board of Trustees