



## JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

### MEETING MINUTES May 4, 2022

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, May 4, 2022 in Room 5-104 of the Gregor Building at Jefferson Community College.

#### **Attendance:**

##### Trustees Present:

Judy Gentner, Chair  
Pamela Beyor-Murtha  
Michael Crowley  
Damon Draught  
Beth Fipps  
Nathan Hunter  
Cindy Intschert  
David Males

##### Administrative Staff:

Ty Stone – President  
Dan Dupee – Executive Vice President for Administration, Finance and Enrollment  
Corey Campbell – Vice President for Student Engagement and Retention  
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 Mike Crowley, seconded by Nathan Hunter, the minutes of the March 2, 2022 meeting were approved unanimously.

#### **Introductions of Guests**

Jack Donato, FAJCC President and Professor of Computer Science  
Jerilyn Fairman, Associate Vice President (Liberal Arts)  
Zach Grady, reporter, WWNY-TV  
Josh Hammond, College Senate President and Associate Professor of Math  
Mark Irwin, Professor of Biology and Coordinator of Zoo Technology Program  
Joel LaLone, Professor of Math and Research Director of the Center for Community Studies  
Gillian Maitland, Director of Marketing & Communications  
Scott Schaeffer, Associate Vice President (STEM)  
Megan Stadler, Associate Vice President of Strategic Initiatives  
Kerry Young, Associate Vice President for Human Resources

## **Privilege of the Floor** – None.

### **JCC Foundation Update** – Trustee Beth Fipps

- Fall Scholarships: 135 scholarships will be awarded next week
- Solicitations:
  - March Annual fund – yield of \$6,845 from 61 gifts to date
  - Upcoming May Appeal – signed by President
- Corporate Partnerships: received largest single gift ever, \$20,000, from Jim Leana, S&L Contracting in Syracuse
- Events: The Alumni Advisory Council is building a series of events including a happy hour for newer alumni, a dedicated alumni night at a Watertown Rapids baseball game, and a museum tour and reception at the Fort Drum history museum

### **Collee Senate Update**

Senate President Josh Hammond briefly reviewed highlights from his written report.

- **Committee Reports**
  - Academic Standards: approved new Syllabus Standards Policy
  - Curriculum: General education course updates
  - Faculty Council of Community Colleges: Hunger Free Campuses, Mental Health Spending, Presidential Search Guidelines
- **Presentations**
  - Cannoneer Kick-off on August 26, 2022
  - Middle States Update

### **Student Trustee Update**

Student Trustee Dioseline Osorio submitted a written report with highlights as follows:

- **Campus Activities Board (CAB) / Student Activities & Inclusion**
  - Phi Theta Kappa Honor Society Induction Ceremony held on April 26
  - National Society of Leadership and Success Induction Ceremony scheduled for May 5
  - Black River Clean-up organized by student Justyce Countryman
    - Celebration of Earth Day
    - Community service project for PTK
- **Upcoming Events**
  - Spring Fest on May 10
  - Senior Send-off on May 20

## **President's Report**

### **Sabbatical Report: Joel LaLone**

#### **Professor of Math and Research Director for the Center for Community Studies**

Professor LaLone thanked Trustees for the opportunity of his Spring 2021 sabbatical, which was spent at Syracuse University (SU). During this time, Professor LaLone completed four activities - coursework in R statistical programming language and creation of an R language textbook for JCC students, coursework in GIS to map and display survey data geographically, coursework in machine learning and neural networks to create easy-to-understand dashboards of longitudinal data, and research in partnership with SU faculty on vaccine hesitancy. In the attached PowerPoint, Professor LaLone shared examples of the geospatial data and survey data dashboards.

As part of his sabbatical, Professor LaLone also shared Center for Community Studies best practices with SU and trained the sports analytics and public health departments at SU on engaging undergraduate students in human subject research. He noted the sabbatical was slightly different from originally planned, as SU did not have students physically on campus due to the pandemic.

### **Sabbatical Report: Mark Irwin, DVM**

#### **Professor of Biology and Coordinator of Zoo Technology Program**

Dr. Irwin thanked Trustees for the opportunity of his Spring 2021 sabbatical granted to commence work on the second edition of his *Zookeeping* textbook. Dr. Irwin submitted his proposal, signed the official agreement with the University of Chicago Press and began compilation of materials including new and expanded content. During the review of his proposal, industry professional referred to his first edition as the “bible for zookeepers”, a great compliment to Dr. Irwin’s work. In addition, Dr. Irwin shared that the first edition of *Zookeeping* was translated into a Spanish language edition. Dr. Irwin also provided a brief overview of the Zoo Technology AAS degree program at Jefferson including local and national affiliations and partnerships, collaborations with Zoo New York in Watertown and Rosamond Gifford Zoo in Syracuse for applied learning experiences, student demographics and alumni success stories (contained in the attached PowerPoint).

For her report, Dr. Stone updated Trustees on COVID-related matters, strategic initiatives, recent activities, and upcoming events (attached). Highlights include:

- The DRI implementation team is scheduling a walk-through of the downtown site for later this month and they have narrowed down name options to four that will be shared for community feedback
- E-Sports is garnering strong interest from current and prospective students
- Launch of META teletherapy for students, accessible 24 hours per day
- Workforce training initiatives this summer include 18 students in the second cohort of the home-based childcare training program, dental assisting and CDL-A training offered on campus, and in partnership with the Workplace both phlebotomy and medical assisting are being offered in Lewis County
- The Center for Community Studies released findings of the first ever “North Country Current Issues” survey

- Two of four Vice President for Academic Affairs finalists visited campus with two more to follow this week
- Celebrated Administrative Professionals Day and the Student Awards Ceremony
- Hosted the College's Middle States liaison, Dr. Terence Peavy, who met with various campus constituents and provided feedback on the draft Self Study design
- Engaged in Guided Pathways Institute 5
- Participated with a JCC delegate of faculty and staff at the American Association of Community Colleges' annual conference in New York City
- Upcoming activities: Recognition Celebration for faculty/staff, Athletic Banquet, Nurse Pinning and the 58<sup>th</sup> Spring Commencement (first in person since December 2019) with MG Beagle delivering the keynote address and Justyce Countryman speaking on behalf of the graduating class

**Budget and Planning Committee** - Committee Chair Michael Crowley

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

Trustee Crowley reviewed four budget amendments in Resolutions 121-22 through 124-22. Each resolution acknowledged new funding for a Center for Community Studies project, the Educational Opportunity Program, a VA grant and a federal SBDC grant, respectively. Upon motion by Mike Crowley, seconded by David Males, Resolutions 121-22, 122-22, 123-22 and 124-22 were approved unanimously as follows:

**RESOLUTION NO. 121-22:                    2021-2022 BUDGET AMENDMENT  
 CENTER FOR COMMUNITY STUDIES – DPAO SUMMER  
 CONCERT SERIES PROJECT**

**GRANT PERIOD:                                MARCH 1, 2022 – MAY 15, 2022**

**WHEREAS**, the College has received funding from the Disabled Persons Action Organization Foundation, Inc. (DPAO Foundation) to facilitate a planning session with the leadership team, a focus group workshop session with local media and entertainment leadership, and a workshop session with the leadership team;

**WHEREAS**, the goal of the project will be to assist the DPAO Foundation with analysis and recommendations regarding the future decisions and choices for the Summer Concert Series to be sponsored by the DPAO Foundation, Inc.;

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

**INCREASE REVENUE:**

Center Comm. Studies Grant – Local Grants & Contracts	2803-3011-5430	<u>\$ 2,000.00</u>
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<b>Total Revenue Increase</b>	<b>\$2,000.00</b>
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**INCREASE EXPENDITURE:**

Center Comm. Studies Grant – Prof PT	2803-3011-6102	\$ 1,217.00
Center Comm. Studies Grant – State TRS	2803-3011-6202	160.00
Center Comm. Studies Grant – Social Security	2803-3011-6204	120.00
Center Comm. Studies Grant – Workers Comp	2803-3011-6205	24.00
Center Comm. Studies Grant – Indirect Cost	2803-3011-7231	79.00
Center Comm. Studies Grant – Prof Service Fees	2803-3011-7241	<u>\$ 400.00</u>

**Total Expenditure Increase      \$2,000.00**

**RESOLUTION NO. 122-22:      2021-2022 BUDGET AMENDMENT  
EDUCATIONAL OPPORTUNITY PROGRAM (EOP)  
GRANT**

**GRANT PERIOD:                      SEPTEMBER 1, 2021 – AUGUST 31, 2022**

**WHEREAS**, funds have been received from the State University of New York’s (SUNY) Educational Opportunity Program (EOP) to provide access, academic support and financial aid to full-time, matriculated, New York State students who show promise for succeeding in college but who may not have otherwise been offered admission;

**WHEREAS**, the College received notification of additional funding from the State as part of the 2022 Special Initiative;

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

**INCREASE REVENUE:**

Educ. Opportunity Prog (EOP) –State Grants	2618-3011-5420	<u>\$ 8,700.00</u>
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**Total Revenue Increase      \$ 8,700.00**

**INCREASE EXPENDITURE:**

Educ. Opportunity Prog (EOP) –Schol Awards	2618-3011-7512	<u>\$ 8,700.00</u>
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**Total Expenditure Increase      \$ 8,700.00**

**RESOLUTION NO. 123-22:      MAY 4, 2022**

**SUBJECT:                              2021-2022 BUDGET AMENDMENT  
VA REPORTING FEES GRANT**

**GRANT PERIOD:                      SEPTEMBER 1, 2021 – AUGUST 31, 2022**

**WHEREAS**, funds titled as reporting fees payable have been received from the Department of Veterans Affairs (VA) to support programs for veterans at Jefferson Community College;

**WHEREAS**, the sponsor agency is required to place the funds received in a grant account to properly account for the funding source and expenditures therein;

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

**INCREASE REVENUE:**

VA Reporting Fees Grant – Local Revenue	2834-3011-5430	<u>\$ 5,376.00</u>
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**Total Revenue Increase \$ 5,376.00**

**INCREASE EXPENDITURE:**

VA Reporting Fees Grant – Professional PT	2834-3011-6102	\$ 4,948.00
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VA Reporting Fees Grant – Social Security	2834-3011-6204	\$ 379.00
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VA Reporting Fees Grant – Workers Comp	2834-3011-6205	<u>\$ 49.00</u>
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**Total Expenditure Increase \$ 5,376.00**

**RESOLUTION NO. 124-22: 2021-2022 BUDGET AMENDMENT  
SBDC FEDERAL GRANT**

**GRANT PERIOD: OCTOBER 1, 2021 – SEPTEMBER 30, 2022**

**WHEREAS**, the Small Business Development Center (SBDC) has received Federal funding to provide outreach to rural areas in Jefferson, Lewis and Oswego counties;

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

**INCREASE REVENUE:**

SBDC Federal Grant – Revenue	2530-3011-5410	<u>\$280,281.00</u>
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**Total Revenue Increase \$280,281.00**

**INCREASE EXPENDITURE:**

SBDC Federal Grant – Professional FT	2530-3011-6101	\$158,829.00
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SBDC Federal Grant – Premium Earnings	2530-3011-6110	5,000.00
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SBDC Federal Grant – State ERS	2530-3011-6201	8,812.00
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SBDC Federal Grant – TIAA CREF	2530-3011-6203	7,328.00
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SBDC Federal Grant – Social Security	2530-3011-6204	12,533.00
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SBDC Federal Grant – Workers Compensation	2530-3011-6205	1,638.00
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SBDC Federal Grant – Life Insurance	2530-3011-6206	11.00
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SBDC Federal Grant – Disability Insurance	2530-3011-6208	24.00
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SBDC Federal Grant – Health Insurance	2530-3011-6209	47,916.00
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SBDC Federal Grant – Office Supplies	2530-3011-7109	1,000.00
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SBDC Federal Grant – Indirect Cost	2530-3011-7231	30,030.00
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SBDC Federal Grant – Prof Service Fees	2530-3011-7241	3,000.00
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SBDC Federal Grant – Travel	2530-3011-7250	<u>\$ 4,160.00</u>
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**Total Expenditure Increase \$280,281.00**

Trustee Crowley presented Resolution 125-22 which accepts a gift of pre-stressed concrete bridge beams from Jefferson Concrete. The beams will be used in the College's upcoming turf field project. Upon motion by Mike Crowley, seconded by Pam Beyor-Murtha, Resolution 125-22 was approved unanimously as follows:

**RESOLUTION NO. 125-22                      ACCEPTANCE OF GIFT – TURF PROJECT  
PRESTRESSED CONCRETE BRIDGE BEAMS**

**WHEREAS**, Jefferson Concrete Corporation wishes to donate a quantity of six (6) prestressed concrete bridge beams to the College to be integrated into their turf project as retaining structures; and

**WHEREAS**, the current value is estimated at \$6,000 per beam (overall donation value \$36,000);

**NOW, THEREFORE BE IT RESOLVED**, that the Jefferson Community College Board of Trustees gratefully acknowledges the generous donation of these beams per the attached donation letter.

Financial Statements – February and March 2022

EVP Dupee provided an overview of financials, focusing on the March 2022 reports. Revenues stand at \$25.3M, which is down \$1.6M from last year, due primarily to decreased enrollment and lower tuition revenue. Decreases in enrollment-related offsetting revenue accounts for about \$400K of the \$1.6M decrease. Personnel expenses are higher than compared to last year, however March had three payrolls whereas last year the three payrolls occurred in April. There were no questions.

Upon a motion made by Mike Crowley, seconded by Damon Draught, the Board unanimously accepted February 2022 and March 2022 financial reports.

**Academic and Educational Services Committee** - Committee Chair David Males

Trustee Males reported the Academic & Educational Services Committee met on April 20, 2022. He presented a resolution to change the names of two current chemical dependency programs to reflect more accurately the academic content of the program. There are no changes in either the AAS or the certificate program curriculums. On motion by David Males, seconded by Beth Fipps, the Board unanimously approved the program name changes in Resolution 126-22 as follows:

**RESOLUTION NO. 126-22                      APPROVAL OF PROGRAM NAME CHANGES:  
CHEMICAL DEPENDENCY AAS and CERTIFICATE TO  
ADDICTION STUDIES AAS and CERTIFICATE**

**WHEREAS**, the Curriculum Committee of the College Senate has recommended a name change to better reflect the content and focus of the Chemical Dependency AAS and Chemical Dependency Certificate program curriculums.

**NOW, THEREFORE, BE IT RESOLVED**, that the Jefferson Community College Board of Trustees does hereby approve a change in the name of the Chemical Dependency AAS program to Addiction Studies AAS and a change in the name of the Chemical Dependency Certificate program to Addiction Studies Certificate, effective with the fall 2022 semester.

**Middle States Update:** Trustee Males reported on the recent visit of Jefferson’s Middle States Liaison, Dr. Terence Peavy. Dr. Peavy offered a few minor suggestions to improve the College’s planned self study design and also recommended appointing vice chairs for each standards workgroup. Overall, Dr. Peavy was very complimentary of the work and organization skills of the Middle States Steering Committee.

**Facilities Committee** – Committee Chair Pamela Beyor-Murtha

Trustee Beyor-Murtha advised that the Facilities Committee did not meet in April. However, she noted that bids for the turf field project are due on May 19 and she will have a report at the June meeting.

**Personnel Committee** – Committee Chair Nathan Hunter

No report.

**Other Business**

President Stone presented the proposed Holiday Schedule for 2022-2023 in Resolution 127-22. Upon motion by Beth Fipps, seconded by Nathan Hunter, the resolution setting the 2022-2023 holiday schedule was approved unanimously as follows:

**RESOLUTION NO. 127-22                      2022-2023 HOLIDAY SCHEDULE**

The College will be closed for business on the following days:

Monday	09/05/22	Labor Day
Thursday	11/24/22	Thanksgiving Day
Friday	11/25/22	Thanksgiving Holiday
Monday,	12/26/22	Christmas Day (Observed)
Tuesday	12/27/22	Christmas Holiday
Wednesday	12/28/22	Christmas Holiday
Thursday	12/29/22	Christmas Holiday
Friday	12/30/22	New Year's Day (Observed)
Monday	01/16/23	Dr. Martin Luther King Jr. Day
Monday	05/29/23	Memorial Day
Monday	06/19/23	Juneteenth
Tuesday	07/04/23	Independence Day



Dr. Stone presented contracts for ratification in Resolution 128-22. Upon motion by Pam Beyor-Murtha, seconded by David Males, the resolution ratifying all contracts passed unanimously.

**RESOLUTION NO. 128-22**

**RATIFICATION OF CONTRACTS**

**Disabled Persons Action Organization**

**Elsevier**

**Jefferson-Lewis Board of Cooperative Services**

**Mann Easton, Tana**

**National Tractor Trailer School**

**New York State Unified Court System**

**On Course Workshops (2)**

**St. Lawrence Health System**

**SUNY Research Foundation**

**Symlicity**

**Truth Initiative**

**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:

**Disabled Persons Action Organization**

*(services contract, Center for Community Studies survey)*

**Elsevier**

*(participating institution agreement, license for library resources)*

**Jefferson-Lewis Board of Cooperative Services**

*(legal services agreement)*

**Mann Easton, Tana**

*(speaker agreement, Center for Professional Excellence)*

**National Tractor Trailer School**

*(CDL-A training program, workforce development)*

**New York State Unified Court System**

*(internship agreement, human services/chemical dependency programs)*

**On Course Workshops (2)**

*(training agreement – June 6-9, Center for Professional Excellence)*

*(training agreement – June 10, Center for Professional Excellence)*

**St. Lawrence Health System**

*(clinical agreement, nursing program)*

**SUNY Research Foundation**

*(funding agreement, Small Business Development Center)*

**Symlicity**

*(software contract, accommodative services)*

**Truth Initiative**  
*(grant extension, smoke/vape-free campus)*

**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 Beth Fipps, the Board adjourned to Executive Session at 5:02 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

**Reconvention**

The Board reconvened in open session at 6:09 p.m.

**Schedule of Upcoming Meetings and Events**

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

- Recognition Celebration – May 6, 2022. Friday at 3:45 p.m.
- Budget Workshop – May 10, 2022, Tuesday at 4:00 p.m.
- Athletic Banquet – May 11, 2022, Wednesday at 5:30 p.m.
- Lunch & Learn – May 16, 2022, Monday at 12:00 p.m.
- Academic & Educational Services Committee Meeting – May 18, 2022, Wednesday at 3:00 p.m.
- Personnel Committee Meeting – May 18, 2022, Wednesday at 4:00 p.m.
- Nurse Pinning – May 19, 2022, Thursday at 6:00 p.m.
- Commencement Ceremony – May 20, 2022, Friday at 7:00 p.m.
- Budget and Planning Committee Meeting – June 1, 2022, Wednesday at 3:00 p.m.
- Board of Trustees Meeting – June 1, 2022, Wednesday at 4:00 p.m.

**Adjournment** - On a motion made by Cindy Intschert, seconded by Beth Fipps, the meeting adjourned at 6:12 p.m.

Respectfully submitted,

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Karen J. Freeman  
Secretary to the Board of Trustees