



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES February 1, 2023

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, February 1, 2023 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
Beth Fipps
Nathan Hunter
Cindy Intschert
David Males (via telephone, non-voting)

Administrative Staff:

Dan Dupee, Administrator-in-Charge
Jerilyn Fairman, Interim Vice President for Academic Affairs

Call to Order Chair Judy Gentner called the meeting to order at 4:06 p.m.

Approval of Minutes

On a motion made by Beth Fipps, seconded by Cindy Intschert, the minutes of the January 4, 2023 meeting were approved unanimously.

Introductions of Guests

Jack Donato, Professor and FAJCC President
Ben Foster, Executive Director, JCC Foundation
Joanna Habermann, Director of Community Services
Tim Hammond, The Bonadio Group
Gillian Maitland, Director of Marketing & Communications
Sintia Marshall, Comptroller
Sidney Pond, Executive Director of Auxiliary Services and Accounting
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)
Gabby Thompson, Interim Dean of Students

Irene Wilder, Assistant Professor and FAJCC Representative
Kerry Young, Associate Vice President for Human Resources

Privilege of the Floor – None.

So that Tim Hammond from the Bonadio Group could answer any questions and get back on the road to Syracuse, Chair Gentner asked Trustee Draught to present Resolution, 113-23, acceptance of the College Audit. Trustee Draught noted the College's audit received a clean, unmodified opinion from the auditors. Upon motion made by Damon Draught, seconded by Nathan Hunter, the Board unanimously accepted the FY22 College Audit as attached in Resolution 113-23.

RESOLUTION NO. 113-23: ACCEPTANCE OF COLLEGE AUDIT

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of Jefferson Community College for the year ending August 31, 2022 as prepared by The Bonadio Group.

JCC Foundation Update

Trustee Beth Fipps, summarized the written Foundation report as follows:

- **Solicitations**
 - Annual Fund: 116 donors, \$20,500 to date
 - Total Giving: 168 donors, \$32,770 to date
 - Faculty/Staff Campaign:
 - 41 donors/\$9,673 to the Annual Fund with 54 donors/\$17,128 in total giving
 - Trustee Fipps thanked those who contributed to the Faculty/Staff Campaign
 - Jefferson-Can Community Scholars Alumni Appeal will be sent out this month
 - Annual Appeal signed by Executive Director will be mailed in March

- **Corporate Partnerships:** Renewals are confirmed except for three that are still in progress

Student Trustee Update

Student Trustee Gianna Donahue summarized the written Student Trustee report as follows:

- **Student Government Association**
 - The meeting schedule for Student Assembly and Executive Committee is set; any faculty or staff member is welcome to attend
 - SGA Representative Recruitment - seeking commuter student, residence hall student, non-traditional student, and member from a student leader group
 - SGA is seeking a Marketing Manager as the last graduated in December
 - Club Fair will be held on February 15 and 16

Campus Activities Board / Student Activities & Inclusion

- Welcome Week was held January 23-27 with lots of activities (such as yoga, meditation) with a daily average participation rate of 117 students.
- Black History Month was celebrated with a virtual conversation with CR Gibbs on African American inventors, virtual bingo and the giveaway of black history calendars illustrated by artist Annie Lee.

There were no questions.

President's Report

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

- Spring enrollment is up 2.7% over last year; 2,068 total headcount
 - There are currently 120 students living in the residence hall including 12 international students (majority from Canada) and 13 out-of-state students. Dr. Dupee noted that matching out-of-state to NYS tuition likely increased this number over last year.
- Budget Advocacy has shed light on the amount community colleges receive as compared to state-operated campuses. NYCCAP is advocating for 100% of the floor at current levels and \$40M (an increase of \$5M) of the \$60 million allocated to SUNY schools for enrollment and special initiatives.
- Partnerships & Collaboration – continuing conversations with SUNY and other community colleges regarding ways to bring high needs, high cost programs to the region including possibly surg tech and dental hygiene.
- An emergency training, active shooter exercise was held on start-up day with the full campus and most local law enforcement agencies taking part.
- Recent activities include a healthcare industry roundtable with 50 attendees from around the community, attending Fort Drum's strategic plan rollout and a meeting with Global Foundries about future workforce needs of companies like them and Micron.
- Cabinet recently hosted Trivia Night with about 45 faculty/staff participants and Jefferson Fridays, which was well-received in the Fall, is kicking off again for the Spring semester.
- Upcoming activities include the Chamber's Economic Impact Forum, Business Leaders Breakfast in Lewis County, the ACEN visit and SUNY President's meetings.
- The College has also been asked to host a visit by new SUNY Chancellor, Dr. John King, tentatively scheduled for February 13.

Lastly, Dr. Dupee updated Trustees on progress with the four Cabinet goals of Serving Students Well, Assessment, Structure and Campus Culture.

- Serving Students Well: highlights include holding School-based events, making the academic calendar more student-friendly, redesigning specific areas of the website, putting an RFP out for bookstore services, constructing a turf field, launching eSports and improving amenities in East Hall
- Assessment: created an assessment warehouse and minutes warehouse, begun implementation of CAS standards in Student Activities and Admissions departments, implemented customer satisfaction surveys and completed paid advertising and web analytics review
- Structure: initiated organizational structure survey with Center for Community Studies to provide feedback on campus leadership structure to next president; 129 employees took part in December

focus groups. Next steps are to compare Jefferson with other colleges of similar size, survey the campus community and report out in May on the findings.

Foundation Presentation: Ben Foster, Executive Director

Ben Foster provided an update on JCC Foundation activities including the status of the endowment, fundraising priorities, donor profile and new initiatives.

- The endowment is approximately \$7.6M which is down about a half million since FY21.
- Fundraising priorities: the annual fund is the first priority every year, also Scholarships, athletics and other (such as the opportunity fund)
- Donor Profile: the number of donors is up by 59 as compared to FY21, more than 90% of donors are repeat donors. The challenge is growing the donor base, which can be difficult in a community college. The Foundation is utilizing a targeted and thoughtful direct email campaign.
- Future Initiatives include; growing the Opportunity fund to help students with short-term need relating to food, technology, “life” such as car problems and transportation; athletic sponsorships to bring community into initiatives like the turf field; a re-vamp of the Alumni Advisory Council which now includes 2 seats on the Foundation Board of Directors; Planned Giving which takes time and resources; and holding off on big events for the time being, until a new president is in place and there will be events around The NEST (DRI) and an inauguration.

Questions pertained to the percentage of alumni who donate (unsure, we do not have good alumni contact info), how many of the college’s vendors donate (a moderate amount), and if there is an established goal for the endowment (about \$10M).

Budget and Planning Committee - Committee Chair Damon Draught

Trustee Draught presented three budget amendments all acknowledging new funding. Resolution 114-23 accepts grant funding for the College-in-Prison program, Resolutions 115-23 and 116-23 accept SUNY Workforce Development funding for Excel training and ServSafe training respectively.

Upon motion by Damon Draught, seconded by Gianna Donahue, Resolutions 114-23,115-23 and 116-23 were approved unanimously as follows:

**RESOLUTION NO. 114-23: 2022-2023 BUDGET AMENDMENT
COLLEGE-IN-PRISON REENTRY INITIATIVE GRANT**

WHEREAS, the College has received state funding from New York State Office of the District Attorney, New York County (DANY) under the College-in-Prison Initiative for nearby correctional facilities in Cape Vincent and Gouverneur.

WHEREAS, the College will provide programming to include college-level instruction and reentry support with provision of performance measurement data after programming ends for use in an evaluation of the program;

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

INCREASE REVENUE:

College-in Prison Grant – State Grants & Contracts	2629-3011-5420	\$ 226,190.15
Total Increase Revenue		\$ 226,190.15

INCREASE EXPENDITURES:

College-in Prison Grant – Professional Full Time	2629-3011-6101	\$ 8,500.00
College-in Prison Grant – Professional Adjuncts	2629-3011-6103	77,274.70
College-in Prison Grant – State TRS	2629-3011-6202	12,682.74
College-in Prison Grant – TIAA CREF	2629-3011-6203	24,568.20
College-in Prison Grant – Social Security	2629-3011-6204	6,649.57
College-in Prison Grant – Workers Compensation	2629-3011-6205	872.04
College-in Prison Grant – Audio Visual Equipment	2629-3011-7007	2,728.00
College-in Prison Grant – Instructional Supplies	2629-3011-7108	29,773.98
College-in Prison Grant – Indirect Cost	2629-3011-7231	62,776.17
College-in Prison Grant – Travel	2629-3011-7250	<u>\$ 364.75</u>

Total Increase Expenditures \$ 226,190.15

**RESOLUTION NO. 115-23: 2022-2023 BUDGET AMENDMENT
SUNY WORKFORCE DEVELOPMENT TRAINING**

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

WHEREAS, the College has received an increase in 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>\$ 3,665.00</u>
--	----------------	--------------------

Total Revenue Increase \$ 3,665.00

INCREASE EXPENDITURE:

SUNY WDT Grant- Prof Adjuncts- PT	2701-3011-6103	\$ 2,293.00
SUNY WDT Grant- Indirect Cost	2701-3011-7231	<u>\$ 1,372.00</u>

Total Expenditure Increase \$ 3,665.00

**RESOLUTION NO. 116-23: 2022-2023 BUDGET AMENDMENT
SUNY WORKFORCE DEVELOPMENT TRAINING**

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

WHEREAS, the College has received an increase in funding from SUNY Workforce Development to provide ServSafe 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 \$ 2,354.00

Total Revenue Increase \$ 2,354.00

INCREASE EXPENDITURE:

SUNY WDT Grant- Prof Adjuncts 2701-3011-6103 \$ 619.00

SUNY WDT Grant- Instructional Supplies 2701-3011-7108 561.00

SUNY WDT Grant- Indirect Cost 2701-3011-7231 1,153.00

SUNY WDT Grant- Prof. Service Fees 2701-3011-7250 \$ 21.00

Total Expenditure Increase \$ 2,354.00

Financial Statements: December 2022

Executive Director for Accounting and Auxiliary Services, Sid Pond, reviewed the financial reports for December 2022. He reported that fall tuition revenue was \$330K higher than budget, and spring tuition is \$105K more than last year at this time with spring enrollment currently 2.7% higher than last year at this time. Expenses are in line with budget and down \$786K from last year at this time. Mr. Pond advised that personnel and utilities, while down this month, will “catch up” next month. Mr. Pond reported that cash investments in Treasuries has resulted in \$43,000 in interest revenue from September 1 through December 31, 2022. There were no questions.

Upon motion made by Damon Draught, seconded by Pam Beyor-Murtha, the Board unanimously accepted December financial reports.

Academic and Educational Services Committee - Committee Chair David Males

Trustee Males reported the Academic & Educational Services Committee met on January 25. The committee reviewed a new Transfer Credit Policy that formalizes the College’s current practice. Upon motion by committee member Judy Gentner, seconded by Damon Draught, the Transfer Credit Policy in Resolution 117-23 was approved unanimously as follows:

RESOLUTION NO. 117-23: TRANSFER CREDIT POLICY

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

Facilities Committee – Committee Chair Pamela Beyor-Murtha

No Report.

Personnel Committee – Committee Chair Nathan Hunter

Trustee Hunter reported the Personnel Committee met on January 25 and is bringing forward two resolutions for action. Upon presentation and motion by Nathan Hunter, seconded by Beth Fipps,

Resolution 118-23 establishing the 2023-2024 Holiday Schedule was approved unanimously as follows:

RESOLUTION NO. 118-23: 2023-2024 HOLIDAY SCHEDULE

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

- Monday, 09/04/23 Labor Day
- Thursday, 11/23/23 Thanksgiving Day
- Monday, 12/25/23 Christmas Day (Observed)
- Tuesday, 12/26/23
- Wednesday, 12/27/23
- Thursday, 12/28/23
- Friday, 12/29/23
- Monday, 01/01/24 New Year's Day
- Monday, 01/15/24 Dr. Martin Luther King Jr. Day
- Monday, 05/27/24 Memorial Day
- Wednesday, 06/19/24 Juneteenth
- Thursday, 07/04/24 Independence Day

Trustee Hunter presented a resolution for a director of nursing position, noting it is a 12-month professional staff title with some teaching responsibility. Following a wording change in the job description (“must possess or obtain within 90 days”), and motion by Nathan Hunter, seconded by Cindy Intschert, Resolution 119-23 was approved unanimously as follows:

**RESOLUTION NO. 119-23: JOB TITLE AND CLASSIFICATION
Director of Nursing**

BE IT RESOLVED, that pursuant to Section 201.7 (a) of the New York State Department of Civil Service Rules and Regulations, the Board of Trustees of Jefferson Community College determines the position of:

Director of Nursing

be classified as professional service as defined in Section 6306 of Education law.

Other Business

Dr. Dupee presented contracts for ratification in Resolution 120-23. Upon motion by Beth Fipps, seconded by Damon Draught, the resolution ratifying all contracts passed unanimously.

RESOLUTION NO. 120-23: RATIFICATION OF CONTRACTS
Ellucian
Lightcast
Neufeld, Garth
New York State Department of Labor
State University of New York Online Services

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:

Ellucian
(support services agreement, Instructional Technology Helpdesk)

Lightcast
(two software licenses: Career Coach and Analyst, student success and strategic initiatives departments)

Newfeld, Garth
(guest speaker, Center for Professional Excellence)

New York State Department of Labor
(grant funding contract, pre-apprenticeship construction training)

State University of New York Online Services
(participating institution agreement, helpdesk and online application support, institutional technology)

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 Nate Hunter, seconded by Pam Beyor-Murtha, the Board adjourned to Executive Session at 5:26 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 5:43 p.m.

Schedule of Upcoming Meetings and Events

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

- SUNY Chancellor Campus Visit – February 13 at Time TBD
- Academic & Educational Services Committee Meeting – Feb. 15 at 3:00 p.m.
- Personnel Committee Meeting – February 15 at 4:00 p.m.
- Facilities Committee Meeting – February 27 at 4:00 p.m.
- Budget and Planning Committee Meeting – March 7* at 3:00 p.m.
- Board of Trustees Meeting – March 7* at 4:00 p.m.

*Tuesday

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

Adjournment

On a motion made by Pam Beyor-Murtha, seconded by Beth Fipps, the meeting adjourned at 5:44 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board of Trustees