



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES January 4, 2023

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, January 4, 2023 in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

Attendance:

Trustees Present:

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

Administrative Staff:

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

Call to Order Chair Judy Gentner called the meeting to order at 4:00 p.m.

Approval of Minutes

On a motion made by Nathan Hunter, seconded by Gianna Donahue, the minutes of the December 7, 2022 meeting were approved unanimously.

Introductions of Guests

Ben Foster, Executive Director, JCC Foundation
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)
John Trumbell, FAJCC Vice President and Coordinator of Continuing Education
Kerry Young, Associate Vice President for Human Resources

Privilege of the Floor – None.

JCC Foundation Update

Ben Foster, executive director, summarized the written Foundation report as follows:

- November solicitation signed by Chair Gentner has garnered 75 gifts and \$15,405 to date;
- Thanked all who attended the successful *Celebrate Jefferson* event – there were 70 attendees;
- Corporate sponsorship letters were mailed and follow up is occurring; if there are businesses that Trustees recommend the College connect with, please let Ben know.

There were no questions.

Student Trustee Update

No report.

President's Report

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

- Winter enrollment is up 23.6% over last year; spring enrollment is up about 5% over last year at this time. High school and new student registrations are strong. There are currently 115 students expected to live in the residence hall and this number will likely increase a bit more.
- The organizational structure survey is moving along with 129 of 169 full time employees taking part in December focus groups.
- The College is working on FY24 budget development and the FY23 audit is nearly complete.
- He is part of a small group of SUNY presidents participating in a SUNY Enrollment Initiatives group with SUNY's new Deputy Vice Chancellor for Enrollment; the focus is on smarter collaboration to benefit all of SUNY.
- Jefferson has received several small (less than \$5,000 each) grants to provide specific workforce training in the areas of construction, Excel and ServSafe.
- Conversations with other community colleges regarding dental hygiene and surgical tech programs are continuing with meetings in January.
- The budget advocacy document developed by NYCCAP has changed slightly after receiving feedback from state government liaisons; Karen will forward the updated document.
- Recent activities include the Middle States Conference, Cannoneer Holiday Party with 125 in attendance, Nurse Pinning and Fall Commencement; and, the College hosted the swearing-in ceremony for new Jefferson County Sheriff Pete Barnett.
- Jefferson Fridays wrapped up with 350 entries in the fall drawing. Feedback has been very positive with many employees wearing JCC gear without entering the drawing. This will continue in the Spring semester.
- Participated in an introductory phone call with new SUNY Chancellor John King. He has extended an invitation to participate in a healthcare/workforce needs committee.

**RESOLUTION NO. 101-23: 2022-2023 BUDGET AMENDMENT
SUNY/MVCC RENZI APPRENTICESHIP PROGRAM GRANT**

GRANT PERIOD: NOVEMBER 1, 2022 – MAY 31, 2023

WHEREAS, funds have been received from the State University of New York (SUNY) to support marketing activities, including industry roundtables, and curriculum development for apprenticeships;

WHEREAS, per a MOU, Mohawk Valley Community College (MVCC) will offer funding to JCC to facilitate apprenticeships in the field of business as part of the SUNY Apprenticeship Program;

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

INCREASE REVENUE:

MVCC Apprenticeship Program –State Grants	2652-3011-5420	<u>\$ 77,000.00</u>
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Total Revenue Increase \$ 77,000.00

INCREASE EXPENDITURE:

MVCC Apprenticeship Program- Prof PT Adjunct	2652-3011-6103	\$ 3,366.00
MVCC Apprenticeship Program – TIAA CREF	2652-3011-6203	438.00
MVCC Apprenticeship Program – Social Security	2652-3011-6204	258.00
MVCC Apprenticeship Program – Workers Comp	2652-3011-6205	34.00
MVCC Apprenticeship Program – Instruct. Supplies	2652-3011-7108	570.36
MVCC Apprenticeship Program – Workshops	2652-3011-7253	2,310.00
MVCC Apprenticeship Program – Indirect	2652-3011-7231	<u>\$ 70,023.64</u>

Total Expenditure Increase \$ 77,000.00

**RESOLUTION NO. 102-23: 2022-2023 BUDGET AMENDMENT
TITLE III GRANT**

GRANT PERIOD: OCTOBER 1, 2022 – SEPTEMBER 30, 2023

WHEREAS, funds have been received from the U.S. Department of Education through the Title III Grant to fund various initiatives to enhance instruction and student success;

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

INCREASE REVENUE:

Title III Grant –Federal Grants & Contracts	2550-3011-5410	<u>\$425,000.00</u>
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Total Revenue Increase \$425,000.00

INCREASE EXPENDITURE:

Title III Grant – Prof F/T	2550-3011-6101	\$231,000.00
Title III Grant – Prof Adjuncts	2550-3011-6103	32,000.00

Title III Grant – Prof Stipends	2550-3011-6104	30,000.00
Title III Grant – State ERS	2550-3011-6201	16,600.00
Title III Grant – State TRS	2550-3011-6202	2,084.00
Title III Grant –TIAA CREF	2550-3011-6203	1,700.00
Title III Grant – Social Security	2550-3011-6204	15,531.00
Title III Grant – Workers Comp	2550-3011-6205	2,000.00
Title III Grant – Life Insurance	2550-3011-6206	135.00
Title III Grant – Disability Insurance	2550-3011-6208	350.00
Title III Grant – Health Insurance	2550-3011-6209	40,000.00
Title III Grant – Prof Benefits	2550-3011-6221	1,600.00
Title III Grant – Prof Service Fees	2550-3011-7241	12,000.00
Title III Grant – Staff Development	2550-3011-7246	20,000.00
Title III Grant – Travel	2550-3011-7250	15,000.00
Title III Grant – Workshops/Seminars	2550-3011-7253	<u>\$ 5,000.00</u>

Total Expenditure Increase \$425,000.00

Financial Statements: November 2022

Interim VP Bill Emm reviewed the financial reports for November 2022. Fall tuition revenue is higher than budgeted due to higher than projected enrollment; spring revenue is flat in comparison with last year at this time. Overall, revenue is down about \$2M from a year ago, and this is due primarily to nearly all HEERF funds now being utilized. Expenses are in line with budget and down about \$347K from last year, mostly in the personnel area. The College has invested \$5.5M in short-term Treasury bills. There were no questions.

Upon motion made by Damon Draught, seconded by Mike Crowley, the Board unanimously accepted November financial reports.

Academic and Educational Services Committee - Committee Chair David Males

Trustee Males reported the Academic & Educational Services Committee met on December 21. The committee reviewed a recommendation to discontinue one program, the General Studies Certificate, which was deactivated in 2010, as well as reviewed seven associate of science (A.S.) program revisions to bring degree requirements up-to-date with new SUNY General Education requirements.

Upon motion by committee member Judy Gentner, seconded by Cindy Intschert, the program discontinuance in Resolution 103-23, and the program revisions in resolutions 104-23, 105-23, 106-23, 107-23, 108-23, 109-23 and 110-23 were approved unanimously as follows:

**RESOLUTION NO. 103-23: DISCONTINUANCE OF PROGRAM
GENERAL STUDIES CERTIFICATE**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the discontinuance of the General Studies Certificate effective April 2023.

**RESOLUTION NO. 104-23: APPROVAL OF PROGRAM REVISIONS
BUSINESS ADMINISTRATION A.S.**

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

**RESOLUTION NO. 105-23: APPROVAL OF PROGRAM REVISIONS
BUSINESS ADMINISTRATION A.S. / B.S.
JOINTLY REGISTERED with SUNY POTSDAM**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves revisions to the Business Administration A.S. / B.S degree program jointly registered with SUNY Potsdam as outlined in the attached proposal.

**RESOLUTION NO. 106-23: APPROVAL OF PROGRAM REVISIONS
COMPUTER SCIENCE A.S.**

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

**RESOLUTION NO. 107-23: APPROVAL OF PROGRAM REVISIONS
EARLY CHILDHOOD A.S.**

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

**RESOLUTION NO. 108-23: APPROVAL OF PROGRAM REVISIONS
HEALTHCARE MANAGEMENT A.S.**

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

**RESOLUTION NO. 109-23: APPROVAL OF PROGRAM REVISIONS
LIBERAL ARTS & SCIENCES – NATURAL SCIENCES A.S.
ALLIED HEALTH & BIOLOGICAL SCIENCES CONCENTRATION
PHYSICAL SCIENCES CONCENTRATION**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves revisions to the Liberal Arts & Sciences – Natural Sciences A.S. degree program, Allied Health and Biological Sciences Concentration and the Physical Sciences Concentration, as outlined in the attached proposal.

**RESOLUTION NO. 110-23: APPROVAL OF PROGRAM REVISIONS
SPORTS MANAGEMENT A.S.**

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

Middle States Update

Trustee Males reported that four of the seven Middle States standards are complete and submitted to self-study editor Mike Avery. The remaining three standards are due March 1 and overall the College remains on schedule. Our liaison, Dr. Peavy, was at the Middle States Conference in December and complemented Jefferson for the five-person contingent, including the Administrator-in-Charge, in attendance at the conference.

Facilities Committee – Committee Chair Pamela Beyor-Murtha

The Facilities Committee did not meet this past month, however Trustee Beyor-Murtha reported that the turf field project is still scheduled for completion in late April - early May, even with the snowstorms delaying the project by a week or two. Work is finishing up on the stone base that provides the proper slope for the field, the light poles have all been installed and curbing for the field is near completion as are the fencing posts. At this point, there is not a firm date for the turf to be put down, as it is weather dependent.

Personnel Committee – Committee Chair Nathan Hunter

Trustee Hunter reported the Personnel Committee met on December 21 and he is bringing forward a resolution to approve revisions to the Management/Confidential (M/C) Terms and Conditions of Employment. Upon motion by Nathan Hunter, seconded by Damon Draught, Resolution 111-23 approving revisions to the M/C Terms and Conditions of Employment was passed unanimously as follows:

**RESOLUTION NO. 111-23: MANAGEMENT / CONFIDENTIAL
TERMS AND CONDITIONS OF EMPLOYMENT**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached Terms and Conditions of Employment for Management / Confidential Employees of the College.

Other Business

Dr. Dupee presented contracts for ratification in Resolution 112-23. Upon motion by Pam Beyor-Murtha, seconded by Cindy Intschert, the resolution ratifying all contracts passed with eight (8) “yes” votes and one abstention by Trustee Fipps.

RESOLUTION NO. 112-23: RATIFICATION OF CONTRACTS

**Modern Campus
Samaritan Medical Center
SUNY Research Foundation**

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:

Modern Campus
(services agreement, website video development)

Samaritan Medical Center
(internship agreement, allied health, business and human services programs)

SUNY Research Foundation
(survey agreement, Center for Community Studies)

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.

Spring Semester Convocation: Wednesday, January 18, 2023
Academic & Educational Services Committee Meeting - Wednesday, January 25, 2023 at 3:30 p.m.
Personnel Committee Meeting – Wednesday, January 25, 2023 at 4:00 p.m.
Budget and Planning Committee Meeting – February 1, 2023, Wednesday at 3:00 p.m.
Board of Trustees Meeting – February 1, 2023, Wednesday 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 Nathan Hunter, seconded by Cindy Intschert, the meeting adjourned at 4:44 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board of Trustees