



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES January 3, 2024

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, January 3, 2024, 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
Beth Fipps
Judy Gentner
Cindy Intschert
Taylor LaClair
Nathan Hunter
Stephen Todd

Administrative Staff:

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

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

Approval of Minutes

On a motion made by Cindy Intschert, seconded by Pam Beyor-Murtha, the minutes of the December 6, 2023 meeting were approved unanimously.

Introductions of Guests

Ben Foster, Executive Director, JCC Foundation
Scott Shaeffer, Associate Vice President for STEM & Health Professions
Kerry Young, Associate Vice President for Human Resources

Privilege of the Floor – None.

JCC Foundation –Nathan Hunter

No report.

Student Trustee Report – Tye LaClair

No report.

President's Report

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

- Winter enrollment is up 3.5% and Spring enrollment is down about 7%, primarily due to high school EDGE enrollments. Spring is expected to increase and be closer to 3-4% down.
- Meetings with Assemblymembers Blankenbush and Gray, and Senator Walczyk regarding budget advocacy. Senator Walczyk already submitted a letter to Governor Hochul expressing support for \$97M in funding for SUNY community colleges.
- The North Country Regional Economic Development Council (REDC) was awarded \$10M to support initiatives that keep transitioning Soldiers working and living in the North Country after retirement from the military. It is unclear if any of that funding will go to Jefferson directly, but Steve Hunt did meet with President Dupee about how Jefferson can play a role in this initiative.
- Renovations on the NEST are going slower than expected and completion is now anticipated by the end of March 2024. The Foundation is planning to host a Business After Hours on April 17 if construction is complete.
- Recent activities include two open forums with students, a presentation to the Business Seminar, lunch with Student Government, and an open forum with faculty and staff on prior learning assessment.
- December's Nurse Pinning Ceremony celebrated 20 new nurses entering the workforce.
- Senior Send-off, held in lieu of a fall commencement ceremony, was attended by just over 20 candidates for December graduation.
- Upcoming events and activities include the next Workforce 2030 (SUNY) meeting, a Community Breakfast for North Country leaders, a graduation celebration at Cape Vincent Correctional Facility, a recognition event for students enrolled in the Direct Support Professional microcredential under the NYS Office of People with Developmental Disabilities (OPWDD) grant.
- Spring Semester Convocation Week is January 17-19. There will be some emergency exercises taking place that week along with Cannoneer Kickoff on Friday. Classes begin Monday, January 22.
- The Association of Community College Trustees (ACCT) National Legislative Summit will be held in Washington, DC, on February 4-6. President Dupee and Karen Freeman will attend an meet with elected officials regarding budget advocacy.

There were no questions.

Finance and Audit Committee - Committee Chair Damon Draught

Trustee Draught noted the Finance and Audit Committee met prior to the full Board meeting. He presented four 2023-2024 budget amendments. Resolutions 100-24, 101-24, 102-24 and 103-24 all recognize new or additional funding in the 2023-2024 budget.

Upon motion by Damon Draught, seconded by Judy Gentner, the budget amendments contained in resolutions 100-24, 101-24, 102-24 and 103-24 were approved unanimously as follows:

**RESOLUTION NO. 100-24: 2023-2024 BUDGET AMENDMENT
EDUCATIONAL OPPORTUNITY PROGRAM (EOP) GRANT**

GRANT PERIOD: SEPTEMBER 1, 2023 – AUGUST 31, 2024

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 funding will support programs at Jefferson that offer academic counseling, educational and career planning, financial advisement, and financial assistance;

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 \$ 105,000.00

Total Revenue Increase \$ 105,000.00

INCREASE EXPENDITURE:

Educ. Opportunity Prog (EOP) –Professional FT 2618-3011-6101 35,692.00

Educ. Opportunity Prog (EOP) –Student Tutors 2618-3011-6142 14,040.00

Educ. Opportunity Prog (EOP) –Scholarships 2618-3011-7512 \$ 55,268.00

Total Expenditure Increase \$ 105,000.00

**RESOLUTION NO. 101-24: 2023-2024 BUDGET AMENDMENT
SUNY 2020 - ROUND V GRANT**

GRANT PERIOD: NOVEMBER 1, 2023 – AUGUST 31, 2024

WHEREAS, the College has received funding from SUNY to expand opportunities for applied learning, create new programs aligned with community and workforce needs, and to increase adult learner enrollment;

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

INCREASE REVENUE:

SUNY 2020 Grant– Local Grants & Contracts 2656-3011-5420 \$ 292,128.00

Total Revenue Increase \$ 292,128.00

INCREASE EXPENDITURE:

SUNY 2020 Grant- Furniture 2656-3011-7002 92,128.00

SUNY 2020 Grant- Computer Equipment 2656-3011-7006 155,056.00

SUNY 2020 Grant- Audio Visual Equipment 2656-3011-7007 23,668.00

SUNY 2020 Grant- Supplies Audio Visual	2656-3011-7106	4,904.00
SUNY 2020 Grant- Supplies Computer	2656-3011-7107	1,584.00
SUNY 2020 Grant- Computer Software	2656-3011-7217	\$ <u>14,788.00</u>
Total Expenditure Increase		\$ 292,128.00

**RESOLUTION NO. 102-24: 2023-2024 BUDGET AMENDMENT
SUNY/MVCC APPRENTICESHIP PROGRAM RENZI GRANT**

GRANT PERIOD: NOVEMBER 1, 2023 – DECEMBER 31, 2027

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 2647-3011-5420 \$ 16,720.00

Total Revenue Increase \$ 16,720.00

INCREASE EXPENDITURE:

MVCC Apprenticeship Program – Indirect 2647-3011-7231 1,520.00

MVCC Apprenticeship Program- Scholarship Awards 2647-3011-7512 \$ 15,200.00

Total Expenditure Increase \$ 16,720.00

**RESOLUTION NO. 103-24: 2023-2024 BUDGET AMENDMENT
SUNY WORKFORCE DEVELOPMENT TRAINING**

GRANT PERIOD: SEPTEMBER 1, 2023 – AUGUST 31, 2024

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 \$ 44,934.00

Total Revenue Increase \$ 44,934.00

INCREASE EXPENDITURE:

SUNY WDT Grant- Civil Service-FT	2701-3011-6120	1,841.00
SUNY WDT Grant- Indirect Cost	2701-3011-7231	7,489.00
SUNY WDT Grant- Prof Service Fees	2701-3011-7241	34,119.00
SUNY WDT Grant- Scholarship Awards	2701-3011-7512	\$ <u>1,485.00</u>

Total Expenditure Increase \$ 44,934.00

Financial Statements: November 2023

VP Pond provided a brief overview of unaudited November 2023 financial reports. He noted that fall semester tuition revenue was below budget, however overall revenue is up just over 2% as compared to last year at this time. Expenses are down about 3% from budget. There were no questions.

On made by Damon Draught, seconded by Mike Crowley, the Board unanimously accepted November 2023 financial reports.

Academic and Educational Services Committee - Committee Chair Cindy Intschert

Trustee Intschert noted the Academic & Educational Services Committee met on December 20. She presented three academic program revisions in resolutions 104-24, 105-24 and 106-24. Most revisions were made to meet new General Education requirements and to add INT 111. Upon motion by Cindy Intschert, seconded by Damon Draught, academic program revisions in resolutions 104-24, 105-24 and 106-24 were approved unanimously as follows:

RESOLUTION NO. 104-24: APPROVAL OF PROGRAM REVISIONS
Accounting, A.A.S.

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

RESOLUTION NO. 105-24: APPROVAL OF PROGRAM REVISIONS
Applied Business Studies, A.O.S.

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

RESOLUTION NO. 106-24: APPROVAL OF PROGRAM REVISIONS
Zoo Technology, A.A.S.

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

Trustee Intschert then presented resolution 107-24 to approve the academic calendar for the fall 2024 semester. She noted that the Spring 2025 academic calendar would be brought forward at the February Board of Trustees meeting. Upon motion by Stephen Todd, seconded by Judy Gentner, the Fall 2024 Academic Calendar in Resolution 107-24 was approved unanimously as follows:

RESOLUTION NO. 107-24: ACADEMIC CALENDAR FALL 2024

WHEREAS, Jefferson Community College Board of Trustees Resolution No. 118-85 directs the formation each year of the Academic Calendar Workgroup for the purpose of reviewing and recommending the academic calendar; and

WHEREAS, the Academic Calendar Workgroup has proposed an academic calendar for the Fall 2024 semester as described in a memorandum dated December 12, 2023;

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the attached academic calendar for Fall 2024 as developed and recommended by the Academic Calendar Workgroup.

Facilities Committee – Committee Chair Stephen Todd

No report. The committee meets next on January 29, 2024.

Executive Session

On motion made by Beth Fipps, seconded by Nathan Hunter, the Board adjourned to Executive Session at 4:28 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 4:40 p.m.

Personnel Committee – Committee Chair Beth Fipps

Trustee Fipps reported that the Personnel Committee met on December 20. She presented one resolution for a new job title and classification for Provost – Vice President for Academic Affairs and Student Affairs. This title aligns with changes being made in response to the organizational structure study. Upon motion by Beth Fipps, seconded by Pam Beyor-Murtha, the job title in Resolution 108-24 was approved unanimously as follows:

RESOLUTION NO. 108-24: JOB TITLE AND CLASSIFICATION
Provost, Vice President for Academic Affairs
and Student Affairs

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:

Provost, Vice President for Academic Affairs and Student Affairs

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

OTHER BUSINESS

Dr. Dupee presented contracts for ratification in Resolution 109-24. Upon motion by Beth Fipps, seconded by Judy Gentner, Resolution 109-24 ratifying all contracts passed unanimously.

RESOLUTION NO. 109-24: RATIFICATION OF CONTRACTS
Bujanow, Victor
C & S Architects & Engineers
CITEC
Dormitory Authority – State of New York
Inceptia
Motimatic
Onondaga Community College (Health Consortium)
Onondaga Community College (SBDC)
QUESTAR III BOCES
State University of New York

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:

Bujanow, Victor
(instruction, Notary Public course)

C & S Architects & Engineers
(design services, welding program)

CITEC
(project management training, workforce development)

Dormitory Authority – State of New York
(grant agreement, nursing program manikins)

Inceptia
(services agreement addendum, repayment counseling)

Motimatic
(recruitment campaign, enrollment services)

Onondaga Community College (Health Consortium)
(data sharing agreement, Health Consortium)

Onondaga Community College (SBDC)
(partnership agreement, Watertown SBDC)

QUESTAR III BOCES
(articulation agreement, public service academic programs)

State University of New York
(grant agreement, SUNY Apprenticeship Program)

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 and reminded Trustees of the February meeting date change from Wednesday to Thursday.

Community Breakfast - January 11, 2024, Thursday at 7:30 a.m.
Spring Convocation – January 17, 2024, Wednesday at 8:30 a.m.
Academic & Educational Services Committee Meeting – January 17, 2024, Wednesday at 3:00 p.m.
Personnel Committee Meeting – January 17, 2024, Wednesday at 4:00 p.m.
Facilities Committee Meeting – January 29, 2024, Monday at 4:00 p.m.
Budget and Planning Committee Meeting – February 8, 2024, Thursday at 3:00 p.m.
Board of Trustees Meeting – February 8, 2024, Thursday at 4:00 p.m.

Adjournment

On a motion made by Nathan Hunter, seconded by Stephen Todd, the meeting adjourned at 4:50 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board of Trustees