



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES March 6, 2024

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, March 6, 2024, in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

Attendance:

Trustees Present:

Pam Beyor-Murtha
Michael Crowley
Damon Draught
Beth Fipps
Judy Gentner
Nathan Hunter
Tye LaClair
Stephen Todd

Administrative Staff:

Dan Dupee, President
Jerilyn Fairman, Provost - Vice President for Academic Affairs and Student Affairs
Sidney Pond, Vice President for Administration & Finance

Call to Order Immediate Past Chair Judy Gentner called the meeting to order at 4:03 p.m.

Approval of Minutes

On a motion made by Pam Beyor-Murtha, seconded by Steve Todd, the minutes of the February 8, 2024 meeting were approved unanimously.

Introductions of Guests

Chad Charette, reporter for WWNY-TV 7
Ben Foster, Executive Director, Foundation
Josh Hammond, Senate President and Associate Professor of Math
Gillian Maitland, Director of Marketing & Communications
Scott Shaeffer, Associate Vice President for STEM & Health Professions
Mark Streiff, Interim Associate Vice President for Liberal Arts
John Trumbell, Vice President – FAJCC and Continuing Education Coordinator
Irene Wilder, Vice President – FAJCC and Assistant Professor of Business
Kerry Young, Associate Vice President for Human Resources

Privilege of the Floor – None.

JCC Foundation – Nathan Hunter

Trustee Hunter advised that Ben Foster, Executive Director, will give a brief update during the President's Report. The Foundation Board did not meet in February and there is no written report.

College Senate – Joshua Hammond

Senate President Joshua Hammond spoke briefly about action items from the College Senate meeting held on March 5. The Academic Standards Committee brought forward a new policy that facilitates easy cross registration for Jefferson students to take classes at any SUNY institution. That policy was approved by Senate along with two academic program revisions. Revisions to meet new SUNY general education requirements were made to the Hospitality & Tourism (HAT) A.A.S. degree and the Computer Information Technology (CIT) A.A.S. degree. Of the two, only the HAT program changes were substantive enough to require approval by SUNY and the NYS Education department, therefore the CIT changes will not come before the Board for approval.

There were no questions.

Student Trustee Report – Tye LaClair

Trustee LaClair was not yet present at the time of the Student Report portion of the agenda. Trustee Gentner shared the slide summarizing the written report submitted by Trustee LaClair and noted the robust schedule of activities. There were no questions.

President's Report

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

- Spring enrollment is down about 2.3% as compared to last year at this time; final spring enrollment is expected to be flat. East Hall has 103 students for spring, as compared to 120 for the fall semester.
- Conversations continue to launch a Dental Hygiene program in partnership with Monroe Community College for Fall 2024. Each cohort will be five students. Community need may only be 10-15 positions.
- Organizational Structure - there are currently four AVP searches open; with two expected to conclude in the next couple of weeks. The application period just closed for the AVP for Student Affairs and AVP for Institutional Effectiveness et al positions.
- Budget advocacy continues. President Dupee thanked Jefferson County for passing a resolution supporting the community college request of \$97M in the NYS budget.
- Eclipse planning – the College will not have an event on the day of, but instead has two pre-eclipse educational presentations scheduled on March 12 and March 27.
- Recent activities include NYCCAP and SUNY Presidents meetings, CHIPS Act meetings, Friends of SUNY Legislative Reception and SUNY Board meeting, Shapiro Award Dinner honoring longtime College supporter Carl McLaughlin, North Country Chili-Cook-off, and two employee events on campus – Valentine's Day Treats and Employee Appreciation Day.
- President Dupee shared kudos for the men's and women's basketball teams. The men's team had several individual Mid-State Athletic Conference honors, and the women's team had three athletes named to the NJCAA Region III All-Region team and Coach Jeff Wiley was recognized with NJCAA Region III Coach of the Year. The College hosted the Region III women's tournament, and although the

Cannoneers were runners-up, they were awarded an at-large spot in the NJCAA national tournament earlier today and will be leaving for Minnesota later this week. President Dupee thanked the many departments that helped support the Region III tournament and also congratulated Coach Wiley and Coach Vaadi.

- President Dupee concluded his report with a summary of a few key upcoming activities including a SUNY President’s Meeting in Albany, Open House and Career Expo on March 22, Jefferson Leadership Institute “Education Day” with BOCES on March 22, One Night One Diamond benefit for Samaritan Medical Center, a Faculty/Staff vs. Students basketball game and two Watertown Rotary presentations on the Community Impact Fund.
- President Dupee also asked Trustees to mark their calendars for October 17 when the College will celebrate the 25th anniversary of the Center for Community Studies.

Community Impact Fund Presentation – Ben Foster, Executive Director, JCC Foundation

Ben Foster presented on the Community Impact Fund for Career Education which will be launched by President Dupee at his inauguration on March 15. The goal of the Community Impact Fund is to allow Jefferson to quickly and easily stand-up industry-specific training programs to meet the employment needs of our community and provide support to the students enrolling in these courses. Ben’s presentation included the following:

- Inauguration Goals for the College and President Dupee – to celebrate the relationship between the College and the community in an inclusive manner, and for the president to establish priorities that will strengthen existing and create new relationships with community stakeholders and donors.
- Career Impact Fund campaign timeline – the timeline for outreach to local businesses will begin at the inauguration ceremony and be of short duration, culminating with the Presidential Inauguration Celebration on May 30.
- The Foundation is underwriting the cost of the May 30 event with a gift of \$20,000 to the College; there will be no charge to attend, thus giving individuals and business the opportunity to contribute to the fund in lieu of purchasing a ticket.

Trustees expressed their excitement and support for this campaign and inquired about it becoming an endowment.

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 one 2023-2024 budget amendment. Resolution 117-24 recognizes new funding to support apprenticeships. Upon motion by Damon Draught, seconded by Nate Hunter, Resolution 117-24 was approved unanimously as follows:

RESOLUTION NO. 117-24 **2023-2024 BUDGET AMENDMENT**
SUNY APPRENTICESHIP PROGRAM

GRANT PERIOD: **DECEMBER 31, 2023 – NOVEMBER 30, 2026**

WHEREAS, the College has received funding from the SUNY Apprenticeship Operational Support Program to assist in developing pre-apprenticeships and registered apprenticeships in advanced manufacturing, healthcare/human services, and other sectors.

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

INCREASE REVENUE:

SUNY Apprenticeship Prog.– Local Grants & Contracts 2659-3011-5420 \$ 60,000.00

Total Revenue Increase \$ 60,000.00

INCREASE EXPENDITURE:

SUNY Apprenticeship Prog. - Prof P/T 2659-3011-6102 35,832.42

SUNY Apprenticeship Prog.- State ERS 2659-3011-6201 3,404.08

SUNY Apprenticeship Prog - Social Security 2659-3011-6204 2,741.18

SUNY Apprenticeship Prog.- Workers Comp 2659-3011-6205 358.32

SUNY Apprenticeship Prog. – Advertising 2659-3011-7203 7,664.00

SUNY Apprenticeship Prog.- Indirect Cost 2659-3011-7231 10,000.00

Total Expenditure Increase \$ 60,000.00

Financial Statements: January 2024

Vice President Sid Pond provided a brief overview of unaudited January 2024 financial reports, noting that fall tuition revenue was down about 3.7% from last fall, but overall revenue is flat as compared with last year at this time. Expenses are 5% lower than budgeted through January. Overall, assets are up over last year and the College is in good financial position. Spring enrollment is being monitored. There were no questions.

Upon motion by Damon Draught, seconded by Mike Crowley, the Board unanimously accepted January 2024 financial reports.

Academic and Educational Services Committee - Committee Member Judy Gentner

Trustee Gentner noted the Academic & Educational Services Committee met on February 28 and reviewed a revision to the Academic Calendar Policy. Upon presentation and motion by Trustee Gentner, seconded by Pam Beyor-Murtha, revisions to the Academic Calendar Policy in Resolution 118-24 were approved unanimously as follows:

RESOLUTION NO. 118-24 Academic Calendar Policy
(Revises Resolution No. 118-85, September 1985)

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

Trustee Gentner also reported that Provost Fairman provided a Middle States update at the committee meeting. The Middle States accreditation visit be taking place in 6 weeks, April 15-17. The visiting team has a copy of the College's self-study and a comprehensive meeting schedule is being developed. President Dupee offered his kudos to the Middle States Steering Committee for their work over the last several months.

Facilities Committee – Committee Chair Stephen Todd

No Report.

Executive Session

On motion made by Beth Fipps, seconded by Pam Beyor-Murtha, the Board adjourned to Executive Session at 4:55 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 5:29 p.m.

Personnel Committee – Committee Chair Beth Fipps

Trustee Fipps excused herself from the meeting due to another commitment. Committee member Michael Crowley provided the report of the Personnel Committee. He reported that the Personnel Committee met on February 27 and reviewed personnel actions including continuing appointment and promotion recommendations for faculty, along with a sabbatical request for the Spring 2025 semester.

Upon presentation and motion by Mike Crowley, seconded by Damon Draught, Resolution 119-24 granting continuing appointment for faculty effective September 1, 2024 was approved unanimously as follows:

RESOLUTION NO. 119-24: 2024 CONTINUING APPOINTMENT - FACULTY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves the following continuing appointment, effective September 1, 2024:

JoLynn Fiorentino
Instructor

Nicholas Thornthwaite
Instructor

Lori Tuttle
Instructor

Upon presentation and motion by Mike Crowley, seconded by Tye LaClair, Resolution 120-24 granting faculty promotions effective September 1, 2024 was approved unanimously as follows:

RESOLUTION NO. 120-24: 2024 PROMOTIONS - FACULTY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the following promotions, effective September 1, 2024:

Instructor to Assistant Professor

**JoLynn Fiorentino
Nicholas Thornthwaite
Lori Tuttle**

Assistant Professor to Associate Professor

Joshua Canale

Associate Professor to Professor

**Leah Deasy
Heather O'Brien**

Upon presentation and motion by Mike Crowley, seconded by Steve Todd, Resolution 121-24 granting one sabbatical request was approved unanimously as follows:

RESOLUTION NO. 121-24: 2024-2025 SABBATICAL LEAVE

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the following sabbatical leave during the 2024-2025 academic year:

<u>NAME</u>	<u>SABBATICAL TERM</u>
Whitney Snyder	Spring 2025

OTHER BUSINESS

Dr. Dupee presented contracts for ratification in Resolution 122-24. Upon motion by Steve Todd, seconded by Damon Draught, Resolution 122-24 ratifying all contracts passed unanimously as follows:

RESOLUTION NO. 122-24: RATIFICATION OF CONTRACTS
Fort Drum Regional Health Planning Organization
State University of New York (PIA-MiniTab)
State University of New York (PIA-SUNY Online Services)
Syracuse University
Vector Solutions

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:

Fort Drum Regional Health Planning Organization
(funding agreement, surgical technologist program)

State University of New York (Mini-tab)
(participating institution agreement, statistics software for instruction)

State University of New York (Online Services)
(participating institution agreement, online applications and help desk services)

Syracuse University
(memorandum of understanding, conditional guaranteed admission for English Language Institute students)

Vector Solutions
(online training, human resources)

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, noting the Middle States visit would be held on April 15-17, with a dinner preceding the visit on April 14.

Inauguration Ceremony – March 15, Friday at 2:00 p.m.
Academic & Educational Services Committee Meeting – March 20, 2024, Wednesday 3:00 p.m.
Personnel Committee Meeting – March 20, 2024, Wednesday at 4:00 p.m.
Finance & Audit Committee Meeting – April 3, 2024, Wednesday at 3:00 p.m.
Board of Trustees Meeting – April 3, 2024, Wednesday at 4:00 p.m.

Adjournment

On a motion made by Nathan Hunter, seconded by Damon Draught, the meeting adjourned at 5:36 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board of Trustees