



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES November 1, 2023

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, November 1, 2023, 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
Taylor LaClair
Nathan Hunter
Stephen Todd

Administrative Staff:

Dan Dupee, President
Sidney Pond, Interim Vice President for Administration

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

Approval of Minutes

On a motion made by Judy Gentner, seconded by Steve Todd, the minutes of the October 4, 2023 meeting were approved unanimously.

Introductions of Guests

Ben Foster, Executive Director, JCC Foundation
Tim Grosse, Professor of Math
Gillian Maitland, Director of Marketing & Communications
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)
Gabrielle Thompson, Interim Dean of Students
Irene Wilder, Assistant Professor of Business and FAJCC Vice President

Privilege of the Floor – None.

JCC Foundation – Nathan Hunter

Trustee Hunter summarized the written report of Foundation as follows:

Solicitations

- September Annual Fund Appeal has garnered 76 gifts totaling \$15,645 to date
- 2024 Faculty Staff Campaign, kicked off in October, has yielded 26 gifts totaling \$10,176 thus far; Trustee Hunter thanked faculty and staff for their support of the Foundation
- Corporate partnership outreach will mail in late November
- Next appeal, signed by Chair Males, scheduled to mail mid-November

Meetings of Note

- President Dupee and Ben Foster met with the Foundation's consultant to begin fundraising planning for 2024 and beyond
- President Dupee and Ben Foster had a luncheon meeting with Dan and Lauren Throop; the Throops have made an additional \$20,000 commitment to Foundation; Trustee Hunter noted his appreciation to President Dupee
- Hosted KeyBank officials on October 31
 - KeyBank met with the recipient of its one-time \$5,000 Scholarship; this is first KeyBank has provided such a scholarship to Jefferson

Student Trustee Report

Student Trustee Tye LaClair summarized her written report, highlighting the following:

Student Government Association

- Current Student Government Vice President Emmanuel Garrick became SG President following the resignation of Evonne Nyarko
- Applications are open for Vice President position until November 9

Campus Activities Board (CAB)/Student Activities and Inclusion:

- American Red Cross Blood Drive on October 4
- Campus Kickball Game on October 4
- Ping Pong Tournaments – every Thursday during free hour
- Open Mic for Song and Poetry – every Friday during free hour
- Pumpkin Painting, complete with supplies
- Dodgeball Tournament with President Dupee on October 13
- Pumpkin Carving Party on October 18
- SGA Fall Fest on October 25
- Halloween Costume Contest and Bonfire on October 31

President's Report

Dr. Dupee began his report with the presentation of an anniversary pin from the national Phi Theta Kappa (PTK) Honor Society to Professor Tim Grosse, who has served as faculty advisor to JCC's Tau Xi Chapter of PTK for the past 15 years. Dr. Dupee thanked Professor Grosse for his dedication to our students. The Board of Trustees led a round of applause.

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

- Fall enrollment is currently down 4%; although applications are up 8% and headcount is similar to last year, the number of overall credits is down. Dr. Dupee noted that prison education enrollments are down slightly due to a change in technology that does not allow some online classes to run.
- Workforce Development enrollments increased 42% (154 students) in 2022-2023 bringing the total number of students to 521. Workforce training includes programs such as the home-based childcare, CDL, allied health certifications, etc. It was asked if this number includes programs offered at Lewis County, which it does.
- Congratulations to the nursing department for achieving ACEN accreditation once again. This accreditation is good through 2031. There were no findings, just a few recommendations, which have already been implemented.
- Budget advocacy work continues; the advocacy document is not finalized as of yet, but it will be in time for the NYCCT meeting in a few days. It will be forwarded when final.
- The organizational structure study and subsequent changes are progressing. The timeline has been adjusted to reflect that the selection of department chairs for Fall 2024 will take place over the Spring 2024 semester for implementation in August. Other changes on the non-academic side of the organizational chart will be discussed and finalized over the spring semester. Dr. Dupee will share an updated timeline with Trustees.
- The Center for Community Studies is doing a survey for Zoo NY, which just announced it is temporarily closing. Jefferson's Zoo Tech program coordinator is the chair of the Zoo NY board of directors. Dr. Dupee is serving on the community panel to provide input on the future of the zoo.
- The NEST renovation is moving along. Dr. Dupee and Dr. Megan Stadler will be touring the space on Monday with the regional SBDC Director from SUNY Oswego. Renovations should be complete after the first of the year. The College hopes to open the NEST in February. We plan to host the GWNC Chamber's Business After Hours in April at the NEST.
- Recent campus activities include a visit by the SUNY Board of Trustees Chairman Meryl Tisch, NYCCAP and SUNY Presidents Meetings, a presentation by faculty on Understanding & Processing Events in the Middle East, open campus forums regarding a potential IHC Sports Academy partnership, SGA Fall Fest, the FSA Annual Meeting, a partnership meeting with Samaritan and the visit by our Middle States Team Chair. The team chair, Dr. McDonough, feels the College meets each Middle States standard, however the self-study needs to be shortened to around 100 pages.
- Campus activities included kickball with residence hall students and a dodgeball tournament on the new turf field, Employee Breakroom social sponsored by the School of Business, Hospitality & Tourism, Cannoneer soccer games & Club Hockey. In addition, about 100 employees and family members turned out for Spook and Bowl on October 25.
- Dr. Dupee noted that he delivered a presentation on academic program analysis at the SUNY President's meeting and has been asked to present this at the NYCCT Conference later this week.
- Upcoming activities include the P-12 Superintendents Retreat, College Open House, meeting with the SUNY Oswego President, Thanksgiving Luncheon & Music Jam, campus visit by SUNY Potsdam President, Professional Development Day, and finally a partnership meeting with the presidents of Oswego, Cayuga and Onondaga presidents.
- Looking ahead to December, the College will sponsor a tree at the Festival of the Trees, the Theater Club is performing *The Littlest Elf* on December 8-10, a Cannoneer Holiday will be held on December

RESOLUTION NO. 184-23

**2023-2024 BUDGET AMENDMENT
PERKINS GRANT**

GRANT PERIOD:

JULY 1, 2023 – JUNE 30, 2024

WHEREAS, funds have been received from the University of the State of New York Education Department through the Perkins Grant to fund various initiatives to enhance career and technical education and student success;

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

INCREASE REVENUE:

Perkins - Federal Grants & Contracts	2514-3011-5410	<u>\$ 373,856.00</u>
Total Revenue Increase		\$ 373,856.00

INCREASE EXPENDITURE:

Perkins – Prof F/T	2514-3011-6101	\$ 178,534.00
Perkins- Prof P/T	2514-3011-6102	10,000.00
Perkins- Student Tutors	2514-3011-6142	23,400.00
Perkins- State Employees Retirement	2514-3011-6201	8,000.00
Perkins- State Teachers Retirement	2514-3011-6202	8,000.00
Perkins- Social Security	2514-3011-6204	12,319.00
Perkins- Workers Compensation	2514-3011-6205	1,800.00
Perkins- Disability	2514-3011-6208	200.00
Perkins- Health Insurance	2514-3011-6209	30,700.00
Perkins- Supplies Instructional	2514-3011-7108	25,000.00
Perkins- Indirect Costs	2514-3011-7231	17,803.00
Perkins- Professional Service Fees	2514-3011-7241	35,500.00
Perkins- Travel	2514-3011-7250	<u>22,600.00</u>
Total Expenditure Increase		\$ 373,856.00

RESOLUTION NO. 185-23

**2023-2024 BUDGET AMENDMENT
STRATEGIC ENROLLMENT MANAGEMENT**

GRANT PERIOD:

JULY 1, 2023 – DECEMBER 30, 2023

WHEREAS, funds have been received from the State University of New York and the New York State Success Center (NYSSSC) to support its participating community colleges in implementing a project(s) based on the submission of their strategic enrollment management (SEM) plans;

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

INCREASE REVENUE:

SUNY SEM Grant- State Grants & Contracts 2650-3011-5420 \$ 10,000.00

Total Revenue Increase \$ 10,000.00

INCREASE EXPENDITURE:

SUNY SEM Grant- Postage 2650-3011-7103 \$ 4,500.00

SUNY SEM Grant- Prof Service Fees 2650-3011-7241 5,500.00

Total Expenditure Increase \$ 10,000.00

RESOLUTION NO. 186-23:

2023-2024 BUDGET AMENDMENT TRIO GRANT

GRANT PERIOD:

SEPTEMBER 1, 2023 – AUGUST 31, 2024

WHEREAS, the College received Federal funding through the TRIO Grant to fund initiatives to enhance instruction and student success;

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

INCREASE REVENUE:

TRIO Federal Grant – Student Support Services 2540-3011-5410 \$ 291,222.00

Total Revenue Increase \$ 291,222.00

INCREASE EXPENDITURE:

TRIO – Student Support- Prof FT 2540-3011-6101 \$ 119,278.02

TRIO – Student Support- Prof PT 2540-3011-6102 30,000.00

TRIO – Student Support- Prof Adjuncts 2540-3011-6103 5,000.00

TRIO- Student Support- Civil Service FT 2540-3011-6120 36,989.00

TRIO – Student Support- Student Tutors 2540-3011-6142 13,000.00

TRIO – Student Support- State TRS 2540-3011-6202 8,000.00

TRIO – Student Support- Social Security 2540-3011-6204 6,962.98

TRIO – Student Support- Workers Comp 2540-3011-6205 900.00

TRIO- Student Support- Computer Equipment 2540-3011-7006 2,500.00

TRIO – Student Support- Printing 2540-3011-7104 1,500.00

TRIO – Student Support- Computer Supplies 2540-3011-7107 500.00

TRIO – Student Support- Instr. Supplies 2540-3011-7108 1,100.00

TRIO-Student Support- Office Supplies 2540-3011-7109 1,450.00

TRIO – Student Support- Indirect Cost 2540-3011-7231 26,552.00

TRIO- Student Support- Maint. Contracts 2540-3011-7236 1,890.00

TRIO – Student Support- Membership Fees 2540-3011-7238 3,000.00

TRIO - Student Support- Prof Service Fees 2540-3011-7241 1,600.00

TRIO – Student Support- Staff Development 2540-3011-7246 2,000.00

TRIO – Student Support- Travel 2540-3011-7250 14,000.00

TRIO- Student Support- Scholarship Awards 2540-3011-7512 \$ 15,000.00

Total Expenditure Increase \$ 291,222.00

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

Facilities Committee – Committee Chair Stephen Todd

No report.

OTHER BUSINESS

Dr. Dupee presented contracts for ratification in Resolution 190-23. Upon motion by Pam Beyor-Murtha, seconded by Beth Fipps, Resolution 190-23 ratifying all contracts passed unanimously.

RESOLUTION NO. 190-23

RATIFICATION OF CONTRACTS

Bujanow, Victor
Community College Survey of Student Engagement
Credo Community Center
New York State Office for People with Development
Disabilities (OPWDD)
North Carolina State University
State University of New York (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:

Bujanow, Victor
(instruction, Notary Public course)

Community College Survey of Student Engagement
(services agreement, survey administration – students, faculty, race/ethnicity)

Credo Community Center
(clinical agreement, nursing program)

New York State Office for People with Development Disabilities (OPWDD)
(grant amendment, Direct Support Professional training)

North Carolina State University
(services agreement, PACE Climate Survey)

State University of New York (SUNY) Research Foundation
(funding agreement, SBDC)

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 Beth Fipps, seconded by Judy Gentner, the Board adjourned to Executive Session at 4:41p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 4:51 p.m.

Personnel Committee – Committee Chair Beth Fipps

Trustee Fipps reported that the Personnel Committee met on October 18 and presents resolution 191-23, the President's annual goals for 2023-2024 for endorsement. Chair Males also advised that the Board has completed its full annual performance evaluation of President Dupee.

Upon motion by Beth Fipps, seconded by Nathan Hunter, the president's annual goals in Resolution 191-23 were endorsed unanimously as follows:

RESOLUTION NO. 191-23: ENDORSEMENT OF PRESIDENT'S 2023-2024 GOALS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby endorses the 2023-2024 goals of the President as attached.

Schedule of Upcoming Meetings and Events

Dr. Dupee reviewed the schedule of upcoming meetings and events noting that he may have to attend the December Board meeting via Zoom as he will be at a Middle States Conference:

Academic & Educational Services Committee Meeting – November 15, 2023, Wednesday at 3:00 p.m.

Personnel Committee Meeting – November 15, 2023, Wednesday at 4:00 p.m.

Budget and Planning Committee Meeting – December 6, 2023, Wednesday at 3:00 p.m.

Board of Trustees Meeting – December 6, 2023, Wednesday at 4:00 p.m.

Nurse Pinning Ceremony – December 14, Thursday at 4:30 p.m.

Senior Send-off for December Graduates – December 18, Monday at 11:30 a.m.

Adjournment

On a motion made by Beth Fipps, seconded by Damon Draught, the meeting adjourned at 4:55 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board of Trustees