



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES

April 2, 2025

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, April 2, 2025, in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

Attendance:

Trustees Present:

David Males, Chair, via phone
Maureen Aiken
Damon Draught
Beth Fipps
Judith Gentner
Nathan Hunter
Cindy Intschert, via phone
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 4:00 p.m.

Approval of Minutes

On a motion made by Nathan Hunter, seconded by Beth Fipps, the minutes of the March 5, 2025, meeting were approved unanimously.

Immediate past Chair Judy Gentner read the following narrative, after hearing of the passing of a previous Board member: The Board of Trustees would like to take a moment to remember and honor Terry Fralick, a dedicated educator, leader, and community servant. Terry's passion for education and his unwavering belief in creating opportunities for all students made a lasting impact on Jefferson Community College and the broader community.

As a Trustee of Jefferson Community College, Terry brought wisdom, dedication, and a deep commitment to student success. His leadership extended far beyond our institution—he was a respected teacher, principal, superintendent, and advocate for lifelong learning. His work on behalf of students and families in Jefferson County has left a meaningful and lasting legacy.

Beyond his professional accomplishments, Terry was a devoted husband, father, and grandfather. His love for his family, his enthusiasm for adventure, and his generosity of spirit were evident in all he did. His presence will be greatly missed, but his influence will continue to be felt in the lives of those he touched.

On behalf of the Jefferson Community College Board, we extend our heartfelt condolences to his wife, Elizabeth, his children, grandchildren, and all who knew and loved him. We are grateful for his service, his leadership, and his lasting contributions to our college and community.

Introductions

Daniel Buckley was introduced by Vice President Pond as the new Director of Campus Safety and Security.

Introductions of Guests

Jack Donato, FAJCC President, Professor of Computer Science
Kathy Flanders, Assistant Professor, Lab Science
Ben Foster, JCC Foundation Executive Director
Mark Irwin, Zoo Technology Director
Paul Keller, Associate Vice President for Enrollment Services
Margaret LaVancha, Executive Director of Human Resources
Gillian Maitland, Marketing & Communications Director
Barbara Romano, Adjunct Faculty, Lab Science
Donna Stevenson, Interim Associate Vice President for STEM, Health Professions & Business
Gabrielle Thompson, Associate Vice President for Student Affairs
John Trumbell, FAJCC Vice President and Coordinator of Continuing Education
Oliver Youst, Professor, Lab Science

Zoo New York Employees and Board Members

Privilege of the Floor

Mark Irwin spoke about the Zoo Technology Program and encouraged the Board to keep the program running as it is.

Emily Griffin, marketing director of Zoo New York spoke, also encouraging the Board to keep the Zoo Technology Program and suggesting a possible reframing of marketing surrounding the program.

JCC Foundation – Maureen Aiken

A written report was provided to Trustees and summarized by Trustee Aiken:

The Foundation Board met on March 12th.

Updates

- Gillian gave an update on the institutional rebranding project.
- A full audit was completed for all 240 Foundation scholarships. The Board approved 7 actions to move over \$80,000 in scholarships to simplify the scholarship accounting
- Ben Foster, Executive Director of the Foundation, briefly reported on the NYS Tax Credit Program, the foundation's application, and how it affects the College.
- They are continuing to work with Westwind consulting on a campaign readiness study.

- The Foundation's nominating committee is going through its annual nomination process for new board members, and we appreciate any recommendations.

Solicitations

- The 3rd Annual fund appeal was sent out on March 12

Events

- Business after Hours on April 16th at the NEST 5pm-7pm

Student Trustee – Genesis Crice was unable to attend the meeting. A written report was provided to the Board before the meeting.

President's Report

In his report, President Dupee updated the Trustees on Enrollment, Advocacy, Strategic Planning, Achieving the Dream, recent activities, Kudos and upcoming activities.

- **Enrollment:** Spring is up 1.72% compared to last year. One current challenge is the prison program enrollment because of the current correctional officers' strikes. We are hoping to be able to continue to run the programs and hope that we don't have to de-enroll those students if there isn't an agreement made soon.
- **Advocacy:** President Dupee explained the 28 million in funding that is going toward free education in community colleges. This funding is specific to the 25-55 age group in four areas of study: healthcare, green jobs, advanced manufacturing, and education. We currently have two out of the four programs available and are hoping to see some increase in enrolment because of this.
- **Strategic Planning:** Dr. Dupee started by giving a big thank you to Dawn Bartlett and Larry Danforth, co-chairs of the Strategic Planning Committee. They have done an amazing job spearheading this initiative and keeping things moving. Dr. Dupee also thanked the workgroups for the time and effort they put in.

Dawn and Larry will be presenting the pillars, goals, and strategies to the College Senate on Tuesday. The Board of Trustees will approve the higher-level strategy and then the College will fill in the initiatives and ways to execute the strategies. The current focus is on the strategies pertaining to faculty, as they leave for the summer at the end of the semester. Over the summer, the rest of the pillars will be finalized.

- **Achieving the Dream:** A team of seven members went to the conference in February. We are going to be a part of a Community College consortium with four other New York Community colleges. With this consortium, we will be able to split the overall participation cost. We are being told the return on investment is 3:1 with retention efforts.
- **Recent activities:** Center for Community Studies Advisory Board Meeting, Call about tourism with Corey Fram and Ryan Piche, Employee Appreciation Day, NYS CC Leadership Academy Fellows Presentation, Affila Group Meeting, Next Move NY Meetings, Women's Basketball National Championship Games, St. Patrick's Day Breakfast treats, ESP Labor Management Meeting, Student Open Forum, Provost Search Campus Meetings, March Presidents Meeting, Strategic Planning Committee Meeting, WPBS Board Meeting, One Night, One Diamond, Achieving the Dream meeting.

- **Kudos:** The Women's Basketball Team went to the National Championship final for the first time since 1999! They also made it to the national final four last year. Sophomores LaKaiya Butcher and Kori Nichols were named members of the All-Tournament Team!
- **Upcoming Activities:** Next Move NY meeting, Center for Community Studies Advisory Board Meeting, Dr. David Larsen Speaker at the NEST, Achieving the Dream Meeting, FSA Board Meeting, FDRHPO Board Meeting, Student Open Forum, Baseball Tailgate Party, JLI Education Day, ESP Labor Management Meeting, Softball Tailgate Party, DOL SCC Consortium Meeting, FAJCC Labor Management Meeting, Business After Hours at the NEST, PTK All New York and SUNY Student Chancellor's Awards Ceremonies, Student Trustee Elections, MSCHE Meeting, Business Seminar Class Presentation.

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 Resolutions 130-25, 131-25, and 132-25.

Upon motion by Damon Draught, seconded by Stephen Todd, Resolutions 130-25, 131-25 and 132-25 were approved unanimously as follows:

**RESOLUTION NO. 130-25 2024 - 2025 BUDGET AMENDMENT
SUNY NURSING SIMULATION FELLOWSHIP GRANT**

GRANT PERIOD: FEBRUARY 1, 2025 – AUGUST 31, 2025

WHEREAS, funds have been received from the State University of New York to offer professional development to full-time SUNY faculty in simulation through continuing education courses and conference attendance opportunities. The fellowship aims to expand nursing simulation programs across SUNY campuses, providing more opportunities for students to gain hands-on experience;

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

INCREASE REVENUE:

SUNY Nursing Simulation Fellowship- Grants & Contracts	2669-3011-5420	<u>\$ 20,000.00</u>
	Total Revenue Increase	\$ 20,000.00

INCREASE EXPENDITURE:

SUNY Nursing Simulation Fellowship- Prof Adjuncts	2669-3011-6103	\$ 10,870.00
SUNY Nursing Simulation Fellowship- Prof Stipends	2669-3011-6104	<u>9,130.00</u>
	Total Expenditure Increase	\$ 20,000.00

**RESOLUTION NO. 131-25 2024 - 2025 BUDGET AMENDMENT
SUNY ADULT LEARNER LEADERSHIP GRANT**

GRANT PERIOD: MARCH 15, 2025 – JULY 31, 2025

WHEREAS, funds have been received from the State University of New York to offer free community college for students between the ages of 25 and 55 who pursue degrees in high-demand fields, such as health care, advanced manufacturing, cybersecurity and green jobs, while continuing to create workforce development opportunities;

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

INCREASE REVENUE:

SUNY Adult Learner Leadership- Grants & Contracts	2672-3011-5420	<u>\$ 37,200.00</u>
Total Revenue Increase		\$ 37,200.00

INCREASE EXPENDITURE:

SUNY Adult Learner Leadership- Prof Adjuncts	2672-3011-6103	\$ 8,000.00
SUNY Adult Learner Leadership- Prof Stipends	2672-3011-6104	12,500.00
SUNY Adult Learner Leadership- Advertising	2672-3011-7203	12,500.00
SUNY Adult Learner Leadership- Guest Speakers	2672-3011-7230	2,000.00
SUNY Adult Learner Leadership- Meeting Expense	2672-3011-7237	1,000.00
SUNY Adult Learner Leadership- Workshops & Seminars	2672-3011-7253	<u>1,200.00</u>
Total Expenditure Increase		\$ 37,200.00

**RESOLUTION NO. 132-25 2024 - 2025 BUDGET AMENDMENT
PERKINS GRANT**

GRANT PERIOD: JULY 1, 2024 – JUNE 30, 2025

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 – Career & Tech Educ	2511-3011-5410	<u>\$ 218,000.00</u>
Total Revenue Increase		\$ 218,000.00

INCREASE EXPENDITURE:

Perkins – Career & Tech Educ – Prof F/T	2511-3011-6101	\$ 90,500.00
Perkins – Career & Tech Educ – Prof P/T	2511-3011-6102	13,500.00
Perkins – Career & Tech Educ – Prem. Earnings	2511-3011-6110	1,500.00
Perkins – Career & Tech Educ – State ERS	2511-3011-6201	6,000.00
Perkins – Career & Tech Educ – State TRS	2511-3011-6202	2,200.00
Perkins – Career & Tech Educ – Social Security	2511-3011-6204	7,956.00
Perkins – Career & Tech Educ – Workers Comp	2511-3011-6205	1,040.00
Perkins – Career & Tech Educ – Life Insurance	2511-3011-6206	100.00
Perkins – Career & Tech Educ – Disability Ins	2511-3011-6208	504.00
Perkins – Career & Tech Educ – Health Insurance	2511-3011-6209	2,800.00

Perkins – Career & Tech Educ – Comp Equipment	2511-3011-7006	60,000.00
Perkins – Career & Tech Educ – Indirect Costs	2511-3011-7231	10,900.00
Perkins – Career & Tech Educ – Prof Svc Fees	2511-3011-7241	11,000.00
Perkins – Career & Tech Educ – Travel	2511-3011-7250	<u>\$ 10,000.00</u>

Total Expenditure Increase \$ 218,000.00

Financial Statements: February 2025

We are half of the way through the fiscal year and have 6 months left. Overall total revenue is just over \$23,729,000, which is nearly 91.8% of the total budgeted revenues and is almost \$1,200,000 more than last year's total revenue through February. Fall, Winter, and Spring tuition revenue is higher than budget since actual enrollment has been higher than 2.7% decrease that was budgeted. Total expenditures are a little more than \$11,808,000, which is about 45.7% of the annual expenditure budget and about 4.3% less than budget. Total cash and cash equivalents are down about \$4,703,000 at the end of February as compared to last year because our County's local contribution of \$5,584,266 was received in March, rather than February, like last year. At the end of the month, about \$2,900,000 was invested in U.S. Treasuries and fund balance increased about \$760,000 during the month.

Upon motion by Damon Draught, seconded by Nathan Hunter, the Board unanimously accepted the February 2025 financial reports.

Facilities Committee – Committee Chair Stephen Todd

Committee Chair Stephen Todd reported there was no March meeting.

Executive Session

On a motion made by Judith Gentner, seconded by Damon Draught, the board adjourned to Executive Session at 4:31 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 5:09 p.m.

Academic and Educational Services Committee - Committee Chair Cindy Intschert

Trustee Intschert noted the Academic & Educational Services Committee met on March 19. She presented a curriculum proposal, reflected in Resolution 133-25.

The Business Analytics A.S. program has been in discussion for the past 5 years. This program is tailored to be able to transfer into a Business or Economics bachelor program in the SUNY system. Our EDGE program will benefit from this, as students can start courses, such as Accounting, ahead of time for the program.

Upon motion by Beth Fipps, seconded by Nathan Hunter, the Business Analytics A.S. program proposal was unanimously approved.

RESOLUTION NO. 133-25**CURRICULUM APPROVAL
BUSINESS ANALYTICS A.S.**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached Business Analytics A.S. program proposal.

The next resolution, presented by Trustee Intschert, reflects the deactivation and discontinuance Addiction Studies A.A.S. Upon motion by Maureen Aiken, seconded by Damon Draught, Resolutions 134-25 was unanimously approved as follows:

RESOLUTION NO. 134-25**DEACTIVATION AND DISCONTINUANCE OF PROGRAM
ADDICTION STUDIES A.A.S.**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the deactivation of the Addiction Studies A.A.S. program degree effective June 1, 2025.

BE IT FURTHER RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the subsequent discontinuance of the Addiction Studies A.A.S. degree effective June 1, 2028.

Trustee Intschert presented information on the deactivation and discontinuance of Hospitality and Tourism A.A.S., reflected in Resolution 135-25.

Upon motion by Damon Draught, seconded by Beth Fipps, Resolutions 135-25 was unanimously approved.

RESOLUTION NO. 135-25**DEACTIVATION AND DISCONTINUANCE OF PROGRAM
HOSPITALITY AND TOURISM A.A.S.**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the deactivation of the Hospitality and Tourism A.A.S. program degree effective June 1, 2025.

BE IT FURTHER RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the subsequent discontinuance of the Hospitality and Tourism A.A.S. degree effective June 1, 2028.

Trustee Intschert presented information on the deactivation of Zoo Technology A.A.S., reflected in Resolution 136-25, noting that if funding becomes available for the program, that it will be reactivated.

Upon motion made by Damon Draught seconded by Nathan Hunter, Resolution 136-25 was unanimously approved as follows:

RESOLUTION NO. 136-25**DEACTIVATION OF PROGRAM
ZOO TECHNOLOGY A.A.S.**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the deactivation of the Zoo Technology A.A.S. program degree effective June 1, 2025.

David Males then made some remarks on behalf of the Board:

The Board of Trustees would like to acknowledge and express our deep appreciation for the voices that have contributed to the discussion surrounding the deactivation and discontinuance of a few of our programs. We have carefully considered the feedback shared by faculty, the students, and the broader community. The passion, dedication, and support for these programs and their impacts on their associated fields have been evident throughout this process and have never been questioned by this Board or the College Administration.

We understand the significance of these programs to those who have invested their time, energy, and futures in it. The experiences and perspectives shared with us have reinforced the value of hands-on, specialized education in specific fields and the strong connections that exist between our institution and the community.

At the same time, as stewards of the college's mission and resources, the Board must ensure that we are aligned with the evolving needs of our students, workforce, and community. As industries change and workforce demands shift, our institution must adapt to meet these challenges while maintaining our commitment to providing high-quality educational opportunities.

The decision to deactivate and discontinue these programs was not made lightly, and we recognize the disappointment it may cause. However, we remain committed to supporting our students, faculty, and staff through this transition and to continuing our role in preparing learners for the future. We thank everyone who has engaged in this conversation with us, and we appreciate your dedication to education and the future of our college.

Personnel Committee – Committee Chair Beth Fipps

Trustee Fipps reported the Personnel Committee met on February 19 but had no actionable business.

OTHER BUSINESS

Dr. Dupee presented contracts for ratification in Resolution 137-25. Upon motion by Damon Draught, seconded by Maureen Aiken, Resolution 137-25 ratifying all contracts passed unanimously.

RESOLUTION NO. 137-25

RATIFICATION OF CONTRACTS

Affila Group
BPAS Actuarial & Pension Services
EduRoam
Empire State Library Network
KnowBe4
Laerdal Medical Corporation
Onondaga Community College
Vinciguerra Consulting Group

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:

Affila Group
(consulting services, grant research)

BPAS Actuarial & Pension Services
(consulting services, financial operations)

EduRoam
(participating institution agreement, roaming wireless network services)

Empire State Library Network
(membership agreement, library services)

KnowBe4
(participating institution agreement, cyber security trainings)

Laerdal Medical Corporation
(subscription agreement, nursing program)

Onondaga Community College
(grant agreement amendment, strengthening community colleges training)

Vinciguerra Consulting Group
(leadership development speaker series, center for professional excellence)

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 *(Held in Board Room 6-220 unless otherwise noted)*

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

Academic and Educational Services Committee – Wednesday, April 16, at 3pm
Personnel Committee Meeting – Wednesday, April 16, at 4pm
Finance & Audit Committee Meeting – Wednesday, May 7, at 3pm
Board of Trustees Meeting – Wednesday, May 7, at 4pm

Dr. Dupee reminded the Board about the speaker, David Larsen, tomorrow night (April 3) at the NEST.

Adjournment

On a motion made by Nathan Hunter, seconded by Damon Draught, the meeting adjourned at 5:22 p.m.

Respectfully submitted,

Michaela M. Frederick
Secretary to the Board of Trustees