



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES April 3, 2024

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, April 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
Nathan Hunter
Cindy Intschert
Tye LaClair

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

Approval of Minutes

On a motion made by Pam Beyor-Murtha, seconded by Judy Gentner, the minutes of the March 6, 2024 meeting were approved unanimously.

Introductions of Guests

Ben Foster, Executive Director, Foundation
Gillian Maitland, Director of Marketing & Communications
John Trumbell, Vice President – FAJCC and Continuing Education Coordinator

Privilege of the Floor – None.

JCC Foundation – Nathan Hunter

Trustee Hunter summarized the written report from the Foundation, highlighting the following:

Solicitations

- February 2024 Annual Fund has closed
- Community Impact Fund for Career Education has been the focus since inauguration
 - Solicitation mailed to businesses on March 21
 - Mailing to individuals will be April 15
 - Northern New York Community Foundation (NNYCF) made a gift of \$15K
 - Inauguration Celebration invitation and solicitation will mail the week of April 15

Other

- Added three new athletic sponsors – Watertown Urgent Care, Watertown Savings Bank, BCA Architects & Engineers, plus Northern Credit Union has expanded sponsorship to include part of the turf field complex
- NNYCF has awarded \$4,000 to the Center for Community Studies
- 2024-2025 scholarship applications are open

There were no questions.

Student Trustee Report – Tye LaClair

Trustee LaClair summarized her written report. She highlighted more than 14 student events that were held since the last Board of Trustees meeting, noting the International Food Festival was a big success and especially well attended, along with a basketball game that featured a team of students versus a team of faculty and staff.

Upcoming events include:

- Trivia in the Student Lounge on April 10th
- American Red Cross Blood Drive on April 12th
- Bingo in Student Lounge on April 17th
- Tournament Tuesday (Pool) on April 30th
- Open Mic Fridays which take place every Friday in the student lounge

Additionally, three events are planned for Sexual Assault Awareness Month:

- Trivia Day on April 16th
- ROAR (Rally On Against Rape) with live music from “Undefeated” on April 18th
- Denim Day Walk on April 24th

President’s Report

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

- Students Emmanuel Garrick and Kristi Bushey each received national awards from the Phi Theta Kappa Honor Society and Coca-Cola. Emmanuel received the Coca-Cola Team Silver Scholar award which comes with a \$1250 scholarship and Kristi received the New Century Workforce Pathway Scholar award which comes with a \$1500 scholarship. The Workforce Pathway Scholar award is given to only one student from each state.
- Spring enrollment is down 1.1% from last year; it is early yet for summer enrollment figures.

- Budget advocacy continues with many individual legislative meetings coordinated by the consultant hired by NYCCAP. The message is being heard, however it is unclear if there will be a significant impact with the 2024-2025 NYS budget.
- President Dupee summarized the College's Congressionally Directed Spending application that will be submitted to Senators Gillibrand and Schumer, and Congresswoman Tenney. Meetings have been held with each office to review the proposal. Letters of support have been received from Jefferson County and the College's New York State representatives. The College is also working on a formal application for funding associated with the Next Move NY initiative.
- The College has cancelled classes for April 8, the day of the solar eclipse, due to anticipated traffic gridlock and the increased burden on emergency resources in Watertown that day. College offices will close at noon. There have been two eclipse presentations held on campus leading up to the big event.
- Recent activities include a SUNY Presidents Meeting in Albany; Jefferson Leadership Institute's Education Day, cohosted with BOCES; and presentations on the Community Impact Fund for Career Education at morning and noon Watertown Rotary clubs.
- Enrollment Services hosted an Open House and Career Expo on March 22. Approximately 300 prospective students and family members attended. This event has evolved from a more traditional admissions open house to one that included local employers and faculty to connect career opportunities with academic programs.
- The College hosted alum and renowned leader in the agricultural industry, Dr. David Kohl, on campus for a presentation organized by the Jefferson County Economic Development Corporation. He also spoke to several classes.
- President Dupee reported attending One Night One Diamond to benefit the Samaritan Auxiliary, playing in a popular Faculty/Staff versus Students basketball game and throwing out the first pitch for Cannoneers Softball. In addition, he reviewed several upcoming campus and community activities and the College's season of celebration events scheduled for May.
- President Dupee concluded his presentation by sharing accolades - Jefferson was designated a Gold Level 2024-2025 Military Friendly School by VIQTORY, publisher of GIJOBS magazine. Nearly 2700 colleges and universities were evaluated. JCC ranked 7th of 80 colleges in the small community college category and was the only SUNY community college in the Top 10 of this category.

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 two 2023-2024 budget amendments. Resolution 123-24 recognizes new funding for Direct Support Professional training along with an extension to 2028 on existing funding from the NYS Office of People With Developmental Disabilities. Resolution 124-24 accepts funding from SUNY for workforce development training. Upon motion by Damon Draught, seconded by Nathan Hunter, Resolution 123-24 and Resolution 124-4 were approved unanimously as follows:

**RESOLUTION NO. 123-24: 2023-2024 BUDGET AMENDMENT
OPWDD SUNY DSP GRANT**

GRANT PERIOD: APRIL 1, 2023 – DECEMBER 31, 2028

WHEREAS, the College has received funding from NYS Office for People With Developmental Disabilities to support the academic and career success of Direct Support Professionals;
THEREFORE BE IT RESOLVED, that the Jefferson Community College

Board of Trustees hereby approves the following budget amendment:

INCREASE REVENUE:

OPWDD SUNY DSP Grant– Local Grants & Contracts 2703-3011-5420 \$ 311,434.70

Total Revenue Increase \$ 311,434.70

INCREASE EXPENDITURE:

OPWDD SUNY DSP Grant- Prof Adjuncts- PT 2703-3011-6103 \$ 17,765.00

OPWDD SUNY DSP Grant- Instructional Supplies 2703-3011-7108 6,199.38

OPWDD SUNY DSP Grant- Advertising 2703-3011-7203 8,620.00

OPWDD SUNY DSP Grant- Indirect Cost 2703-3011-7231 33,368.00

OPWDD SUNY DSP Grant- Scholarship Awards 2703-3011-7512 \$ 245,482.32

Total Expenditure Increase \$ 311,434.70

**RESOLUTION NO. 124-24: 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 \$ 36,666.00

Total Revenue Increase \$ 36,666.00

INCREASE EXPENDITURE:

SUNY WDT Grant- Civil Service-FT 2701-3011-6120 2,115.00

SUNY WDT Grant- Indirect Cost 2701-3011-7231 6,111.00

SUNY WDT Grant- Prof Service Fees 2701-3011-7241 \$ 28,440.00

Total Expenditure Increase \$ 36,666.00

Financial Statements: February 2024

Vice President Sid Pond provided a brief overview of unaudited February 2024 financial reports, noting that halfway through the fiscal year, overall total revenue is just about flat with last year’s total revenue at this time. Overall expenditures are about 4% less than budget at this point in time. The College has been able to offset the reduction in tuition revenue by managing spending, a practice that will continue. The balance sheet depicts a good financial position, and the College continues to invest cash on hand to maximize our return. It was asked if the College anticipates using more fund balance

than budgeted. VP Pond advised that with cost reduction strategies in place, it is anticipated that the College will not use more, and perhaps will use less than the amount budgeted.

Upon motion by Damon Draught, seconded by Judy Gentner, the Board unanimously accepted February 2024 financial reports.

Academic and Educational Services Committee - Committee Chair Cindy Intschert

Trustee Intschert reported the Academic & Educational Services Committee met on March 20 and reviewed a new policy that facilitates cross registration by students at SUNY institutions. Provost Fairman noted the College has always participated in cross registration of courses among SUNY institutions, as it helps with timely degree completion. Jefferson's policy simply formalizes requirements, and by publishing the policy on our website, the information will be easily accessible by students. There was a question about how tuition is processed for cross-registered courses. Upon motion by Trustee Intschert, seconded by Damon Draught, the Cross Registration Policy for SUNY in Resolution 125-24 was approved unanimously as follows:

RESOLUTION NO. 125-24: CROSS REGISTRATION POLICY for SUNY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the Cross Registration Policy for SUNY as attached.

Trustee Intschert also presented revisions to the Hospitality & Tourism A.A.S. degree program. Revisions addressed new SUNY General Education requirements and removed a concentration to allow students greater flexibility. Upon motion by Trustee Intschert, seconded by Beth Fipps, revisions to the Hospitality & Tourism A.A.S. degree in Resolution 126-24 were approved unanimously as follows:

**RESOLUTION NO. 126-24: APPROVAL OF PROGRAM REVISIONS
HOSPITALITY & TOURISM, A.A.S.**

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

Facilities Committee – Committee Chair Stephen Todd

The Committee did not meet in March. President Dupee noted that the bid for the paving project has been issued and will be opened in mid-April.

Personnel Committee – Committee Chair Beth Fipps

Trustee Fipps noted the Personnel Committee met on March 20 and reviewed updates to the organizational structure. There are no action items.

OTHER BUSINESS

Dr. Dupee presented contracts for ratification in Resolution 127-24. Upon motion by Mike Crowley, second by Beth Fipps, Resolution 127-24 ratifying all contracts passed unanimously as follows:

RESOLUTION NO. 122-24: RATIFICATION OF CONTRACTS
Arctic Wolf
Barker-Lassiter, Lynise
CITEC (6)
County of Oswego Workforce Development Board
Jefferson County Local Development Corporation
Jefferson Faculty Student Association Auxiliary (JFSAA)
and Student Government Association (JCC)
McDonald Hopkins
Motimatic
National Student Clearinghouse
NRG Business Marketing
Quider Group
Student Government Association (JCC)

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:

Arctic Wolf
(services contract, email cybersecurity response)

Barker-Lassiter, Lynise
(instruction, DEISJ training)

CITEC (6)
(LEAN, LDE, MDE and Kaizen training, workforce development)

County of Oswego Workforce Development Board
(training agreement, home-based child-care program)

Jefferson County Local Development Corporation
(funding agreement, home-based child-care training program)

Jefferson Faculty Student Association Auxiliary (JFSAA)
and Student Government Association (JCC)
(MOU, residence life and student activities director services)

McDonald Hopkins
(services contract, email cybersecurity response)

Motimatic
(recruitment campaign, enrollment services)

National Student Clearinghouse
(participation agreement, All-in-On Campus Challenge)

NRG Business Marketing
(services contract, natural gas delivery)

The Quider Group
(consulting services, federal funding opportunities)

Student Government Association (JCC)
(MOU, student activities director services)

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 4:54 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 5:26 p.m.

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. There was some discussion about preparing for the Middle States meetings.

- Middle States Accreditation Visit – April 15-17, 2024, Sunday - Wednesday
- Academic & Educational Services Committee Meeting – April 17, 2024, Wednesday at 3:00 p.m.
- Personnel Committee Meeting – April 17, 2024, Wednesday at 4:00 p.m.
- Finance & Audit Committee Meeting – TBD
- Board of Trustees Meeting – May 1, 2024, Wednesday at 4:00 p.m.
- Budget Workshop – May 1, 2024, Wednesday at 5:30 p.m.
- Direct Support Professionals/OPWDD Recognition – May 3, 2024, Friday at 11:00 a.m.
- Athletics Banquet – May 8, 2024, Wednesday at 5:30 p.m.
- Student Campus-Wide Awards Ceremony – May 9, 2024, Thursday at 12:30 p.m.

Adjournment

On a motion made by Nate Hunter, seconded by Tye LaClair, the meeting adjourned at 5:38 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board of Trustees