



**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**MEETING MINUTES
February 8, 2024**

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Thursday, February 8, 2024, in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

Attendance:

Trustees Present:

Cindy Intschert, Vice Chair
Pam Beyor-Murtha
Michael Crowley
Damon Draught
Beth Fipps
Judy Gentner
Nathan Hunter
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 Vice Chair Cindy Intschert called the meeting to order at 4:01 p.m.

Approval of Minutes

On a motion made by Judy Gentner, seconded by Damon Draught, the minutes of the January 3, 2024 meeting were approved unanimously.

Introductions of Guests

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, Continuing Education Coordinator

Privilege of the Floor – None.

JCC Foundation –Nathan Hunter

Trustee Hunter noted the January meeting of the Foundation Board was cancelled due to weather and summarized the written report of the Foundation as follows:

- The February 2024 Annual Fund appeal will be sent on February 10.
- The Annual Jeff-Can Solicitation will be mailed at the end of February.
- Adam LaClair from Haylor, Freyer and Coon joined the board in January.
- The Foundation Board approved a \$20,000 gift to the College to support Dr. Dupee's inauguration celebration to be held May 30.
- The GWCC Business After Hours that was scheduled for April 17 at the NEST has been postponed.

There were no questions.

Student Trustee Report – Tye LaClair

Trustee LaClair, excused from the meeting due to illness, provided a written report. 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 4.9% as compared to last year at this time.
- NYS just expanded Tuition Assistance Program (TAP) funding to include eligible microcredentials; ten of Jefferson's eleven microcredentials meet the criteria.
- Organizational Structure: the process for selecting department chairs has been sent out to campus; interviews for the AVP-Liberal Arts and AVP-Enrollment Services positions will be conducted soon; the AVP-Student Affairs and AVP for Assessment, Planning and Institutional Effectiveness jobs have just been posted. Once these positions are filled, work will begin on the non-Provost side of the organizational structure.
- The North Country REDC received a \$10M award from NYS for a program designed to keep transitioning Soldiers here in the North Country by providing training and access to good paying jobs. The College is part of this program. More details to follow soon.
- Budget Advocacy – at the state level conversations continue about community college funding; the SUNY Chancellor provided testimony today at the NYS Joint Legislative Budget Hearing on Higher Education. At the federal level, the President and Karen Freeman attended the National Legislative Summit in Washington, DC earlier this week. Karen attended meetings with Senators Schumer and Gillibrand, while President Dupee and other community college presidents met with the Office of Science & Technology Policy, Department of Commerce, Department of Labor, National Science Foundation and CHIPS Act leaders.
- Recent meetings of note include with the SUNY Workforce 2030 Committee (President Dupee is one of just four community college presidents serving on this committee), and a meeting with Micron about what programs they are seeking from educational partners. It was asked what other community colleges are working with Micron. Dr. Dupee advised Onondaga Community College is one.
- Hosted a Community Breakfast on January 19 with many community leaders in attendance; President Dupee provided an update on College initiatives and budget advocacy.
- Met with Jefferson-Lewis BOCES to further discuss the "Grow Your Own Teacher" initiative aimed at helping high school students become teaching assistants and then follow a path, via Jefferson and Potsdam, toward a master's in teaching.

- Met with SUNY Canton about potential academic partnerships and met with Lewis County to begin mapping out a strategic plan for use of the Education Center in Lowville in conjunction with BOCES.
- Recent activities include Spring Semester Convocation on January 19, delayed due to inclement weather, Cannoneer Kick off also on January 19, and JCC Night at the Watertown Wolves on January 26 with about 60 employees and family members in attendance.
- Finally, President Dupee attended the commencement ceremony at Cape Vincent Correctional Facility and celebrated a Jefferson graduate. This is only the second student to complete a Jefferson degree while incarcerated.

Finance and Audit Committee - Committee Chair Damon Draught

Trustee Draught noted the Finance and Audit Committee met prior to the full Board meeting. During that meeting, Tim Hammond and Greg Evans from the Bonadio Group reviewed the College’s FY23 audit, which received a clean, unmodified opinion. Trustee Intschert offered kudos to VP Sid Pond, Sintia Marshall and the financial operations team for their good work.

Upon motion by Damon Draught, seconded by Nate Hunter, the College’s FY23 Audit in Resolution 110-24 was approved unanimously as follows:

RESOLUTION NO. 110-24: ACCEPTANCE OF COLLEGE AUDIT

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of Jefferson Community College for the year ending August 31, 2023 as prepared by The Bonadio Group.

Next, Trustee Draught presented three 2023-2024 budget amendments. Resolutions 111-24, 112-24 and 113-24 all recognize new or additional funding in the 2023-2024 budget. Resolution 111-24 acknowledges Liberty Partnership Program funding. Resolutions 112-24 and 113-24 acknowledge transformation funding from SUNY. The funding in Resolution 112-24 will be used to support the ASAP (Accelerated Studies for Associate Programs) initiative, and a portion of the funding in Res. 113-24 is dedicated to initiatives that support the nursing program.

Upon motion by Damon Draught, seconded by Michael Crowley, the budget amendments contained in resolutions 111-24, 112-24 and 113-24 were approved unanimously as follows:

**RESOLUTION NO. 111-24: 2023-2024 BUDGET AMENDMENT
LIBERTY PARTNERSHIP PROGRAM GRANT**

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

WHEREAS, funds have been received from the New York State Education Department (SED) to implement a 12-month Liberty Partnership Program in conjunction with the Watertown City School District, the Watertown Family YMCA and Cornell Cooperative Extension;

WHEREAS, the Watertown Liberty Partnership Program (WLPP) will provide structured and individualized support services through a hybrid school-based, after-school, and summer program

model. A total of 200 at-risk students in grades 5-12 will be served in each year of this multi-year grant;

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

INCREASE REVENUE:

Liberty Partnership Grant –State Grants	2632-3011-5420	<u>\$290,480.00</u>
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Total Revenue Increase \$290,480.00

INCREASE EXPENDITURE:

Liberty Partnership Grant –Prof F/T	2632-3011-6101	62,684.00
Liberty Partnership Grant- Prof P/T	2632-3011-6102	88,996.00
Liberty Partnership Grant –State ERS	2632-3011-6201	10,212.00
Liberty Partnership Grant –State TRS	2632-3011-6202	7,240.00
Liberty Partnership Grant –Social Security	2632-3011-6204	11,604.00
Liberty Partnership Grant –Workers Comp	2632-3011-6205	1,517.00
Liberty Partnership Grant –Life Insurance	2632-3011-6206	40.00
Liberty Partnership Grant –Disability Insurance	2632-3011-6208	79.00
Liberty Partnership Grant –Health Insurance	2632-3011-6209	21,043.00
Liberty Partnership Grant –Instr Supplies	2632-3011-7108	1,548.00
Liberty Partnership Grant –Indirect Cost	2632-3011-7231	21,517.00
Liberty Partnership Grant- Membership Fees	2632-3011-7238	4,500.00
Liberty Partnership Grant –Prof Svc Fees	2632-3011-7241	41,000.00
Liberty Partnership Grant –Travel	2632-3011-7250	<u>\$18,500.00</u>

Total Expenditure Increase \$290,480.00

**RESOLUTION NO. 112-24: 2023-2024 BUDGET AMENDMENT
TRANSFORMATIONAL ASAP/ACE PROGRAM GRANT**

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

WHEREAS, funds have been received from SUNY to improve student success, support innovation, and help meet the state’s future workforce needs by enhancing economic mobility through expansion of education and workforce training opportunities, increasing retention and completion of degree-seeking students, expanding or launching seamless transfer pathways and increasing operational efficiency and eliminating redundancy;

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

INCREASE REVENUE:

Transf. ASAP/ACE Program- State Grants & Contracts	2658-3011-5420	<u>\$136,425.00</u>
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Total Revenue Increase \$136,425.00

INCREASE EXPENDITURE:

Transf. ASAP/ACE Program- Professional F/T	2658-3011-6101	62,500.00
Transf. ASAP/ACE Program- Professional P/T	2658-3011-6102	17,886.80
Transf. ASAP/ACE Program- State ERS	2658-3011-6201	5,937.50
Transf. ASAP/ACE Program- State TRS	2658-3011-6202	1,745.51
Transf. ASAP/ACE Program- Social Security	2658-3011-6204	6,150.35
Transf. ASAP/ACE Program- Workers Compensation	2658-3011-6205	803.35
Transf. ASAP/ACE Program- Life Insurance	2658-3011-6206	50.83
Transf. ASAP/ACE Program- Disability Insurance	2658-3011-6208	100.66
Transf. ASAP/ACE Program- Scholarship Awards	2658-3011-7512	\$ <u>41,250.00</u>

Total Expenditure Increase \$136,425.00

**RESOLUTION NO. 113-24: 2023-2024 BUDGET AMENDMENT
TRANSFORMATIONAL INITIATIVES FUND GRANT**

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

WHEREAS, funds have been received from SUNY to improve student success, support innovation, help meet the workforce needs of the future, enhance student support services, improve academic programs, increase enrollment, and modernize campus operations;

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

INCREASE REVENUE:

Transf. Initiatives Fund- State Grants & Contracts	2657-3011-5420	\$ <u>116,175.00</u>
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Total Revenue Increase \$116,175.00

INCREASE EXPENDITURE:

Transf. Initiatives Fund- Professional F/T	2657-3011-6101	57,500.00
Transf. Initiatives Fund- Professional P/T	2657-3011-6102	8,060.00
Transf. Initiatives Fund- State TRS	2657-3011-6202	2,580.00
Transf. Initiatives Fund- TIAA CREF	2657-3011-6203	4,600.00
Transf. Initiatives Fund- Social Security	2657-3011-6204	5,016.00
Transf. Initiatives Fund- Workers Compensation	2657-3011-6205	655.60
Transf. Initiatives Fund- Life Insurance	2657-3011-6206	79.30
Transf. Initiatives Fund- Disability Insurance	2657-3011-6208	157.04
Transf. Initiatives Fund- Health Insurance	2657-3011-6209	8,612.06
Transf. Initiatives Fund- Advertising	2657-3011-7203	4,000.00
Transf. Initiatives Fund- Prof. Service Fees	2657-3011-7241	15,000.00
Transf. Initiatives Fund- Staff Development	2657-3011-7246	7,436.25
Transf. Initiatives Fund-Travel	2657-3011-7250	\$ <u>2,478.75</u>

Total Expenditure Increase \$116,175.00

Financial Statements: December 2023

Vice President Sid Pond provided a brief overview of unaudited December 2023 financial reports. He reported that four months into the fiscal year Fall tuition revenue is lower than budget by about \$181,300 or 4.4%. Overall revenue is down about \$248,200 or 1.6% as compared to last year. Expenditures are lower than budget by about \$820,000 or 3.2% and down about \$28,000 compared to last year at this time. The College is monitoring Spring enrollment and will continue to monitor expenses to help offset the reduced Fall tuition revenue. There were no questions.

Upon motion by Damon Draught, seconded by Nathan Hunter, the Board unanimously accepted December 2023 financial reports.

Academic and Educational Services Committee - Committee Chair Cindy Intschert

Trustee Intschert noted the Academic & Educational Services Committee did not meet in January, however the Academic Calendar for the Spring 2025 semester was discussed at the December 20 committee meeting. The College was hoping to align its Spring break with the K-12 spring break, however it is not possible to due to how late in April the K-12 spring break will be held.

Upon motion by Judy Gentner, seconded by Steve Todd, the Spring 2025 calendar contained in Resolution 114-24 was approved unanimously as follows:

RESOLUTION NO. 114-24: ACADEMIC CALENDAR SPRING 2025

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 Spring 2025 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 Spring 2025 as developed and recommended by the Academic Calendar Workgroup.

Facilities Committee – Committee Chair Stephen Todd

Trustee Todd reported the Facilities Committee met on January 29. There are no action items, however the committee discussed the following:

- The paving of lots C and D will be completed using \$1M from Jefferson County and \$1M match from the State. That work will begin right after commencement and take about 10-12 weeks.
- The tennis courts will be refurbished, adding pickleball courts and possibly a basketball court and lighting for a portion of the space. The exact configuration is still being worked out. The project cost is estimated to be \$700K.

- VP Pond and President Dupee initiated conversation with County about the College’s next bonding request for funding which will be earmarked for campus revitalization projects.

There were no questions.

Personnel Committee – Committee Chair Beth Fipps

Trustee Fipps reported that the Personnel Committee did not meet in January, however the 2024-2025 Holiday Schedule in Resolution 115-24 was reviewed and discussed at the Committee’s December 20 meeting.

Upon motion by Beth Fipps, seconded by Damon Draught, the 2024-2025 Holiday Schedule in Resolution 115-24 was approved unanimously as follows:

RESOLUTION NO. 115-24: 2024-2025 HOLIDAY SCHEDULE

The College will be closed for business on the following days:

Monday,	09/02/24	Labor Day
Thursday,	11/28/24	Thanksgiving Day
Friday,	11/29/24	Day after Thanksgiving Day (in lieu of Columbus Day Observed 10/14/24)
Wednesday,	12/25/24	Christmas Day
Thursday,	12/26/24	In lieu of Veteran’s Day (Observed 11/11/24)
Friday,	12/27/24	In lieu of President’s Day (Observed 2/19/25)
Monday,	12/30/24	In lieu of Floating Holiday
Tuesday,	12/31/24	In lieu of Floating Holiday
Wednesday,	01/01/25	New Year's Day
Monday,	01/20/25	Dr. Martin Luther King Jr. Day
Monday,	05/26/25	Memorial Day
Friday,	07/04/25	Independence Day

OTHER BUSINESS

Dr. Dupee presented contracts for ratification in Resolution 116-24. Upon motion by Steve Todd, seconded by Beth Fipps, Resolution 116-24 ratifying all contracts passed unanimously.

RESOLUTION NO. 116-24: RATIFICATION OF CONTRACTS
Arctic Wolf
Elsevier
Inceptia (Addendum 1/9/24)
Inceptia (Addendum 1/31/24)

Lightcast
NYS Office of People with Developmental Disabilities
State University of New York
SUNY Potsdam
SUNY Research Foundation
SUNY Security Operations Center
US Department of Labor

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 security response)

Elsevier
(electronic subscription, College Library)

Inceptia (Addendum 1/9/24)
(services agreement addendum, repayment counseling)

Inceptia (Addendum 1/31/24)
(services agreement addendum, repayment counseling)

Lightcast
(renewal agreement, career coach subscription)

NYS Office of People with Developmental Disabilities
(grant agreement, direct support professional training)

State University of New York
(participating institution agreement, CrowdStrike cybersecurity software)

SUNY Potsdam
(partnership agreement, higher education center)

SUNY Research Foundation
(agreement with SUNY Oswego, lake effect weather services)

SUNY Security Operations Center
(participating institution agreement, IT security support)

US Department of Labor
(grant amendment, Strengthening Institutions Consortium)

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.

Personnel Committee Meeting – February 27, 2024, Tuesday at 4:00 p.m

Academic & Educational Services Committee Meeting – February 28, 2024, Wednesday 3:00 p.m

Finance & Audit Committee Meeting – March 6, 2024, Wednesday at 3:00 p.m.

Board of Trustees Meeting – March 6, 2024, Wednesday at 4:00 p.m

Inauguration Ceremony – March 15, 2024, Friday at 2:00 p.m.

Adjournment

On a motion made by Mike Crowley, seconded by Judy Gentner, the meeting adjourned at 4:44 p.m.

Respectfully submitted,

Karen J. Freeman

Secretary to the Board of Trustees