



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES July 14, 2022

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Thursday, July 14, 2022 in Room 4-009, the Walker Instructional Dining Room, of the McVean Student Center at Jefferson Community College.

Attendance:

Trustees Present:

Judy Gentner, Chair
Pamela Beyor-Murtha
Michael Crowley
Damon Draught
Nathan Hunter
Cindy Intschert
David Males

Administrative Staff:

Dan Dupee – Administrator-in-Charge
William Emm – Interim Vice President for Administration & Finance
Jeri Fairman – Interim Vice President for Academic Affairs

Call to Order – Chair Judy Gentner called the meeting to order at 4:00 p.m.

Approval of Minutes – On a motion made by Pam Beyor-Murtha, seconded by Mike Crowley, the minutes of the June 1, 2022 meeting were approved unanimously.

Introductions of Guests

Dr. Dupee first introduced the College's interim vice president for administration and finance, Bill Emm. In addition, Dr. Dupee welcomed Jerilyn Fairman who is currently serving as interim vice president for academic affairs.

Scott Schaeffer, Associate Vice President (STEM)
Megan Stadler, Associate Vice President of Strategic Initiatives
John Trumbell, Coordinator of Continuing Education and Vice President of FAJCC
Kerry Young, Associate Vice President for Human Resources

Privilege of the Floor – None.

JCC Foundation Update

Dr. Dupee referred Trustees to the written report submitted by the Foundation. He noted that the Foundation Board toured the recently rebranded gymnasium as well as the e-Sports arena. In addition, the Alumni Advisory Council hosted an alumni, friends and family night at Garland City in July.

President's Report

For his report, Dr. Dupee updated Trustees on COVID-related matters, enrollment, strategic initiatives, recent activities and accolades (attached). Highlights include:

- SUNY is requiring in-person students be vaccinated against COVID. Boosters are not required. New this year, the College can issue temporary accommodations for unvaccinated students to access campus resources (i.e. library) on a short-term basis.
- Summer enrollment is down 24% and fall enrollment is down 5.5% from last year at this time. Currently, 103 students have put housing deposits down for East Hall.
- Based on the recommendation of Cabinet and survey results, the DRI entrepreneurship space will be called The NEST. Marketing is working on a logo mark and branding.
- The Turf Field project was re-bid in June. Dr. Dupee will be scheduling a Facilities Committee meeting for July to review the new bid.
- About 35 students have registered their interest in Jefferson's new e-Sports program. The gaming arena is nearly complete and Trustees are invited to tour the arena following the close of this meeting.
- The Educational Opportunity Program Summer Institute will be held in August. Thirteen students are attending in person and 16 are attending virtually. The summer institute includes a variety of activities to help prepare EOP students academically, financially and personally for the fall semester.
- Jefferson was accepted into the Artificial Intelligence (AI) Incubator Network, which is a partnership between Dell, Intel and the American Association of Community Colleges. JCC will work to infuse Intel's AI curriculum into our Computer Science and Computer Information Systems programs.
- Recent activities include a Cabinet Retreat, Alumni Night at the Rapids ballgame, NYCCAP meeting, CDL-A Recognition Ceremony and partnership meeting with BOCES.
- For the first time, Jefferson was recognized as a Military Souse Friendly School by VIQTORY Publishing.

Nominating Committee – Election of Officers - Committee Chair Nathan Hunter

Trustee Hunter offered the report of the Nominating Committee (Pam Beyor-Murtha, Damon Draught), presenting the following slate of officers for the 2022-2023 year:

Chair -	Judith Gentner
Vice Chair -	David Males
Secretary -	Karen Freeman
Treasurer -	William Emm

Chair Hunter opened the floor for nominations, Hearing none, on a motion put forth by Nate Hunter, seconded by Cindy Intschert, the slate of officers was approved.

Budget and Planning Committee - Committee Chair Michael Crowley

Committee Chair Crowley noted that the Budget & Planning Committee met prior to the full Board meeting. He first presented Resolution 139-22 with the College's 2022-2023 operating budget, reporting that Jefferson County had approved their sponsor contribution on July 6, 2022. Following a motion by Mike Crowley, seconded by Nate Hunter, Resolution 139-22 was approved unanimously as follows:

RESOLUTION NO. 139-22 2022/2023 OPERATING BUDGET

WHEREAS, Jefferson Community College anticipates serving 1,040 full-time students as well as enrolling students for 13,207 part-time credit hours and 3,300 summer credit hours during the 2022-2023 academic year. Base State Aid FTE at 1,848.6.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approve a Jefferson Community College 2022-2023 Operating Budget in the amount of \$24,473,972 with the contribution of the sponsor at \$5,367,423 and the State share of \$6,543,066.

Trustee Crowley presented Resolution 140-22 containing the 2022-2023 tuition and fee schedule. He reported a tuition increase of just under 3%. Fees remained the same. Upon motion my Mike Crowley, seconded by Damon Draught, Resolution 140-22 was passed unanimously as follows:

RESOLUTION NO. 140-22 2022/2023 TUITION AND FEE SCHEDULE

WHEREAS, the Jefferson Community College Board of Trustees hereby adopts the following Tuition and Fee Schedule for the 2022-2023 academic year:

TUITION:

New York State Residents who are residents of the sponsorship area or non-residents of the sponsorship area who present a Certificate of Residence:

Full-Time	\$5,160 per academic year
Part-Time	\$ 215 per credit hour

New York State residents who are not residents of the sponsorship area and do not present a Certificate of Residence:

Full-Time	\$9,792 per academic year
Part-Time	\$ 408 per credit hour

Non-New York State Residents:

Full-Time	\$5,160 per academic year
Part-Time	\$ 215 per credit hour

STUDENT SERVICE FEES:-

Fees deducted from operating costs as offsetting revenue:

Non-Credit Course Fee	variable (\$10-\$250)
Document/Check Replacement Fee	\$ 5 per copy
Transcript Fee	\$ 8 per copy
Health Transcript Fee	\$ 5 per occurrence
Facsimile Fee (Official Documents)	\$ 5 per occurrence
Processing Fee, Directed Study	\$ 5 per course
Credit by Examination Fee	\$ 15 per credit hour
College-Level Examination Program	\$ 20 per exam
Returned Check Fee	\$ 20 per check
Parking Fines	variable (\$10-\$100)
Technology Fee	\$ 13 per credit hour
Computer Lab Fee (Community Members)	\$ 40 per semester
Course Lab/Materials Fee	variable (\$5-\$50) per credit hour
Military Credit Inventory	
Application/Evaluation Fee	\$ 200
Credit Inventory Update Fee	\$ 50
Official Transcript Fee	\$ 8
Nursing Program Fee	\$ 250 per semester
Nursing ATI Materials Fee	\$ 400 per semester
Fire Protection (FPT 105) Course Fee (Certification)	\$ 150
Fire Protection (FPT 205) Course Fee (Certification)	\$ 50

FEES CHARGED TO STUDENTS BY SEPARATE ASSOCIATIONS:

(i.e. Faculty-Student Association or by self-sustaining operations)

*Comprehensive Student Fee	\$ 15 per credit hour
Comprehensive Student Fee – (Summer/Winter)	\$ 4 per credit hour
Diploma Fee (replacement)	\$ 30
Identification Card Fee (replacement)	\$ 25
Alumni Fee (optional)	\$ 10 per semester

*Not applicable for extension site courses; (fees included: student resource, health service, commencement, new student services, and identification card)

Trustee Crowley presented a revision to the purchasing policy in resolution 141-22. The College is required to update this policy annually. The only revision at this time is the addition of William Emm. The policy will be revised again when the administrative assistant to the vice president for administration and finance position is filled. Upon motion by Mike Crowley, seconded by Pam Beyor-Murtha, Resolution 141-22 was passed unanimously as follows:

RESOLUTION NO. 141-22 2022-2023 ANNUAL PURCHASING POLICY & CONTROL

WHEREAS, by resolution No. 132-93 dated July 7, 1993, the Board of Trustees adopted a Purchasing Policy; and

WHEREAS, revisions to the policy were adopted by Resolutions No. 159-07, 104-09, 176-10, 164-11, 146-12, 144-14, 154-15, 163-16, 158-17, 127-18, 164-18, 173-19, 147-20, 156-21; and

WHEREAS, in keeping with current business practices and updated standards for procurement of materials, equipment and supplies necessary to meet College objectives, it is necessary to review, update and revise the Purchasing Policy annually;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby amends the aforementioned resolutions and adopts the attached Purchasing Policy.

Trustee Crowley presented four budget amendments, all recognizing new funding. Upon presentation and motion by Mike Crowley, seconded by Damon Draught, Resolution 142-22 accepting Liberty Partnership Program funding was approved unanimously as follows:

**RESOLUTION NO. 142-22 2021-2022 BUDGET AMENDMENT
LIBERTY PARTNERSHIP PROGRAM GRANT**

GRANT PERIOD: SEPTEMBER 1, 2021 – AUGUST 31, 2022

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 and the Watertown Family YMCA;

WHEREAS, the College received notification of an increase in funding for the 2021/2022 fiscal year;

THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following budget amendment to recognize the increase in funding:

INCREASE REVENUE:

Liberty Partnership Grant –State Grants	2632-3011-5420	<u>\$ 50,003.00</u>
	Total Revenue Increase	\$ 50,003.00

INCREASE EXPENDITURE:

Liberty Partnership Grant –Prof P/T	2632-3011-6102	\$ 40,800.00
Liberty Partnership Grant –State TRS	2632-3011-6202	1,970.00
Liberty Partnership Grant –Social Security	2632-3011-6204	3,121.00
Liberty Partnership Grant –Workers Comp	2632-3011-6205	408.00
Liberty Partnership Grant – Indirect Cost	2632-3011-7231	<u>\$ 3,704.00</u>
	Total Expenditure Increase	\$ 50,003.00

Upon presentation and motion by Mike Crowley, seconded by Pam Beyor-Murtha, Resolution 143-22 accepting EOP summer program funding was approved unanimously as follows:

**RESOLUTION NO. 143-22 2021-2022 BUDGET AMENDMENT
EDUCATIONAL OPPORTUNITY PROGRAM (EOP) GRANT –
SUMMER PRE-FRESHMAN**

GRANT PERIOD: MAY 1, 2022 – AUGUST 31, 2022

WHEREAS, funds have been received from the State University of New York’s (SUNY) Educational Opportunity Program (EOP) to provide access, academic support and financial aid to full-time, matriculated, New York State students who show promise for succeeding in college but who may not have otherwise been offered admission;

WHEREAS, the funding will support programs at Jefferson that offer academic counseling, educational and career planning, financial advisement, financial assistance, and a pre-freshmen summer extended orientation program;

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

INCREASE REVENUE:

Educ. Opportunity Prog (EOP) –State Grants	2630-3011-5420	<u>\$ 76,512.00</u>
Total Revenue Increase		\$ 76,512.00

INCREASE EXPENDITURE:

Educ. Opportunity Prog (EOP) –Prof Adjuncts	2630-3011-6103	\$ 10,200.00
Educ. Opportunity Prog (EOP) –Student Tutors	2630-3011-6142	17,780.00
Educ. Opportunity Prog (EOP) –Instr Supplies	2630-3011-7108	5,400.00
Educ. Opportunity Prog (EOP) –Prof Svc Fees	2630-3011-7241	23,912.00
Educ. Opportunity Prog (EOP) –Travel	2630-3011-7250	5,720.00
Educ. Opportunity Prog (EOP) –Scholarships	2630-3011-7512	<u>\$ 13,500.00</u>
Total Expenditure Increase		\$ 76,512.00

Upon presentation and motion by Mike Crowley, seconded by Damon Draught, Resolution 144-22 accepting EOP Summer Institute funding was approved unanimously as follows:

**RESOLUTION NO. 144-22 2021-2022 BUDGET AMENDMENT
EDUCATIONAL OPPORTUNITY PROGRAM (EOP) GRANT –
SUMMER INSTITUTE**

GRANT PERIOD: MAY 1, 2022 – AUGUST 31, 2022

WHEREAS, funds have been received from Jefferson Community College Foundation to support the State University of New York's (SUNY) Educational Opportunity Program (EOP) summer program;

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

INCREASE REVENUE:

Educ. Opportunity Prog (EOP) –Local Grants 2835-3011-5430 \$ 3,000.00

Total Revenue Increase \$ 3,000.00

INCREASE EXPENDITURE:

Educ. Opportunity Prog (EOP) – Prof Svc Fees 2835-3011-7241 \$ 1,900.00

Educ. Opportunity Prog (EOP) – Student Recrt 2835-3011-7247 1,100.00

Total Expenditure Increase \$ 3,000.00

Upon presentation and motion by Mike Crowley, seconded by Damon Draught, Resolution 145-22 accepting grant funding to support student with disabilities was approved unanimously as follows:

**RESOLUTION NO. 145-22 2021-2022 BUDGET AMENDMENT
STUDENTS WITH DISABILITIES FOR POSTSECONDARY
SUCCESS (SWDPS) GRANT**

GRANT PERIOD: SEPTEMBER 1, 2021 – AUGUST 31, 2022

WHEREAS, funds have been received from the State University of New York (SUNY) to supplement existing supports and accommodations for students with disabilities, provide faculty and staff with additional training and improve communication measures with students;

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

INCREASE REVENUE:

SUNY SWDPS – State Grants 2649-3011-5420 \$ 7,259.00

Total Revenue Increase \$ 7,259.00

INCREASE EXPENDITURE:

SUNY SWDPS – Computer Software 2649-3011-7217 \$ 6,000.00

SUNY SWDPS – Computer Supplies 2649-3011-7107 759.00

SUNY SWDPS – Workshops/Seminars 2649-3011-7253 \$ 500.00

Total Expenditure Increase \$ 7,259.00

Financial Statements: May 2022

Interim VP Bill Emm reviewed the financial reports for May. He noted that revenue is down about 6.5% from budget due to lower enrollment, however expenses are also trending lower than budgeted. With cash position high, primarily due to stimulus funding, the College has invested nearly \$4M. Interim VP Emm reported the College is in very good financial position overall. There were no questions.

Upon a motion made by Mike Crowley, seconded by Pam Beyor-Murtha, the Board unanimously accepted May 2022 financial reports.

Academic and Educational Services Committee - Committee Chair David Males

Trustee Males reported the Academic & Educational Services Committee met on June 15, 2022. The College's Curriculum Committee recommended to the College Senate that four programs be deactivated and discontinued – Accounting AAS, Office Technologies – Administrative Assistant AAS, Office Technologies – Medical AAS, and the Winery Management and Marketing Certificate. Senate approved these recommendations in May. VP Fairman thoroughly reviewed with the Ac & Ed Services Committee the process for program deactivation and discontinuance and why these specific programs were recommended for such actions. On motion by David Males, seconded by Nathan Hunter, the Board of Trustees approved Resolution 146-22 deactivating and discontinuing four academic programs as follows:

**RESOLUTION NO. 146-22: DEACTIVATION AND DISCONTINUANCE OF PROGRAMS:
 ACCOUNTING A.S.
 OFFICE TECHNOLOGIES - ADMINISTRATIVE ASSISTANT, A.A.S.
 OFFICE TECHNOLOGIES – MEDICAL, A.A.S.
 WINERY MANAGEMENT & MARKETING CERTIFICATE**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the deactivation and subsequent discontinuance of the following four programs, effective fall 2022:

Accounting, Associate of Science (A.S.)
Office Technologies – Administrative Assistant, Associate of Applied Science (A.A.S.)
Office Technologies – Medical, Associate of Applied Science (A.A.S.)
Winery Management & Marketing, Certificate

In addition, a concentration of the Hospitality & Tourism AAS program, winery management and marketing, is also recommended for deactivation and discontinuance by the College Senate and Curriculum Committee. Trustee Males noted that because this is one of three concentrations within the Hospitality and Tourism AAS program, that discontinuing and deactivating one constitutes a revision to the overarching program. On motion by David Males, seconded by Cindy Intschert, the Board of Trustees approved the program revision contained in Resolution 147-22 as follows:

**RESOLUTION NO. 147-22: PROGRAM REVISION: HOSPITALITY & TOURISM, A.A.S.
--DEACTIVATION AND DISCONTINUANCE OF WINERY
MANAGEMENT & MARKETING CONCENTRATION**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves a program revision to the Hospitality & Tourism A.A.S. degree to deactivate and subsequently discontinue the Winery Management & Marketing Concentration, effective fall 2022.

In other business, Trustee Males reported that the College recently received a \$10,000 grant to develop and market microcredentials. The College subsequently created the following nine microcredentials: Agribusiness and Hospitality (Value added Food Processing), Business Leadership, Direct Support Professional 1, Fundamentals of Effective Communication, Healthcare Management I, Healthcare Management II, Hospitality, Kitchen Basics and Software Development. Most of these new microcredentials are 9 credits and eligible for some financial aid.

In addition, Trustee Males reported the College's nursing program is in the midst of the re-accreditation process with the Accreditation Commission for Education in Nursing (ACEN). The visit by the ACEN team will be this fall with a final report expected in 2023.

Lastly, in a brief Middle States Steering Committee update, Trustee Males reported that the College received approval of its self-study design within one week of submitting it with changes as recommended by the College's liaison. The committee is to be commended for their work. Most self-study work is now paused for July and August and will resume in earnest at the start of the Fall semester.

Facilities Committee – Committee Chair Pamela Beyor-Murtha

No report.

Personnel Committee – Committee Chair Nathan Hunter

Trustee Hunter reported that the committee met in June and there is no action before the Board at this time.

Other Business

Dr. Dupee presented contracts for ratification in Resolution 148-22. It was suggested that professional services contracts for individuals be standardized in format going forward. Upon motion by David Males, seconded by Pam Beyor-Murtha, the resolution ratifying all contracts passed unanimously.

RESOLUTION NO. 148-22: RATIFICATION OF CONTRACTS

Alexander, Bruce
Auctions International
Lewis County General Hospital
Marshall, Sintia
Samaritan Medical Center
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:

Alexander, Bruce
(services contract, campus facilities)

Auctions International
(services contract, online auctions)

Lewis County General Hospital
(clinical agreement, nursing program)

Marshall, Sintia
(services contract, accounting)

Samaritan Medical Center
(clinical agreement, nursing program)

SUNY Research Foundation
(services contract, strategic enrollment management plan)

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 David Males, seconded by Cindy Intschert, the Board adjourned to Executive Session at 4:53 p.m. pursuant to Article 7, Section 105(e) and 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 5:48 p.m.

Chair Gentner read aloud Resolution 149-22 recognizing outgoing Trustee Terry Fralick for his service on the Board of Trustees. Upon motion by Cindy Intschert, seconded by Damon Draught Resolution 149-22 was approved unanimously.

RESOLUTION NO. 149-22: RECOGNITION OF SERVICE
TERRY N. FRALICK

WHEREAS, Terry N. Fralick was first appointed as a member of the Board of Trustees in November 2011 by the Jefferson County Board of Legislators; and was subsequently reappointed in June 2013 and June 2020; and

WHEREAS, during his tenure, Terry Fralick has provided leadership to the Jefferson Community College Board of Trustees as Vice Chair of the Board from 2014 to 2016, as Chair of the Board from 2016 to 2018, and as Trustee Liaison with the Middle States Steering Committee from 2013 to 2015; and

WHEREAS, Terry Fralick has served as chair of the Academic & Educational Services Committee from 2013 to 2016 and again from 2018 to 2020, served as a member of the Budget & Planning Committee; served as a member of the Personnel Committee; and served as a member of the Presidential Search Committee that selected the College's 6th president; and

WHEREAS, as a member of the Board of Trustees, Terry Fralick has advanced the mission of the College through several Strategic Plans and Facilities Master Plans to realization of the residence hall, Collaborative Learning Center and educational center in Lewis County; and

WHEREAS, Terry Fralick has supported Jefferson Community College through his generous donation of time and talent, thoughtful counsel, and community advocacy.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees extends appreciation to Terry N. Fralick for his dedicated service and commitment to this College and to this community, and wishes him well in all future endeavors.

Schedule of Upcoming Meetings and Events

Dr. Dupee reviewed the schedule of upcoming meetings noting that a Facilities Committee meeting will be scheduled for later this month.

Personnel Committee Meeting – July 20, 2022, Wednesday at 4:00 p.m.

Personnel Committee Meeting – August 17, 2022, Wednesday at 4:00 p.m. *(if needed, will be rescheduled)*

Fall Convocation – Monday, August 22, 2022

Budget and Planning Committee Meeting – September 7, 2022, Wednesday at 3:00 p.m.

Board of Trustees Meeting – September 7, 2022, Wednesday at 4:00 p.m.

Adjournment - On a motion made by Mike Crowley, seconded by Dave Males, the meeting adjourned at 5:53 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board of Trustees