



## JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

### MEETING MINUTES July 12, 2023

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, July 12, 2023, in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

#### **Attendance:**

##### Trustees Present:

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

##### Administrative Staff:

Dan Dupee, President  
Sidney Pond, Interim Vice President for Administration & Finance  
Jerilyn 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 Cindy Intschert, seconded by David Males, the minutes of the June 7, 2023 meeting were approved unanimously.

#### **Introductions of Guests**

Ben Foster, Executive Director, JCC Foundation  
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  
Kerry Young, Associate Vice President for Human Resources

**Privilege of the Floor** – None.

## **JCC Foundation Update**

Executive Director Ben Foster summarized the written report from the JCC Foundation as follows:

- The Annual Fund solicitation signed by President Dupee has garnered 22 donations totaling \$1,740 to date.
- At its last meeting of the fiscal year held June 28, the Foundation approved its 2023-2024 budget and its Executive Committee with Michelle Capone as President.
- The Foundation's endowment has increased more than 7% over the past fiscal year.
- Jefferson Night at the Rapids will be held July 25 with President Dupee and Boomer throwing out the first pitch.

A question was asked about upcoming Foundation events. Ben Foster explained the Foundation wants to plan events that align with the institution's event plans (i.e., inauguration and NEST grand opening) and the schedule is still being developed. There were no additional questions.

## **Student Trustee Report**

No report.

## **President's Report**

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

- Summer enrollment is down 2.7% and fall enrollment is down 4.4% as compared to last year at this time; East Hall has 184 applicants;
- The College has contracted with a new training company to provide in-demand CDL-A training in both Jefferson and Lewis counties;
- In partnership with Mohawk Valley Community College, JCC is recruiting a cohort of ten students for a surgical technologist program in the fall semester;
- The turf field project is nearing completion – the first games will be played on Sunday August 27. A ribbon cutting is tentatively planned for August 25 (more to info to follow); and
- Renovations at The NEST are progressing with a target completion date of the end of 2023 and a College presence at the site in the first part of 2024.
- Recent activities include volunteering at AUSA's River Fest for the military, attending the Fort Drum Graduation Ceremony, speaking at the Cape Vincent Correctional Facility Graduation, presenting to Noon Rotary in Watertown and attending both a NYCCAP meeting and a SUNY President's Retreat.
- Upcoming activities include the Gouverneur Correctional Facility Graduation, Cabinet Retreat, throwing out the first pitch at Alumni Night at the Watertown Rapids, hosting a Summer Cookout for 12-month employees, Leadership Day, JCC retirees luncheon, Fall Convocation and Cannoneer Kickoff. The focus of both the Cabinet Retreat and Leadership Day will discussion of the Organizational Structure Study findings and charting a path forward for the institution.

Dr. Dupee concluded his report by sharing photos of a framed gift congratulating him on becoming President that he was given by the children at Campus Care.

Gillian Maitland, marketing and communications director, provided an update on the College's more recent marketing activities. Highlights include:

- An overall increase in web traffic of more than 50,000 sessions, which is more than pre-pandemic levels; the number of new visitors has increased 12,000;
- A digital campaign for spring semester featured click-through rates higher than industry standards across the board;
- A change in recruitment strategy for Fort Drum families to MyBaseGuide, which is showing positive results;
- Improving the student and prospect experience on the website by incorporating academic program Areas of Interest (AOIs) in alignment with Guided Pathways, a dynamic new homepage video and revamped Admissions pages;
- Launch of a different landing page for prospects coming to JCC's website from international and out-of-state IP addresses to provide information tailored specifically for those audiences (i.e., tuition);
- Improved Search Engine Optimization (SEO), which was demonstrated at a recent SUNY conference when Jefferson kept showing up at the top of the Google search results when other community colleges were further down;
- Launch of new Jefferson GIFs including many of Boomer; and
- Increased social media engagement across Facebook, Instagram, Tik Tok and Linked In.
- Summer activities include a Canadian student recruitment campaign and recruitment via the 1812 lacrosse tournaments taking place in Sackets Harbor, along with updates to the Viewbook and Accepted Student Booklet.
- Over the course of the fall semester, the marketing department will complete new digital recruitment brochures for athletics and workforce training; continue with refreshes of the student-facing web pages (i.e., student support services and student activities); create a recruitment video for Human Resources; enhance branding across campus and begin the process of a primary logo refresh.

Questions revolved around the increased web traffic and click-through rate analysis of different digital campaigns.

### **Budget and Planning Committee** - Committee Chair Damon Draught

Trustee Draught noted the Budget & Planning Committee met prior to the full Board meeting. He presented the College's 2023-2024 operating budget for approval in Resolution 163-23. Upon motion by Damon Draught, seconded by Pam Beyor-Murtha, Resolution 163-23 was approved unanimously as follows:

### **RESOLUTION NO. 163-23                      2023/2024 OPERATING BUDGET**

**WHEREAS**, Jefferson Community College anticipates serving 1,080 full-time students as well as enrolling students for 14,879 part-time credit hours and 2,626 summer credit hours during the 2023-2024 academic year. Base State Aid FTE at 1,590.3.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees does hereby approves a Jefferson Community College 2023-2024 Operating Budget in the amount of \$25,616,030 with the contribution of the sponsor at \$5,474,771.

Next, Trustee Draught presented the 2023-2024 Tuition and Fee Schedule in Resolution 164-23. The tuition increase was 2.8%. Upon motion by Damon Draught, seconded by Nathan Hunter, Resolution 164-23 was approved unanimously as follows:

**RESOLUTION NO. 164-23: 2023/2024 TUITION AND FEE SCHEDULE**

**WHEREAS**, the Jefferson Community College Board of Trustees hereby adopts the following Tuition and Fee Schedule for the 2023-2024 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	\$5,304 per academic year
Part-Time	\$ 221 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	\$10,274 per academic year
Part-Time	\$ 428 per credit hour

Non-New York State Residents:

Full-Time	\$5,304 per academic year
Part-Time	\$ 221 per credit hour

**STUDENT SERVICE FEES:-**

Fees deducted from operating costs as offsetting revenue:

Capital Fee (Out of State/International Students)	\$ 150 per semester
Non-Credit Course Fee	variable (\$10-\$500)
Document/Check Replacement Fee	\$ 15 per copy
Transcript Fee	\$ 10 per copy
Health Transcript Fee	\$ 10 per occurrence
Facsimile Fee (Official Documents)	\$ 10 per occurrence
Processing Fee, Directed Study	\$ 25 per course
Credit by Examination Fee	\$ 20 per credit hour
College-Level Examination Program	\$ 25 per exam
Returned Check Fee	\$ 25 per check
Parking Fines	variable (\$10-\$100)
Technology Fee	\$ 14 per credit hour
Computer Lab Fee (Community Members)	\$ 45 per semester
Clinical/Course Lab/Online/Materials Fee	variable (\$5-\$200 per credit hour)
Military Credit Inventory	
Application/Evaluation Fee	\$ 200
Credit Inventory Update Fee	\$ 50
Official Transcript Fee	\$ 10
Nursing ATI Materials Fee	\$ 400 per semester

**FEES CHARGED TO STUDENTS BY SEPARATE ASSOCIATIONS:**

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

*Comprehensive Student Fee	\$ 17 per credit hour
Comprehensive Student Fee – (Summer/Winter)	\$ 6 per credit hour
Diploma Fee (replacement)	\$ 50
Identification Card Fee (replacement)	\$ 30
Alumni Fee (optional)	\$ 10 per semester
Book Store Fee	\$ 26 per credit hour

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

Trustee Draught presented two budget amendments in resolutions 165-23 and 166-23 to recognize additional funding in the 2022-2023 budget. The first is US Department of Education funding to support career pathways in the healthcare sector and the second resolution accepts funding from SUNY for workforce training. Upon motion by Damon Draught, seconded by Cindy Intschert, Resolutions 165-23 and 166-23 were approved unanimously as follows:

**RESOLUTION NO. 165-23: 2022-2023 BUDGET AMENDMENT  
STRENGTHENING COMMUNITY COLLEGES TRAINING-  
HEALTHCARES CONSORTIUM**

**GRANT PERIOD: OCTOBER 1, 2022 – SEPTEMBER 30, 2023**

**WHEREAS**, funds have been received from the U.S. Department of Labor- Employment Training Administration to support collaboration for the Community College HealthCARES Consortium; Strengthening Career Pathways and Promoting equity in the Health Care Social Assistance Sector;

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

**INCREASE REVENUE:**

HealthCARES Grant- Local Grants & Contracts	2654-3011-5430	\$ <u>148,690.00</u>
<b>Total Revenue Increase</b>		<b>\$ 148,690.00</b>

**INCREASE EXPENDITURE:**

HealthCARES Grant- Professional FT	2654-3011-6101	\$ 11,250.00
HealthCARES Grant- State Teachers Retirement	2654-3011-6202	1,157.63
HealthCARES Grant- Social Security	2654-3011-6204	860.63
HealthCARES Grant- Workers Comp	2654-3011-6205	112.50
HealthCARES Grant- Life Insurance	2654-3011-6206	7.60
HealthCARES Grant- Disability Insurance	2654-3011-6208	14.92
HealthCARES Grant- Health Insurance	2654-3011-6209	2,346.72
HealthCARES Grant- Instructional Equipment	2654-3011-7005	84,975.00
HealthCARES Grant- Computer Equipment	2654-3011-7006	6,648.00
HealthCARES Grant- Supplies Audio Visual	2654-3011-7106	200.00
HealthCARES Grant- Supplies Instructional	2654-3011-7108	3,000.00
HealthCARES Grant- Computer Software	2654-3011-7217	4,375.00

HealthCARES Grant- Indirect Cost	2654-3011-7231	13,517.00
HealthCARES Grant- Prof Service Fees	2654-3011-7241	9,500.00
HealthCARES Grant- Maintenance Contracts	2654-3011-7236	5,725.00
HealthCARES Grant- Staff Development	2654-3011-7246	<u>\$ 5,000.00</u>
<b>Total Expenditure Increase</b>		<b>\$ 148,690.00</b>

**RESOLUTION NO. 166-23: 2022-2023 BUDGET AMENDMENT  
SUNY WORKFORCE DEVELOPMENT TRAINING**

**GRANT PERIOD: SEPTEMBER 1, 2022 – AUGUST 31, 2023**

**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	<u>\$ 10,869.00</u>
<b>Total Revenue Increase</b>		<b>\$ 10,869.00</b>

**INCREASE EXPENDITURE:**

SUNY WDT Grant- Prof Adjuncts- PT	2701-3011-6103	\$ 2,892.00
SUNY WDT Grant- Civil Service-FT	2701-3011-6120	1,575.00
SUNY WDT Grant- State Teachers Retirement	2701-3011-6202	312.00
SUNY WDT Grant- Social Security	2701-3011-6204	228.00
SUNY WDT Grant- Indirect Cost	2701-3011-7231	1812.00
SUNY WDT Grant- Prof Service Fees	2701-3011-7241	<u>\$ 4,050.00</u>
<b>Total Expenditure Increase</b>		<b>\$ 10,869.00</b>

**Financial Statements: May 2023**

Interim VP Sid Pond presented unaudited May 2023 financial reports noting that fall and spring tuition revenue exceeded budget, although overall revenue is less than last year at this time, due primarily to HERFF funds. Overall expenses are in line with budget. There were no concerns or questions. Upon motion made by Damon Draught, seconded by Mike Crowley, the Board unanimously accepted May 2023 financial reports.

**Academic and Educational Services Committee - Committee Chair David Males**

Trustee Males reported the Academic & Educational Services Committee did not meet in June; however he provided a brief Middle States update. The Self-Study remains on track with chapters

undergoing a third review by the Steering Committee. The full self-study draft will be shared with the campus in September for final feedback. In addition, the visit by Team Chair Dr. Michael McDonough has been scheduled for October 29-31 and the accreditation visit is scheduled for April 14-17, 2024. More details about Trustee involvement in both visits will be forthcoming. Trustee Males gave kudos to VP Jeri Fairman, self-study editor Mike Avery and Steering Committee co-chairs Deanna Lothrop and Brandon Maxam for the committee's hard work over the summer.

**Facilities Committee** – Committee Chair Pamela Beyor-Murtha

Committee Chair Murtha noted the committee has not met; however, she reported the press box at the turf field is nearly complete and soon electricity will be run to the field. There are currently youth camps taking place on the turf.

**Personnel Committee** – Committee Chair Nathan Hunter

Trustee Hunter noted the Personnel Committee did not meet in July. He then presented two policy revisions, both made to align with updated NYS model policies on non-discrimination and sexual harassment. There were no questions.

Upon motion by Nathan Hunter, seconded by Damon Draught, a revision to the Non-Discrimination Policy in Resolution 167-23 was approved unanimously as follows:

**RESOLUTION NO. 167-23:           NON-DISCRIMINATION POLICY REVISION  
(Revises Resolution No. 115-14, March 2014)**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees does hereby approve revisions to the Non-Discrimination Policy as attached.

Upon motion by Nathan Hunter, seconded by David Males, revisions to the Sexual Harassment Response and Prevention Policy in Resolution 168-23 were approved unanimously as follows:

**RESOLUTION NO. 168-23:           SEXUAL HARASSMENT RESPONSE AND PREVENTION  
POLICY REVISION  
(Revises Resolution No. 112-19, February 2019)**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees does hereby approve revisions to the Sexual Harassment Response and Prevention Policy as attached.

**OTHER BUSINESS**

Dr. Dupee presented contracts for ratification in Resolution 169-23. Upon motion by Pam Beyor-Murtha, seconded by Damon Draught, Resolution 169-23 ratifying all contracts passed unanimously.

**RESOLUTION NO. 169-23           RATIFICATION OF CONTRACTS  
ARC of Jefferson-St. Lawrence (Transit)  
ARC of Jefferson-St. Lawrence (DSP)**

**CDL Schools**  
**Dormitory Authority of New York**  
**EAB**  
**Lassiter, Lynise (ARC)**  
**Lassiter, Lynise (amendment-Early Childhood)**  
**Lassiter, Lynise (DEISJ)**  
**St. Regis Mohawk Tribe**  
**State University of New York (REACH)**  
**SUNY Research Foundation (SEM)**  
**Zoo New York**

**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:

**ARC of Jefferson-St. Lawrence Chapter**  
*(CDL-B training agreement, workforce training)*

**ARC of Jefferson-St. Lawrence Chapter**  
*(training agreement, direct support professional microcredential)*

**CDL Schools**  
*(CDL-A training agreement, workforce development)*

**Dormitory Authority of New York**  
*(SAM grant modification, nursing lab)*

**EAB**  
*(software agreement extension, "C4S" student retention)*

**Lassiter, Lynise**  
*(DEICB instruction agreement, workforce training)*

**Lassiter, Lynise**  
*(mindfulness instruction – amended agreement; early childhood)*

**Lassiter, Lynise**  
*(consulting – DEISJ programming)*  
**St. Regis Mohawk Tribe**  
*(economic impact study, Center for Community Studies)*

**State University of New York**  
*(grant extension, SUNY REACH)*

**State University of New York Research Foundation**  
*(grant extension, strategic enrollment management)*

**Zoo New York**  
*(survey agreement, Center for Community Studies)*



**THEREFORE, BE IT RESOLVED**, that the Jefferson Community College Board of Trustees does hereby recognize and ratify the aforementioned agreements.

Vice Chair Males presented two resolutions arising from the Ad Hoc Bylaws Committee which began meeting in April 2022. Both resolutions have been vetted by the Board and edited prior to finalization. The first, Resolution 170-23, revises the Board of Trustee Bylaws. The second, Resolution 171-23, establishes a Conflict of Interest Policy for the Board of Trustees and includes a questionnaire to be completed annually by each Trustee.

Following presentation and on motion by Trustee Males, seconded by Cindy Intschert, revisions to the Board of Trustees bylaws in Resolution 170-23 were approved unanimously as follows:

**RESOLUTION NO. 170-23: REVISIONS TO BOARD OF TRUSTEE BYLAWS**  
(Revises Bylaws previously amended in Resolution 153-11, August 2011)

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves revisions to its Bylaws as attached.

On motion by Trustee Males, seconded by Mike Crowley, the Board of Trustees adopted a new Conflict of Interest Policy in Resolution 171-23, which was approved unanimously as follows:

**RESOLUTION NO. 171-23: CONFLICT OF INTEREST POLICY ~ BOARD OF TRUSTEES**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees does hereby adopt the Conflict of Interest Policy for Board of Trustee members as attached.

### **Executive Session**

On motion made by David Males, seconded by Cindy Intschert, the Board adjourned to Executive Session at 4:52 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.

### **Nominating Committee – Election of Officers** - Committee Chair Michael Crowley

Trustee Crowley offered the report of the Nominating Committee (Cindy Intschert, Beth Fipps, Michael Crowley) presenting the following slate of officers:

Chair -	David Males
Vice Chair -	Cindy Intschert
Secretary -	Karen Freeman
Treasurer -	Sidney Pond

Trustee Crowley noted that, with the recent approval of revisions to the Trustee bylaws, the Chair and Vice Chair positions are two-year terms, while the Secretary and Treasurer remain one-year terms. Chair Gentner opened the floor for nominations, Hearing none, on a motion put forth by Trustee Crowley, seconded by Pam Beyor-Murtha, the slate of officers was approved.

Incoming Chair David Males asked Trustees to submit their top two choices for committee membership for the 2023-2024 year by July 21<sup>st</sup>.

Trustee Hunter thanked Judy Gentner for her leadership of the Board over the last two years and leading the search for the College's next president. Chair Gentner received a round of applause and she stated it was an honor and privilege to serve as Board of Trustees chair.

### **Schedule of Upcoming Meetings and Events**

Dr. Dupee reviewed the schedule of upcoming meetings and events

- Personnel Committee Meeting – July 19, 2023, Wednesday at 4:00 p.m. *(if needed, will be rescheduled)*
- Personnel Committee Meeting – August 16, 2023, Wednesday at 4:00 p.m.
- Fall Convocation – Monday, August 21, 2023
- Budget and Planning Committee Meeting – September 6, 2023, Wednesday at 3:00 p.m.
- Board of Trustees Meeting – September 6, 2023, Wednesday at 4:00 p.m.

### **Adjournment**

On a motion made by Pam Beyor-Murtha, seconded by Damon Draught, the meeting adjourned at 5:37 p.m.

Respectfully submitted,

---

Karen J. Freeman  
Secretary to the Board of Trustees