



## JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

### MEETING MINUTES May 3, 2023

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, May 3, 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  
Gianna Donahue  
Damon Draught  
Beth Fipps  
Nathan Hunter  
Cindy Intschert  
David Males  
Stephen Todd

##### Administrative Staff:

Dan Dupee, Administrator-in-Charge  
William Emm, 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 4:01 p.m.

#### **Approval of Minutes**

On a motion made by Pam Beyor-Murtha, seconded by Cindy Intschert, the minutes of the April 5, 2023 meeting were approved unanimously.

#### **Introductions of Guests**

Ben Foster, Executive Director, JCC Foundation  
Josh Hammond, Senate President and Associate Professor of Math  
Gillian Maitland, Director of Marketing & Communications  
Sidney Pond, Executive Director of Auxiliary Services and Accounting  
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  
John Trumbell, FAJCC Vice President and Coordinator of Continuing Education  
Kerry Young, Associate Vice President for Human Resources

**Privilege of the Floor** – None.

### **JCC Foundation Update**

No report.

### **College Senate Report**

College Senate President Josh Hammond summarized College Senate business for the month of May. The Academic Standards Committee put forth a new and long-awaited Prior Learning Assessment Policy and a revision to the Honors Program Policy. Both were approved and will come before the Board of Trustees in June. The Curriculum Committee brought forward a new microcredential to prepare teaching assistants for level 2 positions, which was approved. The College Senate also endorsed two Faculty Council of Community College resolutions on textbook access and academic freedom. In addition, there were presentations on the Brightspace migration and Middle States. There were no questions.

### **Student Trustee Report**

Student Trustee Gianna Donahue summarized her written report as follows:

#### **Student Government Association**

- Attended the SUNY Student Assembly Spring Conference in Glens Falls
- Student Government Elections - deadline to run was extended
- Planning for Spring Fest on May 9 – Art Club will help students make tie-dye t-shirts
- Appointed student representatives to all positions except Residential Student Representative. Appointed were Maryssa MacDonald as Commuter Student Representative, Fatmata Bah as Non-Traditional Student Representative, and Evonne Nyarko as Member of a Student Leadership Group.

#### **Campus Activities Board / Student Activities & Inclusion – Event Review**

- Phi Theta Kappa Honor Society – 58 students inducted on April 25
- National Society for Leadership and Success – 39 students inducted on April 26
- Student Awards Ceremony – 48 outstanding students, faculty and staff were recognized on April 27.

There were no questions.

### **President's Report**

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

- Spring enrollment ended up about 6% over budget; summer enrollment is flat thus far.

- The NYS Budget was signed into law late last night; at this point, it appears community colleges received most of what was asked for, but we are awaiting SUNY's budget summary with final details.
- The findings of the organizational structure survey conducted by the Center for Community Studies will be delivered on or around May 8.
- The Turf field project is scheduled for completion in June.
- Academic Program Updates
  - A Surgical Technologists program will be coming to Jefferson in the fall in partnership with three sister community colleges. The cohort will consist of 10 students. Information sessions will be held soon.
  - Conversations continue to bring Dental Hygiene to Jefferson in partnership with Monroe Community College for Fall 2024. This cohort will be 5 students.
  - We were recently notified that the National Tractor Trailer School is closing. The College is actively seeking another partner for two upcoming CDL-A classes on campus.
  - The College has continued conversations with Children & Youth Services (CYS) on Fort Drum regarding creating a pipeline of employees and recruitment for positions on post.
  - Lastly, the College was awarded \$300K from NYS to provide direct support professionals (DSP) training to 30 employees of the Arc – Jefferson and St. Lawrence.
- On April 19, the School of Business, Hospitality and Tourism hosted the Leadership and Business Symposium with nearly 200 high school and college students attending. Trustee Draught presented a workshop on franchise ownership; the event included an internship fair.
- Other recent activities include student award and induction ceremonies in Albany and on campus, a ribbon cutting at Citizen's Advocates – Watertown Behavioral Health Campus, Jam Session, Trivia Night, Facilities Master Plan presentation to Jefferson County and the *Black River Review* unveiling (each Trustee has a copy).
- Upcoming events include a survey to assess campus social activities, another Jam Session, Recognition Celebration on May 5, Athletics Award Banquet on May 8, Honors Program Presentations on May 10, Nurse Pinning on May 18, and Commencement on May 19.
  - The Commencement keynote address will be given by Jefferson alumna, Jennifer Hayes '81 who is an underwater photographer for National Geographic
  - The student speaker is Kerry Elliott
- Accolades:
  - Associate Professor Dawn Bartlett and Katie Corbin presented on the College Foundations (First Year Experience) course at the SUNY Student Success Summit.
  - SUNY Chancellor John B. King, Jr. gave a shout out to the College's veterans services program at the same conference.

There were no questions.

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

Trustee Draught noted the Budget & Planning Committee met prior to the full Board meeting. He presented four budget amendments, three of which accept new or increased funding. Resolution 140-23 acknowledges new funding for construction training, resolution 141-23 accepts Educational Opportunity Program funding, and resolution 141-23 acknowledges an increase in SUNY funding for campus care. Resolution 143-23 adjusts for a slight decrease in funding as budgeted for Servsafe training.

Upon motion by Damon Draught, seconded by Nathan Hunter, Resolutions 140-23, 141-23, 142-23 and 143-23 were approved unanimously as follows:

**RESOLUTION NO. 140-23:            2022-2023 BUDGET AMENDMENT  
   NYS DOL CONSTRUCTION GRANT**

**GRANT PERIOD:                            FEBRUARY 13, 2023 – FEBRUARY 12, 2024**

**WHEREAS**, the College has received funding from NYS Department of Labor to provide Pre-Apprentice Construction Training;

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

**INCREASE REVENUE:**

NYS DOL Construction Grant– Local Grants & Contracts	2563-3011-5430	\$ <u>57,760.00</u>
<b>Total Revenue Increase</b>		<b>\$ 57,760.00</b>

**INCREASE EXPENDITURE:**

NYS DOL Construction Grant– Instructional Supplies	2563-3011-7108	\$ 24,000.00
NYS DOL Construction Grant– Advertising	2563-3011-7203	15,760.00
NYS DOL Construction Grant– Prof Service Fees	2563-3011-7241	\$ <u>18,000.00</u>
<b>Total Expenditure Increase</b>		<b>\$ 57,760.00</b>

**RESOLUTION NO. 141-23:            2022-2023 BUDGET AMENDMENT  
   EDUCATIONAL OPPORTUNITY PROGRAM (EOP) GRANT**

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

**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, and financial assistance;

**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 2618-3011-5420 \$ 50,411.00

**Total Revenue Increase \$ 50,411.00**

**INCREASE EXPENDITURE:**

Educ. Opportunity Prog (EOP) –Professional PT 2618-3011-6102 \$ 5,035.00

Educ. Opportunity Prog (EOP) –Student Tutors 2618-3011-6142 13,176.00

Educ. Opportunity Prog (EOP) –Scholarships 2618-3011-7512 \$ 32,200.00

**Total Expenditure Increase \$ 50,411.00**

**RESOLUTION NO. 142-23: 2022-2023 BUDGET AMENDMENT  
SUNY CHILDCARE GRANT**

**GRANT PERIOD: JULY 1, 2022 – JUNE 30,2023**

**WHEREAS**, the College received notification of funding from the State in the amount of \$96,140.00 which is more than the estimate provided at the time the budget was formulated;

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

**INCREASE REVENUE:**

SUNY Child Care Grant – State Grants 2602-3011-5420 \$ 5,140.91

**Total Revenue Increase \$ 5,140.91**

**INCREASE EXPENDITURE:**

SUNY Child Care Grant – Other Fees 2602-3011-7239 \$ 5,140.91

**Total Expenditure Increase \$ 5,140.91**

**RESOLUTION NO. 143-23: 2022-2023 BUDGET AMENDMENT  
SUNY WORKFORCE DEVELOPMENT TRAINING**

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

**WHEREAS**, the College has received a decrease in funding from SUNY Workforce Development to provide ServSafe Training to employers;

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

**DECREASE REVENUE:**

SUNY WDT Grant– Local Grants & Contracts	2701-3011-5420	\$ 165.00
<b>Total Revenue Decrease</b>		<b>\$ 165.00</b>

**DECREASE EXPENDITURE:**

SUNY WDT Grant- Instructional Supplies	2701-3011-7108	\$ 116.00
SUNY WDT Grant- Indirect Cost	2701-3011-7231	28.00
SUNY WDT Grant- Prof. Service Fees	2701-3011-7250	\$ 21.00
<b>Total Expenditure Decrease</b>		<b>\$ 165.00</b>

**Financial Statements:** March 2023

Interim VP Bill Emm reviewed the financial reports for March 2023. Enrollments for fall, winter and spring have all come in higher than budgeted, plus state aid is higher than last year due to two additional enrollment initiative grants. The College is about where we should be with 60% of expenses at just over 6 months into the fiscal year. There were no concerns or questions. Upon motion made by Damon Draught, seconded by David Males, the Board unanimously accepted March 2023 financial reports.

Trustee Draught advised that Bill Emm will not be at the June 7 meeting and his temporary appointment will conclude soon. The Board thanked Interim VP Emm for his service and wished him well.

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

Trustee Males reported the Academic & Educational Services Committee met on April 19 and is bringing forward eight items for action.

Trustee Males presented the first two resolutions, 144-23 and 145-23, both are degree program revisions to meet new SUNY General Education requirements and to improve transferability. In addition, the INT 111 course was added to degree requirements.

Following presentation and on motion by Trustee Males, seconded by Cindy Intschert, the academic program revisions included in Resolutions 144-23 and 145-23 were approved unanimously as follows:

**RESOLUTION NO. 144-23: APPROVAL OF PROGRAM REVISIONS  
HOMELAND SECURITY, A.S.**

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

**RESOLUTION NO. 145-23: APPROVAL OF PROGRAM REVISIONS  
ADDICTION STUDIES, A.A.S.**

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

Trustee Males reported that resolutions 146-23 and 147-23 are to approve the deactivation of two degree programs, both of which are low enrolled. Deactivation is a three-year process which gives the College time to make a final determination on the future of the programs.

Following presentation and on motion by Trustee Males, seconded by Damon Draught, the academic program revisions included in Resolutions 146-23 and 147-23 were approved unanimously as follows:

**RESOLUTION NO. 146-23: DEACTIVATION OF PROGRAM  
CRIMINAL JUSTICE CERTIFICATE**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the deactivation of the Criminal Justice Certificate effective August 1, 2023.

**RESOLUTION NO. 147-23: DEACTIVATION OF PROGRAM  
AGRI-BUSINESS A.A.S.**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the deactivation of the Agri-Business A.A.S. degree effective August 1, 2023.

Trustee Males presented five program deactivation and discontinuances in resolutions 148-23, 149-23, 150-23, and 151-23, which include four certificates and one associate of applied science degree program. As currently designed, the programs no longer serve current workforce demands. For example, in the case of fire protection technology, most area fire departments are volunteer based and do not require college credentials. A question was asked regarding the teaching assistant certificate deactivation. VP Fairman advised it is being discontinued because it is not required for entry level teaching assistant jobs. However, the College just created a microcredential that will meet the educational requirements for the level 2 teaching assistant position.

Following presentation and on motion by Trustee Males, seconded by Steve Todd, the deactivation and discontinuances in resolutions 148-23, 149-23, 150-23 and 151-23, were approved unanimously as follows:

**RESOLUTION NO. 148-23: DEACTIVATION AND DISCONTINUANCE OF PROGRAMS  
FIRE PROTECTION TECHNOLOGY A.A.S.  
FIRE PROTECTION TECHNOLOGY Certificate**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the deactivation of the Fire Protection Technology A.A.S. degree and the Fire Protection Technology Certificate effective August 1, 2023.

**BE IT FURTHER RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the subsequent deactivation of the Fire Protection Technology A.A.S. degree and the Fire Protection Technology Certificate effective December 2026.

**RESOLUTION NO. 149-23:           DEACTIVATION AND DISCONTINUANCE OF PROGRAM  
TEACHING ASSISTANT CERTIFICATE**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the deactivation of the Teaching Assistant Certificate effective August 1, 2023.

**BE IT FURTHER RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the subsequent deactivation of the Teaching Assistant Certificate effective December 2026.

**RESOLUTION NO. 150-23:           DEACTIVATION AND DISCONTINUANCE OF PROGRAM  
EARLY CHILDHOOD CERTIFICATE**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the deactivation of the Early Childhood Certificate effective August 1, 2023.

**BE IT FURTHER RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the subsequent deactivation of the Early Childhood Certificate effective December 2026.

**RESOLUTION NO. 151-23:           DEACTIVATION AND DISCONTINUANCE OF PROGRAM  
ADDICTION STUDIES CERTIFICATE**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the deactivation of the Addiction Studies Certificate effective August 1, 2023.

**BE IT FURTHER RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the subsequent deactivation of the Addiction Studies Certificate effective December 2026.

Trustee Males shared that the College has received very positive feedback from the NYS Department of Education regarding the organization and thoroughness of the documentation provided for academic programs revisions, deactivations and discontinuances.

Middle States Update: Trustees Males reported that Self Study editor Mike Avery has a draft of each chapter complete and the Steering Committee is currently working on the second round of revisions. The Committee will continue with revisions throughout the summer with a goal of providing a solid draft of the Self Study to the campus community in early September.

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

No report.



**Personnel Committee** – Committee Chair Nathan Hunter

Trustee Hunter advised that the Personnel Committee met on April 19. He presented Resolution 152-23 to approve a four-year employment agreement with the Educational Support Professionals union. There were no questions. Upon motion by Nathan Hunter, seconded by Michael Crowley, Resolution 152-23 was unanimously approved as follows:

**RESOLUTION NO. 152-23                      APPROVAL OF EMPLOYMENT AGREEMENT  
EDUCATIONAL SUPPORT PROFESSIONALS  
ASSOCIATION**

**WHEREAS**, a tentative employment agreement between the Jefferson Community College Board of Trustees and Jefferson County and the Educational Support Professionals Association has been arrived at through collective negotiations between the entities;

**NOW, THEREFORE BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the attached tentative agreement and authorizes the Chair of the Board to execute said agreement on behalf of the Board.

**Other Business**

Dr. Dupee presented contracts for ratification in Resolution 153-23. Upon motion by David Males, seconded by Beth Fipps, Resolution 153-23 ratifying all contracts passed unanimously.

**RESOLUTION NO. 153-23                      RATIFICATION OF CONTRACTS  
Associated Builders & Contractors – Empire Chapter  
EAB Global Inc.  
Hospice of Jefferson County  
State University of 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:

- Associated Builders & Contractors – Empire Chapter**  
*(construction training, amended agreement)*
- EAB Global Inc.**  
*(communication platform software license, student retention)*
- Hospice of Jefferson County**  
*(clinical agreement, nursing program)*
- State University of New York**  
*(participating institution agreement, IBM Statistics Software)*

**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

- Recognition Celebration – Friday, May 5 at 3:45 p.m.
- Academic & Educational Services Committee Meeting - Wednesday, May 17, 2023 at 3:00 p.m.
- Personnel Committee Meeting – Wednesday, May 17, 2023 at 4:00 p.m.
- Nurse Pinning - Thursday, May 18 at 4:30 p.m.
- Spring Commencement Ceremony – Friday, May 19 at 7:00 p.m.
- Budget and Planning Committee Meeting – Wednesday, June 7, 2023 at 3:00 p.m.
- Board of Trustees Meeting – Wednesday, June 7, 2023 at 4:00 p.m.

**Adjournment**

On a motion made by Pam Beyor-Murtha, seconded by Beth Fipps, the meeting adjourned at 4:42 p.m.

Respectfully submitted,

---

Karen J. Freeman  
Secretary to the Board of Trustees