



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES May 1, 2024

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, May 1, 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
Steve 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 Chair David Males called the meeting to order at 4:00 p.m.

Approval of Minutes

On a motion made by Steve Todd, seconded by Beth Fipps, the minutes of the April 3, 2024 meeting were approved unanimously.

Introductions of Guests

Annabelle Atnip, Student
Gretta Maitag, Student
Gillian Maitland, Director of Marketing & Communications
Ron Palmer, Professor of History
Megan Stadler, AVP – Strategic Initiatives
Malena Stevenson, Student
Gabrielle Thompson, Interim Dean of Students
Kerry Young, AVP – Human Resources
Irene Wilder, FAJCC Vice President and Assistant Professor of Business

Privilege of the Floor – None.

JCC Foundation – Nathan Hunter

Trustee Hunter summarized the written report from the Foundation, highlighting the upcoming Inauguration Celebration and kick-off of the Community Impact Fund for Career Education, along with other updates.

Community Impact Fund for Career Education

- 41 businesses have been solicited – 14 have responded
- To date, about \$40,000 has been raised or committed
- Inauguration Celebration (May 30) invitations have been mailed

Board News

- The Foundation Board meets next on May 8
- Nominating Committee is looking to bring on 2-3 new members
- Work has begun on the 2024-2025 budget
- A new scholarship has been established in memory of Clinton L. Clark, former assistant basketball coach

There were no questions.

Student Trustee Report – Tye LaClair

Trustee LaClair was unable to attend, but submitted her written report which was reviewed by Chair Males. The report highlighted recent and upcoming events for Student Government and the Campus Activities Board.

President's Report

European Excursion Club Presentation. Dr. Dupee introduced Dr. Ron Palmer, professor of history, and three students, Gretta Maitag, Annabelle Atnip and Malena Stevenson, who gave a presentation on a recent overseas trip taken by the European Excursion Club.

Dr. Palmer provided a brief history and overview of the European Excursion Club – it first formed in 1991 and countries experienced thus far include: Ireland, England, Belgium, The Netherlands, Luxembourg, France, Germany and Switzerland. Next year, the club has selected Greece as its destination. Some students have been able to earn credit through HIS 261 and the travel opportunity has expanded to include EDGE students. Recently, Dr. Palmer has worked with SUNY Global on establishing forms, processes, and emergency plans for international travel.

Key benefits for students include personal growth, and gaining a global perspective, along with practical and employable skills and confidence. The April trip included 28 students and four chaperones. Each student talked about what they learned or experienced which included seeing firsthand the key historic locations they learned about in class (i.e. Dachau concentration camp, Anne Frank's house), and learning how to navigate transportation in a foreign country which gave one student the confidence to travel more. One student had never flown before. Another student was so

impressed by the trip (taken as a high school EDGE senior), he decided to attend Jefferson instead of a four-year college as originally planned.

Questions and discussion pertained to cost (students paid \$3700 out of pocket; Foundation assists with some costs), who leads the tours, and how Dr. Palmer markets this travel opportunity.

Trustees gave kudos to Dr. Palmer for spearheading this tremendous opportunity for students each year.

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

- Summer enrollment is down 8% (73 credits) from last year; fall is currently down 1% as compared to last year.
- The NYS Budget was passed with 100% floor funding for community colleges, but only \$8M additional funding to be split among 30 institutions. It is classified as state operating aid, but it is unclear how the Chancellor will administer the funds.
- NYCCAP and NYCCT are meeting tomorrow on next budget advocacy steps. Although the FY25 State budget is set, the work is just beginning for the next budget cycle.
- The NextMove NY application is due Friday. Megan Stadler is drafting the application with two areas of focus: renovations to building 3 and implementation of predetermined PLA for transitioning Soldiers.
- The Middle States visit was extremely positive. The College received zero requirements for correction, nineteen instances of “collegial advice” and only four recommendations. Additionally, the College received twelve commendations. President Dupee reviewed each of the commendations. Next steps – the Visiting Team report will be uploaded to Middle States on May 6, Jefferson’s Institutional Response is due by May 13, and the Team Chair will brief Middle States on May 18. The Middle States Commission on Higher Education will take action on the College’s accreditation in late June/early July.
- Recent events include the Phi Theta Kappa Awards Ceremony and SUNY Chancellor’s Awards for Student Excellence Ceremony both in Albany, a presentation to the Faculty Council of Community Colleges, Cannoneers Softball Cookout, DEISJ Campus Committee meeting and SUNY 2030 Workforce meeting. Additionally, Springfest was held earlier today – President Dupee and VP Pond were among those taking part in the dunk tank benefit. Over \$1000 was raised for the College’s food pantry.
- Upcoming events include the Cannoneers Baseball Cookout, CPE Leadership Breakfast, OPWDD Direct Support Professionals Recognition Ceremony, Business Seminar presentation, Dept. of State – Office of New Americans meeting, North Country Family Health Center “Night on the River”, Lewis County Ed Center Strategic Planning with BOCES, Cornell Cooperative Extension and Lewis County officials, FDRHPO new board member training, an Achieving the Dream meeting with other community colleges to discuss a potential consortium model, and the Fort Drum Graduation Ceremony.
- Finally, President Dupee noted that May is the season of celebrations.
 - Phi Theta Kappa Honor Society – Tau Xi Chapter Induction Ceremony – May 7
 - Scholars Day – May 8
 - Cannoneers Athletic Banquet – May 8
 - Student Awards Ceremony – May 9
 - Black River Review Unveiling – May 9
 - Nurse Pinning – May 16

- Commencement Ceremony – May 17
- Recognition Celebration – May 21
- Inauguration Celebration – May 30

Finance and Audit Committee - Committee Chair Damon Draught

Trustee Draught noted the Finance and Audit Committee has six 2023-2024 budget amendments for Board action. Each resolution acknowledges new funding including for two Center for Community Studies projects in resolutions 128-24 and 129-24, support services funding for students with disabilities in Resolution 130-24, and workforce training funding from SUNY in Resolution 133-24. Resolutions 131-24 and 132-24 acknowledge SUNY 2020 funding of which the College has received a little more than \$3.9 million total. Resolution 131-24 allocates \$1.35 million for renovations to Building 3 on campus, and Resolution 132-24 designates \$700,000 to equip the Lewis County Ed Center with welding stations.

Upon presentation and motion by Damon Draught, seconded by Judy Gentner, Resolutions 128-24, 129-24, 130-24, 131-24, 132-24 and 133-24 were approved unanimously as follows:

**RESOLUTION NO. 128-24: 2023-2024 BUDGET AMENDMENT
CENTER FOR COMMUNITY STUDIES –PLANNED PARENTHOOD
COMMUNITY SURVEY**

GRANT PERIOD: FEBRUARY 1, 2024 – AUGUST 14, 2024

WHEREAS, the College has received funding from Planned Parenthood of the North Country New York, Inc. to assist with a community-based needs assessment in Jefferson, Lewis, St. Lawrence, Franklin, Essex and Clinton counties with a target population of adult residents 18 and older in the 6-county region. The study is being completed to assess current needs, strengths, and opportunities along with awareness of, accessibility to, and experiences with services, along with perceived importance of issues;

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

INCREASE REVENUE:

Center Comm. Studies Grant – Local Grants & Contracts	2803-3011-5430	<u>\$ 50,000.00</u>
Total Revenue Increase		\$ 50,000.00

INCREASE EXPENDITURE:

Center Comm. Studies Grant- Prof. P/T	2803-3011-6102	\$ 16,668.00
Center Comm. Studies Grant-TRS	2803-3011-6202	2,000.00
Center Comm. Studies Grant- Social Security	2803-3011-6204	1,800.00
Center Comm. Studies Grant- Workers Comp.	2803-3011-6205	367.00
Center Comm. Studies Grant- Activity Expense	2803-3011-7202	13,700.00
Center Comm. Studies Grant- Indirect Cost	2803-3011-7231	4,665.00
Center Comm. Studies Grant- Prof. Service Fee	2803-3011-7241	<u>\$ 10,800.00</u>
Total Expenditure Increase		\$ 50,000.00

**RESOLUTION NO. 129-24: 2023-2024 BUDGET AMENDMENT
CENTER FOR COMMUNITY STUDIES – ST REGIS MOHAWK ECONOMIC
IMPACT SURVEY**

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

WHEREAS, the College has received funding from the Saint Regis Mohawk Tribe to complete a survey of attendees, vendors, and artists of the 2nd Annual Art Market & Juried Show. The goal of the survey is to determine the economic impact of the event and the attitudes and behaviors of those attendees, artists, and vendors;

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

INCREASE REVENUE:

Center Comm. Studies Grant – Local Grants & Contracts	2803-3011-5430	<u>\$ 6,500.00</u>
Total Revenue Increase		\$ 6,500.00

INCREASE EXPENDITURE:

Center Comm. Studies Grant- Prof. P/T	2803-3011-6102	\$ 3,541.96
Center Comm. Studies Grant-TRS	2803-3011-6202	520.00
Center Comm. Studies Grant- Social Security	2803-3011-6204	320.00
Center Comm. Studies Grant- Workers Comp.	2803-3011-6205	45.48
Center Comm. Studies Grant- Indirect Cost	2803-3011-7231	772.56
Center Comm. Studies Grant- Prof. Service Fee	2803-3011-7241	<u>\$ 1,300.00</u>
Total Expenditure Increase		\$ 6,500.00

**RESOLUTION NO. 130-24: 2023-2024 BUDGET AMENDMENT
ENHANCING SUPPORTS AND SERVICES FOR STUDENT WITH
DISABILITIES FOR POSTSECONDARY SUCCESS**

GRANT PERIOD: APRIL 1, 2024 – AUGUST 31, 2024

WHEREAS, funds have been received from the NYS State Education Department (SED) to supplement existing supports and accommodations for SWDs in order to expand such supports and services provided by SUNY;

WHEREAS, the initiative will support college prep programs to assist SWDs in transitioning to college and prepare them to navigate the campus facilities and system, provide full and part-time faculty and staff at SUNY with disability training; and/or to improve the identification process of SWDs and enhance data collection capabilities at SUNY;

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

INCREASE REVENUE:

NYS SED SWDPS Grant- State Grants & Contracts 2649-3011-5420 \$ 20,000.00

Total Revenue Increase \$ 20,000.00

INCREASE EXPENDITURE:

NYS SED- SWDPS Grant – Printing 2649-3011-7104 \$ 1,000.00

NYS SED- SWDPS Grant- Supplies Instructional 2649-3011-7108 1,000.00

NYS SED- SWDPS Grant- Student Recruitment 2649-3011-7247 6,000.00

NYS SED- SWDPS Grant- Travel 2649-3011-7250 9,000.00

NYS SED- SWDPS Grant- Workshops & Seminars 2649-3011-7253 \$ 3,000.00

Total Expenditure Increase \$ 20,000.00

**RESOLUTION NO. 131-24: 2023-2024 BUDGET AMENDMENT
SUNY 2020 - ROUND V GRANT- JCC MAIN CAMPUS**

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

WHEREAS, the College has received funding from SUNY to expand opportunities for applied learning, create new programs aligned with community and workforce needs, and to increase adult learner enrollment;

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

INCREASE REVENUE:

SUNY 2020 Grant– Local Grants & Contracts 2662-3011-5420 \$ 1,350,000.00

Total Revenue Increase \$ 1,350,000.00

INCREASE EXPENDITURE:

SUNY 2020 Grant- Professional Service Fees 2662-3011-7241 \$ 1,350,000 .00

Total Expenditure Increase \$ 1,350,000.00

**RESOLUTION NO. 132-24: 2023-2024 BUDGET AMENDMENT
SUNY 2020 - ROUND V GRANT- LEWIS COUNTY EDUCATION
CENTER**

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

WHEREAS, the College has received funding from SUNY to expand opportunities for applied learning, create new programs aligned with community and workforce needs, and to increase adult learner enrollment;

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

INCREASE REVENUE:

SUNY 2020 Grant– Local Grants & Contracts	2661-3011-5420	<u>\$ 700,000.00</u>
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Total Revenue Increase	\$ 700,000.00
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INCREASE EXPENDITURE:

SUNY 2020 Grant- Instructional Equipment	2661-3011-7005	\$ 165,591.00
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SUNY 2020 Grant- Professional Service Fees	2661-3011-7241	<u>\$ 534,409.00</u>
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Total Expenditure Increase	\$ 700,000.00
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**RESOLUTION NO. 133-24: 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	<u>\$ 28,672.00</u>
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Total Revenue Increase	\$ 28,672.00
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INCREASE EXPENDITURE:

SUNY WDT Grant- Civil Service-FT	2701-3011-6120	2,025.00
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SUNY WDT Grant- Indirect Cost	2701-3011-7231	4,779.00
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SUNY WDT Grant- Prof Service Fees	2701-3011-7241	<u>\$ 21,868.00</u>
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Total Expenditure Increase	\$ 28,672.00
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Financial Statements: March 2024

Vice President Sid Pond provided a brief overview of unaudited March 2024 financial reports, noting that 7 months into the fiscal year, overall total revenue is just shy of \$23,159,000, and is 90% of total budgeted revenues through March. Fall, Winter, and Spring tuition revenue are all coming in lower than budget since actual enrollment has been lower than anticipated. Overall expenditures are about 5% less than budgeted expenditures at this point in time. The College continues to offset the reduction in tuition revenue by managing spending. The balance sheet is in good financial position, and the College continues to invest the cash on hand to maximize return.

Upon motion by Damon Draught, seconded by Nate Hunter, the Board unanimously accepted March 2024 financial reports.

Academic and Educational Services Committee - Committee Chair Cindy Intschert

No report. The committee did not meet in April and will meet next on May 14.

Facilities Committee – Committee Chair Stephen Todd

The Committee did not meet in April and will meet next on May 13. President Dupee noted that the bids for the paving project were opened in mid-April.

Personnel Committee – Committee Chair Beth Fipps

No report. The committee did not meet in April and will meet next on May 15.

OTHER BUSINESS

Dr. Dupee presented contracts for ratification in Resolution 134-24. Upon motion by Mike Crowley, seconded by Damon Draught, Resolution 134-24 ratifying both contracts passed unanimously as follows:

RESOLUTION NO. 134-24: RATIFICATION OF CONTRACTS
Bujanow, Victor
TeamBonding

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:

Bujanow, Victor
(instruction, Notary Public course)

TeamBonding
(services agreement, professional development day)

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 Cindy Intschert, the Board adjourned to Executive Session at 4:51 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 5:47 p.m.

Schedule of Upcoming Meetings and Events

Dr. Dupee reviewed the schedule of upcoming meetings and events, noting the Personnel Committee meeting will be held on TUESDAY May 14, not on Wednesday, May 15.

- Direct Support Professionals/OPWDD Recognition – Friday, May 3 at 10:30 a.m.
- Facilities Committee Meeting – Monday, May 13 at 4:00 p.m.
- Personnel Committee Meeting – Tuesday, May 14 at 3:30 p.m.
- Academic & Educational Services Committee Meeting – Wed., May 15 at 3:00 p.m.
- Nurse Pinning Ceremony – Thursday, May 16 at 4:30 p.m.
- Commencement Ceremony – Friday, May 17 at 7:00 p.m.
- Finance & Audit Committee Meeting – June 5, 2024, Wednesday at 3:00 p.m.
- Board of Trustees Meeting – June 5, 2024, Wednesday at 4:00 p.m.
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Adjournment

On a motion made by Nathan Hunter, seconded by Beth Fipps, the meeting adjourned at 5:48 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board of Trustees