



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES October 4, 2023

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, October 4, 2023, in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

Attendance:

Trustees Present:

David Males, Chair
Michael Crowley
Damon Draught
Beth Fipps
Judy Gentner
Taylor LaClair
Nathan Hunter
Cindy Intschert (telephone, non-voting)
Stephen Todd

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 David Males called the meeting to order at 4:02 p.m.

Approval of Minutes

On a motion made by Steve Todd, seconded by Beth Fipps, the minutes of the September 6, 2023 meeting were approved unanimously.

Introductions of Guests

Jack Donato, Professor, FAJCC President
Ben Foster, Executive Director, JCC Foundation
Joshua Hammond, Associate Professor, Senate President
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
John Trumbell, Continuing Education Coordinator, FAJCC Vice President
Kerry Young, Associate Vice President for Human Resources

Privilege of the Floor – None.

JCC Foundation – Nathan Hunter

Trustee Hunter summarized the written report of Foundation as follows:

Solicitations

- Annual Fund Appeal was signed by the Foundation president and mailed in September, garnering 21 gifts and a total of \$3,090 thus far (the slide was updated prior to the meeting with 42 gifts totaling \$6,315)
- 2024 Faculty Staff Campaign kicked off at College Senate yesterday; the 2023 campaign yielded over \$17,000 to support students and campus initiatives

Scholarships

- During a Scholars Luncheon on October 4, students completed thank you notes and videos to send to their scholarship donors
- Jefferson Can Community Scholars number 38 for the fall semester, 7 more than last year

Grants - KeyBank National Foundation

- Recently received a \$5,000 scholarship gift
- Submitted application for support of ASAP Program (Accelerated Study in Associate's Programs)

College Senate – Joshua Hammond

Senate President Joshua Hammond summarized the October 4 meeting of the College Senate as follows:

- The Curriculum Committee approved two program revisions in Nursing A.A.S and Business Administration A.A.S. and approved a new Direct Support Professional 2 micro-credential.
- The College Senate heard presentations on Middle States progress, the Blackboard to Brightspace migration (including that Connect 4 Success is now operational in Brightspace), and Cybersecurity.
- Additionally, the Foundation launched the Annual Faculty/Staff Campaign with a presentation.

Student Trustee Report

Student Trustee Tye LaClair summarized her written report, highlighting the following events and activities held since the last Board meeting and those coming up over the next two weeks:

Student Government Association

- Student Government Assembly and Executive Meetings continue to meet regularly

Campus Activities Board (CAB)/Student Activities and Inclusion:

- Ping Pong Tournament was held September 14
- Open Mic Friday is being held every Friday beginning September 8
- Bonfire and S'mores behind East Hall on September 22
- End of the Summer Beach party at Southwick Beach State Park on September 23
- Create Your Own Emoji Pillow was held on September 27

Upcoming Events:

- American Red Cross Blood Drive – October 4
- Campus Kickball Game – October 4
- Apple Picking with Student Activities and Inclusion, Mexico NY – October 7

President's Report

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

- Fall enrolment is currently down 4.6% following the three-week purge for non-attendance and non-payment. Enrollment is still ongoing for late session.
- Budget advocacy work continues; a joint meeting was held earlier today with NYCCAP and NYCCT, the community college president and community college trustee organizations, respectively. Dr. Dupee will send the advocacy piece out as soon as it is finalized.
- The organizational structure study and subsequent changes are progressing. The timeline has been adjusted a bit and the College will continue with the current academic model through this year, while transitioning to a department chair model to be in place for Fall 2024. Open forums and President office hours have kept the lines of communication open during this process.
- Recent campus activities include a 9/11 remembrance ceremony, an employee breakroom event (fall treats), and the White Coat Ceremony for incoming nursing students. There are 60 freshman nursing students, an increase of 12 students over last year, due in part to transformational funding support.
- Recent meetings of note include an introductory meeting with the new Educational Services Officer on Fort Drum, Ceara Tapin, who came to campus to meet the JCC team, a meeting with Steve Hunt to discuss a potential REDC grant application to NYS for funding to serve Fort Drum transitioning soldiers, and a visit to campus by SUNY Canton President Szafran who is interested in partnering on some academic programs.
- Delivered a presentation on Academic Program Alignment at the SUNY system-wide Presidents Meeting.
- Upcoming activities include a dodgeball tournament with students, NYCCAP and SUNY Presidents meetings, two lunch meetings with donors and the Foundation, Inauguration, Spook and Bowl and the visit by the Middle States Team Chair on October 30.
- Also upcoming in early November is a presentation at the Superintendent's Retreat at the invitation of district superintendent Steve Todd, NYCCT Annual Conference with three members of the Board, and a College Open House.

Finance and Audit Committee - Committee Chair Damon Draught

Trustee Draught noted the Budget & Planning Committee met prior to the full Board meeting. He reported that Bowers & Company recently completed FY23 audits for the Student Government Association and New Student Services. Interim VP Pond provided a brief overview of the audits at the Finance & Audit Committee meeting. Both audits received clean, unmodified opinions. There is no Board action required.

Trustee Draught presented four 2022-2023 budget amendments. Resolutions 177-23, 178-23 and 179-23 recognize additional funding in the 2022-2023 budget, while Resolution 180-23 acknowledges a decrease in the 2022-2023 operating budget. The College had received a grant from NYS Department of Labor to provide construction training, however the training was cancelled due to lack of registrants.

Upon motion by Damon Draught, seconded by Judy Gentner, the budget amendments contained in resolutions 177-23, 178-23, 179-23 and 180-23 were approved unanimously as follows:

**RESOLUTION NO. 177-23 2022-2023 BUDGET AMENDMENT
SUNY INTERNSHIP SCHOLARSHIP PROGRAM GRANT
JEFFERSON LEADS PROGRAM**

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

WHEREAS, funds have been received from the New York State Office of Strategic Workforce Development to support students through their applied learning internship experiences in collaboration with the SUNY Research Foundation;

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

INCREASE REVENUE:

SUNY Internship Scholarship Program- Grant	2655-3011-5420	<u>\$ 37,093.00</u>
Total Revenue Increase		\$ 37,093.00

INCREASE EXPENDITURE:

SUNY Internship Scholarship Program- Indirect	2655-3011-7231	\$ 1,766.00
SUNY Internship Scholarship Program- Scholarships	2655-3011-7512	<u>\$ 35,327.00</u>
Total Expenditure Increase		\$ 37,093.00

**RESOLUTION NO.: 178-23 2022-2023 BUDGET AMENDMENT
LIBERTY PARTNERSHIP PROGRAM GRANT**

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

WHEREAS, the College received notification of funding from the New York State Education Department in the amount of \$290,480.00 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 hereby approves the following budget amendment:

INCREASE REVENUE:

Liberty Partnership Grant –State Grants 2632-3011-5420 \$ 40,480.00

Total Revenue Increase \$ 40,480.00

INCREASE EXPENDITURE:

Liberty Partnership Grant –Prof P/T 2632-3011-6102 \$ 31,920.00

Liberty Partnership Grant –Activity Expense 2632-3011-7202 3,560.00

Liberty Partnership Grant –Prof Svc Fees 2632-3011-7241 \$ 5,000.00

Total Expenditure Increase \$ 40,480.00

**RESOLUTION NO. 179-23 2022-2023 BUDGET AMENDMENT
CHILD CARE TRAINING PROGRAM III**

GRANT PERIOD: FEBRUARY 1, 2023 – MAY 31, 2024

WHEREAS, the College has received funding from the Community Action Planning Council County of Lewis and Jefferson County Local Development Corporation to provide a Regulated Home Day Care Training Program;

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

INCREASE REVENUE:

Child Care Training II Program – Local Grant 2840-3011-5430 \$ 35,072.00

Total Revenue Increase \$ 35,072.00

INCREASE EXPENDITURE:

Child Care Training Program III – Prof Adjuncts 2840-3011-6103 \$ 15,480.00

Child Care Training Program III- Social Security 2840-3011-6204 1,184.22

Child Care Training Program III – Workers Comp 2840-3011-6205 154.80

Child Care Training Program III – Instruc Supplies 2840-3011-7108 1,404.00

Child Care Training Program III – Advertising 2840-3011-7203 2,275.00

Child Care Training Program III- Indirect Cost 2840-3011-7231 5,010.00

Child Care Training Program III – Prof Svc Fees 2840-3011-7241 768.70

Child Care Training Program III – Scholarship Awards 2840-3011-7512 \$ 8,795.28

Total Expenditure Increase \$ 35,072.00

GRANT PERIOD:

FEBRUARY 13, 2023 – FEBRUARY 12, 2024

WHEREAS, the College received funding from NYS Department of Labor to provide Pre-Apprentice Construction Training. The College was unable to recruit sufficient enrollment to run the project;

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

DECREASE REVENUE:

NYS DOL Construction Grant– Local Grants & Contracts 2563-3011-5430 \$ 57,760.00

Total Revenue Decrease \$ 57,760.00

DECREASE 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 \$ 18,000.00

Total Expenditure Decrease \$ 57,760.00

Financial Statements: August 2023

Interim VP Sid Pond reported provided a brief overview of unaudited August 2023 financial reports, which mark the end of the College’s fiscal year. He reported that while overall revenue is down as compared to last year, revenue is \$1.6M higher than budgeted. Expenses are down \$2.5M from last year and in line with the budget. There were no questions.

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

Academic and Educational Services Committee - Committee Chair Cindy Intschert

Committee member David Males noted the Academic & Educational Services Committee met on September 20. Jerilyn Fairman, Interim Vice President of Academic Affairs, reviewed Resolution 181-23 which revises the Individual Studies A.A.S. program to meet updated SUNY General Education guidelines. Upon motion by David Males, seconded by Steve Todd, Individual Studies A.A.S. program revisions were approved unanimously in Resolution 181-23 s follows:

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

Middle States Update

Chair Males updated the Board on the work of the Middle States Steering Committee. He reported outstanding progress on the self-study. A draft will be posted for the campus and sent to Trustees prior to the October 30 visit from the Middle States Team Chair, Dr. Michael McDonough. After Dr. McDonough provides feedback, the self-study be revised again. Once finalized, the report will be made to look nice with some design elements with a time line to be completed early in the spring semester.

Facilities Committee – Committee Chair Stephen Todd

Trustee Todd noted the Facilities Committee met on September 18. He stated there are no action items for today and reported the following:

- The committee reviewed and provided feedback on the proposed Schedule of Facility Use Fees which were last updated in 2009.
- The committee reviewed paving drawings provided by BCA. Paving will be completed in phases and will include updating the tennis courts. The College is pleased to have received an additional \$2M for paving, thanks to funding provided by the County that will be matched by NYS. The College plans to begin paving in April/May 2024. In addition, the College is currently working on a GiGP grant application what would cover “curb appeal” enhancements from Coffeen Street to the circle.
- President Dupee will begin discussions with the County about a bonding request for deferred maintenance projects.

Personnel Committee – Committee Chair Beth Fipps

Trustee Fipps reported that the Personnel Committee met on September 20. There are no action items. The Committee’s only agenda item was discussion of input provided by Trustees for the President’s annual evaluation.

OTHER BUSINESS

Dr. Dupee presented contracts for ratification in Resolution 182-23. Upon motion by David Males, seconded by Damon Draught, Resolution 182-23 ratifying all contracts passed unanimously.

RESOLUTION NO. 182-23

RATIFICATION OF CONTRACTS

- CITEC Business Solutions (1)
- CITEC Business Solutions (2)
- CITEC Business Solutions (3)
- City University of New York (CUNY) Research Foundation
- Department of the Army
- Jefferson County
- State University of New York (SUNY)
- Watertown City School District

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:

CITEC Business Solutions (1)
(workforce training, Lean Training)

CITEC Business Solutions (2)
(workforce training, Lean White Belt Training)

CITEC Business Solutions (3)
(workforce training, Management Essentials)

City University of New York (CUNY) Research Foundation
(grant extension, prison education)

Department of the Army
(MOA, credentialing assistance program)

Jefferson County
(sub-agreement, paving funding)

State University of New York (SUNY)
(PIA, Autodesk Software)

Watertown City School District
(UPK grant agreement, Campus Care)

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 Judy Gentner, the Board adjourned to Executive Session at 4:40 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 5:21 p.m.

Schedule of Upcoming Meetings and Events

Dr. Dupee reviewed the schedule of upcoming meetings and events:

- Academic & Educational Services Committee Meeting – Oct. 18, Wed. at 3:00 p.m.
- Personnel Committee Meeting – October 18, Wednesday at 4:00 p.m.
- Inauguration Ceremony – October 20, Friday at 2:00 p.m., Sturtz Theater
- Middle States Team Chair Visit – October 30, Monday at 3:15 p.m.
- Finance and Audit Committee Meeting – November 1, Wednesday at 3:00 p.m.
- Board of Trustees Meeting – November 1, Wednesday at 4:00 p.m.

Adjournment

On a motion made by Mike Crowley, seconded by Beth Fipps, the meeting adjourned at 5:24 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board of Trustees