



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES December 6, 2023

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, December 6, 2023, 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
Cindy Intschert
Taylor LaClair
Nathan Hunter
Stephen Todd

Administrative Staff:

Dan Dupee, President
Jerilyn Fairman, Interim Vice President for Academic Affairs
Sidney Pond, Vice President for Administration & Finance

Call to Order Chair David Males called the meeting to order at 4:04 p.m.

Approval of Minutes

On a motion made by Nathan Hunter, seconded by Judy Gentner, the minutes of the November 1, 2023 meeting were approved unanimously.

Introductions of Guests

Ben Foster, Executive Director, JCC Foundation
Gillian Maitland, Director of Marketing & Communications
Mark Streiff, Interim Associate Vice President (Liberal Arts)
Nick Thornthwaite, Instructor of Human Services and College Senate Vice President
John Trumbell, Continuing Education Coordinator, Vice President - Faculty Association of JCC

Privilege of the Floor – None.

JCC Foundation – Trustee Nathan Hunter summarized the written report of Foundation as follows:

Solicitations

- November Appeal has received 20 gifts totaling \$5,390 to date.
- 2024 Faculty Staff Campaign, kicked off in October and currently has 49 gifts totaling \$17,843; Trustee Hunter expressed his appreciation to all who have contributed and noted all members of Cabinet have donated to the campaign.
- Corporate partnerships mailing was sent in late November.

Updates

- Jefferson alum Adam LaClair of Haylor, Freyer and Coon will join the Foundation Board in January, filling Walt Hammond's unexpired term.
- The Foundation's 2023 Audit was accepted by the Board at a special November 27th meeting; the audit received a clean, unmodified opinion from Bowers and Company.
- The Foundation will sponsor the GWNCC Business After Hours at the NEST on April 17, 2024.

There were no questions.

College Senate – Senate President Nick Thornthwaite summarized the December 5 meeting of College Senate as follows:

- The Academic Standards Committee passed a revised Standards for Academic Progress Policy.
- The Curriculum Committee approved revisions to the Applied Business Studies A.O.S, Zoo Technology A.A.S. and Criminal Justice A.A.S. degree programs, and approved a new microcredential for Teacher Assistant Level III.

There were no questions.

Student Trustee Report

Student Trustee Tye LaClair highlighted the following from her written report:

Student Government Association

- Tatiyana Francis was elected Vice President of SGA
- Tatiyana will continue also in the Secretary role until that position is filled for the Spring semester

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

- Dia De Los Muertos Event on November 1
- Ping Pong Tournament - every Thursday during free hour
- Open Mic – every Friday during free hour
- Syracuse University vs Boston College Football Game on November 3
- Create Your Own JCC Pillow on November 15
- American Red Cross Blood Drive on December 5

- **UPCOMING:** JCC Film Club - *The Littlest Elf Holiday Musical* on December 8-10, Sturtz Theater; it was noted that all Trustees have been given tickets to attend one performance.

President's Report

In his report, Dr. Dupee updated Trustees on enrollment, campus initiatives, events and recent activities. He began by congratulating Sid Pond as the College's permanent Vice President for Administration & Finance. VP Pond received a round of applause. Other notables include:

- Winter enrollment is up 10.5% and Spring enrollment is down just under 1% as compared to last year.
- A new recruitment initiative is a digital Workforce Connections brochure that promote career training in both credit and non-credit formats. The digital brochure will be pushed out organically on social media and through paid digital advertising. Students can click through to learn more or register for classes. Going digital saves JCC about \$12,000 in printing and distribution costs of a hard copy brochure.
- Budget advocacy continues. SUNY has indicated it will include \$97M in its ask to the Governor, and the NYCCAP group also plans to make an ask directly with the Governor. Trustees who attended the NYCCT Annual Conference commended President Dupee for his budget advocacy presentation.
- Jefferson alumna and Executive Director of the Food Bank of Central New York, Karen Belcher, has agreed to be the commencement speaker in May 2024.
- Recent activities include presentations at the Superintendents Retreat and NYCCT Annual Conference; a visit and tour of the NEST with Robert Griffin, the SBDC Regional Director from Onondaga; an introductory meeting with the president of SUNY Oswego followed by a group meeting with the Oswego president and the presidents of Cayuga CC and Onondaga CC; and a Workforce 2030 meeting at SUNY.
- An additional meeting of note was with Congresswoman Stefanik's legislative staff to ask for funding to develop programming and make facilities changes to serve transitioning Soldiers and take advantage of opportunities created by the move of Micron to the Syracuse area. Craig McNamara, Fort Drum's transitioning services director, also attended this meeting. A meeting with Micron will be scheduled for January.
- Recent campus activities include an Open House with about 150 prospective students and family members, an Etiquette Dinner, presentation to the Center for Professional Excellence (CPE), a luncheon to honor veterans, a Thanksgiving Luncheon & Music Jam by the Music Club, and an open forum on SUNY's request for the College's Long-Term Enrollment and Sustainability Plan. Additionally, Dr. Dupee shared photos from the Student Art Show organized by new art instructor Erin Kuhn.
- In the community, the College decorated a tree for the Festival of the Trees and Dr. Dupee attended the event with wife Krista.
- Professional Development Day for all faculty and staff was held on November 20. President Dupee thanked the Center for Professional Excellence for planning the programming and the team building event. As part of the team building exercise, faculty and staff built 18 children's bicycles that were then donated to Encompass Recreation, a local non-profit organization.
- Upcoming activities include Student Open Forums on December 7 and December 11, Film Club presentation of *The Littlest Elf*, a presentation to the Business Seminar class, budget advocacy meetings with NYS legislators, Nurse Pinning on December 14 and Senior Send-off for December Candidates for Graduation on December 18. There was some discussion about this event in lieu of a fall commencement ceremony.

- Looking ahead to the new year, President Dupee highlighted a Community Breakfast on January 11, Spring Convocation on January 17, Cannoneer Kickoff on January 19, rescheduled Inauguration on March 15, the Middle States Visit April 15-17, Chamber of Commerce Business After Hours at the NEST on April 17, Commencement on May 17, College Recognition Celebration on May 21 and the Foundation event to celebrate his inauguration on May 30.

Dr. Dupee concluded his presentation by congratulating soccer players Malena Stevenson and Jennah Netto for earning NJCAA Region III All-American Team honors and also the Food Pantry for soliciting donations from campus, compiling and distributing 47 Thanksgiving Dinner Baskets to students in need.

Finance and Audit Committee - Committee Chair Damon Draught

Trustee Draught noted the Finance and Audit Committee met prior to the full Board meeting. He reported that VP for Administration & Finance, Sid Pond, shared copies of the Foundation FY23 audit which received a clean, unmodified opinion from Bowers and Company.

Trustee Draught then presented three 2023-2024 budget amendments. Resolutions 192-23, 193-23, and 194-23 all recognize new or additional funding in the 2023-2024 budget.

Upon motion by Damon Draught, seconded by Nathan Hunter, the budget amendments contained in resolutions 192-23, 193-23, and 194-23 were approved unanimously as follows:

**RESOLUTION NO. 192.23: 2023-2024 BUDGET AMENDMENT
COLLEGIATE SCIENCE TECHNOLOGY ENTRY PROGRAM
(CSTEP) GRANT**

GRANT PERIOD: JULY 1, 2023 – JUNE 30, 2024

WHEREAS, funds have been received from the NYS State Education Department (SED) to create a Collegiate Science Technology Entry Program (CSTEP) at Jefferson Community College;

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

INCREASE REVENUE:

CSTEP Grant –Fed Grants & Contracts 2621-3011-5410	<u>\$ 206,540.00</u>
Total Revenue Increase	\$ 206,540.00

INCREASE EXPENDITURE:

CSTEP Grant –Prof F/T	2621-3011-6101	\$ 95,544.00
CSTEP Grant- Prof P/T	2621-3011-6102	22,400.00
CSTEP Grant- Student Tutors	2621-3011-6142	6,500.00
CSTEP Grant- State TRS	2621-3011-6202	9,832.00
CSTEP Grant- Social Security	2621-3011-6204	9,037.00
CSTEP Grant- Workers Comp	2621-3011-6205	1,181.00
CSTEP Grant- Life Insurance	2621-3011-6206	79.00
CSTEP Grant- Disability Insurance	2621-3011-6208	150.00
CSTEP Grant- Health Insurance	2621-3011-6209	2,300.00

CSTEP Grant- Instructional Supplies	2621-3011-7108	200.00
CSTEP Grant- Office Supplies	2621-3011-7109	200.00
CSTEP Grant- Indirect Cost	2621-3011-7231	13,077.00
CSTEP Grant- Student Recruitment	2621-3011-7247	5,540.00
CSTEP Grant- Travel	2621-3011-7250	8,000.00
CSTEP Grant- Workshops & Seminars	2621-3011-7253	2,500.00
CSTEP Grant- Scholarship Awards	2621-3011-7512	<u>30,000.00</u>

Total Expenditure Increase \$ 206,540.00

**RESOLUTION NO. 193-23: 2023-2024 BUDGET AMENDMENT
LIBRARY COLLECTION DEVELOPMENT GRANT**

GRANT PERIOD: JULY 1, 2023 – JUNE 30, 2024

WHEREAS, the College received funding from New York State to purchase library materials enhancing academic library collections thereby strengthening regional collections that are available via resource sharing;

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

INCREASE REVENUE:

Collection Development Grant - Revenue	2604-3011-5420	<u>\$ 6,300.00</u>
Total Revenue Increase		\$ 6,300.00

INCREASE EXPENDITURE:

Collection Development Grant – Books	2604-3011-7101	<u>\$ 6,300.00</u>
Total Expenditure Increase		\$ 6,300.00

**RESOLUTION NO. 194-23: 2023-2024 BUDGET AMENDMENT
TITLE III GRANT**

GRANT PERIOD: OCTOBER 1, 2023 – SEPTEMBER 30, 2024

WHEREAS, funds have been received from the U.S. Department of Education through the Title III Grant to fund various initiatives to enhance instruction and student success;

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

INCREASE REVENUE:

Title III Grant –Federal Grants & Contracts	2550-3011-5410	<u>\$425,000.00</u>
Total Revenue Increase		\$425,000.00

Reconvention

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

Personnel Committee – Committee Chair Beth Fipps

No report.

OTHER BUSINESS

Dr. Dupee presented contracts for ratification in Resolution 195-23. Upon motion by Cindy Intschert, seconded by Damon Draught, Resolution 195-23 ratifying all contracts passed unanimously.

RESOLUTION NO. 196-23:

RATIFICATION OF CONTRACTS

**Development Authority of the North Country
JCC Student Government Association
Mohawk Valley Community College
Onondaga Community College
Planned Parenthood of the North Country New York Inc.**

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:

Development Authority of the North Country
(survey agreement, Center for Community Studies)

JCC Student Government Association
(MOU, lease of transit vans)

Mohawk Valley Community College
(apprenticeship agreement, Renzi Foodservice)

Onondaga Community College
(testing services, fire protection technology)

Planned Parenthood of the North Country New York Inc.
(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.

Schedule of Upcoming Meetings and Events

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

Nurse Pinning Ceremony – December 14, 2023, Thursday at 4:30 p.m.

Senior Send-off for December Graduates – December 18, 2023, Monday at 11:30 a.m.

Academic & Educational Services Committee Meeting – December 20, 2023, Wednesday at 3:00 p.m.

Personnel Committee Meeting – December 20, 2023, Wednesday at 4:00 p.m.
Budget and Planning Committee Meeting – January 3, 2024, Wednesday at 3:00 p.m.
Board of Trustees Meeting – January 3, 2024, Wednesday at 4:00 p.m.

Adjournment

On a motion made by Cindy Intschert, seconded by Tye LaClair, the meeting adjourned at 5:50 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board of Trustees