



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES March 7, 2023

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Tuesday, March 7, 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
David Males

Administrative Staff:

Dan Dupee, Administrator-in-Charge
Jerilyn Fairman, Interim Vice President for Academic Affairs

Call to Order Chair Judy Gentner called the meeting to order at 4:03 p.m.

Approval of Minutes

On a motion made by Pam Beyor-Murtha, seconded by Beth Fipps, the minutes of the February 1, 2023 meeting were approved unanimously.

Introductions of Guests

Jack Donato, Professor and FAJCC President
Ben Foster, Executive Director, JCC Foundation
Josh Hammond, Associate Professor and College Senate President
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)
Gabby Thompson, Interim Dean of Students
John Trumbell, Coordinator of Continuing Education and FAJCC Vice President
Kerry Young, Associate Vice President for Human Resources

Privilege of the Floor – None.

JCC Foundation Update

Trustee Beth Fipps, highlighted the following from the Foundation report:

- Jefferson-Can Community Scholars Alumni Appeal was mailed in February.
- Annual Appeal signed by Executive Director will be mailed in March.
- Alumni Advisory Council has developed an alumni engagement plan that will utilize social media, campus activities and community events.
- **Recent gifts include a gift from the** North Country Community Cup, earmarked for campus wellness initiatives; an in-kind gift from Exergan of 160+ thermometers for use by the nursing program; and, a gift of \$60K from Martha Smith for her scholarship, the Smith-Maine Nursing Scholarship.

College Senate Report

College Senate President Josh Hammond summarized College Senate business for the months of February and March.

The February Senate meeting was held the week after the February Board of Trustees meeting. Curriculum Committee approved the deactivation and discontinuance of two Individual Studies programs and one program concentration. Senate also heard a Middle States Self Study Update.

At the March Senate meeting, Campus Life proposed bylaws changes regarding Senate Committee memberships since students rarely fill student slots in committee memberships. In addition, the Campus Life Committee is initiating an assessment of JCC's shared governance. The Curriculum Committee brought forth five A.S. program revisions. Katie Corbin presented a new Prior Felony Convictions Policy to comply with SUNY policy, and there were four presentations on the following topics: Blackboard migration to BrightSpace, Middle States, Presidential Search, and Organizational Structure Study.

Student Trustee Report

Student Trustee Gianna Donahue summarized the written Student Trustee report as follows:

- **Student Government Association**
 - Held Club Fairs on February 28 and March 1 with several clubs and organizations taking part including Art Club, Anime Club, Let's Play Games Club, Trap Team Club, Writers' Room, and Business Leadership and Career Skills Club.
 - Awarded grants to the Student Nurses Association (\$3,466) for travel to the Student Nurses Association Annual Conference, and to the European Excursion Club for their upcoming trip overseas. The \$4050 grant to the European Excursion CILub will pay for meals for the 10 students taking part.
- **Campus Activities Board / Student Activities & Inclusion**
 - Twenty-five students enjoyed lessons in skiing and snowboarding at Snow Ridge Ski Resort on President's Day.

- In celebration of Black History Month, JCC Student Emmanuel Garrick presented on the history of the steel pan and provided a demonstration of this unique musical instrument that originated in Trinidad and Tobago. The attendance was 35.

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 is up 4.5% over last year at this time.
- Budget advocacy continues with one-house bills expected soon.
- Conversations to bring Dental Hygiene and Surg Tech programs to Jefferson through partnerships with other community colleges continue. Dr. Dupee is hopeful for a Fall 2023 start for surg tech and a Fall 2024 start for dental hygiene.
- The SUNY Chancellor's visit in February, which gave the College an opportunity to show the importance of support services to students. This was particularly timely during budget advocacy for funding to support specific services.
- Other recent activities include Student Open Forums on February 15 and 27, Nursing Program Advisory Board Meeting, ice-skating with students, JCC Night at Dry Hill on February 20 and Employee Appreciation Day on March 3.
- Construction for the DRI project may be complete in October; the College would still look to begin operations in early 2024.
- Upcoming activities include the ACEN visit, SUNY President's Meeting & Friends of SUNY Reception in Albany, St. Patrick's Day Celebration for faculty & staff, and Jefferson Leadership Institute's Education Day.

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 one budget amendment acknowledging new funding for the College's Liberty Partnership Program with the Watertown City School District. Upon motion by Damon Draught, seconded by Mike Crowley, Resolution 121-23 was approved unanimously as follows:

RESOLUTION NO. 121-23: 2022-2023 BUDGET AMENDMENT LIBERTY PARTNERSHIP PROGRAM GRANT

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

WHEREAS, funds have been received from the New York State Education Department (SED) to implement a 12-month Liberty Partnership Program in conjunction with the Watertown City School District, the Watertown Family YMCA and Cornell Cooperative Extension;

WHEREAS, the Watertown Liberty Partnership Program (WLPP) will provide structured and individualized support services through a hybrid school-based, after-school, and summer program model. A total of 200 at-risk students in grades 5-12 will be served in each year of this multi-year grant;

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	<u>\$188,844.00</u>
Total Revenue Increase		\$188,844.00

INCREASE EXPENDITURE:

Liberty Partnership Grant –Prof P/T	2632-3011-6102	68,880.00
Liberty Partnership Grant –Prof Adjunct	2632-3011-6103	2,000.00
Liberty Partnership Grant –State ERS	2632-3011-6201	7,950.00
Liberty Partnership Grant –State TRS	2632-3011-6202	2,433.00
Liberty Partnership Grant –Social Security	2632-3011-6204	9,948.00
Liberty Partnership Grant –Workers Comp	2632-3011-6205	1,300.00
Liberty Partnership Grant –Life Insurance	2632-3011-6206	37.00
Liberty Partnership Grant –Disability Insurance	2632-3011-6208	95.00
Liberty Partnership Grant –Health Insurance	2632-3011-6209	19,237.00
Liberty Partnership Grant –Instr Supplies	2632-3011-7108	1,000.00
Liberty Partnership Grant –Activity Expense	2632-3011-7202	516.00
Liberty Partnership Grant –Indirect Cost	2632-3011-7231	18,518.00
Liberty Partnership Grant –Prof Svc Fees	2632-3011-7241	36,500.00
Liberty Partnership Grant –Travel	2632-3011-7250	16,650.00
Liberty Partnership Grant –Workshops & Sem	2632-3011-7512	<u>\$ 3,780.00</u>
Total Expenditure Increase		\$188,844.00

Financial Statements: January 2023

Sid Pond, Executive Director for Accounting and Auxiliary Services, reviewed the financial reports for January 2023. Enrollment for spring semester is higher than budgeted and the College has received additional state aid. As compared to last year, overall revenue is down about \$2.9M, primarily due to HERFF funds being fully expended. Expenses are in line with budget and down \$446,000 as compared with this time last year, mostly in the area of personnel. There are no concerns.

Upon motion made by Damon Draught, seconded by David Males, the Board unanimously accepted January 2023 financial reports.

Academic and Educational Services Committee - Committee Chair David Males

Trustee Males reported the Academic & Educational Services Committee met on February 15 and is bringing forward three items for action. Upon presentation and motion by Trustee Males, seconded by Damon Draught, Resolution 122-23 to deactivate and subsequently discontinue the Individual Studies AA and AS degree programs was approved unanimously as follows:

RESOLUTION NO. 122-23

**DEACTIVATION AND DISCONTINUANCE OF PROGRAMS
INDIVIDUAL STUDIES A.A.
INDIVIDUAL STUDIES A.S.**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the deactivation of the Individual Studies A.A. degree and the Individual Studies A.S. degree effective June 1, 2023.

BE IT FURTHER RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the subsequent deactivation of the Individual Studies A.A. degree and the Individual Studies A.S. degree effective May 31, 2026.

RESOLUTION NO. 122-23:

Upon presentation and motion by Trustee Males, seconded by Gianna Donahue, Resolution 123-23 approving revisions to the Computer Information Systems AS degree and Resolution 124-23 approving revisions to Criminal Justice AS degree were approved unanimously as follows:

RESOLUTION NO. 123-23

**APPROVAL OF PROGRAM REVISIONS
COMPUTER INFORMATION SYSTEM, A.S.**

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

RESOLUTION NO. 124-23

**APPROVAL OF PROGRAM REVISIONS
CRIMINAL JUSTICE, A.S.**

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

Middle States Update: Trustees Males reported that the Middle States Steering Committee met last week. Editor Mike Avery has written rough drafts of three chapters and the Steering Committee has reviewed two of those chapters. He commended the College for their work, noting the Self Study remains on track, a testimony of the College's continued strong commitment to this initiative.

Facilities Committee – Committee Chair Pamela Beyor-Murtha

No Report. The February meeting was moved to March 27, 2023.

Other Business

Dr. Dupee presented contracts for ratification in Resolution 129-23. Upon motion by Beth Fipps, seconded by Damon Draught, Resolution 129-23 ratifying all contracts passed unanimously.

Associated Builders

Cintas

**Community Action Planning Council / Jefferson County
Local Development Corporation**

ExamSoft

Inceptia

New York State Education Department (C-STEP)

**New York State Education Department (Liberty Partnership
Program)**

Onondaga Community College

Oswego County Workforce NY

State University of New York Research Foundation

Workforce Development Board – Herkimer-Madison-Oneida

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

(construction training, NYS Department of Labor grant)

Cintas

(linens rental agreement hospitality and tourism program)

**Community Action Planning Council / Jefferson County
Local Development Corporation**

(services agreement, homebased childcare training)

ExamSoft

(licensing agreement for testing software, nursing program)

Inceptia

(contract addendum, student loan counseling)

New York State Education Department (C-STEP)

(grant agreement, Collegiate Science Technology and Engineering Program)

New York State Education Department (Liberty Partnership Program)

(grant agreement, Liberty Partnership Program with Watertown City School District)

Onondaga Community College

(memorandum of understanding, SAC Testing, fire technology program)

Oswego County Workforce NY

(services contract, home-based childcare training)

State University of New York Research Foundation

(grant funding modification, Small Business Development Center)

Workforce Development Board – Herkimer-Madison-Oneida
(services agreement, allied health training, Rural Healthcare Grant)

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 David Males, seconded by Nathan Hunter, the Board adjourned to Executive Session at 4:42 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 5:09 p.m.

Personnel Committee – Committee Chair Nathan Hunter

Trustee Hunter reported the Personnel Committee met on February 15 and is bringing forward four resolutions for action. Upon presentation and motion by Nathan Hunter, seconded by Mike Crowley, Resolution 125-23 granting continuing appointment for faculty effective September 1, 2023 was approved unanimously as follows:

RESOLUTION NO. 125-23 2023 CONTINUING APPOINTMENT - FACULTY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves the following continuing appointment, effective September 1, 2023:

Kathy Flanders
Instructor

Upon presentation and motion by Nathan Hunter, seconded by Beth Fipps, Resolution 126-23 granting faculty promotions effective September 1, 2023, was approved unanimously as follows:

RESOLUTION NO. 126-23 2023 PROMOTIONS - FACULTY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the following promotions, effective September 1, 2023:

Instructor to Assistant Professor

Kathy Flanders

Assistant Professor to Associate Professor

Paul Alteri
Christina Ebey
Kady Hoistion

Associate Professor to Professor

**Michael Avery
Brandon Maxam**

Trustee Hunter offered his congratulations to those faculty earning continuing appointment and promotion.

Upon presentation and motion by Nathan Hunter, seconded by Pam Beyor-Murtha, Resolution 127-23 granting two sabbatical requests was approved unanimously as follows:

RESOLUTION NO. 127-23 2023-2024 SABBATICAL LEAVES

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the following sabbatical leaves during the 2023-2024 academic year:

<u>NAME</u>	<u>SABBATICAL TERM</u>
Christina Ebey	Spring 2024
Todd Vincent	Fall 2023

Upon presentation and motion by Nathan Hunter, seconded by Beth Fipps, Resolution 128-23 granting emerita/us designation on four individuals was approved unanimously as follows:

RESOLUTION NO. 128-23 2023 EMERITI

WHEREAS, by Resolution No. 117-93 dated April 7, 1993, the Jefferson Community College Board of Trustees adopted a policy to allow the Board to confer Emeritus status upon retired members of the College community who have meritoriously served the College; and

WHEREAS, the Recognition Celebration Committee has made recommendations for the award of Emeritus status;

NOW, THEREFORE, BE IT RESOLVED, in recognition of the excellence in teaching or service demonstrated by the following individuals, the Jefferson Community College Board of Trustees does hereby confer the Emeritus title as follows:

Keitha A. Haas, Personnel Specialist Emerita

Joel F. LaLone, Professor Emeritus

Betsy D. Penrose, Vice President Emerita

Michael K. White, Professor Emeritus

Schedule of Upcoming Meetings and Events

Dr. Dupee reviewed the schedule of upcoming meetings and events, noting that March 15 meetings may need to be rescheduled for a different day.

Academic & Educational Services Committee Meeting - Wednesday, March 15, 2023 at 3:00 p.m.
Personnel Committee Meeting – Wednesday, March 15, 2023 at 4:00 p.m.
Facilities Committee Meeting – Monday, March 27, 2023 at 4:00 p.m.
Budget and Planning Committee Meeting – Wednesday, April 5, 2023 at 3:00 p.m.
Board of Trustees Meeting – Wednesday, April 5, 2023 at 4:00 p.m.

Chair Gentner advised that the ad hoc bylaws committee would be sharing a revision to the College's bylaws with Trustees for action at the April meeting.

Adjournment

On a motion made by Damon Draught, seconded by Nathan Hunter, the meeting adjourned at 5:14 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board of Trustees