



## JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

### MEETING MINUTES March 2, 2022

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, March 2, 2022 via Zoom.

#### **Attendance:**

##### Trustees Present:

Judy Gentner, Chair  
Pamela Beyor-Murtha  
Michael Crowley  
Damon Draught  
Beth Fipps  
Nathan Hunter  
Cindy Intschert  
David Males  
Dioseline Osorio

##### Administrative Staff:

Ty Stone – President  
Dan Dupee – Executive Vice President for Administration, Finance and Enrollment  
Corey Campbell – Vice President for Student Engagement and Retention  
Maryrose Eannace – 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 Cindy Intschert, seconded by Beth Fipps, the minutes of the February 2, 2022 meeting were approved unanimously.

#### **Introductions of Guests**

Abigail Bryant, EOP Coordinator  
Mari Cecil, Bernier Carr Architects and Engineers  
Jack Donato, FAJCC President and Professor of Computer Science  
Jerilyn Fairman, Associate Vice President (Liberal Arts)  
Ben Foster, Executive Director, Foundation  
Josh Hammond, College Senate President and Associate Professor of Math  
Gillian Maitland, Director of Marketing & Communications  
Chelsea Marra, Director of Admissions  
Christine Pristash, Associate Professor of English

Scott Schaeffer, Associate Vice President (STEM)  
John Trumbell, Continuing Education Coordinator and Vice President of FAJCC  
Kerry Young, Associate Vice President for Human Resources

**Privilege of the Floor** – None.

**JCC Foundation Update** – Trustee Beth Fipps

No report.

**Collee Senate Update**

Senate President Josh Hammond briefly reviewed highlights from his written report. He noted that he and Dr. Stone will co-host two open forums on the HELP Report. In addition:

- **Committee Reports**
  - Awards & Nominating: call for nominations for Senate Slate
  - Campus Life: last call for nominations for the Tom Myers Co-curricular Award
  - Curriculum: passed INT 111 as a graduation requirement; course revisions to satisfy new SUNY Gen Ed requirements
  - Faculty Council of Community Colleges: Childcare Resolution
  - Recognition Celebration: Update on May 6 celebration
- **Presentations**
  - Center for Community Studies Overview
  - Guided Pathways – Metamajors and Areas of Interest (AOI)
  - Middle States Update
  - Downtown Revitalization Initiative Update

**Student Trustee Update**

Student Trustee Dioseline Osorio briefly reviewed highlights from her written report.

- **Student Government Association (SGA)**
  - Spring Club Fairs scheduled for March 7 (in person) and March 8 (Zoom)
  - Coffee with SGA – a new weekly event starting in March
- **Campus Activities Board (CAB) / Student Activities & Inclusion**
  - Ski trip to Snow Ridge Ski Resort on President's Day
  - Black History Month Events
    - Fifty Black History Month calendars given to students, staff and faculty
    - Virtual Bingo – Black History Month Edition enjoyed by 27 attendees
    - An online conversation with Dr. Molefi Kete Asante on February 25 attended by 44 campus and community members

**President's Report**

Dr. Stone updated Trustees on COVID-related matters, strategic initiatives, recent activities, accolades and upcoming events (attached). Highlights include:

- The College has moved to “masks optional” as of today; the campus COVID positivity rate is less than 1%; we are planning booster clinics and distributing free test kits
- Planning for the DRI project is in full swing
- 16 students have expressed interest in eSports, launched publicly less than a month ago
- Planning overall assessment of all new strategic initiatives to evaluate new program performance
- Recent activities: attended two program advisory board meetings (computer science and computer information technology), a New York Community College Association of Presidents (NYCCAP) meeting with focus on an equity scorecard and enrollment strategies; held office hours; served as a panelist for the President’s Round Table in a session on black women CEOs in predominantly white institutions
- Upcoming events include open forums with faculty/staff on the HELP report, student open forums, program advisory board meetings
- Save the Date: College Recognition Ceremony on May 6, Nurse Pinning on May 19, Spring Commencement in person on May 20
- Accolades: Food Pantry put on a last minute food distribution event thanks to Topps Market who donated leftover food items prior to transition to Piggly Wiggly; 94 adults, 64 children and 6 senior citizens received produce and fresh baked goods
- Informational items include Fall 2021 Academic Actions and Fall 2021 Fact Book

### **Guided Pathways: Strategic Update**

Steering Committee co-facilitators Christine Pristash, Chelsea Marra and Abigail Bryant provided an update on the Guided Pathways strategy of the 2020-2025 Strategic Plan (attached). Highlights include:

- Review of model and overall goal of guided pathways to clarify the path, enter the path, stay on the path and ensure learning
- Objectives as identified in strategic plan include creating an advising model, improving 24-credit completion rates, developing program pathways, creating a first year experience course and improving graduation rates
- Year 2 Accomplishments include the development of placement standards and advising guides, the embedding of education planners in each academic School; development of the new/first year student experience course
- Key Performance Indicator – Graduation Rate: projecting a small increase in Fall 2019 cohort which was directly impacted by the pandemic; it is anticipated the Fall 2022 cohort will be positively impacted by completion of the New Student Experience course
- Key Performance Indicator – 24 Credit Attainment Rate: Fall 2019 credit attainment was high; the pandemic negatively impacted the Fall 2020 cohort
- Year 3 action items include regular student focus groups, standardizing prior learning assessment, identifying barrier and gateway courses, refining the student onboarding process, developing a complete orientation; and the capstone project for Guided Pathways Institute 5

### **Facilities Master Plan Update**

Executive Vice President Dan Dupee provided an overview of the Facilities Master Plan Update 2021-2026 (attached) completed by Bernier Carr Architects and Engineers. Dr. Dupee advised the Board has a copy of the complete plan and a summary of adjustments in verbiage. Dr. Dupee briefly reviewed:

- The process included site visits and interviews with College constituents; the intent is to ensure support of strategic plan initiatives and student retention needs, as well as to ensure maintenance and repair of existing facilities; only one new building is included – a field house
- Overall goals are to improve the student experience, functionality of space, campus safety and security, and physical campus image while maintaining fiscal stewardship and providing opportunity for future growth and expansion
  - Driving factors include safety and security, code compliance, aging out of existing systems, maintenance of aging buildings & infrastructure, energy conservation & energy efficiency, green infrastructure & initiatives
- Vast majority of the FMP is maintenance and revitalization (\$64.9M) with construction of a field house (\$17.5M); the total probable cost over five years and beyond is \$82.5M.

Dr. Dupee concluded his report with an aerial view of the campus depicting the location of the turf field (plans currently underway) and proposed location for the new field house.

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

Trustee Beyor-Murtha provided the report of the Facilities Committee, which met on February 28, 2022. The committee is recommending approval of the 2021-2026 Facilities Master Plan in Resolution 117-22 with noted verbiage changes (attached). The text changes do not affect any specific project included in the FMP, nor do they impact the cost.

Upon motion by Pam Beyor-Murtha, seconded by David Males, and the Board unanimously approved the Facilities Master Plan 2021-2026 in Resolution 117-22 as follows:

**RESOLUTION NO. 117-22: FACILITIES MASTER PLAN 2021-2026**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves and adopts the 2021-2026 Facilities Master Plan completed by Bernier Carr Architects & Engineers dated February 2022 (attached).

Trustee Beyor-Murtha thanked Mari Cecil and Bernier Carr for their continued great work on the College’s facilities master plan. In addition, she noted the committee’s excitement regarding plans for the turf field and that a presentation will be scheduled for an upcoming Board meeting.

**Budget and Planning Committee** - Committee Chair Michael Crowley

Committee Chair Crowley noted that the Budget & Planning Committee met prior to the full Board meeting. He presented five budget amendments, all recognizing new funding, in resolutions 111-22, 112-22, 113-22, 114-22 and 115-22. Upon motion by Michael Crowley, seconded by Nathan Hunter, resolutions 111-22, 112-22, 113-22, 114-22 and 115-22 were approved unanimously as follows:

**RESOLUTION NO. 111-22: 2021-2022 BUDGET AMENDMENT  
CENTER FOR COMMUNITY STUDIES – NEIGHBORS OF  
WATERTOWN, INC PROFESSIONAL ASSISTANCE**

**GRANT PERIOD: DECEMBER 1, 2021 – MARCH 30, 2022**

**WHEREAS**, the College has received funding from Neighbors of Watertown, Inc. to provide a facilitated workshop session with the leadership group at Neighbors of Watertown to assess the current organizational chart and provide assistance in the development of a new strategic plan;

**WHEREAS**, the outcomes anticipated will be a revised organizational chart (reflecting the optimal organizational structure); and a revised strategic plan for 2021-2026;

**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>\$ 5,000.00</u>
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**Total Revenue Increase \$5,000.00**

**INCREASE EXPENDITURE:**

Center Comm. Studies Grant – Prof PT	2803-3011-6102	\$ 1,250.10
Center Comm. Studies Grant – State TRS	2803-3011-6202	149.52
Center Comm. Studies Grant – Social Security	2803-3011-6204	150.00
Center Comm. Studies Grant – Workers Comp	2803-3011-6205	13.00
Center Comm. Studies Grant – Indirect Cost	2803-3011-7231	437.38
Center Comm. Studies Grant – Prof Service Fees	2803-3011-7241	<u>3,000.00</u>

**Total Expenditure Increase \$5,000.00**

**RESOLUTION NO. 112-22: 2021-2022 BUDGET AMENDMENT  
CENTER FOR COMMUNITY STUDIES – LEWIS CO OFFICE OF  
THE AGING SURVEY**

**GRANT PERIOD: OCTOBER 15, 2021 – AUGUST 31, 2023**

**WHEREAS**, the College has received funding from Lewis County Board of Legislature (New York) to supervise data collection and complete surveys of adults in Lewis County in the months of October 2021 and ending December 2023;

**WHEREAS**, the goal of the survey is to determine residents' concerns and perceived importance with the needs of the elderly population and their caregivers in the Lewis County region;

**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>\$ 20,000.00</u>
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**Total Revenue Increase \$20,000.00**

**INCREASE EXPENDITURE:**

Center Comm. Studies Grant – Prof PT	2803-3011-6102	\$ 10,000.00
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Center Comm. Studies Grant – State TRS	2803-3011-6202	1,636.00
Center Comm. Studies Grant – Social Security	2803-3011-6204	765.00
Center Comm. Studies Grant – Workers Comp	2803-3011-6205	100.00
Center Comm. Studies Grant – Indirect Cost	2803-3011-7231	749.00
Center Comm. Studies Grant – Prof Service Fees	2803-3011-7241	1,750.00
Center Comm. Studies Grant – Travel	2803-3011-7250	<u>5,000.00</u>

**Total Expenditure Increase      \$20,000.00**

**RESOLUTION NO. 113-22:            2021-2022 BUDGET AMENDMENT  
CHILD CARE TRAINING PROGRAM II GRANT**

**GRANT PERIOD:                    JANUARY 1, 2022 – DECEMBER 31, 2022**

**WHEREAS**, funds have been received from Lewis County and Jefferson County Local Development Corporation to fund a regulated home day care training program;

**WHEREAS**, the initiative will support and offer recruitment and orientation events, trainings and scholarships to participants interested in becoming a regulated home day care provider;

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

**INCREASE REVENUE:**

Childcare Training Program II – Local Grants	2839-3011-5430	<u>\$ 52,759.80</u>
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**Total Revenue Increase      \$52,759.80**

**INCREASE EXPENDITURE:**

Childcare Training Program II – Prof Adjuncts	2839-3011-6103	\$ 14,830.00
Childcare Training Program II – Prof Stipends	2839-3011-6104	7,600.00
Childcare Training Program II – Social Security	2839-3011-6204	1,718.00
Childcare Training Program II – Workers Comp	2839-3011-6205	225.00
Childcare Training Program II – Instr Supplies	2839-3011-7108	1,310.00
Childcare Training Program II – Advertising	2839-3011-7203	2,200.00
Childcare Training Program II – Indirect Costs	2839-3011-7231	8,021.00
Childcare Training Program II – Prof Svc Fees	2839-3011-7241	5,000.00
Childcare Training Program II – Workshops/Sem	2839-3011-7253	3,060.00
Childcare Training Program II – Scholarships	2839-3011-7512	<u>\$ 8,795.80</u>

**Total Expenditure Increase      \$52,759.80**

**RESOLUTION NO. 114-22:            2021-2022 BUDGET AMENDMENT  
SUNY/MVCC APPRENTICESHIP PROGRAM RENZI GRANT  
(AGREEMENT 400.16)**

**GRANT PERIOD:                    NOVEMBER 4, 2021 – DECEMBER 31, 2022**

**WHEREAS**, funds have been received from the State University of New York (SUNY) to support marketing activities, including industry roundtables, and curriculum development for apprenticeships (Agreement #400.16);

**WHEREAS**, per a MOU, Mohawk Valley Community College (MVCC) will offer funding to JCC to facilitate apprenticeships in the field of business as part of the SUNY Apprenticeship Program;

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

**INCREASE REVENUE:**

MVCC Apprenticeship Program –State Grants	2647-3011-5420	<u>\$ 11,000.00</u>
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**Total Revenue Increase \$11,000.00**

**INCREASE EXPENDITURE:**

MVCC Apprenticeship Program – Instr Supplies	2647-3011-7108	\$ 1,000.00
MVCC Apprenticeship Program – Indirect Cost	2647-3011-7231	1,000.00
MVCC Apprenticeship Program – Prof Svc Fees	2647-3011-7241	1,500.00
MVCC Apprenticeship Program – Workshops/Semin	2647-3011-7253	<u>\$ 7,500.00</u>

**Total Expenditure Increase \$11,000.00**

**RESOLUTION NO. 115-22: 2021-2022 BUDGET AMENDMENT  
PERKINS 21/22 BUDGET**

**GRANT PERIOD: JULY 1, 2021 – JUNE 30, 2022**

**WHEREAS**, funds have been received from the University of the State of New York Education Department through the Perkins Grant to fund various initiatives to enhance career and technical education and student success;

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

**INCREASE REVENUE:**

Perkins – Career & Tech Educ	2512-3011-5410	<u>\$223,854.00</u>
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**Total Revenue Increase \$223,854.00**

**INCREASE EXPENDITURE:**

Perkins – Career & Tech Educ – Prof F/T	2512-3011-6101	\$ 72,500.00
Perkins – Career & Tech Educ – Prof Adjuncts	2512-3011-6103	39,000.00
Perkins – Career & Tech Educ – Student Aides	2512-3011-6141	15,000.00
Perkins – Career & Tech Educ – State TRS	2512-3011-6202	8,967.00
Perkins – Career & Tech Educ – TIAA CREF	2512-3011-6203	2,400.00
Perkins – Career & Tech Educ – Social Security	2512-3011-6204	8,530.00
Perkins – Career & Tech Educ – Workers Comp	2512-3011-6205	1,115.00
Perkins – Career & Tech Educ – Life Insurance	2512-3011-6206	84.00
Perkins – Career & Tech Educ – Disability Ins	2512-3011-6208	138.00

Perkins – Career & Tech Educ – Health Insurance	2512-3011-6209	16,260.00
Perkins – Career & Tech Educ – Comp Software	2512-3011-7217	2,500.00
Perkins – Career & Tech Educ – Indirect Costs	2512-3011-7231	10,660.00
Perkins – Career & Tech Educ – Prof Svc Fees	2512-3011-7241	40,700.00
Perkins – Career & Tech Educ – Travel	2512-3011-7250	<u>\$ 6,000.00</u>

**Total Expenditure Increase    \$223,854.00**

Financial Statements – January 2022

EVP Dupee reviewed unaudited financial statements for January 2022. In comparing this year to last year at this time, revenue is down about \$1.5M (not taking into account the \$3.5M in stimulus funding) due primarily to lower enrollment. Expenses are up slightly as compared to last year, primarily in the area of contractual expenditures and equipment, however these were planned expenditures. On the balance sheet, assets are up about \$6M due mostly to stimulus funding and an on-time state aid payment. There were no questions.

Upon a motion made by Mike Crowley, seconded by Damon Draught, the Board unanimously accepted January 2022 financial reports.

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

Trustee Males reported the Academic & Educational Services Committee met on February 16, 2022. He presented a revision to the Graduation Requirements Policy. The primary change to the policy is the addition of a first year experience course (INT 111) for new students as a requirement of graduation. The new student seminar is designed to acclimate students to college and connect them to campus resources, ultimately increasing persistence and graduation rates. A second change is the removal of the stipulation that a student must satisfy any outstanding financial obligations as a requirement of graduation. Trustee Males noted that the College would still attempt to collect any outstanding debt.

On motion by David Males, seconded by Cindy Intschert, the Board unanimously approved the revised Graduation Requirements Policy in Resolution 116-22 as follows:

**RESOLUTION NO. 116-22:                    GRADUATION REQUIREMENTS POLICY  
(Revises Resolution No. 218-19, November 2019)**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees does hereby approve revisions to the Graduation Requirements Policy as attached.

**Executive Session**

On motion made by David Males, seconded by Nate Hunter, the Board adjourned to Executive Session at 4:58 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.



## **Reconvention**

The Board reconvened in open session at 5:23 p.m.

## **Personnel Committee** – Committee Chair Nathan Hunter

Trustee Hunter reported the Personnel Committee met on February 16, 2022 and reviewed continuing appointment recommendations for faculty in resolution 118-22 and promotion recommendations for faculty and professional staff in resolution 119-22. He advised that, per the new FAJCC contract, continuing appointment recommendations for professional staff will be brought forward at the June meeting.

Upon presentation and motion by Nathan Hunter, seconded by Pam Beyor-Murtha, the Board unanimously approved Resolution 118-22 and Resolution 119-22 as follows:

### **RESOLUTION NO. 118-22: 2022 CONTINUING APPOINTMENTS - FACULTY**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees approves the following continuing appointments, effective September 1, 2022:

**Amy O'Donnell**  
Instructor

**Mallory Jackson**  
Assistant Professor

### **RESOLUTION NO. 119-22: 2022 PROMOTIONS**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees does hereby approve the following promotions, effective September 1, 2022:

Grade 3 to Grade 5  
**Jessica Emerson**

Grade 5 to Grade 7  
**John Trumbell**

Grade 7 to Grade 9  
**Chelsea Marra**

Instructor to Assistant Professor  
**Amy O'Donnell**

Assistant Professor to Associate Professor

**Dawn Robinson**

**Whitney Snyder**

Associate Professor to Professor

**Oliver Youst**

**Other Business**

President Stone presented contracts for ratification in Resolution 120-22. Upon motion by Pam Beyor-Murtha, seconded by Cindy Intschert, the resolution ratifying all contracts passed unanimously.

**RESOLUTION NO. 120-22: RATIFICATION OF CONTRACTS**

**Chubb, Keri**

**Community Action Planning Council/County of**

**Lewis/Jefferson County Local Development Corporation**

**RD Graphic Design and Illustration**

**Workforce Development Institute**

**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:

**Chubb, Keri**

*(freelance services agreement, graphic design)*

**Community Action Planning Council**

**County of Lewis**

**Jefferson County Local Development Corporation**

*(memorandum of agreement, home childcare training program)*

**RD Graphic Design and Illustration**

*(freelance services agreement, graphic design)*

**Workforce Development Institute**

*(funding agreement, laptops for home childcare training program)*

**THEREFORE, BE IT RESOLVED**, that the Jefferson Community College Board of Trustees does hereby recognize and ratify the aforementioned agreements.

Chair Genter appointed three trustee volunteers - Trustee Beyor-Murtha, Trustee Hunter and Trustee Hunter to serve on the annual Nominating Committee.

**Schedule of Upcoming Meetings and Events**

Dr. Stone reviewed the schedule of upcoming meetings and events, noting that the April Board of Trustees meeting would be in person.

Academic & Educational Services Committee Meeting – March 16, 2022, Wednesday at 3:00 p.m.  
Personnel Committee Meeting – March 16, 2022, Wednesday at 4:00 p.m.  
Lunch & Learn – March 17, 2022, Thursday at 12:00 p.m.  
Budget and Planning Committee Meeting – April 6, 2022, Wednesday at 3:00 p.m.  
Board of Trustees Meeting – April 6, 2022, Wednesday at 4:00 p.m.

In addition, Dr. Stone also advised Trustees to please save the date for commencement on May 20 and Nurse Pinning on May 19, 2022.

**Adjournment** - On a motion made by Mike Crowley, seconded by Damon Draught, the meeting adjourned at 5:29 p.m.

Respectfully submitted,

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Karen J. Freeman  
Secretary to the Board of Trustees