



## JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

### MEETING MINUTES September 7, 2022

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, September 7, 2022 in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

#### **Attendance:**

##### Trustees Present:

Judy Gentner, Chair  
Michael Crowley  
Damon Draught  
Nathan Hunter  
Cindy Intschert  
David Males

##### Administrative Staff:

Dan Dupee, Administrator-in-Charge  
Corey Campbell, Vice President for Student Engagement & Retention  
William Emm, Interim Vice President for Administration & Finance  
Jeri Fairman, Interim Vice President for Academic Affairs

**Call to Order** – Chair Judy Gentner called the meeting to order at 4:00 p.m.

**Approval of Minutes** – On a motion made by Michael Crowley, seconded by Cindy Intschert, the minutes of the July 14, 2022 meeting were approved unanimously.

#### **Introductions of Guests**

Jack Donato, FAJCC President and Professor of Computer Science  
Ben Foster, Executive Director, JCC Foundation  
Josh Hammond, College Senate President and Associate Professor of Math  
Gillian Maitland, Director of Marketing & Communications  
Sidney Pond, Executive Director of Auxiliary Services and Accounting  
Scott Schaeffer, Associate Vice President (STEM)  
Megan Stadler, Associate Vice President of Strategic Initiatives  
Mark Streiff, Interim Associate Vice President (Liberal Arts)  
Gabrielle Thompson, Director of Access & Opportunity Programs  
John Trumbell, Coordinator of Continuing Education and Vice President of FAJCC  
Kerry Young, Associate Vice President for Human Resources

**Privilege of the Floor** – Jack Donato, alumnus and 34-year College employee, applauded and thanked the College’s administration for the format and structure of this year’s fall semester Start-up Week. He noted that it was dramatically different than in years past and, as a faculty member, he had time to prepare for the start of the semester while enjoying some social activities with colleagues.

### **JCC Foundation Update**

Executive Director Ben Foster provided the report of the JCC Foundation. He drew attention to the following highlights from the written report:

- The Foundation worked with athletics to create a new athletic giving experience under the College umbrella. All athletic program donors can now give directly to athletics through the Foundation.
- The Foundation will be welcoming a new board member - Alumni Advisory Council President Marc Thomas, '01, president of MT Mechanical Group.
- Upcoming September mailings include a year-end annual thank you to all FY22 donors from Dr. Dupee and the first Annual Fund solicitation letter signed by Michele Capone.
- Upcoming events include a Jefferson-Can Community Scholars Luncheon with 33 student scholars, Stephen Can and Dr. Dupee on September 14; a holiday party in early December in Watertown; and a Chamber of Commerce Business After Hours tentatively scheduled for January.
- Earlier today, the Foundation hosted Northern Credit Union who passed out welcome bags full of NCU goodies to residence hall students.

### **College Senate Update**

Senate president Josh Hammond reported that Senate held its first meeting of the year yesterday, September 6. There was no carryover business from last academic year. There was a presentation on Guided Pathways. The Senate is ready to support the work of the Middle States workgroups as they conduct research for the Self–Study report.

### **President’s Report**

For his report, Dr. Dupee updated Trustees on COVID-related matters, enrollment, strategic initiatives, Cabinet goals, recent activities and accolades (attached). Highlights include:

- Updated COVID guidance from SUNY eliminates testing and daily reporting of cases; the vaccine requirement for in-person students remains in place.
- Fall enrollment is down 6% from last year at this time; the College has reached 96% of budget. Currently, 151 students have moved into East Hall.
- Strategic initiatives: toured DRI site with SBDC State Director and Lieutenant Governor, construction has not started yet; Turf Field re-bid came in only slightly over budget and work is expected to begin in next few weeks; eSports has more than 25 students on the roster, the season begins in October and the College held a ribbon cutting for the gaming arena on August 11.
- The College and Foundation contracted with EMSI to conduct an Economic Impact Study. Jefferson’s impact on the local community annually is \$68.4 million in added income, an outstanding return on investment for the community and students have recouped their investment in as little as 2.5 years following graduation.

- Administrative Cabinet has set four goals for this year in the areas of Serving Students Well, Assessment, Organizational Structure and Campus Culture. Each goal has objectives and outcomes that will be measured and reported.
- Recent campus activities included a campus cookout, Leadership Day, Fall Convocation, Cannoneer Kick-off (for students), Library Jam and the start of Jefferson Fridays, all of which incorporated elements designed to improve campus culture.
- Recent community activities include several ceremonies on Fort Drum, JCC retirees Luncheon, Community College Presidents Meeting with Interim Chancellor Stanley, and a meeting of Northern Region Presidents.
- Accolades: Several employees were commended by MG Milford Beagle for their work to make a Fort Drum Leadership Summit held on campus go smoothly. All received certificates of appreciation.

**Strategic Plan Update – Student Experience:** Gabrielle Thompson, Director of Access and Opportunities, and Dr. Corey Campbell, Vice President for Student Engagement and Retention summarized Year 3 Student Experience initiatives contained within the Strategic plan, four key performance indicators (KPI) and plans for Year 4 (attached).

- Overall, Jefferson made positive progress in all four areas – 12+ credit attainment, DEISJ, creating a welcoming campus climate, and faculty/staff composition.
- Briefly reviewed positive (ex. check-in calling campaigns) and negative impacts (ex. COVID-driven remote learning) on student experience over the past year.
- KPI 1 Credit Momentum (12+ credit attainment) for Black, Hispanic and Native American students has increased to 19%; the goal is 40% by 2025.
- Year 4 activities include assessment of student affairs departments, streamlined processes for accommodative services and opportunity programs, and design of summer programs to reduce the need for pre-college coursework.
- KPI 2 is focused on diversity, equity, inclusion and social justice (DEISJ) initiatives and activities.
- SUNY’s Chosen Name Policy and Jefferson’s new Preferred Name Policy support this initiative.
- Going forward, DEISJ is being embedded in course work and programs.
- The 2021 Community College Survey of Student Engagement indicates 85% of Black, Hispanic and Native American students feel Jefferson provides the support needed to succeed at Jefferson.
- The goal of KPI 3 is to create a campus climate where everyone is welcome. From 2018 to 2021 the College’s rating in this area increased only slightly.
- Initiatives: DEI programing has been revised to include social justice; the number of DEISJ programs has increased from six in fall of 2021 to ten in fall of 2022, and new student orientation has been revamped with new activities include a kick-off ceremony and meeting with INT instructors during the first week.
- The goal of KPI 4 is to increase the percentage of faculty and staff who belong to a racial or ethnic minority group. The percentage increased to 9% in 2021, the goal is 10%.
- The College has been researching and implementing best practices for employee searches with respect to DEI and ensuring DEI is embraced in employment communications, professional development and assessments.
- In Year 4, the Student Experience workgroup will track retention efforts for the cohort of 400 new first-time, full-time students from Fall to Fall.

Discussion ensued regarding how Jefferson compares to institutions of similar size, what success looks like on a personal level for each student, and how to measure that success.

**Budget and Planning Committee** - Committee Chair Damon Draught

Trustee Draught noted that the Budget & Planning Committee met prior to the full Board meeting. Interim Vice President for Administration & Finance, Bill Emm, presented five budget amendments acknowledging new or increased funding. Upon motion by Damon Draught, seconded by Mike Crowley, Resolutions 150-22, 151-22, 152-22, 153-22 and 154-22 were passed unanimously as follows:

**RESOLUTION NO. 150-22:            2021-2022 BUDGET AMENDMENT  
COLLEGIATE SCIENCE TECHNOLOGY ENTRY PROGRAM  
(CSTEP) GRANT**

**GRANT PERIOD:                        JULY 1, 2022 – JUNE 30, 2023**

**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	2619-3011-5420	<u>\$199,500.00</u>
	<b>Total Revenue Increase</b>	<b>\$199,500.00</b>

**INCREASE EXPENDITURE:**

CSTEP Grant –Professional FT	2619-3011-6101	\$ 95,914.00
CSTEP Grant –Professional PT	2619-3011-6102	23,296.00
CSTEP Grant –ERS	2619-3011-6201	2,122.00
CSTEP Grant –State TRS	2619-3011-6202	6,864.00
CSTEP Grant- Social Security	2619-3011-6204	9,120.00
CSTEP Grant- Workers Comp	2619-3011-6205	1,192.00
CSTEP Grant- Life Insurance	2619-3011-6206	63.00
CSTEP Grant- Disability Insurance	2619-3011-6208	143.00
CSTEP Grant- Health Insurance	2619-3011-6209	3,880.00
CSTEP Grant- Instructional Supplies	2619-3011-7108	300.00
CSTEP Grant- Office Supplies	2619-3011-7109	200.00
CSTEP Grant- Indirect Cost	2619-3011-7231	12,889.00
CSTEP Grant- Prof Svc Fees	2619-3011-7241	5,500.00
CSTEP Grant- Student Recruitment	2619-3011-7247	3,017.00
CSTEP Grant- Travel	2619-3011-7250	9,000.00
CSTEP Grant- Workshops/Seminars	2619-3011-7253	1,000.00
CSTEP Grant- Scholarship Awards	2619-3011-7512	<u>\$ 25,000.00</u>

**Total Expenditure Increase            \$199,500.00**

**RESOLUTION NO. 151-22: 2021-2022 BUDGET AMENDMENT  
STRATEGIC ENROLLMENT MANAGEMENT**

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

**WHEREAS**, funds have been received from the State University of New York and the New York State Success Center (NYSSSC) to support its 30 community colleges for developing or revising their strategic enrollment management (SEM) plans;

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

**INCREASE REVENUE:**

SUNY SEM Grant- State Grants & Contracts	2650-3011-5420	<u>\$ 10,000.00</u>
<b>Total Revenue Increase</b>		<b>\$ 10,000.00</b>

**INCREASE EXPENDITURE:**

SUNY SEM Grant- Prof Svc Fees	2650-3011-7241	<u>\$ 10,000.00</u>
<b>Total Expenditure Increase</b>		<b>\$ 10,000.00</b>

**RESOLUTION NO. 152-22: 2021-2022 BUDGET AMENDMENT  
ENHANCING SUPPORTS AND SERVICES FOR STUDENTS  
WITH DISABILITIES FOR POSTSECONDARY SUCCESS**

**GRANT PERIOD: SEPTEMBER 1, 2021 – AUGUST 31, 2022**

**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;

**WHEREAS**, SUNY has notified the College of funding in addition to the initial grant award;

**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	<u>\$ 10,000.00</u>
<b>Total Revenue Increase</b>		<b>\$10,000.00</b>

**INCREASE EXPENDITURE:**

NYS SED- SWDPS Grant – Comp Equipment      2649-3011-7006      \$ 10,000.00

**Total Expenditure Increase      \$10,000.00**

**RESOLUTION NO. 153-22:      2021-2022 BUDGET AMENDMENT  
SBDC STATE AWARD**

**GRANT PERIOD:      MAY 1, 2021 – APRIL 30, 2022  
extended through OCTOBER 31, 2022**

**WHEREAS**, the Empire State Development (ESD) (Sponsor) has awarded a Grant Disbursement Agreement to conduct a project entitled “2021-2022” New York State Budget Aid to Localities COVID-19 Pandemic Small Business Recovery Grant Program;

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

**INCREASE REVENUE:**

SBDC State Award – Fed Grants & Contracts      2533-3011-5410      \$ 100,000.00

**Total Revenue Increase      \$ 100,000.00**

**INCREASE EXPENDITURE:**

SBDC State Award- Indirect      2533-3011-7231      \$ 9,091.00

SBDC State Award- Prof Svc Fees      2533-3011-7241      \$ 90,909.00

**Total Expenditure Increase      \$ 100,000.00**

**RESOLUTION NO. 154-22:      2021-2022 BUDGET AMENDMENT  
PERKINS 22/23 BUDGET**

**GRANT PERIOD:      JULY 1, 2022 – JUNE 30, 2023**

**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	2513-3011-5410	<u>\$278,476.00</u>
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<b>Total Revenue Increase</b>	<b>\$278,476.00</b>
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**INCREASE EXPENDITURE:**

Perkins – Career & Tech Educ – Prof F/T	2513-3011-6101	\$ 134,125.00
Perkins – Career & Tech Educ – ERS	2513-3011-6201	5,300.00
Perkins – Career & Tech Educ – State RS	2513-3011-6202	7,100.00
Perkins – Career & Tech Educ – Social Security	2513-3011-6204	10,200.00
Perkins – Career & Tech Educ – Workers Comp	2513-3011-6205	1,300.00
Perkins – Career & Tech Educ – Life Insurance	2513-3011-6206	120.00
Perkins – Career & Tech Educ – Disability Ins	2513-3011-6208	200.00
Perkins – Career & Tech Educ – Health Insurance	2513-3011-6209	19,948.00
Perkins – Career & Tech Educ – Comp Equipment	2513-3011-7006	70,314.00
Perkins – Career & Tech Educ – Comp Software	2513-3011-7217	1,870.00
Perkins – Career & Tech Educ – Indirect Costs	2513-3011-7231	12,999.00
Perkins – Career & Tech Educ – Prof Svc Fees	2513-3011-7241	<u>\$ 15,000.00</u>

<b>Total Expenditure Increase</b>	<b>\$278,476.00</b>
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**Financial Statements:** June and July 2022

Interim VP Bill Emm reviewed the financial reports for July 2022, which encompass June 2022 financials. Revenue is down \$2 million, nearly all related to lower enrollment. More than \$800K in stimulus funding will help offset those lost revenues. Contractual, equipment and personnel expenses are all up over last year, but still significantly less than budgeted this year. On the balance sheet, assets are \$1.2 million higher than last year, and \$5.2 million is invested in Treasuries, CDs and money market accounts. There were no questions.

Upon motion made by Damon Draught, seconded by Dave Males, the Board unanimously accepted June 2022 and July 2022 financial reports.

In addition, Interim VP Emm reported that the College’s Liberty Partnership Program grant with the Watertown City School District was renewed for another five years at \$250K per year.

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

Trustee Males reported the Academic & Educational Services Committee has not met, however he provided a brief update on behalf of the Middle States Steering Committee. The Steering Committee met on August 25 and gave each workgroup chair a copy of the 55-page self-study design. Some workgroup committees were updated to replace members no longer with the College and workgroup co-chairs were assigned. One question each workgroup will consider is how COVID forced the College to pivot and what changes in policies/practices/procedures will the College retain post-COVID. Reports on Standards 1-4 are due before the end of the semester, while reports on Standards 5-7 are due in March 2023. Going forward, the Steering Committee will meet once per month.

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

No report.

**Executive Session**

On motion made by David Males, seconded by Cindy Intschert, the Board adjourned to Executive Session at 5:28 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

**Reconvention**

The Board reconvened in open session at 5:56 p.m.

**Other Business**

Dr. Dupee presented contracts for ratification in Resolution 157-22. In reference to one contract with the Victims Assistance Center, Trustee Intschert disclosed her volunteer role as a Victims Assistance Center Board member, noting the contract is a memorandum of understanding only with no financial component. Upon motion by Mike Crowley, seconded by Damon Draught, the resolution ratifying all contracts passed unanimously.

**RESOLUTION NO. 157-22:            SEPTEMBER 7, 2022**

**SUBJECT:                                RATIFICATION OF CONTRACTS**  
**Handshake**  
**Lewis County General Hospital**  
**National Tractor Trailer School**  
**St. Peter’s Addiction Recovery Center**  
**Victims Assistance Center**  
**Watertown Dialysis Center**

**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:

**Handshake**  
*(software agreement, career management services)*

**Lewis County General Hospital**  
*(clinical agreement, nursing program)*

**National Tractor Trailer School**  
*(CDL training, workforce development)*

**St. Peter’s Addiction Recovery Center**  
*(internship agreement, addiction studies program)*

**Victims Assistance Center**  
*(memorandum of understanding, Enough is Enough program)*



**Watertown Dialysis Center**  
*(clinical agreement, nursing program)*

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

**Personnel Committee** – Committee Chair Nathan Hunter

Trustee Hunter reported that the Personnel Committee met on August 17 and September 1. He presented two resolutions, each approving a new Job Title and Classification. Upon motion by Nate Hunter, seconded by Cindy Intschert, Resolutions 155-22 and 156-22 were passed unanimously as follows:

**RESOLUTION NO. 155-22:           JOB TITLE AND CLASSIFICATION**  
**Assistant Director – Institutional Technology**

**BE IT RESOLVED**, that pursuant to Section 201.7 (a) of the New York State Department of Civil Service Rules and Regulations, the Board of Trustees of Jefferson Community College determines the position of:

**Assistant Director – Institutional Technology**

be classified as professional service as defined in Section 6306 of Education law.

**RESOLUTION NO. 156-22:           JOB TITLE AND CLASSIFICATION**  
**Director of Auxiliary Services**

**BE IT RESOLVED**, that pursuant to Section 201.7 (a) of the New York State Department of Civil Service Rules and Regulations, the Board of Trustees of Jefferson Community College determines the position of:

**Director of Auxiliary Services**

be classified as professional service as defined in Section 6306 of Education law.

**Arbitration Ruling Adoption**

Following executive session discussion of the arbitration ruling received by the College on August 22, 2022 and reviewed by the Personnel Committee on September 1, Trustee Hunter made a motion that the Board adopt the written decision of the arbitrator as dated August 19, 2022. The motion was seconded by Damon Draught and unanimously approved.

**Appointment of Presidential Search Consultant**

Chair Gentner reported that the Personnel Committee issued RFPs to several search consultants regarding the upcoming presidential search. The Board received four proposals and interviewed three of the firms. On recommendation and motion made by Judy Gentner, seconded by David Males, the

Board unanimously agreed to contract with RH Perry & Associates to assist with the presidential search.

### **Schedule of Upcoming Meetings and Events**

Dr. Dupee reviewed the schedule of upcoming meetings.

Facilities Committee Meeting – September 19, 2022, Monday at 4:00 p.m.

Academic & Educational Services Committee Meeting – September 21, 2022, Wednesday at 3:00 p.m.

Personnel Committee Meeting – September 21, 2022, Wednesday at 4:00 p.m.

Board of Trustees Retreat – September 23, 2002, Friday at 11:45 a.m.

White Coat Ceremony – September 27, 2022 at 6:00 p.m.

Budget and Planning Committee Meeting – October 5, 2022, Wednesday at 3:00 p.m.

Board of Trustees Meeting – October 5, 2022, Wednesday at 4:00 p.m.

**Adjournment** - On a motion made by David Males, seconded by Damon Draught, the meeting adjourned at 6:03 p.m.

Respectfully submitted,

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Karen J. Freeman

Secretary to the Board of Trustees