



## JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

### MEETING MINUTES December 4, 2024

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, December 4, 2024, in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

#### **Attendance:**

##### Trustees Present:

David Males, Chair  
Maureen Aiken  
Genesis Crice (online, nonvoting)  
Michael Crowley  
Damon Draught  
Beth Fipps  
Judith Gentner  
Nathan Hunter  
Cindy Intschert  
Stephen Todd

##### Administrative Staff:

Dan Dupee, President  
Jerilyn Fairman, Provost - Vice President for Academic Affairs and Student Affairs  
Sidney Pond, Vice President for Administration & Finance

**Call to Order** Chair David Males called the meeting to order at 4:00 p.m.

#### **Approval of Minutes**

On a motion made by Cindy Intschert, seconded by Judy Gentner, the minutes of the November 6, 2024 meeting were approved unanimously.

**Introductions-** none.

#### **Introductions of Guests**

Ben Foster, Foundation Executive Director  
Tim Grosse, Senate President, and Professor of Math  
Paul Keller, Associate Vice President for Enrollment Services  
Margaret LaVancha, Executive Director of Human Resources  
Gillian Maitland, Marketing & Communications Director  
Megan Stadler, Associate Vice President for Liberal Arts  
Donna Stevenson, Interim Associate Vice President for STEM, Health Professions &

Business  
Gabrielle Thompson, Associate Vice President for Student Affairs  
John Trumbell, FAJCC Vice President and Coordinator of Continuing Education

**Privilege of the Floor** – None.

**JCC Foundation** – Maureen Aiken

A written report was provided to Trustees and summarized below by Trustee Aiken:

- Accepted the clean and unmodified 2024 audit from Bowers and Co.
- Approved the transfer of the 2024 budget surplus of \$40,330 to various funds.

**Solicitations**

- The September 2024 Annual Fund appeal brought in 71 donors totaling \$17,115.
- The November appeal currently has resulted in 35 donors and \$9,795.
- Corporate Partnership letters will be sent next week to local businesses.
- The Faculty/Staff Campaign kicked off in October, and 36 donors have resulted so far.

**Scholarships**

- 239 scholarship awards have been given, totaling over \$235,000
- On November 6th the Foundation held their Annual Scholars Luncheon

**Other**

- Edie Roggie, the Foundation's Alumni Development Officer, has announced she will retire in January. The Foundation has hired Ashley Capone, who currently works in Enrollment Services, to replace Edie.

**College Senate** – Tim Grosse

A written report was provided to Trustees and summarized below by Senate President Tim Grosse highlighting:

- Strategic Planning Update: Larry Danforth and Dawn Bartlett gave the timeline and process.
- Prior Learning Assessment Plan: Jeri Fairman gave the presentation and explained the history, background, and priorities moving forward.
- Nursing Certificate and Revisions to the Nursing AAS Degree approved: The nursing program will be split into two separate years, allowing students to sit for the LPN exam after one year, and the RN after two years. The current plan is that this will go into effect in the Fall of the 2026 school year.

**Student Trustee** – Genesis Crice

In his report, Student Trustee Genesis Crice highlighted events, future plans, and funding allocation on campus. Highlights include:

- Events: Friday night music (student lounge); Two Friendsgiving events: one in the CLC and the other in the Res Hall; Club Activities: Bake sales, tree planting events; Sports events: two hockey games, three basketball games; International Food Day: over 20 different student vendors with food represented from across the world.
- Future Plans: Spring Fest, Club Advertisement Event, Community Outreach Events, Farmer's Market Planning.
- Funding Allocation: none confirmed or requested.

**President’s Report**

In his report, President Dupee updated Trustees on Enrollment, Strategic Planning, recent activities and pictures, upcoming activities, and some Kudos to the College. Notables include:

- **Enrollment:** Spring – up 3.79%
- **Strategic Planning:** in preparation and gathering information, there have been forums, a Community Breakfast, and a meeting is planned for Friday (Dec 6) with the overall committee to talk about the next steps.
- **Recent Activities:** FDRHPO Meeting, First Generation Celebration, ASAP Event, DANC Meeting, NCHRA Presentation, International Food Fest, SUNY November President’s Meeting, JCC Foundation Board Meeting, Spaghetti Bridge Competition, North Country Family Health Center Board Meeting, Strategic Planning Community Breakfast, ESP Labor Management Meeting, Student Open Forums, Thanksgiving Luncheon, Department of Health meeting at Samaritan.
- **Recent event pictures were shared:** Student open forum, Student Spaghetti Bridge competition, Student International Food Festival, and pictures of the tree that the marketing team put together for the Festival of Trees.
- **Upcoming Activities:** FDRLO Board Meeting, Watertown Fire Department Graduation, FAJCC Labor Management Meeting, FDRHPO Board Meeting, North Country Family Health Center Board, SUNY President’s Meeting, Cannoneer Holiday Party at the Paddock, ESP Labor Management Meeting, Senior Send-Off, Achieving the Dream Meeting, Lunch and Learn with the Board for the GLBA training, Campus Holiday Party.

**Finance and Audit Committee** - Committee Chair Damon Draught

Trustee Draught noted the Finance and Audit Committee met prior to the full Board meeting and were given an update on August 31, 2024, audited financial statements for the Jefferson Community College Foundation. Bowers & Company recently completed the audit and issued a clean, unmodified opinion.

He then presented four resolutions: 179-24, 180-24, 181-24, and 182-24.

The College received \$6,547 of funding from NYS to purchase library materials enhancing academic library collections, thereby strengthening regional collections that are available via resource sharing for the coverage period of 7/1/24 through 6/30/25, reflected in 179-24.

**RESOLUTION NO. 179-24                      2024-2025 BUDGET AMENDMENT LIBRARY COLLECTION DEVELOPMENT GRANT**

**GRANT PERIOD:                                      JULY 1, 2024 – JUNE 30, 2025**

**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>\$ 6,547.00</u> |
| <b>Total Revenue Increase</b>          |                | <b>\$ 6,547.00</b> |

**INCREASE EXPENDITURE:**

|                                      |                |                    |
|--------------------------------------|----------------|--------------------|
| Collection Development Grant – Books | 2604-3011-7101 | <u>\$ 6,547.00</u> |
| <b>Total Expenditure Increase</b>    |                | <b>\$ 6,547.00</b> |

The College received \$93,876 from SUNY to assist with the costs of childcare center operations, enabling them to prioritize SUNY students’ children, reflected in 180-24.

**RESOLUTION NO. 180-24                      2024-2025 BUDGET AMENDMENT SUNY CHILDCARE GRANT**

**GRANT PERIOD:                                      JULY 1, 2024 – JUNE 30, 2025**

**WHEREAS**, the College received funding from SUNY to assist with the costs of childcare center operations, enabling them to prioritize SUNY students’ children, work with the campus to support parenting students, and offer the highest quality of care;

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

**INCREASE REVENUE:**

|                                      |                |                     |
|--------------------------------------|----------------|---------------------|
| SUNY Child Care Grant – State Grants | 2602-3011-5420 | <u>\$ 93,876.00</u> |
| <b>Total Revenue Increase</b>        |                | <b>\$ 93,876.00</b> |

**INCREASE EXPENDITURE:**

|                                    |                |                     |
|------------------------------------|----------------|---------------------|
| SUNY Child Care Grant – Other Fees | 2602-3011-7239 | <u>\$ 93,876.00</u> |
| <b>Total Expenditure Increase</b>  |                | <b>\$ 93,876.00</b> |

The College has been awarded a total of \$44,608.98 from SUNY Workforce Development to provide various training to employers, reflected in 181-24.

**RESOLUTION NO. 181-24                      2024-2025 BUDGET AMENDMENT SUNY WORKFORCE DEVELOPMENT TRAINING**

**GRANT PERIOD:                                      SEPTEMBER 1, 2024 – AUGUST 31, 2025**

**WHEREAS**, the College has received funding from SUNY Workforce Development to provide various trainings to employers;

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

**INCREASE REVENUE:**

|  |                |                     |
|--|----------------|---------------------|
| SUNY WDT Grant– Local Grants & Contracts | 2701-3011-5420 | \$ <u>44,608.98</u> |
| <b>Total Revenue Increase</b>            |                | <b>\$ 44,608.98</b> |

**INCREASE EXPENDITURE:**

|                                    |                |                     |
|------------------------------------|----------------|---------------------|
| SUNY WDT Grant- Civil Service-FT   | 2701-3011-6120 | 2,862.00            |
| SUNY WDT Grant- Indirect Cost      | 2701-3011-7231 | 7,434.48            |
| SUNY WDT Grant- Prof Service Fees  | 2701-3011-7241 | 32,827.50           |
| SUNY WDT Grant- Scholarship Awards | 2701-3011-7512 | \$ <u>1,485.00</u>  |
| <b>Total Expenditure Increase</b>  |                | <b>\$ 44,608.98</b> |

The College received \$280,021 of Federal funding through the TRIO Grant to fund initiatives to enhance instruction and student success, reflected in 182-24.

**RESOLUTION NO. 182-24                      2024-2025 BUDGET AMENDMENT TRIO GRANT**

**GRANT PERIOD:                                      SEPTEMBER 1, 2024 – AUGUST 31, 2025**

**WHEREAS**, the College received Federal funding through the TRIO Grant to fund initiatives to enhance instruction and student success;

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

**INCREASE REVENUE:**

|                                      |                |                      |
|--------------------------------------|----------------|----------------------|
| TRIO Federal Grant – Student Support | 2540-3011-5410 | \$ <u>280,021.00</u> |
| <b>Total Revenue Increase</b>        |                | <b>\$ 280,021.00</b> |

**INCREASE EXPENDITURE:**

|   |                |              |
|---|----------------|--------------|
| TRIO – Student Support- Prof FT         | 2540-3011-6101 | \$ 28,556.00 |
| TRIO – Student Support- Prof PT         | 2540-3011-6102 | 109,000.00   |
| TRIO – Student Support- Prof Adjuncts   | 2540-3011-6103 | 3,000.00     |
| TRIO- Student Support- Prem Earning     | 2540-3011-6110 | 1,000.00     |
| TRIO- Student Support- Civil Service FT | 2540-3011-6120 | 38,015.00    |
| TRIO – Student Support- Student Tutors  | 2540-3011-6142 | 13,000.00    |
| TRIO – Student Support- State ERS       | 2540-3011-6201 | 5,000.00     |
| TRIO – Student Support- State TRS       | 2540-3011-6202 | 8,000.00     |
| TRIO – Student Support- Social Security | 2540-3011-6204 | 10,000.00    |
| TRIO – Student Support- Workers Comp    | 2540-3011-6205 | 2,000.00     |

|   |                |                     |
|---|----------------|---------------------|
| TRIO – Student Support- Printing          | 2540-3011-7104 | 1,500.00            |
| TRIO – Student Support- Computer Supplies | 2540-3011-7107 | 750.00              |
| TRIO – Student Support- Instr. Supplies   | 2540-3011-7108 | 2,000.00            |
| TRIO- Student Support- Office Supplies    | 2540-3011-7109 | 2,200.00            |
| TRIO – Student Support- Indirect Cost     | 2540-3011-7231 | 28,000.00           |
| TRIO- Student Support- Maint. Contracts   | 2540-3011-7236 | 500.00              |
| TRIO – Student Support- Membership Fees   | 2540-3011-7238 | 2,500.00            |
| TRIO - Student Support- Prof Service Fees | 2540-3011-7241 | 2,000.00            |
| TRIO – Student Support- Staff Development | 2540-3011-7246 | 500.00              |
| TRIO- Student Support- Scholarship Awards | 2540-3011-7512 | \$ <u>15,000.00</u> |

**Total Expenditure Increase      \$ 280,021.00**

There were no questions. Upon motion made by Nathan Hunter, seconded by Michael Crowley, the Board unanimously accepted resolutions 179-24, 180-24, 181-24, and 182-24.

**Financial Statements: October 2024**

Vice President Sid Pond provided a brief overview of the October 2024 financials. Overall, the College’s total revenue is nearly 48.1% of the total budgeted revenues and is about \$927,000 less than last year’s total revenue. This is a result of starting the Spring semester billing in November, which is a month later than last year. Fall tuition revenue is higher than budget, since actual enrollment has been higher than the 2.7% decrease originally budgeted. Overall expenditures are about 16% of the annual expenditure budget and about 0.7% less than budget. The Balance Sheet is still in a good financial position, and the College continues to invest cash on hand to maximize return.

Upon motion made by Damon Draught, seconded by Judy Gentner, the Board unanimously accepted October 2024 financial reports.

**Academic and Educational Services Committee** - Committee Chair Cindy Intschert

Trustee Intschert noted the Academic & Educational Services Committee met on Wednesday November 20 and was bringing forward five resolutions.

Trustee Intschert noted the Academic Honesty Policy was last reviewed in 1989 and had no language referring to the use of technology or internet. The newly revised policy has more structured formatting with a purpose and definition being added. Included is information regarding the use of A.I. (artificial intelligence) which is becoming more predominant in educational settings. Upon motion made by Stephen Todd, seconded by Damon Draught, Resolution 183-24 was unanimously approved as follows:

**RESOLUTION NO. 183-24:            ACADEMIC HONESTY POLICY**

**WHEREAS**, by resolution No. 163-89 dated December 1989, the Board of Trustees adopted an Academic Honesty Policy; and

**WHEREAS**, in keeping with current technology and terminology, it is necessary to review, update and revise periodically;

**NOW, THEREFORE, BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby adopts the attached revision of the Academic Honesty Policy.

Trustee Intschert presented information on the deactivation and discontinuance of the Early Childhood AAS program, noting that the program has had continuous low enrollment. Research has shown that gainful employment requires a Bachelor level. The College has an Early Childhood AS program which will allow students to transfer (if pursuing bachelor level), as well as go directly into the job market (if pursuing just associate level).

**RESOLUTION NO. 184-24:           DEACTIVATION AND DISCONTINUANCE OF PROGRAM  
EARLY CHILDHOOD A.A.S.**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the deactivation of the Early Childhood A.A.S. program degree January 1, 2025.

**BE IT FURTHER RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the subsequent deactivation of the Early Childhood A.A.S. degree effective January 1, 2028.

Trustee Intschert presented information on the deactivation and discontinuance of the Homeland Security AS program, noting the program has low enrollment and running in a negative for revenue with high costs to run program. Most coursework in the program is dual prefixed with CRJ (Criminal Justice). Those courses will run with just the CRJ prefix.

**RESOLUTION NO. 185-24:           DEACTIVATION AND DISCONTINUANCE OF PROGRAM  
HOMELAND SECURITY A.S.**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the deactivation of the Homeland Security A.S. degree effective January 1, 2025.

**BE IT FURTHER RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the subsequent deactivation of the Homeland Security A.S. degree effective January 1, 2028.

Upon motion made by Stephen Todd, seconded by Damon Draught, Resolutions 184-24 and 185-24 were unanimously approved.

Trustee Intschert then went on to note the difference between deactivating and discontinuing a program. Deactivation will stop new enrollment into a program and the college will review the program again in 3 years determining whether to discontinue the program. Discontinuance will no longer have a program active and stop enrollment. The Paralegal program has continuously had low enrollment and retention. Additionally, the program is not running on a profit. The courses will still exist, and the College will look into possibly creating a micro-credential in this field. The Business Department reviewed the program extensively looking at data, job market and salaries. With their findings, the

department agreed to put the program forward for deactivation. Upon motion made by Judy Gentner, seconded by Stephen Todd, Resolution 186-24 was unanimously approved as follows:

**RESOLUTION NO. 186-24: DEACTIVATION OF PROGRAM  
PARALEGAL A.A.S.**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the deactivation of the Paralegal A.A.S. degree effective January 1, 2025.

Trustee Intschert went on to present the Fall 2025 Academic Calendar. It will follow the same format and timeframe as the current Fall 2024 Academic Calendar. The main change is that there will be no classes held on Veteran's Day. This means that a day will be added to the end of the semester to make up the classes originally held on Veteran's Day. Upon motion made by Cindy Intschert, seconded by Nathan Hunter, Resolution 187-24 was unanimously approved as follows:

**RESOLUTION NO. 187-24: ACADEMIC CALENDAR FALL 2025**

**WHEREAS**, Jefferson Community College Board of Trustees Resolution No. 118-85 directs the formation each year of the Academic Calendar Workgroup for the purpose of reviewing and recommending the academic calendar; and

**WHEREAS**, the Academic Calendar Workgroup has proposed an academic calendar for the Fall 2025 semester as described in a memorandum dated November 26, 2024;

**NOW, THEREFORE, BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby adopts the attached academic calendar for Fall 2025 as developed and recommended by the Academic Calendar Workgroup.

**Facilities Committee** – Committee Chair Stephen Todd

Trustee Todd noted that the committee will meet on Tuesday, December 10, to discuss the three Architect & Engineering firm interviews from November 15.

**Personnel Committee** – Committee Chair Beth Fipps

There was no meeting last month and no report.

Chair Males noted that the Board would go into Executive Session after the discussion of Other Business.

**OTHER BUSINESS**

Dr. Dupee presented contracts for ratification in Resolution 188-24. Upon motion by David Males, seconded by Stephen Todd, Resolution 188-24 ratifying all contracts passed unanimously as follows:

**RESOLUTION NO. 188-24 RATIFICATION OF CONTRACTS  
CITEC**



**Development Authority of the North Country  
Wall Street Journal**

**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**

*(instruction, workforce development)*

**Development Authority of the North Country**

*(survey contract, center for community studies)*

**Wall Street Journal**

*(subscription agreement, library services)*

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

**Executive Session**

On a motion made by David Males, seconded by Cindy Intschert, the board adjourned to Executive Session at 4:31 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.

**Schedule of Upcoming Meetings and Events**

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

Facilities Committee – Tuesday, December 10, at 2pm

Personnel Committee Meeting – Monday, December 16, at 3:30pm

Academic and Educational Services Committee – Wednesday, December 18, at 3pm

Finance & Audit Committee Meeting – Wednesday, January 8, at 3pm

Board of Trustees Meeting – Wednesday, January 8, at 4pm

**Adjournment**

On a motion made by Cindy Intschert, seconded by Nathan Hunter, the meeting adjourned at 5:25 p.m.

Respectfully submitted,

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Michaela M. Frederick  
Secretary to the Board of Trustees