



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES January 8, 2025

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, January 8, 2025, in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

Attendance:

Trustees Present:

David Males, Chair
Maureen Aiken
Michael Crowley
Beth Fipps
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 4:02 p.m.

Approval of Minutes

On a motion made by David Males, seconded by Cindy Intschert, the minutes of the December 4, 2024, meeting were approved unanimously.

Introductions- none.

Introductions of Guests

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.

The College has been awarded \$290,480 for the period of September 1, 2024, through August 31, 2025, by 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.

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 multiyear grant. It is designed to lower the dropout rate of students in New York. This is reflected in 102-25.

RESOLUTION NO. 102-25 2024-2025 BUDGET AMENDMENT: LIBERTY PARTNERSHIP PROGRAM GRANT

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

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>\$290,480.00</u>
	Total Revenue Increase	\$290,480.00

INCREASE EXPENDITURE:

Liberty Partnership Grant –Prof F/T	2632-3011-6101	64,641.00
Liberty Partnership Grant- Prof P/T	2632-3011-6102	114,660.00
Liberty Partnership Grant- Prem Earnings	2632-3011-6110	2,612.00
Liberty Partnership Grant –State ERS	2632-3011-6201	11,971.00
Liberty Partnership Grant –State TRS	2632-3011-6202	5,328.00
Liberty Partnership Grant –Social Security	2632-3011-6204	13,113.00
Liberty Partnership Grant –Workers Comp	2632-3011-6205	857.00
Liberty Partnership Grant –Life Insurance	2632-3011-6206	36.00
Liberty Partnership Grant –Disability Insurance	2632-3011-6208	72.00
Liberty Partnership Grant –Health Insurance	2632-3011-6209	20,103.00
Liberty Partnership Grant –Instr. Supplies	2632-3011-7108	1,000.00
Liberty Partnership Grant –Indirect Cost	2632-3011-7231	16,426.00
Liberty Partnership Grant- Membership Fees	2632-3011-7238	4,750.00
Liberty Partnership Grant –Prof Svc Fees	2632-3011-7241	19,800.00
Liberty Partnership Grant –Travel	2632-3011-7250	<u>\$13,940.00</u>

Total Expenditure Increase \$290,480.00

The College has been awarded a total of \$125,000 from SUNY for the Nursing Emergency Training grant to increase the enrollment capacity in nursing degree programs. The funds will be used to cover a portion of the cost for a new Success Coach and to assist with purchasing equipment to transform a nursing space into a skills open lab space. This is reflected in 103-25.

RESOLUTION NO. 103-25 2024-2025 BUDGET AMENDMENT: NURSING EMERGENCY TRAINING GRANT

WHEREAS, the College has received funding from SUNY for the Nursing Emergency Training Grant to increase the enrollment capacity in nursing degree programs;

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

INCREASE REVENUE:

Nursing Emerg. Grant–State Grants & Contracts 2648-3011-5420 \$ 125,000.00

Total Revenue Increase \$ 125,000.00

INCREASE EXPENDITURE:

Nursing Emerg. Grant- Prof F/T	2648-3011-6101	\$ 38,076.92
Nursing Emerg. Grant- State ERS	2648-3011-6201	4,302.69
Nursing Emerg. Grant- Social Security	2648-3011-6204	2,912.88
Nursing Emerg. Grant- Workers Comp	2648-3011-6205	380.77
Nursing Emerg. Grant- Life Insurance	2648-3011-6206	24.40
Nursing Emerg. Grant- Disability Insurance	2648-3011-6208	48.80
Nursing Emerg. Grant- Health Insurance	2648-3011-6209	13,402.08
Nursing Emerg. Grant- Instructional Equipment	2648-3011-7005	25,732.80
Nursing Emerg. Grant- Computer Equipment	2648-3011-7006	32,697.00
Nursing Emerg. Grant- Prof Service Fees	2609-3011-7246	<u>\$ 7421.66</u>

Total Expenditure Increase \$ 125,000.00

The College has been awarded \$292,200 from SUNY for the period of September 1, 2024 through August 31, 2025 to improve student success, support innovation, and help meet the state’s future workforce needs by enhancing economic mobility through expansion of education and workforce training opportunities, increasing retention and completion of degree-seeking students, expanding, or launching seamless transfer pathways and increasing operational efficiency and eliminating redundancy. This is reflected in 104-25.

RESOLUTION NO. 104-25 2024-2025 BUDGET AMENDMENT: TRANSFORMATIONAL ASAP/ACE PROGRAM GRANT

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

WHEREAS, funds have been received from SUNY to improve student success, support innovation, and help meet the state’s future workforce needs by enhancing economic mobility through expansion of education and workforce training opportunities, increasing retention and completion of degree-seeking students, expanding or launching seamless transfer pathways and increasing operational efficiency and eliminating redundancy;

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

INCREASE REVENUE:

Transf. ASAP/ACE Program- State Grants & Contracts 2658-3011-5420	<u>\$292,200.00</u>
Total Revenue Increase	\$292,200.00

INCREASE EXPENDITURE:

Transf. ASAP/ACE Program- Professional F/T	2658-3011-6101	99,983.28
Transf. ASAP/ACE Program- Professional P/T	2658-3011-6102	11,000.00
Transf. ASAP/ACE Program- State ERS	2658-3011-6201	12,000.00
Transf. ASAP/ACE Program- Social Security	2658-3011-6204	9,500.00
Transf. ASAP/ACE Program- Workers Compensation	2658-3011-6205	2,000.00
Transf. ASAP/ACE Program- Life Insurance	2658-3011-6206	73.20
Transf. ASAP/ACE Program- Disability Insurance	2658-3011-6208	143.52
Transf. ASAP/ACE Program- Scholarship Awards	2658-3011-7512	<u>\$ 157,500.00</u>
Total Expenditure Increase		\$292,200.00

The College has been awarded \$103,050 from SUNY for the period of September 1, 2024 through August 31, 2025 to improve student success, support innovation, help meet the workforce needs of the future, enhance student support services, improve academic programs, increase enrollment, and modernize campus operations. This is reflected in 105-25.

RESOLUTION NO. 105-25 2024-2025 BUDGET AMENDMENT: TRANSFORMATIONAL INITIATIVES FUND GRANT

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

WHEREAS, funds have been received from SUNY to improve student success, support innovation, help meet the workforce needs of the future, enhance student support services, improve academic programs, increase enrollment, and modernize campus operations;

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

INCREASE REVENUE:

Transf. Initiatives Fund- State Grants & Contracts 2657-3011-5420	<u>\$103,050.00</u>
Total Revenue Increase	\$103,050.00

INCREASE REVENUE:

Transf. Initiatives Fund- State Grants & Contracts 2657-3011-5420 \$103,050.00

Total Revenue Increase \$103,050.00

INCREASE EXPENDITURE:

Transf. Initiatives Fund- Professional F/T 2657-3011-6101 59,000.00

Transf. Initiatives Fund- Professional P/T 2657-3011-6102 12,000.00

Transf. Initiatives Fund- State ERS 2657-3011-6201 6,000.00

Transf. Initiatives Fund- State TRS 2657-3011-6202 1,700.00

Transf. Initiatives Fund- Social Security 2657-3011-6204 5,000.00

Transf. Initiatives Fund- Workers Compensation 2657-3011-6205 722.13

Transf. Initiatives Fund- Life Insurance 2657-3011-6206 36.60

Transf. Initiatives Fund- Disability Insurance 2657-3011-6208 72.48

Transf. Initiatives Fund- Health Insurance 2657-3011-6209 9,518.79

Transf. Initiatives Fund- Advertising 2657-3011-7203 4,000.00

Transf. Initiatives Fund-Travel 2657-3011-7250 \$ 5,000.00

Total Expenditure Increase \$103,050.00

There were no questions.

Upon motion made by Michael Crowley, seconded by Nathan Hunter, the Board unanimously accepted resolutions 100-25, 101-25, 102-25, 103-25, 104-25, and 105-25.

In 2011 the College purchased a Mankin with a US Department of Labor Community Based Training grant as instructional equipment for \$65,835 to be used by the Nursing department. The total value of the equipment has been fully depreciated, and the Nursing department has no further use for it. The College wishes to dispose of the equipment by donating it to the Jefferson County EMS program to further strengthen emergency services in the community.

RESOLUTION NO. 106-25

DONATION-JEFFERSON COUNTY EMS

WHEREAS, in 2011 the College purchased a Manikin, SIM MAN 3G Complete with 12” monitor, Tag #10105 as instructional equipment for \$65,835 with a US Department of Labor Community Based Training grant to be used by the Nursing program;

WHEREAS, the total value of the equipment has been fully depreciated and the Nursing program has no further educational use for the equipment;

WHEREAS, the College wishes to dispose of the equipment by donating the equipment to the Jefferson County EMS program to further strengthen emergency services in the community;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves to donate Manikin, SIM MAN 3G Complete with 12” monitor, Tag #10105 to the Jefferson County EMS program.

Upon motion made by Michael Crowley, seconded by Cindy Intschert, the Board unanimously accepted resolution 106-25.

Financial Statements: November 2024

Vice President Sid Pond provided a brief overview of the November 2024 financials. We are a quarter of the way through the fiscal year and have 9 months left. Overall total revenue is just over \$15,307,000, which is 59.2% of the total budgeted revenues and is about \$566,785 less than last year's total revenue through November. Fall tuition revenue is higher than budget since actual enrollment has been higher than the 2.7% decrease that was budgeted. Winter session enrollment is also trending higher than budget, and this should be reflected in next month's revenues. Total expenditures are a little less than \$5,740,000, which is about 22.2% of the annual expenditure budget and about 2.8% less than budget. The Balance Sheet is still in a good financial position.

Upon motion made by Nathan Hunter, seconded by Stephen Todd, the Board unanimously accepted the November 2024 financial reports.

Academic and Educational Services Committee - Committee Chair Cindy Intschert

Committee Chair Cindy Intschert reported there was no December meeting.

Executive Session

On a motion made by Stephen Todd, seconded by Beth Fipps, the board adjourned to Executive Session at 4:21 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 5:20 p.m.

Facilities Committee – Committee Chair Stephen Todd

Committee Chair Stephen Todd noted that the Facilities Committee met on December 10 and reviewed the Architectural & Engineering Firm presentations that occurred in November. After discussion with the Board in executive session, the Facilities committee is recommending that the College continue their Architectural & Engineering contract with BCA Architects.

Upon a motion made by Stephen Todd, and seconded by Michael Crowley, the motion was approved by a vote with 6 yes votes, and one abstention by Trustee Aiken.

Personnel Committee – Committee Chair Beth Fipps

Committee Chair Beth Fipps reported the personnel committee met on December 16, but had no actionable business.

OTHER BUSINESS

Dr. Dupee presented contracts for ratification in Resolution 107-25. Upon motion by Michael Crowley, seconded by Maureen Aiken, Resolution 107-25 ratifying all contracts passed unanimously as follows:

RESOLUTION NO. 107-25 RATIFICATION OF CONTRACTS
Chenango Contracting
Cornell Cooperative Extension
Lewis County Housing Needs
Volunteer Transportation 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:

Chenango Contracting
(maintenance, turf field)

Cornell Cooperative Extension
(survey agreement, center for community studies)

Lewis County Housing Needs
(survey agreement, center for community studies)

Volunteer Transportation Center
(partnership agreement, transportation services)

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

Presented in executive session by Chair David Males, the board discussed and decided to approve a resolution recommended by NYCCT (New York Community College Trustees). This resolution authorizes Chair Males to act on behalf of the Board and engage with Ingerson & Smith Law Firm as part of legal action against SUNY.

Upon a motion made by Stephen Todd, and seconded by Cindy Intschert, the board approved the resolution unanimously. It has been assigned number 108-25.

**RESOLUTION NO. 108-25 AUTHORIZATION FOR LEGAL ACTION CHALLENGING SUNY'S
CHANGES TO GUIDELINES ON COMMUNITY COLLEGE
PRESIDENTIAL SEARCHES**

WHEREAS, on November 12, 2024, the State University of New York (“SUNY”) Board of Trustees adopted a resolution regarding “Strengthening the Community College Presidential Search Process and Ensuring Transparency and Accountability” (the “Resolution”) which amends the SUNY Guidelines for Presidential Searches for Community Colleges (the “SUNY Guidelines”); and

WHEREAS, the Chancellor of SUNY and other SUNY officials have taken action(s) in furtherance of the aforesaid Resolution, including implementing new requirements regarding the employment contract of community college presidents; and

WHEREAS, the Board of Trustees of Jefferson Community College has been advised that the adoption and implementation of said Resolution exceeds the statutory authority granted to the SUNY Board, in contravention to statute and existing policy and/or guidelines; and

WHEREAS, the Board of Trustees of Jefferson Community College has further been advised that the SUNY Board failed to promulgate the new rules/requirements contained in the Resolution pursuant to the State Administrative Procedure Act's statutorily required rulemaking procedure; and

WHEREAS, the Board of Trustees of Jefferson Community College has determined that it is in its best interest to institute legal action, and/or take any other appropriate legal action to protect its rights, authority and autonomy as it relates to the Community College Presidential Search Process.

NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees of Jefferson Community College hereby appoints Ingerman Smith, LLP, as Special Counsel for the purpose of commencing legal action against the SUNY Board of Trustees, the Chancellor of SUNY, Dr. John King, and/or any other proper parties on a cooperative basis with other community colleges and/or parties in the State Supreme Court, County of Albany, and/or other appropriate administrative agency(ies), jurisdiction(s) and/or tribunal(s), challenging the legality of the action(s) taken by SUNY related to the Resolution, the legality of the Resolution and the action(s) that the Chancellor of SUNY and others have taken in furtherance of the aforesaid Resolution and/or take any other appropriate legal action to address issues relating to the Resolution and its impact on the interests, rights, autonomy and authority of the Jefferson Community College; and

BE IT FURTHER RESOLVED, that the Chair of the Board of Trustees of Jefferson Community College is herewith authorized to execute a retainer agreement with Ingerman Smith, LLP, and any other necessary documentation relative to this appointment, on behalf of the Board.

Schedule of Upcoming Meetings and Events

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

- Facilities Committee Meeting – Monday, January 13, at 4pm
- Personnel Committee Meeting – Wednesday, January 15, at 4pm
- Finance & Audit Committee Meeting – Wednesday, February 5, at 3pm
- Board of Trustees Meeting – Wednesday, February 5, at 4pm

Adjournment

On a motion made by David Males, seconded by Beth Fipps, the meeting adjourned at 5:28 p.m.

Respectfully submitted,

Michaela M. Frederick
Secretary to the Board of Trustees