



**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**MEETING MINUTES
July 11, 2024**

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Thursday, July 11, 2024, in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

Attendance:

Trustees Present:

David Males, Chair
Pam Beyor
Damon Draught
Beth Fipps
Nathan Hunter
Cindy Intschert

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 Pam Beyor, seconded by Damon Draught, the minutes of the June 5, 2024 meeting were approved unanimously.

Introductions of Guests

Michaela Frederick, incoming Assistant to the President
Margaret LaVancha, Executive Director of Human Resources
Megan Stadler, Associate Vice President (Liberal Arts)
Donna Stevenson, Interim Associate Vice President (STEM & Health Professions)
Gabrielle Thompson, Associate Vice President of Student Affairs
John Trumbell, FAJCC Vice President and Coordinator of Community Services
Todd Vincent, Professor-Lab Sciences

Privilege of the Floor – None.

JCC Foundation – Nathan Hunter

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

- Recent Foundation actions include
 - Approval of its FY25 operating budget
 - Welcome of new Board Members, all of whom are Jefferson alumni: John Kamide, Marisa Clark and Emily Herman
 - Election of Officers for 2024-2025
 - Ryan Piche – President
 - Stuart Schmitt – Vice President
 - Brian Peck – Treasurer
 - Stephanie Sutton – Secretary
 - Term renewals for Ryan Piche and Shawn West (both third terms); and Stephanie Sutton and Lynise Lassiter (both second terms)
- The Inauguration Celebration came in under budget; excess funds were transferred back to the Annual Fund; Trustee Hunter thanked the planning committee for their work.
- Approximately \$141,500 has been raised or committed to the Community Impact Fund for Career Education.

President's Report

Sabbatical Report – Dr. Todd Vincent. Dr. Dupee introduced Dr. Todd Vincent, professor of lab sciences, who provided a report on his Fall 2023 sabbatical. Dr. Vincent apologized for his absence at the June Board meeting and thanked the Board for the opportunity of his sabbatical. He remarked that he is beginning his 25th year of teaching at Jefferson in the fall. Dr. Vincent reported his sabbatical had two components – developing fully online versions of Anatomy & Physiology (A&P) courses BIO 151 and BIO 152 and investigating the use of virtual reality technology in pre-nursing curriculum.

Dr. Vincent successfully created online lecture and lab components for BIO 151 and 152, developing 40 hours of customized lecture and lab videos to promote student success. For the lab portion of the courses, he adopted a software suite called Complete Anatomy. This is a 3D interactive anatomy program where students can interact with human anatomy on a computer, phone or tablet using customized learning screens Dr. Vincent created for these courses.

The fully online BIO courses will be offered each semester, along with in person courses, creating 48 additional seats each semester.

Dr. Vincent reported the virtual reality part of his sabbatical was less successful, but he is still working on different options. After receiving grant funding to purchase some virtual reality (VR) and mixed reality (MR) technology, and testing all of the tech in a classroom environment, it was determined that VR/MR is not quite ready for classroom and lab deployment. MR and its use of holograms was more favorable for creating the desired classroom environment, but available bandwidth, “glitches”, delays and freezing posed problems on a regular basis. Dr. Vincent suggests in a little more than five years, VR and MR will get the kinks worked out and be used more in higher education settings.

As a side note, Dr. Vincent stated there is one MR product that shows promise with nursing simulations and is being used at Finger Lakes Community College for that purpose. This is being explored further with a visit to Finger Lakes planned for later this summer.

Questions revolved around anatomy & physiology and how it fits within the nursing program. Dr. Vincent explained BIO 151/152 are pre-requisites for admission to the nursing program. The labs are time intensive at 3 hours per week. The A&P courses can be taken at other colleges, which is why it is so important for Jefferson to be able to offer them online and in person, both day and evening, to offer the most flexibility to students. Additionally, the A&P courses will be offered in hybrid format during summer session.

President's Report. In his report, Dr. Dupee updated Trustees on enrollment, campus initiatives, events and recent activities. Notables include:

- **Affirmation of the College's Middle States Accreditation** has been received and will be valid for eight years. Dr Dupee thanked Provost Fairman, co-chairs Deanna Lothrop and Brandon Maxam, Mike Avery, the Steering Committee, evidence collectors, and everyone who participated in the Middle States Self Study and visit preparation. Continuous improvement will remain a focus for the College, but there was nothing that Middle States directed the College to change or correct.
- **Enrollment** - Summer 2024 is 6% higher than last year at this time; Fall 2024 is up .5% as compared to last year at this time. New students are up 14% (49 students) compared to last year. Continuing students are also up nearly 3% (16 students).
- **State Aid to Community Colleges** – despite requesting \$97M, community colleges received \$8M in additional funding. Jefferson is receiving \$175,000 of the \$8K and SUNY has directed that \$100,000 be used for new mental health services and \$75,000 be used for healthcare related services.
- **Strategic Planning**
 - Lewis County, BOCES and College leaders met in June to brainstorm plans for the Lewis County Education Center.
 - The College's mission and vision will be discussed and reaffirmed at a Cabinet Retreat on July 30 and at Leadership Day on August 14. Leadership Day will feature speaker Bill Daggett who discusses Artificial Intelligence and its impact on "knowledge jobs" and academic degree program curriculum.
- **PACE Survey Results** – the College recently received results of the 2024 PACE Survey administration which aims to capture campus culture, attitudes of employees in the workplace and views of the workplace, as well as identify areas that need attention. Overall, the College rated quite well as compared to the 2021 administration of the survey. The two areas the College showed "statistically significant" decreases were the diversity of faculty and staff, and administrative support of student success. The College had achieved its KPI goal relating to faculty/staff diversity, however the retrenchment in 2020 impacted many of the newer employees. With regard to support for student success, it is believed this is related to the discontinuation of professional tutoring for students. This was commented on frequently in the recent Organizational Structure Study. Dr. Dupee will hold an open forum when faculty return to hear feedback on the PACE Survey results.
- **Organizational Updates** – President Dupee reported that Paul Keller will join the College on July 15 as Associate Vice President for Enrollment Services, rounding out four of the five AVP positions. The 5th position – AVP for Institutional Effectiveness, Planning and Compliance, will be put on hold for the time being and the associated work spread out among several employees. Over the summer, Cabinet has

been worked on draft organizational structures for Enrollment Services, Student Affairs and Administration & Finance. The draft structures will be shared, and feedback solicited, at open forums to be held in August.

- **Recent Activities** include an FDRLO Board Meeting, volunteering at AUSA Riverfest, NYCCAP Summer Meeting, Promise of SUNY Meeting in Binghamton to discuss community schools, JFSAA Board Meeting, Workforce Development Board Meeting, budget presentation to Jefferson County and a SUNY Retreat held just yesterday in Albany. Dr. Dupee noted that the Jefferson County Board of Legislators unanimously approved the College's operating budget.
- **Upcoming Activities** include a summer cookout for 12-month employees on July 26, Cabinet Retreat on July 30, Leadership Day on August 14 in Clayton, Fall Convocation on August 19 with Cannoneer Kickoff concluding the week on Friday, August 23. Fall classes begin August 26.

President Dupee concluded his report by drawing attention to two documents included in Trustee meeting materials – a summary of Spring Academic Actions (probation, dismissal, President's/Dean's List) and the institutional history of Jefferson's accreditation provided by the Middle States Commission on Higher Education.

Finance and Audit Committee - Committee Chair Damon Draught

Trustee Draught noted the Finance and Audit Committee met prior to the full Board meeting. He first presented the College's 2024-2025 Operating Budget in Resolution 145-24. Upon motion by Damon Draught, seconded by Nate Hunter, the College's 2024-2025 operating budget in Resolution 145-24 was approved unanimously as follows:

RESOLUTION NO. 145-24: 2024/2025 OPERATING BUDGET

WHEREAS, Jefferson Community College anticipates serving 991 full-time students as well as enrolling students for 15,372 part-time credit hours and 2,500 summer credit hours during the 2024-2025 academic year. Base State Aid FTE at 1,520.7.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approve a Jefferson Community College 2024-2025 Operating Budget in the amount of \$25,857,067 with the contribution of the sponsor at \$5,584,266 and the State share of \$6,632,723.

Trustee Draught then presented the 2024-2025 Tuition and Fee Schedule noting that tuition increased 2.7% and there is a new fee for National Junior College Athletic Association (NJCAA) participation. Upon motion by Damon Draught, seconded by Pam Beyor, the College's 2024-2025 Tuition and Fee Schedule in Resolution 146-24 was approved unanimously as follows:

RESOLUTION NO. 146-24: 2024/2025 TUITION AND FEE SCHEDULE

WHEREAS, the Jefferson Community College Board of Trustees hereby adopts the following Tuition and Fee Schedule for the 2024-2025 academic year:

TUITION:

New York State Residents who are residents of the sponsorship area or non-residents of the sponsorship area who present a Certificate of Residence:

Full-Time	\$5,448 per academic year
Part-Time	\$ 227 per credit hour

New York State residents who are not residents of the sponsorship area and do not present a Certificate of Residence:

Full-Time	\$11,328 per academic year
Part-Time	\$ 472 per credit hour

Non-New York State Residents:

Full-Time	\$10,584 per academic year
Part-Time	\$ 441 per credit hour

STUDENT SERVICE FEES:-

Fees deducted from operating costs as offsetting revenue:

Capital Fee (Out of State/International Students)	\$ 150 per semester
Non-Credit Course Fee	variable (\$10-\$500)
Document/Check Replacement Fee	\$ 15 per copy
Transcript Fee	\$ 10 per copy
Health Transcript Fee	\$ 10 per occurrence
Facsimile Fee (Official Documents)	\$ 10 per occurrence
Processing Fee, Directed Study	\$ 25 per course
Credit by Examination Fee	\$ 20 per credit hour
College-Level Examination Program	\$ 25 per exam
Returned Check Fee	\$ 25 per check
Parking Fines	variable (\$10-\$100)
Technology Fee	\$ 14 per credit hour
Computer Lab Fee (Community Members)	\$ 45 per semester
Clinical/Course Lab/Online/Materials Fee	variable (\$5-\$200 per credit hour)
Military Credit Inventory	
Application/Evaluation Fee	\$ 200
Credit Inventory Update Fee	\$ 50
Official Transcript Fee	\$ 10
Nursing ATI Materials Fee	\$ 400 per semester
NJCAA Athletic Sports Team Fee	\$ 75 per team per year

FEES CHARGED TO STUDENTS BY SEPARATE ASSOCIATIONS:

(i.e. Faculty-Student Association or by self-sustaining operations)

*Comprehensive Student Fee	\$ 20 per credit hour
Comprehensive Student Fee – (Summer/Winter)	\$ 8 per credit hour
Diploma Fee (replacement)	\$ 50
Identification Card Fee (replacement)	\$ 30
Alumni Fee (optional)	\$ 10 per semester
Book Store Fee	\$ 26 per credit hour

*Not applicable for extension site courses; (fees included: student resource, health service, commencement, new student services, and identification card)

Trustee Draught next presented a revision to the Purchasing Policy. This policy must be updated annually per Uniform Guidance. Revisions are primarily related to authorized purchasers and titles.

Upon presentation and motion by Damon Draught, seconded by Cindy Intschert, the revised Purchasing Policy in Resolution 147-24 was approved unanimously as follows:

RESOLUTION NO. 147-24: 2023-2024 ANNUAL PURCHASING POLICY & CONTROL

WHEREAS, by resolution No. 132-93 dated July 7, 1993, the Board of Trustees adopted a Purchasing Policy; and

WHEREAS, revisions to the policy were adopted by Resolutions No. 159-07, 104-09, 176-10, 164-11, 146-12, 144-14, 154-15, 163-16, 158-17, 127-18, 164-18, 173-19, 147-20, 156-21, 141-22, 189-22; and

WHEREAS, in keeping with current business practices and updated standards for procurement of materials, equipment and supplies necessary to meet College objectives, it is necessary to review, update and revise the Purchasing Policy annually;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby amends the aforementioned resolutions and adopts the attached Purchasing Policy.

Trustee Draught presented four 2023-2024 budget amendments all recognizing new funding. It was asked if any of the grants were competitive. They are not, however multiple campuses receive the grant funding. Upon presentation and motion by Damon Draught, seconded by Beth Fipps, Resolutions 148-24, 149-24, 150-24 and 151-24 were approved unanimously as follows:

**RESOLUTION NO. 148-24: 2023-2024 BUDGET AMENDMENT
HIGH NEEDS NURSING GRANT**

WHEREAS, the College has received State funding through the High Needs Nursing Grant to increase the number of qualified nurses entering the field as soon as possible, the focus of SUNY simulation efforts will be on undergraduate nursing enrollment. Nursing students will be able to complete up to one-third of their clinical training through quality simulation experiences;

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

INCREASE REVENUE:

High Needs Nursing–State Grants & Contracts	2609-3011-5420	<u>\$ 30,000.00</u>
	Total Revenue Increase	\$ 30,000.00

INCREASE EXPENDITURE:

High Needs Nursing – Audio Visual Equip.	2609-3011-7007	\$ 19,400.00
High Needs Nursing – Staff Development	2609-3011-7246	<u>\$ 10,600.00</u>
	Total Expenditure Increase	\$30,000.00

**RESOLUTION NO. 149-24: 2023-2024 BUDGET AMENDMENT
MULTI-CAMPUS TRANSFER PARTNERSHIPS GRANT**

WHEREAS, the College has received funding from SUNY to provide transfer opportunities in partnership with SUNY Oswego in the areas of Enrollment, Student Services, Academic Programs, and Operational Efficiencies;

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

INCREASE REVENUE:

Multi-Campus Transfer Grant–State Grants & Contracts	2665-3011-5420	<u>\$ 75,000.00</u>
Total Revenue Increase		\$ 75,000.00

INCREASE EXPENDITURE:

Multi-Campus Transfer Grant– Professional Stipends	2665-3011-6104	\$ 9,289.36
Multi-Campus Transfer Grant– Social Security	2665-3011-6204	710.64
Multi-Campus Transfer Grant– Advertising	2665-3011-7203	30,000.00
Multi-Campus Transfer Grant–Staff Development	2665-3011-7246	1,000.00
Multi-Campus Transfer Grant– Student Recruitment	2665-3011-7247	25,000.00
Multi-Campus Transfer Grant– Travel	2665-3011-7250	<u>\$ 9,000.00</u>
Total Expenditure Increase		\$ 75,000.00

**RESOLUTION NO. 150-24: 2023-2024 BUDGET AMENDMENT
SUNY VETERAN INTERNSHIP SCHOLARSHIP PROGRAM
GRANT**

GRANT PERIOD: MAY 1, 2024 – MAY 31, 2025

WHEREAS, funds have been received from the SUNY Research Foundation to provide internships to student veterans in the admissions or enrollment management offices. The focus of the internship will be to increase veterans’ enrollment and engagement, and to help identify strategies to support the success of veteran students;

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

INCREASE REVENUE:

SUNY Veteran Internship Scholarship - Grant	2664-3011-5420	<u>\$ 5,538.81</u>
Total Revenue Increase		\$ 5,538.81

INCREASE EXPENDITURE:

SUNY Veteran Internship Scholarship – Student Aides	2664-3011-6141	\$ 5,097.85
SUNY Veteran Internship Scholarship – Social Security	2664-3011-6204	389.98
SUNY Veteran Internship Scholarship- Workers Comp	2664-3011-7512	<u>\$ 50.98</u>
Total Expenditure Increase		\$ 5,538.81

RESOLUTION NO. 151-24

**2023-2024 BUDGET AMENDMENT
SUNY WORKFORCE DEVELOPMENT TRAINING**

GRANT PERIOD: MAY 1, 2024 – MAY 29, 2024

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>1,814.00</u>
Total Revenue Increase		\$ 1,814.00

INCREASE EXPENDITURE:

SUNY WDT Grant- Civil Service-FT	2701-3011-6120	72.00
SUNY WDT Grant- Indirect Cost	2701-3011-7231	302.00
SUNY WDT Grant- Prof Service Fees	2701-3011-7241	\$ <u>1,440.00</u>
Total Expenditure Increase		\$ 1,814.00

Upon presentation and motion by Trustee Damon Draught, seconded by Nate Hunter, Resolution 152-24 authorizing reallocation of C-STEP funding within the C-STEP budget was approved unanimously as follows:

RESOLUTION NO. 152-24

**2023-2024 BUDGET TRANSFERS
COLLEGIATE SCIENCE TECHNOLOGY ENTRY PROGRAM
(CSTEP) GRANT**

GRANT PERIOD: JULY 1, 2023 – JUNE 30, 2024

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;

WHEREAS, expenditures for the grant must be reallocated to support actual grant expenditures and the funds need to be adjusted to reflect the same within the 2023/2024 CSTEP Grant budget;

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

INCREASE EXPENDITURE:

CSTEP Grant –Instructional Supplies	2621-3011-7108	847.48
CSTEP Grant –Office Supplies	2621-3011-7109	679.21
CSTEP Grant –Student Recruitment	2621-3011-7247	1,423.31
CSTEP Grant –Scholarship Awards	2621-3011-7512	\$ <u>9,804.00</u>
Total Expenditure Increase		\$ 12,754.00

DECREASE EXPENDITURE:

CSTEP Grant- Professional F/T	2621-3011-6101	2,518.00
CSTEP Grant –Student Tutors	2621-3011-6142	3,152.00
CSTEP Grant – State Teachers Retirement	2621-3011-6202	999.62
CSTEP Grant – Workers Compensation	2621-3011-6205	108.38
CSTEP Grant- Health Insurance	2621-3011-6209	2,300.00
CSTEP Grant –Indirect Cost	2621-3011-7231	726.00
CSTEP Grant –Travel	2621-3011-7250	<u>\$ 2,950.00</u>

Total Expenditure Decrease \$ 12,754.00

Financial Statements: May 2024

Vice President Sid Pond provided a brief overview of unaudited May 2024 financial reports, noting the College is three quarters of the way through the fiscal year. Overall revenue is higher than this time last year, even with lower fall and spring enrollment. Summer enrollment is up over last year at this time. Expenses are 6.6% lower than budget at this point in time. There are no concerns.

Upon motion by Damon Draught, seconded by Cindy Intschert, the Board unanimously accepted May 2024 financial reports.

Academic and Educational Services Committee - Committee Chair Cindy Intschert

Trustee Intschert reported that the Academic & Educational Services Committee met on June 27 and was bringing forward two new policies, both created to comply with federal and state laws. The Student Pregnancy and Parenting Policy is designed to prevent discrimination or harassment of students who may be absent in order to attend to matters related to their children or being pregnant. The College provides accommodations to pregnant and parenting students according to current College procedures.

Upon motion by Cindy Intschert, seconded by Damon Draught, the Student Pregnancy and Parenting Policy in Resolution 153-24 was approved unanimously as follows:

RESOLUTION NO. 153-24 STUDENT PREGNANCY AND PARENTING POLICY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the Student Pregnancy and Parenting Policy as attached.

Trustee Intschert presented the new Student Location Policy which establishes how the College will determine the physical location of prospective and current students for the purpose of awarding financial aid. Upon motion by Cindy Intschert, seconded by Beth Fipps, the Student Location Policy in Resolution 154-24 was approved unanimously as follows:

RESOLUTION NO. 154-24 STUDENT LOCATION POLICY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the Student Location Policy as attached.

Facilities Committee – Committee Chair Stephen Todd

There was no meeting last month and no report.

Executive Session

On motion made by Beth Fipps, seconded by Pam Beyor, the Board adjourned to Executive Session at 4:50 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 5:25 p.m.

Personnel Committee – Committee Chair Beth Fipps

Trustee Fipps provided the report of the Personnel Committee, noting the committee met on June 26 and is bringing forward two resolutions for action.

Trustee Fipps presented Resolution 155-24 to approve management-confidential salary increases for 2024-2025 and one equity adjustment. Upon motion by Beth Fipps, seconded by Pam Beyor, Resolution 155-24 was unanimously approved as follows:

RESOLUTION NO. 155-24: 2024-2025 M/C SALARIES

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve a sum of \$34,702 for management and confidential employee salary increases, and a market equity adjustment for one position effective September 1, 2024.

Trustee Fipps presented a revision to the Emeritus Policy of the Board of Trustees. The revisions pertain primarily to eligibility criteria and the frequency of emeritus designation to annual from biannual recognition. She noted the Recognition Celebration Committee also updated processes for review and evaluation of candidates. Trustee Beyor thanked the Recognition Celebration Committee for their thorough work and efforts to provide clarity around the award and eligibility guidelines. Upon motion by Beth Fipps, seconded by Cindy Intschert, the College's Emeritus Policy revision in Resolution 156-24 was approved unanimously as follows:

RESOLUTION NO. 156-24: EMERITUS POLICY REVISION

WHEREAS, by resolution No. 117-93 dated April 7, 1993, the Board of Trustees adopted an Emeritus Policy as recommended by the Awards & Recognition Committee; and

WHEREAS, the College Recognition Committee has reviewed the Emeritus Policy and recommended revisions pertaining to criteria and frequency of granting of emeritus/a status;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the revised Emeritus Policy as attached.

Nominating Committee Election of Officers - Committee Chair Nathan Hunter

Trustee Hunter offered the report of the Nominating Committee (Mike Crowley, Judy Gentner) noting that with Trustee bylaw revisions in 2023 which extended the first term of the Chair and Vice Chair to be two years, rather than one year, Chair Males and Vice Chair Intschert are beginning the second year of their first terms. In addition, with the upcoming retirement of Secretary Karen Freeman, the election of Board secretary will be short term, with a new Secretary to be elected at the September meeting.

Trustee Hunter nominated Vice President for Administration & Finance, Sid Pond, as Treasurer for a one-year term, and Karen Freeman as Secretary through August.

Chair Males opened the floor for nominations, Hearing none, on a motion put forth by Pam Beyor, seconded by Beth Fipps, VP Pond was elected Treasurer and Karen Freeman elected Secretary.

OTHER BUSINESS

Dr. Dupee presented contracts for ratification in Resolution 157-24. Upon motion by Beth Fipps, seconded by Nate Hunter, Resolution 157-24 ratifying all contracts passed unanimously as follows:

RESOLUTION NO. 157-24	RATIFICATION OF CONTRACTS
	CDL Schools
	Concept3D
	EAB
	Infobase
	Modern Campus
	Parchment
	SUNY Apprenticeship Programs
	SUNY Research Foundation
	Successful Practice Network

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:

CDL Schools
(training services agreement, workforce development)

Concept3D
(services agreement, interactive map)

EAB
(Software agreement, student support services)

Infobase
(digital license agreement, academic services)

Modern Campus
(software agreement, website CMS)

Parchment

(services agreement, student records)

SUNY Apprenticeship Programs

(apprenticeship agreement, education roundtable)

SUNY Research Foundation

(grant funding, strategic enrollment management)

Successful Practice Network

(speaking engagement, Leadership Day)

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

Next, Chair Intschert read aloud Resolution 158-24, recognizing the campus community for their dedication, work and service to the College leading to a successful reaffirmation of the College’s accreditation by the Middle States Commission on Higher Education. Following a round of applause, a motion was made by Cindy Intschert, seconded by Beth Fipps, and Resolution 158-24 was passed unanimously as follows:

**RESOLUTION NO. 158-24 APPRECIATION TO CAMPUS
MIDDLE STATES ACCREDITATION REAFFIRMATION**

WHEREAS, in January 2022, the campus community embarked upon preparation for the College’s next accreditation visit to take place in 2024 with the College’s Board of Trustees appointing a Middle States Steering Committee comprised of faculty, staff and administration of Jefferson Community College; and

WHEREAS, faculty, staff and administration spent twelve months collecting and analyzing evidence of meeting the seven Middle States Standards of accreditation (13th Edition), proactively making positive changes and improvements along the way; and

WHEREAS, the Middle States Steering Committee, editor and evidence team spent one year drafting, editing and revising the College’s Self-Study, a reflective analysis and assessment of how the College meets the Requirements of Affiliation, and the criteria of each Middle States Standard relating to mission and goals; ethics and integrity; vision, design and delivery of the student learning experience; support of the student experience; educational effectiveness assessment; planning, resources and institutional improvement; and governance, leadership and administration; and

WHEREAS, upon submission of the Self Study to the Middle States visiting team in March 2024, the campus community availed themselves during the Middle States accreditation visit to campus April 14-17, enthusiastically participating in more than 60 meetings with Visiting Team members; and

WHEREAS, the report of the visiting team to Middle States Commission of Higher Education concluded that the College meets the Requirement of Affiliation along with each of the seven standards, and included twelve commendations and zero requirements to be addressed prior to reaffirmation of accreditation; and

WHEREAS, on June 27, 2024, the Middle States Commission on Higher Education concurred with the report of the Visiting Team and reaffirmed the College’s accreditation through 2031.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees extends its congratulations and great appreciation to the entire faculty, staff and administration of Jefferson Community College for their devotion to serving students well, excellence in meeting every Middle States Standard, commitment to assessment and continuous improvement, and dedication to fulfilling the College’s mission to Educate, Inspire and Empower, leading to a successful Middle States visit and reaffirmation of accreditation.

Chair Males read aloud Resolution 159-24, recognizing Pam Beyor for her service as Trustee over for the past eight years. Following a round of applause, a motion was made by Chair Males, seconded by Cindy Intschert, and Resolution 159-24 was passed unanimously as follows:

**RESOLUTION NO. 159-24 RECOGNITION OF SERVICE
PAMELA S. BEYOR**

WHEREAS, Pamela S. Beyor was first appointed to serve in an unexpired term as a member of the Board of Trustees in February 2016 by Governor Andrew Cuomo and subsequently continued her service as Trustee for a full seven-year term; and

WHEREAS, during her tenure, Pamela Beyor has served as chair of the Academic & Educational Services Committee for two years, chair of the Facilities Committee for four years, member of the Budget & Planning Committee; and member of the Personnel Committee; and

WHEREAS, Pamela Beyor has advanced the mission of the College through her participation in the selection and appointment of the College’s sixth president, for which she was a Trustee member of the Search Committee, and the College’s current and seventh president; and

WHEREAS, Pamela Beyor has advocated for Jefferson Community College students as a six-year member of the Faculty-Student Association Board of Directors and provided direct benefit to students as a generous contributor to the Jefferson Foundation; and

WHEREAS, as a member of the Board of Trustees, Pamela Beyor has advanced the purposes of the College through its Strategic Plan and its Facilities Master Plan to the realization of an artificial turf field complex; and

WHEREAS, Pamela Beyor is a champion of Jefferson Community College in the community and has supported the College through her enthusiastic participation in campus events, her generous donation of time and talent, and her forward-thinking, thoughtful and knowledgeable counsel;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees extends appreciation to Pamela S. Beyor for her dedicated service and commitment to this College and wishes her well in all future endeavors.

President Dupee read aloud Resolution 160-24, recognizing Karen Freeman for her service as assistant to the president and Secretary to the Board of Trustees and wishing her well in retirement. Following a round of applause, a motion was made by Beth Fipps, seconded by Cindy Intschert, and Resolution 160-24 was passed unanimously as follows:

**RESOLUTION NO. 160-24: RECOGNITION OF SERVICE
 KAREN J. FREEMAN**

WHEREAS, Karen J. Freeman has served Jefferson Community College with unwavering dedication and commitment in her role as Special Assistant to the President and Secretary to the Board of Trustees; and

WHEREAS, Karen J. Freeman has consistently demonstrated exemplary professionalism, integrity, and diligence in fulfilling her responsibilities; and

WHEREAS, Karen J. Freeman has played a crucial role in supporting three of Jefferson's seven Presidents, the Board of Trustees, administrative cabinet, and dozens of committees, contributing significantly to the effective operation and governance of Jefferson Community College; and

WHEREAS, Karen J. Freeman's efforts have greatly enhanced the administrative efficiency and effectiveness of Jefferson Community College, benefiting students, faculty, staff, and the entire community.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Jefferson Community College extends its heartfelt appreciation and gratitude to Karen J. Freeman for her outstanding service, dedication, and contributions during her tenure as Special Assistant to the President and Secretary to the Board of Trustees; and

BE IT FURTHER RESOLVED that the Board of Trustees commends Karen J. Freeman for her unwavering commitment to the mission and values of Jefferson Community College and recognizes her as a role model of professionalism and excellence; and

BE IT FURTHER RESOLVED that this resolution be appropriately documented in the minutes of this meeting and a copy be presented to Karen J. Freeman as a token of the Board's esteem and appreciation.

Karen thanked President Dupee and the Board of Trustees for their support, noting she has enjoyed a wonderful career at Jefferson and wishes the College the best.

Schedule of Upcoming Meetings and Events

Dr. Dupee reviewed the schedule of upcoming meetings and events, noting if a Personnel Committee meeting is needed for July, it will need to be rescheduled. Trustee Fipps also noted that she is unavailable on August 21 for a Personnel Committee meeting,

- Personnel Committee Meeting – July 17, 2024, Wednesday at 4:00 p.m. (if needed)
- Fall Convocation – August 19, 2024, Monday, at 8:30 a.m. (Sturtz Theater)
- Personnel Committee Meeting – August 21, 2024, Wednesday at 4:00 p.m.
- Cannoneer Kick-off – August 23, Friday, at 1:00 p.m. (McVean Gymnasium)

Finance & Audit Committee Meeting – September 4, 2024, Wednesday at 3:00 p.m.
Board of Trustees Meeting – September 4, 2024, Wednesday at 4:00 p.m.

Adjournment

On a motion made by Pam Beyor, seconded by Cindy Intschert, the meeting adjourned at 5:41 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board of Trustees