



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES September 4, 2024

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, September 4, 2024, 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
Judy Gentner
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 4:01 p.m.

Approval of Minutes

On a motion made by David Males, seconded by Judy Gentner, the minutes of the July 11, 2024 meeting were approved unanimously.

Introductions

Maureen Aiken was introduced by Chair Males as a new Gubernatorial member of the Board. She will be the JCC Foundation Representative and will be joining the Academic and Educational Services Committee.

Chair Males then introduced Michaela Frederick, the President's new Assistant.

Introductions of Guests

Ben Foster, Foundation Executive Director
Tim Grosse, Senate President, and Professor of Math
Paul Keller, Associate Vice President (Enrollment Services)
Margaret LaVancha, Executive Director of Human Resources

Gillian Maitland, Marketing & Communications Director
Megan Stadler, Associate Vice President (Liberal Arts)
Donna Stevenson, Interim Associate Vice President (STEM & Health Professions)
Gabrielle Thompson, Associate Vice President of Student Affairs
Irene Wilder, FAJCC Vice-President and Assistant Professor of Business Studies

Privilege of the Floor – None.

JCC Foundation – Ben Foster

A written report was provided to Trustees and summarized below by Executive director Ben Foster:

- Mailings
 - September 2024 Annual Fund appeal is slated for September 25th. This will be the first appeal of the new fiscal year, signed new board president Ryan Piche.
- Scholarships
 - Currently 192 awards have been made totaling over \$194,616. There are still several scholarships available.
- New Gifts
 - Dr Dupee recently secured a 25,000 gift for the Opportunity Fund
 - New Scholarships were established:
 - **Clinton L. Clark Memorial Endowed Scholarship** - to support academically strong students who excel in extra-curricular activities.
 - **Brenda A. Fisk Memorial Endowed Enrichment Fund** - to support programming around agriculture and animals.

College Senate – Tim Grosse

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

- First meeting of the year held September 3
- Executive Committee 2024-2025 goals:
 - the Campus Life Committee will do a review of shared governance
 - the Academic Standards Committee will review the College's Academic Honesty Policy
 - the Senate will review and update the College Senate Bylaws
- Presentation: Center for Professional Excellence (CPE) SharePoint site and calendar

President's Report

In his report, President Dupee updated Trustees on enrollment, strategic planning, Organizational Updates, Next Move NY, recent activities and upcoming activities. Notables include:

- A reminder of the Affirmation of Accreditation which happened in June by the Middle States Commission on Higher Education. The school is scheduling a visit to Fort Drum this month.

- Enrollment – Summer ended up 3.3% in comparison to the summer of 2023. Currently, the Fall enrollment is down .13%, or 18.5 credits. Last year at this time, there were 138 residents in East Hall: 95 new, 43 returning. This year, there are 154 residents with 121 new and 33 returning.
- Strategic Planning – we are starting the process of the 2025-2030 cycle. Dawn Bartlett and Larry Danforth are the facilitators. There must be one representative of the Board of Trustees on the Strategic Planning Committee and there will be workgroups that will need Trustees as well.
- Organizational Updates – Last year, the new Academic organizational structure was implemented. This year, the non-academic (Student Affairs, Enrollment Services, and Admin & Finance) divisions are being updated by the Administrative Cabinet. There have already been open forums and there will be more soon.
- Next Move NY – Out of \$10 million, we have applied for \$4.2 million which will be used to renovate building 3 and provide a seamless pathway for military jobs duties to be identified for college credit.
- Advocacy – New York Community College Trustees (NYCCT) met today and spoke about the inequity that students are receiving at community colleges vs four-year schools. They hope to find ways to gain traction to find funding for more resources that our students deserve. Recent activities included a FDRLO Board Meeting, North Country Family Health Center Board Meeting, JCC Summer Cookout, Cabinet Retreat, Leadership Day and Fall Convocation Week.
- Upcoming activities included the September 11th Remembrance Ceremony, Nursing White Coat Ceremony, Workforce Development Board Meeting, Kickball on the Turf with faculty and staff against students, the Board of Trustees Retreat, Banned Books Reading, SUNY Oswego Inauguration and NYCCT Annual Conference.

Nominating Committee Election of Board Secretary - Chair David Males

Chair Males nominated Michaela Frederick as Secretary. He opened the floor for nominations, hearing none, on a motion put forth by Judy Gentner, seconded by Michael Crowley, Michaela Frederick was elected Secretary.

Finance and Audit Committee - Committee member Michael Crowley

Trustee Crowley noted the Finance and Audit Committee met prior to the full Board meeting. Trustee Crowley presented two 2023-2024 budget amendments.

Upon presentation and motion by Michael Crowley, seconded by Judy Gentner, Resolutions 161-24 and 162-24 were approved unanimously as follows:

RESOLUTION NO.: **161-24**

**SUBJECT: 2023-2024 BUDGET AMENDMENT
DASNY PROJECT #23673**

GRANT PERIOD: AUGUST 1, 2024 – JULY 25, 2026

WHEREAS, the College has received funding from DASNY to purchase pediatric manikins;

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

INCREASE REVENUE:

DASNY Project #23673- State Grants & Contracts 2666-3011-5420 \$ 50,000.00

Total Revenue Increase \$ 50,000.00

INCREASE EXPENDITURE:

DASNY Project #23673 – Supplies Instructional 2666-3011-7108 \$ 50,000.00

Total Expenditure Increase \$ 50,000.00

RESOLUTION NO. 162-24

**SUBJECT: 2023-2024 BUDGET AMENDMENT
STRATEGIC ENROLLMENT MANAGEMENT- PHASE 2**

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

WHEREAS, funds have been received from the State University of New York and the New York State Success Center (NYSSSC) to support its participating community colleges in implementing a project(s) based on the submission of 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- Phase 2 - State Grants & Contracts 2650-3011-5420 \$ 20,000.00

Total Revenue Increase \$ 20,000.00

INCREASE EXPENDITURE:

SUNY SEM Grant- Phase 2 - Professional Stipends 2650-3011-6104 \$ 3,000.00

SUNY SEM Grant- Phase 2 - Social Security 2650-3011-6204 229.50

SUNY SEM Grant- Phase 2 - Workers Compensation 2650-3011-6205 30.00

SUNY SEM Grant- Phase 2 - Advertising 2650-3011-7203 16,740.50

Total Expenditure Increase \$ 20,000.00

Financial Statements: June & July 2024

Vice President Sid Pond provided a brief overview of unaudited July 2024 financial reports, noting that overall total revenue is nearly 93.9% of the total budgeted revenues through July and is about \$112,700 less than last year’s total revenue at this time. Tuition revenue is lower than budget, and overall expenditures are 83.1% of the annual expenditure budget and about 8.6% less than budget. The College has offset the reduction in tuition revenue by managing spending and will continue to do so. The Balance Sheet is still in a good financial position, and the College will continue with cash investments to maximize return.

Upon motion by Michael Crowley, seconded by Beth Fipps, the Board unanimously accepted June 2024 and July 2024 financial reports.

Academic and Educational Services Committee - Committee Chair Cindy Intschert

No report.

Facilities Committee – Committee Chair Stephen Todd

No report.

Personnel Committee – Committee Chair Beth Fipps

No report.

Executive Session

On motion made by Beth Fipps, seconded by Stephen Todd, the Board adjourned to Executive Session at 4:33 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 5:17 p.m.

OTHER BUSINESS

Dr. Dupee presented contracts for ratification in Resolution 163-24. Upon motion by Judy Gentner, seconded by Beth Fipps, Resolution 163-24 ratifying all contracts passed unanimously as follows:

RESOLUTION NO. 163-24

RATIFICATION OF CONTRACTS

**Citizens Advocates
Mina, Eric
Motimatic
SICAS Center – SUNY Oneonta**

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:

Citizens Advocates
(Clinical agreement, nursing program)

Mina, Eric
(speaker agreement, admissions open house)

Motimatic
(recruitment campaign agreement, enrollment services)

SICAS Center – SUNY Oneonta
(participating institution agreement for programming services, institutional technology)

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

Next, Chair Males presented Resolution 164-24, which arose out of a recommendation from the New York Community Colleges Trustees (NYCCT) Association. A motion was made by Stephen Todd, seconded by Cindy Intschert, and Resolution 164-24 was passed unanimously as follows:

**RESOLUTION NO. 164-24 AUTHORITY OF THE BOARD OF TRUSTEES PERTAINING TO
THE PRESIDENT OF JEFFERSON COMMUNITY COLLEGE**

WHEREAS, New York State Education Law Section 6306 specifies that Jefferson Community College shall be administered by a Board of Trustees; five appointed by the local legislative body or board, four by the governor, and one elected from the student body; thereby establishing a local governing body; and

WHEREAS, pursuant to New York State Education Law Section 6306, the Jefferson Community College Board of Trustees has appointed a president for the college, and said appointment was approved by the state university trustees; and

WHEREAS, the Chancellor of the State University of New York is seeking authority and oversight regarding the hiring and employment specifics of New York State Community College Presidents; and

WHEREAS, pursuant to New York State Education Law Section 6306 the Jefferson Community College Board of Trustees may enter into any contract or agreement deemed necessary or appropriate for the effective operation of the college, including, but not limited to, the employment contract with the president; granting that authority to no other individual or entity; and

WHEREAS, pursuant to New York State Education Law Section 6306 the responsibility and the authority to conduct the annual performance evaluation of the Jefferson Community College president and to amend the terms of their contract rests entirely and locally with Jefferson Community College Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College president's performance appraisal, performance evaluation or performance review, and terms and conditions of their employment contract can only be influenced by, altered, or amended via negotiations between the president and the Board of Trustees at Jefferson Community College.

Schedule of Upcoming Meetings and Events

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

Academic and Educational Services Committee – Wednesday, September 18, 2024, at 3pm

Personnel Committee Meeting – Wednesday, September 18, 2024, at 4pm

Board Retreat- Friday, September 20, 2024, at 11:30am

Finance & Audit Committee Meeting – Wednesday, October 2, 2024, at 3pm

Board of Trustees Meeting – Wednesday, October 2, 2024, at 4pm

Adjournment

On a motion made by Cindy Intschert, seconded by Judy Gentner, the meeting adjourned at 5:22 p.m.

Respectfully submitted,

Michaela M. Frederick
Secretary to the Board of Trustees