



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES February 5, 2025

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, February 5, 2025, in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

Attendance:

Trustees Present:

David Males, Chair
Maureen Aiken
Genesis Crice
Michael Crowley
Damon Draught
Beth Fipps
Judith Gentner
Nathan Hunter (via phone- nonvoting)
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 4:03 p.m.

Approval of Minutes

On a motion made by Michael Crowley, seconded by Stephen Todd, the minutes of the January 8, 2025, meeting were approved unanimously.

Introductions- none.

Introductions of Guests

Ben Foster, JCC Foundation Executive Director
Tim Grosse, Senate President, and Professor of Math
Mark Irwin, Zoo Tech Director
Paul Keller, Associate Vice President for Enrollment Services
Margaret LaVancha, Executive Director of Human Resources
Gillian Maitland, Marketing & Communications Director
William McMahan, ESP President and Laboratory Technician
Donna Stevenson, Interim Associate Vice President for STEM, Health Professions &

Business
Gabrielle Thompson, Associate Vice President for Student Affairs
Irene Wilder, FAJCC Vice-President and Assistant Professor of Business Studies

President Dupee reported that Heather O'Brien received a pin from Phi Theta Kappa in honor of 10 years of service as advisor of the Tau Xi Chapter. She was unable to attend the meeting, but he wanted to acknowledge her service and time given to the chapter.

Privilege of the Floor – None.

JCC Foundation – Maureen Aiken

The Foundation met on January 15. The board approved a contract with West Wind Consulting. West Wind will undertake an evaluation of organizational and institutional readiness for a comprehensive campaign.

For Solicitations:

- The November appeal was sent on November 6th. It has currently resulted in 88 donors and \$21,940
- Our Corporate Partnership letters were sent in mid-November and have already resulted in \$22,500.
- We closed the faculty staff campaign yesterday at the Senate Meeting with our annual donor raffle, \$18,950 donors 44

College Senate – Tim Grosse

- Provost Search Timeline Shared
- Strategic Planning Update
- Academic Policies Approved
- College Senate Bylaws

Student Trustee – Genesis Crice

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

- **Events:** Red Cross Blood Drive, Basketball season closing, Club Advertisement Crowd Raiser, Spring Sports Advertisements, Resident Hall Open Access
- **Future Plans:** Spring Fest, Club Collaborative Earth Day, Community Outreach Events, Food Drive, RA + SGA collaboratives
- **Funding Allocation:** European Excursion – up to \$3k, Food Pantry - \$1000

President's Report

In his report, President Dupee updated the Trustees on Enrollment, Advocacy, Strategic Planning, recent activities and upcoming activities.

- Enrollment: Spring down 1.66%, or 134 credits
- Advocacy: NYCCT and NYCCAP are still fighting for the \$100M ask.
- Strategic Planning: all workgroups are getting together and collaborating and doing great work
- **Recent activities:** Meeting with NCCC and Canton, Next Move NY, FAJCC & ESP Labor Management Meetings, Spring Convocation, Board Meetings (JCC Foundation, North Country Family Health Center, WPBS, Center for Community Studies), MICRON Meeting, Jefferson County AAUW Meeting, Career Jam & WFC Meeting, New Faculty & Staff Series Presentation, NYCCT AI Agility 30-day Challenge, SUNY Presidents Meeting, Global Citizenship Alliance, Board Education Zoom, Facilities Master Plan Discussion
- **Upcoming Activities:** FAJCC Union Meeting, North Country Family Health Center Board Meeting, State Budget: Scott Gray, Achieving the Dream Conference, NYCCAP In Person Meeting, SUNY Presidents Meeting

Finance and Audit Committee – Committee Chair Damon Draught

Trustee Draught noted the Finance and Audit Committee met prior to the full Board meeting.

The Finance and Audit Committee met today prior to this meeting and was given a presentation of the College’s August 31, 2024, audited financial statements by our independent auditors, The Bonadio Group. Bonadio issued the College a clean, unmodified opinion, which is the best level of assurance that you can receive.

During that meeting, Gregg Evans and Shelby Reeves from the Bonadio Group reviewed the College’s FY24 audit, which received a clean, unmodified opinion. Trustee Males offered kudos to VP Sid Pond and the financial operations team for their good work.

Upon motion by Damon Draught, seconded by Michael Crowley, the College’s FY24 Audit in Resolution 109-25 was approved unanimously as follows:

RESOLUTION NO. 109-25 ACCEPTANCE OF COLLEGE AUDIT

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of Jefferson Community College for the year ending August 31, 2024 as prepared by The Bonadio Group.

Damon Draught then presented two 2024-2025 budget amendments. Resolutions 110-25 and 111-25 recognize new or additional funding in the 2024-2025 budget.

The College has been awarded \$31,329.17 of federal funding as a sub awardee from Onondaga Community College for the period of January 1, 2024, through December 31, 2024, to host and support an outreach center linked to the Small Business Development Center at Onondaga Community College. This is reflected in resolution 110-25.

The College has been awarded \$73,629.00 of funding through the NYS EOP to provide access, academic support and financial aid to full-time, matriculated, New York State students who show promise for succeeding in college but who may not have otherwise been admitted. The funding will

support academic counseling, educational and career planning, financial advisement, and financial assistance. This is reflected in resolution 111-25.

Upon motion by Damon Draught seconded by Judith Gentner, the budget amendments contained in resolutions 110-25 and 111-25 were approved unanimously as follows:

RESOLUTION NO. 110-25 2024-2025 BUDGET AMENDMENT: SMALL BUSINESS DEVELOPMENT CENTER GRANT

GRANT PERIOD: January 1, 2024 – December 31, 2024

WHEREAS, the College received Federal funding for the Small Business Development (SBDC);

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

INCREASE REVENUE:

SBDC- Grants & Contracts	2530-3011-5210	<u>\$ 31,329.17</u>
	Total Revenue Increase	\$ 31,329.17

INCREASE EXPENDITURE:

SBDC- Prof FT	2530-3011-6101	\$ 17,418.89
SBDC- State ERS	2530-3011-6201	2,665.05
SBDC- Social Security	2530-3011-6204	1,183.71
SBDC- Workers Compensation	2530-3011-6205	157.97
SBDC- Life Insurance	2530-3011-6206	14.58
SBDC- Disability Insurance	2530-3011-6208	24.26
SBDC- Health Insurance	2530-3011-6209	6,590.48
SBDC- Indirect Cost	2530-3011-7231	3,142.78
SBDC- Travel	2530-3011-7250	<u>\$ 131.45</u>
	Total Expenditure Increase	\$ 31,329.17

RESOLUTION NO. 111-25 2024-2025 BUDGET AMENDMENT: SUNY-EDUCATIONAL OPPORTUNITY PROGRAM (EOP) GRANT

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

WHEREAS, funds have been received from the State University of New York’s (SUNY) Educational Opportunity Program (EOP) to provide access, academic support and financial aid to full-time, matriculated, New York State students who show promise for succeeding in college but who may not have otherwise been offered admission;

WHEREAS, the funding will support programs at Jefferson that offer academic counseling, educational and career planning, financial advisement, and financial assistance;

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

INCREASE REVENUE:

Educ. Opportunity Prog (EOP) –State Grants 2618-3011-5420 \$ 73,629.00

Total Revenue Increase \$ 73,629.00

INCREASE EXPENDITURE:

Educ. Opportunity Prog (EOP) –Prof FT 2618-3011-6101 49,017.00

Educ. Opportunity Prog (EOP) –Student Tutors 2618-3011-6142 2,325.00

Educ. Opportunity Prog (EOP) –Scholarships 2618-3011-7512 \$ 22,287.00

Total Expenditure Increase \$ 73,629.00

Financial Statements: December 2024

VP Pond noted we are one third of the way through the fiscal year and have 8 months left. Overall total revenue is just over \$16,143,000, which is nearly 62.4% of the total budgeted revenues and is about \$575,195 more than last year’s total revenue through December. Fall and Winter tuition revenue is higher than budget since actual enrollment has been higher than the 2.7% budgeted decrease. In addition, Spring enrollment is also trending higher than budget, so the Spring tuition revenue is also trending in the same direction. Total expenditures are a little less than \$7,500,000, which is about 29.0% of the annual expenditure budget and about 4.3% less than budget. Total Cash is about \$1,100,000 less than last year mainly because of receiving our \$1,637,656 NYS second quarter payment a month later as compared to last year (January 2025 verse December 2023). Overall, the Balance Sheet is still in a good financial position.

Upon motion by Damon Draught, seconded by Stephen Todd, the Board unanimously accepted December 2024 financial reports.

Academic and Educational Services Committee - Committee Chair Cindy Intschert

Committee Chair Cindy Intschert reported there was no January meeting.

Facilities Committee – Committee Chair Stephen Todd

Committee Chair Stephen Todd reported there was no January meeting.

Personnel Committee – Committee Chair Beth Fipps

Committee Chair Beth Fipps reported the personnel committee met on January 15 and discussed the 2025-2026 Holiday Schedule in Resolution 112-25.

Upon motion by Beth Fipps, seconded by Damon Draught the 2025-2026 Holiday Schedule in Resolution 112-25 was approved unanimously as follows:

RESOLUTION NO. 112-25**2025-2026 HOLIDAY SCHEDULE**

The College will be closed for business on the following days:

Monday,	09/01/25	Labor Day
Thursday,	11/27/25	Thanksgiving Day
Friday,	11/28/25	College Closed – Observed in lieu of Columbus Day
Thursday,	12/25/25	Christmas Day
Friday,	12/26/25	College Closed – Observed in lieu of President’s Day
Monday,	12/29/25	College Closed – Observed in lieu of Veteran’s Day
Tuesday,	12/30/25	College Closed – Observed in lieu of floating holiday
Wednesday,	12/31/25	College Closed – Observed in lieu of floating holiday
Thursday,	01/01/26	New Year's Day
Monday,	01/19/26	Dr. Martin Luther King Jr. Day
Monday,	05/25/26	Memorial Day
Friday,	07/03/26	Independence Day (Observed)

OTHER BUSINESS

Dr. Dupee presented contracts for ratification in Resolution 113-25. Upon motion by Beth Fipps, seconded by Maureen Aiken, Resolution 113-25 ratifying all contracts passed unanimously.

RESOLUTION NO. 113-25**RATIFICATION OF CONTRACTS**

- Adweek Enterprise**
- Bond, Schoeneck & King**
- Broadcom**
- Cornell Cooperative Extension1**
- Cornell Cooperative Extension2**
- GardenShare**
- Lightcast**
- Neighbors of Watertown1**
- Neighbors of Watertown2**
- Onondaga Community College SBDC & Jefferson
County Local Development Corporation**
- Springer Nature**
- SUNY Apprenticeship Programs**
- SUNY Security Operations Center**
- WPBS**

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:

Adweek Enterprise
(digital subscription agreement, library services)

Bond, Schoeneck & King
(legal services)

Broadcom
(license agreement, SUNY information technology exchange center)

Cornell Cooperative Extension1
(services agreement, center for community studies)

Cornell Cooperative Extension2
(Insurance contract, center for community studies)

GardenShare
(survey contract, center for community studies)

Lightcast
(career coach and analyst software licenses, student success and strategic initiatives departments)

Neighbors of Watertown1
(lease agreement, the nest)

Neighbors of Watertown2
(operational memorandum of understanding, the nest)

Onondaga Community College SBDC & Jefferson County Local Development Corporation
(memorandum of agreement, home childcare training program)

Springer Nature
(license agreement, library services)

SUNY Apprenticeship Programs
(apprenticeship agreements, education roundtable)

SUNY Security Operations Center
(participating institution agreement, IT security support)

WPBS
(survey contract, center for community studies)

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

Schedule of Upcoming Meetings and Events *(Held in Board Room 6-220 unless otherwise noted)*

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

Academic and Educational Services Meeting – Wednesday, February 26, 2025, at 3pm

Personnel Committee Meeting – Wednesday, February 26, 2025, at 4pm

Finance & Audit Committee Meeting – Wednesday, March 5, at 3pm

Board of Trustees Meeting – Wednesday, March 5, at 4pm

Adjournment

On a motion made by Genesis Crice, seconded by Beth Fipps, the meeting adjourned at 4:36 p.m.

Respectfully submitted,

Michaela M. Frederick
Secretary to the Board of Trustees