

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.

Chair David Males noted that there were no Senate, Foundation, or Student Trustee reports.

President's Report

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

- **Enrollment**: Winter is up 7.79%, and Spring is down 3.89%. Spring is also two days behind on registration because of the way the high school break fell this year.
- **Strategic Planning**: Everything is going well. At start-up week, Strategic Planning co-chairs Dawn Bartlett and Larry Danforth will give a quick update to campus, and then the strategic planning committees will break up into their groups and meet.
- Recent Activities: FDRLO Board Meeting, Watertown Fire Department Graduation, FAJCC Labor Management Meetings, FDRHPO Board Meeting, North Country Family Health Center Board Meeting, SUNY President's Meeting, Cannoneer Holiday Party, ESP Labor Management Meeting, Senior Send-Off, Achieving the Dream Meeting, Distance Learning Grant for Jefferson-Lewis BOCES meeting, Workforce Development Board Meeting, Lunch and Learn with the Board, Campus Holiday Party.
- Upcoming Activities: Meeting with NCCC and Canton, Next Move NY meeting, FAJCC Labor Management, ESP Labor Management, Spring Convocation, North Country Family Health Center Board Meeting, Jefferson County AAUW Meeting, Center for Community Studies Board Meeting, WPBS Board Meeting

Finance and Audit Committee – Committee Member Michael Crowley

Trustee Crowley noted the Finance and Audit Committee met prior to the full Board meeting. He then presented six resolutions, stating these are all renewing grants.

The College has been awarded \$206,540 of NYS Education Department grant funding to support the College's CSTEP program for the period of July 1, 2024, through June 30, 2025. These funds work to promote academic success and student preparation for majors leading to careers in mathematics, science, technology and health-related fields and licensed professions. The student support is in the form of reimbursement for required certifications and exams, textbook lending, school supplies, paid research/internships, professional development, academic/career counseling, etc. This is reflected in 100-25.

RESOLUTION NO. 100-25 2024-2025 BUDGET AMENDMENT: COLLEGIATE SCIENCE

TECHNOLOGY ENTRY PROGRAM (CSTEP) GRANT

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

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;

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

INCREASE REVENUE:

CSTEP Grant –Fed Grants & Contracts 2619-3011-5420 \$ 206,540.00

Total Revenue Increase \$ 206,540.00

INCREASE EXPENDITURE:

CSTEP Grant -Prof F/T	2619-3011-6101	\$ 85,057.00
CSTEP Grant- Prof P/T	2619-3011-6102	25,144.00
CSTEP Grant- Premium Earning	2619-3011-6110	2,612.00
CSTEP Grant- State ERS	2619-3011-6201	14,019.00
CSTEP Grant- Social Security	2619-3011-6204	8,858.00
CSTEP Grant- Workers Comp	2619-3011-6205	1,158.00
CSTEP Grant- Life Insurance	2619-3011-6206	47.00
CSTEP Grant- Disability Insurance	2619-3011-6208	107.00
CSTEP Grant- Health Insurance	2619-3011-6209	15,712.00
CSTEP Grant- Instructional Supplies	2619-3011-7108	415.00
CSTEP Grant- Office Supplies	2619-3011-7109	200.00
CSTEP Grant- Indirect Cost	2619-3011-7231	13,746.00
CSTEP Grant- Student Recruitment	2619-3011-7247	5,000.00
CSTEP Grant- Travel	2619-3011-7250	7,000.00
CSTEP Grant- Workshops & Seminars	2619-3011-7253	6,500.00
CSTEP Grant- Scholarship Awards	2619-3011-7512	<u>20,965.00</u>

Total Expenditure Increase \$ 206,540.00

The College has been awarded \$22,500 through the NYS High Needs Nursing grant to increase the number of qualified nurses entering the field by supporting campus simulation efforts. Students will be able to complete up to one-third of their clinical training through quality simulation experiences. The funds will be used to purchase equipment such as a crash cart for emergent code scenarios, functional headwall unit that simulates oxygen and air delivery, IV pump and pole, a recliner chair to promote patient positioning and an all-in-one monitor that elicits manikin (patient) information such as vital signs, cardiac rhythm, etc. This is reflected in 101-25.

RESOLUTION NO. 101-25 2024-2025 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 \$22,500.00 Total Revenue Increase \$22,500.00

INCREASE EXPENDITURE:

High Needs Nursing – Instructional Equipment 2609-3011-7246 \$22,500.00 Total Expenditure Increase \$22,500.00

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>
7	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	e 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:

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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	\$ 7421.66

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		\$292,200.00
Total Rev	enue 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 Expe	nditure 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 \$103,050.00

Total Revenue Increase \$103,050.00

INCREASE REVENUE:

Transf. Initiatives Fund- State Grants & Contracts 2657-3011-5420		<u>\$103,050.00</u>
	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 Compensa	tion 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	\$ <u>5,000.00</u>
Тс	otal 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

<u>Adjournment</u>	
-	econded by Beth Fipps, the meeting adjourned at 5:2
p.m.	
Respectfully submitted,	
Michaela M. Frederick	<u>-</u>
Secretary to the Board of Trustees	