



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES June 5, 2024

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, June 5, 2024, in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

Attendance:

Trustees Present:

David Males, Chair
Michael Crowley
Damon Draught
Beth Fipps
Judy Gentner
Cindy Intschert
Tye LaClair
Steve Todd

Administrative Staff:

Dan Dupee, President
Jerilyn Fairman, Provost - Vice President for Academic Affairs and Student Affairs
Sidney Pond, Vice President for Administration & Finance (online)

Call to Order Chair David Males called the meeting to order at 4:00 p.m.

Approval of Minutes

On a motion made by Cindy Intschert, seconded by Damon Draught, the minutes of the May 1, 2024 meeting were approved unanimously.

Introductions of Guests

Betsi Bentz, Director of Community Services - Fort Drum
Dean Dyer, Instructional Technical Specialist
Joshua Hammond, Senate President and Associate Professor of Math
Chelsea Marra, Director of Admissions
Megan Stadler, Associate Vice President (Liberal Arts)
Donna Stevenson, Interim Associate Vice President (STEM & Health Professions)
Gabrielle Thompson, Associate Vice President for Student Affairs
John Trumbell, FAJCC Vice President and Coordinator of Community Services

Privilege of the Floor – None.

JCC Foundation

A written report was provided to Trustees and summarized below by Chair Males.

- Thank you to all who attended the Inauguration Celebration and supported the Community Impact Fund for Career Education
- 130 guests attended the event
- Fourteen businesses made a gift to the Community Impact Fund
- To date, approximately \$55,500 has been raised or committed
- Thank you letters and gifts will be sent to sponsoring businesses and key constituents soon

Additionally, Chair Males noted that Trustees collectively donated \$1,450 to the Community Impact Fund for Career Education in honor of President Dupee. There were no questions.

College Senate

Senate President Josh Hammond provided the following written report summarizing action items from the May 7 and May 20 meetings of the College Senate.

- **Academic Standards**
 - Approved the Academic Forgiveness Policy
- **Curriculum**
 - Approved revision to Humanities & Social Sciences, Psychology Concentration – A.A.
 - Approved new Early Childhood Microcredential
 - Approved new Mental Health for First Responders Microcredential
 - Approved new Addiction Treatment Training Level 1 Microcredential

Additionally, it was noted that faculty member Tim Grosse was elected Senate President for the next academic year. Josh thanked President Dupee for his support over the last year.

Student Trustee Report – Tye LaClair

The spring semester has ended; there is no report.

President's Report

Enrollment Report – Chelsea Marra. Dr. Dupee introduced Chelsea Marra, director of admissions, who provided an update on enrollment initiatives.

- Challenges for the traditional aged student population include the Excelsior Scholarship as well as popular opinion questioning the value of a college education. Actions include instant admission and school events, relationship building with high school counselors, redesigned open house & career expo accepted student days, development of the business AOS degree and a multi-campus partnership with Oswego.
- Challenges for the adult learner populations include cost and affordability, balancing work and family with education, opportunities for online learning at other institutions, and Fort Drum deployment.

Strategic actions include the development of microcredentials and a Motimatic recruitment/social media initiative aimed at stalled students, and additional grant funding from SUNY which will be used to develop and promote prior learning credit for active duty military and veteran students.

- Recruitment initiatives for out of state students include direct marketing to SAT lists and a Motimatic social media recruitment initiative.
- Recruitment initiatives for international students include athletics recruitment, an MOU with Syracuse University for ESL students, and exploration of partnerships with US based recruiters.

Questions revolved around enrollment trends, Excelsior, FAFSA issues, and the cost of attendance for international and out-of-state students.

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

- Enrollment - Summer 2024 is up 9.58% as compared to last year at this time; Fall 2024 is up 2.07% as compared to last year at this time. New students up 10% (29 students) as compared to last year.
- Strategic planning continues with Lewis County and the College is beginning work on the College's next strategic plan. Co-chairs have been identified in faculty members Dawn Bartlett and Larry Danforth. The first steps are review of the College's mission and vision, which will take place at the upcoming Cabinet Retreat, Leadership Day and Board Retreat.
- Notice that the College's Congressionally Directed Spending (CDS) Applications have been supported by both Senator Schumer and Senator Gillibrand at the full \$1.5M. The next step in the earmark process is for the Senators to go to bat for JCC with the Senate Appropriations Committee to advocate for our project being included in the FY2025 Commerce, Justice, and Science appropriations bill. Any funding received can be used with the State for a match.
- Budget Advocacy: NYCCAP meets next week and the NYCCT the week after. The organizations are working on the next round of advocacy.
- Organizational Updates: three of four associate vice president (AVP) positions have been filled:
 - Megan Stadler – AVP for Academic Affairs - Liberal Arts
 - Donna Stevenson – Interim AVP of Academic Affairs - STEM & Health Professions (Scott Schaeffer resigned May 31)
 - Gabby Thompson – AVP for Student Affairs

There is a candidate for the AVP-Enrollment Services position coming back to campus tomorrow. There are also six academic department chairs in place. Next, the campus is focusing on Student Affairs and Enrollment services restructuring.

- Additionally – alumna Margaret LaVancha will begin as the Executive Director of Human Resources at the end of the month.
- Recent activities included a Cannoneers Baseball Cookout, CPE Leadership Breakfast, Business Seminar Presentation, meeting with the Dept. of State – Office of New Americans, Encompass Recreation bike distribution, Achieving the Dream meeting with three other campuses, Fort Drum Graduation Ceremony with one Jefferson graduate, Fort Drum Change of Command Ceremony, and Firefighter Academy graduation. Dr. Dupee noted the firefighters have been living in East Hall during their training.

- Dr. Dupee was honored with a formal Recognition of Service at the recent Community College Business Officers Association (CCBOA) meeting for his leadership as the organization’s former Chair and for his leadership in budget advocacy.
- The entire month of May was a season of celebration! Dr. Dupee shared photos from the Scholars Day Honors Program presentations, Student Awards Ceremony (the Hockey Club received Club of the Year), *Black River Review* unveiling, Nurse Pinning and Commencement.
- Dr. Dupee shared upcoming activities and concluded his presentation with a kudos to faculty member Mallory Jackson who was recently recognized by *NNY Business* magazine as one of Twenty Under Forty of Northern New York’s Emerging Leaders. Additionally, four Jefferson alumni were also recognized with this honor.

There were no questions.

Finance and Audit Committee - Committee Chair Damon Draught

Trustee Draught noted the Finance and Audit Committee met prior to the full Board meeting. There are five resolutions for action. Resolutions 135-24, 136-24 and 138-24 acknowledge new funding and Resolution 137-24 details a reallocation of TRiO funding. Trustee Draught noted Resolution 137-24 would be approved amended with the following text change: “Increase Revenue” to “Increase Expenditure”.

Upon presentation and motion by Damon Draught, seconded by Judy Gentner, Resolutions 135-24, 136-24, 137-24 (as amended) and 138-24 were approved unanimously as follows:

**RESOLUTION NO. 135-24 2023-2024 BUDGET AMENDMENT
BRIGHTWAY EDUCATION FOUNDATION**

GRANT PERIOD: JANUARY 31, 2024 – DECEMBER 31, 2026

WHEREAS, the College has received funding from the Brightway Education Foundation to provide support to low-income student-parents who join our ASAP program over the next three years beginning in Spring 2024 and concluding in Fall 2026;

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

INCREASE REVENUE:

Brightway Edu. Foundation– State Grants & Contracts 2663-3011-5420 \$ 44,650.00

Total Revenue Increase \$ 44,650.00

INCREASE EXPENDITURE:

Brightway Edu. Foundation – Scholarship Awards 2663-3011-7241 \$ 44,650.00

Total Expenditure Increase \$ 44,650.00

RESOLUTION NO. 136-24

**2023-2024 BUDGET AMENDMENT
HOME-BASED CHILD CARE TRAINING PROGRAM COHORT IV**

GRANT PERIOD:

MARCH 11, 2024 – MAY 31, 2025

WHEREAS, the College has received funding from the Jefferson County Local Development Corporation to provide a Regulated Home Day Care Training Program;

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

INCREASE REVENUE:

Child Care Training Program IV – Local Grant 2841-3011-5430 \$ 18,861.00

Total Revenue Increase \$ 18,861.00

INCREASE EXPENDITURE:

Child Care Training Program IV – Prof Adjuncts 2841-3011-6103 \$ 10,456.51

Child Care Training Program IV - Social Security 2841-3011-6204 799.92

Child Care Training Program IV – Workers Comp 2841-3011-6205 104.57

Child Care Training Program IV – Advertising 2841-3011-7203 \$ 7,500.00

Total Expenditure Increase \$ 18,861.00

RESOLUTION NO. 137-24

**2023-2024 BUDGET AMENDMENT
TRIO GRANT**

GRANT PERIOD:

SEPTEMBER 1, 2023 – AUGUST 31, 2024

WHEREAS, the College received funding through the TRIO Grant to fund initiatives to enhance instruction and student success;

WHEREAS, the College allocated funds for additional scholarships;

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

INCREASE EXPENDITURE:

TRIO Federal Grant – Scholarships 2540-3011-7512 \$ 14,000.00

Total Revenue Increase \$ 14,000.00

DECREASE EXPENDITURE:

TRIO – Student Support- Prof PT 2540-3011-6102 2,000.00

TRIO – Student Support- Prof Adjuncts 2540-3011-6103 5,000.00

TRIO – Student Support- Travel 2540-3011-7250 \$ 7,000.00

Total Expenditure Decrease \$ 14,000.00

GRANT PERIOD:

SEPTEMBER 1, 2023 – AUGUST 31, 2024

WHEREAS, the College received funding for the Annual Reporting Fee payment for education enrollment certifications submitted to the Department of Veterans Affairs;

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

INCREASE REVENUE:

VA Reporting Fees – Local Grants & Contracts 2834-3011-5430 \$ 10,272.00

Total Revenue Increase \$ 10,272.00

INCREASE EXPENDITURE:

VA Reporting Fees – Professional PT 2834-3011-6102 \$ 9,454.22

VA Reporting Fees – Social Security 2834-3011-6204 723.25

VA Reporting Fees- Workers Compensation 2834-3011-6205 \$ 94.53

Total Expenditure Increase \$ 10,272.00

Upon presentation and motion by Trustee Damon Draught, seconded by Beth Fipps, Resolution 139-24 authorizing the write-off of student receivables was approved unanimously as follows:

RESOLUTION NO. 139-24:

STUDENT RECEIVABLE WRITE-OFF

WHEREAS, in compliance with generally accepted accounting principles, the College should not retain as accounts receivable balances that are deemed to be uncollectable, and;

WHEREAS, the accounts receivable balances set forth in the attached schedule are deemed to be un-collectable;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the adjustment to the tuition receivable accounts in the amount of \$638,504.84.

Financial Statements: April 2024

Vice President Sid Pond provided a brief overview of unaudited April 2024 financial reports, noting that revenue is nearly \$300,000 higher than last year at this time, despite lower than projected enrollment. Expenses are being managed and the balance sheet is in good financial position. Cash investments are strong. There were no questions.

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

Academic and Educational Services Committee - Committee Chair Cindy Intschert

Trustee Intschert reported that the Academic & Educational Services Committee met on May 15 and was bringing forward a replacement for the Academic Fresh Start Policy called the Academic Forgiveness Policy. Provost Fairman reviewed the policy, noting that the biggest change is that while some grades are forgiven, a returning student's GPA does not reset to 0.0. In addition, the student must complete 12 credits successfully before being granted a fresh start. A question was asked about the impact to a student's financial aid.

Upon presentation and motion by Cindy Intschert, seconded by Damon Draught, the Academic Forgiveness Policy in Resolution 140-24 was approved unanimously as follows:

RESOLUTION NO. 140-24 ACADEMIC FORGIVENESS POLICY
(Replaces Academic Fresh Start Policy, Res. 134-16, May 2016)

WHEREAS, the Jefferson Community College Board of Trustees first approved the Academic Fresh Start Policy via Resolution 186-09 in December 2009; and revised said policy via Resolution 134-16 in May 2016; and

WHEREAS, Jefferson Community College has revised its policy pertaining to the academic status of students who return to college after three or more years;

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the Academic Forgiveness Policy as attached; and

BE IT FURTHER RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve replacing the Academic Fresh Start Policy (Res. 134-16) with the Academic Forgiveness Policy as attached.

Facilities Committee – Committee Chair Stephen Todd

The Facilities Committee met on May 13. Trustee Todd reported there were no action items, but provided the following updates:

- Mari Cecil from BCA Group updated the Facilities Committee on the paving and tennis court projects. Barrett Paving was awarded two contracts, one for paving and the other for the tennis court/pickleball/court/basketball court project. Work started on both projects following commencement in May with a goal for completion by the start of fall classes in August.
- The Facilities Committee reviewed the latest revision to facilities use fees, which incorporated feedback from the previous meeting of the Facilities Committee. The methodology for the fee increases was simplified with a 25% increase to all fees and the committee discussed opportunities for rental of the turf field.

There were no questions.

Executive Session

On motion made by Beth Fipps, seconded by Cindy Intschert, the Board adjourned to Executive Session at 5:02 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 5:40 p.m.

Personnel Committee – Committee Chair Beth Fipps

Trustee Fipps provided the report of the Personnel Committee noting the committee met on May 14 and reviewed personnel actions including continuing appointment and promotion recommendations for professional services staff.

Upon presentation and motion by Beth Fipps, seconded by Cindy Intschert, Resolution 141-24 granting continuing appointment for professional services staff effective September 1, 2024 was approved unanimously as follows:

RESOLUTION NO. 141-24: 2024 CONTINUING APPOINTMENT PROFESSIONAL STAFF

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves the following continuing appointments, effective September 1, 2024:

Brandon Noble
Technical Specialist – Athletics

John Thomas
Library Director

Upon presentation and motion by Beth Fipps, seconded by Judy Gentner, Resolution 142-24 granting promotion for professional services staff effective September 1, 2024 was approved unanimously as follows:

RESOLUTION NO. 142-24: 2024 PROMOTIONS – PROFESSIONAL STAFF

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the following promotions, effective September 1, 2024:

Grade 3 to Grade 5
Joshua Hollenbeck
Hannah Pentoney

Grade 5 to Grade 7

Betsi Bentz

Grade 7 to Grade 9

Dean Dyer

OTHER BUSINESS

Dr. Dupee presented contracts for ratification in Resolution 143-24. Upon motion by Mike Crowley, seconded by Damon Draught, Resolution 143-24 ratifying both contracts passed unanimously as follows:

RESOLUTION NO. 143-24: RATIFICATION OF CONTRACTS

Bujanow, Victor
Concept3D
Faculty Student Association (2)
Lightcast
Onondaga Community College
U.S. Department of Education
Velocity

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:

Bujanow, Victor

(instruction, Notary Public course)

Concept3D

(software agreement, interactive campus map)

Faculty Student Association

(memorandum of understanding, administrative support services)

Faculty Student Association

(memorandum of understanding, residence hall lease)

Lightcast

(services agreement, economic impact study)

Onondaga Community College

(memorandum of understanding, firefighter testing)

U.S. Department of Education

(program participation agreement, Title IV federal aid)

Velocity

(services agreement, safety data sheets)

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

Chair Males read aloud Resolution 144-24, recognizing Tye LaClair for her service as Student Trustee over the past year. Following a round of applause, a motion was made by Cindy Intschert, seconded by Steve Todd, and Resolution 144-24 was passed unanimously as follows:

**RESOLUTION NO. 144-24: RECOGNITION OF SERVICE
 TYE M. LACLAIR**

WHEREAS, Tye M. LaClair was first elected by the student body to serve as the student member of the Jefferson Community College Board of Trustees commencing July 1, 2023 and serving through June 30, 2024; and

WHEREAS, in addition to serving as a Trustee, Tye has provided leadership to Jefferson Community College Student Government by helping to plan and promote student programming, leadership training opportunities, and special events; and speaking on behalf of the student body during President Dupee’s Inauguration Ceremony; and

WHEREAS, Tye was a model for academic excellence, an Honors Program participant and a member of the Tau Xi Chapter of the Phi Theta Kappa Honor Society; along with a dedicated student employee in the Collaborative Learning Center; and

WHEREAS, as an artist, Tye’s work was featured in two student art shows and selected for publication in the 34th Volume of the *Black River Review*; and

WHEREAS, Tye has supported the Jefferson Community College Board of Trustees through her thoughtful participation as a member of the Academic and Educational Services Committee and the Facilities Committee, engagement in the Middle States accreditation visit, and her generous donation of time and talent;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees extends appreciation to Tye M. LaClair for her dedicated service to this College and offers every good wish for continued success in her higher education and professional endeavors.

Schedule of Upcoming Meetings and Events

Dr. Dupee reviewed the schedule of upcoming meetings and events, noting the Academic & Educational Services Committee and Personnel Committee meetings will be need to be rescheduled from June 19th. Additionally, Dr. Dupee noted that he and VP Pond would be presenting the College’s budget to the Finance & Rules Committee of the Jefferson County Board of Legislators on June 25. The County will act on the budget at its full meeting on July 2.

- Academic & Educational Services Committee Meeting – June 2024, TBD
- Personnel Committee Meeting – June 2024, TBD
- Finance & Audit Committee Meeting – July 11, 2024, Thursday at 3:00 p.m.
Board of Trustees Meeting – July 11, 2024, Thursday at 4:00 p.m.

Adjournment

On a motion made by Mike Crowley, seconded by Beth Fipps, the meeting adjourned at 5:49 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board of Trustees