



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES November 6, 2024

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

Attendance:

Trustees Present:

David Males, Chair
Maureen Aiken
Genesis Crice
Damon Draught
Beth Fipps
Nathan Hunter
Cindy Intschert (online, non-voting)

Administrative Staff:

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

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 Damon Draught, the minutes of the October 2, 2024 meeting were approved unanimously.

Introductions- none.

Introductions of Guests

Ben Foster, Foundation Executive Director
Tim Grosse, Senate President, and Professor of Math
Paul Keller, Associate Vice President for Enrollment Services
Margaret LaVancha, Executive Director of Human Resources
Gillian Maitland, Marketing & Communications Director
Gabrielle Thompson, Associate Vice President for Student Affairs
Irene Wilder, FAJCC Vice-President and Assistant Professor of Business Studies

Chair Males then announced that we were joined online by Jerilyn Fairman, Provost - Vice President for Academic Affairs and Student Affairs, Sidney Pond, Vice President for Administration & Finance, and in a non-voting capacity, Trustee Cindy Intschert.

Privilege of the Floor – None.

College Senate – Tim Grosse

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

- United Way Kickoff
- Academic Honesty Policy Approved
- Deactivations of the Paralegal AAS, Homeland Security AS, and Early Childhood AAS degrees approved
- Discontinuances of the Homeland Security AS and Early Childhood AAS degrees approved
- Three Faculty Council of Community Colleges Resolutions were endorsed

Student Trustee – Genesis Crice

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

Events: Friday night music (student lounge), Cookouts & Bonfires at East Hall, Les Miserables, and Assembly Meetings

Future Plans: International Food Day, Lion King, Christmas Drive Planning, Community Outreach Events, and Farmer's Market Planning

Funding Allocation: Hockey Club Request (fulfilled), Pride Club, European Excursion Club, and International Food Day

President's Report

In his report, President Dupee updated Trustees on Enrollment, Strategic Planning, recent activities, the Center for Professional Excellence, upcoming activities, and some Kudos to the College.

Notables include:

Enrollment: Fall – up 3.38% (first time in 12 years), New student up 4.5% and continuing up 1.6%

Strategic Planning: Community Breakfast event was happening on Friday, November 15. The event aims to garner feedback from the Community and help to gather insight into what should be added to the next Strategic Plan.

Recent Activities: NYCCT Annual Conference, Tri-County Energy Consortium Annual Meeting, Faculty/Staff and Student Dodgeball, North Country Family Health Center Board Meeting, Professional Development Day Presentation to the County - Capital Request, Fort Drum Regional Health Planning Organization Board Meeting, Lunch with Student Government, Meeting with NYCCT and NYSUT, Center for Community Studies 25th Anniversary Ceremony, Faculty Council of Community College Meeting, Election Day Discussion, County Legislator Campus visit, DRI Ribbon Cutting at Lachenauer Plaza, Spook and Bowl, FSA Annual Meeting, Next

Move NY Presentation, Fall Open House, Fall Fest at the Childcare Center, New York Community College, Association of Presidents Meeting, SUNY Presidents Meeting, ON-RAMP Meeting with Micron and Assemblymember Gray.

Center for Professional Excellence: Dr. Dupee shared a picture from a recent event the CPE held, as part of the New Staff and Faculty Series. He explained that this series consists of weekly meetings, on Fridays, which are learning opportunities for different areas of the College.

Upcoming Activities: FDRHPO Meeting, ASAP Event, DANC Meeting, NCHRA Presentation, SUNY November President's Meeting, JCC Foundation Board Meeting, North Country Family Health Center Board Meeting, Community Breakfast, RFP Architect and Engineering Services Presentations, FAJCC Labor Management Meeting, ESP Labor Management Meeting, Thanksgiving Luncheon, Christmas Party at the Paddock Club

Kudos were given: JCC was ranked (nationally) 99th overall Best College for Vets in 2024, according to the Military Times. Furthermore, the College was ranked #1 for Community Colleges in New York State and was in the top 7 out of SUNY colleges. The criterion for this ranking is determined from an annual audit that evaluates the College's advising, financial aid, and more, within their military services.

Finance and Audit Committee - Committee Chair member Damon Draught

Trustee Draught noted the Finance and Audit Committee met prior to the full Board meeting and were given an update on the June 30, 2024 audited financial statements for the Faculty Student Association of Jefferson Community College and its subsidiary, Jefferson FSA Auxiliary, LLC. Bowers & Company recently completed the audits and issued a clean, unmodified opinion.

Upon presentation and motion by Committee Chair Draught, seconded by Nathan Hunter, the end of fiscal year 2024 budget transfers contained in Resolution 167-24 were approved unanimously as follows:

RESOLUTION NO. 167-24

2023-2024 BUDGET TRANSFERS Year End Budget Adjustments

WHEREAS, modification of the 2023/2024 operating budget is necessary to redistribute funds to the proper accounts.

NOW, THEREFORE BE IT RESOLVED, that the 2023/2024 Jefferson Community College operating budget is hereby amended as attached, thereby complying with generally accepted accounting principles.

Financial Statements: September 2024

We are at the beginning of the fiscal year, so we have completed the first of twelve months and have eleven months left. Overall total revenue is just over \$11,436,000, which is nearly 44.2% of the total budgeted revenues and is about \$1,334,000 less than last year's total revenue currently as a result in a delay this year with billing chargebacks to other counties. Fall tuition revenue is higher than budget since actual enrollment has been higher than the 2.7% budgeted decrease. Overall expenditures are a little less than \$2,294,000, which is about 8.9% of the annual expenditure budget and about 0.6%

more than budget. The Balance Sheet is still in a good financial position, and we continue to invest the cash we have on hand to maximize our return. It is still early in the year, but we are off to a good start.

Upon motion made by Damon Draught, seconded by Nathan Hunter, the Board unanimously accepted September 2024 financial reports.

Academic and Educational Services Committee - Committee Chair Cindy Intschert

Trustee Intschert noted the Academic & Educational Services Committee met on October 16 and was bringing forward four new campus policies that are being mandated by SUNY due to the rise of protests being seen on college campuses. All four were generated by SUNY and then sent to campuses to allow them to customize them for their institution.

The Camping and the Use of Tents and Canopies on Campus Policy prohibits any camping or tents on campus grounds, including overnight sleeping in/under a parked vehicle. Canopies are allowed for specific events with approval from Facilities and Safety and Security.

RESOLUTION NO. 168-24 CAMPING AND THE USE OF TENTS AND CANOPIES ON CAMPUS POLICY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the Camping and the Use of Tents and Canopies on Campus Policy as attached.

The Freedom of Expression & Assembly Student Policy introduces the term of content-neutral which is used with laws that apply to all forms of expression without regard to the message or substance of expression. Content-neutral laws within this policy establish specific time, place and manner of speech.

RESOLUTION NO. 169-24 FREEDOM OF EXPRESSION AND STUDENT ASSEMBLY POLICY

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

Student Identification Card Policy states that students are required to carry their Jefferson Community College student identification card when on campus. Policy allows campus officials to request identification cards to confirm their identity as a student.

RESOLUTION NO. 170-24 STUDENT IDENTIFICATION CARD POLICY

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

The Posting Policy states that postings from within the campus community must be related to campus activities and/or provide campus information. Public postings from outside entities must follow specific procedures that are currently in place and outlined in our Facilities Use Policy.

RESOLUTION NO. 171-24 POSTING POLICY

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

There were no questions.

Upon motion made by David Males, seconded by Damon Draught, the Board unanimously accepted the four campus policies (Resolutions 168-24, 169-24, 170-24, and 171-24).

Facilities Committee – Committee member David Males

No report

Executive Session

There was no executive session.

Personnel Committee – Committee Chair Beth Fipps

Trustee Fipps noted the Personnel Committee meet on October 17 and finalized the Amendment to the President’s contract, as follows:

RESOLUTION NO. 172-24 RATIFICATION OF PRESIDENT’S AMENDED CONTRACT

BE IT RESOLVED, that the Jefferson Community College Board of Trustees authorized Board Chair, David Males, to execute a contract with President Dupee approving an increase to his 457(f) deferred compensation arrangement and a contract extension to August 31, 2027, along with a one-time award of \$3,400.

Upon a motion made by Beth Fipps, seconded by Maureen Aiken, the Board unanimously accepts the Ratification of President’s Amended Contract.

Trustee Fipps then went on to explain that the next four resolutions will keep job titles generic to simplify the process and timeline for getting them approved, which will, in turn, save time in the recruiting and hiring process. Each title will be customized depending on the role that arises but will already have the overarching approved title. They are as follows:

**RESOLUTION NO. 173-24 JOB TITLE AND CLASSIFICATION
Assistant Director**

BE IT RESOLVED, that pursuant to Section 201.7 (a) of the New York State Department of Civil Service Rules and Regulations, the Board of Trustees of Jefferson Community College determines the positions of:

Assistant Director

be classified as professional service as defined in Section 6306 of Education law.

**RESOLUTION NO. 174-24 JOB TITLE AND CLASSIFICATION
Coordinator**

BE IT RESOLVED, that pursuant to Section 201.7 (a) of the New York State Department of Civil Service Rules and Regulations, the Board of Trustees of Jefferson Community College determines the positions of:

Coordinator

be classified as professional service as defined in Section 6306 of Education law.

RESOLUTION NO. 175-24 JOB TITLE AND CLASSIFICATION
Director

BE IT RESOLVED, that pursuant to Section 201.7 (a) of the New York State Department of Civil Service Rules and Regulations, the Board of Trustees of Jefferson Community College determines the positions of:

Director

be classified as professional service as defined in Section 6306 of Education law.

RESOLUTION NO. 176-24 JOB TITLE AND CLASSIFICATION
Executive Director

BE IT RESOLVED, that pursuant to Section 201.7 (a) of the New York State Department of Civil Service Rules and Regulations, the Board of Trustees of Jefferson Community College determines the positions of:

Executive Director

be classified as professional service as defined in Section 6306 of Education law.

Upon motion by Beth Fipps, seconded by Genesis Crice, the Board unanimously passed Resolution numbers 173-24, 174-24, 175-24, and 176-24.

OTHER BUSINESS

Dr. Dupee presented contracts for ratification in Resolution 177-24. Upon motion by David Males, seconded by Damon Draught, Resolution 177-24 ratifying all contracts passed unanimously as follows:

RESOLUTION NO. 177-24	RATIFICATION OF CONTRACTS
	CDL Schools Addendum
	CITEC 1
	CITEC 2
	Microsoft
	North Country Family Health Center
	Thomson Reuters
	Trane

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 Addendum

(training services agreement addendum, workforce development)

CITEC 1

(instruction, workforce development)

CITEC 2

(instruction, workforce development)

Microsoft

(license agreement, institutional technology)

North Country Family Health Center

(lease agreement extension)

Thomson Reuters

(Westlaw subscription, institutional technology)

Trane

(service agreement, maintenance)

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

Trustee Males read aloud Resolution 178-24, recognizing the Center for Community Studies' 25th Anniversary. A motion made by David Males, seconded by Beth Fipps, and Resolution 178-24 was passed unanimously as follows:

**RESOLUTION NO. 178-24 CENTER FOR COMMUNITY STUDIES 25TH ANNIVERSARY
RECOGNITION**

WHEREAS, the Center for Community Studies at Jefferson Community College was established in 1999 with the mission to improve the quality of life across Northern New York through rigorous, community-focused research;

WHEREAS, the Center has dedicated 25 years to serving Jefferson Community College, its students, and the broader community by conducting approximately 200 unbiased studies, including Annual Quality-of-Life Surveys, Regional Economic Tracking, and COVID-19 impact studies in collaboration with local health departments, business leaders, and academic institutions;

WHEREAS, the Center has offered invaluable learning opportunities for over 7,000 Jefferson Community College students, equipping them with practical skills in statistics, mathematics, social sciences, and workforce readiness through real-world, hands-on projects involving data collection, analysis, and reporting;

WHEREAS, the Center’s collaboration with more than 50 local government and non-profit agencies has been instrumental in supporting data-driven decisions across sectors, enabling efforts in grant applications, policy development, economic planning, and public health improvements;

WHEREAS, the Center’s inclusion in the American Association of Public Opinion Research’s (AAPOR) Transparency Initiative underscores its commitment to research integrity and transparency, positioning it as the only two-year college in the nation and only SUNY institution to receive this recognition;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Jefferson Community College formally acknowledges and commends the Center for Community Studies for its 25 years of exemplary service, its role in fostering student engagement, and its significant contributions to the well-being and advancement of the Northern New York Community.

BE IT FURTHER RESOLVED, that the Board extends its deepest gratitude to the faculty, students, and community partners who have supported and contributed to the Center’s mission, celebrating their shared achievements in enhancing academic and community success.

Schedule of Upcoming Meetings and Events

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

ASAP Event – Friday, November 8, 10:30am

Community Breakfast – Friday, November 15, 7:30am

Academic and Educational Services Committee – Wednesday, November 20, at 3pm

Personnel Committee Meeting – Wednesday, November 20, at 4pm

Finance & Audit Committee Meeting – Wednesday, December 4, at 3pm

Board of Trustees Meeting – Wednesday, December 4, at 4pm

Adjournment

On a motion made by David Males, seconded by Damon Draught, the meeting adjourned at 4:43 p.m.

Respectfully submitted,

Michaela M. Frederick
Secretary to the Board of Trustees