



## JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

### MEETING MINUTES October 2, 2024

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, October 2, 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  
Michael Crowley  
Damon Draught  
Judy Gentner  
Nathan Hunter  
Cindy Intschert

##### 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 Cindy Intschert, seconded by Judy Gentner, the minutes of the September 4, 2024, meeting were approved unanimously.

#### **Introductions**

Chair Males introduced new Student Trustee Genesis Crice. He will be joining the Academic and Educational Services Committee.

#### **Introductions of Guests**

Dean Dyer, Technical Specialist  
Jack Donato, FAJCC President, Professor of Computer Science  
Chris Ebey, Associate Professor  
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  
William McMahon, ESP President and Laboratory Technician  
Gabrielle Thompson, Associate Vice President for Student Affairs

**Privilege of the Floor** – None.

**JCC Foundation – Ben Foster**

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

- First meeting of the new Academic Year
  - Four new board members were welcomed, and it was the first meeting for new President, Ryan Piche
- Mailings
  - The September Annual Fund appeal was mailed on September 23rd
  - The next appeal is scheduled to be sent on Nov 1<sup>st</sup>
  - The FY24 mailings were reviewed, and the Foundation reached their goal
- Alumni Advisory Council
  - A new ad hoc committee will be formed to review the mission, member makeup and future of the JCC Alumni Advisory Council. They will report back to the Board at the November meeting.
- Other Items
  - The Foundation recently hosted Stephen Can ('81) on campus for a luncheon with this year's Jefferson-Can Community Scholarship recipients. Stephen toured campus and met with Dr. Dupee and others.

**College Senate – Tim Grosse**

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

- Members of Strategic Planning Committee announced
- Presentation given on Jefferson Best Practices Using Microsoft Tools and Brightspace
- Shared governance assessment will be delayed
- 2025 Faculty/Staff Giving Campaign for JCC Foundation kicked off
- Information provided on how to apply for Social/Cultural Committee (SCC) Grants
- Addiction Treatment Training Level II Microcredential was presented and approved
- SUNY mandated policies going to Board of Trustees for consideration were reviewed
- Selection of JCC's next All USA Academic Team student nominees is underway
- Information shared on how HEERF Funds have positively impacted the College's fund balance

## **Student Trustee – Genesis Crice**

The Student Government Association has met twice so far this year. They are trying to get participation in multi-club collaborations.

## **President's Report**

In his report, President Dupee updated Trustees on the Middle States visit, enrollment, strategic planning, advocacy, recent activities, branding, and upcoming activities. Notables include:

- Middle States: a team member that visited earlier this year was able to make it back and visit Fort Drum on Monday, September 30.
- Enrollment – Fall – up .2%  
New up 7.3% and continuing up 4.8%  
High school is currently down but we anticipate that it will go up soon
- Strategic Planning – first meeting Friday, October 4  
The committee has been named
- Advocacy – there have been several meetings with Assembly Members and one meeting with the Assistant Secretary for Education in Governor Hochul's office.
- Recent Activities - FDRLO Board Meeting, President's Meeting, 9/11 Remembrance Ceremony, Next Move NY Presentation, North Country Family Health Center Board Meeting, Nursing White Coat Ceremony, Fall Fest, Workforce Development Board Meeting, Thrive Ribbon Cutting, Kickball on the Turf, Board of Trustees Retreat, WPBS GPS For Success Launch, Banned Books Reading, SUNY Oswego Inauguration, IT Services Meeting at Herkimer College, NYCCT Meetings with Assembly Members and Governor's office.
- Branding – President Dupee shared pictures from recent branding efforts: updated artwork by the concession stand outside the gymnasium and a new JCC Cannoneers logo on the ice rink at the Watertown Fairgrounds Arena.
- Upcoming activities included - NYCCT Annual Conference, TCEC Annual Board of Directors Meeting, North Country Family Health Center board Meeting, Dodgeball on the Turf, Professional Development Day, FDRHPO Board Meeting, 25th Anniversary Celebration for Center for Community Studies, FCCC Plenary meeting, North Country Regional President's Meeting, Fall Open House, NYCCAP Meeting, SUNY Presidents Meeting
- Kudos – JCC was recognized for most improved voting rate during 2022 midterm elections from the All In Awards Day.

**Sabbatical Report – Dr. Chris Ebey.** Dr. Dupee introduced Chris Ebey, professor of lab sciences, who provided a report on her Spring 2024 sabbatical. She reported that she felt her sabbatical was successful, and she was able to collect lots of new material to update her current course and create new ones for the 2025 school year.

**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 that there were no resolutions for action.

**Financial Statements:** August 2024

Vice President Sid Pond reported the Finance and Audit Committee was given an update on the fiscal year 2024, audited financial statements for the Student Government Association (SGA). Bowers & Company recently completed the audits and issued a clean, unmodified opinion.

VP then provided a brief overview of unaudited financial reports for August. Overall, the year ended with total revenue nearly 93.9% of the total budgeted and is about \$22,100 less than last year's total revenue. Tuition revenue is lower than budget since actual enrollment has been lower than budget. Overall expenditures are 93.1% of the annual expenditure budget and about 6.9% less than budget. The Balance Sheet is still in a good financial position. Bonadio, the College's auditors, are scheduled to start their audit fieldwork at the end of October.

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

**Academic and Educational Services Committee** - Committee Chair Cindy Intschert

No report.

**Facilities Committee** – Committee member David Males

The Facilities Committee met on September 9, 2024. Trustee Males noted Mari Cecil and Bob Ingerson of BCA Architects & Engineers reported that the Lot C and D paving and Tennis Court Reconstruction projects are now complete. There was some discussion regarding the remaining funds and how they can be utilized.

Trustee Males continued, noting that there was an Architectural & Engineering Services RFP that the County prepared and sent out. There were six firms who responded, and after review, there are 2-3 firms recommended to interview/present to the College. VP Pond will schedule them.

**Personnel Committee** – Committee member Cindy Intschert

Trustee Intschert noted President Dupee's proposed goals for the 2024-2025 year.

Upon motion by Cindy Intschert, seconded by Damon Draught, the Board unanimously endorsed the President's goals for 2024-2025 as follows:

**RESOLUTION NO.: 165-24**

**SUBJECT: ENDORSEMENT OF PRESIDENT'S 2024-2025 GOALS**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby endorses the 2024-2025 goals of the President as attached.

**President's Proposed Goals  
2024-25**

**1. Enrollment**

- (a) Residence Hall Fall 2025 - 140 new student enrollments.
- (b) Increase Military/Military related student headcount by 3%.
- (c) Increase new student credit hours from Fall 2024 to Fall 2025 by 2%.

**2. Retention**

- (a) Retention percentage for Residence Hall students at 60% from Fall 2024 to Fall 2025.
- (b) The percentage of new and transfer students earning 24 credits within the first year will increase from 28% in 2022-2023 to 30% in 2024-2025.
- (c) The fall 2024 to spring 2025 persistence (retention) percentage of new and transfer students will increase from 69% (2023-2024) to 72% (2024-2025).

**3. Planning and Operational Efficiency**

- (a) Complete the Strategic Planning Process and approve the 2025-2030 Strategic Plan providing direction for Jefferson to better meet the changing needs of our community and regional career pathways.
- (b) Approve and Implement the Diversity Action Plan.
- (c) Secure funding from Jefferson County and New York State to fund our Facilities Master Plan.
- (d) Establish a model for Academic Program Prioritization and bring recommendations for changes to the Board during the 2024-2025 Academic Year.

**4. Evaluations**

- (a) Update the Performance Evaluation Tool to include measurable goals and implement the tool for 2025-2026 evaluations.

**OTHER BUSINESS**

Dr. Dupee presented contracts for ratification in Resolution 166-24. Upon motion by David Males, seconded by Judy Gentner, Resolution 166-24 ratifying all contracts passed unanimously as follows:

**RESOLUTION NO. 166-24      RATIFICATION OF CONTRACTS**  
**Autodesk Enterprise**  
**CITEC 1**

**CITEC 2**  
**Global Music Rights**  
**Halpin, Richard**  
**Johnson Controls Sprinkler Service National Student Clearinghouse**  
**SUNY Energy Buying Group**  
**SUNY Research Foundation**

**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:

**Autodesk Enterprise**  
*(license agreement, institutional technology)*

**CITEC 1**  
*(instruction, workforce development)*

**CITEC 2**  
*(instruction, workforce development)*

**Global Music Rights**  
*(license agreement, institutional technology)*

**Halpin, Richard**  
*(research consultant, strategic planning)*

**Johnson Controls Sprinkler Service**  
*(services agreement, facilities)*

**National Student Clearinghouse**  
*(compliance reporting services, institutional research)*

**SUNY Energy Buying Group**  
*(wholesale electricity program, New York Independent System Operator)*

**SUNY Research Foundation**  
*(agreement with SUNY Oswego, lake effect weather services)*

**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**

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

- NYCCT Annual Conference – Thursday, October 3 – Saturday, October 5
- Academic and Educational Services Committee – Wednesday, October 16, 2024, at 3pm
- Personnel Committee Meeting – Wednesday, October 16, 2024, at 4pm
- Finance & Audit Committee Meeting – Wednesday, November 3, 2024, at 3pm
- Board of Trustees Meeting – Wednesday, November 3, 2024, at 4pm

**Adjournment**

On a motion made by David Males, seconded by Michael Crowley, the meeting adjourned at 4:54 p.m.

Respectfully submitted,

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Michaela M. Frederick  
Secretary to the Board of Trustees