



**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**MEETING MINUTES
February 2, 2022**

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, February 2, 2022 via Zoom.

Attendance:

Trustees Present:

Judy Gentner, Chair
Pamela Beyor-Murtha
Michael Crowley
Damon Draught
Beth Fipps
Nathan Hunter
Cindy Intschert
David Males

Administrative Staff:

Ty Stone – President
Corey Campbell – Vice President for Student Engagement & Retention
Dan Dupee – Executive Vice President for Administration, Finance and Enrollment
Maryrose Eannace – Interim Vice President for Academic Affairs

Call to Order – Chair Judy Gentner called the meeting to order at 4:02 p.m.

Approval of Minutes – On a motion made by Pam Beyor-Murtha, seconded by Beth Fipps, the minutes of the January 5, 2022 meeting were approved unanimously.

Introductions of Guests

Dawn Bartlett, Associate Professor of Speech Communication
Jack Donato, FAJCC President and Professor of Computer Science
Jerilyn Fairman, Association Vice President (Liberal Arts)
Ben Foster, Executive Director, Foundation
Josh Hammond, College Senate President and Associate Professor of Math
Gillian Maitland, Director of Marketing & Communications
Scott Schaeffer, Associate Vice President (STEM)
Megan Stadler, Associate Vice President of Strategic Initiatives
John Trumbell, Continuing Education Coordinator and Vice President of FAJCC
Kerry Young, Associate Vice President for Human Resources

Privilege of the Floor – None.

JCC Foundation Update

Trustee Beth Fipps provided the report for the JCC Foundation, highlighting the following:

- Success of the Faculty Staff Campaign with 57 donors and contributions of just over \$18,500
- Corporate Partnership solicitations are ongoing
- Commissioned EMSI to conduct an Economic Impact Study for the College
- Approved a new Advertising Sponsorship Policy

Board Chair Judy Gentner thanked the college community for support of the Faculty/Staff Campaign.

Collee Senate Update

Senate President Josh Hammond briefly reviewed highlights from his written report. He noted that the election process is beginning and the HELP Report conversation is continuing. In addition:

- **Committee Reports**
 - Academic Standards approved a revision to the College's graduation policy
 - Campus Life called for Tom Myers Co-Curricular Award nominations
 - Curriculum presented 73 course revisions to satisfy new SUNY Gen Ed requirements; more will follow
- **Presentations**
 - JCC Foundation – Faculty/Staff campaign update
 - Guided Pathways – Review of Year Two and look ahead to Year Three goals
 - Center for Professional Excellence – available resources

Student Trustee Update

Dr. Corey Campbell, Vice President for Student Engagement and Retention, briefly reviewed the written report submitted by Student Trustee Dioseline Osorio.

- **Student Government Association (SGA)**
 - Blood Drive scheduled for February 4; another blood drive is being scheduled for April
 - Club Fairs will be held on March 7 in person and on March 8 via Zoom
 - Student Forum with Dr. Stone is scheduled for March 14
 - Planning two SGA info sessions, dates to be announced, in the residence hall
- **Campus Activities Board (CAB) / Student Activities & Inclusion**
 - Ski trip to Snow Ridge Resort on February 21
 - A conversation with Dr. Molefi Kete Asante on February 25
 - Black History Month calendars were distributed to faculty, staff and students

President's Report

Dr. Stone updated Trustees on enrollment, COVID-related matters, strategic initiatives, recent activities, accolades and upcoming events (note: see presentation). Highlights include:

- Enrollment stands at 2,064 students including 137 in the residence hall

- The COVID infection rate on campus is under 4%
- The DRI Implementation Team visited the downtown entrepreneurship site and toured similar sites in Syracuse and Utica
- E-Sports received NJCAA acceptance to begin in Fall 2022, promotion is underway and renovation has begun on the gaming arena space
- Budget advocacy at the state level and meetings with Assembly members Blankenbush and Walczyk with additional meetings scheduled for next week
 - The Governor’s executive budget includes 100% of floor funding, expansion of TAP funds for part-time students and incarcerated students, increase in EOP funding and inclusion of workforce training funds
- SWIM Digital is working with the College to improve outcomes in admissions, enrollment and advising
- Thus far, the College has received 18 applicants for the Vice President for Academic Affairs position; the application period closes on Friday
- Kudos to the College’s Liberty Partnership program – recognized by NYSED for being one of 22 of 26 Liberty Partnership programs to be serving 95% of potential enrolled students. The program provides mentoring, homework assistance, advising, internship opportunities, and programming during the school day and summer for 200 students, grades 5-12, in the Watertown City School District.

New Student Experience: Dr. Stone introduced Dawn Bartlett, associate professor of speech communication, to present on the College’s New Student Experience / INT 111 course. The College has been working on developing a first year experience (FYE) for students for many years; it is a proven method to improve student retention and completion rates.

Associate Professor Bartlett provided an overview (attached) of the College’s new student experience course (INT 111) developed by analyzing student success data and best practices from FYE programs across the country. The rationale behind a new student experiences course is to “level the playing field” for new students who come to college from a variety of socioeconomic backgrounds and varying levels of college readiness and academic ability. Through purposeful connection with faculty/staff/services, educational direction and credit momentum the course will help new students with adjusting to college and starting off on a positive note. Course content includes a friendly welcome, DEI and social justice, academic and career planning, personal wellness (emotional, financial and physical), information literacy and critical thinking, and orientation to JCC’s academic policies, processes, technology and resources.

The New Student Experiences was piloted this past fall semester in 16 course sections with documented success in fall-to-spring persistence and 12+credit hour momentum. INT 111 was approved yesterday by the College Senate as a graduation requirement for students. The revised Graduation Requirements Policy will come to the Board of Trustees for action in March.

Budget and Planning Committee - Committee Chair Michael Crowley

Committee Chair Crowley noted that the Budget & Planning Committee met prior to the full Board meeting.

Trustee Crowley presented a budget amendment in Resolution 105-22 that acknowledges new funding for the Liberty Partnership program. Upon motion by Michael Crowley, seconded by Cindy Intschert, Resolution 105-22 was approved unanimously as follows:

**RESOLUTION NO. 105-22: 2021-2022 BUDGET AMENDMENT
LIBERTY PARTNERSHIP PROGRAM GRANT**

GRANT PERIOD: SEPTEMBER 1, 2021 – AUGUST 31, 2022

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 and the Watertown Family YMCA;

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>\$192,634.00</u>
Total Revenue Increase		\$192,634.00

INCREASE EXPENDITURE:

Liberty Partnership Grant –Prof F/T	2632-3011-6101	\$ 1,149.00
Liberty Partnership Grant –Prof P/T	2632-3011-6102	56,644.00
Liberty Partnership Grant –Prof Adjunct	2632-3011-6103	2,000.00
Liberty Partnership Grant –State ERS	2632-3011-6201	10,700.00
Liberty Partnership Grant –State TRS	2632-3011-6202	1,500.00
Liberty Partnership Grant –Social Security	2632-3011-6204	8,810.00
Liberty Partnership Grant –Workers Comp	2632-3011-6205	1,150.00
Liberty Partnership Grant –Life Insurance	2632-3011-6206	45.00
Liberty Partnership Grant –Disability Insurance	2632-3011-6208	95.00
Liberty Partnership Grant –Health Insurance	2632-3011-6209	18,000.00
Liberty Partnership Grant –Instr Supplies	2632-3011-7108	1,000.00
Liberty Partnership Grant –Activity Expense	2632-3011-7202	772.00
Liberty Partnership Grant –Indirect Cost	2632-3011-7231	18,519.00
Liberty Partnership Grant –Prof Svc Fees	2632-3011-7241	34,500.00
Liberty Partnership Grant –Travel	2632-3011-7250	32,750.00
Liberty Partnership Grant –Scholarship	2632-3011-7512	<u>\$ 5,000.00</u>
Total Expenditure Increase		\$192,634.00

Financial Audit

Trustee Crowley presented Resolution 108-22 to accept the College's fiscal year 2021 audit. The audit, with a clean, unmodified opinion, was reviewed in the Budget & Planning Committee meeting that preceded the full Board meeting. Trustee Crowley noted the thorough presentation by The Bonadio Group.

Upon motion by Trustee Crowley, seconded by Nathan Hunter, the Board unanimously accepted the College's annual audit as follows:

RESOLUTION NO. 108-22: 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, 2021 as prepared by The Bonadio Group.

Financial Statements – December 2021

EVP Dupee reviewed unaudited financial statements for December 2021. In comparing this year to last year at this time (excluding stimulus funds); the College is down about \$1.3M in revenues primarily due to decreased tuition revenue. Expenses are up compared to last year, however personnel, the largest expense category, is down slightly. Contractual and equipment are higher than last year, but these expenses were budgeted. Stimulus dollars will offset the revenue losses. On the balance sheet, cash is up significantly as compared to last year due to stimulus funds and on-time payment from the state. Everything else is in line. One question pertained to where the student write off will be reflected on the balance sheet.

Upon a motion made by Mike Crowley, seconded by Damon Draught, the Board unanimously accepted December 2021 financial reports.

Academic and Educational Services Committee - Committee Chair David Males

No report.

Facilities Committee – Committee Chair Pamela Beyor-Murtha

No report.

Personnel Committee – Committee Chair Nathan Hunter

Trustee Hunter reported the Personnel Committee met last week. He presented Resolution 109-22, which adopts a new job title, Executive Director of Cultural Fluency, Equity and Inclusion, and classification. He noted the position reports to the President and aligns with goals of the strategic plan. In addition, there are funds for the position in the operating budget.

Upon motion by Nathan Hunter, seconded by Cindy Intschert, the Board approved the job title and classification in Resolution 109-22 unanimously as follows:

RESOLUTION NO. 109-22: JOB TITLE AND CLASSIFICATION
Executive Director – Cultural Fluency, Equity and Inclusion

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 position of:

Executive Director – Cultural Fluency, Equity and Inclusion

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

Other Business

President Stone presented contracts for ratification in Resolution 110-22. There were no questions. Upon motion by Pam Beyor-Murtha, seconded by Beth Fipps, the resolution ratifying all contracts passed unanimously.

RESOLUTION NO.109-22: RATIFICATION OF CONTRACTS
Educational Support Professionals
Empire State Development
EMSI Burning Glass
Faculty Association of Jefferson Community College
META
State University of New York
Syracuse University
VCA North Country Animal Hospital
Vector Solutions

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:

Educational Support Professionals
(memorandum of understanding, COVID testing)

Empire State Development
(proposal, DRI incentive funding)

EMSI Burning Glass
(services agreement, economic impact study)

Faculty Association of Jefferson Community College
(memorandum of understanding, COVID testing)

META
(services contract, student wellness/teletherapy)

State University of New York
(participating institution agreement, D2L Brightspace)

Syracuse University
(consultant, non-credit assessment plan)

VCA North Country Animal Hospital
(clinical agreement, zoo technology program)

Vector Solutions
(services contract, student wellness platform)

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

Executive Session

On motion made by David Males, seconded by Nathan Hunter, the Board adjourned to Executive Session at 5:11 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 5:28 p.m.

Schedule of Upcoming Meetings and Events

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

- Academic & Educational Services Committee Meeting – February 16, 2022, Wednesday at 3:00 p.m.
- Personnel Committee Meeting – February 16, 2022, Wednesday at 4:00 p.m.
- Lunch & Learn – February 17, 2022, Thursday at 12:00 p.m.
- Facilities Committee Meeting – February 28, 2022, Monday at 4:00 p.m.
- Budget and Planning Committee Meeting – March 2, 2022, Wednesday at 3:00 p.m.
- Board of Trustees Meeting – March 2, 2022, Wednesday at 4:00 p.m.

Adjournment - On a motion made by Nathan Hunter, seconded by Cindy Intschert, the meeting adjourned at 5:29 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board of Trustees