



## JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

### MEETING MINUTES

June 1, 2022

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, June 1, 2022 in Room 4-009, the Walker Instructional Dining Room, of the McVean Student Center at Jefferson Community College.

#### **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  
Dan Dupee – Executive Vice President for Administration, Finance and Enrollment  
Corey Campbell – Vice President for Student Engagement and Retention

**Call to Order** – Chair Judy Gentner called the meeting to order at 4:00 p.m.

**Approval of Minutes** – On a motion made by Cindy Intschert, seconded by Pam Beyor-Murtha, the minutes of the May 4, 2022 meeting and May 16, 2022 Special Meeting were approved unanimously.

#### **Introductions of Guests**

Jack Donato, FAJCC President and Professor of Computer Science  
Jerilyn Fairman, Associate Vice President (Liberal Arts)  
Gillian Maitland, Director of Marketing & Communications  
Scott Schaeffer, Associate Vice President (STEM)  
Megan Stadler, Associate Vice President of Strategic Initiatives  
John Trumbell, Coordinator of Continuing Education and Vice President of FAJCC  
Kerry Young, Associate Vice President for Human Resources

**Privilege of the Floor** – None.

## **JCC Foundation Update** – Trustee Beth Fipps

Trustee Fipps highlighted the following items from the written report submitted by the Foundation:

- **Solicitations**
  - March Annual Fund Appeal– yield of \$10,095 from 76 gifts
  - May Appeal - mailed on May 19 to 526 recipients
- **Jefferson-Can Community Scholars** - awarded 33 scholarships for 2023; recipients are in the top 15% of high school graduating class
- **Events**
  - Alumni Night at Watertown Rapids on June 23; Boomer to throw first pitch!
  - Alumni, Friends and Family Happy Hour at Garland City Brewing on July 21
  - Donor Appreciation Event – September TBD; Antique Boat Museum

## **College Senate Update**

Senate President Josh Hammond submitted the following written report summarizing business approved at the last Senate meeting of the year held on May 25, 2022.

- **Approved Business – Curriculum Committee**
  - **Program Revisions** – Business, AOS
  - **Deactivations**
    - Accounting AS
    - Office Technologies Administrative Assistant AAS
    - Office Technologies – Medical AAS
    - Winery Management and Marketing Certificate
    - Hospitality and Tourism Winery Concentration
  - **New Micro-Credentials**
    - Kitchen Basics
    - Business Leadership
    - Healthcare Management I
    - Healthcare Management II
    - Hospitality
    - Value Added Food Processing
    - Software Development
    - Leadership Communication
    - Direct Support Professional 1

There was a question about the availability of other accounting degrees, which was answered by AVP Jeri Fairman. Dr. Stone noted these items would be discussed at the June meeting of the Academic & Educational Services Committee.

## **Student Trustee Update** – Student Trustee Dioseline Osorio

No report.

## **President's Report**

**Downtown Revitalization Initiative Update:** Dr. Megan Stadler, Associate Vice President for Strategic Initiatives, provided the following:

- Reviewed project rationale and vision of the space to be a hub for entrepreneurship education and training (both credit and workshop-based) that will include the Small Business Development Center, and co-working space to support aspiring entrepreneurs and small businesses
  - There are currently 2600 home-based and remote workers in Jefferson County; small businesses account for 55% of payroll in the region; and business is the number one program of interest among prospective college students locally
- Shared visuals of the renovation plans for the site at 128-132 Franklin street as well as photos of similar spaces visited by the DRI implementation Team in the Syracuse/Utica area
- Recapped the communication plan and most recent event held on May 25 that shared the plans with various constituents including City Council, Trustees, Foundation Board and County legislators
- Shared four potential names and preliminary naming survey results

In closing, Dr. Stadler thanked the DRI implementation Team and summarized milestones – renovation/design plans are finalized, operational agreements have been drafted and communications are occurring regularly. She noted that the community feedback is very positive and people appear very excited about the revitalization of the downtown area as a whole.

For her report, Dr. Stone first noted that one of Dr. Stadler's other initiatives, CDL training, was being offered in here on campus with 10 participants, 5 of whom are New York Air Brake employees who recently lost their jobs. Dr. Stone then read aloud a letter (attached) to the Board of Trustees expressing her gratitude and appreciation to the Board and college community, noting several institutional accomplishments over the course of the 5 years she served as president.

### **Budget and Planning Committee** - Committee Chair Michael Crowley

Committee Chair Crowley noted that the Budget & Planning Committee met prior to the full Board meeting. He first presented Resolution 129-22 on tuition receivable write-offs for student debt deemed uncollectable. In this case, the debts were paid utilizing HERFF funding. Upon motion by Mike Crowley, seconded by Pamela Beyor-Murtha, Resolution 129-22 was approved unanimously as follows:

#### **RESOLUTION NO. 129-22                      TUITION RECEIVABLE WRITE-OFF**

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

**WHEREAS**, the accounts receivable items set forth in the attached schedule are deemed to be uncollectable;

**NOW, THEREFORE BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the following adjustment to the tuition receivable account:

**Student Accounts Receivable 0-10000-1310**

**\$89,688.38**

Trustee Crowley presented Resolution 130-22 on bad debt allowance for 2021-2022 explaining the reasoning behind setting the allowance at \$455,000. Upon motion by Mike Crowley, seconded by Damon Draught, Resolution 130-22 was approved unanimously as follows:

**RESOLUTION NO. 130-22:           BAD DEBT ALLOWANCE**

**WHEREAS**, the allowance for bad debt reflected in the College's financial statements is currently at \$455,000; and

**WHEREAS**, per Jefferson Community College's policy, the bad debt allowance should reflect the average of the past three (3) years' actual tuition write-offs or the actual tuition write-off for the previous year, whichever is higher; and

**WHEREAS**, the average of the past three (3) years' actual tuition write-offs is \$334,497 and the actual previous year's write off is \$770,450. However, the actual previous year's write-off included amounts covered with HERFF funds of \$680,762.

**NOW, THEREFORE BE IT RESOLVED**, that based upon the unusual nature of this year's write off, the allowance for bad debt shall remain at \$455,000 for the 2021-2022 fiscal year.

Trustee Crowley presented a budget transfer resolution for SBDC Cares Grant funding. Upon motion by Mike Crowley, seconded by Cindy Intschert, Resolution 131-22 was approved unanimously as follows:

**RESOLUTION NO. 131-22:           2021-2022 BUDGET TRANSFERS  
                                                  SBDC CARES GRANT**

**GRANT PERIOD:                    APRIL 1, 2020 – SEPTEMBER 30, 2022**

**WHEREAS**, the College has received funding from the State University of New York (SUNY) to conduct a project entitled "The Small Business Development Centers Cares Act;

**WHEREAS**, expenditures for the grant must be reallocated to support actual grant expenditures;

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

**INCREASE EXPENDITURE:**

SBDC – Federal Grant (CARES) – Comp Supplies	2532-3011-7107	\$ 3,663.12
SBDC – Federal Grant (CARES) – Prof Svc Fees	2532-3011-7241	\$ 35,000.00

SBDC – Federal Grant (CARES) – Workshops 2532-3011-7253 \$ 8,000.00

**Total Expenditure Increase \$ 46,663.12**

**DECREASE EXPENDITURE:**

SBDC – Federal Grant (CARES) – Subscriptions 2532-3011-7105 \$ 4,000.00

SBDC – Federal Grant (CARES) – Office Supplies 2532-3011-7109 \$ 487.09

SBDC – Federal Grant (CARES) – Advertising 2532-3011-7203 \$ 29,000.00

SBDC – Federal Grant (CARES) – Comp Software 2532-3011-7217 \$ 700.50

SBDC – Federal Grant (CARES) – Memberships 2532-3011-7238 \$ 1,000.00

SBDC – Federal Grant (CARES) – Staff Developmt 2532-3011-7246 \$ 45.00

SBDC – Federal Grant (CARES) – Travel 2532-3011-7250 \$ 11,430.53

**Total Expenditure Decrease \$ 46,663.12**

Financial Statements – April 2022

EVP Dupee provided an overview of April financial reports. He included federal stimulus funding in both current and April 2021 financials for comparison. All revenues are down as compared to last year, primarily due to lower enrollments. Expenses are up as compared to last year, but are within the FY22 budget. Equipment is higher as the College catches up with scheduled equipment upgrades that did not occur last year and invests this year in the e-Sports arena. With the influx of federal stimulus dollars, cash and fund balance are both significantly higher than last year. With interest rates starting to climb, the College is looking at short term investments of excess cash, and longer-term investments for when interests rates are higher. There were no questions.

Upon a motion made by Mike Crowley, seconded by Nate Hunter, the Board unanimously accepted April 2022 financial reports.

Academic and Educational Services Committee - Committee Chair David Males

Trustee Males reported the Academic & Educational Services Committee met on May 18, 2022. He presented a resolution on a new Syllabus Standards Policy. The new policy standardizes the type of information, order of information and ensures continuity of language from syllabus to syllabus. It is intended to make information easier to find for students. The policy was created in Curriculum Committee and passed at the May 3 Senate meeting.

On motion by David Males, seconded by Nathan Hunter, the Board unanimously approved the new policy standardizing syllabi format in Resolution 132-22 as follows:

**RESOLUTION NO. 132-22: SYLLABUS STANDARD POLICY**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby adopts the Syllabus Standard Policy as attached:

Dr. Stone noted that Maryrose Eannace' s last day as interim Vice President for Academic Affairs (VP-AA) was May 31 and the College is awaiting an answer to an offer extended to one of the VP-AA candidates.

Middle States Update: Middle States Steering Committee member Trustee Males reported that the College's leadership team had received an updated Self Study design that incorporated feedback from liaison Dr. Peavy. The updated design will be sent to Middle States next week after a final review by the Steering Committee. Most work will commence in the Fall Semester. AVP Fairman noted that the Evidence Inventory team is working this summer to compile relevant documents into a single repository. Trustee Males thanked the self-study editor, Mike Avery, for his work.

**Facilities Committee** – Committee Chair Pamela Beyor-Murtha

Trustee Beyor-Murtha advised that the Facilities Committee met on May 26, 2022 with representatives from Bernier Carr Architects/Engineers in attendance. There is no business for approval, however she provided the following update on the turf field project.

- The bids came back about \$1.7 million higher than the \$4M budgeted
- The proposal was reviewed in detail and, for the most part, it was amenities (not the turf itself) driving up the cost of the project
- BCA is making some changes to the design to reduce the cost; the field itself will still serve the original intended purposes for specific sports
- The request for new bids will go out soon and we anticipate construction beginning in August
- We remain committed to the turf field project and are excited to get construction underway

Additionally, Dr. Dupee provide a brief update on the GiGP Green Entryway project, reporting that the paving will be put off until next summer due to rising costs of asphalt. The current surface is holding up well. There were no questions.

**Other Business**

President Stone presented contracts for ratification in Resolution 133-22. She advised that the College decided not to fill the Executive Director of Cultural Fluency, Equity and Inclusion at this time, and will instead contract for one year with a consultant to work on embedding DEI into curriculum and programming. Upon motion by Pamela Beyor Murtha, seconded by Dave Males, the resolution ratifying all contracts passed unanimously.

**RESOLUTION NO. 133-22:            RATIFICATION OF CONTRACTS**  
**EMSI Burning Glass**  
**Intel**  
**Lassiter, Lynise**  
**SUNY Security Operations 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:

**EMSI Burning Glass**  
*(services contract, program demand gap analysis)*

**Intel**  
*(license agreement, access to digital training curriculum)*

**Lassiter, Lynise**  
*(consultant, diversity/equity/inclusion)*

**SUNY Security Operations Center**  
*(participating institution agreement, IT security)*

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

President Stone presented a resolution recognizing Student Trustee Dioseline Osorio for her service on the Board. Upon motion by Nathan Hunter, seconded by Mike Crowley, Resolution 134-22 passed unanimously.

**RESOLUTION NO. 134-22:                    RECOGNITION OF SERVICE  
                                                              DIOSELINE OSORIO**

**WHEREAS**, Dioseline Osorio was first elected by the student body to serve as the student member of the Jefferson Community College Board of Trustees commencing July 1, 2021 and serving through June 30, 2022; and

**WHEREAS**, in addition to serving as a Trustee, Dioseline has provided leadership to Jefferson Community College Student Government by helping to plan and promote student programming, leadership training opportunities, and special events; and

**WHEREAS**, Dioseline has supported the Jefferson Community College Board of Trustees and the College President as a member of the Board's Academic & Educational Services Committee;

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

**Executive Session**

On motion made by David Males, seconded by Nathan Hunter, the Board adjourned to Executive Session at 4:48 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

**Reconvention**

The Board reconvened in open session at 5:10 p.m.

**Personnel Committee – Committee Chair Nathan Hunter**

Trustee Hunter reported the Personnel Committee met on May 18, 2022. He first presented Resolution 135-22 to approve a new job title and classification for a coordinator of student employment and internships. He advised the position is grant-funded for three years and will report

to AVP Megan Stadler. Upon motion by Nathan Hunter, seconded by Mike Crowley, Resolution 135-22 passed unanimously.

**RESOLUTION NO. 135-22:           JOB TITLE AND CLASSIFICATION**

Coordinator of Student Internships and Employment

**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:

**Coordinator of Student Internships and Employment**

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

Trustee Hunter presented Resolution 136-22 granting continuing appointment for one member of the professional staff. Upon motion by Nathan Hunter, seconded by Damon Draught, Resolution 136-22 passed unanimously.

**RESOLUTION NO. 136-22:           2022 CONTINUING APPOINTMENT - PROFESSIONAL STAFF**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees approves the following continuing appointment, effective September 1, 2022:

**Matthew Vincent**

Information Systems Specialist

Trustee Hunter read aloud Resolution 137-22 appointing Dr. Dan Dupee, executive vice president, as Administrator-in-Charge while the College searches for its 7<sup>th</sup> president.

Following motion by Nathan Hunter and second by Cindy Intschert, Resolution 137-22 approving Dr. Dupee's appointment passed unanimously. Dr. Dupee thanked Dr. Stone for mentoring him throughout her tenure as president, and thanked the Board of Trustees for this opportunity to lead the College.

**RESOLUTION NO. 137-22:           APPOINTMENT OF ADMINISTRATOR-IN-CHARGE**

**WHEREAS**, the Jefferson Community College Board of Trustees has accepted the resignation of President Ty A. Stone effective June 30, 2022; and

**WHEREAS**, the College will need temporary leadership while the Board of Trustees conducts a search for the seventh president of Jefferson Community College.



**THEREFORE BE IT RESOLVED**, that the Jefferson Community College Board of Trustees does hereby appoint Executive Vice President Daniel Dupee, II as Administrator-in-Charge beginning June 2, 2022 through June 30, 2023 or until the outcome of the Presidential Search is determined

Chair Gentner read aloud Resolution 138-22 recognizing College President Ty Stone for her service to Jefferson over the last five years. The Board gave Dr. Stone a standing ovation and round of applause while wishing her well.

Upon motion by Beth Fipps, seconded by Mike Crowley, Resolution 138-22 passed unanimously.

**RESOLUTION NO. 138-22:                    RECOGNITION OF SERVICE  
                                                          PRESIDENT TY A. STONE, PHD**

**WHEREAS**, Dr. Ty A. Stone has served Jefferson Community College as its sixth president since July 1, 2017; and

**WHEREAS**, the continued growth and development of Jefferson Community College as a learning institution, to the benefit of its students and the community, is largely attributable to the strategic vision and inspiring leadership of President Stone; and

**WHEREAS**, President Stone, a champion for student success, helped reduce barriers to student success with a lens on equity and inclusion by advocating for clear academic and career pathways, flexible scheduling and course modalities that students desire, and services that support student development; and

**WHEREAS**, during her tenure, President Stone advanced the purposes of the College through development of the 2020-2025 Strategic Plan and the subsequent update to the Facilities Master Plan for 2021-2026, through engagement in SUNY's Guided Pathways initiative and by expanding access to College programming via the JCC Lewis County Education Center in Lowville; and

**WHEREAS**, under President Stone's leadership, the College has set a path for further growth by increasing entrepreneurship education through the Downtown Revitalization Initiative program, investing strategically in athletics with e-Sports and a turf field, collaborating with community partners to offer industry-specific training, and building a better workforce through new micro-credential programming; and

**WHEREAS**, President Stone was resilient in her leadership of the College over the past 24+ months of an unprecedented global health crisis, ensuring that teaching and learning continued in a healthy and safe environment for students, faculty and staff and providing a valuable service to the community as a COVID vaccine dispensing site; and

**WHEREAS**, in the local community and nationally, President Stone has promoted the mission of Jefferson Community College through leadership roles on the North Country Regional Economic Development Council, American Association of Community Colleges' President's Academy Executive Committee and Commission on Economic and Workforce Development, and as a member of the Board of Directors for Advocate DRUM, Adirondack North Country Association, and the Jefferson-Lewis Workforce Development Board.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Jefferson Community College extend their appreciation to Ty Stone for her service and leadership of Jefferson Community College for the past five years and wish her well in all future endeavors.

### **Schedule of Upcoming Meetings and Events**

Dr. Stone reviewed the schedule of upcoming meetings noting that a meeting of the Academic & Educational Services Committee will be scheduled for June.

Academic & Educational Services Committee Meeting – June 15, 2022, Wednesday at 3:00 p.m. (tentative)

Personnel Committee Meeting – June 15, 2022, Wednesday at 4:00 p.m.

Budget and Planning Committee Meeting – July 13, 2022, Wednesday at 3:00 p.m.

Board of Trustees Meeting – July 13, 2022, Wednesday at 4:00 p.m.

**Adjournment** - On a motion made by Beth Fipps, seconded by Dave Males, the meeting adjourned at 5:18 p.m.

Respectfully submitted,

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Karen J. Freeman  
Secretary to the Board of Trustees