



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES November 2, 2022

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, November 2, 2022 in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

Attendance:

Trustees Present:

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

Administrative Staff:

Dan Dupee, Administrator-in-Charge
Corey Campbell, Vice President for Student Engagement & Retention
William Emm, Interim Vice President for Administration & Finance

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 Gianna Donahue, the minutes of the October 5, 2022 meeting were approved unanimously.

Introductions of Guests

Jack Donato, FAJCC President and Professor of Computer Science
Ben Foster, Executive Director, JCC Foundation
Nick Thornthwaite, College Senate Vice President Senate and Instructor of Criminal Justice
Gillian Maitland, Director of Marketing & Communications
Chelsea Marra, Director of Admissions
Sidney Pond, Executive Director of Auxiliary Services and Accounting
Scott Schaeffer, Associate Vice President (STEM)
Megan Stadler, Associate Vice President of Strategic Initiatives
Mark Streiff, Interim Associate Vice President (Liberal Arts)
Gabrielle Thompson, Interim Dean of Students

John Trumbell, FAJCC Vice President and Coordinator of Continuing Education
Kerry Young, Associate Vice President for Human Resources

Privilege of the Floor – None.

JCC Foundation Update

Trustee Beth Fipps provided the report of the JCC Foundation. She highlighted the following from the written report:

- Solicitations
 - September mailing signed by Foundation President Michelle Capone – 45 gifts to date
 - November mailing signed by Trustee Chair Gentner – scheduled for mid-month
- Upcoming Event - Mark your Calendar
 - *Celebrate Jefferson* on Thursday, December 15 at Lincoln Loft
- Athletics Collaboration has resulted in 50 gifts supporting student athletes
- Congratulations to current and past Foundation Board members, Ryan Piche and Linda Petrie, respectively, who were presented with the Paul Harris Fellow from Watertown Morning Rotary

College Senate Update

Senate Vice President Nick Thornthwaite reported that Senate met on November 1. He noted the following:

- Senate approved program changes to the Mathematics A.S. and Engineering Science, A.S. degree programs.
- The Faculty Council of Community Colleges presented several resolutions for College endorsement, notably one that provided additional mental health resources and support for faculty/staff in addition to students.
- Presentation topics included Middle States, JCC Foundation employee campaign and the Strategic Enrollment Management Plan.

There were no questions.

Student Trustee Update

Student Trustee Gianna Donahue summarized her written report with the following highlights:

Student Government Association (SGA)

- Appointment of Officers: Secretary – Madelyn Countryman; Marketing Manager – Zach Premo
- CJENYS Annual Conference: attended by SG officers, Hunter Murphy and Jaden Messick

Campus Activities Board / Student Activities & Inclusion

- Mid-term Madness was held October 19: 109 students checked their grades with 25% having all A and B grades
- Student Participation in Committees & Boards includes Campus Life Committee, Campus Safety Committee, Faculty Student Association Board of Directors, Integrated Budget & Planning Committee

President's Report

For his report, Dr. Dupee updated Trustees on enrollment, strategic initiatives, campus events, recent activities and accolades (attached). Highlights include:

- Enrollment
 - Fall enrollment stands at 2,409 students, down about 2.5% from this time last year; the College budgeted to be down 4.4%
 - As a category, new students and high school students are up over last year
 - Registration opened in October 24 for Spring and Summer 2023 and thus far nearly 30% of continuing students have already met with their advisor and registered for classes
- Strategic Initiatives
 - Downtown Revitalization Initiative (DRI) – Facility name and logo reveal is planned for December; agreements are under review by involved parties
 - Turf Field - remains on schedule
- Campus Events include Completion Day on October 20 and student forums on October 20 and 24 with about 40 students taking part in the forums.
- Recent activities include NY Community College Association of President's (NYCCAP) Meeting; US Department of Labor: Community College Health CARES Consortium Meeting; SUNY Budget Advocacy; Northern Region President's Meeting
- Professional Development Day for all faculty and staff was held on October 21, kudos to the Center for Professional Excellence in planning a fantastic day of training.
- Upcoming activities include campus-wide Open House on November 4, SUNY Enrollment Initiatives meeting, and Festival of the Trees in late November/early December. The College will have a Cannoneer Christmas Tree on display.
- Spook and Bowl was held on October 26 with 40 employees and 120 people in total including family members; feedback has been very positive; the next employee event will be the Cannoneer Holiday on December 9.
- Athletic Region III accolades including Volleyball Coach of the Year, three volleyball players named to the All-Region Team, one men's soccer player named to the All-Region 3rd Team and three men's soccer players named to the MSAC All-Conference Team.
- The annual Employee Profile updated each year by Human Resources was provided as an informational item.

Strategic Plan – Partnerships Update presented by Dr. Megan Stadler, associate vice president of strategic initiatives and co-chair of the partnerships workgroup. Dr. Stadler provided a review of Year 3 accomplishments and objectives for Year 4. Highlights include:

- High School Partners
 - Key Performance Indicator (KPI) for college readiness (percentage of students who require developmental courses) has steadily improved from 64% in 2015 to 37% in 2021 and is on target to reach goal of 30% by 2023
 - Objectives for Year 4 include strengthening the BOCES-AOS partnership and supporting concurrent enrollment pathways
- College/University Partners

- Onondaga, Jefferson and 10 other SUNY colleges received a Department of Labor grant to expand allied health training; plus a partnership with SUNY and Coursera was initiated to support child education curriculum
- Year 4 objectives include working with the Guided Pathways Committee to support strategic transfer pathways in the areas of allied health, accounting and health care management
- Employer Partners
 - Doubled non-credit enrollment and revenues, established internships infrastructure, partnership with Dell/Intel and ACCC to embed artificial intelligence curriculum in computer science programs, expanded training for dental assistants, provided CDL-A and CDL-B training
 - KPI related to employed graduates has increased from 64% to 70% with a goal of 80% by 2024
 - Year 4 action items include developing DRI programming, expanding short-term workforce training, internships and apprenticeship opportunities

Questions and discussion revolved around college readiness and the importance of internship opportunities.

Strategic Enrollment Management (SEM) Plan presented by Chelsea Marra, director of admissions. Development of this plan is part of the Sustainability pillar of the Strategic Plan. The plan was developed with a campus committee and support from SUNY, the Lumina Foundation and American Association of College Registrars and Admissions Officers (AACRAO) The SEM plan is designed to integrate with other student enrollment and success initiatives including SUNY REACH and Guided Pathways. Four overarching goals and strategies include:

- Increasing enrollment of adult learners by 6% by year 3
 - Strategies revolve around specific workforce training, flexible scheduling and increasing awareness of financial aid opportunities
- Increasing overall College Fall-to-Fall first-time full-time retention by 1% each year for the next 3 years
 - Strategies revolve around cohort-based retention efforts and outreach, evaluation of student experience, and first year experience implementation; improving advising for continuing students and incorporating applied learning into all degree programs
- Increasing overall international student population to 50 by year 3
 - Strategies include expanding targeted recruitment and marketing efforts
- Increasing enrollment of traditional age incoming student population by 35 students by year 3
 - Strategies include expanding course offerings for dually enrolled students, expanding recruitment to out-of-state students and those outside of this service area, enhancing student life and engagement, involving faculty in the recruitment process and evaluating the instant admission process for high school seniors

Budget and Planning Committee - Committee Chair Damon Draught

Trustee Draught reported that the Budget & Planning Committee met yesterday, November 1, 2022.

Interim Vice President for Administration & Finance, Bill Emm, presented one budget amendment that accepted FY23 funding for the five-year TRIO Grant. Upon motion by Damon Draught, seconded by Nate Hunter, Resolution 163-22 was passed unanimously as follows:

**RESOLUTION NO. 163-22 2022-2023 BUDGET AMENDMENT
TRIO GRANT**

GRANT PERIOD: SEPTEMBER 1, 2022 – AUGUST 31, 2023

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

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

INCREASE REVENUE:

TRIO Federal Grant – Fed Grants & Contracts 2540-3011-5410	<u>\$ 280,021.00</u>
Total Revenue Increase	\$ 280,021.00

INCREASE EXPENDITURE:

TRIO – Student Support- Prof FT	2540-3011-6101	\$ 103,890.74
TRIO – Student Support- Prof PT	2540-3011-6102	63,613.44
TRIO – Student Support- Prof Adjuncts	2540-3011-6103	0.00
TRIO – Student Support- Prem Earnings	2540-3011-6110	1,512.75
TRIO – Student Support- Civil Svc FT	2540-3011-6120	34,120.00
TRIO – Student Support- Student Tutors	2540-3011-6142	13,755.41
TRIO – Student Support- State TRS	2540-3011-6202	6,611.96
TRIO – Student Support- Social Security	2540-3011-6204	7,331.17
TRIO – Student Support- Workers Comp	2540-3011-6205	530.81
TRIO – Student Support- Printing	2540-3011-7104	946.62
TRIO – Student Support- Computer Supplies	2540-3011-7107	0.00
TRIO – Student Support- Instr Supplies	2540-3011-7108	1,000.00
TRIO – Student Support- Office Supplies	2540-3011-7109	1,000.00
TRIO – Student Support- Indirect Cost	2540-3011-7231	17,896.87
TRIO – Student Support- Membership Fees	2540-3011-7238	1,625.00
TRIO – Student Support- Travel	2540-3011-7250	8,128.23
TRIO – Student Support- Scholarship Awds	2540-3011-7512	<u>\$ 18,058.00</u>
Total Expenditure Increase		\$280,021.00

Interim VP Emm presented Resolutions 164-22 through 179-22, all of which are budget amendments that roll over funding from fiscal year 2022 to the current fiscal year. Upon motion by Damon Draught, seconded by Beth Fipps, Resolutions 164-22, 165-22, 166-22, 167-22, 168-22, 169-22, 170-22, 171-22, 172-22, 173-22, 174-22, 175-22, 176-22, 177-22, 178-22 and 179-22 were approved unanimously as follows:

**RESOLUTION NO. 164-22 2022-2023 BUDGET AMENDMENT
 CENTER FOR COMMUNITY STUDIES PROGRAM GRANT -
 ROLLOVER**

GRANT PERIOD: SEPTEMBER 1, 2022 – AUGUST 31, 2023

WHEREAS, funds have been received from Lewis County (New York) to supervise data collection and then compile, cleanse, analyze, and report out the results of a Lewis County Office for the Aging Service Needs Assessment Survey for each of the three years 2021, 2022, and 2023;

WHEREAS, the fiscal year of the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

Center for Comm Studies –Local Grants 2803-3011-5430	<u>\$ 11,791.25</u>
Total Revenue Increase	\$ 11,791.25

INCREASE EXPENDITURE:

Center for Comm Studies –Prof P/T	2803-3011-6102	\$ 5,833.06
Center for Comm Studies –State TRS	2803-3011-6202	1,322.39
Center for Comm Studies –Social Security	2803-3011-6204	455.30
Center for Comm Studies – Workers Comp	2803-3011-6205	71.16
Center for Comm Studies – Prof Svc Fees	2803-3011-7241	2,111.34
Center for Comm Studies –Travel	2803-3011-7250	<u>\$ 2,000.00</u>
Total Expenditure Increase		\$ 11,791.25

**RESOLUTION NO. 165-22 2022-2023 BUDGET AMENDMENT
 CHILD CARE TRAINING II PROGRAM- ROLLOVER**

GRANT PERIOD: JANUARY 1, 2022 – DECEMBER 31, 2022

WHEREAS, the College has received funding from the Community Action Planning Council County of Lewis and Jefferson County Local Development Corporation to provide a Regulated Home Day Care Training Program;

WHEREAS, the fiscal year of the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

Child Care Training II Program – Local Grant	2839-3011-5430	<u>\$ 22,669.76</u>
Total Revenue Increase		\$ 22,669.76

INCREASE EXPENDITURE:

Child Care Training Program II – Prof Adjuncts	2839-3011-6103	\$ 3.94
Child Care Training Program II – Prof Stipends	2839-3011-6104	7,600.00
Child Care Training Program II - TRS	2839-3011-6202	253.00
Child Care Training Program II- Social Security	2839-3011-6204	183.78
Child Care Training Program II – Workers Comp	2839-3011-6205	76.74
Child Care Training Program II – Instruc Supplies	2839-3011-7108	842.00
Child Care Training Program II – Advertising	2839-3011-7203	325.00
Child Care Training Program II – Prof Svc Fees	2839-3011-7241	5,000.00
Child Care Training Program II – Workshops & Sem	2839-3011-7253	2,979.50
Child Care Training Program II – Scholarship Awards	2839-3011-7512	\$ <u>5,405.80</u>
Total Expenditure Increase		\$ 22,669.76

**RESOLUTION NO. 166-22 2022-2023 BUDGET AMENDMENT
COLLEGIATE SCIENCE TECHNOLOGY ENTRY PROGRAM
(CSTEP) GRANT – ROLLOVER**

GRANT PERIOD: JULY 1, 2022 – JUNE 30, 2023

WHEREAS, funds have been received from the NYS State Education Department (SED) to create a Collegiate Science Technology Entry Program (CSTEP) at Jefferson Community College;

WHEREAS, the fiscal year of the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

CSTEP Grant –State Grants	2619-3011-5420	<u>\$ 185,540.93</u>
Total Revenue Increase		\$ 185,540.93

INCREASE EXPENDITURE:

CSTEP Grant –Prof F/T	2619-3011-6101	\$ 82,116.21
CSTEP Grant- Prof P/T	2619-3011-6102	23,296.00
CSTEP Grant- Prem Earning	2619-3011-6110	2,685.85

CSTEP Grant- State TRS	2619-3011-6202	6,058.77
CSTEP Grant- Social Security	2619-3011-6204	8,278.32
CSTEP Grant- Workers Comp	2619-3011-6205	1,080.88
CSTEP Grant- Life Insurance	2619-3011-6206	50.24
CSTEP Grant- Disability Insurance	2619-3011-6208	119.24
CSTEP Grant- Instructional Supplies	2619-3011-7108	300.00
CSTEP Grant- Office Supplies	2619-3011-7109	200.00
CSTEP Grant- Indirect Cost	2619-3011-7231	11,791.66
CSTEP Grant- Student Recruitment	2619-3011-7247	3,017.00
CSTEP Grant- Travel	2619-3011-7250	8,966.15
CSTEP Grant- Workshops & Seminars	2619-3011-7253	1,000.00
CSTEP Grant- Scholarship Awards	2619-3011-7512	<u>24,855.00</u>

Total Expenditure Increase \$ 185,540.93

**RESOLUTION NO. 167-22 2022-2023 BUDGET AMENDMENT
DASNY NURSING SIMULATION LAB - ROLLOVER**

GRANT PERIOD: SEPTEMBER 1, 2022 – AUGUST 31, 2023

WHEREAS, the College has received funding from the State and Municipal Facilities Program (“SAM”) for the creation of a Simulation Nursing Laboratory;

WHEREAS, the fiscal year of the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

DASNY Nursing Sim Lab- State Grants & Contracts 2631-3011-5420	<u>\$ 6,426.00</u>
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Total Revenue Increase \$ 6,426.00

INCREASE EXPENDITURE:

DASNY Nursing Sim Lab – Instruct Equip 2631-3011-7005	<u>\$ 6,426.00</u>
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Total Expenditure Increase \$ 6,426.00

**RESOLUTION NO. 168-22 2022-2023 BUDGET AMENDMENT
NBRC AGRICULTURE LAB EQUIPMENT GRANT - ROLLOVER**

GRANT PERIOD: SEPTEMBER 1, 2019 – SEPTEMBER 30, 2022

WHEREAS, funds have been received from the Northern Border Regional Commission (NBRC) to support workforce training efforts for Jefferson Community College at the Lewis County Education Center;

WHEREAS, the fiscal year for the College and the funding agency do not coincide, which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

NBRC Agriculture Lab Grant –Federal Grants 2588-3011-5410 \$ 23,540.80

Total Revenue Increase \$ 23,540.80

INCREASE EXPENDITURE:

NBRC Agriculture Lab Grant –Prof Adjuncts 2588-3011-6103 \$ 4,832.00

NBRC Agriculture Lab Grant –State ERS 2588-3011-6201 38.18

NBRC Agriculture Lab Grant- State TRS 2588-3011-6202 37.62

NBRC Agriculture Lab Grant –Social Security 2588-3011-6204 168.88

NBRC Agriculture Lab Grant –Workers Comp 2588-3011-6205 67.97

NBRC Agriculture Lab Grant –Instruct Equip 2588-3011-7005 3,256.95

NBRC Agriculture Lab Grant –A/V Equip 2588-3011-7007 807.42

NBRC Agriculture Lab Grant- Supplies Inst 2588-3011-7108 445.59

NBRC Agriculture Lab Grant –Bldg Supplies 2588-3011-7212 5,656.39

NBRC Agriculture Lab Grant- Membership 2588-3011-7238 .50

NBRC Agriculture Lab Grant –Prof Svc Fees 2588-3011-7241 \$ 8,229.30

Total Expenditure Increase \$ 23,540.80

**RESOLUTION NO. 169-22 2022-2023 BUDGET AMENDMENT
SBDC FEDERAL GRANT - ROLLOVER**

GRANT PERIOD: OCTOBER 1, 2021 – OCTOBER 31, 2022

WHEREAS, the College receives Federal funding for the Small Business Development (SBDC);

WHEREAS, the fiscal year of the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

SBDC Fed Grant – Fed Grants & Contracts 2531-3011-5410 \$ 40,815.90

Total Revenue Increase \$ 40,815.90

INCREASE EXPENDITURE:

SBDC Fed Grant- Indirect Cost 2531-3011-7231 \$ 2,749.85

SBDC Fed Grant- Prof Svc Fees 2531-3011-7241 \$ 38,066.05

Total Expenditure Increase \$ 40,815.90

**RESOLUTION NO. 170-22 2022-2023 BUDGET AMENDMENT
SBDC FEDERAL GRANT – ROLLOVER**

GRANT PERIOD: OCTOBER 1, 2021 – SEPTEMBER 30, 2022

WHEREAS, the College receives Federal funding for the Small Business Development (SBDC);

WHEREAS, the fiscal year for the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year;

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

INCREASE REVENUE:

SBDC Fed Grant – Revenue (Federal Rollover) 2804-3011-5410 \$ 21,405.71

Total Revenue Increase \$ 21,405.71

INCREASE EXPENDITURE:

SBDC Fed Grant (Federal Rollover) – Comp Equip	2804-3011-7006	\$ 2,650.14
SBDC Fed Grant (Federal Rollover) – Other Equip	2804-3011-7008	3,500.00
SBDC Fed Grant (Federal Rollover) – Supplies Audio Vis	2804-3011-7106	204.67
SBDC Fed Grant (Federal Rollover) – Comp Supplies	2804-3011-7107	2,000.00
SBDC Fed Grant (Federal Rollover) – Office Supplies	2804-3011-7109	269.54
SBDC Fed Grant (Federal Rollover) – Supplies Oper	2804-3011-7110	1,127.50
SBDC Fed Grant (Federal Rollover)- Advertising	2804-3011-7203	1,390.40
SBDC Fed Grant (Federal Rollover) – Bldg & Prop Maint	2804-3011-7211	1,000.00
SBDC Fed Grant (Federal Rollover) – Maint Contracts	2804-3011-7236	1,000.00
SBDC Fed Grant (Federal Rollover) – Meeting Expense	2804-3011-7237	37.50
SBDC Fed Grant (Federal Rollover) – Prof Svc Fees	2804-3011-7241	1,470.00
SBDC Fed Grant (Federal Rollover) – Staff Development	2804-3011-7246	2,550.00
SBDC Fed Grant (Federal Rollover) – Travel	2804-3011-7250	3,764.46
SBDC Fed Grant (Federal Rollover) – Workshops & Sem	2804-3011-7253	\$ <u>441.50</u>

Total Expenditure Increase \$ 21,405.71

**RESOLUTION NO. 171-22 2022-2023 BUDGET AMENDMENT
SBDC FEDERAL GRANT – ROLLOVER**

GRANT PERIOD: OCTOBER 1, 2021 – SEPTEMBER 30, 2022

WHEREAS, the College receives Federal funding for the Small Business Development (SBDC);

WHEREAS, the fiscal year for the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year;

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

INCREASE REVENUE:

SBDC Fed Grant – Revenue (Federal Rollover)	2530-3011-5410	<u>\$ 239,713.37</u>
Total Revenue Increase		\$ 239,713.37

INCREASE EXPENDITURE:

SBDC Fed Grant (Federal Rollover) – Prof F/T	2530-3011-6101	91,261.21
SBDC Fed Grant (Federal Rollover) – Prem Earning	2530-3011-6110	2,604.13
SBDC Fed Grant (Federal Rollover) – ERS	2530-3011-6210	10,012.15
SBDC Fed Grant (Federal Rollover) – TIAA CRE	2530-3011-6201	7,195.00
SBDC Fed Grant (Federal Rollover) – Social Security	2530-3011-6204	14,211.20
SBDC Fed Grant (Federal Rollover) - Workers Comp	2530-3011-6205	1,799.53
SBDC Fed Grant (Federal Rollover) – Life Ins	2530-3011-6206	28.00
SBDC Fed Grant (Federal Rollover) – Disb Ins	2530-3011-6208	75.05
SBDC Fed Grant (Federal Rollover) – Health Ins	2530-3011-6209	32,878.76
SBDC Fed Grant (Federal Rollover) – Comp Equip	2530-3011-7006	2,392.77
SBDC Fed Grant (Federal Rollover) – Printing	2530-3011-7104	579.72
SBDC Fed Grant (Federal Rollover) – Subscriptions	2530-3011-7105	2,762.00
SBDC Fed Grant (Federal Rollover) – Comp Supplies	2530-3011-7107	2,853.56
SBDC Fed Grant (Federal Rollover) – Instr Supplies	2530-3011-7108	626.00
SBDC Fed Grant (Federal Rollover) – Office Supplies	2530-3011-7109	2,289.31
SBDC Fed Grant (Federal Rollover)- Comp Software	2530-3011-7217	18,600.00
SBDC Fed Grant (Federal Rollover) – Advertising	2530-3011-7203	5,255.10
SBDC Fed Grant (Federal Rollover) – Indirect Cost	2530-3011-7231	25,947.64
SBDC Fed Grant (Federal Rollover) – Maint Contract	2530-3011-7236	204.76
SBDC Fed Grant (Federal Rollover) – Member Fees	2530-3011-7238	3,038.00
SBDC Fed Grant (Federal Rollover) – Prof Svc Fees	2530-3011-7241	4,209.75
SBDC Fed Grant (Federal Rollover) – Travel	2530-3011-7250	5,186.81
SBDC Fed Grant (Federal Rollover) – Workshops	2530-3011-7253	<u>\$ 5,702.92</u>
Total Expenditure Increase		\$ 239,713.37

**RESOLUTION NO. 172-22 2022-2023 BUDGET AMENDMENT
SBDC NON-MATCHING GRANT – ROLLOVER**

GRANT PERIOD: OCTOBER 1, 2021 – SEPTEMBER 30, 2022

WHEREAS, the College receives Local funding for the Small Business Development Center (SBDC);

WHEREAS, the fiscal year for the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

SBDC Local Grant – Revenue (Non Matching)	2805-3011-5430	<u>\$ 5,335.28</u>
Total Revenue Increase		\$ 5,335.28

INCREASE EXPENDITURE:

SBDC Local Grant (Non Matching) - Office Supplies	2805-3011-7109	\$ 250.54
SBDC Local Grant (Non Matching) - Oper Supplies	2805-3011-7110	91.49
SBDC Local Grant (Non Matching) - Advertising	2805-3011-7203	28.85
SBDC Local Grant (Non Matching) - Prof Svc Fees	2805-3011-7241	<u>\$ 4,964.40</u>
Total Expenditure Increase		\$ 5,335.28

**RESOLUTION NO. 173-22 2022-2023 BUDGET AMENDMENT
SBDC STATE AWARD - ROLLOVER**

**GRANT PERIOD: MAY 1, 2021 – APRIL 30, 2022
extended through OCTOBER 31, 2022**

WHEREAS, the Empire State Development (ESD) (Sponsor) has awarded a Grant Disbursement Agreement to conduct a project entitled “2021-2022” New York State Budget Aid to Localities COVID-19 Pandemic Small Business Recovery Grant Program;

WHEREAS, the fiscal year of the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

SBDC State Award – Fed Grants & Contracts	2533-3011-5410	<u>\$ 100,000.00</u>
Total Revenue Increase		\$ 100,000.00

INCREASE EXPENDITURE:

SBDC State Award- Indirect	2533-3011-7231	\$ 9,091.00
SBDC State Award- Prof Svc Fees	2533-3011-7241	<u>\$ 90,909.00</u>
Total Expenditure Increase		\$ 100,000.00

**RESOLUTION NO. 174-22 2022-2023 BUDGET AMENDMENT
SUNY REACH GRANT- ROLLOVER**

GRANT PERIOD: MARCH 30, 2022 – JUNE 1, 2023

WHEREAS funds have been received from the Research Foundation for the State University of New York (SUNY) as part of an award from the Lumina Foundation to carry out a project entitled “SUNY REACH;

WHEREAS, the fiscal year for the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year;

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

INCREASE REVENUE:

SUNY REACH –State Grants & Contracts 2651-3011-5420 \$ 5,653.34

Total Revenue Increase \$ 5,653.34

INCREASE EXPENDITURE:

SUNY REACH – Prof PT 2651-3011-6102 \$ 5,000.00

SUNY REACH – Advertising 2651-3011-7203 \$ 653.34

Total Expenditure Increase \$ 5,653.34

**RESOLUTION NO. 175-22 2022-2023 BUDGET AMENDMENT
STRATEGIC ENROLLMENT MANAGEMENT - ROLLOVER**

GRANT PERIOD: JANUARY 1, 2022 – DECEMBER 31, 2022

WHEREAS, funds have been received from the State University of New York and the New York State Success Center (NYSSSC) to support its 30 community colleges for developing or revising their strategic enrollment management (SEM) plans;

WHEREAS; the fiscal year for the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

SUNY SEM Grant- State Grants & Contracts 2650-3011-5420 \$ 2,000.00

Total Revenue Increase \$ 2,000.00

INCREASE EXPENDITURE:

SUNY SEM Grant- Prof Svc Fees 2650-3011-7241 \$ 2,000.00

Total Expenditure Increase \$ 2,000.00

RESOLUTION NO. 176-22**2022-2023 BUDGET AMENDMENT
TITLE III GRANT – ROLLOVER****GRANT PERIOD:****OCTOBER 1, 2021 – SEPTEMBER 30, 2022**

WHEREAS, funds have been received from the U.S. Department of Education through the Title III Grant to fund various initiatives to enhance instruction and student success;

WHEREAS, the fiscal year for the College and the funding agency do not coincide, which creates the need for funds to be carried over to the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

Title III Grant –Federal Grants	2550-3011-5410	<u>\$ 164,545.38</u>
	Total Revenue Increase	\$ 164,545.38

INCREASE EXPENDITURE:

Title III Grant – Prof FT	2550-3011-6101	\$ 12,923.71
Title III Grant- Prof Stipends	2550-3011-6104	2,000.00
Title III Grant- Prem Earnings	2550-3011-6110	645.39
Title III Grant- State ERS	2550-3011-6201	1,719.67
Title III Grant- State TRS	2550-3011-6202	464.84
Title III Grant- TIAA CREF	2550-3011-6203	528.73
Title III Grant- Social Security	2550-3011-6204	1,390.02
Title III Grant- Workers Comp	2550-3011-6205	752.92
Title III Grant- Life Insurance	2550-3011-6206	32.74
Title III Grant- Disability Insurance	2550-3011-6208	33.56
Title III Grant- Health Insurance	2550-3011-6209	2,329.60
Title III Grant- Prof Benefits	2550-3011-6221	800.00
Title III Grant- Instructional Supplies	2550-3011-7108	6,898.60
Title III Grant- Comp Software	2550-3011-7217	75,588.36
Title III Grant- Prof Service Fees	2550-3011-7241	22,500.00
Title III Grant- Staff Development	2550-3011-7246	20,000.00
Title III Grant- Travel	2550-3011-7250	7,322.16
Title III Grant- Workshops & Seminars	2550-3011-7253	<u>8,614.95</u>
	Total Expenditure Increase	\$ 164,545.38

RESOLUTION NO. 177-22**2022-2023 BUDGET AMENDMENT
TRIO GRANT - ROLLOVER****GRANT PERIOD:****SEPTEMBER 1, 2022 – AUGUST 31, 2023**

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

WHEREAS, the College received funding for the 2021/22 fiscal year that must be carried over to the 2022/23 fiscal year;

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

INCREASE REVENUE:

TRIO Federal Grant – Student Support Svcs 2540-3011-5410 \$ 111,089.77

Total Revenue Increase \$ 111,089.77

INCREASE EXPENDITURE:

TRIO – Student Support- Prof FT 2540-3011-6101 \$ 31,371.26

TRIO – Student Support- Prof PT 2540-3011-6102 35,748.33

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

TRIO – Student Support- Prem Earnings 2540-3011-6110 487.25

TRIO – Student Support- Student Tutors 2540-3011-6142 1,244.59

TRIO – Student Support- State TRS 2540-3011-6202 3,972.04

TRIO – Student Support- Social Security 2540-3011-6204 3,734.83

TRIO – Student Support- Workers Comp 2540-3011-6205 498.19

TRIO – Student Support- Printing 2540-3011-7104 53.38

TRIO – Student Support- Computer Supplies 2540-3011-7107 2,500.00

TRIO – Student Support- Instr Supplies 2540-3011-7108 23.28

TRIO – Student Support- Indirect Cost 2540-3011-7231 7,458.13

TRIO – Student Support- Membership Fees 2540-3011-7238 875.00

TRIO – Student Support- Staff Development 2540-3011-7246 3,500.00

TRIO – Student Support- Travel 2540-3011-7250 \$ 14,646.00

Total Expenditure Increase \$ 111,089.77

**RESOLUTION NO. 178-22 2022-2023 BUDGET AMENDMENT
TRUTH INITIATIVE GRANT - ROLLOVER**

GRANT PERIOD: SEPTEMBER 8, 2020 – DECEMBER 31, 2022

WHEREAS, funds have been received from Truth Initiative, America’s largest nonprofit public health organization committed to making tobacco use and nicotine addiction a thing of the past;

WHEREAS, the fiscal year for the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

Truth Initiative Grant –Local Grants 2836-3011-5430 \$ 15,403.42

Total Revenue Increase \$ 15,403.42

INCREASE EXPENDITURE:

Truth Initiative Grant – Student Aides	2836-3011-6141	\$ 2,725.00
Truth Initiative Grant – Printing	2836-3011-7104	2,651.22
Truth Initiative Grant – Instr Supplies	2836-3011-7108	759.20
Truth Initiative Grant – Indirect Cost	2836-3011-7231	1,268.00
Truth Initiative Grant – Workshops/Sem	2836-3011-7253	<u>\$ 8,000.00</u>

Total Expenditure Increase \$ 15,403.42

**RESOLUTION NO. 179-22 2022-2023 BUDGET AMENDMENT
VATEA ME 2 NON-TRAD- ROLLOVER**

GRANT PERIOD: JULY 1, 2022 – JUNE 30, 2023

WHEREAS, the College received funding from VATEA ;

WHEREAS, the fiscal year for the College and the funding agency do not coincide, which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

VATEA – Federal Grants & Contracts	2513-3011-5410	<u>\$ 275,408.69</u>
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Total Revenue Increase \$ 275,408.69

INCREASE EXPENDITURES:

VATEA – Prof F/T	2513-3011-6101	\$131,625.00
VATEA – ERS	2513-3011-6201	5,095.00
VATEA- TRS	2513-3011-6202	7,100.00
VATEA – Social Security	2513-3011-6204	10,008.75
VATEA – Workers Comp	2513-3011-6205	1,275.00
VATEA- Life Insurance	2513-3011-6206	120.00
VATEA – Disability Insurance	2513-3011-6208	200.00
VATEA- Health Insurance	2513-3011-6209	19,948.00
VATEA – Comp Equip	2513-3011-7006	70,314.00
VATEA – Comp Software	2513-3011-7217	16,870.00
VATEA – Indirect Cost	2513-3011-7231	<u>12,852.94</u>

Total Expenditure Increase \$ 275,408.69

Following presentation by Interim VP Bill Emm, on motion by Damon Draught, seconded by Gianna Donahue, Resolution 180-22 summarizing fiscal year 2022 year-end budget transfers was approved unanimously as follows:

**RESOLUTION NO. 180-22 2021-2022 BUDGET TRANSFER
Year End Budget Adjustments**

WHEREAS, modification of the 2021/2022 JCC Budget is necessary to redistribute funds to the proper accounts.

NOW, THEREFORE BE IT RESOLVED, that the 2021/2022 Jefferson Community College budget is hereby amended, thereby complying with generally accepted accounting principles as attached:

Interim VP Bill Emm presented a resolution to establish a liability account using rental income. Once established, the account can be used as the local County share to request a match in capital funding from New York State. Upon motion by Damon Draught, seconded by Cindy Intschert, Resolution 181-22 establishing the liability account was approved unanimously as follows:

**RESOLUTION NO. 181-22 CAPITAL LIABILITY ACCOUNT AUTHORIZATION
Rental Income as Local Share of Capital**

WHEREAS, NYS Education Law, 3606.4 enables Jefferson Community College to set aside its rental income to provide the local share match of capital projects and equipment as it relates to the revitalization and maintenance of the College; and

WHEREAS, the College receives between \$300,000 and \$500,000 annually in rental income; and

WHEREAS, the rental revenue along with the New York State match will relieve the College's operating budget of certain capital expenses; and

WHEREAS, these funds will be used exclusively for repair, maintenance, revitalization, and replacement capital expenses.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby authorizes rental income to be set aside in a capital liability account for the purpose of providing the local share match for capital projects and equipment as it relates to the ongoing revitalization and maintenance of the College, under the guidelines of NYS Education Law 3606.4.

Financial Statements: September 2022

Interim VP Bill Emm reviewed the financial reports for September 2022, noting it is very early in the fiscal year. He reported that fall tuition revenue exceeded budget resulting in \$249,000 (6.7%) in additional tuition revenue for the Fall 2022 semester. Expenses are in line with budget. There were no questions.

Upon motion made by Damon Draught, seconded by Mike Crowley, the Board unanimously accepted September 2022 financial reports.

Academic and Educational Services Committee - Committee Chair David Males

Trustee Males reported the Academic & Educational Services Committee met on October 19.

Trustee Males presented a resolution to revise the Microcredentials Policy. The most significant change is the credit range 9-23 to 6-23 credits. The other two revisions include changing “micro-credential” to “microcredential” throughout and removal of the financial obligations as a contingency of receiving the credential. Upon motion by Trustee Males, seconded by Pam Beyor-Murtha, Resolution 182-22 was approved unanimously as follows:

**RESOLUTION NO. 182-22 MICROCREDENTIALS POLICY REVISION
(Revises Resolution No. 115-21 March 2021)**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve revisions to the Microcredentials Policy as attached.

Trustee Males presented Resolution 183-22, which establishes the 2023-2024 Academic Calendar. He noted two significant changes which were made to serve students better. The first change is to a full week without classes (rather than 3 days without classes) at Thanksgiving. The second change aligns the College’s Spring break with what is anticipated will be the K-12 school district spring break. Upon motion by Trustee Males, seconded by Beth Fipps, Resolution 183-22 was approved unanimously as follows:

RESOLUTION NO. 183-22 ACADEMIC CALENDAR 2023-2024

WHEREAS, Jefferson Community College Board of Trustees Resolution No. 118-85 directs the formation each year of the Academic Calendar Workgroup for the purpose of reviewing and recommending the academic calendar; and

WHEREAS, the Academic Calendar Workgroup has proposed an academic calendar for 2023-2024 as described in a memorandum dated October 19, 2022;

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the attached academic calendar for 2023-2024 as developed and recommended by the Academic Calendar Workgroup.

Facilities Committee – Committee Chair Pamela Beyor-Murtha

No report.

Other Business

Dr. Dupee presented contracts for ratification in Resolution 185-22. Upon motion by Pam Beyor-Murtha, seconded by Gianna Donahue, the resolution ratifying all contracts passed unanimously.

**RESOLUTION NO. 185-22 RATIFICATION OF CONTRACTS
AutoCAD
Credo Community Center for the Treatment of Additions
and Transitional Living Services
Examsoft**

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:

AutoCAD

(software license, facilities department)

**Credo Community Center for the Treatment of Addictions
and Transitional Living Services**

(needs assessment, Center for Community Studies)

ExamSoft

(exam software license, nursing program)

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 Pam Beyor-Murtha, the Board adjourned to Executive Session at 5:12 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 5:25 p.m.

Personnel Committee – Committee Chair Nathan Hunter

Trustee Hunter presented one resolution endorsing the 2022-2023 goals of administrator-in-charge, Dan Dupee. He specified a change to the wording of Goal 3 to include the word “Organizational” before “Structure” in the main bullet and in sub-bullet 3a. Upon motion by Nate Hunter, seconded by Damon Draught, Resolution 184-22, with the wording amendment noted above, was passed unanimously as follows:

**RESOLUTION NO. 184-22 ENDORSEMENT OF ADMINISTRATOR-IN-CHARGE
2022-2023 GOALS**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby endorses the 2022-2023 goals of the Administrator-in-Charge as attached.

Schedule of Upcoming Meetings and Events

Dr. Dupee reviewed the schedule of upcoming meetings noting the Cannoneer Holiday will be held at the Paddock Club and Arcade and the Foundation holiday event will be held at the Lincoln Loft.

Academic & Educational Services Committee Meeting – November 16, 2022, Wednesday at 3:00 p.m.

Personnel Committee Meeting – November 16, 2022, Wednesday at 4:00 p.m.
Budget and Planning Committee Meeting – December 7, 2022, Wednesday at 3:00 p.m.
Board of Trustees Meeting – December 7, 2022, Wednesday at 4:00 p.m.
Cannoneer Holiday – December 9, 2022, Friday at 7:00 p.m.
Foundation Holiday Event – December 15, Thursday at Time TBD
Nurse Pinning – December 19, 2022, Monday at Time TBD
Fall Commencement – December 20, 2022, Tuesday at Time TBD

Before closing out the meeting, Chair Gentner reiterated the College’s mission to educate, inspire and empower.

Adjournment - On a motion made by Beth Fipps, seconded by Cindy Intschert, the meeting adjourned at 5:27 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board of Trustees