



## JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

### MEETING MINUTES October 5, 2022

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, October 5, 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  
Nathan Hunter  
Cindy Intschert  
David Males

##### Administrative Staff:

Dan Dupee, Administrator-in-Charge  
William Emm, Interim Vice President for Administration & Finance  
Jeri Fairman, Interim Vice President for Academic Affairs

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

**Introduction of Student Trustee** Chair Judy Gentner introduced and welcomed Gianna Donahue; the Board's newly elected Student Trustee.

**Approval of Minutes** – On a motion made by Mike Crowley, seconded by Cindy Intschert, the minutes of the September 7, 2022 meeting were approved unanimously.

#### **Introductions of Guests**

Jack Donato, FAJCC President and Professor of Computer Science  
Ben Foster, Executive Director, JCC Foundation  
Josh Hammond, College Senate President and Associate Professor of Math  
Gillian Maitland, Director of Marketing & Communications  
Chelsea Marra, Director of Admissions  
Sidney Pond, Executive Director of Auxiliary Services and Accounting  
Christine Pristash, Associate Professor of English

Scott Schaeffer, Associate Vice President (STEM)  
Mark Streiff, Interim Associate Vice President (Liberal Arts)  
Kerry Young, Associate Vice President for Human Resources

**Privilege of the Floor** – None.

### **JCC Foundation Update**

Executive Director Ben Foster provided the report of the JCC Foundation. He drew attention to the following highlights from the written report:

- Solicitations - First Annual Fund appeal was signed by Foundation President Michelle Capone and mailed on September 30
- Events:
  - Jefferson Can Community Scholars luncheon was held in September; Stephen Can met with all students (shared photo)
  - Student Scholar Luncheons give scholarship recipients the opportunity to write a thank you note and get their photo taken
  - Student/Donor meetings are ongoing with 20 get-togethers so far this year
  - Celebrate Jefferson, a holiday event for donors, will be held December 15 at Lincoln Loft

### **College Senate Update**

Senate president Josh Hammond reported that Senate met on October 5. He noted the following:

- Academic Standards Committee moved through a revision to the Microcredentials Policy
- Time at each month's Senate meeting will be given to Middle States updates
- The College kicked off its support of the annual United Way campaign

A question was asked pertaining to SUNY credit requirements for microcredentials.

### **Student Trustee Update**

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

#### **Student Government Association (SGA):**

- Club Fair for students was held on Sept. 26-27 with a number of clubs and organizations taking part
- Jacob King was appointed Student Government Treasurer
- Madeline Countryman was appointed earlier today as Student Government Secretary
- Paul Alteri has been appointed as a third advisor for SGA. Dr. Josh Canale and Margaret Taylor will also continue in advisor roles.

#### **Campus Activities Board / Student Activities and Inclusion**

- Cannoneer Kick-off, a welcome for new students, was held on August 26 with 319 students and 42 parents attending
- Fall Fest took place on September 2 with nearly 240 students and close to 90 faculty/staff attending

## **President's Report**

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

- Enrollment is down about 3.8% 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 opens in October 24 for Spring and Summer 2023
- COVID – there are currently 7 student cases on campus; four students were fully withdrawn due to non-compliance with SUNY's vaccine mandate
- Strategic Initiatives
  - Year 3 Strategic Plan Update is complete and included with meeting materials
  - Downtown Revitalization Initiative - asbestos abatement is complete;
  - Esports – intramurals are ongoing; Intercollegiate Overwatch begins this month
  - Turf Field Groundbreaking Ceremony was held on September 29<sup>th</sup> along with the announcement that lacrosse would be coming back to Jefferson as an intercollegiate sport
- Campus Events
  - White Coat Ceremony was held in September; the College was able to increase the number of students enrolled in the weekday format due to the SUNY Poly grant.
  - Higher Education Day held on October 3 brought more than 400 high school students to campus during the day and another 150-200 attendees in the evening
  - Women's Volleyball is ranked 11<sup>th</sup> nationally and on a 9-game winning streak
- Recent activities include Center for Professional Excellence New Faculty & Staff Series, SUNY Orientation for new/acting presidents, SUNY Budget Advocacy meetings, Northern Region President's Meeting
- Upcoming activities include the New York Community College Association of President's (NYCCAP) Meeting, New York Criminal Justice Educators Conference hosted by JCC, Professional Development Day and open forums with students
- Recent employee events, aimed at building collegiality and campus spirit, have been successful and include Fall Treats on September 30 and the weekly "Jefferson Fridays" with over 150 entries in 5 weeks; a family-friendly bowling night is tentatively scheduled for October 26

**Strategic Plan - Guided Pathways Update:** presented by Guided Pathways co-chairs Dr. Christine Pristash, Associate Professor of English, and Chelsea Marra, Director of Admissions. Dr. Pristash and Ms. Marra provided a Year 3 update on the Guided Pathways pillar in the Strategic Plan.

Highlights include:

- The five Guided Pathways (GP) specific objectives are a shared advising model, onboarding and new student experience, 24 credit hours in first year, 150% graduation rate and academic program review
- The four pillars of guided pathways for students are clarify the path, enter the path, stay on path and ensure learning
- Accomplishments under each of the pillars were summarized as follows:
  - Clarify the Path: use of Career Coach analytics and identification of gateway courses for Areas of Interest (AOIs)
  - Enter the Path: created and adopted INT 111 (College foundations) as a graduation requirement and held Cannoneer Kick-off orientation
  - Ensure Learning: professional development for faculty/staff and revision of program-specific learning outcomes

- Stay on the Path: implemented a shared advisor model and advising fellows, hired and trained educational planners, created how-to videos for students
- Going into year 4, the goal is to operationalize processes and evaluate them each year as well as focus on these five areas: marketing roll-out of Areas of Interest, gather feedback via Student Voices, formalize policy and develop a process around Prior Learning Assessment, further develop advising fellows and a complete a comprehensive review of transfer agreements.

Questions pertained to prior learning assessment current processes and employer input, stats for how-to videos and an explanation of advising fellows.

**Budget and Planning Committee** - Committee Chair Damon Draught

Trustee Draught noted that the Budget & Planning Committee met prior to the full Board meeting.

Interim Vice President for Administration & Finance, Bill Emm, presented one budget amendment that accepted new funding for the SUNY REACH grant initiative to develop and promote microcredentials to under-represented populations. Upon motion by Damon Draught, seconded by Nathan Hunter Resolution 158-22 was passed unanimously as follows:

**RESOLUTION NO. 158-22:                    2022-2023 BUDGET AMENDMENT  
SUNY REACH GRANT**

**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”. In partnership with community colleges and community partners, SUNY will seek to increase attainment of non-degree credentials and associate degrees in community colleges for adults of color, building off our guided pathways work. SUNY and the NYS Student Success Center’s REACH project seeks to support Lumina’s goal to get 6.0 million more adults with credentials by 2025. SUNY’s priority is a 2% increase in credential completion for adults of color (Black, Hispanic/Latino, Native American) ages 25-64.

**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	\$ <u>15,000.00</u>
<b>Total Revenue Increase</b>		<b>\$ 15,000.00</b>

**INCREASE EXPENDITURE:**

SUNY REACH – Prof PT	2651-3011-6102	\$ 10,000.00
SUNY REACH – Advertising	2651-3011-7203	\$ <u>5,000.00</u>
<b>Total Expenditure Increase</b>		<b>\$ 15,000.00</b>

Trustee Draught reported that Lyndi Hill from Bowers & Company presented the New Student Services and Student Association audits for FY22 during the committee meeting. Both audits received clean, unmodified opinions by Bowers & Company.

Upon motion by Damon Draught, seconded by Pam Beyor-Murtha, Resolutions 159-22 and 160-22 accepting the aforementioned audits were passed unanimously as follows:

**RESOLUTION NO. 159-22:           ACCEPTANCE OF AUDIT  
New Student Services**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of New Student Services of Jefferson Community College for the year ending June 30, 2022 as prepared by Bowers & Company, CPAs PLLC.

**RESOLUTION NO. 160-22:           ACCEPTANCE OF AUDIT  
Student Association**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of the Student Association of Jefferson Community College for the year ending June 30, 2022 as prepared by Bowers & Company, CPAs PLLC.

**Financial Statements:** September 2022

Interim VP Bill Emm reviewed the financial reports for September 2022. Revenue is down \$1.9M due primarily to lower tuition and chargeback revenues. The loss in revenue is offset by \$900K in stimulus funding. Expenses are down \$2.2M from budget across all categories except contractual. Cash position is good with \$4M invested and \$5.5M in savings with more scheduled for investment soon. There were no questions.

Upon motion made by Damon Draught, seconded by Gianna Donahue, 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 did not meet in September; however, he provided a brief update on behalf of the Middle States Steering Committee. The Steering Committee met last week. Workgroup co-chairs have been finalized and materials are still rolling in to the Evidence Inventory. The self study remains on track to be presented to the Board of Trustees for approval in spring 2024.

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

The Facilities Committee did not meet this month; however, the groundbreaking ceremony for the Turf Field, held on September 29, had generated a great deal of excitement.

**Personnel Committee** – Committee Chair Nathan Hunter

Trustee Hunter presented one resolution appointing members of the Presidential Search Committee and the charge to that committee. He read the names aloud and thanked in advance those willing and able to serve on this important committee to select Jefferson's 7<sup>th</sup> president.

Upon motion by Nate Hunter, seconded by Cindy Intschert, Resolution 161-22 was passed unanimously as follows:

**RESOLUTION NO. 161-22:            APPOINTMENT AND CHARGE TO  
PRESIDENTIAL SEARCH COMMITTEE**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby appoints the following individuals to serve on the Presidential Search Committee to assist and advise in the process and work of selecting a new president:

Judith Gentner, Trustee  
Committee Co-Chair

Nathan Hunter, Trustee  
Committee Co-Chair

Dawn Bartlett, Associate Professor - Humanities

Corey Campbell, Vice President for Student Engagement & Retention

Michelle Capone, JCC Foundation

Katie Corbin, Coordinator of Student Employment & Internships

Gianna Donahue, Student Trustee

Kevin Jordan, Community Member

Shawn Maloney, Senior Building Maintenance Mechanic II

Eleanor Minnick, Secretary – School of STEM and Health Professions

Michael Montigelli, Jefferson County Legislator

Hunter Murphy, Student Government President

Stephen Todd, Community Member

**BE IT FURTHER RESOLVED**, that the Committee, in collaboration with the search consultant, is charged to

- Develop a statement of skills, experiences, qualities, and characteristics sought in the new president.
- Conduct an active national search to attract nominations and applications from a diverse group of well-qualified persons.
- Oversee the receipt, filing, fair consideration, and confidentiality of and responses to applications and nominations from all sources.
- Oversee the checking of references of semi-finalist candidates.
- Select and interview semi-finalist candidates.
- Ensure that appropriate information about the College, the President position, and the community is provided to the candidates at each stage of the process.
- Ensure that absolute confidentiality is strictly observed with respect to applicants and to the committee's internal deliberations. Search committee members are not authorized to discuss the search committee deliberations outside of committee meetings. Only the Board Chair is authorized to speak on behalf of the College and only the search committee co-chairs are authorized to speak on behalf of the committee. Only the Board Chair or the search committee co-chairs are authorized to call search committee meetings.
- Nominate three to five finalist candidates to the Board and assist in the campus visits of the finalists and spouses.
- Make periodic reports to the Board and to the Jefferson campus community about the progress of the search.
- Participate in all meetings, deliberations, and activities in a professional, responsible, accurate, and honest manner.
- Protect the integrity of the College, and all prospects and candidates.

**Other Business**

Dr. Dupee presented contracts for ratification in Resolution 162-22. Upon motion by David Males, seconded by Mike Crowley, the resolution ratifying all contracts passed unanimously.

**RESOLUTION NO. 162-22:            RATIFICATION OF CONTRACTS**  
**Nazareth College**  
**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:

**Nazareth College**  
*(partnership agreement, Jefferson Higher Education Center)*

**SUNY Research Foundation**  
*(grant agreement, SUNY Reach-microcredentials)*

**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 Damon Draught, the Board adjourned to Executive Session at 4:54 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

## **Reconvention**

The Board reconvened in open session at 5:21 p.m.

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

Dr. Dupee reviewed the schedule of upcoming meetings.

Academic & Educational Services Committee Meeting – October 19, 2022, Wednesday at 3:00 p.m.

Personnel Committee Meeting – October 19, 2022, Wednesday at 4:00 p.m.

Professional Development Day – October 21, 2022, Friday

Budget and Planning Committee Meeting – November 2, 2022, Wednesday at 3:00 p.m.

Board of Trustees Meeting – November 2, 2022, Wednesday at 4:00 p.m.

Karen Freeman will forward the Professional Development Day schedule, along with the agenda for the New York Criminal Justice Educators Conference.

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

**Adjournment** - On a motion made by Nathan Hunter, seconded by Mike Crowley, the meeting adjourned at 5:23 p.m.

Respectfully submitted,

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Karen J. Freeman  
Secretary to the Board of Trustees