



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES November 5, 2025

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, November 5, 2025, in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

Attendance:

Trustees Present:

David Males, Chair
Maureen Aiken
Alessio Caruana
Michael Crowley
Damon Draught
Beth Fipps
Erika Flint
Nathan Hunter
Cindy Intschert
Stephen Todd

Administrative Staff:

Dan Dupee, President
Sidney Pond, Vice President for Administration & Finance

Call to Order Chair David Males called the meeting to order at 4:01 p.m.

Introduction

Chair Males welcomed Erika Flint as the newest member of the Board of Trustees.

Introductions of Guests

Tim Grosse, College Senate President
Margaret LaVancha, Executive Director of Human Resources
Gillian Maitland, Marketing & Communications Director
Donna Stevenson, Associate Vice President for STEM, Health Professions & Business
Megan Stadler, Associate Vice President of Liberal Arts
Ian MacDonald, Instructor of Psychology
Cynthia Lonsbary, Associate Professor of Psychology
Hannah Pentoney, Coordinator of Institutional Research

Privilege of the Floor - none

Consent Agenda Approval

On a motion made by Beth Fipps, seconded by Nathan Hunter, the Consent Agenda Items that were previously reviewed and put forward by committee* were approved unanimously.

*Note: The Revenue and Expense Statement and Balance Sheet were modified and corrected documents were reviewed noting the changes.

Approval of Minutes – October 1, 2025

Finance & Audit Committee

WHEREAS, modification of the 2024/2025 operating budget is necessary to redistribute funds to the proper accounts.

NOW, THEREFORE BE IT RESOLVED, that the 2024/2025 Jefferson Community College operating budget is hereby amended as attached, thereby complying with generally accepted accounting principles.

GRANT PERIOD: SEPTEMBER 1, 2025 – DECEMBER 31, 2027

WHEREAS, funds have been received from the State University of New York (SUNY) to support marketing activities, including industry roundtables, and curriculum development for apprenticeships;

WHEREAS, per an MOU, Mohawk Valley Community College (MVCC) will offer funding to JCC to facilitate apprenticeships in the field of business as part of the SUNY Apprenticeship Program;

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

INCREASE REVENUE:

MVCC Apprenticeship Program – State Grants 2675-3011-5420 \$ 3,496.00

Total Revenue Increase \$ 3,496.00

INCREASE EXPENDITURE:

MVCC Apprenticeship Program – Instructional Supplies	2675-3011-7108	234.00
MVCC Apprenticeship Program – Indirect	2675-3011-7231	583.00
MVCC Apprenticeship Program – Scholarship Awards	2675-3011-7512	\$ 2,679.00
	Total Expenditure Increase	\$ 3,496.00

**RESOLUTION NO. 178-25 2025-2026 BUDGET AMENDMENT
SUNY CYBERSECURITY GRANT****GRANT PERIOD:** **JULY 1, 2025 – MAY 31, 2026**

WHEREAS, the College received funding from SUNY to support the development of academic programming and workforce-aligned training in high-demand fields such as cybersecurity and artificial intelligence;

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

INCREASE REVENUE:

SUNY Cybersecurity- State Grants	2676-3011-5420	\$ 108,000.00
	Total Revenue Increase	\$ 108,000.00

INCREASE EXPENDITURE:

SUNY Cybersecurity- Professional FT	2676-3011-6101	\$ 47,465.00
SUNY Cybersecurity- State TRS	2676-3011-6201	631.07
SUNY Cybersecurity- Social Security	2676-3011-6204	4,551.90
SUNY Cybersecurity- Workers Comp.	2676-3011-6205	474.65
SUNY Cybersecurity- Life Ins.	2676-3011-6206	18.30
SUNY Cybersecurity- Disability Ins.	2676-3011-6208	36.24
SUNY Cybersecurity- Health Ins.	2676-3011-6209	3,822.84
SUNY Cybersecurity- Computer Equip.	2676-3011-7006	39,000.00
SUNY Cybersecurity- Computer Software	2676-3011-7217	3,000.00
SUNY Cybersecurity- Staff Development	2676-3011-7246	\$ 6,000.00

Total Expenditure Increase	\$ 108,000.00
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Financial Statements: September 2025**Other Business****RESOLUTION NO.179-25****RATIFICATION OF CONTRACTS**

Faculty-Student Association of JCC
Student Government Association
Student Government Association
The Wall Street Journal

WHEREAS, pursuant to Jefferson Community College Board of Trustees Resolution No. 179-25, the College President approved the following contractual agreements, copies of which are attached hereto:

Faculty-Student Association of JCC
(Lease Agreement)

Student Government Association
(MOU, Director of Student Life Services)

Student Government Association
(MOU, Student Worker Services)

The Wall Street Journal
(subscription agreement, library services)

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

Regular Agenda

College Senate Report – Tim Grosse

In his report, College Senate President Tim Grosse highlighted:

- Presentation from the United Way.
- The Senate endorsed the following FCCC Resolutions:
 - Faculty Purview Over the Curriculum and Academic Standards
 - Academic Freedom and Legal Guidance for Faculty
 - Advancing Shared Governance Excellence and Protecting Campus and Statewide Faculty Representation
- The Senate endorsed a Statement of Support for Shared Governance and the FCCC.

Student Trustee Report– Alessio Caruana

In his report, Student Trustee Alessio Caruana highlighted past events and future events for students on campus:

- **Past Events:** Red Cross Blood Drive, Pickleball Tournament, Nacho Macho Man Domestic Violence Event, Coming Out Day, Apple Picking at Behling's, Poker Night in East Hall, Magician Chris Wheel, Pumpkin Painting and Bingo, Fall Open House, Halloween Costume Contest.
- **Future Events:** International Food Fest and Club Fundraising Dance

President's Report

Presentation: Finding Ways to Connect Students in Psychology by Dr. Cynthia Lonsbary and Dr. Ian MacDonald.

Dr. Lonsbary and Dr. MacDonald gave an overview of the presentation they did for the Academic Showcase at the recent open house and also at Career Jam where they met with 8th graders. The theme was Exploring the Mind and Discovering Oneself. Psychology is a tool to explore and is applicable across the lifespan. In their coursework, classes have five commitments when exploring psychology: Psychological Safety, Experiential Learning, Applying Psychological Science, and Transferable Skills and Outreach. Employers want people who can work as a team. The course capstone project allows students to interpret data, evaluate claims, connect findings to real-world issues and builds citizens who think psychologically.

In his report, President Dupee updated the Trustees on Enrollment, Achieving the Dream, Advocacy, recent and upcoming activities:

- **Enrollment:** Fall 2025 – currently up 2.56%
- **Achieving the Dream:** Jefferson's ATD team went to Monroe Community College recently for a conference. The ATD coaches have the information provided by Achieving the Dream and working on the draft plan that is due to SUNY by December 5. The final plan is due in February and outlines how the College plans to meet their goals. The Board will be kept informed of the targets.
- **Advocacy:** NYCCT and NYCAP are working on materials to engage with the Budget Office. They are currently gathering information.
- **Joint Retreat:** A retreat has been scheduled for the Board of Trustees and the Foundation Board for December 10 to discuss a possible capital campaign. The goal is to have a clear consensus of the path forward.
- **Recent activities:** Pickleball Tournament, Meeting with the SBDC State Director, Donor Meeting, Banned Book Reading, FDRHPO Board Meeting, National Coming Out Celebration, Center for CS Advisory Board Meeting, SUNY Delhi Collaboration Meeting, NYCCAP Annual Meeting in Albany, SUNY Presidents' Meeting in Albany, Stephen Todd Retirement Celebration, Probation Academy Celebration, ESP Labor Management Meeting, Oswego Transfer Summit Event, FDRLO Board Meeting, Soccer Tailgate, AAC Foundation Alumni Event, Fall Open House, ATD Coaches Meeting, Samaritan Board Meeting, Spook & Bowl, FSA Annual Meeting, Expansion of Healthcare Career Programs with Samaritan Meeting, FAJCC Labor/Management Meeting.

Trustee Hunter inquired about the status of the Start Now partnership with SUNY Oswego. President Dupee noted that the Oswego employee who championed that effort has left and the program ended.

- **Upcoming activities:** Trivia, Community Breakfast, AAUW Self Defense Presentation, Nuclear Energy Public Forum, NYCCAP Liaison Presentation at CCBOA, ESP Labor

Management Meeting, Childcare Opportunity Presentation at YMCA Board Meeting, Achieving the Dream Data Café, Thanksgiving Luncheon, Samaritan Medical Center Board Meeting, Speaking Engagement Business Seminar, FDRHPO Board Meeting, Joint Retreat with Board of Trustees and Foundation, Center for Community Studies Advisory Council, Cannoneer Holiday Party, ESP Labor Management Meeting, Campus Holiday Pizza Party

Board Education

Presentation: Behind the Dashboard: Making Sense of College Data - Hannah Pentoney

Hannah spoke about data empowerment and how we use the data we have to build and refine strategies for student success. She spoke on the importance of continuously analyzing and acting on the data that we gather. The data shows what's important, measures what is working, and helps improve moving forward. She gave an overview of credit attainment for gateway English and gateway Mathematics completion, Fall-to-Fall Retention Rates, and the Three-Year Graduation Rate Trend. Discussion on remedial coursework, physical classroom desirability versus remote, implementation of supports for students, and intervention when students don't show up for class.

Discussion: Board Impact on NYCCT – David Males

Chair Males spoke about the importance of advocacy and trustee engagement on a more frequent pattern. President's need the support of the Trustees at the State level. NYCCT is working on a framework on how to share the good work being done at the community colleges. More to come.

Executive Session

On a motion made by Beth Fipps, seconded by Cindy Intschert, the board adjourned to Executive Session at 5:18 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.

Personnel Committee – Committee Chair Beth Fipps

Committee Chair Fipps reported the Personnel Committee met on October 30, and there are two resolutions for action.

Trustee Fipps presented Resolution 180-25 to approve the Employment Agreement with the Faculty Association of JCC. Upon motion by Beth Fipps, seconded by Stephen Todd, Resolution 180-25 was unanimously approved as follows:

RESOLUTION NO. 180-25

**APPROVAL OF EMPLOYMENT AGREEMENT
FACULTY ASSOCIATION of JCC**

WHEREAS, a tentative employment agreement has been arrived at through collective negotiations between the Faculty Association of Jefferson Community College (FAJCC) and Jefferson County / Jefferson Community College;

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves said tentative employment agreement as attached and authorizes the Chair of the Board to execute said agreement on behalf of the Board.

Trustee Fipps presented Resolution 181-25 to approve the salary increase for the College President. Upon motion by Beth Fipps, seconded by Erika Flint, Resolution 181-25 was unanimously approved as follows:

RESOLUTION NO. 181-25 COLLEGE PRESIDENT'S CONTRACT

WHEREAS, the Jefferson Community College Board of Trustees hereby authorizes a 3% increase in the President's base salary, retroactive to September 1, 2025, in accordance with the provisions of the existing Contract, which states, the base salary shall be subject to adjustment, at the discretion of the Board from time to time, provided that the base salary may not be decreased.

NOW, THEREFORE, BE IT RESOLVED that Board Chair David Males shall be authorized and directed to execute an increase to the President's base salary and to implement the provisions noted above.

Schedule of Upcoming Meetings and Events (Held in Board Room 6-220 unless otherwise noted)

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

- Joint Board of Trustees and Foundation Retreat – Wednesday, December 10, 4 pm*
(will be held in the Residence Hall, Room H-116B)
- Academic and Educational Services Committee – Thursday, December 17, at 3pm
- Personnel Committee Meeting – Thursday, December 17, at 4pm
- Finance & Audit Committee Meeting – Wednesday, January 7, at 3 pm
- Board of Trustees Meeting – Wednesday, January 7, at 4pm

Adjournment

On a motion made by Beth Fipps, seconded by Maureen Aiken, the meeting adjourned at 5:07 p.m.

Respectfully submitted,

Kerry L. Young

Kerry A. Young
Secretary to the Board of Trustees