



**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**MEETING MINUTES
February 4, 2026**

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, February 4, 2026, 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
Carey Goyette, Provost
Sidney Pond, Vice President for Administration & Finance

Call to Order Chair David Males called the meeting to order at 4:00 p.m.

Introductions of Guests

Ben Foster, Executive Director of the Jefferson Foundation
Matt Gorman, Director of Student Life
Tim Grosse, College Senate President
Paul Keller, Associate Vice President of Enrollment Services
Margaret LaVancha, Executive Director of Human Resources
Gillian Maitland, Marketing & Communications Director
Donna Stevenson, Associate Vice President for STEM, Health Professions & Business
Gabrielle Thompson, Associate Vice President of Student Affairs

Privilege of the Floor - none

Nominating Committee – Stephen Todd, Chair

With the return of Michaela Frederick from leave, Committee Chair Todd nominated her as Secretary. Board Chair Males opened the floor for additional nominations. Hearing none, on the motion put forth by Stephen Todd, seconded by Beth Fipps, Michaela Frederick was reelected Secretary.

Consent Agenda Approval

On a motion made by Erika Flint, seconded by Maureen Aiken, the Consent Agenda Items that were previously reviewed and put forward by committee were approved unanimously with no further discussion.

Approval of Minutes – January 7, 2026

Finance & Audit Committee

RESOLUTION NO.117-26

ACCEPTANCE OF COLLEGE AUDIT

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of Jefferson Community College for the year ending August 31, 2025, as prepared by The Bonadio Group.

RESOLUTION NO.118-26

2025-2026 BUDGET AMENDMENT CENTER FOR COMMUNITY STUDIES – INDIAN RIVER LAKES CONSERVANCY SURVEY

GRANT PERIOD:

JANUARY 15, 2026 – MARCH 15, 2026

WHEREAS, the College has received funding from the Indian River Lakes Conservancy to complete a survey of adults (property owners and visitors) on the Indian River Lakes system. The goal of the survey is to identify community priorities, strengthen partnerships, and protect the watershed’s ecological health for future generations;

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

INCREASE REVENUE:

Center Comm. Studies Grant – Local Grants & Contracts	2803-3011-5430	\$ <u>10,000.00</u>
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Total Revenue Increase	\$ 10,000.00
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INCREASE EXPENDITURE:

Center Comm. Studies Grant- Prof. P/T	2803-3011-6102	\$ 3,520.00
Center Comm. Studies Grant-TRS	2803-3011-6202	337.52
Center Comm. Studies Grant- Social Security	2803-3011-6204	269.28
Center Comm. Studies Grant- Workers Comp.	2803-3011-6205	35.20
Center Comm. Studies Grant- Activity Expense	2803-3011-7202	5,405.00
Center Comm. Studies Grant- Indirect Cost	2803-3011-7231	\$ <u>433.00</u>

Total Expenditure Increase	\$ 10,000.00
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Other Business

RESOLUTION NO.119-26

RATIFICATION OF CONTRACTS

Anthology
Creator +D2L
Indian River Lakes Conservancy – CCS
Elsevier
Pitney Bowes
SUNY SOC
TRANE
Western NY Library Resources Council

WHEREAS, pursuant to Jefferson Community College Board of Trustees Resolution No. 119-26, the College President approved the following contractual agreements, copies of which are attached hereto:

Anthology

(Software Agreement – Instructional Technology)

Creator + D2L

(Software Agreement – Instructional Technology)

Indian River Lakes Conservancy

(Survey Agreement, Center for Community Studies)

Elsevier

(Electronic Subscription, College Library)

Pitney Bowes

(Lease Agreement, Mail & Supply)

SUNY SOC

(Participating Institution Agreement, Institutional Technology)

TRANE

(Software & Hardware Agreement, Controller Upgrade-Facilities)

Western NY Library Resources Council

(Electronic Subscription, College Library)

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

Regular Agenda

JCC Foundation – David Males

The JCC Foundation met on January 14, 2026. Items noted were:

- **The 2025 audit** – Came back from Bowers and Co. clean and unmodified
- **NYS Tax Credit Program** – The Foundation will receive \$42,430 from the NYS tax credit program. The Foundation board voted to create a Student Success Fund with this income. The goal of the fund is to support the needs of students outside of tuition.

- **Planned Giving:** The Foundation has hired Planned Giving Marketing Group to assist with a planned giving mailing program. The first mailer should be sent via mail and electronically in the next few weeks.
- **Scholarships** – The Foundation is moving to a new scholarship awarding platform, which will simplify the awarding process, better serve our students and assure compliance.
- **The FY26 Mailing Program** – through the first 5 months of this fiscal year the mailing program has already raised more this year than all of FY2025!

Solicitations - The next Annual Fund solicitation will be sent at the beginning of March. It will be signed by the Executive Director and highlights a student who the Foundation has helped this Fall.

Grants - This fall the Foundation has given out over 40 student grants totaling over \$14,500.

College Senate Report – Tim Grosse

In his report, College Senate President Tim Grosse reported on the activities of the February 3, 2026, meeting and highlighted:

- The senate approved the following Curriculum Committee items:
 - Program revisions for the Childhood Education AA, Individual Studies AAS, Applied Business Studies AOS, Business Administration AAS, Health Care Management AS, and the Psychology Concentration AA Degrees.
 - A new Health Sciences AS degree
- The Senate approved a revised Matriculation Policy brought forward by the Academic Standards Committee
- Provost Goyette presented the Academic Momentum Plan and the senate endorsed it

Student Trustee Report– Alessio Caruana

Trustee Caruana provided details on upcoming student activities. The International Food Fest on February 25 and the Spring Dance on March 13.

President's Report

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

- **Enrollment:** Spring 2026 is down 0.33%. The high school enrollment numbers are currently down by 19% because they haven't come in yet, but once they do, President Dupee estimates that overall, Spring will be up by about 2-4%.
- **Joint Retreat:** The retreat was not held in December due to poor weather. It will now take place during the Foundation's typical May meeting time and date, on Wednesday, May 13 at 4pm.
- **Academic Momentum plan:** The plan has been presented on campus. There were open forums for it and the senate vote was unanimously approved. The full document will be shared with the board.

- **Advocacy:** The finalized NYCCT budget document will be sent to the board. The push is for increased funding to SUNY Reconnect and increased state aid.
- **Recent activities:** Spring 2026 Start Up & Faculty Return, Next Move NY Meeting, Cannoneer Kickoff, Micron Groundbreaking Celebration, ATD Site Visit Feedback Meeting, Spring 2026 Classes Began, ESP Labor/Management Meeting, Leadership Group Meeting, Campus Tour with WPBS Board Chair, WPBS Board Meeting, ATD Virtual Visit, College Presidents Meeting, NYCCT, NYCAP & CUNY Advocacy Meeting, Jefferson County Public Transit Taskforce Meeting.
- **Upcoming activities:** NYCCT & NYCAP Govt Relations Meeting, FSA Board Meeting, Center for Community Studies Advisory Bd, CPE Presentation – New Faculty & Staff, ACCT Legislative Meetings, NYCCAP Meeting, President’s Meeting, ATD Virtual Visit.

Board Education

Presentation: Matt Gorman – Student Life and Student Activities Update

Matt Gorman reviewed what the RAs accomplished over the past year, highlighted student activities, reviewed student life leadership and involvement, what can be expected for Spring 2026, key focus areas for Fall 2026, why this matters within the residence life, residence hall initiatives, and what they expect their work to improve.

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:

- Academic and Educational Services Committee – Wednesday, February 25, 2026, at 3pm
- Personnel Committee – Wednesday, February 25, 2026, at 4pm
- Finance & Audit Committee Meeting – Wednesday, March 4, 2026, at 3 pm
- Board of Trustees Meeting – Wednesday, March 4, 2026, at 4 pm

Adjournment

On a motion made by Cindy Intschert seconded by Beth Fipps, the meeting adjourned at 4:43 p.m.

Respectfully submitted,

Michaela Frederick
Secretary to the Board of Trustees