



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES July 8, 2026

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, July 8, 2026, in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

Attendance:

Trustees Present:

Maureen Aiken, Michael Crowley, Beth Fipps, Nathan Hunter, Cindy Intschert, David Males, Stephen Todd, Brooke Wiley

Administrative Staff:

Daniel Dupee, President; Carey Goyette, Provost; Sidney Pond, Vice President for Administration & Finance

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

Chair Males introduced new Student Trustee Brooke Wiley.

Introductions of Guests

Amanda Caswell, Executive Director of Institutional Effectiveness & Planning
Paul Keller, AVP of Enrollment Services
Margaret LaVancha, Executive Director of Human Resources
Donna Stevenson, AVP of STEM, Health Professions, & Business
Gabrielle Thompson, AVP of Student Affairs

Privilege of the Floor – none

Consent Agenda Approval

Chair Males noted that Resolution 177-26: 2026-2027 Annual Purchasing Policy Revision was adjourned from the agenda. There will be a new format for the policy, and there is language that needs to be fully reviewed first.

On a motion made by Stephen Todd, seconded by Nathan Hunter, the consent agenda as presented without Resolution 177-26 was approved unanimously.

Approval of Minutes – June 3, 2026

Finance & Audit Committee**RESOLUTION NO. 175-26****2025-2026 BUDGET****Micron Technology Grant****GRANT PERIOD:****May 1, 2026 - May 31, 2028**

WHEREAS, funds have been received from Micron Technology Inc., for the purpose of funding Jefferson's Education for Workforce to Employ Learners (JEWEL) Megatronics Program.

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

INCREASE REVENUE:

Micron Technology - Local Grants	2843-3011-5430	\$	<u>750,000.00</u>
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Total Revenue Increase	\$	750,000.00
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INCREASE EXPENDITURE:

Micron Technology - Professional Full Time	2843-3011-6101	\$	534,081.92
Micron Technology - State Teachers Retirement	2843-3011-6202		36,552.29
Micron Technology - TIAA CREF	2843-3011-6203		12,234.55
Micron Technology - Social Security	2843-3011-6204		40,857.27
Micron Technology - Workers Compensation	2843-3011-6205		5,340.82
Micron Technology - Life Insurance	2843-3011-6206		610.00
Micron Technology - Disability Insurance	2843-3011-6208		604.00
Micron Technology - Health Insurance	2843-3011-6209		45,719.15
Micron Technology - Advertising	2843-3011-7203		4,500.00
Micron Technology - Student Recruitment	2843-3011-7247		4,500.00
Micron Technology - Travel	2843-3011-7250		8,000.00
Micron Technology - Workshops & Seminars	2843-3011-7253		8,000.00
Micron Technology - Scholarships	2843-3011-7512	\$	<u>49,000.00</u>

Total Expenditure Increase	\$	750,000.00
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RESOLUTION NO. 176-26**2025-2026 BUDGET****SUNY WDT Customer Service Excellence Training 3****GRANT PERIOD:****June 5, 2026 - June 19, 2026**

WHEREAS, funds have been received from SUNY Workforce Development to provide Customer Service Excellence training to employers.

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

INCREASE REVENUE:

SUNY WDT - State Grants	2701-3011-5420	\$	<u>3,240.00</u>
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	Total Revenue Increase	\$	3,240.00
INCREASE EXPENDITURE:			
SUNY WDT - Indirect Cost	2701-3011-7231	\$	720.00
SUNY WDT - Scholarship Awards	2701-3011-7512	\$	<u>2,520.00</u>
	Total Expenditure Increase	\$	3,240.00

RESOLUTION NO. 178-26 2026-2027 OPERATING BUDGET

WHEREAS, Jefferson Community College anticipates serving 1,004 full-time students as well as enrolling students for 20,342 part-time credit hours during the 2026-2027 academic year. Base State Aid FTE at 1,614.8.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby adopts the Jefferson Community College 2026–2027 Operating Budget in the amount of \$27,203,587, with a sponsor contribution of \$5,809,870 and a State share of \$6,548,637.

RESOLUTION NO. 179-26 2026-2027 TUITION AND FEE SCHEDULE

WHEREAS, the Jefferson Community College Board of Trustees hereby adopts the following Tuition and Fee Schedule for the 2026-2027 academic year:

TUITION:

New York State Residents who are residents of the sponsorship area or non-residents of the sponsorship area who present a Certificate of Residence:

Full-Time	\$5,664 per academic year
Part-Time	\$ 236 per credit hour

New York State residents who are not residents of the sponsorship area and do not present a Certificate of Residence:

Full-Time	\$11,496 per academic year
Part-Time	\$ 479 per credit hour

Non-New York State Residents:

Full-Time	\$11,016 per academic year
Part-Time	\$ 459 per credit hour

STUDENT SERVICE FEES: -

Fees deducted from operating costs as offsetting revenue:

Capital Fee (Out of State/International Students)	\$ 150 per semester
Non-Credit Course Fee	variable (\$10-\$500)
Document/Check Replacement Fee	\$ 15 per copy
Transcript Fee	\$ 10 per copy

Health Transcript Fee	\$ 10 per occurrence
Facsimile Fee (Official Documents)	\$ 10 per occurrence
Processing Fee, Directed Study	\$ 25 per course
Credit by Examination Fee	\$ 20 per credit hour
College-Level Examination Program	\$ 25 per exam
Returned Check Fee	\$ 25 per check
Parking Fines	variable (\$10-\$100)
Technology Fee	\$ 18 per credit hour
Computer Lab Fee (Community Members)	\$ 45 per semester
Clinical/Course Lab/Online/Materials Fee	variable (\$5-\$200) per credit hour
Nursing Materials Fee	\$ 380 per semester

FEES CHARGED TO STUDENTS BY SEPARATE ASSOCIATIONS:

(i.e. Faculty-Student Association or by self-sustaining operations)

*Comprehensive Student Fee	\$ 22 per credit hour
Comprehensive Student Fee – (Summer/Winter)	\$ 10 per credit hour
Identification Card Fee (replacement)	\$ 30
Diploma Fee (replacement)	\$ 50
Alumni Fee (optional)	\$ 15 per semester
Bookstore Fee	\$ 28 per credit hour

*Not applicable for extension site courses; (fees included: student resource, parking, commencement, new student services, and identification card)

Financial Statements: As of the end of May, total revenue was approximately 97.7% of the annual revenue budget. Revenue exceeded the prior year by approximately \$877,000 at the same point in time. Enrollment for the Fall semester, Winter session, Spring semester, and Summer session remained ahead of last year's levels.

Total expenditures through May were approximately 71.0% of the annual expenditure budget. Overall spending is approximately 4.0% under budget and approximately 3.4% higher than expenditures at this time last year, when spending was also below budget.

Cash and cash equivalents decreased by approximately \$10,000 compared to the prior year. Additionally, as of the end of May, the College had invested more than \$13,000,000 in U.S. Treasuries.

Academic & Educational Services Committee

RESOLUTION NO. 180-26 BEAU'S LAW POLICY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the attached Beau's Law Policy.

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the attached Posthumous Degree Policy.

Other Business**RESOLUTION NO. 182-26****RATIFICATION OF CONTRACTS**

**Faculty Student Association (FSA)
Jefferson FSA Auxiliary (JFSAA)
Nova Information Group
Ovid Technologies, Inc
State University of New York (SUNY)**

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:

Faculty Student Association (FSA)

(memorandum of understanding, commencement reimbursement)

Jefferson FSA Auxiliary (JFSAA)

(memorandum of understanding, door swipe access system upgrade)

Nova Information Group

(professional service agreement, student retention)

Ovid Technologies, Inc

(nursing journal renewal, library services)

State University of New York (SUNY)

(participating institution agreement, slate)

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

Regular Agenda

Jefferson Foundation – David Males

- The Board elected two new board members whose term will begin in September:
 - Sharon Addison – Director of FMWR at Fort Drum
 - Ethan Dinan – Executive Director of the Veteran's Health Institute and an adjunct professor at Jefferson.
- The Board approved a new Executive Committee for next year:
 - Ryan Piche, President
 - Brian Peck, VP
 - Shawn West, Finance
 - Stephanie Sutton, Secretary
- The Foundation Board approved a positive budget for the 26-27 academic year

- The last Annual Fund solicitation was sent at the beginning of June – signed by Dr. Dupee.
- It was reported with 2 months to go in the Fiscal year that the Foundation has already reached its annual fund goal for this year
- The Trustees have been given a copy of the retreat notes that were provided by Maya. These were also given to the Foundation board and discussed at the meeting.

President’s Report

In his report, President Dupee updated the Trustees on Enrollment, the Jefferson County Board meeting, notes from the joint Jefferson Foundation and Trustees meeting, recent activities, and upcoming activities:

- **Enrollment:** Summer - up 7.69%, Fall – up 2.63%
- **Jefferson County Board meeting:** Our 2026-2027 budget was approved last night at the Jefferson County Board meeting.
- **Jefferson Foundation and Trustees joint meeting:** The meeting notes were sent to all Trustees. If there are any questions, please direct them to President Dupee or Executive Director Ben Foster.
- **Recent activities:** FDRHPO Board Meeting, River Fest, NYCCAP Retreat, Advocate Drum Board Meeting, Trustee Budget Workshop, ESP Labor Management Meeting, Vice Chancellor Dent Visit to Campus, North Country Regional Economic Development Council Meeting at the NEST, Samaritan Finance Committee Meeting, WPBS Board Meeting, ATD Team Meeting, SMC Board Meeting, FDRLO Marketing Committee Meeting, Budget Presentation to County Finance and Rules Committee, County Board Meeting, Jefferson County Transportation Ribbon Cutting
- **Upcoming activities:** CNY Community College Leader Summit (Jefferson, Onondaga, Finger Lakes, and Mohawk Valley Community Colleges), Samaritan Finance Committee Meetings, Samaritan Board Meetings, FAJCC Labor Management Meetings, Future Women in STEAM Summer Academy Awards, FDRHPO Board Meeting, ESP Labor Management Meeting, Start Up Week, Retiree Luncheon, SUNY Presidents Meeting, Samaritan Executive Committee Meeting

Board Education: Presentation: Paul Keller

Associate Vice President of Enrollment Services Paul Keller gave an overview of enrollment services, touching on: Who/What is Enrollment Services, what they do, the progress they have made over the past two cycles, where they are going and current areas of focus, and the FAFSA Force goals. FAFSA Force is an ad hoc committee tied to the Academic Momentum plan.

Nominating Committee:

Trustee Todd provided the report of the nominating committee, comprised of himself and Maureen Aiken, who met on June 25th. Trustee Todd presented the following slate of officers for the 2026-2027 year:

Chair -	Cindy Intschert
Vice Chair -	Stephen Todd

Treasurer - Sidney Pond
Secretary - Michaela Frederick

Chair Males opened the floor for nominations. Hearing none, Maureen Aiken made a motion, seconded by Cindy Intschert, to approve the slate of officers as presented. The motion was approved unanimously.

Executive Session

On a motion made by Beth Fipps, seconded by Nathan Hunter, the board adjourned to Executive Session at 4:32 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 4:37 p.m.

Personnel Committee – Committee Chair Beth Fipps

Trustee Fipps presented Resolution 183-26 to approve management-confidential salaries for 2026-2027. Upon motion by Beth Fipps, seconded by Michael Crowley, Resolution 183-26 was unanimously approved as follows:

RESOLUTION NO. 183-26 2026-2027 M/C SALARIES

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve a sum of \$68,588 for management and confidential employee salary increases and three market equity adjustments, effective September 1, 2026.

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:

- Personnel Committee – Wednesday, July 15, at 4pm
- Personnel Committee – Wednesday, August 19, at 4pm

Dr. Dupee noted that we will be canceling the July Personnel committee meeting and will most likely be canceling the August meeting as well.

Adjournment

On a motion made by Beth Fipps seconded by Cindy Intschert, the meeting adjourned at 4:39 p.m.

Respectfully submitted,

Michaela M. Frederick
Secretary to the Board of Trustees