



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES

June 4, 2025

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, June 4, 2025, in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

Attendance:

Trustees Present:

David Males, Chair
Maureen Aiken
Genesis Crice
Judith Gentner
Nathan Hunter
Cindy Intschert
Stephen Todd

Administrative Staff:

Dan Dupee, President
Jerilyn Fairman, Provost - Vice President for Academic Affairs and Student Affairs
Sidney Pond, Vice President for Administration & Finance (online)

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

Approval of Minutes

On a motion made by Judith Gentner, seconded by Maureen Aiken, the minutes of the May 7, 2025, meeting were approved unanimously.

Introductions of Guests

Dr. Dupee introduced the new Provost and Vice President for Academic Affairs and Student Affairs, Carey Goyette. All welcomed Carey with a round of applause.

Introductions of Guests

Tim Grosse, Senate President, and Professor of Math
Paul Keller, Associate Vice President for Enrollment Services
Margaret LaVancha, Executive Director of Human Resources
Gillian Maitland, Marketing & Communications Director
Megan Stadler, Associate Vice President for Liberal Arts
Donna Stevenson, Interim Associate Vice President for STEM, Health Professions & Business
Gabrielle Thompson, Associate Vice President for Student Affairs
John Trumbell, FAJCC Vice President and Coordinator of Continuing Education

Privilege of the Floor - none

College Senate – Tim Grosse

In his report, College Senate President Tim Grosse highlighted the following from the last meeting:

- The updated 2025-2030 Draft Strategic Plan was shared by Co-Chairs Larry Danforth and Dawn Bartlett. The Pillars, Goals, and Strategies were shared. The senate body was pleased, felt heard in their requests and suggestions, and expressed their appreciation for the leadership from Dr. Dupee, Larry, and Dawn during the process.
- Information on the 2025/2026 Proposed Budget was presented by VP Sid Pond.
- The College Senate approved the updated Physical Education Credit for Intercollegiate Sports Policy.
- The College Senate received the Criminal Justice AA Curriculum Review from Nicholas Thornthwaite. He briefly reviewed the direction the department wants to go with the degree.

JCC Foundation – Maureen Aiken

A written report was provided to Trustees and summarized by Trustee Aiken:

The Foundation Board met – May 14th – Updates

- They started with a presentation from RBC to review their endowment performance. The endowment has grown nicely over the past few years. Different strategies were discussed for moving forward and they plan to adjust their investment policy to allow consideration of some of these changes.
- President Piche reported that the Executive Committee approved a grant for Enrollment services, which will help fund the cost of the new teacher education micro credential. Hopefully, this grant will reduce the cost for all participants and drive enrollment in the program.
- They reviewed a draft of the FY26 budget which will be finalized and approved at their June meeting.
- Their nominating committee will be putting forward a slate of 2/3 possible new Board members for the Foundation Board to vote on in June.
- The Alumni Advisory Council presented their plan for re-activation. It included a new mission, vision, and purpose statement, as well as a six-month action timeline.
- Ben Reported he has secured a few new grants to help students with emergency funding. They are working on moving to a new scholarship awarding platform, which hopefully will streamline the entire scholarship application, awarding, and donor thank you process. They reviewed the fundraising numbers for the year, and are on pace to do better than last year, with both dollars and donors.

Student Trustee – Genesis Crice

In his report, Student Trustee Genesis Crice highlighted events that happened during the month of May, since school is out for the summer, and discusses the new members of Student Government:

■ **Events:**

- Finals bonfire – 5/7
- Student relaxation event – 5/8
- Res hall study night – 5/7 - 5/14
- RES life bonfire – 5/15
- **Introduction of new SGA:**
 - President - Karim Saleh
 - Vice President - Ben Ramer
 - Secretary - Mallory Townsend
 - Trustee - Alessio Caruana. Gen noted that Alessio is an international student on the men's soccer team here at Jefferson and is home in Belgium for the summer. He has joined us online for the meeting and will be attending via phone call for the July meeting.
 - Marketing Coordinator - Open
 - Treasurer – Open

President's Report

In his report, President Dupee updated the Trustees on Enrollment, Achieving the Dream, Next Move NY, NYS Green Chips Community Investment Fund, Branding lunch and learn, Strategic Plan lunch and learn, recent activities and upcoming activities:

- **Enrollment:**
 - Summer – up 13.7%, Fall – up 9.7%. Continuing students and new students are up, which is good.
- **Achieving the Dream:**
 - At the end of the month, there are 12 Jefferson employees who will be attending the Achieving the Dream conference in Charlotte, North Carolina. Achieving the Dream will help the College with the strategic plan to see what we should be focusing on with Key Performance Indicators. This will give us something concrete to hold ourselves accountable in the years to come.
- **Next Move NY:**
 - Building 3 renovations planning is underway. The partners are starting to meet to figure out the details.
- **NYS Green Chips Community Investment Fund:**
 - We have made it through to the second round the grant.
- **Branding lunch and learn:**
 - Gillian Maitland will be presenting the new College logo. Date TBA.
- **Strategic Plan lunch and learn:**
 - Dawn Bartlett and Larry Danforth will present updated information for the Strategic Plan: where we are as a campus, all the work that went into the planning process, etc. The Trustees will approve the overall plan and then the College employees will make sure to execute the operational side of things.
- **Recent activities:** Athletic Awards Banquet, Student Awards Ceremony, Black River Review Unveiling, Center for Community Studies Advisory Board Meeting, Marketing Presentations, Scholar's Day, Performance Evaluation Open Forums, SUNY May President's Meeting, Armed Forces Day Breakfast, Res Hall Bonfire, JCC Foundation Board Meeting, Nurse Pinning Ceremony, Achieving The Dream Coaching Call, Commencement, Recognition Celebration, Accepted Students Day, ESP & FAJCC Labor Management Meetings, End of Year

Celebration, Community College meeting with Chancellor King, JFSAA Board of Managers Meeting, NYCCT/NYCCAP Meetings with: AM McMahon, AM Gray, AM Hyndman.

- **Upcoming activities:** Welding Lab discussion at BOCES, FDRLO Annual Board Meeting, Achieving The Dream Meeting, SUNY Community College Monthly Meeting, Budget Discussion with County Administration, FDRHPO Board Meeting, River Fest, ESP & FAJCC Labor Management Meetings, NYCCAP conference, Achieving the Dream conference, Jefferson County Budget Presentation, SMC Board meeting.

Finance and Audit Committee – Committee Member Nathan Hunter

Trustee Hunter noted the Finance and Audit Committee met prior to the full Board meeting. He presented two budget amendments. Resolution 149-25 highlights additional funding from the U.S. Department of Labor to support collaboration for the Community College HealthCARES Consortium. Resolution 150-25 highlights new funding for education enrollment certifications submitted to the Department of Veterans Affairs.

Upon motion by Nathan Hunter, seconded by Judith Gentner, Resolutions 149-25 and 150-25 were approved unanimously as follows:

**RESOLUTION NO. 149-25 2024-2025 BUDGET AMENDMENT
HEALTH CARES GRANT**

GRANT PERIOD: OCTOBER 1, 2024 – SEPTEMBER 30, 2025

WHEREAS, additional funds have been received from the U.S. Department of Labor- Employment Training Administration to support collaboration for the Community College HealthCARES Consortium; Strengthening Career Pathways and Promoting equity in the Health Care Social Assistance Sector;

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

INCREASE REVENUE:

Health CARES Grant- Local Grants & Contracts	2654-3011-5420	\$ <u>6,841.03</u>
Total Revenue Increase		\$ 6,841.03

INCREASE EXPENDITURE:

Health CARES Grant- Audio Visual Equipment	2654-3011-7007	\$ <u>6,841.03</u>
Total Expenditure Increase		\$ 6,841.03

RESOLUTION NO. 150-25

2024-2025 BUDGET AMENDMENT
VA REPORTING FEES GRANT

GRANT PERIOD:

SEPTEMBER 1, 2024 – AUGUST 31, 2025

WHEREAS, the College received funding for the Annual Reporting Fee payment for education enrollment certifications submitted to the Department of Veterans Affairs;

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

INCREASE REVENUE:		
VA Reporting Fees – Local Grants & Contracts 2834-3011-5430		\$ <u>5,264.00</u>
Total Revenue Increase		\$ 5,264.00

INCREASE EXPENDITURE:		
VA Reporting Fees – Professional PT	2834-3011-6102	\$ 4,844.91
VA Reporting Fees – Social Security	2834-3011-6204	370.64
VA Reporting Fees- Workers Compensation	2834-3011-6205	\$ <u>48.45</u>
Total Expenditure Increase		\$ 5,264.00

Nathan Hunter then presented the following budget transfers.

Following presentation and on motion by Nathan Hunter, seconded by Genesis Crice, the Board unanimously approved the following budget transfers reflected in Resolutions 151-25 and 152-25:

RESOLUTION NO. 151-25

2024-2025 BUDGET TRANSFER

HEALTH CARES GRANT

GRANT PERIOD:

OCTOBER 1, 2024 – SEPTEMBER 30, 2025

WHEREAS

funds have been received from the U.S. Department of Labor- Employment Training Administration to support collaboration for the Community College HealthCARES Consortium; Strengthening Career Pathways and Promoting equity in the Health Care Social Assistance Sector;

WHEREAS

expenditures for the grant must be reallocated to support actual grant expenditures;

THEREFORE, BE IT RESOLVED

that the Jefferson Community College Board of Trustees hereby approves the following budget amendment:

INCREASE EXPENDITURE:

Health CARES Grant- Premium Earning	2654-3011-6110	\$	217.57
Health CARES Grant- Computer Equipment	2654-3011-7006		4,628.12

Health CARES Grant- Audio Visual Equipment	2654-3011-7007	76,762.03
Health CARES Grant- Computer Software	2654-3011-7217	1,854.00
Health CARES Grant- Staff Development	2654-3011-7246	1,500.00
Health CARES Grant- Travel	2654-3011-7250	\$ <u>7,112.65</u>

Total Expenditure Increase \$ 92,074.37

DECREASE EXPENDITURE

Health CARES Grant- Professional FT	2654-3011-6101	\$ 5,189.91
Health CARES Grant- State Teachers Retirement	2654-3011-6202	522.96
Health CARES Grant- Social Security	2654-3011-6204	390.62
Health CARES Grant- Workers Comp	2654-3011-6205	49.72
Health CARES Grant- Life Insurance	2654-3011-6206	0.29
Health CARES Grant- Disability Insurance	2654-3011-6208	11.26
Health CARES Grant- Health Insurance	2654-3011-6209	1,168.79
Health CARES Grant- Instructional Equipment	2654-3011-7005	54,093.03
Health CARES Grant- Supplies Audio Visual	2654-3011-7106	200.00
Health CARES Grant- Supplies Instructional	2654-3011-7108	3,000.00
Health CARES Grant- Indirect Cost	2654-3011-7231	12,222.79
Health CARES Grant- Maintenance Contracts	2654-3011-7236	5,725.00
Health CARES Grant- Prof Service Fees	2654-3011-7241	\$ <u>9,500.00</u>

Total Expenditure Decrease \$ 92,074.37

**RESOLUTION NO. 152-25 2024-2025 BUDGET TRANSFER
NURSING EMERGENCY TRAINING GRANT**

GRANT PERIOD: SEPTEMBER 1, 2024 – AUGUST 31, 2025

WHEREAS, funds have been received from SUNY for the Nursing Emergency Training Grant to increase the enrollment capacity in nursing degree programs;

WHEREAS, expenditures for the grant must be reallocated to support actual grant expenditures;

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

INCREASE EXPENDITURE:

Nursing Emerg. Grant- Instructional Equipment	2648-3011-7005	\$ 8,183.28
Nursing Emerg. Grant- Audio Visual Equipment	2648-3011-7007	14,904.45
Nursing Emerg. Grant- Instructional Supplies	2648-3011-7108	4,822.26
Nursing Emerg. Grant- Prof. Service Fees	2648-3011-7241	\$ <u>4,582.50</u>

Total Expenditure Increase \$ 32,492.49

DECREASE EXPENDITURE:

Nursing Emerg. Grant- Prof F/T	2648-3011-6101	\$ 14,038.46
Nursing Emerg. Grant- State ERS	2648-3011-6201	1,586.34
Nursing Emerg. Grant- Social Security	2648-3011-6204	1,073.94
Nursing Emerg. Grant- Workers Comp	2648-3011-6205	140.39
Nursing Emerg. Grant- Life Insurance	2648-3011-6206	9.15

Nursing Emerg. Grant- Disability Insurance	2648-3011-6208	18.60
Nursing Emerg. Grant- Health Insurance	2648-3011-6209	5,025.78
Nursing Emerg. Grant- Computer Equipment	2648-3011-7006	<u>\$ 10,599.83</u>

Total Expenditure Decrease \$ 32,492.49

Financial Statements: April 2025

VP Sid Pond reported that we are more than two-thirds of the way through the fiscal year and have 4 months left. Overall total revenue is nearly 94.9% of the total budgeted revenues and is almost \$1,019,000 more than last year's total revenue through April. Fall, Winter, and Spring, tuition revenue is higher than budget since actual enrollment has been higher than 2.7% decrease that was budgeted. Summer tuition revenue is still trending in a positive direction. Total expenditure is about 60.6% of the annual expenditure budget and about 6.1% less than budget. Total cash and cash equivalents are up about \$975,000 as compared to last year and a little less than \$12,800,000 was invested in U.S. Treasuries at the end of the month.

Upon motion by Nathan Hunter seconded by Stephen Todd, the Board unanimously accepted the April 2025 financial reports.

Academic and Educational Services Committee - Committee Chair Cindy Intschert

Committee Chair Cindy Intschert reported there was no May meeting.

Facilities Committee – Committee Chair Stephen Todd

Committee Chair Stephen Todd reported there was a meeting on May 12, but there are no action items. He reported that the focus of the meeting was on an update from BCA Architects on the building 3 renovations project. The committee was shown where they are in the design phase, including floor plans, and were hoping to complete it by the end of May. The goal is to have the building up and running again by August of 2026.

Nominating Committee – Committee Chair Nathan Hunter

Committee Chair Nathan Hunter reported that at the last Trustee meeting, Chair Males appointed the following for the Nominating Committee: Nathan Hunter as chair, Michael Crowley, and Judith Gentner. They will have been charged with bringing forward a recommended slate of officers for the 2025-2026 fiscal year. They will bring forth a recommendation at the July 2nd meeting.

Executive Session

On a motion made by Judith Gentner, seconded by Nathan Hunter, the board adjourned to Executive Session at 4:29 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 4:58 p.m.

Personnel Committee – Committee Member Cindy Intschert

Trustee Intschert reported the Personnel Committee met on May 21 and reviewed personnel actions including continuing appointment and promotion recommendations for professional services staff.

Upon presentation and motion by Cindy Intschert, seconded by Nathan Hunter, Resolution 153-25 granting continuing appointment for professional services staff effective September 1, 2025, was approved unanimously as follows:

**RESOLUTION NO. 153-25 2025 CONTINUING APPOINTMENT
PROFESSIONAL STAFF**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves the following continuing appointments, effective September 1, 2025:

Joanna Brislan
Director of Community Services

Katie Corbin
Coordinator-CSTEP

Andrew Lackey
Web Communications Specialist

Andrea McGrath
Education Coordinator-Enrollment Services

Upon presentation and motion by Cindy Intschert, seconded by Judith Gentner, Resolution 154-25 granting promotion for professional services staff effective September 1, 2025, was approved unanimously as follows:

RESOLUTION NO. 154-25 2025 PROMOTIONS – PROFESSIONAL STAFF

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the following promotions, effective September 1, 2025:

Grade 5 to Grade 7
Tanya Hoistion

Grade 9
Jeffrey Wiley

OTHER BUSINESS

Dr. Dupee presented contracts for ratification in Resolution 155-25. Upon motion by Maureen Aiken, seconded by Stephen Todd, Resolution 155-25 ratifying all contracts passed unanimously.

RESOLUTION NO. 155-25 RATIFICATION OF CONTRACTS

Go Motorcycling, Inc
Jefferson Faculty Student Association Auxiliary (JFSAA)
NRG Business Marketing1
NRG Business Marketing2

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:

Go Motorcycling, Inc
(training services agreement, workforce development)

Jefferson Faculty Student Association Auxiliary (JFSAA)
(memorandum of understanding, residence hall)

NRG Business Marketing1
(agreement, natural gas delivery)

NRG Business Marketing2
(services renewal contract, natural gas delivery)

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

Chair David Males read aloud Resolution 156-25, recognizing Genesis Crice for his service as Student Trustee over the past year. Following a round of applause, a motion was made by Judith Gentner, seconded by Stephen Todd, and Resolution 156-25 was passed unanimously as follows:

RESOLUTION NO. 156-25 RECOGNITION OF SERVICE
GEN CRICE

WHEREAS, Gen Crice was first elected by the student body to serve as the student member of the Jefferson Community College Board of Trustees commencing October 1, 2024, and serving through June 30, 2025; and

WHEREAS, in addition to serving as a Trustee, Gen has provided leadership to Jefferson Community College Student Government by helping to plan and promote student programming, leadership training opportunities, and special events; and

WHEREAS, Gen was a Resident Assistant in East Hall throughout the 24-25 Academic year, assisting residents and helping implement a successful living and learning environment on campus through various forms of programming; and

WHEREAS, Gen has supported the Jefferson Community College Board of Trustees and the College President as a member of the Board's Academic & Educational Services Committee;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees extends appreciation to Gen Crice for his dedicated service to this College and offers every good wish for continued success in his higher education and professional endeavors.

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, June 18, at 3pm

Personnel Committee Meeting – Wednesday, June 18, at 4pm

Finance & Audit Committee Meeting – Wednesday, July 2, at 3pm

Board of Trustees Meeting – Wednesday, July 2, at 4pm

Adjournment

On a motion made by David Males, seconded by Gen Crice, the meeting adjourned at 5:04 p.m.

Respectfully submitted,

Michaela M. Frederick
Secretary to the Board of Trustees