



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES June 3, 2026

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, June 3, 2026, in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

Attendance:

Trustees Present:

Beth Fipps, Erika Flint, Nathan Hunter, Cindy Intschert, David Males, Stephen Todd

Administrative Staff:

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

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

Introductions of Guests

Tim Grosse, Senate President and Professor
Margaret LaVancha, Executive Director of Human Resources
Megan Stadler, AVP of Liberal Arts
Donna Stevenson, AVP of STEM, Health Professions, & Business
Gabrielle Thompson, AVP of Student Affairs
Jeffrey Wiley, Director of Athletics

Privilege of the Floor – none

Consent Agenda Approval

A motion was made by Cindy Intschert, and seconded by Beth Fipps, to approve the consent agenda as presented.

Following the motion, brief clarification was provided by Cindy Intschert regarding Resolution 169-26: Repeal Resolution 138-05 for Transfer Credit Policy on Army MOS Experience. She noted that the policy was outdated, as the SUNY Prior Learning Assessment Policy implemented in June 2023 handles all transfer credit and prior learning. Therefore, there is no need to have an additional policy strictly for Army as it falls under this new policy.

Brief clarification was stated by David Males regarding Resolution 174-26: Investment Policy Revision. The resolution was a late add after the original agenda went out to the public. Further, the resolution was considered and finalized by the Finance & Audit Committee at its May meeting. Due to the Committee meeting taking place immediately before the May Board meeting at which the resolution was to be considered, the resolution was deferred to the June Board meeting to provide an opportunity to address any revisions or concerns raised during the Committee meeting.

Approval of Minutes – May 6, 2026

**Finance & Audit Committee
RESOLUTION NO. 156-26**

**2025-2026 BUDGET
Academic Momentum Action Plan**

GRANT PERIOD: March 9, 2026 - August 31, 2026

WHEREAS, funds have been received from SUNY to support the Academic Momentum (AcMo) plan. This funding will support sustainable improvements in student success, institutional effectiveness, as well as critical technical and reporting capacity needs.

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

INCREASE REVENUE:

Academic Momentum - State Grants	2682-3011-5420	\$	<u>32,000.00</u>
Total Revenue Increase		\$	32,000.00

INCREASE EXPENDITURE:

Academic Momentum - Professional Stipends	2682-3011-6104	\$	2,960.08
Academic Momentum - State Teachers Retirement	2682-3011-6202		283.87
Academic Momentum - Social Security	2682-3011-6204		226.45
Academic Momentum - Workers Compensation	2682-3011-6205		29.60
Academic Momentum - Subscriptions	2682-3011-7105		2,500.00
Academic Momentum - Professional Services	2682-3011-7241		12,000.00
Academic Momentum - Travel	2682-3011-7250	\$	<u>14,000.00</u>
Total Expenditure Increase		\$	32,000.00

RESOLUTION NO. 157-26

**2025-2026 BUDGET
Brightway Foundational Education Grant**

GRANT PERIOD: September 1, 2025 - August 31, 2026

WHEREAS, Funding has been awarded by SUNY to provide targeted support to low-income student parents participating in the College's ASAP program, enhancing their ability to persist and succeed academically;

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

INCREASE REVENUE:

Brightway - State Grants and Contracts	2663-3011-5420	\$	<u>36,471.00</u>
Total Revenue Increase		\$	36,471.00

INCREASE EXPENDITURE:

Brightway - Scholarship Awards	2663-3011-7512	\$	<u>36,471.00</u>
	Total Expenditure Increase	\$	36,471.00

RESOLUTION NO. 158-26 2025-2026 BUDGET
MVCC Apprenticeship 402.73

GRANT PERIOD: April 9, 2026 - December 31, 2029

WHEREAS, funds have been received from SUNY to support marketing activities, industry roundtables, and curriculum development for apprenticeships.

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

INCREASE REVENUE:

MVCC 402.73 - State Grants	2683-3011-5420	\$	<u>21,600.00</u>
Total Revenue Increase		\$	21,600.00

INCREASE EXPENDITURE:

MVCC 402.73 - Supplies Instructional	2683-3011-7108	\$	1,500.00
MVCC 402.73 - Indirect Cost	2683-3011-7231		3,600.00
MVCC 402.73 - Scholarship Awards	2683-3011-7512	\$	16,500.00

Total Expenditure Increase	\$	21,600.00
2025-2026 BUDGET		
Semiconductor Education & Training Project		

GRANT PERIOD: December 15, 2025 - December 31, 2026

WHEREAS, funds have been received from Onondaga Community College (OCC), as a subawardee of SUNY to increase the capacity of community colleges to meet the growing demand of New York's semiconductor industry.

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

INCREASE REVENUE:

Semiconductor Ed. - State Grants	2684-3011-5420	\$	<u>20,000.00</u>
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Total Revenue Increase	\$	20,000.00
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INCREASE EXPENDITURE:

Semiconductor Ed. - Professional Stipends	2684-3011-6104	\$	1,200.00
Semiconductor Ed. - State Teachers Retirement	2684-3011-6202		180.00
Semiconductor Ed. - Social Security	2684-3011-6204		100.00
Semiconductor Ed. - Workers Compensation	2684-3011-6205		20.00
Semiconductor Ed. - Supplies Instructional	2684-3011-7108		14,800.00
Semiconductor Ed. - Advertising	2684-3011-7203		1,500.00
Semiconductor Ed. - Student Recruitment	2684-3011-7247		1,000.00

Semiconductor Ed. - Travel	2684-3011-7250	\$	<u>1,200.00</u>
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Total Expenditure Increase	\$	20,000.00
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**RESOLUTION NO. 160-26 2025-2026 BUDGET
SUNY Healthcare Workforce**

GRANT PERIOD: September 1, 2025 - August 31, 2026

WHEREAS, funds have been received from SUNY allocated from the \$8 million of additional direct state tax support to New York State Community Colleges to expand the state's health care workforce.

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

INCREASE REVENUE:

SUNY Healthcare Workforce - State Grants	2671-3011-5420	\$	<u>75,000.00</u>
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Total Revenue Increase	\$	75,000.00
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SUNY Healthcare Workforce - Professional Full Time	2671-3011-6101	\$	57,863.88
SUNY Healthcare Workforce - State Employee Retirement	2671-3011-6201		7,985.22
SUNY Healthcare Workforce - Social Security	2671-3011-6204		4,426.59
SUNY Healthcare Workforce - Workers Compensation	2671-3011-6205		578.64
SUNY Healthcare Workforce - Life Insurance	2671-3011-6206		73.20
SUNY Healthcare Workforce - Disability Insurance	2671-3011-6208		72.48
SUNY Healthcare Workforce - Staff Development	2671-3011-7246		3,500.00
SUNY Healthcare Workforce - Travel	2671-3011-7250	\$	500.00

RESOLUTION NO. 161-26 2025-2026 BUDGET
SUNY Mental Health Funding Grant

WHEREAS, funds have been received from SUNY to enhance mental health support to students by reducing barriers to care, increasing awareness, and assist students in identifying and accessing appropriate services on and off campus.

SUNY Mental Health - State Grants	2670-3011-5420	\$	100,000.00
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SUNY Mental Health - Professional Services	2670-3011-7241	\$	100,000.00
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RESOLUTION NO. 162-26 2025-2026 BUDGET
Transformational ASAP/ACE Grant

WHEREAS, Funds have been received from SUNY to improve student success, support innovation, and address the state's future workforce needs. These efforts will enhance economic mobility by expanding education and workforce training opportunities, increasing retention and completion rates among degree-seeking students, developing seamless transfer pathways, and improving

operational efficiency by reducing redundancy;

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

INCREASE REVENUE:

ASAP/ACE - State Grants	2658-3011-5420	\$	<u>32,050.00</u>
Total Revenue Increase		\$	32,050.00

INCREASE EXPENDITURE:

ASAP/ACE - Scholarship Awards	2658-3011-7512	\$	<u>32,050.00</u>
Total Expenditure Increase		\$	32,050.00

RESOLUTION NO. 163-26 2025-2026 BUDGET AMENDMENT
Collegiate Science and Technology Entry Program (CSTEP)

GRANT PERIOD: **July 1, 2025 - June 30, 2026**

WHEREAS, funds have been received from NY State Education Department (NYSED) to create a CSTEP program at Jefferson Community College. This amendment shifts a portion of funds previously dedicated to personnel to increase the amount of scholarships given to students.

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

INCREASE EXPENDITURE:

CSTEP - Supplies Instructional	2621-3011-7108	\$	5,000.00
CSTEP - Student Recruitment	2621-3011-7247		3,895.00
CSTEP - Workshops and Seminars	2621-3011-7253		4,000.00
CSTEP - Scholarship Awards	2621-3011-7512	\$	<u>25,000.00</u>
Total Expenditure Increase		\$	37,895.00

DECREASE EXPENDITURE:

CSTEP - Professional Full Time	2621-3011-6101	\$	19,417.00
CSTEP - Professional Part Time	2621-3011-6102		16,626.00
CSTEP - Indirect Cost	2621-3011-7231	\$	<u>1,852.00</u>
Total Expenditure Decrease		\$	37,895.00

RESOLUTION NO. 164-26**2025-2026 BUDGET AMENDMENT
TRIO Grant****GRANT PERIOD:****September 1, 2025 - August 31, 2026**

WHEREAS, funds have been received federal funding through the TRIO Grant to fund initiatives to enhance instruction and student success. This amendment reallocates payroll funds to align staffing resources with areas that directly impact student achievement and support services.

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

INCREASE EXPENDITURE:

TRIO - Civil Service Full Time	2540-3011-6120	\$	8,450.00
TRIO - State Employees Retirement	2540-3011-6201		3,500.00
TRIO - State Teachers Retirement	2540-3011-6202		3,650.00
TRIO - Social Security	2540-3011-6204		5,300.00
TRIO - Workers Compensation	2540-3011-6205	\$	<u>850.00</u>

Total Expenditure Increase \$ **21,750.00**

DECREASE EXPENDITURE:

TRIO - Professional Full Time	2540-3011-6101	\$	13,750.00
TRIO - Professional Part Time	2540-3011-6102		6,500.00
TRIO - Professional Adjuncts	2540-3011-6103	\$	<u>1,500.00</u>

Total Expenditure Decrease \$ **21,750.00**

RESOLUTION NO. 174-26**INVESTMENT POLICY REVISION
(Revises Resolution No. 159-19, July 2019)**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve revisions to the Investment Policy as attached.

Financial Statements: As of the end of April, total revenue was approximately 95.8% of the annual revenue budget. Revenue exceeded the prior year by approximately \$885,000 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 April were approximately 62.7% of the annual expenditure budget. Overall spending is approximately 3.9% under budget and approximately 2.3% higher than expenditures at this time last year, when spending was also below budget.

Cash and cash equivalents decreased by approximately \$186,000 compared to the prior year. Additionally, as of the end of April, the College had invested more than \$14,000,000 in U.S. Treasuries.

Academic & Educational Services Committee

RESOLUTION NO. 165-26

APPROVAL OF PROGRAM REVISIONS

Early Childhood AS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves revisions to the Early Childhood AS degree program as outlined in the attached proposal.

RESOLUTION NO. 166-26

APPROVAL OF PROGRAM REVISIONS

Humanities and Social Sciences AA– Creative Writing
Concentration

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves revisions to the Humanities and Social Sciences AA– Creative Writing Concentration degree program as outlined in the attached proposal.

RESOLUTION NO.167-26

APPROVAL OF PROGRAM REVISIONS

Natural Science AS- Biological Science

Concentration

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves revisions to the Natural Science AS- Biological Science Concentration degree program as outlined in the attached proposal.

RESOLUTION NO.168-26

APPROVAL OF PROGRAM REVISIONS

Natural Science AS- Physical Science Concentration

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves revisions to the Natural Science AS- Physical Science Concentration degree program as outlined in the attached proposal.

RESOLUTION NO. 169-26

Repeal of Resolution No. 138-05

(Transfer Credit Policy on Army MOS Experience)

WHEREAS, the Jefferson Community College Board of Trustees approved a Transfer Credit Policy on Army MOS Experience by Resolution No. 138-05 dated June 1, 2005; and

WHEREAS, the College's academic leadership has determined that the SUNY Prior Learning Assessment Credit Policy, implemented in June 2023, comprehensively addresses and supersedes all provisions previously established in the Transfer Credit Policy on Army MOS Experience; and

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby repeals Resolution No.138-05 in its entirety.

Other Business

RESOLUTION NO. 170-26

RATIFICATION OF CONTRACTS

A+ Technology & Security Solutions (2)

Cb20

Faculty Student Association (2)

Hirezon

The Redesign Group

Silktide

State University of New York SOC

Victor Bujanow, CIC

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:

A+ Technology & Security Solutions (2)

(security cameras purchases, facilities)

Cb20

(professional service agreement, institutional technology)

Faculty Student Association

(memorandum of understanding, administrative support services)

Faculty Student Association

(memorandum of understanding, residence hall lease)

Hirezon

(human resources software, institutional technology)

The Redesign Group

(VxRail hardware renewal, institutional technology)

Silktide

(accessibility monitoring, website)

State University of New York Security Operations Center

(participating institution agreement, institutional technology)

Victor Bujanow, CIC

(instruction, workforce development)

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

In his report, Trustee Males reported that Maya Gasuk from Westwind Consulting would be sending a complete overview to both the Trustees and the Jefferson Foundation board from the joint meeting held in May.

College Senate Report – Tim Grosse

In his report, College Senate President Tim Grosse reported on the activities of the May 18, 2026, meeting, which was the final Senate meeting of the academic year. He highlighted:

- Vice President Pond presented on the 2026/2027 Proposed Budget.
- Curriculum Committee Chair Brandon Maxam provided a summary of the committee's actions this academic year.

President's Report

In his report, President Dupee updated the Trustees on Enrollment, Advocacy, Micron Community Investing Funding, recent activities, photos from commencement and Ft. Drum's graduation, and upcoming activities:

- **Enrollment:** Summer - up 10%, Fall – down 2.85%, but it still very early for the Fall numbers. The continuing student population is still high, which is great to hear that we have so many returning students.
- **Advocacy:** the State Budget has been passed. There was an additional \$12 million in funding specifically earmarked for SUNY Community Colleges. From that \$12 million, the breakdown is as follows: \$8 million for high-demand programs, \$4 million for general operating costs. We are waiting to hear what allocations of this money will be coming to Jefferson.
- **Micron Community Investment Funding:** As a reminder, there was grant funding to update building 3 and to help start the programs. David Snow has been hired as the Director of Community Services for the Mechatronics/JEWEL Program and is ready to start Boot Camp in the Fall.
- **Recent activities:** Student Awards Ceremony, Black River Review, AAUW Spring event: Understanding and Unlearning Imposter Syndrome, Armed Forces Day Breakfast, Athletic Awards Ceremony, Fort Drum Graduation, Board of Trustees and Foundation Board Retreat, Nurse Pinning Ceremony, Senior Send-off & Commencement, Samaritan Medical Center Finance Committee Meeting, ESP Labor Management Meeting, Samaritan Medical Center Board Meeting, ATD Team Meetings, Retirement and Recognition Celebration, Accepted Students Day, Celebration of the Year event, FAJCC Labor Management Meeting, Presentation to Noon Rotary, Lewis County Education Center Meeting, CCBOA Conference
- **Pictures** were shared from Commencement and the Fort Drum graduation.
- **Upcoming activities:** FDRHPO Board Meeting, River Fest, NYCCAP Retreat, Advocate Drum Board Meeting, FAJCC Labor Management Meeting, Samaritan Medical Center Board Meeting, Budget Presentation to County, ESP Labor Management Meeting.

Board Education: Jeffrey Wiley - Director of Athletics, Athletics Overview

Jeffrey Wiley provided a brief overview of the College's athletic accomplishments during the 2025–2026 academic year. He highlighted the number of student-athletes, the percentage residing in the residence hall, participation in the Phi Theta Kappa Honor Society, and other notable achievements. He also noted that two coaches were recognized as Coach of the Year. Additionally, he provided an overview of the summer athletic camps and league events hosted on campus.

Other Business:

Chair David Males read aloud Resolution 171-26, recognizing Alessio Caruana for his service as Student Trustee over the past year. Following a round of applause, a motion was made by Cindy Intschert, seconded by Beth Fipps, and Resolution 171-26 was passed unanimously as follows:

**RESOLUTION NO. 171-26 RECOGNITION OF SERVICE
ALESSIO CARUANA**

WHEREAS, Alessio Caruana was first elected by the student body to serve as the student member of the Jefferson Community College Board of Trustees commencing July 1, 2025, and serving through June 30, 2026; and

WHEREAS, in addition to serving as a Trustee, Alessio 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, Alessio distinguished himself both academically and athletically through his service as President of the Phi Theta Kappa Honor Society and participation as a student-athlete on the men's soccer team; and

WHEREAS, Alessio was a Resident Assistant in East Hall throughout the 25-26 Academic year, assisting residents and helping implement a successful living and learning environment on campus through various forms of programming; and

WHEREAS, Alessio 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 Alessio Caruana for his dedicated service to this College and offers every good wish for continued success in his higher education and professional endeavors.

Executive Session

On a motion made by Beth Fipps, seconded by Stephen Todd, the board adjourned to Executive Session at 4:33 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 4:50 p.m.

Personnel Committee – Committee Chair Beth Fipps

Trustee Fipps reported the Personnel Committee met on May 28, 2026, and is bringing forward two resolutions for action.

Upon presentation and motion by Beth Fipps, seconded by Cindy Intschert, Resolution 172-26 granting continuing appointment for professional service staff effective September 1, 2026, was approved unanimously as follows:

**RESOLUTION NO. 172-26 2026 CONTINUING APPOINTMENT
PROFESSIONAL STAFF**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves the following continuing appointments, effective September 1, 2026:

Robert Clarke
Education Coordinator

Caitlyn Craig
Accountant

Kady Hoistion
Director of Nursing

Korine Ingerson
Coordinator of ASAP

Michael Pitts
Educational Planner

Christopher Rowland
Educational Planner/Coach

Austin Schwartz
Information Systems Specialist

Barbara Sinsheimer
Athletic Trainer

Matthew Vincent
Assistant Director of Institutional Technology

Trustee Fipps presented Resolution 173-26 to approve management-confidential pay scale for 2026-2027. Upon motion by Beth Fipps, seconded by Nathan Hunter, Resolution 173-26 was unanimously approved as follows:

RESOLUTION NO. 173-26 2026-2027 M/C PAY SCALE

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the attached salary pay scale for management and confidential employees.

Appointment of Nominating Committee – Chair Males announced the formation of the 2026-2027 Nominating committee, tasked with bringing forward a slate of officers for the 2026-2027 year at the July 8th Board meeting. Appointed are Stephen Todd and Maureen Aiken. Chair Males thanked these Trustees for agreeing to serve in this capacity.

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, June 24, at 4pm
- Academic and Educational Services Committee – Tuesday, June 30, at 3pm
- Finance and Audit Committee – Wednesday, July 8, at 3pm
- Board of Trustees – Wednesday, July 8, at 4pm

Dr. Dupee noted that he and VP Pond will be presenting the College's budget request to the County on June 30 at the Finance and Rules Committee meeting. The County will then vote on the request at their full board meeting on July 7. Support from the Trustees at both meetings is welcome if there is any interest in attending.

Adjournment

On a motion made by Beth Fipps seconded by Nathan Hunter, the meeting adjourned at 4:56 p.m.

Respectfully submitted,

Michaela M. Frederick
Secretary to the Board of Trustees