



**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MEETING MINUTES  
March 4, 2026**

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, March 4, 2026, in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

**Attendance:**

Trustees Present:

David Males, Chair (via phone)  
Maureen Aiken  
Michael Crowley  
Damon Draught  
Erika Flint  
Nathan Hunter  
Cindy Intschert (via phone)  
Stephen Todd

Administrative Staff:

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

**Call to Order** Immediate Past Chair Nathan Hunter called the meeting to order at 4:03 p.m.

**Introductions of Guests**

Ben Foster, Executive Director of the Jefferson Foundation  
Robert Griffin, Regional Director of the North Central Small Business Development Center  
Margaret LaVancha, Executive Director of Human Resources  
Megan Stadler, AVP of Liberal Arts

**Privilege of the Floor** - none

**Consent Agenda Approval**

Maureen Aiken noted that the Ac & Ed committee met virtually. They reviewed all the materials thoroughly and agree that the resolutions were supported by the committee. There were no questions. After a motion made by Erika Flint, seconded by Stephen Todd, the Consent Agenda Items that were previously reviewed and put forward by committee were approved unanimously with no further discussion.

**Approval of Minutes** – February 4, 2026

**Finance & Audit Committee**

**RESOLUTION NO. 121-26                      2025-2026 BUDGET AMENDMENT  
PERKINS IV/CTEIA GRANT**

**GRANT PERIOD:                                      JULY 1, 2025 – JUNE 30, 2026**

**WHEREAS**, funds have been received from the University of the State of New York Education Department through the Perkins Grant to fund various initiatives to enhance career and technical education and student success;

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

**INCREASE REVENUE:**

|                                      |                |                      |
|--------------------------------------|----------------|----------------------|
| Perkins - Federal Grants & Contracts | 2512-3011-5410 | <u>\$ 187,656.00</u> |
| <b>Total Revenue Increase</b>        |                | <b>\$ 187,656.00</b> |

**INCREASE EXPENDITURE:**

|                                     |                |                      |
|-------------------------------------|----------------|----------------------|
| Perkins – Professional F/T          | 2512-3011-6101 | \$ 131,369.00        |
| Perkins- State Employees Retirement | 2512-3011-6201 | 7,634.00             |
| Perkins- State Teachers Retirement  | 2512-3011-6202 | 3,836.00             |
| Perkins- Social Security            | 2512-3011-6204 | 7,621.75             |
| Perkins- Workers Compensation       | 2512-3011-6205 | 1,284.00             |
| Perkins- Life Insurance             | 2512-3011-6206 | 108.80               |
| Perkins- Disability Insurance       | 2512-3011-6208 | 217.44               |
| Perkins- Health Insurance           | 2512-3011-6209 | 15,867.01            |
| Perkins- Indirect Costs             | 2512-3011-7231 | 8,936.00             |
| Perkins- Professional Service Fees  | 2512-3011-7241 | 10,000.00            |
| Perkins- Travel                     | 2512-3011-7250 | <u>\$ 782.00</u>     |
| <b>Total Expenditure Increase</b>   |                | <b>\$ 187,656.00</b> |

**RESOLUTION NO. 122-26                      2025-2026 BUDGET AMENDMENT  
SUNY GATEWAY COURSE REDESIGN GRANT**

**GRANT PERIOD:                                      FEBRUARY 11, 2026 - DECEMBER 31, 2026**

**WHEREAS**, the College received funding from SUNY to improve student retention, graduation rates, and academic momentum by transforming high-enrollment, foundational first-year courses in Math and English;

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

**INCREASE REVENUE:**

|                             |                |                     |
|-----------------------------|----------------|---------------------|
| SUNY GATEWAY – State Grants | 2680-3011-5420 | <u>\$ 15,000.00</u> |
|-----------------------------|----------------|---------------------|

**Total Revenue Increase \$ 15,000.00**

**INCREASE EXPENDITURE:**

|                               |                |                    |
|-------------------------------|----------------|--------------------|
| SUNY GATEWAY- Professional FT | 2680-3011-6101 | \$ 4,560.00        |
| SUNY GATEWAY- Prof. Adjuncts  | 2680-3011-6103 | 3,040.00           |
| SUNY GATEWAY- Prof. Stipends  | 2680-3011-6104 | 5,535.00           |
| SUNY GATEWAY- Meeting Expense | 2680-3011-7237 | \$ <u>1,865.00</u> |

**Total Expenditure Increase \$ 15,000.00**

**RESOLUTION NO. 123-26 2025-2026 BUDGET AMENDMENT  
SUNY INTERNSHIP SCHOLARSHIP PROGRAM GRANT**

**GRANT PERIOD: SEPTEMBER 1, 2026 - AUGUST 31, 2026**

**WHEREAS**, funds have been received from the New York State Office of Strategic Workforce Development to support students through their applied learning internship experiences in collaboration with the SUNY Research Foundation;

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

**INCREASE REVENUE:**

|  |                |                     |
|--|----------------|---------------------|
| SUNY Internship Scholarship Program- Grant | 2655-3011-5420 | \$ <u>37,475.00</u> |
|--|----------------|---------------------|

**Total Revenue Increase \$ 37,475.00**

**INCREASE EXPENDITURE:**

|   |                |                     |
|---|----------------|---------------------|
| SUNY Internship Scholarship Program- Indirect     | 2655-3011-7231 | 1,785.00            |
| SUNY Internship Scholarship Program- Scholarships | 2655-3011-7512 | \$ <u>35,690.00</u> |

**Total Expenditure Increase \$ 37,475.00**

**RESOLUTION NO. 124-26 2025-2026 BUDGET AMENDMENT  
SUNY WDT CSE TRAINING**

**GRANT PERIOD: FEBRUARY 18, 2026 - MARCH 3, 2026**

**WHEREAS**, the College has received funding from SUNY Workforce Development to provide Customer Service Excellence training to employers;

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

**INCREASE REVENUE:**

|   |                |                    |
|---|----------------|--------------------|
| SUNY WDT CSE - Local Grants & Contracts | 2701-3011-5420 | \$ <u>3,240.00</u> |
|---|----------------|--------------------|

**Total Revenue Increase**                    \$    **3,240.00**

**INCREASE EXPENDITURE:**

|                                   |                |                        |
|-----------------------------------|----------------|------------------------|
| SUNY WDT CSE - Indirect Cost      | 2701-3011-7231 | \$        900.00       |
| SUNY WDT CSE - Scholarship Awards | 2701-3011-7512 | <u>\$     2,340.00</u> |

**Total Expenditure Increase**            \$    **3,240.00**

**RESOLUTION NO. 125-26                    2025-2026 BUDGET AMENDMENT  
TITLE II EIT ACCESSIBILITY GRANT**

**GRANT PERIOD:                                JANUARY 1, 2026 - JUNE 30, 2026**

**WHEREAS**, the College received funding from SUNY to assist with electronic and information technology initiatives to ensure all digital content, websites, software and hardware across campus are accessible to individuals with disabilities;

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

**INCREASE REVENUE:**

|                             |                |                        |
|-----------------------------|----------------|------------------------|
| TITLE II EIT - State Grants | 2679-3011-5420 | <u>\$    10,000.00</u> |
|-----------------------------|----------------|------------------------|

**Total Revenue Increase**            \$    **10,000.00**

**INCREASE EXPENDITURE:**

|                                  |                |                           |
|----------------------------------|----------------|---------------------------|
| TITLE II EIT- Computer Software  | 2679-3011-7217 | \$        1,200.00        |
| TITLE II EIT- Prof. Service Fees | 2679-3011-7241 | <u>\$        8,800.00</u> |

**Total Expenditure Increase**        \$    **10,000.00**

**Financial Statements:** Total revenue at the end of January was just over \$23,100,000, representing 87.0% of the annual revenue budget. This is approximately \$379,000 higher than revenue at the same point last year. Enrollment for the Fall semester and Winter session is ahead of last year, and Spring enrollment is slightly below last year but close.

Total expenditures through January were just under \$11,100,000, or 41.8% of the annual expenditure budget. Spending is on target with the budget and about 2.8% higher than last year at this time, when expenditures were running below budget.

Cash and cash equivalents decreased by approximately \$275,000 compared to last year. In addition, the College invested more than \$8,200,000 in U.S. Treasuries as of the end of January.

**RESOLUTION NO. 126-26                    CURRICULUM APPROVAL  
Health Sciences A.S.**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the attached Health Sciences A.S. program proposal.

**RESOLUTION NO. 127-26                      APPROVAL OF PROGRAM REVISIONS**  
Applied Business Studies, A.O.S.

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves revisions to the Applied Business Studies, A.O.S. degree program as outlined in the attached proposal.

**RESOLUTION NO. 128-26                      APPROVAL OF PROGRAM REVISIONS**  
Business Administration A.A.S.

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees approves revisions to the Business Administration A.A.S. degree program as outlined in the attached proposal.

**RESOLUTION NO. 129-26                      APPROVAL OF PROGRAM REVISIONS**  
Childhood Education A.A.

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

**RESOLUTION NO. 130-26                      APPROVAL OF PROGRAM REVISIONS**  
Health Care Management A.S.

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees approves revisions to the Health Care Management A.S. degree program as outlined in the attached proposal.

**RESOLUTION NO. 131-26                      APPROVAL OF PROGRAM REVISIONS**  
Individual Studies A.A.S.

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees approves revisions to the Individual Studies A.A.S. degree program as outlined in the attached proposal.

**RESOLUTION NO. 132-26                      APPROVAL OF PROGRAM REVISIONS**  
Psychology Concentration, Humanities & Social Sciences, A.A.

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees approves revisions to the Psychology Concentration, Humanities & Social Sciences, A.A. degree program as outlined in the attached proposal.

**RESOLUTION NO. 133-26                      MATRICULATION POLICY**  
(Revises Resolution No. 133-16, May 2016)

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

**Other Business**

**RESOLUTION NO.134-26**

**RATIFICATION OF CONTRACTS**

**Inceptia  
MVCC SUNY Apprenticeship Program  
Small Business Development Center (SBDC) &  
Jefferson County Local Development Center  
(JCLDC)  
Springer Nature**

**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:

**Inceptia**

*(services agreement addendum, repayment counseling)*

**MVCC SUNY Apprenticeship Program**

*(apprenticeship agreement, workforce development)*

**Small Business Development Center (SBDC) &  
Jefferson County Local Development Center (JCLDC)**

*(memo of agreement, home-based child-care program)*

**Springer Nature**

*(license agreement, library services)*

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

**Regular Agenda**

**College Senate Report** – Dr. Dupee stated that Tim Grosse, Senate President, was unable to attend the meeting and that the report was sent to the board prior to the meeting.

**President's Report**

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

- **Enrollment:** Spring 2026 is down overall 3.83%. Continuing students is up 3.6% (39 students), returning students is down 8% (11 students), transfer students is down 19.8% (18 students), new students is up 11% (16 students), and high school enrollment down 30% (233 students). High school enrollment is low because registration hasn't come in yet, but once they do, President Dupee estimates that overall, Spring will be up by about 2-4%.
- **Advocacy** – Dr. Dupee referred to a NYCCT document that Chair David Males had sent the full board prior to the meeting. He thanked David for becoming a member of the marketing committee for NYCCT. Chair Males mentioned that the committee is working on stories

concerning the ask in this budget cycle in Albany. The stories will be aired on PBS, Spectrum, and a Nexstar TV station in Albany.

- Sports
  - Women's Basketball – NJCAA Selection Show tonight at 5pm, Jules Lounge
  - Men's Hockey – Nationals, ranked #4 in the Division 3 AAU league. They play on Wednesday, Mar 11, at 9am.
- Recent activities: TI Events Center Meeting, Center for Community Studies Advisory Board meeting, Micron/Ft. Drum Meeting, CPE Presentation – New Faculty & Staff, ESP Labor Management Meeting, ACCT Legislative Meetings, CC President's Meeting, Valentine's Day Treats in Student Lounge, FAJCC Labor Management Meeting, SUNY ATD Action Plan Alignment meeting, International Food Fest, Women's Basketball Regional Games, ATD Virtual Visit, Childcare Survey Planning Meeting, SUNY Presidents Meeting in Albany,
- Sophomore day: President Dupee shared pictures of himself with the sophomores at the Sophomore Day game for Women's basketball, Men's basketball, and Men's Hockey.
- Upcoming activities: Transfer Fair, SGA Assembly Meeting Open Forum, CC President's Meeting, ESP Labor Management Meeting, St. Patrick's Day Treats in the Breakroom, ATD Data Café, WDB Meeting, Center for Community Studies Advisory Board, One Night, One Diamond, FAJCC Labor Management Meeting, Men's Lacrosse Game Tailgate, WPBS Board Meeting

**Board Education:** Presentation: Robert Griffin, North Central Small Business Development Center. Robert spoke of the Small Business Development Center (SBDC) and the services they offer to local business across the region.

Board Member Damon Draught praised the SBDC and mentioned that he, himself, had utilized their services and has had much success with his businesses, thanks to their guidance.

### **Other Business**

**RESOLUTION NO. 120-26**

**CORRECTION OF RESOLUTION NUMBER 117-26:  
ACCEPTANCE OF COLLEGE AUDIT**

**WHEREAS**, Resolution No. 117-26 dated February 4, 2026, was an accidental duplication.

**NOW, THEREFORE, BE IT RESOLVED**, the Jefferson Community College Board of Trustees hereby accepts 120-26 as the updated resolution number for the Acceptance of College Audit as attached.

### **Executive Session**

On a motion made by Michael Crowley, seconded by Damon Draught, the board adjourned to Executive Session at 4:44 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

### **Reconvention**

The Board reconvened in open session at 5:06 p.m.

**Personnel Committee** – Committee Member Michael Crowley

Committee Member Crowley reported the Personnel Committee met on February 25 and is bringing forward three resolutions for action. Upon presentation and motion by Michael Crowley, seconded by Erika Flint, Resolution 135-26 granting continuing appointment for faculty effective September 1, 2026 was approved unanimously as follows:

**RESOLUTION NO. 135-26                      2026 CONTINUING APPOINTMENT - FACULTY**

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

**Kirk Angello**  
Instructor

**Joseph Vaadi**  
Instructor

Upon presentation and motion by Michael Crowley, seconded by Maureen Aiken, Resolution 136-26 granting faculty promotions effective September 1, 2026, was approved unanimously as follows:

**RESOLUTION NO. 136-26                      2026 PROMOTIONS - FACULTY**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees does hereby approve the following promotions, effective September 1, 2026:

Instructor to Assistant Professor

**Kirk Angello**

Assistant Professor to Associate Professor

**Michael Guga**  
**Mallory Jackson**  
**Brian Topping**

Trustee Crowley offered his congratulations to those faculty earning continuing appointment and promotion.

Upon presentation and motion by Michael Crowley, seconded by Erika Flint, Resolution 137-26 granting emerita/us designation on four individuals was approved unanimously as follows:

**RESOLUTION NO. 137-26                      2026 EMERITI**

**WHEREAS**, by Resolution No. 117-93 dated April 7, 1993, the Jefferson Community College Board of Trustees adopted a policy to allow the Board to confer Emeritus status upon retired members of the College community who have meritoriously served the College; and

**WHEREAS**, the Recognition Celebration Committee has made recommendations for the award of Emeritus status;

**NOW, THEREFORE, BE IT RESOLVED**, in recognition of the excellence in teaching or service demonstrated by the following individuals, the Jefferson Community College Board of Trustees does hereby confer the Emeritus title as follows:

**Dr. Venkat Chebolu**, Professor Emeritus  
**Dr. Eugene Renzi**, Trustee Emeritus  
**Martin Schatz**, Trustee Emeritus  
**Suzanne Tingley**, Trustee Emerita

**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, March 18, at 3pm
- Personnel Committee – Wednesday, March 18, 2026, at 4pm
- Finance & Audit Committee – Wednesday, April 1, 2026, at 3pm
- Board of Trustees Meeting – Wednesday, April 1, 2026, at 4pm

**Adjournment**

On a motion made by Stephen Todd seconded by Michael Crowley, the meeting adjourned at 5:10 p.m.

Respectfully submitted,

---

Michaela M. Frederick  
Secretary to the Board of Trustees