JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES

MEETING MINUTES
November 4, 2026

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

Attendance:

Trustees Present:

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

Administrative Staff:

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

Call to Order Chair Cindy Intschert called the meeting to order at 4:02 p.m.

Introductions of Guests

Amanda Caswell, Executive Director, Institutional Effectiveness and Planning
Jack Donato, FAJCC President and Professor
Ben Foster, Executive Director of the Jefferson Foundation
Tim Grosse, Senate President and Professor
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
Brian Topping, Associate Professor

Privilege of the Floor – none

Consent Agenda Approval

On a motion made by Stephen Todd, seconded by Damon Draught, the consent agenda as presented was approved unanimously.

Approval of Minutes – October 7, 2026

Finance & Audit Committee

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RESOLUTION NO. 192-26 **2025-2026 BUDGET TRANSFERS**
Year End Budget Adjustments

WHEREAS, modification of the 2025/2026 operating budget is necessary to redistribute funds to the proper accounts.

NOW, THEREFORE BE IT RESOLVED, that the 2025/2026 Jefferson Community College operating budget is hereby amended as attached, thereby complying with generally accepted accounting principles.

RESOLUTION NO. 193-26 **RATIFICATION OF CONTRACTS**
CDL Schools
Creator + D2L
Elsevier Inc.
Faculty Student Association
State University of New York ITEC
The Wall Street Journal

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:

CDL Schools
(CDL-A training agreement addendum, workforce development)

Creator + D2L
(software agreement – instructional technology)

Elsevier
(electronic subscription, college library)

Faculty Student Association
(memorandum of understanding, childcare stipend)

State University of New York ITEC
(participating institution agreement, adobe acrobat)

The Wall Street Journal
(subscription agreement, library services)

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

Financial Statements: As of September 30, 2026, the College had generated approximately 43.5% of the annual revenue budget. Revenue was approximately

$333,000 lower than at the same point last year, largely due to lower Fall 2026 enrollment compared with Fall 2025.

Total expenditures through September were approximately 8.9% of the annual expenditure budget. This is approximately 0.6 percentage points above the budgeted level for the first month of the fiscal year and 0.3 percentage points higher than at the same point last year.

Overall, the College's financial position remains strong. Cash and cash equivalents increased by approximately $2.6 million compared with the prior year, and the College held nearly $9.2 million in U.S. Treasury investments as of September 30.

Academic & Educational Services Committee

RESOLUTION NO. 194-26 CURRICULUM APPROVAL
Cybersecurity A.A.S.

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

Regular Agenda

College Senate – Tim Grosse

College Senate President Tim Grosse reported on the activities of the November 3, 2026, meeting and highlighted:

- Dan Buckley presented the results of the Spring 26 Campus Safety Survey.
- The College Senate voted to deactivate four microcredentials and one certificate program.
- The new Applied Humanities AS and Mechatronics AAS Degrees as well as the Public Sector Leadership and Management Microcredential were approved by the body.
- The College Senate endorsed three items from the Faculty Council of Community Colleges.

WWNY Reporter Chad Charette joined the meeting.

Student Trustee – Brooke Wiley

In her report, Student Trustee Brooke Wiley highlighted student government association events:

- **Previous Events**: Mocktoberfest, Destiny USA mall trip, Student Government Association meeting, Take Back the Night, Regal Cinema Trip

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- **Upcoming Events:** Registration Night, SGA assembly meeting, Bowling Night, Friendsgiving, Ice skating trip

Following her presentation, Brooke Wiley indicated that she needed to leave for basketball practice and left the meeting.

President's Report

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

- **Enrollment:** Fall enrollment is down 0.65%, with continuing student enrollment up 6.3% and high school enrollment continuing to increase, which is expected to bring overall enrollment above last year's level. New first-time student enrollment is down 0.9%, representing five students. While still early, preliminary winter enrollment is currently up 57.7%.
- **Advocacy:** NYCCT and NYCCAP continue to advocate for increased funding for community colleges, including a request to the State for an additional $25 million. Supporting materials are being developed and are expected to be shared with Trustees soon. The marketing committee is also preparing its next outreach piece, which will highlight the College's nursing program.
- **Recent activities:** ESP Labor Management Meeting, 3GNY Meeting with the grandchildren of Holocaust Survivors, NYCCAP Meeting in Albany, SUNY President's Meeting in Albany, NYCCT Sen. Skoufis Meeting, Volleyball Sophomore Night, NYCCT Sen. Fahy Meeting, River Hospital Meeting regarding the LPN Program, Advocate Drum Marketing Committee Meeting, Samaritan Hospital's New Physician Reception, Advocate Drum Business After Hours, FAJCC Labor Management Meeting, Dulles Building Ribbon Cutting, Achieving the Dream Campus Visit, Samaritan Medical Finance Committee Meeting, Samaritan Medical Board Meeting, Commissioner of Education Meeting, NYCCAP The Quider Group Meeting, Spook & Bowl, ASAP Event at SUNY Oswego, Academic Momentum Event at SUNY ESF.
- **Pictures were shared** from Spook & Bowl, the Dulles Building Ribbon Cutting, The Volleyball Team's Sophomore night, and the ASAP Meeting at SUNY Oswego.
- **Upcoming activities:** Center for Community Studies Advisory Board Meeting, Fall Open House, FAJCC Labor Management Meeting, NYCCT AM Barrett Meeting, NYCCT AM Carroll Meeting, Veterans Day Recognition Event, ESP Labor Management Meeting, Spaghetti Bridge Competition, Community Breakfast, Clinton Community College Presidential Inauguration, Center for Community Studies Study Presentation at SUNY Plattsburgh, Achieving the Dream Coaches Meeting, Samaritan Medical Finance Committee, SUNY

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Reconnect Discussion with Vice Chancellor Dent, Samaritan Medical Center Board Meeting

Board Education: Brian Topping – Ask Jefferson Artificial Intelligence Agent Overview

Brian provided an update and live demonstration of "Ask Jefferson", an AI agent he developed to provide students and employees with secure access to Jefferson-specific information. During the presentation, he entered a variety of prompts and demonstrated the agent's responses, explaining that it will be accessible through Jefferson Microsoft accounts and draw only from approved information on the JCC website and selected SharePoint resources rather than the broader internet. Employee testing is currently underway, with student testing beginning next week and involving students from a variety of backgrounds and experiences to identify potential gaps and ensure the tool is effective across the College's diverse student population. Following testing and refinement, the goal is to launch Ask Jefferson in the spring.

Executive Session

On a motion made by Beth Fipps, seconded by Nathan Hunter, the board adjourned to Executive Session at 4:35 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 Chair Beth Fipps
Trustee Fipps presented three resolutions. Resolution 195-26 outlines the Artificial Intelligence Acceptable Use Policy. Upon motion by Beth Fipps, seconded by Maureen Aiken, Resolution 195-26 was unanimously approved as follows:

RESOLUTION NO. 195-26 ARTIFICIAL INTELLIGENCE ACCEPTABLE USE POLICY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the attached Artificial Intelligence Acceptable Use Policy.

Trustee Fipps presented Resolution 191-26 to endorse the President's 2026-2027 goals. Upon motion by Beth Fipps, seconded by Stephen Todd, Resolution 191-26 was unanimously approved as follows:

RESOLUTION NO. 191-26 ENDORSEMENT OF PRESIDENT'S 2026-2027 GOALS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby endorses the 2026-2027 goals of the President as attached.

Trustee Fipps presented Resolution 196-26 to approve the salary increase for the College President. Upon motion by Beth Fipps, seconded by Damon Draught, Resolution 196-26 was unanimously approved as follows:

RESOLUTION NO. 196-26 COLLEGE PRESIDENT'S CONTRACT

WHEREAS, the Jefferson Community College Board of Trustees hereby authorizes a 3% increase in the President's base salary, retroactive to September 1, 2026, in accordance with the provisions of the existing Contract, which states, the base salary shall be subject to adjustment, at the discretion of the Board from time to time, provided that the base salary may not be decreased.

NOW, THEREFORE, BE IT RESOLVED that Board Chair shall be authorized and directed to execute an increase to the President's base salary and to implement these provisions noted above.

Nathan Hunter left the meeting.

Cynthia Lonsbary joined the meeting.

Sabbatical report: Dr. Cynthia Lonsbary - Blending Food & Society: A Social Science Sampler

As part of the presentation, Dr. Lonsbary shared a food sample with trustees and guests, providing an experiential example of food's ability to create connection and common ground. Her project explored food as a universal point of connection and a gateway for engaging students in the social sciences, linking everyday experiences to topics in psychology, sociology, history, politics, culture, and inequality. By using food as a familiar "hook," the project aims to build common ground with students, deepen their investment in learning, and make complex social issues more accessible. The resulting textbook and Food & Society course reflect a broader effort to reinvigorate the social sciences and humanities, keeping these disciplines relevant, interdisciplinary, and connected to today's changing world.

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 & Educational Services Committee – Tuesday, November 17, at 3:30pm
Personnel Committee – Tuesday, November 17, at 4pm

Finance & Audit Committee – Wednesday, December 2, at 3pm
Board of Trustees - Wednesday, December 2, at 4pm

Adjournment

On a motion made by Stephen Todd seconded by Maureen Aiken, the meeting adjourned at 5:31 p.m.

Respectfully submitted,

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Michaela M. Frederick
Secretary to the Board of Trustees

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