



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES

October 1, 2025

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, October 1, 2025, in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

Attendance:

Trustees Present:

David Males, Chair
Maureen Aiken
Alessio Caruana
Michael Crowley
Damon Draught
Beth Fipps
Nathan Hunter
Cindy Intschert
Stephen Todd

Administrative Staff:

Dan Dupee, President
Carey Goyette, Provost - Vice President for Academic Affairs and Student Affairs
Sidney Pond, Vice President for Administration & Finance

Call to Order Chair David Males called the meeting to order at 3:58 p.m.

Approval of Minutes

On a motion made by Cindy Intschert, seconded by Michael Crowley, the minutes of the September 3, 2025, meeting were approved unanimously.

Introductions of Guests

Jack Donato, FAJCC President and Professor
Ben Foster, Executive Director of the Jefferson Foundation
Tim Grosse, College Senate President
Paul Keller, Associate Vice President for Enrollment Services
Margaret LaVancha, Executive Director of Human Resources
Gillian Maitland, Marketing & Communications Director
William McMahon, ESP President and Laboratory Technician
Whitney Snyder, Associate Professor
Donna Stevenson, Interim Associate Vice President for STEM, Health Professions & Business
Gabrielle Thompson, Associate Vice President for Student Affairs

Privilege of the Floor

David Males addressed the room and let them know that starting with the November 2025 meeting, the Board of Trustees agenda structure will be switching to a consent agenda. This means that all the committee reports and resolutions will come forward at once and have one motion and second, rather than each committee reporting individually. The Board is committed to full transparency and will not change the way communications are with posting resolutions, but they are confident in the strong committees they currently have and want to spend more time learning about the great things the faculty, staff and students are doing on campus. There will be more board education sessions and presentations at each meeting from faculty and other members of campus.

JCC Foundation Report – David Males

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

The JCC Foundation board met on September 10. Highlights from the meeting include:

- The Annual Fund will once again end the year in a surplus. The Finance Committee will come to the board in November with recommendations for the use of those funds
- There were a few local individuals that took advantage of NYS Tax Credit Program. The designation for these funds has changed and can only be used for Student needs outside of tuition.
- The Foundation is still engaged with Westwind consulting on a campaign readiness study.
- **Solicitations:** The 1st Annual Fund appeal was sent out on September 10th It was signed by Ryan Piche
- **Events:** October 23rd at 1812 on the River – 5:30- 7:30. Alumni and Friends “A Celebration of the New Brand”

Student Trustee Report– Alessio Caruana

In his report, Student Trustee Alessio Caruana highlighted the new student government association members, past events, and future events for students on campus:

- **New Student Government Association:** President: Karim Saleh, Vice President: Ben Ramer, Secretary: Mallory Townsend, Trustee: Alessio Caruana, Marketing Coordinator: Luc Vlasblom, Treasurer: Brodie Finnie
- **Past Events:** Men’s and Women’s Soccer Home Opener, VR Boxing Night, Go-Karts and Mini Golf, Campus Kickball, Club Fair, 9/11 Commemoration Ceremony, Fall Fest, Escape Room, Boldt Castle Tour
- **Future Events:** Halloween Costume Contest, Halloween Trails, International Food Fest, Club Fundraising Dance

President’s Report

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

- **Enrollment:** Fall 2025 – currently up 4.67%
- **Achieving the Dream:** the survey for the ICAT will be going out to campus on Monday, 10/6. This is an assessment of ourselves/campus with student success measures. It will provide data to us on how we feel about student success. We will have 2-3 weeks to digest the information and then there will be a data café toward the end of November. He also mentioned that he has started putting out Cannon Call emails, (what we call Achieving the Dream), to campus with data information about our campus.
- **Advocacy:** NYCCT and NYCCAP have hired a new advocacy group: The Parkside Group. They are focusing more now on what the Community Colleges are looking for in terms of advocacy with budgeting.
- **Recent activities:** ATD Meetings with Coaches, Westwind Discussion, Kickball on the Turf, Foundation Board Meeting, NYCCT Conference, Samaritan Medical Center Conference, ESP Labor Management Meeting, Fall Fest, Workforce Development Board Meeting, Board of Trustees Retreat, Fall Treats in the Break Room, Nursing White Coat Ceremony, ASAP Press Event, WPBS Board Meeting, Higher Education Day, Samaritan Board meeting, Finance and Rules County Meeting, OCC Micron Cleanroom Simulation Lab Ribbon Cutting
- **Upcoming activities:** Pickleball Tournament, Recruiting & Retention NYARNG Ribbon Cutting, Small Business Development Center Meeting, Donor Meeting with the Foundation, FDRHPO Board Meeting, National Coming Out Celebration, Center for CS Advisory Board meeting, SUNY Delhi Collaboration meeting, NYCCAP Annual Meeting in Albany, SUNY Presidents' Meeting in Albany, ESP Labor Management Meeting, Oswego Transfer Summit Event, FDRLO Board Meeting, Soccer Tailgate, AAC Foundation Alumni Event, Fall Open House, ATD Coaches Meeting, Samaritan Board Meeting, Spook & Bowl, FSA Annual Meeting

Sabbatical Report – Whitney Snyder

Whitney Snyder presented information from her sabbatical on Leveraging the Potential of AI in the School of Business Classroom. In summary, the Sabbatical project examined leveraging the potential of artificial intelligence (AI) to impact business education, included an analysis of what AI is now, current and future effects on student learning and instruction, and how AI can help students meet course and program Student Learning Outcomes (SLOs) specific to School of Business courses.

Finance and Audit Committee – Committee Chair Stephen Todd

Committee Chair Todd noted the Finance and Audit Committee met prior to the full Board meeting to review the College's August 2025 financials, as well as the audited financial statements for the Student Government Association (SGA) as of June 30, 2025. Bowers & Company has completed the SGA audit and issued a clean, unmodified opinion—the highest level of assurance available. This reflects strong financial management and compliance within the SGA.

Alessio Caruana left the meeting.

Financial Statements: August 2025

VP Sid Pond noted that August marked the final month of fiscal year 2025. The year concluded with total revenue just under \$24,576,000, representing approximately 95.0% of the total budgeted revenues and exceeding last year's revenue by about \$1,044,000. Enrollment surpassed budgeted expectations in every semester, and revenue outperformed projections across nearly all line items. Total expenditures came in slightly below \$24,419,000, which is approximately 94.4% of the annual expenditure budget, about 5.6% under budget. This reflects effective cost management throughout the year. Cash and cash equivalents increased by approximately \$674,000 compared to the prior year. Additionally, over \$6,800,000 was invested in U.S. Treasuries at the end of August, further strengthening our financial position. While a few year-end accounting adjustments are still pending ahead of the audit process, I anticipate closing the fiscal year with a surplus and a projected addition of approximately \$233,000 to our Fund balance. This would bring the total Fund balance to an estimated \$7,344,000 as of year-end. This positive outcome reflects prudent financial management and positions us well as we enter the audit phase.

Upon motion by Stephen Todd seconded by Cindy Intschert, the Board unanimously accepted the August 2025 financial reports.

Academic and Educational Services Committee - Committee Chair Cindy Intschert

Committee Chair Cindy Intschert reported there was a meeting but no action items.

Facilities Committee – Committee Chair Damon Draught

Trustee Draught mentioned there was a meeting but no action items.

Nominating Committee Election of Board Secretary - Chair Stephen Todd

With the upcoming leave of Secretary Michaela Frederick, Committee Chair Todd nominated Kerry Young as Secretary from November through February, or upon the conclusion of Michaela Frederick's leave. Board Chair Males opened the floor for nominations, hearing none, on a motion put forth by Stephen Todd, seconded by Damon Draught, Kerry Young was elected Secretary.

Executive Session

On a motion made by Beth Fipps, seconded by Cindy Intschert, the board adjourned to Executive Session at 4:48 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 5:03 p.m.

Nathan Hunter left the meeting.

Personnel Committee – Committee Chair Beth Fipps

Committee Chair Fipps reported the Personnel Committee met on September 17, and there are two resolutions for action.

Trustee Fipps presented Resolution 173-25 to approve updated management-confidential salary increases 2025-2026. Upon motion by Beth Fipps, seconded by Maureen Aiken, Resolution 173-25 was unanimously approved as follows:

RESOLUTION NO.: 173-25 2025-2026 M/C SALARIES MODIFICATION

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve an additional sum of \$15,444 for management and confidential employee salary increases, retroactive to September 1, 2025.

Trustee Fipps noted President Dupee's proposed goals for the 2025-2026 year. Upon motion by Beth Fipps, seconded by Cindy Intschert, the Board unanimously endorsed the President's goals for 2025-2026 in resolution 174-25 as follows:

1. Enrollment

- a. Residence Hall Fall 2026 - 105 new student enrollments vs 87 in Fall 2025.
- b. Increase Military/Military related student headcount by 3%.
- c. Increase new student credit hours from Fall 2025 to Fall 2026 by 2%.

2. Retention and Completion

- a. Retention percentage for Residence Hall students at 65% (57 Students) from Fall 2025 to Fall 2026.
- b. The percentage of students earning 0 credits within the first year will decrease from 12.8% in 2024-2025 to 10% in 2025-2026.
- c. The fall 2025 to spring 2026 persistence (retention) percentage of new and transfer students will increase from 69% (2024-2025) to 72% (2025-2026).
- d. Increase 3 year graduation rate from 33.3% for Fall 2022 Cohort to 35% for the Fall 2023 Cohort

3. Planning and Operational Efficiency

- a. Complete first year implementation of Cannon Call our student success program.
- b. Build a culture of data-informed decision-making
- c. Invest in professional development tied to teaching excellence and student outcomes.
- d. Expand training in technology, data systems, and digital literacy to ensure all employees can adapt to evolving tools.

4. Evaluations

- a. Update the Performance Evaluation Tool for Professional Staff to include measurable goals and implement the tool for 2026-2027 evaluations.

OTHER BUSINESS

Dr. Dupee presented contracts for ratification in Resolution 175-25. Upon motion by Damon Draught, seconded by Stephen Todd, Resolution 175-25 ratifying all contracts passed unanimously.

RESOLUTION NO. 175-25

RATIFICATION OF CONTRACTS

Achieving the Dream1
Achieving the Dream2
Autodesk Enterprise
Bonadio & Co., LLP
Jefferson Faculty Student Association Auxiliary (JFSAA)
Johnson Controls Sprinkler Service
Lewis County Board of Legislature
SUNY Plattsburgh
SUNY Research Foundation
THRIVE Wellness and Recovery

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:

Achieving the Dream1
(statement of work, institutional improvement)

Achieving the Dream2
(statement of work, institutional improvement)

Autodesk Enterprise
(participating institution agreement, institutional technology)

Bonadio & Co., LLP
(engagement letter, accounting consulting services)

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

Johnson Controls Sprinkler Service
(services agreement, facilities)

Lewis County Board of Legislature
(survey contract, center for community studies)

SUNY Plattsburgh
(survey contract, center for community studies)

SUNY Research Foundation
(agreement with SUNY Oswego, lake effect weather services)

THRIVE Wellness and Recovery
(clinical agreement, nursing program)

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

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 Meeting – Thursday, October 16, at 4pm

Academic and Educational Services Committee – Thursday, October 23, at 3pm

Finance & Audit Committee Meeting – Wednesday, November 5, at 3pm

Board of Trustees Meeting – Wednesday, November 5, at 4pm

Adjournment

On a motion made by Cindy Intschert, seconded by Beth Fipps, the meeting adjourned at 5:07 p.m.

Respectfully submitted,

Michaela M. Frederick
Secretary to the Board of Trustees