JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES

MEETING MINUTES
October 7, 2026

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, October 7, 2026, in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

Attendance:

Trustees Present:

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

Administrative Staff:

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

Call to Order Chair Cindy Intschert called the meeting to order at 4:01 p.m.

Introductions of Guests

Dawn Bartlett, Associate Professor
Ben Foster, Executive Director of the Jefferson Foundation
Tim Grosse, Senate President and Professor
Mallory Jackson, Associate Professor
Paul Keller, AVP of Enrollment Services
Margaret LaVancha, Executive Director of Human Resources
Benjamin Rubacha, Chief Information Officer
Megan Stadler, AVP of Liberal Arts
Donna Stevenson, AVP of STEM, Health Professions, & Business
Gabrielle Thompson, AVP of Student Affairs

Privilege of the Floor – none

Consent Agenda Approval

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

Approval of Minutes – September 2, 2026

Finance & Audit Committee

RESOLUTION NO. 187-26 **2026-2027 BUDGET**
SUNY Healthcare Educator Scholarship

GRANT PERIOD: **September 1, 2026 - August 31, 2028**

WHEREAS, funds have been received from SUNY to address the critical shortage of nursing faculty, a significant barrier to expanding nursing programs in New York State. Scholarship recipients will complete faculty training and professional development to gain effective teaching skills and prepare for their faculty roles.

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

INCREASE REVENUE:			
SUNY Healthcare Educator Scholarship - State Grants 2685-3011-5420		$	25,000.00
Total Revenue Increase		**$**	**25,000.00**
INCREASE EXPENDITURE:			
SUNY Healthcare Educator Scholarship - Scholarships	2685-3011-7512	$	25,000.00
Total Expenditure Increase		**$25,000.00**	

RESOLUTION NO. 177-26 **PURCHASING POLICY REVISION**

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

RESOLUTION NO.188-26 **GRANT ACCEPTANCE POLICY**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the attached Grant Acceptance Policy.

RESOLUTION NO.189-26 **TRAVEL POLICY**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the attached Travel Policy.

Financial Statements: As of August 31, 2026, the College had generated approximately 99.8% of the annual revenue budget. Prior to recording the year-end tuition allowance and allowance for credit losses, revenue was approximately $2,103,000 higher than at the same point last year. The increase is largely attributable to enrollment growth, with Fall 2025 semester, Winter 2025 session, Spring 2026 semester, and Summer 2026 all exceeding prior-year enrollment levels.

Total expenditures through August were approximately 96.5% of the annual expenditure budget. Overall spending remained well controlled, finishing approximately 3.5% under budget, while expenditures were only 2.3% higher than the prior year.

The College's financial position remains strong. Cash and cash equivalents increased by approximately $594,000 compared to the prior year, and the College held more than $11,600,000 in U.S. Treasury investments as of the end of August.

Other Business

RESOLUTION NO. 190-26 **RATIFICATION OF CONTRACTS**
CITEC Business Solutions
EAB
Instructure, Inc
SUNY Apprenticeship Program
SUNY DPT
SUNY Research Foundation – LeSPARC
SUNY ITEC
Turnitin, LLC
YuJa Panorama

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:

CITEC Business Solutions
(leadership development essentials training, workforce development)

EAB
(software agreement extension, "C4S" student retention)

Instructure, Inc
(service agreement, student records)

SUNY Apprenticeship Program
(apprenticeship agreement, workforce development)

SUNY DPT
(participating institution agreement, transcript exchange upgrade)

SUNY Research Foundation – LeSPARC

(services contract, lake effect snow prediction)

SUNY ITEC
(participating institution agreement, master agreement)

Turnitin, LLC
(master registration agreement, instructional technology)

YuJa Panorama
(participating institution agreement, brightspace accessibility checker)

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

Regular Agenda

Jefferson Foundation – David Males
Trustee Males highlighted the following and shared a picture of the students who participated in the Jefferson-Can Luncheon:

- **September Board Meeting:**
  - The Board welcomed two new board members.
  - The Foundation has a new part-time employee. This is a current employee using part of their time to help implement the new system.
  - The Board approved the Funds for a new Donor Management System that will work with and supplement Banner.
- **Solicitations**
  - The first Annual Fund solicitation was mailed a few weeks ago
- **Jefferson-Can Community Scholars**
  - The Foundation hosted their annual Jefferson-Can Community Scholars luncheon

College Senate – Tim Grosse
College Senate President Tim Grosse reported on the activities of the September 1, 2026, meeting and highlighted:

- Ben Foster invited campus members to participate in the Foundation Employee Giving Campaign.
- Hannah Pentoney presented the results of the Shared Governance Assessment Survey.
- The new Cybersecurity AAS Degree was approved by the body.
- The Course Syllabus Standard Template was updated to meet the new upcoming accessibility standards and to remove links from the format.

Student Trustee – Brooke Wiley

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

- **Previous Events**: 3v3 Basketball Tournament (rescheduled), Fall Fest, Fall Fest After Dark, Constitution Day, Escape Room, Black River Whitewater Rafting, Open Skate, Mario Kart Tournament, Birthday Party, Student Government Association meeting, Bingo & Prize Night, Glow games Night
- **Upcoming Events:** Mocktoberfest, Destiny USA mall trip, Student Government Association meeting, Casino Night, Take Back the Night, Halloween Bash, Regal Cinema Trip

President's Report

In his report, President Dupee updated the Trustees on Enrollment, Advocacy, A Point of Pride, recent activities, shared pictures, and reviewed his upcoming activities:

- **Enrollment:** Fall enrollment is currently down 4.77%, while continuing student enrollment has increased by 5.7%. New first-time student enrollment remains relatively flat. Administration anticipates overall enrollment will be close to level once concurrent enrollment is finalized. President Dupee noted that deregistration occurred prior to the start of classes this year, rather than during the third week of the semester as in previous years, which has contributed to the current enrollment figures.
- **Advocacy:** NYCCT continues its advocacy efforts and has engaged the Parkside Group. A challenging state budget year is anticipated, and it was noted that community colleges have faced funding shortfalls even during more favorable budget cycles, reinforcing the importance of continued advocacy efforts.
- As a **point of pride**, it was shared that the Director of the Center for Community Studies, Joel LaLone, was a featured speaker at the AASRO Annual Meeting. Other speakers represented institutions including Harvard University, Brown University, and other prominent universities, and it was noted that Jefferson was the only community college represented among the presenters. Additionally, it was noted that Jefferson is the only community college in the country that conducts its own research.
- **Recent activities:** Center for Professional Excellence New Faculty & Staff Series Presentation, ESP Labor Management Meeting, Advocate Drum Executive Committee Meeting, Foundation Board Meeting, Fall Fest, FDRLO Board Meeting, 9/11 Remembrance Ceremony, FAJCC Labor Management Meeting, Nursing White Coat Ceremony, A micron presentation at Rotary, NYCCT Conference, Women's Soccer Sophomore Day, Student Assembly

Meeting/Meet & Greet with the Student Government Association, Board of Trustees Retreat, Samaritan Board Meeting, Soccer Games Tailgate, Men's Soccer Sophomore Day, Oswego County Childcare Research Presentation, Samaritan Medical Executive Committee Meeting, ATD Team Meeting

- **Pictures were shared** from the Women's Soccer Sophomore Day, Men's Soccer Sophomore Day – Oct 3, 9/11 remembrance pictures.
- **Upcoming activities:** ESP Labor Management Meeting, 3GNY Meeting with grandchildren of holocaust survivors, NYCCAP Meeting in Albany, SUNY President's Meeting in Albany, Volleyball Sophomore Night, Samaritan New Physician Reception, Advocate Drum Business After Hours, FAJCC Labor Management Meeting, ATD Coaches Meeting, Dulles Building Ribbon Cutting, ATD Campus Visit, Samaritan Medical Board Meeting, Spook & Bowl, ASAP Event at SUNY Oswego.

Sabbatical Report: Dr. Dawn Bartlett - Understanding Student Non-Completion, A Phenomenological Investigation of a Compulsory First-Year Seminar.

Dr. Bartlett presented her sabbatical research project examining why 39-41% of students were unsuccessful in Jefferson's required first-year seminar (INT 111) between 2021 and 2024. Using a qualitative phenomenological approach, the study interviewed eight students and found that non-completion was not caused by the course itself, but by a combination of academic, social, financial, and personal challenges that led to gradual disengagement over time. A key finding was that missed assignments, inconsistent attendance, reluctance to seek help, and difficulties re-engaging created a process of withdrawal that existing supports often failed to interrupt. From her findings, she recommends strengthening onboarding, advising, early alert systems, course design, and student support services to proactively create conditions that promote student success and persistence.

Board Education: Dr. Mallory Jackson – Direct Support Professional microcredential.

Dr. Jackson presented information about the Direct Support Professional (DSP) microcredential. The program was launched in Fall 2023, provides participants with full tuition assistance and comprehensive support services through a SUNY, OPWDD, and NADSP partnership. The program has resulted in 23 students earning DSP-I certification, with several continuing to advanced certifications and degree programs. Grant funding has helped remove barriers to completion through technology, transportation, emergency assistance, academic coaching, and completion awards. A request has been submitted to renew program funding through 2028, with new student enrollment continuing for Fall 2026 and Spring 2027.

Executive Session

On a motion made by Beth Fipps, seconded by Stephen Todd, the board adjourned to Executive Session at 5:02 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 5:37 p.m.

Personnel Committee – Committee Chair Beth Fipps
Trustee Fipps reported that Resolution 191-26 to endorse the President's 2026-2027 goals is being adjourned from the agenda and will be added to the November 2026 meeting agenda.

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, October 20, at 4pm
Personnel Committee – Thursday, October 22, at 4pm
Finance & Audit Committee – Wednesday, November 4, at 3pm
Board of Trustees - Wednesday, November 4, at 4pm

Adjournment

On a motion made by Maureen Aiken seconded by Beth Fipps, the meeting adjourned at 5:38 p.m.

Respectfully submitted,

Michaela Frederick
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Michaela M. Frederick
Secretary to the Board of Trustees