



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES September 2, 2026

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, September 2, 2026, in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

Attendance:

Trustees Present:

Maureen Aiken, Michael Crowley, Damon Draught, 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 4:00 p.m.

Introductions of Guests

Amanda Caswell, Executive Director of Institutional Effectiveness & 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
Benjamin Rubacha, Chief Information Officer
David Snow, Director of Community Services - Mechatronics/JEWEL Program
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 David Males, seconded by Damon Draught, the consent agenda as presented was approved unanimously.

Approval of Minutes – July 8, 2026

Finance & Audit Committee

RESOLUTION NO. 184-26

2025-2026 BUDGET

**Semiconductor Education & Training Project
Phase II**

GRANT PERIOD:

September 1, 2026 – December 31, 2026

WHEREAS, funds have been received from Onondaga Community College as a subawardee of SUNY to plan, promote, deliver and assess the semiconductor manufacturing technician bootcamp during the Fall 2026 semester.

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

INCREASE REVENUE:			
Semiconductor Ed. & Training Phase II - State Grants	2687-3011-5420	\$	<u>39,122.00</u>
Total Revenue Increase		\$	39,122.00
INCREASE EXPENDITURE:			
Semiconductor Ed. & Training Phase II - Supplies Instructional	2687-3011-7108	\$	33,922.00
Semiconductor Ed. & Training Phase II - Advertising	2687-3011-7203		2,000.00
Semiconductor Ed. & Training Phase II - Student Recruitment	2687-3011-7247		2,000.00
Semiconductor Ed. & Training Phase II - Travel	2687-3011-7250	\$	<u>1,200.00</u>
Total Expenditure Increase		\$	39,122.00

RESOLUTION NO. 185-26

2025-2026 BUDGET AMENDMENT

Liberty Partnership Program

GRANT PERIOD:

September 1, 2025 - August 31, 2026

WHEREAS, additional funds have been received from New York State Education Department (NYSED) to implement the Liberty Partnership Program in conjunction with Watertown City School District.

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

INCREASE REVENUE:			
Liberty Partnership Program - State Grants	2632-3011-5420	\$	<u>14,480.00</u>

Total Revenue Increase	\$	14,480.00
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INCREASE EXPENDITURE:

Liberty Partnership Program - Professional Full Time	2632-3011-6101	\$	2,017.00
Liberty Partnership Program - Supplies Instructional	2632-3011-7108		873.00
Liberty Partnership Program - Activity Expense	2632-3011-7202		2,800.00
Liberty Partnership Program - Indirect Cost	2632-3011-7231		4,750.00
 Liberty Partnership Program - Travel	 2632-3011-7250	 \$	 <u>4,040.00</u>

Total Expenditure Increase	\$14,480.00
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Financial Statements: As of the end of July, total revenue was approximately 98.7% of the annual revenue budget. Revenue exceeded the prior year by approximately \$848,000 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 July were approximately 86.8% of the annual expenditure budget. Overall spending is approximately 4.9% under budget and approximately 1.8% higher than expenditures at this time last year, when spending was also below budget.

Cash and cash equivalents increased by approximately \$374,000 compared to the prior year. Additionally, as of the end of July, the College had invested more than \$11,600,000 in U.S. Treasuries.

Other Business

RESOLUTION NO. 186-26

RATIFICATION OF CONTRACTS

BetterMynd, Inc

CDL Schools

Jefferson-Lewis Board of Cooperative

Educational

Services

Jefferson Faculty Student Association Auxiliary

(JFSAA)

Rain Careers, Inc

State University of New York ITEC

TransUnion

Zoom

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:

BetterMynd, Inc
(online mental health services, student services)

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

Jefferson-Lewis BOCES
(course agreement, adult education welding)

Jefferson Faculty Student Association Auxiliary (JFSAA)
(memorandum of understanding, JCC coach living arrangements)

Rain Careers, Inc
(subscription, advising, career & transfer)

State University of New York ITEC
(participating institution agreement, IBM SPSS)

TransUnion
(pricing addendum, fraudulent application detection software)

Zoom
(services agreement, online meeting/learning platform)

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

Regular Agenda

College Senate – Tim Grosse

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

- JCC's Center for Professional Excellence (CPE) Scheduling Committee presented on what resources are available on the CPE SharePoint site.
- Faculty Council of Community Colleges (FCCC) Delegate, Cynthia Lonsbary, updated the senate body.
- Vice President Pond shared the proposed Artificial Intelligence Acceptable Use Policy. A concern was shared about the policy referencing other policies and procedures that are not currently in place.

Student Trustee – Brooke Wiley

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

- **Previous Events:** Glow Party, Magician, Karaoke, Game Show Night, Southwick Beach State Park Trip, Club Fair in Commons
- **Upcoming Events:** 3 v 3 Basketball Tournament, Fall Fest in the Quad, Fall Fest After Dark: Comedian and Bonfire, Clayton Mini Golf & Alex Bay Go-Karts Trip, Escape Room Challenge, Black River Whitewater Rafting Trip, Bingo & Prize Night

A question was asked regarding transportation to out-of-town events. Trustee Wiley explained that students are required to sign up for events in advance, and the sports team vans are driven by certified drivers.

President's Report

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

- **Enrollment:** Fall – overall down 8.72% total credit hours. Continuing student credit hours: up 2.6%. High school student credit hours: down 47.5%. It is estimated that high school enrollment will finish at least flat compared to last year. Overall enrollment is currently lower because the College implemented an earlier process for removing students with unpaid balances, completing four purge cycles prior to the start of classes rather than waiting until the third week of the semester as in previous years. As a result, overall initial enrollment is down but enrollment figures are expected to align more closely with historical trends by week three. The earlier purge process has improved payment collection, with payments tracking well ahead of where they typically are at this point in the semester. The College also anticipates that this approach may reduce the overall number of write-offs.
- **Advocacy:** It was noted that Trustee Males serves on the Marketing Committee of the New York Community College Trustees (NYCCT). NYCCT has finalized its advocacy materials regarding SUNY rulemaking and community college funding and will distribute the documents to community colleges for use in their advocacy efforts. Student Trustee Wiley was interviewed for a newsletter article in the *Albany Times* regarding student demographics.
- **Recent activities:** CNY Community College Leader Summit, Samaritan Finance Committee Meetings, Samaritan Board Meetings, FAJCC Labor Management Meeting, Future Women in STEAM Summer Academy Awards, ESP Labor Management Meeting, Academic New Year week, Retiree Luncheon, United

Way Getting Ahead Program Graduation, SUNY Chancellor's Visit: Building 3 Tour and Reconnect Roundtable, SUNY Presidents Meeting.

- **Upcoming activities:** CPE New Faculty & Staff Series Presentation, ESP Labor Management Meeting, Advocate Drum Executive Committee Meeting, FDRLO Board Meeting, FAJCC Labor Management Meeting, Nursing White Coat Ceremony, NYCCT Conference, Board Retreat, Samaritan Board Meeting.

Board Education:

Presentation: Amanda Caswell, Executive Director of Institutional Effectiveness and Planning, gave an overview of the Planning and Institutional Effectiveness Office, focusing on Institutional Effectiveness versus Institutional Research and the Institutional Goals for the 2026-2027 Academic Year.

Presentation: Ben Foster, Executive Director of the Jefferson Foundation, gave an overview of planned giving, focusing on what planned giving is, common types of planned gifts, and the current planned gifts we have received or will receive.

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 – Wednesday, September 23, at 3pm
- Personnel Committee – Wednesday, September 23, at 4pm
- Facilities Committee – Monday, September 14, at 4pm
- Board of Trustees Retreat – Friday, September 25 (off campus)
- Finance & Audit Committee – Wednesday, October 7, at 3pm
- Board of Trustees - Wednesday, October 7, at 4pm

Adjournment

On a motion made by Nathan Hunter seconded by Maureen Aiken, the meeting adjourned at 5:02 p.m.

Respectfully submitted,

Michaela M. Frederick
Secretary to the Board of Trustees