



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES

April 1, 2026

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, April 1, 2026, in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

Attendance:

Trustees Present:

Alessio Caruana, Damon Draught, Beth Fipps, Erika Flint, Nathan Hunter, Cindy Intschert (via phone), Stephen Todd

Administrative Staff:

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

Call to Order Immediate Past Chair Nathan Hunter called the meeting to order at 4:00 p.m.

Introductions of Guests

Tim Grosse, Senate President and Professor
Margaret LaVancha, Executive Director of Human Resources
Gillian Maitland, Director of Marketing & Communications
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 Steven Todd, seconded by Erika Flint, the Consent Agenda Items that were previously reviewed and put forward by committee were approved unanimously with no further discussion.

Approval of Minutes – March 4, 2026

Finance & Audit Committee

RESOLUTION NO. 138-26

**2025-2026 BUDGET AMENDMENT
CENTER FOR COMMUNITY STUDIES**

NNY WOMEN'S HEALTHCARE STUDY

GRANT PERIOD: JUNE 1, 2025 – APRIL 15, 2026

WHEREAS, the College has received funding from the Research Foundation for SUNY Plattsburgh to assist with a community-based needs assessment for Women's Health and Wellness in Clinton County. The study is being completed to assist in improving health outcomes for women in the North Country;

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

INCREASE REVENUE:

CCS Grant – Local Grants & Contracts	2803-3011-5430	\$ <u>14,000.00</u>
Total Revenue Increase		\$ 14,000.00

INCREASE EXPENDITURE:

CCS Grant – Prof. P/T	2803-3011-6102	\$ 3,333.60
CCS Grant – State Teachers Retirement	2803-3011-6202	667.00
CCS Grant – Social Security	2803-3011-6204	255.00
CCS Grant – Workers Comp.	2803-3011-6205	34.00
CCS Grant – Activity Expense	2803-3011-7202	\$ <u>9,710.40</u>
Total Expenditure Increase		\$ 14,000.00

RESOLUTION NO. 139-26 2025-2026 BUDGET AMENDMENT SUNY VETERAN INTERNSHIP PROGRAM GRANT

GRANT PERIOD: SEPTEMBER 12, 2025 – AUGUST 31, 2026

WHEREAS, funds have been received from the SUNY Research Foundation to provide internships to student veterans in the admissions or enrollment management offices. The focus of the internship will be to increase veterans' enrollment and engagement, and to help identify strategies to support the success of veteran students;

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

INCREASE REVENUE:

SUNY Veteran Internship – State Grants & Contracts	2664-3011-5420	\$ <u>5,707.50</u>
Total Revenue Increase		\$ 5,707.50

INCREASE EXPENDITURE:

SUNY Veteran Internship – Student Aides	2664-3011-6141	\$ 5,000.00
SUNY Veteran Internship – Social Security	2664-3011-6204	382.50
SUNY Veteran Internship – Workers Comp.	2664-3011-6205	50.00

SUNY Veteran Internship – Indirect Cost 2664-3011-7231 \$ 275.00

Total Expenditure Increase \$ 5,707.50

RESOLUTION NO. 140-26 2025-2026 BUDGET AMENDMENT
SUNY WORKFORCE DEVELOPMENT TRAINING

GRANT PERIOD: SEPTEMBER 1, 2024 – AUGUST 31, 2025

WHEREAS, the College has received funding from SUNY Workforce Development to provide various trainings to employers;

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

INCREASE REVENUE:

SUNY WDT Grant– Local Grants & Contracts 2701-3011-5420 \$ 6,336.00

Total Revenue Increase \$ 6,336.00

INCREASE EXPENDITURE:

SUNY WDT Grant- Indirect Cost 2701-3011-7231 1,760.00

SUNY WDT Grant- Scholarship Awards 2701-3011-7512 \$ 4,576.00

Total Expenditure Increase \$ 6,336.00

Financial Statements: As of the end of February, total revenue was approximately \$24,355,000, representing 91.7% of the annual revenue budget. Revenue exceeds the prior year by approximately \$625,900 at the same point in time. Enrollment for the Fall semester, Winter session, and Spring semester was ahead of last year’s levels.

Total expenditures through February were approximately \$12,683,000, or 47.8% of the annual expenditure budget. Overall spending is approximately 2.2% under budget and approximately 2.2% higher than expenditures at this time last year, when spending was below budget.

Cash and cash equivalents increased by approximately \$6,170,000 compared to the prior year, primarily due to the receipt of the Jefferson County Sponsor payment one month earlier than last year. Additionally, as of the end of February, the College had invested more than \$12,710,000 in U.S. Treasuries.

RESOLUTION NO. 141-26 RATIFICATION OF CONTRACTS
CITEC Business Solutions
Edamerica (2)
Grackle
State University of New York (SUNY)
Trane

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
(instruction, workforce development)

Edamerica
(master service agreement, enrollment services support)
(statement of work, enrollment services support)

Grackle
(software, accessibility compliance)

State University of New York (SUNY)
(participating institution agreement sage publications, library services)

Trane
(software & hardware agreement, controller upgrade- facilities)

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

Regular Agenda

JCC Foundation

Immediate Past Chair Hunter noted that Trustee Males and Executive Director of the Foundation, Ben Foster, were both unable to attend the meeting. President Dupee reviewed notes from the March meeting. President Dupee highlighted:

- **NYS Tax Credit Program:** The Foundation received over \$42,000 from the NYS tax credit program. These funds created the Student Success Fund with the goal to support the needs of students outside of tuition.
- **Planned Giving:** The Foundation's Planned Giving program continues. Two mailers and two emails have already been sent, and the next one is scheduled for mid-April.
- **Scholarships:** The new scholarship platform and our marketing collaboration with Enrollment Services has resulted in a record number of applications. The first-round of 26/27 scholarships to be awarded in mid-April.
- **Solicitations:** The next Annual Fund solicitation was sent at the beginning of March and the Jeff-Can email solicitation was sent last week.
- **Foundation Board:** The Foundation's Nominating committee met last week and is looking to bring on 2-3 new members this Summer. If you know of any who would be a great Foundation board member please pass their names along to Ben via email.

College Senate Report – Tim Grosse

In his report, College Senate President Tim Grosse reported on the activities of the March 31, 2026, meeting and highlighted:

- The senate approved the following Curriculum Committee program revisions:
 - Computer Information Systems AS
 - Computer Information Technology AAS
 - Computer Science AS
 - Liberal Arts, Humanities and Social Sciences AA
 - Natural Sciences, Biological Science Concentration AS
 - Natural Sciences, Physical Science Concentration AS
- The senate approved changes to the Registration and Withdrawal Policy. These changes will be coming forward through the Ac & Ed committee for approval soon.
- Provost Goyette provided an update on the Academic Momentum Plan.

President's Report

In his report, President Dupee updated the Trustees on Enrollment, Advocacy, Micron Community Investing Funding, recent and upcoming activities, and dates for the Trustees to save:

- **Enrollment:** Spring – up 2.59%, Summer - up 23.92%. Continuing and new students are up.
- **Advocacy:** The state budget will not be done on time. There is still significant work to be done around policy. They have extended the date through April 7, but the guess is that they'll extend it again to around the 3rd or 4th week in April.
- **Micron Community Investment Funding:** We received \$750k through Next move NY to develop the program and pay for faculty until the program is up and running. Hoping to get it started next Spring. Four labs will be done in the Fall, and the other side of things will be done for the Spring 2027 semester. The equipment is mostly in and stored for the time being. President Dupee gave thanks to Donna Stevenson, who wrote the application request for the funding.
- **Recent activities:** Employee Appreciation Day, Micron Meeting, JCC Foundation Board Meeting, Nationals Watch Party, Transfer Fair, SGA Assembly Meeting Open Forum, FDRLO Meeting, CC President's Meeting, Student Spring Dance, ESP Labor Management Meeting, St. Patrick's Day Treats in the Breakroom, ATD Data Café, WDB Meeting, Center for Community Studies Advisory Board Meeting, One Night, One Diamond, Men's Lacrosse Game Tailgate, Nursing & Allied Health Fair, Micron Event, Samaritan Board Meeting.
- **Pictures** were shared from the Men's lacrosse tailgate, Student Spring Dance, Achieving the Dream Data Café, the Nationals sports watch party (Men's Hockey and Women's Basketball National competition games), and Micron events.
- **Upcoming activities:** Police Academy Graduation, Softball Tailgate, ATD Team Meeting, Strategic Planning for Advocate Drum, JLI Education Day, ESP Labor Management Meeting, NYCCT Spring Convention, PTK and CASE Awards Ceremonies, FAJCC Labor Management Meeting, Baseball Tailgate, ATD Team Meeting, Business Seminar Presentation
- **Upcoming dates to save:** PTK Induction Ceremony – May 5, Athletic Awards Ceremony – May 6, Student Awards Ceremony & Black River Review Unveiling – May 7, Board Retreat with JCC

Foundation – May 13, Nurse Pinning Ceremony – May 14, Commencement – May 15, Retirement & Recognition Ceremony – May 19, Celebration of the Year event – May 21, Budget Meeting – TBA (sometime in May)

Board Education: Presentation: Gabrielle Thompson

AVP of Student Affairs, Gabrielle Thompson, reviewed and highlighted the importance of Access and Opportunities programs available for Jefferson’s students: ASAP (Advancing Success in Associated Pathways), CSTEP (College Science & Technology Entry Program), TRIO, and the Liberty Partnership Program.

Alessio Caruana left the meeting.

Executive Session

On a motion made by Beth Fipps, seconded by Erika Flint, the board adjourned to Executive Session at 4:56 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

Reconvention

The Board reconvened in open session at 5:09 p.m.

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, April 15, at 3pm
- Personnel Committee – Wednesday, April 15, 2026, at 4pm
- Finance & Audit Committee – Wednesday, May 6, 2026, at 3pm
- Board of Trustees Meeting – Wednesday, May 6, 2026, at 4pm
- Board Retreat with Foundation – Wednesday, May 13, at 4pm (HAT Dining)

Trustee Hunter congratulated the Men’s Hockey team and Women’s Basketball team again for their great seasons.

Adjournment

On a motion made by Beth Fipps seconded by Damon Draught, the meeting adjourned at 5:11 p.m.

Respectfully submitted,

Michaela M. Frederick
Secretary to the Board of Trustees