



JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

MEETING MINUTES May 6, 2026

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

Attendance:

Trustees Present:

Maureen Aiken, Alessio Caruana, Michael Crowley, Erika Flint, Cindy Intschert, David Males, Stephen Todd

Administrative Staff:

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

Call to Order Chair David Males called the meeting to order at 4:07 p.m.

Introductions of Guests

Joshua Canale, Associate Professor, Social Sciences Department Chair, and Honors Program Coordinator

Tim Grosse, Senate President and Professor

Michael Guga, Assistant Professor and Lab Science Department Chair

Margaret LaVancha, Executive Director of Human Resources

Shalexus McConnell, Honors Program Student

Avery Pritchard, Honors Program Student

Megan Stadler, AVP of Liberal Arts

Gabrielle Thompson, AVP of Student Affairs

Cady Weaver, Honors Program Student

Privilege of the Floor – none

Consent Agenda Approval

A motion was made by Erika Flint, and seconded by Stephen Todd, to approve the consent agenda as presented.

Following the motion, brief clarification was provided regarding Resolution 154-26: Management / Confidential Terms and Conditions of Employment, noting its origin from a prior Personnel Committee meeting and a minor revision to the supporting documentation.

Finance & Audit Committee

RESOLUTION NO. 142-26

2025-2026 BUDGET AMENDMENT

**ENHANCING SUPPORTS AND SERVICES FOR STUDENTS WITH
DISABILITIES FOR POSTSECONDARY SUCCESS**

GRANT PERIOD:

SEPTEMBER 1, 2025 – AUGUST 31, 2026

WHEREAS, funds have been received from the NYS State Education Department (SED) to supplement existing supports and accommodations for SWDs in order to expand such supports and services provided by SUNY;

WHEREAS, the initiative will support college prep programs to assist SWDs in transitioning to college and prepare them to navigate the campus facilities and system, provide full and part-time faculty and staff at SUNY with disability training; and/or to improve the identification process of SWDs and enhance data collection capabilities at SUNY;

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

INCREASE REVENUE:

NYS SED SWDPS Grant- State Grants & Contracts	2649-3011-5420	<u>\$ 16,000.00</u>
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Total Revenue Increase	\$ 16,000.00
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INCREASE EXPENDITURE:

NYS SED- SWDPS Grant – Printing	2649-3011-7104	\$ 500.00
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NYS SED- SWDPS Grant- Supplies Instructional	2649-3011-7108	2,500.00
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NYS SED- SWDPS Grant- Student Recruitment	2649-3011-7247	2,000.00
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NYS SED- SWDPS Grant- Travel	2649-3011-7250	9,000.00
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NYS SED- SWDPS Grant- Workshops & Seminars	2649-3011-7253	<u>\$ 2,000.00</u>
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Total Expenditure Increase	\$ 16,000.00
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RESOLUTION NO. 143-26

2025-2026 BUDGET AMENDMENT

SUNY MVCC 202.32 GRANT

GRANT PERIOD:

FEBRUARY 6, 2026 – DECEMBER 31, 2029

WHEREAS, funds have been received from the State University of New York (SUNY) to support marketing activities, including industry roundtables, and curriculum development for apprenticeships;

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

INCREASE REVENUE:

SUNY MVCC 202.32 - State Grants	2681-3011-5420	\$ 7,200.00
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Total Revenue Increase	\$ 7,200.00
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INCREASE EXPENDITURE:

SUNY MVCC 202.32 - Instructional Supplies	2681-3011-7108	\$ 500.00
SUNY MVCC 202.32 - Indirect Cost	2681-3011-7231	1,200.00
SUNY MVCC 202.32 - Scholarship Awards	2681-3011-7512	\$ 5,500.00

Total Expenditure Increase	\$ 7,200.00
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RESOLUTION NO. 144-26**2025-2026 BUDGET AMENDMENT
SUNY WORKFORCE DEVELOPMENT TRAINING****GRANT PERIOD:****MARCH 30, 2026 – APRIL 03, 2026**

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	\$ 9,450.00
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Total Revenue Increase	\$ 9,450.00
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INCREASE EXPENDITURE:

SUNY WDT Grant- Indirect Cost	2701-3011-7231	2,400.00
SUNY WDT Grant- Scholarship Awards	2701-3011-7512	\$ 7,050.00

Total Expenditure Increase	\$ 9,450.00
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RESOLUTION NO. 145-26**STUDENT RECEIVABLE WRITE-OFF**

WHEREAS, in compliance with generally accepted accounting principles, the College should not retain as accounts receivable balances that are deemed to be un-collectable, and;

WHEREAS, the accounts receivable balances set forth in the attached schedule are deemed to be un-collectable;

THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the adjustment of the tuition receivable accounts in the amount of \$ 603,675.28.

Financial Statements: As of the end of March, total revenue was approximately 93.7% of the annual revenue budget. Revenue exceeds the prior year by approximately \$707,400 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 March were approximately 54.9% of the annual expenditure budget. Overall spending is approximately 3.4% under budget and approximately 2.6% higher than expenditures at this time last year, when spending was also below budget.

Cash and cash equivalents decreased by approximately \$412,000 compared to the prior year. Additionally, as of the end of March, the College had invested more than \$14,403,000 in U.S. Treasuries.

Academic & Educational Services Committee

RESOLUTION NO.146-26 APPROVAL OF PROGRAM REVISIONS
Accounting A.A.S.

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves revisions to the Accounting A.A.S. degree program as outlined in the attached proposal.

RESOLUTION NO.147-26 APPROVAL OF PROGRAM REVISIONS
Computer Information Systems A.S.

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves revisions to the Computer Information Systems A.S. degree program as outlined in the attached proposal.

RESOLUTION NO.148-26 APPROVAL OF PROGRAM REVISIONS
Computer Information Technology A.A.S.

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves revisions to the Computer Information Technology A.A.S. degree program as outlined in the attached proposal.

RESOLUTION NO.149-26 APPROVAL OF PROGRAM REVISIONS
Computer Science A.S.

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves revisions to the Computer Science A.S. degree program as outlined in the attached proposal.

RESOLUTION NO. 150-26 APPROVAL OF PROGRAM REVISIONS
Engineering Science A.S.

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves revisions to the Engineering Science A.S. degree program as outlined in the attached proposal.

RESOLUTION NO. 151-26 APPROVAL OF PROGRAM REVISIONS

Liberal Arts - Humanities and Social Science A.A.

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves revisions to the Liberal Arts - Humanities and Social Science A.A. degree program as outlined in the attached proposal.

RESOLUTION NO. 152-26

APPROVAL OF PERIODIC PROGRAM REVIEW

Individual Studies A.A.S.

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached periodic program review for the Individual Studies A.A.S. degree.

RESOLUTION NO. 153-26

REGISTRATION AND WITHDRAWAL POLICY REVISION

(Revises Resolution No. 145-53, May 2025)

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

Personnel Committee

RESOLUTION NO. 154-26

MANAGEMENT / CONFIDENTIAL

TERMS AND CONDITIONS OF EMPLOYMENT

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached Management and Confidential Employees' Employment Policy, which outlines the Terms and Conditions of Employment for Management/Confidential Employees of the College.

Other Business

RESOLUTION NO. 155-26

RATIFICATION OF CONTRACTS

Cb20

CITEC Business Solutions x3

Docusign

Faculty Student Association

Jefferson Faculty Student Association Auxiliary (JFSAA)

MVCC SUNY Apprenticeship Program

SpeedLink Solutions Inc

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:

Cb20

(professional service agreement, instructional technology)

CITEC Business Solutions (three contracts)

(instruction, workforce development)

Docusign

(annual subscription)

Faculty Student Association

(memorandum of understanding, TRIO annual report support)

Jefferson Faculty Student Association Auxiliary (JFSAA)

(memorandum of understanding, employee living arrangements)

MVCC SUNY Apprenticeship Program

(apprenticeship agreement, workforce development)

SpeedLink Solutions Inc

(services, instructional technology)

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

College Senate Report – Tim Grosse

In his report, College Senate President Tim Grosse reported on the activities of the May 5, 2026, meeting and highlighted:

- The Senate approved the following Curriculum Committee program revisions:
 - Early Childhood AS
 - Humanities and Social Science AA, Creative Writing Concentration
- The Senate endorsed a revision to the College’s Statement of Civility.
- Provost Goyette shared some upcoming policy changes being driven by SUNY.

Student Trustee – Alessio Caruana

In his report, Alessio noted there was an end of the year mental health event: Goat Yoga for students and employees, and today was the Spring Fling event in the Campus Quad.

He also noted that Student Government elections happened and the new president and Trustee are:

SGA President: Jacob Childs

SGA Student Trustee: Brooke Wiley

President's Report

In his report, President Dupee updated the Trustees on Enrollment, Advocacy, Micron Community Investing Funding, recent activities, some photos from spring Sophomore Days, and upcoming activities:

- **Enrollment:** Spring – up 4.1%, Summer - up 13.63%. For Spring: Continuing students up 5.1%, new students up 14.9%. We're hoping to see summer increase a little bit.
- **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 May 7, but the guess is that they'll extend it again to around the 3rd or 4th week in May.
 - We think we're a little bit closer to a state budget. The last extender was only a couple of days, rather than a week, so we believe we're a little bit closer. Hopefully we'll see a budget within the next couple of days.
 - NYCCAP & NYCCT along with NYSSUT are all still actively fighting for the money requested within the budget.
 - We still haven't been able to schedule the Trustee budget workshop yet because the budget isn't finalized. We will be sending out options of dates and times as soon as it is finalized.
- **Micron Community Investment Funding:** As a reminder, there was \$4M in grant funding to update building 3 and then \$750,000 to start the programs. This will cover salaries and program costs for about 3 years and give us time to get the programs up and running. Four labs will be done in the Fall, and the rest is on track to 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:** Police Academy Graduation, BOCES Culinary & Mechatronics Discussion, FDRHPO Board Meeting, ATD Team Meeting, JLI Education Day, ESP Labor Management Meeting, Softball Tailgate, Administrative Professionals Day Luncheon, NYCCT Spring Convention, PTK and CASE Awards Ceremonies, FAJCC Labor Management Meeting, ATD Team Meetings, Watertown Daily Times Discussion, FDRLO Strategic Planning Discussion, Baseball Tailgate, Business Seminar Presentation, Jefferson County Small Business of the Year event at the Scrub Hub, PTK Induction Ceremony, Spring Fling
- **Pictures** were shared from the Sophomore Days for each of the Spring Sports: Men's lacrosse, Softball, and Baseball.
- **Upcoming activities:** Student Awards Ceremony, Black River Review, AAUW Spring event: Understanding and Unlearning Imposter Syndrome, Armed Forces Day Breakfast, Athletic Awards Ceremony, Fort Drum Graduation, Board of Trustees and Foundation Board Retreat, Nurse Pinning Ceremony, Senior Send-off & Commencement, ESP Labor Management Meeting, Retirement and Recognition Celebration, Accepted Students Day, Celebration of the Year event, Center for Community Studies Advisory Board Meeting, ATD Team Meeting, FAJCC Labor Management Meeting, Presentation to Noon Rotary, CCBOA Conference

Board Education: Presentation: Dr. Joshua Canale

Dr. Canale gave a brief overview of the honors program and three students in the program (Shalexus McConnell, Avery Pritchard, and Cady Weaver) gave an overview of their projects.

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:

- Facilities Committee – Monday, May 11, at 4pm
- Board Retreat with JCC Foundation – Wednesday, May 13, at 4pm (HAT Dining)
- Academic and Educational Services Committee – Wednesday, May 20, at 3pm
- Personnel Committee – Thursday, May 28, at 4pm
- Finance and Audit Committee – Wednesday, June 3, at 3pm
- Board of Trustees – Wednesday, June 3, at 4pm

Adjournment

On a motion made by Erika Flint seconded by Cindy Intschert, the meeting adjourned at 4:45 p.m.

Respectfully submitted,

Michaela M. Frederick
Secretary to the Board of Trustees