



## JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

### MEETING MINUTES May 7, 2025

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, May 7, 2025, in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

#### **Attendance:**

##### Trustees Present:

David Males, Chair  
Maureen Aiken  
Genesis Crice  
Michael Crowley  
Damon Draught  
Beth Fipps  
Judith Gentner  
Cindy Intschert  
Stephen Todd

##### Administrative Staff:

Dan Dupee, President  
Jerilyn Fairman, 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 4:03 p.m.

#### **Approval of Minutes**

On a motion made by Cindy Intschert, seconded by Beth Fipps, the minutes of the April 2, 2025, meeting were approved unanimously.

#### **Introductions of Guests**

Ben Foster, JCC Foundation Executive Director  
Tim Grosse, Senate President, and Professor of Math  
Margaret LaVancha, Executive Director of Human Resources  
Gillian Maitland, Marketing & Communications Director  
Megan Stadler, Associate Vice President for Liberal Arts  
Donna Stevenson, Interim Associate Vice President for STEM, Health Professions & Business  
John Trumbell, FAJCC Vice President and Coordinator of Continuing Education

## **Privilege of the Floor** - none

### **College Senate** – Tim Grosse

In his report, College Senate President Tim Grosse highlighted:

- President Dupee shared the Remarks from the Board of Trustees on Deactivation and Discontinuances.
- Tim Grosse noted that the Senate body was appreciative to hear from the Board of Trustees with their remarks.
- The College Senate approved an updated College Registration and Withdrawal Policy in April.
- The College Senate endorsed the Faculty Council of Community Colleges Resolution “Calling on the New York State Congressional Delegation to Support the United States Department of Education”.
- The Addiction Treatment Training Level 1 and 2 Microcredentials were deactivated and discontinued and a new Addiction Treatment Training Microcredential Approved.

### **Student Trustee** – Genesis Crice

In his report, Student Trustee Genesis Crice highlighted events, future plans, and funding allocation on campus. Highlights include:

**Events:** Men's Baseball, Lacrosse season in full swing, Earth Day Event, Assembly meetings

**Future Plans:** End of Semester Bonfire, Fall Fest planning, International Club Fall, RA + SGA event planning

**Funding Allocation:** Hockey Club - \$1,200, Earth Day - \$2500, International Food Day - \$2500, Fall Fest Planning - \$2000

### **President's Report**

In his report, President Dupee updated the Trustees on Enrollment, State Budget Update, Strategic Planning, Achieving the Dream, Next Move NY, End of the Year Celebration, Passwords update, recent activities, and upcoming activities.

- **Enrollment:** Summer – up 20.09%, Fall – up 5.78%
- **State Budget:** State budget is almost finalized, should be done soon. It looks like we'll get the same funding as last year. \$8 million for nursing. Dr. Dupee is hearing that there will be an additional \$8 million, which will have restrictions, like the nursing money we receive.
- **Strategic Planning:** Dawn Bartlett and Larry Danforth went to the Cabinet meeting yesterday afternoon. The Cabinet document should be finalized by May 19, and will be presented at the Senate meeting that day. After that, it will go to the Board.
- **Achieving the Dream:** As mentioned in the past, this is a consortium with other Community Colleges to help bring the cost down to \$25,000/year. The services help to standardize how we look at the College's data and prioritize what we need to do for student success. We have a team going to the conference and kick-off meeting at the end of June. Additionally, we will have a coach to help us through the process.
- **Next Move NY:** \$4 million was granted to help with renovations for building 3.

- **End of the Year Celebration:** The event is being held on campus in the Quad on Thursday, May 22, weather permitting, at 3pm. It is the last reporting day for the Faculty and we are celebrating all of the accomplishments from the Academic Year.
- **Passwords happening update:** 16-character minimum change coming on May 20<sup>th</sup>. This applies to all those with a JCC password. The new password can include spaces, must include at least 1 character and 1 number.
- **Recent activities:** Next Move NY meeting, Center for Community Studies Advisory Board Meeting, Dr. David Larsen Speaker at the NEST, FSA Board Meeting, FDRHPO Board Meeting, Student Open Forums, North Country Board of Directors Meeting, JLI Education Day, ESP Labor Management Meeting, Softball Tailgate Party, Department of Labor SCC Consortium Meeting, FAJCC Labor Management Meeting, Business After Hours at the NEST, WPBS Sports Programming Meeting, Faculty Association Union Meeting, Baseball Tailgate Party, Westwind Consulting Call, PTK All New York and SUNY Student Chancellor's Awards Ceremonies, Adjunct Potluck, Welding Program Discussion with BOCES, MSCHE Meeting, Business Seminar Class Presentation, PTK Inductions, FSA Board Meeting
- **Upcoming activities:** Athletic Awards Banquet, Student Awards Ceremony, North Country Board of Directors Meeting, Black River Review Unveiling, Center for Community Studies Advisory Board Meeting, SUNY May President's Meeting, JCC Foundation Executive Committee Meeting, Armed Forces Day Breakfast, Achieving the Dream SUNY Meeting, FAJCC Labor Management Meeting, JCC Foundation Board Meeting, Nurse Pinning Ceremony, Achieving the Dream Coaching Calls, Commencement, ESP Labor Management Meeting, Recognition Celebration, Accepted Students Day, End of Year Celebration, JFSAA Board of Managers Meeting

#### **Finance and Audit Committee** – Committee Chair Damon Draught

Trustee Draught noted the Finance and Audit Committee met prior to the full Board meeting. He presented a Budget Transfer Resolution in 138-25.

Upon motion by Damon Draught, seconded by Judith Gentner, Resolutions 138-25 was approved unanimously as follows:

#### **RESOLUTION NO. 138-25                      2024-2025 BUDGET TRANSFER COLLEGIATE SCIENCE TECHNOLOGY ENTRY PROGRAM (CSTEP) GRANT**

**GRANT PERIOD:                              APRIL 1, 2025 – JUNE 30, 2025**

**WHEREAS**, funds have been received from the NYS State Education Department (SED) to create a Collegiate Science Technology Entry Program (CSTEP) at Jefferson Community College;

**WHEREAS**, expenditures for the grant must be reallocated to support actual grant expenditures;

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

**INCREASE EXPENDITURE:**

CSTEP Grant –Office Supplies	2619-3011-7109	300.00
CSTEP Grant –Student Recruitment	2619-3011-7247	7,200.00
CSTEP Grant- Workshops & Seminars	2619-3011-7253	3,303.00
CSTEP Grant –Scholarship Awards	2619-3011-7512	<u>\$ 8,100.00</u>

**Total Expenditure Increase      \$ 18,903.00**

**DECREASE EXPENDITURE:**

CSTEP Grant- Professional P/T	2619-3011-6102	16,846.00
CSTEP Grant –Social Security	2619-3011-6204	1,288.54
CSTEP Grant – Workers Compensation	2619-3011-6205	168.46
CSTEP Grant –Indirect Cost	2619-3011-7231	<u>\$ 600.00</u>

**Total Expenditure Decrease      \$ 18,903.00**

Trustee Draught then presented five Budget Amendment Resolutions. Upon motion by Damon Draught, seconded by Michael Crowley, Resolutions 139-25 through 143-25 were approved unanimously as follows:

**RESOLUTION NO. 139-25                      2024-2025 BUDGET AMENDMENT  
BRIGHTWAY EDUCATION FOUNDATION GRANT**

**GRANT PERIOD:                                      MARCH 1, 2025 - DECEMBER 31, 2026**

**WHEREAS**, the College has received funding from the Brightway Education Foundation to provide support to low-income student-parents who join the College’s ASAP program over the next three years beginning in Spring 2024 and concluding in Fall 2026;

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

**INCREASE REVENUE:**

Brightway Edu. Foundation– State Grants & Contracts	2663-3011-5420	<u>\$ 36,650.00</u>
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**Total Revenue Increase                      \$ 36,650.00**

**INCREASE EXPENDITURE:**

Brightway Edu. Foundation – Scholarship Awards	2663-3011-7512	<u>\$ 36,650.00</u>
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**Total Expenditure Increase                      \$ 36,650.00**

**RESOLUTION NO. 140-25****2024-2025 BUDGET AMENDMENT  
COLLEGIATE SCIENCE TECHNOLOGY ENTRY PROGRAM  
(CSTEP) GRANT****GRANT PERIOD:****APRIL 1, 2025 – JUNE 30, 2025**

**WHEREAS**, funds have been received from the NYS State Education Department (SED) to create a Collegiate Science Technology Entry Program (CSTEP) at Jefferson Community College;

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

**INCREASE REVENUE:**

CSTEP Grant –Fed Grants & Contracts	2619-3011-5410	\$ 9,678.00
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**Total Revenue Increase****\$ 9,678.00****INCREASE EXPENDITURE:**

CSTEP Grant- Instructional Supplies	2619-3011-7108	7,490.00
CSTEP Grant- Indirect Cost	2619-3011-7231	600.00
CSTEP Grant- Scholarship Awards	2619-3011-7512	\$ 1,588.00

**Total Expenditure Increase****\$ 9,678.00****RESOLUTION NO. 141-25****2024-2025 BUDGET AMENDMENT  
HOME-BASED CHILD CARE TRAINING PROGRAM COHORT V  
GRANT****GRANT PERIOD:****APRIL 1, 2025 – DECEMBER 31, 2025**

**WHEREAS**, the College has received funding from the Jefferson County Local Development Corporation to provide a Regulated Home Day Care Training Program;

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

**INCREASE REVENUE:**

Child Care Training Program IV – Local Grant	2839-3011-5430	\$ 10,000.00
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**Total Revenue Increase****\$ 10,000.00****INCREASE EXPENDITURE:**

Child Care Training Program IV – Prof Adjuncts	2839-3011-6103	\$ 594.00
Child Care Training Program IV - Social Security	2839-3011-6204	50.06
Child Care Training Program IV – Workers Comp	2839-3011-6205	5.94
Child Care Training Program IV – Advertising	2839-3011-7203	6,500.00
Child Care Training Program IV – Indirect Cost	2839-3011-7231	1,850.00
Child Care Training Program IV – Prof Serv. Fees	2839-3011-7241	\$ 1,000.00

**Total Expenditure Increase                      \$ 10,000.00**

**RESOLUTION NO. 142-25                      2024-2025 BUDGET AMENDMENT**  
**SUNY ENHANCING SUPPORTS AND SERVICES FOR**  
**STUDENTS WITH DISABILITIES FOR POSTSECONDARY**  
**SUCCESS GRANT**

**GRANT PERIOD:                                      APRIL 1, 2025 – AUGUST 31, 2025**

**WHEREAS**, funds have been received from the NYS State Education Department (SED) to supplement existing support and accommodations for SWDs in order to expand such support 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    \$ 18,000.00

**Total Revenue Increase    \$ 18,000.00**

**INCREASE EXPENDITURE:**

NYS SED- SWDPS Grant – Printing	2649-3011-7104	\$ 750.00
NYS SED- SWDPS Grant- Supplies Instructional	2649-3011-7108	2,250.00
NYS SED- SWDPS Grant- Student Recruitment	2649-3011-7247	1,500.00
NYS SED- SWDPS Grant- Travel	2649-3011-7250	9,000.00
NYS SED- SWDPS Grant- Workshops & Seminars	2649-3011-7253	<u>\$ 4,500.00</u>

**Total Expenditure Increase    \$ 18,000.00**

**RESOLUTION NO. 143-25                      2024-2025 BUDGET AMENDMENT**  
**SUNY INTERNSHIP SCHOLARSHIP PROGRAM GRANT**

**GRANT PERIOD:                                      APRIL 1, 2025 – AUGUST 31, 2025**

**WHEREAS**, funds have been received from the New York State Office of Strategic Workforce Development to support students through their applied learning internship experiences in collaboration with the SUNY Research Foundation;

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

**INCREASE REVENUE:**

SUNY Internship Scholarship Program- Grant	2655-3011-5420	<u>\$ 37,422.00</u>
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**Total Revenue Increase    \$ 37,422.00**

**INCREASE EXPENDITURE:**

SUNY Internship Scholarship Program- Indirect	2655-3011-7231	\$ 1,782.00
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SUNY Internship Scholarship Program- Scholarships	2655-3011-7512	<u>\$ 35,640.00</u>
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**Total Expenditure Increase    \$ 37,422.00**

**Financial Statements:** March 2025

VP Pond reported that we are more than halfway through the fiscal year. Overall total revenue is nearly 93.5% of the total budgeted revenues and is almost \$1,022,000 more than last year's total revenue through March. Fall, Winter, and Spring, tuition revenue is higher than budget since actual enrollment has been higher than 2.7% decrease that was budgeted. Summer tuition revenue is trending in a positive direction. Total expenditure is about 52.4% of the annual expenditure budget and about 5.9% less than budget. Total cash and cash equivalents are up about \$985,000 as compared to last year and a little less than \$9,800,000 was invested in U.S. Treasuries at the end of the month.

Upon motion by Damon Draught, seconded by Cindy Intschert, the Board unanimously accepted the March 2025 financial reports.

**Academic and Educational Services Committee** - Committee Chair Cindy Intschert

Trustee Intschert noted the Academic & Educational Services Committee met on April 16.

She noted that updates to the Senate Bylaws were discussed at the March committee meeting and are coming through now. They are reflected in Resolution 144-25.

Upon motion by Cindy Intschert, seconded by Judith Gentner, Revisions to the Senate Bylaws were unanimously approved.

**RESOLUTION NO. 144-25**

**REVISIONS TO SENATE BYLAWS**

**(Revises Bylaws previously amended in Resolution 123-91, February 1991)**

**WHEREAS**, the attached amendments to the Senate By-Laws (involving revisions to membership to reflect the most recent college reorganization, discontinuance of the Recognition Celebration

Committee, and the establishment of a periodic formalized assessment of shared governance) were adopted by the College Senate by a majority vote at its meeting on March 4, 2025,

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees does hereby approve the amendments as presented.

Trustee Intschert presented information on a policy revision noting that they were updating certain language throughout the policy along with other minor changes. The main change is to increase the maximum credit allowance within semesters and terms. This will assist with reducing the number of appeals and registration holdups in the provost office.

Upon motion by Cindy Intschert, seconded by Damon Draught, Resolutions 145-25 was unanimously approved as follows:

**RESOLUTION NO. 145-25                      REGISTRATION & WITHDRAWAL POLICY REVISION  
(Revises Resolution No. 135-18, May 2018)**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves revisions to the following Registration & Withdrawal Policy as attached.

Trustee Intschert presented information on the Sports Management Program Review. This program prepares students for careers in management of sporting teams, business opportunities within the sport community, and marketing sports teams. It is popular with our student athletes. Recommendations were created within the review. The program has partnerships with SUNY Cortland, SUNY Brockport and SUNY Canton. There are no financial concerns currently.

Upon motion by Cindy Intschert, seconded by Genesis Crice, Resolutions 146-25 was unanimously approved as follows:

**RESOLUTION NO. 146-25                      APPROVAL OF PERIODIC PROGRAM REVIEW  
SPORTS MANAGEMENT, A.S.**

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

**Facilities Committee** – Committee Chair Stephen Todd

Committee Chair Stephen Todd reported there was no April meeting, but there is a meeting on Monday afternoon.

**Executive Session**

On a motion made by Beth Fipps, seconded by Judith Gentner, the board adjourned to Executive Session at 4:40 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

**Reconvention**

The Board reconvened in open session at 4:48 p.m.



**Personnel Committee** – Committee Chair Beth Fipps

Trustee Fipps reported the Personnel Committee met on April 16 and has one resolution. This resolution involves updates to the Emeritus Policy. Upon motion by Beth Fipps, seconded by Stephen Todd, Resolutions 145-25 was unanimously approved as follows:

**RESOLUTION NO. 147-25**

**EMERITUS POLICY REVISION**  
**(Revises Resolution No. 156-24, July 2024)**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the revised Emeritus Policy as attached.

**OTHER BUSINESS**

Dr. Dupee presented contracts for ratification in Resolution 148-25. Upon motion by Judith Gentner, seconded by Beth Fipps, Resolution 148-25 ratifying all contracts passed unanimously.

**RESOLUTION NO. 137-25**

**RATIFICATION OF CONTRACTS**

**The Arc Jefferson – St. Lawrence**  
**Build Better Culture**  
**Bujanow, Victor (1)**  
**Bujanow, Victor (2)**  
**CDL Schools**  
**Jamestown CC, Monroe CC, SUNY System**  
**Administration**  
**Handshake**  
**Laerdal Medical Corporation**  
**OCC Small Business Development Center**  
**State University of New York (1)**  
**State University of New York (2)**  
**SUNY Potsdam**  
**Trane**  
**Vera Institute of Justice**

**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:

**The Arc Jefferson – St. Lawrence**  
*(clinical agreement, nursing program)*

**Build Better Culture**  
*(workshop agreement, center for professional excellence)*

**Bujanow, Victor (1)**  
*(instruction addendum, notary public course)*

**Bujanow, Victor (2)**  
*(instruction agreement, notary public course)*

**CDL Schools**

*(training services agreement, workforce development)*

**Jamestown CC, Monroe CC, SUNY System Administration**

*(memorandum of agreement, dental hygiene program)*

**Handshake**

*(software agreement, career management services)*

**Laerdal Medical Corporation**

*(technical services agreement, nursing program)*

**OCC Small Business Development Center**

*(memorandum of understanding, training services)*

**State University of New York**

*(common interest agreement, general counsel)*

**State University of New York**

*(participating institution agreement, online applications and help desk services)*

**SUNY Potsdam**

*(partnership agreement, higher education center)*

**Trane**

*(service agreement, maintenance)*

**Vera Institute of Justice**

*(data reporting extension, correctional facility programming)*

**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:

Facilities Committee – Monday, May 12, 4pm

Academic and Educational Services Committee – Wednesday, May 21, at 3pm

Personnel Committee Meeting – Wednesday, May 21, at 4pm

Finance & Audit Committee Meeting – Wednesday, June 4, at 3pm

Board of Trustees Meeting – Wednesday, June 4, at 4pm

Dr. Dupee reminded the Board about other upcoming events:

Athletic Awards Ceremony – TONIGHT, May 7, at 5pm

Black River Review Unveiling – May 8, 3:30pm

Nurse Pinning – Thursday, May 15, at 4:30pm

Commencement – Friday, May 16, 7pm

Recognition Celebration – Tuesday, May 20, 2pm

**Adjournment**

On a motion made by Genesis Crice, seconded by Cindy Intschert, the meeting adjourned at 4:56 p.m.

Respectfully submitted,

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Michaela M. Frederick  
Secretary to the Board of Trustees