



## JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

### MEETING MINUTES March 5, 2025

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, March 5, 2025, in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

#### **Attendance:**

##### Trustees Present:

David Males, Chair, via phone  
Maureen Aiken  
Genesis Crice  
Michael Crowley  
Damon Draught  
Judith Gentner  
Nathan Hunter  
Cindy Intschert, via phone  
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** Immediate Past Chair Judy Gentner called the meeting to order at 3:59 p.m.

#### **Approval of Minutes**

On a motion made by Michael Crowley, seconded by Nathan Hunter, the minutes of the February 5, 2025, meeting were approved unanimously.

#### **Introductions of Guests**

Christine Ebey, Associate Professor, Lab Science  
Kathy Flanders, Assistant Professor, Lab Science  
Ben Foster, JCC Foundation Executive Director  
Tim Grosse, Senate President, and Professor of Math  
Michael Guga, Assistant Professor, Lab Science  
Mark Irwin, Zoo Tech Director  
Paul Keller, Associate Vice President for Enrollment Services  
Margaret LaVancha, Executive Director of Human Resources  
Gillian Maitland, Marketing & Communications Director  
Dawn Robinson, Chair, School of Business, Hospitality and Tourism Department  
Megan Stadler, Associate Vice President for Liberal Arts

Donna Stevenson, Interim Associate Vice President for STEM, Health Professions & Business

Gabrielle Thompson, Associate Vice President for Student Affairs

John Trumbell, FAJCC Vice President and Coordinator of Continuing Education

Todd Vincent, Professor, Lab Science

Gerald Zoanetti, Assistant Professor, Lab Science

Hospitality and Tourism Students

Zoo Technology Program Students

Zoo New York Employees and Board Members

### **Privilege of the Floor**

Mark Irwin, in addition to Zoo Technology students, Zoo New York Employees, Zoo New York Board Members, and supporters of the Zoo Technology Program, spoke about the program and their hope for the Trustees to reconsider the decision to discontinue the program.

### **College Senate – Tim Grosse**

In his report, College Senate President Tim Grosse highlighted:

- College Senate Bylaws Approved
- Business Analytics AS Degree Approved
- Deactivations/Discontinuances Vote: Addictions Studies AAS—Deactivation and Discontinuance Approved almost unanimously, if not completely unanimous (vote was verbal rather than written), Hospitality and Tourism AAS—Deactivation and Discontinuance Not Approved from a written vote with a 3-1 margin, Zoo Technology AAS—Deactivation Not Approved from a written vote with a by a 3-1 margin.

### **President's Report**

In his report, President Dupee updated the Trustees on Enrollment, Advocacy, Strategic Planning, recent activities, upcoming activities and Kudos.

- Enrollment: Spring is up by 2.59%
- Advocacy: continuing to push on all fronts. Asking the State to meet their 33.3% contribution
- Strategic Planning is going well. The committee met recently to go over what the workgroups put together and trying to finalize initiatives. Cabinet is looking at the document now and once they finalize their document, it will go to committee, then to Senate, and finally to the Board for approval.
- NYCCT Spring Convening: NYCCT is hosting a Zoom meeting in April to discuss budget advocacy. All board members are encouraged to register, as there will be a lot of good information shared.
- Recent activities: ESP Labor Management Meeting, North Country Family Health Center Board Meeting, FAJCC Labor Management Meeting, State Budget meeting: Scott Gray, State Budget meeting: Mark Walczyk, Achieving the Dream Conference, NYCCAP In Person Meeting, SUNY Presidents Meeting, JLI Education Day Meeting.

- Upcoming Activities: Center for Community Studies Board Meeting, NYS CC Leadership Academy Fellows Presentation, JCC Foundation Board Meeting, North Country Family Health Center Board Meeting, Provost Search Campus Meetings, ESP Labor Management Meeting, Student Open Forums, FAJCC Union Meeting, Workforce Development Board Meeting, March in person Presidents Meeting, WPBS Board Meeting, One Night, One Diamond event.
- Kudos: Congratulations to the Women's Basketball team for winning the Regional Championship. They are headed to the National Championships now in Minnesota as the 10-seed. The last time the College won the regional championships was in 1999.

**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 Resolutions 114-25 through 121-25.

Upon motion by Damon Draught, seconded by Genesis Crice, Resolutions 114-25, 115-25, 116-25, 117-25, 118-25, 119-25, 120-25 and 121-25 were approved unanimously as follows:

**RESOLUTION NO. 114-25                      2024-2025 BUDGET AMENDMENT  
CENTER FOR COMMUNITY STUDIES – CORNELL COOPERATIVE  
EXTENSION SURVEY**

**GRANT PERIOD:                              JANUARY 1, 2025 – APRIL 1, 2025**

**WHEREAS**, the College has received funding from Cornell Cooperative Extension to complete a survey regarding potential expansion of food processing facilities in Jefferson County. The goal of the survey is to determine the level of interest in a potential expansion of food processing facilities in the County.

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

**INCREASE REVENUE:**

Center Comm. Studies Grant – Local Grants & Contracts	2803-3011-5430	<u>\$ 14,000.00</u>
<b>Total Revenue Increase</b>		<b>\$ 14,000.00</b>

**INCREASE EXPENDITURE:**

Center Comm. Studies Grant- Prof. P/T	2803-3011-6102	\$ 5,000.40
Center Comm. Studies Grant-TRS	2803-3011-6202	505.54
Center Comm. Studies Grant- Social Security	2803-3011-6204	382.53
Center Comm. Studies Grant- Workers Comp.	2803-3011-6205	50.00
Center Comm. Studies Grant- Indirect Cost	2803-3011-7231	1,361.53
Center Comm. Studies Grant- Prof. Service Fee	2803-3011-7241	<u>\$ 2,000.00</u>
<b>Total Expenditure Increase</b>		<b>\$ 14,000.00</b>

**RESOLUTION NO. 115-25                      2024-2025 BUDGET AMENDMENT  
CENTER FOR COMMUNITY STUDIES – LCPCD COMMUNITY  
BASED SURVEY**

**GRANT PERIOD: DECEMBER 1, 2024 – OCTOBER 15, 2025**

**WHEREAS**, the College has received funding from Lewis County Department of Planning and Community Development to complete a survey regarding current housing needs in the county. The goal of the survey is to determine housing needs in Lewis County.

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

**INCREASE REVENUE:**

Center Comm. Studies Grant – Local Grants & Contracts	2803-3011-5430	<u>\$ 20,000.00</u>
<b>Total Revenue Increase</b>		<b>\$ 20,000.00</b>

**INCREASE EXPENDITURE:**

Center Comm. Studies Grant- Prof. P/T	2803-3011-6102	\$ 7,292.25
Center Comm. Studies Grant-TRS	2803-3011-6202	737.25
Center Comm. Studies Grant- Social Security	2803-3011-6204	557.86
Center Comm. Studies Grant- Workers Comp.	2803-3011-6205	72.92
Center Comm. Studies Grant- Activity Expense	2803-3011-7202	5,700.00
Center Comm. Studies Grant- Indirect Cost	2803-3011-7231	639.72
Center Comm. Studies Grant- Prof. Service Fee	2803-3011-7241	<u>\$ 5,000.00</u>
<b>Total Expenditure Increase</b>		<b>\$ 20,000.00</b>

**RESOLUTION NO. 116-25 2024-2025 BUDGET AMENDMENT  
CENTER FOR COMMUNITY STUDIES – GARDEN BASED SURVEY**

**GRANT PERIOD: JANUARY 1, 2025 - JUNE 30, 2025**

**WHEREAS**, the College has received funding from Garden Share to complete a survey regarding food security in St. Lawrence County. The goal of the survey is to measure, establish a baseline, address and facilitate a better understanding of several aspects of home gardening.

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

**INCREASE REVENUE:**

Center Comm. Studies Grant – Local Grants & Contracts	2803-3011-5430	<u>\$ 7,500.00</u>
<b>Total Revenue Increase</b>		<b>\$ 7,500.00</b>

**INCREASE EXPENDITURE:**

Center Comm. Studies Grant- Prof. P/T	2803-3011-6102	\$ 3,333.60
Center Comm. Studies Grant-TRS	2803-3011-6202	337.03
Center Comm. Studies Grant- Social Security	2803-3011-6204	255.02
Center Comm. Studies Grant- Workers Comp.	2803-3011-6205	33.34
Center Comm. Studies Grant- Activity Expense	2803-3011-7202	1,200.00
Center Comm. Studies Grant- Indirect Cost	2803-3011-7231	341.01
Center Comm. Studies Grant- Prof. Service Fee	2803-3011-7241	<u>\$ 2,000.00</u>

**Total Expenditure Increase                    \$ 7,500.00**

**RESOLUTION NO. 117-25                    2024-2025 BUDGET AMENDMENT  
SUNY INTERFAITH FELLOWSHIP GRANT**

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

**WHEREAS**, the College has received funding from SUNY to develop a new or enhance an existing interfaith prayer, meditation, and reflection rooms for students and employees to use on campuses;

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

**INCREASE REVENUE:**

SUNY Interfaith – State Grants & Contracts                    2668-3011-5420                    \$ 6,000.00

**Total Revenue Increase                    \$ 6,000.00**

**INCREASE EXPENDITURE:**

SUNY Interfaith– Supplies Operating                    2668-3011-7110                    \$ 6,000.00

**Total Expenditure Increase                    \$ 6,000.00**

**RESOLUTION NO. 118-25                    2024-2025 BUDGET AMENDMENT  
SUNY HEALTHCARE WORKFORCE GRANT**

**GRANT PERIOD:                                    FEBRAURY 12, 2025 – AUGUST 31, 2025**

**WHEREAS**, the College has been allocated a share of the \$8 million of additional direct state tax support allocated to New York State Community Colleges in the 2024/25 Enacted State Budget, to expand the state’s health care workforce;

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

**INCREASE REVENUE:**

SUNY Healthcare Workforce – State Grants & Contracts 2671-3011-5420                    \$ 75,000.00

**Total Revenue Increase                    \$ 75,000.00**

**INCREASE EXPENDITURE:**

SUNY Healthcare Workforce – Instructional Equipment 2671-3011-7005                    69,300.00

SUNY Healthcare Workforce – Computer Equipment 2671-3011-7006                    \$ 5,700.00

**Total Expenditure Increase                    \$ 75,000.00**

**RESOLUTION NO. 119-25**

**2024-2025 BUDGET AMENDMENT  
SUNY MENTAL HEALTH FUNDING GRANT**

**GRANT PERIOD:**

**FEBRAURY 12, 2025 – AUGUST 31, 2025**

**WHEREAS**, the College has been allocated a share of the \$8 million of additional direct state tax support allocated to New York State Community Colleges in the 2024/25 Enacted State Budget, to enhance mental health services for SUNY students;

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

**INCREASE REVENUE:**

SUNY Mental Health– State Grants & Contracts	2670-3011-5420	<u>\$ 100,000.00</u>
<b>Total Revenue Increase</b>		<b>\$ 100,000.00</b>

**INCREASE EXPENDITURE:**

SUNY Mental Health– Professional Service Fees	2670-3011-7241	77,400.00
SUNY Mental Health– Staff Development	2670-3011-7246	<u>\$ 22,600.00</u>
<b>Total Expenditure Increase</b>		<b>\$ 100,000.00</b>

**RESOLUTION NO. 120-25**

**2024-2025 BUDGET AMENDMENT  
SUNY MVCC 401.49 GRANT**

**GRANT PERIOD:**

**JANUARY 2, 2025 – AUGUST 30, 2025**

**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;

**WHEREAS**, per a MOU, Mohawk Valley Community College (MVCC) will offer funding to JCC to facilitate apprenticeships in the field of business as part of the SUNY Apprenticeship Program;

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

**INCREASE REVENUE:**

SUNY MVCC 401.49–State Grants	2645-3011-5420	<u>\$ 4,651.00</u>
<b>Total Revenue Increase</b>		<b>\$ 4,651.00</b>

**INCREASE EXPENDITURE:**

SUNY MVCC 401.49– Indirect	2645-3011-7231	775.00
SUNY MVCC 401.49 - Scholarship Awards	2645-3011-7512	<u>\$ 3,876.00</u>
<b>Total Expenditure Increase</b>		<b>\$ 4,651.00</b>

**RESOLUTION NO. 121-25**

**2024-2025 BUDGET AMENDMENT  
SUNY MVCC 401.50 GRANT**

**GRANT PERIOD:**

**JANUARY 2, 2025 – AUGUST 30, 2025**

**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;

**WHEREAS**, per a MOU, Mohawk Valley Community College (MVCC) will offer funding to JCC to facilitate apprenticeships in the field of business as part of the SUNY Apprenticeship Program;

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

**INCREASE REVENUE:**

SUNY MVCC 401.50–State Grants	2646-3011-5420	\$ <u>3,496.00</u>
<b>Total Revenue Increase</b>		<b>\$ 3,496.00</b>

**INCREASE EXPENDITURE:**

SUNY MVCC 401.50- Instructional Supplies	2646-3011-7108	234.00
SUNY MVCC 401.50– Indirect	2646-3011-7231	583.00
SUNY MVCC 401.50- Scholarship Awards	2646-3011-7512	\$ <u>2,679.00</u>
<b>Total Expenditure Increase</b>		<b>\$ 3,496.00</b>

**Financial Statements:** January 2025

We are almost half of the way through the fiscal year and have 7 months left. Overall total revenue is nearly 87.9% of the total budgeted revenues and is \$943,178 more than last year’s total revenue through January. Fall and Winter tuition revenue is higher than budget since actual enrollment has been higher than 2.7% decrease that was budgeted. In addition, Spring enrollment is also trending higher than budget and Spring tuition revenue is also exceeding budget. Total expenditures are a little less than 39% of the annual expenditure budget and about 2.7% less than budget. Total cash and cash equivalents are about \$9,300,000 at the end of January and a little less than \$4,400,000 was invested in U.S. Treasuries. The Fund balance declined by about \$178,000 during the month, but overall, the balance sheet is still in a good financial position.

Upon motion by Damon Draught, seconded by Nathan Hunter, the Board unanimously accepted January 2025 financial reports.

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

Trustee Intschert noted the Academic & Educational Services Committee met on February 26. She presented Resolutions 122-25 and 123-25, which revise the Honors Program Policy and the Syllabus Standards Policy, respectively.

The Honors Program Policy Revision: Provost Fairman presented the revised Honors Program Policy. Revisions included removing the term “in class” in front of Honors Options when mentioned throughout the policy. Additional change was regarding the number of honors options. Previous was for students to complete 3 options; revision states students must complete 2 options and the INT 250 Honors Seminar course.

The Syllabus Standards Policy Revision: Provost Fairman presented the revised Syllabus Standards Policy. Previous policy used the term “Master Departmental Course Syllabus Standard” within the definitions. Due to an equity and DEI standpoint, the use of the word “Master” is not appropriate. Revision renamed it as “Departmental Course Syllabus Standard.” An additional change was regarding who was responsible for overseeing the policy. Previous policy stated the Vice President for Academic Affairs; revision states the Chief Academic Officer to be more consistent with titles.

Upon motion by Stephen Todd, seconded by Damon Draught, revisions to the Honors Program Policy and Syllabus Standards Policy were approved unanimously in Resolution 122-25 and 123-25 as follows:

**RESOLUTION NO. 122-25                      HONORS PROGRAM POLICY  
(Revises Resolution No. 157-23, June 2023)**

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

**RESOLUTION NO. 123-25                      SYLLABUS STANDARDS POLICY REVISION  
(Revises Resolution No. 132-22, June 2022)**

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

Provost Fairman presented the draft Academic Calendar for Spring 2026. Completion of the calendar was pending due to waiting for the BOCES/local schools’ calendar to be approved. Our Spring Recess will be aligned with BOCES and local schools in Spring 2026. Recess will be the 1<sup>st</sup> week of April. Otherwise, Spring 2026 Academic Calendar is identical to current Spring 2025, just everything shifted back by one day. We also added early session and late session class dates to the calendar.

Upon motion made by Michael Crowley, seconded by Maureen Aiken, Resolution 124-25 was unanimously approved as follows:

**RESOLUTION NO. 124-25                      SPRING 2026 ACADEMIC CALENDAR**

**WHEREAS**, Jefferson Community College Board of Trustees Resolution No. 118-85 directs the formation each year of the Academic Calendar Workgroup for the purpose of reviewing and recommending the academic calendar; and



**WHEREAS**, the Academic Calendar Workgroup has proposed an academic calendar for the Spring 2026 semester as described in a memorandum dated March 3, 2025;

**NOW, THEREFORE, BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby adopts the attached academic calendar for Spring 2025 as developed and recommended by the Academic Calendar Workgroup.

**Facilities Committee** – Committee Chair Stephen Todd

Committee Chair Stephen Todd reported there was no February meeting.

**Executive Session**

On a motion made by Judith Gentner, seconded by Nathan Hunter, the board adjourned to Executive Session at 5:15 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

**Reconvention**

The Board reconvened in open session at 6:03 p.m.

**Personnel Committee** – Committee Member Damon Draught

Trustee Draught reported the Personnel Committee met on February 26 and is bringing forward four resolutions for action. Upon presentation and motion by Damon Draught, seconded by Genesis Crice, Resolution 125-25 granting continuing appointment for faculty effective September 1, 2025 was approved unanimously as follows:

**RESOLUTION NO. 125-25                      2025 CONTINUING APPOINTMENT - FACULTY**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees approves the following continuing appointment, effective September 1, 2025:

**Jane Rounds**  
Assistant Professor

Upon presentation and motion by Damon Draught, seconded by Maureen Aiken, Resolution 126-25 granting faculty promotions effective September 1, 2025, was approved unanimously as follows:

**RESOLUTION NO.126-25                      2025 PROMOTIONS - FACULTY**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees does hereby approve the following promotions, effective September 1, 2025:

Assistant Professor to Associate Professor

**Trevor Bradish**  
**Lawrence Danforth**  
**Andrew Draper**

Trustee Draught offered his congratulations to those faculty earning continuing appointment and promotion.

Upon presentation and motion by Damon Draught, seconded by Stephen Todd, Resolution 127-25 granting two sabbatical requests was approved unanimously as follows:

**RESOLUTION NO. 127-25                      2025-2026 SABBATICAL LEAVES**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees does hereby approve the following sabbatical leaves during the 2025-2026 academic year:

<u>NAME</u>	<u>SABBATICAL TERM</u>
Dawn Bartlett	Spring 2026
Cynthia Lonsbary	Spring 2026

Upon presentation and motion by Damon Draught, seconded by Michael Crowley, Resolution 128-25 granting emerita/us designation on five individuals was approved unanimously as follows:

**RESOLUTION NO. 128-25                      2025 EMERITI**

**WHEREAS**, by Resolution No. 117-93 dated April 7, 1993, the Jefferson Community College Board of Trustees adopted a policy to allow the Board to confer Emeritus status upon retired members of the College community who have meritoriously served the College; and

**WHEREAS**, the Recognition Celebration Committee has made recommendations for the award of Emeritus status;

**NOW, THEREFORE, BE IT RESOLVED**, in recognition of the excellence in teaching or service demonstrated by the following individuals, the Jefferson Community College Board of Trustees does hereby confer the Emeritus title as follows:

**Tina A. Berkey**, College Service Emerita

**Rosemary Deusser-Jensen**, Professor Emerita

**Linda C. Dittrich**, Associate Vice President Emerita

**Dr. Monica G. LeClerc**, Professor Emerita

**Rosanne N. Weir**, Dean Emerita

**OTHER BUSINESS**

Dr. Dupee presented contracts for ratification in Resolution 129-25. Upon motion by Nathan Hunter, seconded by Damon Draught, Resolution 129-25 ratifying all contracts passed unanimously.

**RESOLUTION NO. 129-25                      RATIFICATION OF CONTRACTS  
Comprehensive Women’s Health**

**Inceptia**  
**Lewis County Board of Legislators1**  
**Lewis County Board of Legislators2**

**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:

**Comprehensive Women's Health**  
*(clinical agreement, nursing program)*

**Inceptia**  
*(services agreement addendum, repayment counseling)*

**Lewis County Board of Legislators1**  
*(survey contract, center for community studies)*

**Lewis County Board of Legislators2**  
*(survey contract, center for community studies)*

**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:

Academic and Educational Services Committee – Wednesday, March 19, at 3pm  
Personnel Committee Meeting – Wednesday, March 19, at 4pm  
Finance & Audit Committee Meeting – Wednesday, April 2, at 3pm  
Board of Trustees Meeting – Wednesday, April 2, at 4pm

**Adjournment**

On a motion made by Genesis Crice, seconded by Damon Draught, the meeting adjourned at 6:08 p.m.

Respectfully submitted,

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Michaela M. Frederick  
Secretary to the Board of Trustees