



Mission

To support our students' journey to success in the local and global workplace with quality, in-demand learning experiences.

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Board of Trustees

JAMESTOWN COMMUNITY COLLEGE Board of Trustees

EDUCATIONAL SERVICES COMMITTEE MEETING **November 11, 2025** **3:45 P.M.**

**Videoconference between Boardrooms on Jamestown Campus, Cattaraugus County Campus, and
North County Extension Center**

AGENDA

**** Please note: The media has been notified of this meeting. ****

- I. Minutes for October 14, 2025 Meeting Enc. #1
- II. New Dean Introductions – Arnaud Lambert/Traci Langworthy
- III. Veterans' Services and Supports – Melissa Hoyt/Don Pool
- IV. Updates:
 - a. Program evaluation rubric
 - b. Middle States
 - c. Student Life
 - d. Educational Services Defined

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*Sponsored by a regional board of
trustees representing Cattaraugus
County, Chautauqua County,
and the City of Jamestown*

Jamestown Community College

BOARD OF TRUSTEES Educational Services Committee October 14, 2025 Minutes

Board Members: Marie Carrubba*, Donna Beal*, Daniel Heitzenrater*(zoom), John Stitt*, Wally Huckno, Mark Ward (Zoom), Jim Griffin

Administration: Daniel DeMarte, Jess Kubiak, Crystal Rose-Williams, Holger Ekanger, Dana Lundberg

Guests: Amber Kautzman, Reid Helford

Absent: Miriam Lugo-Alfaro*, Dennis Drew*

Trustee Heitzenrater opened the meeting at 3:27pm.

Policy 010, Artificial Intelligence Policy

Laura Parmenter presented the details of the AI Policy as well as the AI use principles and guidelines for use at JCC.

Trustee Carrubba moved that we take this we take the policy to the full board; seconded by Trustee Malugisa.

Enrollment Update

Dr. Kubiak reviewed enrollment numbers. Interim Vice President Rose-Williams reviewed the residence hall students. Karen Fuller-Markham indicated that SUNY Reconnect has helped with our enrollment and there are other programs in place that we hope to see positive enrollment results.

Middle States Update

Dr. Kubiak indicated that we are entering a three-year preparation for our Middle States Self-Study. She reported that Laura Parmenter and Justin March will be leading our self-study.

The meeting adjourned at 3:52pm.