The monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:05 p.m., on Wednesday, January 3, 2007, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Board Chair Suzanne Tingley.

APPROVAL OF MINUTES
On motion made by Richard Howland, seconded by Michelle Pfaff, the minutes of the December 6, 2006 meeting were unanimously approved.

PRIVILEGE OF THE FLOOR
Board Chair Tingley offered the privilege of the floor. No one came forward to address the Board.
PRESIDENT’S REPORT
1. President Deans thanked Board members for their support during his time as Acting President and shared a status report on some of the issues facing the College.

2. President Deans and the Board welcomed Betsy Penrose as the new Dean of Enrollment Management and Student Life.

3. President Deans noted that the College is currently conducting a comprehensive review of the Student code of Conduct. It is expected the document will come forward to the Board next month following review by the new Dean of EMSL.

4. President Deans noted that spring enrollment is on target with last year’s numbers.

5. Start-up day is scheduled for January 17 to introduce the new semester and incoming president Carole McCoy will be joining us for the day.

6. Gary Sproul, Dean of Technology, provided a brief update on the progress of the Banner conversion project. Training is underway with the finance unit, purchasing and accounts payable. The next applications will be human resources and the student information system. Trustees asked if there is enough money currently allocated in this year’s budget to proceed with what is planned for this year or would more money need to be allocated? Dean Sproul explained that the implementation plan does have some of next year’s costs coming into this year’s budget. He is currently working with the SUNY Chief Information Officer to see how it will play out.

7. Jeff Lewis School Boards Association mid-winter dinner meeting is scheduled for January 24.

8. NYCCT annual conference is scheduled for March 30 – 31.

BUDGET AND PLANNING COMMITTEE
Nate Holloway, Committee Chair pro tem, provided the report of the Budget and Planning Committee. Following discussion and on motion made by Nate Holloway, seconded by Michelle Pfaff, the Board unanimously approved the audit of the Student Association:
RESOLUTION NO. 100-07: ACCEPTANCE OF AUDIT STUDENT ASSOCIATION

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of the Student Association of Jefferson Community College for the year ending June 30, 2006 and 2005 as prepared by Poulsen and Podvin, P.C.

On motion made by Nate Holloway, seconded by Michelle Pfaff, the Board unanimously approved a budget amendment to recognize grant funds as follows:

RESOLUTION NO. 101-07: 2006-2007 BUDGET AMENDMENT LIBRARY COLLECTION DEVELOPMENT GRANT

WHEREAS, the College budgeted grant funding for the Library Collection Grant;

WHEREAS, the College received notification of additional funding for the 2006/2007 fiscal year;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves the operating budget amendment to recognize the additional funding and to correct anticipated expenditures;

INCREASE REVENUE:
Collection Development Grant - Revenue 1-144000-0528 $ 530.00
Increase Revenue $ 530.00

INCREASE EXPENDITURE:
Collection Development Grant – Books 2-70150-4310 $ 768.00
Increase Expense $ 768.00

On motion made by Nate Holloway, seconded by Jody LaLone, the Board unanimously approved a budget amendment to the Title III grant as follows:

RESOLUTION NO. 102-07: 2006-2007 BUDGET AMENDMENT TITLE III

WHEREAS, the College previously recognized a carryover of funding for the Title III Grant;
WHEREAS, through the various Title III initiatives, additional faculty were trained to teach in the on-line format through the SUNY Learning Network and funding must be reallocated to coordinate with the appropriate initiative;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves the operating budget amendment;

INCREASE REVENUE:
Title III (Asynchronous) Revenue 6-39015-0950 $27,349.00
Increase Revenue $27,349.00

DECREASE REVENUE:
Title III (Developmental) Revenue 6-39016-0950 $16,997.00
Title III (Management) Revenue 6-39017-0950 $10,352.00
Decrease Revenue $27,349.00

INCREASE EXPENDITURE:
Title III (Asynchronous) Prof P/T 6-39015-1110 $32,600.00
Title III (Asynchronous) Empl Benefits 6-39015-4649 $5,831.00
Increase Expense $38,431.00

DECREASE EXPENDITURE:
Title III (Asynchronous) Computer Equip 6-39015-3350 $1,096.00
Title III (Asynchronous) Prof Services 6-39015-4505 $9,986.00
Title III (Developmental) Furniture 6-39016-3150 $1,654.83
Title III (Developmental) CompEquip 6-39016-3350 $5,699.24
Title III (Developmental) Office Supplies 6-39016-4100 $1,019.20
Title III (Developmental) Comp Software 6-39016-4405 $2,226.01
Title III (Developmental) Prof Services 6-39016-4505 $6,397.72
Title III (Management) Prof P/T 6-39017-1110 $9,500.00
Title III (Management) Empl Benefits 6-39017-4649 $852.00
Decrease Expense $38,431.00

On motion made by Nate Holloway, seconded by Jody LaLone, the Board unanimously approved the following budget amendment to utilize reserve funds for Hospitality and Tourism equipment replacement as follows:

RESOLUTION NO. 103-07: 2006-2007 BUDGET AMENDMENT
HAT INSTRUCTIONAL EQUIPMENT GRANT

WHEREAS, funds are in reserve in the Plant Fund for Hospitality & Tourism (HAT) equipment replacement,

WHEREAS, the HAT department has requested to access the reserve to purchase replacement equipment which requires funds to be moved from the Plant Fund Reserve to the College’s Budget for expense in the 2006/2007 year;
THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approved the following budget amendment:

INCREASE REVENUE:
HAT Instr. Equip Grant – Revenue 6-38080-0531 $ 6,954.11

INCREASE EXPENDITURE:
HAT Instr. Equip Grant – Instructional Equip. 6-38080-3300 $ 6,954.11

On motion made by Nate Holloway, seconded by Michelle Pfaff the Board unanimously approved the following budget amendment to recognize offsetting revenue for the Center for Community Studies:

RESOLUTION NO. 104-07: 2006-2007 BUDGET AMENDMENT
CCS – OFFSETTING REVENUE

WHEREAS, in adoption of the 2006-2007 Operating Budget, the offsetting revenue to cover salary expenditures for the Center for Community Studies were inadvertently omitted;

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

INCREASE REVENUE:
CCS – Offsetting Revenue 1-14400-0537 $ 39,405.00

On motion made by Nate Holloway, seconded by Michelle Pfaff the Board unanimously approved the following deferral of tuition and fees for veteran students:

RESOLUTION NO. 105-07: DEFERRAL OF TUITION AND FEES FOR VETERAN STUDENTS

WHEREAS, the SUNY Board of Trustees regulations provide for deferral of payment of tuition and fees by veterans, and

WHEREAS, Jefferson Community College has a few veteran students annually who are unable to meet tuition and fee obligations and would benefit from such deferral.

THEREFORE, BE IT RESOLVED, in support of such veteran students and in accordance with Section 602.10 (f) of the College Operating Fund regulations of
the SUNY Board of Trustees, Jefferson Community College will allow for deferral of tuition and fees in such instances.

Committee Chair pro tem Holloway presented the financial statements for the one-month period ending December 31, 2006, noting that revenue is looking very positive with the spring enrollment numbers, seminars and workshops and chargebacks are up. Expenses are in line with where they should be at this juncture. Following discussion and on motion made by Nate Holloway, seconded by Jody LaLone, the Board unanimously accepted the monthly financial statements.

ACADEMIC AND EDUCATIONAL SERVICES COMMITTEE
Suzanne Tingley presented the report of the Academic and Educational Services Committee.

On motion made by Richard Howland and seconded by Sharon Postelli, the Board unanimously approved the 2009-2010 Academic Calendar as follows:

RESOLUTION NO. 106-07: ACADEMIC CALENDAR 2009-2010

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 2009-2010 as described in a memorandum dated October 23, 2006;

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the attached academic calendar for 2009-2010 as developed and recommended by the Academic Calendar Workgroup.

On motion made by Jody LaLone and seconded by Richard Howland, the Board unanimously approved the following Advisory Committee for Education Programs:
RESOLUTION NO. 107-07: APPROVAL OF ADVISORY COMMITTEE FOR EDUCATION PROGRAMS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following membership for the Advisory Committee for Education Programs:

Advisory Committee for Education Programs

Dr. Marshall Marshall  
Superintendent  
Pulaski Academy & Central Schools

Marsha Maxon  
Home & Careers Instructor  
Sandy Creek Central School

Kenneth McAuliffe  
Superintendent  
Lowville Academy & Central School

Dr. Carl Militello  
Superintendent  
Carthage School District

Lori Ring  
ESOL Instructor  
Indian River Middle School

Jeff Robbins  
Elementary Education  
Sackets Harbor Central School

Francine Shea  
Superintendent  
Beaver River School District

Dr. Christine Sherretz  
School of Education  
SUNY Potsdam

Scott Slater  
SETRC Training Specialist  
BOCES

Dr. Joyce Smith  
Curriculum & Instruction  
SUNY Oswego

Ryan Tastor  
Guidance Counselor  
Sackets Harbor Central School

Lana Taylor  
Principal  
Indian River Intermediate School

Dr. Marilyn Trainor  
Assistant Superintendent  
Watertown City School District
OTHER BUSINESS
On motion made by Steven Haas, seconded by Michelle Pfaff, the Board approved the appointment of the next College President by a vote of seven to one, Trustee Grant in opposition:

RESOLUTION NO. 108-07: APPOINTMENT OF DR. CAROLE A. McCOY
AS THE FIFTH PRESIDENT
JEFFERSON COMMUNITY COLLEGE

BE IT RESOLVED, that the Jefferson Community College Board of Trustees herewith appoints Dr. Carole A. McCoy as President of Jefferson Community College at an annual salary of $150,000 effective February 1, 2007, subject to the approval of the Board of Trustees of the State University of New York, and

BE IT FURTHER RESOLVED, that by copy of this Resolution, the Trustees of the State University of New York be respectfully requested to approve same.

On motion made by Steven Haas seconded by Nate Holloway, the Board unanimously approved the appointment of a Presidential Transition Team as follows:

RESOLUTION NO. 109-07: APPOINTMENT OF
PRESIDENTIAL TRANSITION TEAM

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby appoints the following individuals to serve on the Presidential Transition Team to organize an orderly transition of presidential leadership and introduction of the new president to the campus and local community:

Courtney Bauer, Secretary – Business Division
Kent Burto, Chair – Jefferson County Board of Legislators
Karen Carr, Assistant to the President
Mary Corriveau, President – Jefferson Community College Foundation
Karen Delmonico, Executive Director – GWNC Chamber of Commerce
John B. Johnson, Chairman and CEO – Johnson Newspaper Corp.
John Penrose, Professor of Chemistry
Michelle Pfaff, Jefferson Community College Board of Trustees
Cathy Pircsuk, General Manager – WWNY TV7
Rande Richardson, College Development Officer
Suzanne Tingley, Chair – Jefferson Community College Board of Trustees
Steve Williamson, Director – Jefferson Community College Alumni Association

John Deans, President Emeritus (ex officio)
On motion made by Steven Haas, seconded by Michelle Pfaff, the Board unanimously requested that the Chair of the Board write a letter of commendation to all those who served on the Presidential Search Committee and that the letter be placed in the permanent file for those who are employees or students of the College.

**EXECUTIVE SESSION**
On motion made by Michelle Pfaff, seconded by Richard Howland, the Board unanimously adjourned to Executive Session at 4:35 p.m. for the purpose of discussing personnel appointments.

**RECONVENTION**
On motion made by Michelle Pfaff, seconded by Jody LaLone, the Board came out of executive session at 5:10 p.m.

**SCHEDULE OF MEETINGS**
Budget and Planning committee – Wednesday, February 7, 2007, 3:00 p.m.
Full Board - Wednesday, February 7, 2007, 4:00 p.m.
Personnel Committee – TBA

**ADJOURNMENT**
On motion made by Michelle Pfaff, seconded by Jody LaLone, the Board adjourned at 5:15 p.m.

Respectfully submitted,

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Karen A. Carr, Secretary
Board of Trustees