JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES

MINUTES OF MEETING
WEDNESDAY, FEBRUARY 7, 2007

Present: Suzanne Tingley, Chair
          Donald Grant
          Steven Haas
          Nathan Holloway
          Michelle Pfaff
          Sharon Postelli

Excused:  Jody LaLone
          Richard Howland
          Martin Schatz

Administrative Staff:
     Carole McCoy, President
     Katherine Fenlon, Academic Dean
     James Bliss, Dean of Administration
     Gary Sproul, Dean of Technology
     Betsy Penrose, Dean of Enrollment Management and Student Life

Guests:   Claire Sproul, Watertown Daily Times
          Steve Smith, Newzjunky
          Laurie Podvin, Poulsen and Podvin CPA
          Sarah Baldwin, Director of Financial Services
          Don Horton, President – Faculty Association

The monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:10 p.m., on Wednesday, February 7, 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 Michelle Pfaff, seconded by Nate Holloway, the minutes of the January 3, 2007 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. Suzanne Tingley welcomed President Carole McCoy to her first meeting.

2. Dr. McCoy offered some reflections on her first five days as the College’s President. Presently she is meeting with campus constituencies and attending some events to get acquainted with members of the community. She went to the Welcome Home event for General Freakley this past Friday night / Saturday morning. A reception was hosted last night by the Board of Legislators. This weekend she will be a guest judge at the Chili Cookoff event being held at the State Office Building.

3. Tomorrow, Dr. McCoy will travel to Albany for a meeting with the Association of Presidents of Public Community Colleges (APPCC).

4. It is time to think about naming a Commence Speaker and Jefferson Citation recipient for 2007. If you have ideas, please send them along to Karen and we will discuss at our next meeting.

5. Upcoming Events:
   - APPCC Meeting – February 8/9 – Albany
   - Chancellor’s Meeting – February 15/16 – Albany
   - SUNY DAY – February 27 – Albany
   - Phon-a-thon – March
   - NYCCT Annual Conference March 30 – 31, 2007 Saratoga Springs

6. Michelle Pfaff provided an update on the workings of the Foundation Board. You will be receiving minutes of the Foundation meetings. Annual Phon-a-thon will be held during the weeks of March 12 and March 19. All Trustees are encouraged to participate. The Athletic Department is hosting a fundraising concert the first week of March. Waite Toyota Scion Challenge will begin the end of this month. The JCC Foundation is hosting a reception to welcome the new President on February 14.

BUDGET AND PLANNING COMMITTEE

Nate Holloway, Committee Chair pro tem, provided the report of the Budget and Planning Committee. Mr. Holloway introduced the College auditor, Laurie Podvin, who presented the report of the annual College audit. Laurie noted that the audit provides a clean report with no reportable conditions and no material weaknesses. The management letter does outline some recommendations for internal controls: reconciler should review at least 10% of cancelled checks each month (doing since September); reserve for bad debt should be adjusted to cover average of last three years’ actuals; disbursements for credit cards need itemized receipts / reconciliation; ensure certifications for payroll are up-to-date; travel policy needs revision. Laurie provided an
overview of the statistical summaries and congratulated the College’s staff for doing a great job again this year.

Following discussion and on motion made by Nate Holloway, seconded by Michelle Pfaff, the Board unanimously accepted the annual College audit:

**RESOLUTION NO. 110-07: ACCEPTANCE OF COLLEGE AUDIT**

**BE IT RESOLVED,** that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of Jefferson Community College for the year ending August 31, 2006 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 a reduction in the child care grant funds as follows:

**RESOLUTION NO. 111-07: 2006-2007 BUDGET AMENDMENT CHILD CARE GRANT**

WHEREAS, the College has received notification of funding from the State University of New York under the SUNY Child Care Grant in the amount of $36,600 which is less than the estimate used at the time the operating budget was formulated;

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

**DECREASE REVENUE:**

SunY Child Care Grant -- Revenue 6-38030-0528 $ 400.00

Total Revenue Decrease $ 400.00

**DECREASE EXPENDITURE:**

SunY Child Care Grant – Other Fees 6-38030-4635 $ 400.00

Total Expenditure Decrease $ 400.00

On motion made by Nate Holloway, seconded by Sharon Postelli, the Board unanimously approved a budget amendment to recognize a workforce development grant as follows:
RESOLUTION NO. 112-07: 2006/2007 OPERATING BUDGET AMENDMENT WORKFORCE DEVELOPMENT GRANT

WHEREAS, the College has received funding from the State University of New York to provide advanced training and promote workforce retention for companies in Jefferson and Lewis Counties;

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

INCREASE REVENUE:
- Workforce Dev. Grant – Misc. Revenue 6-38048-0531 $6,999.00
- Workforce Dev. Grant – State Revenue 6-38048-0528 $27,997.00
  Total Revenue $34,996.00

INCREASE EXPENDITURE:
- Workforce Dev. Grant – Professional P/T 6-38048-1110 $3,812.50
- Workforce Dev. Grant – Instructional Supplies 6-38048-4105 $2,125.00
- Workforce Dev. Grant – Printing 6-38048-4330 $93.50
- Workforce Dev. Grant – ProfService Fees 6-38048-4505 $21,765.00
- Workforce Dev. Grant – Workshops/Seminars 6-38048-4525 $1,250.00
- Workforce Dev. Grant – Employee Benefits 6-38048-4649 $700.00
- Workforce Dev. Grant – Indirect Expense 6-38048-4651 $5,250.00
  Total Expense $34,996.00

Total Workforce Development Grant $34,996.00

On motion made by Nate Holloway, seconded by Donald Grant, the Board unanimously accepted a gift from the Faculty – Student Association as follows:

RESOLUTION NO. 113-07: ACCEPTANCE OF GIFT BATCO 72” BATTING CAGE

WHEREAS, the Faculty Student Association has purchased a BATCO 72” Batting Cage with Indoor Feet at a cost of $4,232 using the Student Center Facility and Events account which is funded entirely from the student fee; and

WHEREAS, the Faculty Student Association wishes to gift the Batting Cage to the College for use by the Athletics Department;

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees accepts the gift and extends its appreciation to the Faculty-Student Association.
Committee Chair pro tem Holloway presented the financial statements for the one-month period ending January 31, 2007, noting that tuition revenues have ended better than we initially thought. The shortfall from fall semester is offset some by an overage in out-of-state tuition. Expenses are in line with where we should be for this time of year. Following discussion and on motion made by Nate Holloway, seconded by Michelle Pfaff, the Board unanimously accepted the monthly financial statements.

PERSONNEL COMMITTEE
Steven Haas, Personnel Committee Chair, provided the committee report. Mr. Haas noted that all five of the candidates for continuing appointment come forward with endorsement by the Personnel Committee. On motion made by Steve Haas, seconded by Nathan Holloway, the Board unanimously approved the following continuing appointments:

RESOLUTION NO. 114-07: 2007 CONTINUING APPOINTMENTS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves the following continuing appointments, effective September 1, 2007:

Thomas Baker  
Instructor  
Patricia Jaacks  
Instructor  
Richard Merryman  
Instructor  
Mary Lu Moriarty  
Instructor  
Thomas Vincent  
Microcomputer Applications Specialist

OTHER BUSINESS

On motion made by Michelle Pfaff, seconded by Nathan Holloway, the Board unanimously approved a banking resolution with Key Bank (Resolution No. 115-07 attached).
On motion made by Nathan Holloway, seconded by Sharon Postelli, the Board ratified contracts as follows:

RESOLUTION NO. 116-07: RATIFICATION OF CONTRACTS
Research Foundation of SUNY Award 41141
Research Foundation of SUNY Award 41600
Our Lady of Mercy Ambulance Service
Sarah Delaney-Rowland, MD
SUNY Upstate Medical University College of Nursing
Community Action Planning Council of Jefferson

WHEREAS, pursuant to Jefferson Community College Board of Trustees Resolution No. 116-07, the College President approved the following contractual agreements, copies of which are attached hereto:

Research Foundation of SUNY Award 41141
(New York State Small Business Development Center Project)

Research Foundation of SUNY Award 41600
(Defense Economic Transition Project)

Our Lady of Mercy Ambulance Service
(Emergency Medical Service Training Program)

Sarah Delaney-Rowland, MD
(Interim medical directorship of College’s EMS training)

SUNY Upstate Medical University College of Nursing
(Joint admission agreement)

Community Action Planning Council of Jefferson
(Childcare needs Study of six local employers)

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby recognize and ratify the aforementioned agreements.

SCHEDULE OF MEETINGS
Budget and Planning committee – Wednesday, March 7, 2007, 3:00 p.m.
Full Board - Wednesday, March 7, 2007, 4:00 p.m.
Personnel Committee – TBA
Academic and Educational Services – March 7, 2007
ADJOURNMENT
On motion made by Donald Grant, seconded by Michelle Pfaff, the Board adjourned at 5:00 p.m.

Respectfully submitted,

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Karen A. Carr, Secretary
Board of Trustees