The monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:10 p.m., on Wednesday, March 5, 2008, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Board Chair Richard Howland.

**APPROVAL OF MINUTES**
On motion made by Michelle Pfaff and seconded by Nate Holloway, the minutes of the January 16, 2008 meeting were unanimously approved.
PRIVILEGE OF THE FLOOR
Board Chair Howland offered the privilege of the floor. No one came forward to address the Board.

RECOGNITION OF GARY SPROUL
Board Chair Howland congratulated Gary Sproul, Vice President for Technology and Institutional Research, on his retirement at the end of this month and thanked him for his 15 years of service to the College and to the Board. Mr. Howland lauded Mr. Sproul's campus leadership during a period of tremendous change and advancement in technology both in the classroom and in administrative computing.

REPORT FROM THE FOUNDATION
Michelle Pfaff noted that at the last JCC Foundation meeting the Board of Directors approved the annual audit. She also reported that benefactors T. Uring and Mabel Walker have given the Foundation the sum of $10,000 to endow a fund from which faculty can request funding of projects that fall outside the College budget. Foundation Executive Director Rande Richardson is currently working on the annual report. A mid-June Foundation event is planned to be hosted at Sally Hirschey’s home. And, the Mayor’s Ball will celebrate its 25th anniversary this fall by inviting all past co-host agencies to take part in the event.

PRESIDENT’S REPORT
1. President McCoy and Vice President Fenlon introduced and welcomed Vicki Quigley, Dean for Business.

2. Instructors Mark Irwin and Patty Jaacks reported on the recent Super Science Saturday event. The interactive science program was geared for middle-school aged children and was meant to get kids excited about science and to showcase the programs that we offer here at Jefferson that can prepare students for careers in science and technology.

3. President McCoy and Board members agreed to change the Board meeting date back to the first Wednesday of the month beginning April 2. President McCoy asked Board members to hold the third Wednesday of April (April 16) open for a budget workshop.

4. Mary Perrine, Coordinator for Institutional Research and Planning, presented the 2007 Graduate Survey which is posted on the Blackboard site. The report looks at the cohort of students who graduated as of May, 2007, and tracks rates of employment and continuing education, where the students transfer to and where they are employed.

5. Karen Freeman, Marketing and Public Relations Officer, presented the attached update on the Marketing and Public Relations Plan in support of Student Recruitment. Trustees suggested a greater focus on the excellent faculty and staff, accomplishments of the campus community and testimonials by students to help create the “college of choice” message. President McCoy noted that Jefferson is in need of a branding or image campaign to help identify the College in the community as the college of choice.
6. Vice President Katherine Fenlon provided an overview of the academic actions for the Fall 2007 semester. Rates for dismissal are consistent with prior years; probation numbers are up slightly because of our attempt to intervene when students are struggling academically. President’s and Dean’s list remain consistent with previous years.

7. President McCoy noted that spring enrollment shows that the numbers are going in the right direction; we are up fractionally.

8. President McCoy advised the Board that while we did not attend the SUNY Day program in Albany this past week, we did make an appeal to our area legislators for support for the College. A copy of the letter is included with today’s Board materials.

9. President McCoy reported that the College conducted a test of the Banner System for registration. She noted that the tests have gone well and we are committed to go live to register for fall registration.

10. President McCoy advised Trustees that a DRAFT of the Strategic Plan is included in the Board materials packet. The College has been working on development of the Plan since last fall and the process has operated in tandem with the Facilities Master Plan development. The President noted that the DRAFT plan was rolled out yesterday to the campus community. She asked Trustees to take some time to review the Plan in preparation for further discussion and action at the April meeting. She also encouraged Trustees to provide feedback to her at any time over the next few weeks.

11. Board Members and the President discussed timing of the annual Trustee / Legislator dinner. It was agreed that we will hold off on scheduling the event until May or June so that we can discuss with them our Strategic Plan and Facilities Master Plan.

12. President McCoy reminded folks that Team McCoy is participating tonight in the annual Alumni Phon-a-Thon.

BUDGET AND PLANNING COMMITTEE
Committee Chair Nate Holloway offered the report of the Budget and Planning Committee. On motion made by Nate Holloway, seconded by Michelle Pfaff, the Board unanimously approved a budget transfer for the 2007-2008 operating budget as follows:

RESOLUTION NO. 108-08: 2007-2008 BUDGET TRANSFER
Account Clerk Typist (50%) – Human Resources

WHEREAS, it has been determined that clerical support of a part-time account clerk typist civil service position is needed for the Human Resources office;

WHEREAS, funding is available as a result of a decrease in hours from full-time to part-time for a mail & supply clerk position.
NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following budget transfer:

**INCREASE EXPENDITURE:**

- Human Resources – Civil Service P/T (50%) 1110-3003-6121 $6,400
  - **Total Expenditure Increase** $6,400

**DECREASE EXPENDITURE:**

- Administrative Services – Civil Service F/T 1110-3005-6120 $6,400
  - **Total Expenditure Decrease** $6,400

On motion made by Nate Holloway, seconded by Jody LaLone, the Board unanimously approved a budget transfer for the 2007-2008 operating budget as follows:

**RESOLUTION NO. 109-08: 2007-2008 BUDGET TRANSFER**

**Director of Campus Safety and Security**

**WHEREAS,** the College has determined that it is necessary to create the position of Director of Campus Safety and Security in order to address the growing needs for the development, implementation, and management of campus safety and security programs and services.

**WHEREAS,** the Director of Campus Safety & Security will facilitate emergency planning, safety and compliance issues, as well as coordinate reporting requirements with SUNY, State and Federal agencies which is outside of the scope of a vendor service agreement.

**WHEREAS,** it is necessary to address this staffing issue outside of the normal budgetary process and reallocate available funds within the operating budget to provide funding for a full-time Director of Campus Safety and Security, Grade 3, management/confidential and that the salary will be pro-rated with a start date estimated to begin in March, 2008.

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

**INCREASE EXPENDITURE:**

- VP for Administration – Professional F/T 1110-3001-6101 $25,248
  - **Total Expenditure Increase** $25,248

**DECREASE EXPENDITURE:**

- Special Items – Salary Adjustment 1110-3009-6160 $25,248
  - **Total Expenditure Decrease** $25,248
On motion made by Nate Holloway, seconded by Jody LaLone, the Board unanimously approved an amendment to the 2007-2008 operating budget as follows:

RESOLUTION NO. 110-08: 2007-2008 BUDGET AMENDMENT
GRANTS OFFICER

WHEREAS, the College has determined that it is necessary to create the position of Grants Officer to expand opportunities to secure funding through public and private grants;

WHEREAS, the Jefferson Community College Foundation has committed to offset the cost of this position for a Grade 3, professional services staff position during the 2007/2008 fiscal year ($42,078) which will be pro-rated with an estimated start date of April, 2008;

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

INCREASE EXPENDITURE:
Office of the President – Professional F/T 1110-1001-6101 $17,535
Total Expenditure Increase $17,535

INCREASE REVENUE:
Offsetting Revenue – Foundation 1110-5525 $17,535
Total Expenditure Decrease $17,535

Committee Chair Nate Holloway reviewed the monthly financial statements. Following discussion and on motion made by Nate Holloway, seconded by Michelle Pfaff, the Board unanimously approved the monthly financial statement for the period ending January 31, 2008.

EXECUTIVE SESSION
On motion made by Jody LaLone, seconded by Michelle Pfaff, the Board adjourned to Executive Session at 5:40 p.m. for the purpose of discussing personnel actions.

RECONVENTION
The Board reconvened in open session at 5:47 p.m.

PERSONNEL COMMITTEE
Committee Chair Steven Haas gave the report of the Personnel Committee. On motion made by Steven Haas, seconded by Michelle Pfaff, the Board unanimously approved continuing appointments as follows:
RESOLUTION NO. 111 – 08: 2008 CONTINUING APPOINTMENTS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves the following continuing appointments, effective September 1, 2008:

Kathryn Brownell  
Instructor

Timothy Buckley  
Microcomputer Applications Specialist

Timothy Grosse  
Instructor

Chad Husted  
Instructor

Heather O’Brien  
Instructor

Natalie Spooner  
College Registrar

John Thomas  
Assistant Librarian

On motion made by Steven Haas, seconded by Michelle Pfaff, the Board unanimously approved the following promotions to be effective September 1, 2008:

RESOLUTION NO. 112 – 08: 2008 PROMOTIONS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the following promotions, effective September 1, 2008:

Instructor to Assistant Professor
Chad Husted
Richard Merryman
Brian Murray
Heather O’Brien
OTHER BUSINESS
Following presentation by President McCoy and on motion made by Michelle Pfaff, seconded by Nate Holloway, the Board ratified the following contracts:

RESOLUTION NO. 113 – 08:  RATIFICATION OF CONTRACTS
Homemakers of Western NY d/b/a Caregivers
Rosamond Gifford Zoo
Securitas Security Services USA, Inc.

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:

Homemakers of Western NY d/b/a Caregivers
(agenda for student clinical experience)

Rosamond Gifford Zoo
(agenda for student practical experience)

Securitas Security Services USA, Inc.
(agenda for security services)

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

Following presentation by President McCoy and on motion made by Keri Nelson and seconded by Jody LaLone the Board approved the following resolution to retire outdated job titles.

RESOLUTION NO. 114-08:  RETIRING OUTDATED JOB TITLES

BE IT RESOLVED, that the Board of Trustees of Jefferson Community College determines the following job titles, previously classified professional service as defined in Section 6306 of the Education Law, to be outdated and hereby retires them from service:
President McCoy presented Resolution No. 115-08 naming the 2008 Emeriti. On motion made by Nate Holloway, seconded by Jody LaLone, the Board unanimously approved the following resolution:

RESOLUTION NO. 115-08: 2008 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 Emeritus Award Review 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:

Robert Bookser, Director of Financial Operations Emeritus
Albert Brown, Trustee Emeritus
Roberta Lockwood, Counselor Emerita

EXECUTIVE SESSION
On motion made by Michelle Pfaff seconded by Jody LaLone the Board adjourned to Executive Session at 5:57 p.m. for the purpose of discussing matters related to specific personnel and contract negotiations.
RECONVENTION
The Board reconvened in open session at 6:30 p.m.

SCHEDULE
Meeting of the Full Board – Wednesday, April 2, 2008 at 4:00 p.m.
Budget and Planning Committee – Wednesday, April 2, 2008 at 3:00 p.m.
Academic and Educational Services Committee – April 2, 2008 at 3:00 p.m.
Personnel Committee – March 19, 2008 at 4:00 p.m.

ADJOURNMENT
On motion made by Michelle Pfaff, seconded by Jody LaLone, the Board adjourned at 6:30 p.m.

Respectfully submitted,

Karen A. Carr, Secretary
Board of Trustees