JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES

MINUTES OF MEETING
WEDNESDAY, MARCH 7, 2007

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

Excused: 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: Sarah Baldwin, Director of Financial Services
Richard Young – Faculty Association
John Penrose – Faculty Association
Mari Cecil - Bernier, Carr & Associates

The monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:15 p.m., on Wednesday, March 7, 2007, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Board Chair Suzanne Tingley.

EXECUTIVE SESSION
On motion made by Richard Howland, seconded by Steven Haas, the Board adjourned to Executive Session at 4:16 p.m.

RECONVENTION
The Board reconvened in open session at 4:27

APPROVAL OF MINUTES
On motion made by Nathan Holloway, seconded by Michelle Pfaff, the minutes of the February 7, 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.

REPORT OF THE JCC FOUNDATION
Michelle reported that the Foundation held a reception to welcome President McCoy. Michelle requested Trustee support of the Alumni Phon-a-thon being held March 13-22.

PRESIDENT’S REPORT
1. Dr. McCoy invited Trustees to participate in the 2007 Phon-a-Thon as members of Team McCoy on March 13th.
2. President McCoy invite Trustees to attend the 26th annual Photo Contest and Gallery display at 7:00 this evening on the first floor of the Jules Center.
3. President McCoy noted that the College has received word that Chancellor Ryan will be leaving SUNY in May to accept the Presidency of the Center for Creative Leadership.
4. On March 2nd Jefferson hosted an Entrepreneurship Day focusing on both high school and college students. It was a great event to foster entrepreneurial interest in young people and collaborative effort with high schools.
5. Upcoming Events:
   April 4 – Annual Trustee / Legislator Dinner
   April 26 - Budget Work Session
   May 4 – Retirement and Recognition Event
   May 18 - Commencement
6. President McCoy review comparative data with regard to enrollments and tuition and fee rates for SUNY Community Colleges.

BUDGET AND PLANNING COMMITTEE
Dean of Administration Jim Bliss introduced Mari Cecil, Architect from Bernier Carr & Associates. Mari provided the Board with a reconciliation of work to be completed under the Facility Master Plan with the actual construction completed. Mary reviewed spreadsheets detailing phasing and cost of projects. She also outlined projects
scheduled for this summer including Improvements to the electrical service for all buildings.

Nate Holloway, Committee Chair pro tem, provided the report of the Budget and Planning Committee. On motion made by Nate Holloway, seconded by Richard Howland, the Board unanimously approved a budget amendment to recognize monies for a project of the Center for Community Studies as follows:

**RESOLUTION NO. 120-07:** 2006-2007 BUDGET AMENDMENT
CENTER FOR COMMUNITY STUDIES
CAPC Jeff/Lewis Childcare Project
Corporate Childcare Study

**WHEREAS,** the College received funding from the Community Action Planning Council (CAPC), Samaritan Medical Center, and Stream for the Center for Community Studies to conduct a survey of area employers to assess child care issues faced by employers;

**WHEREAS,** the Center for Community Studies will select employers for participation in the survey based on size, nature of the workforce, working schedules, and proximity to downtown Watertown to determine current programs offered, need/interest in additional childcare services, work impact due to inadequate childcare, and identify pricing and service levels, as well as, the impact of deployments and other military activities on the need for childcare.

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

<table>
<thead>
<tr>
<th>INCREASE REVENUE:</th>
<th>2006-2007 BUDGET AMENDMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCS – CAPC Childcare Study – Revenue</td>
<td>6-38043-0680</td>
</tr>
<tr>
<td><strong>Total Increase</strong></td>
<td>$10,500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INCREASE EXPENDITURE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCS – CAPC Childcare Study – Prof P/T</td>
</tr>
<tr>
<td>CCS – CAPC Childcare Study – Student Aid</td>
</tr>
<tr>
<td>CCS – CAPC Childcare Study – Printing</td>
</tr>
<tr>
<td>CCS – CAPC Childcare Study – Prof Svc Fee</td>
</tr>
<tr>
<td>CCS – CAPC Childcare Study – Activity Exp</td>
</tr>
<tr>
<td>CCS – CAPC Childcare Study – Empl Benefits</td>
</tr>
<tr>
<td>CCS – CAPC Childcare Study – Indirect</td>
</tr>
<tr>
<td><strong>Total Increase</strong></td>
</tr>
</tbody>
</table>

On motion made by Nate Holloway, seconded by Michelle Pfaff, the Board unanimously approved a budget amendment to recognize monies for a project of the Center for Community Studies as follows:
RESOLUTION NO. 121-07:  2006-2007 CENTER FOR COMMUNITY STUDIES / SBDC & FDRLO
Fort Drum Consumer Spending Study

WHEREAS, the College received funding from the Small Business Development Center (SBDC) and the Fort Drum Regional Liaison Organization (FDRLO) to conduct a consumer spending research study;

WHEREAS, the Center for Community Studies will conduct a research study to determine the local spending patterns of Fort Drum based consumers and assess how Fort Drum based consumers gain information about local spending opportunities;

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

INCREASE REVENUE:
CCS – SBDC/FDRLO Study – Revenue 6-38043-0680 $ 5,500
Total Increase $ 5,500

INCREASE EXPENDITURE:
CCS – SBDC/FDRLO Study – Student Aid 6-38043-1600 $ 215
CCS – SBDC/FDRLO Study – Printing 6-38043-4330 $ 200
CCS – SBDC/FDRLO Study – Prof Svc Fee 6-38043-4505 $ 3,000
CCS – SBDC/FDRLO Study – Activity Exp 6-38043-4634 $ 300
CCS – SBDC/FDRLO Study – Empl Benefits 6-38043-4649 $ 22
CCS – SBDC/FDRLO Study – Indirect 6-38065-4561 $ 1,763
Total Increase $ 5,500

Committee Chair pro tem Holloway presented the financial statements for the one-month period ending February 28, 2007. Following discussion and on motion made by Nate Holloway, seconded by Michelle Pfaff, the Board unanimously accepted the monthly financial statements.

ACADEMIC AND EDUCATIONAL SERVICES COMMITTEE
On motion made by Jody LaLone, seconded by Steven Haas, the Board unanimously approved the following policy for the Paramedic Program:

RESOLUTION NO. 119-07:  PARAMEDIC PROGRAM
ADVANCE STANDING POLICY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached Paramedic Program Advance Standing Policy.
PERSONNEL COMMITTEE
On motion made by Steven Haas, seconded by Michelle Pfaff, the Board unanimously approved promotions and sabbatical leaves as follows:

RESOLUTION NO. 117-07: 2007 PROMOTIONS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the following promotions, effective September 1, 2007:

Instructor to Assistant Professor
  Thomas Baker
  Timothy Grosse
  Patricia Jaacks
  Mary Lu Moriarty

Assistant Professor to Associate Professor
  Deborah Steinberg
  Randy Tripp

Associate Professor to Professor
  Venkat Chebolu

RESOLUTION NO. 118-07: 2007 – 2008 SABBATICAL LEAVES

WHEREAS, sabbatical leaves previously approved under Resolution No. 120-06 included Ingrid Overacker, fall semester 2006; John Penrose, spring semester 2007, and Judy Traynor, academic year 2006-2007; and

WHEREAS, by mutual agreement between the College and the Faculty Association the sabbatical leaves for Ingrid Overacker and John Penrose were held over to the 2007-2008 academic year; and

WHEREAS, on motion made at the July 2006 meeting, the Board of Trustees reconsidered and approved a sabbatical leave request for Dick Young for the 2007-2008 academic year; and

WHEREAS, the Board has reviewed and considered two requests for sabbatical leaves for the 2007-2008 academic year;
NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the following sabbatical leaves during the 2006-2007 academic year:

- Ingrid Overacker  Fall 2007
- Joel LaLone  Fall 2007
- John Penrose  Spring 2008

OTHER BUSINESS
On motion made by Michelle Pfaff, seconded by Jody LaLone, the Board ratified contracts as follows:

RESOLUTION NO. 122-07: RATIFICATION OF CONTRACTS
Fort Drum Regional Liaison Organization

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:

Fort Drum Regional Liaison Organization
(Center Community Studies / SBDC)

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, April 4, 2007, 3:00 p.m.
Full Board - Wednesday, April 4, 2007, 4:00 p.m.
Academic and Educational Services – April 4, 2007, 3:00 p.m.

ADJOURNMENT
On motion made by Richard Howland, seconded by Michelle Pfaff, the Board adjourned at 5:49 p.m.

Respectfully submitted,

Karen A. Carr, Secretary
Board of Trustees