The monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:03 p.m., on Wednesday, April 2, 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 Dan Villa and seconded by Nate Holloway, the minutes of the March 5, 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.
REPORT FROM THE FOUNDATION
President McCoy noted that at the last JCC Foundation meeting the Board of Directors received a good report on their investment portfolio. The Board of Directors was given an outline of the College’s Strategic Plan and an update on the Facilities Master Plan.

PRESIDENT’S REPORT
1. President McCoy gave an update on searches: Joanne Rhubart will be joining us as the Grants Officer on April 21; the Director of Campus Safety and Security search will begin again as both candidates who we have offered the position to have refused due to salary; applications are being reviewed for VP for Academic Affairs; recently shared with College Senate the job description for VP Community Engagement and expect to launch that search in June.

2. President McCoy introduced Frank Florence and Mary Perrine, co-chairs of the College's Strategic Planning Committee, who gave an overview of the five-year planning cycle process as well as the outcomes from that process: Vision, Mission, and Five Strategic Directions. During discussion, Trustees suggested Initiative 2.8 be written a little more generically – not to specify artificial turf or field house indicating they wouldn't want to get too far out ahead on some of those ideas until they are more thought out and we know how we want to roll it out to the sponsor and the public.

3. President McCoy noted that Jody LaLone, Karen Carr and she are planning to attend the upcoming NYCCT conference in Schenectady next week.

4. President McCoy discussed with the Board a clause in the Faculty Association contract concerning tuition waivers for dependents of Association members. The clause is written to sunset this August 31st unless it is extended by the Board of Trustees. President McCoy requested the Board’s consensus for the Board Chair and President to enter into a memorandum of understanding with the Faculty Association to extend the agreement. President McCoy also pointed out that the classified staff has added this clause to their contract. Trustees requested that the College provide figures and statistics on numbers and costs for review next month in an Executive Session.

5. President McCoy gave an overview on the status of the State Budget. The College is working on a draft of our budget for 2008-2009 and will get that to Trustees shortly. President McCoy also outlined a updated Trustees with regard to the State legislature's authorization for community college capital funds. Mr. Howland shared his conversations with Assemblyman Barclay and Senator Aubertine to request the legislature maintain the capital funds in a pool to be administered by SUNY so that all community colleges will have an opportunity to access the funds.

6. Upcoming Events: Budget Workshop – April 16 Retirement and Recognition Event – May 2 Commencement – May 16
Jody LaLone was excused from the meeting at this time.

**BUDGET AND PLANNING COMMITTEE**
Committee Chair Nate Holloway reviewed the monthly financial statements. Following discussion and on motion made by Nate Holloway, seconded by Suzanne Tingley, the Board unanimously approved the monthly financial statement for the period ending February 29, 2008.

**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 sabbatical leaves as follows:

**RESOLUTION NO. 116-08: 2008 – 2009 SABBATICAL LEAVES**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the following sabbatical leaves during the 2008-2009 academic year:

- Mark Irwin Spring 2009
- Cindy Ross Spring 2009

**ACADEMIC AND EDUCATIONAL SERVICES**
Committee Chair Suzanne Tingley offered the report of the Academic and Educational Services Committee. Vice President Fenlon outlined the process and guidelines that the campus follows in reviewing and revising programs. Each of these program revisions are designed to update the programs and ensure that our students can easily transfer to a four year program or the workforce. Following review and discussion and on motion made by Suzanne Tingley, seconded by Michelle Pfaff, the Board unanimously approved revisions to the Computer Information Technology AAS program as follows:

**RESOLUTION NO. 117 – 08: APPROVE PROGRAM REVISIONS CIT AAS PROGRAM**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the attached revisions to the CIT AAS program.

Following review and discussion and on motion made by Suzanne Tingley, seconded by Michelle Pfaff, the Board unanimously approved revisions to the Computer Information Services AS program as follows:
RESOLUTION NO. 118-08: APPROVE PROGRAM REVISIONS
CIS AS PROGRAM

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the attached revisions to the CIS AS program.

Following review and discussion and on motion made by Suzanne Tingley, seconded by Nathan Holloway, the Board unanimously approved revisions to the Computer Science AS program as follows:

RESOLUTION NO. 119-08: APPROVE PROGRAM REVISIONS
COMPUTER SCIENCE AS PROGRAM

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the attached revisions to the Computer Science AS program.

Following review and discussion and on motion made by Suzanne Tingley, seconded by Donald Grant the Board unanimously approved revisions to the jointly registered Business Administration program as follows:

RESOLUTION NO. 120 – 08: APPROVE PROGRAM REVISIONS
JOINTLY REGISTERED BUSINESS ADMINISTRATION PROGRAM

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the attached revisions to the jointly registered Business Administration program.

Following review and discussion and on motion made by Suzanne Tingley, seconded by Nathan Holloway, the Board unanimously approved the program proposal for a Certificate in General Studies:

RESOLUTION NO. 121 – 08: APPROVE PROGRAM PROPOSAL
CERTIFICATE IN GENERAL STUDIES

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the attached program proposal for a Certificate in General Studies.
OTHER BUSINESS
Following presentation by President McCoy and on motion made by Dan Villa, seconded by Suzanne Tingley, the Board ratified the following contracts:

RESOLUTION NO. 122 – 08: RATIFICATION OF CONTRACTS
Lewis County Public Health
Ives Hill Retirement Community
KT
SUNY Research Foundation

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:

Lewis County Public Health
(agreement for clinical resources)

Ives Hill Retirement Community
(agenda for non-credit instruction for residents)

KT (Kepner-Tregoe, Inc.)
-agreement for workforce training

SUNY Research Foundation
(subcontract for NYS SBDC)

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 Michelle Pfaff, seconded by Nathan Holloway, the Board approved the following job description and classification:

RESOLUTION NO. 123-08: JOB TITLE AND CLASSIFICATION
Webmaster

BE IT RESOLVED, that pursuant to Section 201.7 (a) of the New York State Department of Civil Service Rules and Regulations, the Board of Trustees of Jefferson Community College determines the position of

Webmaster
be classified professional service as defined in Section 6306 of Education law.
Following presentation by President McCoy and on motion made by Michelle Pfaff, seconded by Michael Crowley, the Board approved the College’s Strategic Plan: Vision, Mission and Strategic Directions as follows:

**RESOLUTION NO. 124-08: STRATEGIC PLAN**
**VISION, MISSION, STRATEGIC DIRECTIONS**

**BE IT RESOLVED,** that the Board of Trustees of Jefferson Community College hereby approves the Strategic Plan completed in March 2008 as outlined in the attached Vision, Mission and Strategic Directions.

**EXECUTIVE SESSION**
On motion made by Suzanne Tingley seconded by Michelle Pfaff the Board adjourned to Executive Session at 5:25 p.m. for the purpose of discussing matters related to specific personnel and contract negotiations.

**RECONVENTION**
The Board reconvened in open session at 6:48 p.m.

On motion made by Michelle Pfaff, seconded by Suzanne Tingley, the Board unanimously approved adjustments to the President’s employment contract as follows:

- a salary increase of 3.75% ($5,625) to be retroactive to February 1, 2008.
- an auto allowance of $400 per month retroactive to February 1, 2008

The Board also agreed that in the future, it will complete an evaluation of the President each spring to facilitate contract adjustments to be effective with the start of the fiscal year (September 1), and that a review of life insurance benefits for the President and all management / confidential employees should be completed to determine if changes are necessary.

**SCHEDULE**
Meeting of the Full Board – Wednesday, May 7, 2008 at 4:00 p.m.
Budget and Planning Committee – Wednesday, May 7, 2008 at 3:00 p.m.
Academic and Educational Services Committee – May 7, 2008 at 3:00 p.m.
Budget Workshop – Wednesday, April 16, 2008 at 4:00 p.m.
ADJOURNMENT
On motion made by Suzanne Tingley, seconded by Nate Holloway, the Board adjourned at 6:50 p.m.

Respectfully submitted,

Karen A. Carr, Secretary
Board of Trustees