The monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:03 p.m., on Wednesday, May 7, 2008, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by the Vice Chair of the Board, Jody LaLone.

**APPROVAL OF MINUTES**

On motion made by Suzanne Tingley and seconded by Keri Nelson, the minutes of the April 2, 2008 meeting were unanimously approved.
PRIVILEGE OF THE FLOOR
Board Vice Chair LaLone offered the privilege of the floor. No one came forward to address the Board.

PRESIDENT’S REPORT
1. President McCoy introduced Adam Potter, Director of Administrative Services and JoAnne Rhubart, the College’s new Grants Officer.
2. President McCoy advised that four individuals on campus will be recognized with Chancellor’s Awards for Excellence at the 44th Commencement: Matt Lambert, Cindy Shelmidine, Gen Pond and John Thomas.
3. President McCoy indicated that summer enrollment numbers are up thanks in large part to some new and innovative offerings. Although enrollment for fall semester is slow, the College has changed a lot of its business practices and so it is really too early to compare point-in-time numbers with any accuracy.
4. Vice President for Students Betsy Penrose advised that the College has contracted with Anderson Strickler, a national company with experience with SUNY community colleges, to do a feasibility study for student housing. We expect a report in early July along with a full financial analysis.
5. President McCoy advised that a credit enrollment profile and a financial aid / student financial profile are included in your packet of Board materials for your information.
6. Upcoming Events: Commencement – May 16, 7:30 p.m.
   Trustee Legislator Dinner – June 11, 5:30 p.m
Following discussion, the Board agreed to move the June Trustee meeting to June 11 to coincide with the annual Trustee / Legislator dinner.
7. The Black River Review and the Foundation Annual Report are included for your interest.

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 Suzanne Tingley, the Board unanimously approved the acceptance of the Scholastic “T” Building as follows:

RESOLUTION NO. 132-08: ACCEPTANCE OF GIFT
Scholastic “T” Building

BE IT RESOLVED, that the Jefferson Community College Board of Trustees gratefully acknowledges the gift made by Scholastic Structures, Inc. of the Scholastic “T” Building as outlined in the attached appraisal completed by DGM Coon and Company and offers their thanks and appreciation to Mark Purcell and Scholastic Structures, Inc. for their generous contribution.
On motion made by Nate Holloway, seconded by Michelle Pfaff, the Board unanimously approved a budget transfer as follows:

RESOLUTION NO. 133-08: 2007/2008 BUDGET TRANSFER
Purchase Security Cameras and Voice/Tone System

WHEREAS, the College has purchased security cameras and voice/tone system in conjunction with the Emergency Response Plan;

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

INCREASE EXPENDITURE:
Facilities – Building & Grounds Equipment 1110-3004-7003 $ 87,000

DECREASE EXPENDITURE:
Facilities – Utilities 1110-3004-7240 $ 87,000

On motion made by Nate Holloway, seconded by Suzanne Tingley, the Board unanimously approved a budget amendment to recognize monies from the Student Center and Facilities Fund as follows:

RESOLUTION NO. 134-08: 2007-2008 BUDGET AMENDMENT
STUDENT CENTER FACILITIES GRANT

WHEREAS, the Student Center and Facilities Fund is currently housed in the Faculty-Student Association budget;

WHEREAS, the funds will be conveyed from the Faculty-Student Association to the College to facilitate the purchase of furniture for student areas as needed;

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

INCREASE EXPENDITURE:
SCF Grant – Furniture 2812-3011-7002 $71,582.16

INCREASE REVENUE:
SCF Grant - Revenue 2812-3011-5430 $71,582.16
On motion made by Nate Holloway, seconded by Keri Nelson, the Board unanimously approved an operating budget transfer to conduct a student housing feasibility study:

**RESOLUTION NO. 135-08: 2007-2008 BUDGET TRANSFER STUDENT HOUSING FEASIBILITY STUDY**

**WHEREAS**, the College has contracted with Anderson Strickler, LLC to conduct a feasibility study in regard to the potential development of student campus housing;

**WHEREAS**, it is necessary to transfer funds to the appropriate expenditure account to pay for the study;

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

**INCREASE EXPENDITURE:**
Facilities – Professional Service Fees 1110-3004-7241 $40,000

**DECREASE EXPENDITURE:**
Special Items – Salary Adjustment 1110-3009-6160 $40,000

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 April 30, 2008.

**ACADEMIC AND EDUCATIONAL SERVICES**
Committee Chair Suzanne Tingley offered the report of the Academic and Educational Services Committee. Following review and discussion and on motion made by Suzanne Tingley, seconded by Keri Nelson, the Board unanimously approved the discontinuance of the Computer Information Systems (CIS) AAS degree program as follows:

**RESOLUTION NO. 125-08: DISCONTINUANCE OF PROGRAM COMPUTER INFORMATION SYSTEMS AAS**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the discontinuance of the Computer Information Systems AAS degree program.

Following review and discussion and on motion made by Suzanne Tingley, seconded by Michelle Pfaff, the Board unanimously approved the discontinuance of the Computer Information Systems (CIS) AAS degree program as follows:
Following review and discussion and on motion made by Suzanne Tingley, seconded by Keri Nelson, the Board unanimously approved proposed revisions to the Engineering Science AS degree program as follows:

RESOLUTION NO. 126-08: APPROVE PROGRAM REVISIONS ENGINEERING SCIENCE AS DEGREE

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the revisions to the Engineering Science AS degree as outlined in the attached proposal.

Following review and discussion and on motion made by Suzanne Tingley, seconded by Nate Holloway, the Board unanimously approved the five-year review of the Math Science AS program as follows:

RESOLUTION NO. 127-08: APPROVAL OF FIVE-YEAR REVIEW MATH SCIENCE AS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached five-year review for the Liberal Arts – Math Science AS degree program.

Following review and discussion and on motion made by Suzanne Tingley, seconded by Keri Nelson, the Board unanimously approved the five-year review of the Criminal Justice AS and certificate programs as follows:

RESOLUTION NO. 128-08: APPROVAL OF FIVE-YEAR REVIEW CRIMINAL JUSTICE AS DEGREE AND CERTIFICATE

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached five-year review for the Criminal Justice AS degree and Certificate program.

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. 129 – 08: RATIFICATION OF CONTRACTS
Anderson Strickler LLC
ASCAP
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:
NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby recognize and ratify the aforementioned agreements.

On motion made by Suzanne Tingley, seconded by Dan Villa, the board unanimously approved the 2008-2009 holiday schedule as follows:

**RESOLUTION NO. 130-08: 2008-2009 HOLIDAY SCHEDULE**

**BE IT RESOLVED,** that the Jefferson Community College Board of Trustees hereby approves the following holiday schedule for the 2008-2009 academic year:

- **Monday, 09/01/08** Labor Day
- **Thursday, 11/27/08** Thanksgiving Day
- **Friday, 11/28/08** Day after Thanksgiving (in lieu of Election Day, 11/04/08)
- **Thursday, 12/25/08** Christmas Day
- **Friday, 12/26/08** Day after Christmas (in lieu of Veteran’s Day, 11/11/08)
- **Thursday, 01/01/09** New Year’s Day
- **Friday, 01/02/09** Day after New Year’s Day (in lieu of President’s Day, 02/16/09)
- **Monday, 01/19/09** Martin Luther King Jr. Day
- **Monday, 05/25/09** Memorial Day – Observed
- **Friday, 07/03/09** In lieu of Independence Day, (07/04/09)

**In addition, two (2) floating holidays:**
In lieu of Columbus Day, 10/13/08 – Observed
In lieu of Lincoln’s Birthday, 02/12/09
On motion made by Suzanne Tingle, and seconded by Michelle Pfaff, the Board unanimously accepted the job classification survey as follows:

RESOLUTION NO. 131-08: ACCEPTANCE OF CLASSIFICATION SURVEY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the following classification survey for civil service personnel at the College.

EXECUTIVE SESSION
On motion made by Suzanne Tingley seconded by Michelle Pfaff the Board adjourned to Executive Session at 6:00 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.

SCHEDULE
Meeting of the Full Board – Wednesday, June 11, 2008 at 4:00 p.m.
Budget and Planning Committee – Wednesday, June 11, 2008 at 3:00 p.m.
Academic and Educational Services Committee – June 11, 2008 at 3:00 p.m.

ADJOURNMENT
On motion made by Nate Holloway, seconded by Michelle Pfaff, the Board adjourned at 6:16 p.m.

Respectfully submitted,

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Karen A. Carr, Secretary
Board of Trustees