JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES

MINUTES OF MEETING
WEDNESDAY, JUNE 6, 2007

Present: Suzanne Tingley, Chair )
       Donald Grant )
       Steven Haas )       TRUSTEES
       Nathan Holloway )
       Jody LaLone )
       Michelle Pfaff )
       Sharon Postelli )
       Martin Schatz )

Excused: Richard Howland )
       Daniel Villa )

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

The monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:02 p.m., on Wednesday, June 6, 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 and seconded by Jody LaLone, the minutes of the May 2, 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. Suzanne Tingley introduced Keri Nelson, incoming Student Trustee. Members of the Board introduced themselves and welcomed her to the meeting.
REPORT OF THE JCC FOUNDATION
Michelle Pfaff noted that there is an Alumni event coming up this weekend to celebrate the first five graduating classes.

PRESIDENT’S REPORT
1. Dr. McCoy introduced Karen Freeman, Marketing and Public Relations Officer, who presented the College’s new commercial series.

2. Dr. McCoy introduced Betsy Penrose, Dean for EMSL, who gave an overview of the enrollment picture for fall semester, noting that numbers are still down but continuing student enrollment has come up a bit. Outreach efforts are on-going with both continuing and new students. Discussion of regional population increases bringing increases at the elementary level, but the high school populations are still stagnant or declining. Suggest a look at traditional / non-traditional, curriculum specific enrollments and follow-up with students who don’t register to find out why.

Dean Penrose also provided information on the ACE workgroup.

3. Jim Bliss, Dean of Administration, reported on a meeting with Bernier, Carr & Associates with regard to the Facilities Master Plan. The master plan will be developed by March 2008 at a cost of $96,000. Dr. McCoy noted that Trustee involvement will be critical and that perhaps the Board would consider a Committee on Facilities.

Dean Bliss also advised the Board that the campus-wide electrical upgrade previously scheduled for this summer is being put on hold for a re-bid.

4. Dean Bliss advised the Board that on the morning of June 20, Jefferson will play host to an interagency training exercise of the Watertown Police Department, state and county emergency services through a hostage enactment. The event will also help Jefferson to exercise and refine its emergency incident response plan. The College is reworking and finalizing an Emergency Response Plan for fall.

5. Dr. McCoy asked folks to look at their calendar to select a date for the Trustee retreat in September. Two dates, September 19 or October 3, were proposed.

APPOINTMENT OF NOMINATING COMMITTEE
Board Chair Tingley appointed Marty Schatz, Jody LaLone and Steve Haas as members of the Nominating Committee with Mr. Haas to Chair.
BUDGET AND PLANNING COMMITTEE

Committee Chair Pro Tem Nate Holloway presented the report of the Budget and Planning Committee. On motion made by Nate Holloway, seconded by Michelle Pfaff, the Board unanimously approved the 2007-2008 operating budget for the Faculty-Student Association as follows:

RESOLUTION NO. 142-07  APPROVAL 2007-2008 OPERATING BUDGET
FACULTY - STUDENT ASSOCIATION (FSA)

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached 2007-2008 operating budget for the Faculty - Student Association (FSA).

On motion made by Nate Holloway, seconded by Donald Grant, the Board unanimously approved the 2007-2008 operating budget for New Student Services as follows:

RESOLUTION NO. 143-07  APPROVAL 2007-2008 OPERATING BUDGET
NEW STUDENT SERVICES

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached 2007-2008 operating budget for New Student Services.

On motion made by Nate Holloway, seconded by Martin Schatz, the Board unanimously approved a budget amendment for the Center for Community Studies as follows:

RESOLUTION NO. 144-07:  2006-2007 BUDGET AMENDMENT
CENTER FOR COMMUNITY STUDIES
EIGHTH ANNUAL SURVEY OF THE COMMUNITY

WHEREAS, the College has received funding from a Foundation Grant from Community Bank, NA to conduct the Eighth Annual Survey of the Community

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

INCREASE REVENUE:
Center for Community Studies – Revenue 6-38043-0680 $1,500
Total Increase $1,500

INCREASE EXPENDITURE:
Center for Community Studies – Prof P/T 6-38043-1110 $1,022
Center for Community Studies – Activity Exp 6-38043-4634 $ 195
Center for Community Studies – Fringe Benefits 6-38043-4649 $ 283
Total Increase $1,500
On motion made by Nate Holloway, seconded by Michelle Pfaff, the Board unanimously approved a budget amendment for the Center for Community Studies as follows:

RESOLUTION NO. 145-07: 2006-2007 BUDGET AMENDMENT CENTER FOR COMMUNITY STUDIES GROWTH MANAGEMENT WORKSHOP SERIES-PART I

WHEREAS, the College received funding from the Development Authority of the North County and the Fort Drum Regional Liaison Organization to conduct a series of workshops to develop and expand the local capacity to prepare for and respond to growth issues in the North Country.

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

INCREASE REVENUE:
Center for Community Studies – Revenue 6-38042-0680 $15,000
Total Increase $15,000

INCREASE EXPENDITURE:
Center for Community Studies – Comp Equip 6-38042-3350 $ 485
Center for Community Studies – Printing 6-38042-4330 $ 2,000
Center for Community Studies – Comp Supplies 6-38042-4410 $ 515
Center for Community Studies – Prof Services 6-38042-4505 $ 2,000
Center for Community Studies – Postage 6-38042-4530 $ 1,000
Center for Community Studies – Project Exp 6-38042-4633 $ 2,000
Center for Community Studies – Indirect Cost 6-38042-4651 $ 7,000
Total Increase $15,000

On motion made by Nate Holloway, seconded by Sharon Postelli, the Board unanimously approving the naming of campus roads as follows:

RESOLUTION NO. 146-07: NAMING CAMPUS ROADS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby establishes names for campus roads as follows:

Access road from Coffeen Street: Campus Drive
Loop around outside of campus: Cannoneer Loop
On motion made by Nate Holloway, seconded by Michelle Pfaff, the Board unanimously approved the 2007-2008 operating budget for the Student Association as follows:

RESOLUTION NO. 147-07: APPROVAL 2007-2008 OPERATING BUDGET STUDENT ASSOCIATION

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached 2007-2008 operating budget for the Student Association (Student Government, Athletic Board of Control, Social Cultural Committee).

Committee Chair Pro Tem Holloway presented the financial statements for the one-month period ending May 31, 2007. The College is very close to making the revenue budget projections for this year. Following discussion and on motion made by Nate Holloway and seconded by Martin Schatz, the Board unanimously accepted the monthly financial statements.

ACADEMIC AND EDUCATIONAL SERVICES COMMITTEE
Committee Chair Suzanne Tingley presented the report of the Academic and Educational Services Committee.

On motion made by Suzanne Tingley and seconded by Michelle Pfaff, the Board unanimously approved revisions to the Hospitality and Tourism program as follows:

RESOLUTION NO. 132-07: APPROVE REVISIONS TO AAS HOSPITALITY AND TOURISM

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves revisions to the Hospitality and Tourism AAS degree program as outlined in the attached proposal.

Following discussion and on motion made by Suzanne Tingley, seconded by Sharon Postelli, the Board unanimously approved the following five-year review:

RESOLUTION NO. 137-07: APPROVAL OF FIVE-YEAR REVIEW ENGINEERING SCIENCE AS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached five-year review for the Engineering Science AS program.
Following discussion and on motion made by Suzanne Tingley, seconded by Michelle Pfaff, the Board unanimously approved the following five-year review:

RESOLUTION NO. 138-07:  APPROVAL OF FIVE-YEAR REVIEW  HUMAN SERVICES AS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached five-year review for the Human Services AS program.

PERSONNEL COMMITTEE
Steven Haas, Chair of the Personnel Committee, presented a resolution to approve job titles and classification. On motion made by Steven Haas, seconded by Jody LaLone, the Board unanimously approved the following resolution pending approval by the SUNY Chancellor:

RESOLUTION NO. 141-07:  JOB TITLE AND CLASSIFICATION
Vice President for Academic Affairs
Vice President for Technology and Institutional Research
Vice President for Administration and Finance, Treasurer
Vice President for Students
Dean for Mathematics and Science
Dean for Liberal Arts
Dean for Business
Dean for Continuing Education
Dean for Curriculum and Instruction
Director of Human Resources
Director of Learning and Success Center
TRIO Student Support Services Director

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 positions of:

Vice President for Academic Affairs
Vice President for Technology and Institutional Research
Vice President for Administration and Finance, Treasurer
Vice President for Students
Dean for Mathematics and Science
Dean for Liberal Arts
Dean for Business
Dean for Continuing Education
Dean for Curriculum and Instruction
Director of Human Resources
Director of Learning and Success Center
TRIO Student Support Services Director

be classified professional service as defined in Section 6306 of Education law.
OTHER BUSINESS
Following presentation by President McCoy and on motion made by Michelle Pfaff, seconded by Nate Holloway, the Board ratified contracts as follows:

RESOLUTION NO. 139-07: RATIFICATION OF CONTRACTS
River Hospital, Inc.
Dept. Health and Human Services
Go Motorcycling, Inc.
SUNY Research Foundation
EBS Benefit Solutions
DANC/FDRLO

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:

River Hospital, Inc.
(Center for Community Studies research project)

Dept. Health and Human Services
(agreement for indirect costs on federal grants)

Go Motorcycling, Inc.
(rider safety course)

SUNY Research Foundation
(additional funding SBDC)

EBS Benefit Solutions
(actuarial services for post-employment medical benefits)

DANC/FDRLO
(Center for Community Studies workshop series)

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 Donald Grant, seconded by Jody LaLone, the Board unanimously and with applause recognized the service of student Trustee Sharon Postelli as follows:
RESOLUTION NO. 140-07: RECOGNITION OF SERVICE
SHARON U. POSTELLI

WHEREAS, Sharon U. Postelli was first elected by the student body to serve as the student member of the Jefferson Community College Board of Trustees in February 2006; and

WHEREAS, Sharon Postelli has provided leadership to the Jefferson Community College Student Government as well as serving as a Trustee; and

WHEREAS, Sharon Postelli has actively supported the Jefferson Community College Board of Trustees through her participation in the Academic and Educational Services Committee and the Presidential Search Committee of the Board, her generous donation of time and talent and her wise and thoughtful counsel; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees extends appreciation to Sharon U. Postelli for her dedicated service to this College and wishes Sharon well in her future higher educational and professional service endeavors.

SCHEDULE OF MEETINGS
Budget and Planning Committee – Wednesday, July 18, 2007, 3:00 p.m.
Full Board - Wednesday, July 18, 2007, 4:00 p.m.

EXECUTIVE SESSION
On motion made by Michelle Pfaff, seconded by Jody LaLone, the Board adjourned to executive session at 5:05 p.m. for the purpose of discussing matters relating to budget negotiations with Jefferson County as well as a personnel matter relating to a specific person.

RECONVENTION
The Board reconvened in open session at 6:00 p.m.

ADJOURNMENT
On motion made by Martin Schatz, seconded by Nate Holloway, the Board adjourned at 6:02 p.m.

Respectfully submitted,

Karen A. Carr, Secretary
Board of Trustees