The monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:00 p.m., on Wednesday, July 18, 2007, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Board Chair Suzanne Tingley.

**EXECUTIVE SESSION**
On motion made by Marty Schatz, seconded by Dan Villa, the Board adjourned to Executive Session at 4:02 p.m. to discuss the appointment and employment of specific persons.

**RECONVENTION**
The Board reconvened in open session at 5:15 p.m.
APPROVAL OF MINUTES
On motion made by Martin Schatz and seconded by Richard Howland, the minutes of the June 6, 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.

PRESIDENT’S REPORT
1. President McCoy offered congratulations to Dan Villa on his reappointment to the Board for a term to expire in 2014.

2. President McCoy offered an enrollment update noting that the point-in-time comparison of enrollment appears UP just slightly – good news. President McCoy thanked Dean for EMSL Betsy Penrose, staff and faculty for their incredible hard work and efforts in following up on registration for continuing students and for new recruitment initiatives this summer which have included outreach through community service agencies, GED students, Quick Admit program, Summer Solutions (career planning and assessment), e-mail campaign, ACE Committee focusing on non-traditional students.

3. President McCoy noted that the campus has hosted many programs for young children over the summer, including: Critters, Chemistry and Computers, CSI, ARTmania, Camp Med, Hip Hop Dance Week and Junior Chef Week – all great workshops for kids through the summer.

4. President McCoy reported that the Middle States Association acknowledged receipt of our follow-up report and indicated that our next follow-up with them is the Periodic Review Report slated for 2010. Also, the National League for Nursing and State Education Department have verified the reaccreditation of our nursing department.

5. Enclosed with your packets today is an overview of the SUNY Community College system which provides some good information and comparative data with our fellow SUNY community colleges.

6. Upcoming events: Start-Up Day – August 20
   First Day of classes – August 27
   Trustee Retreat – September 18
BUDGET AND PLANNING COMMITTEE

Committee Chair Martin Schatz presented the report of the Budget and Planning Committee. On motion made by Martin Schatz, seconded by Steven Haas, the Board unanimously approved the 2007-2008 tuition and fee schedule as follows:

RESOLUTION NO. 150-07: 2007-2008 TUITION AND FEE SCHEDULE

WHEREAS, the Jefferson Community College Board of Trustees hereby adopts the following Tuition and Fee Schedule for the 2007-2008 academic year:

TUITION:
New York State Residents who are residents of the sponsorship area or non-residents of the sponsorship area who present a Certificate of Residence:
   Full-Time  $3,074 per academic year
   Part-Time  $ 128 per credit hour
New York State residents who are not residents of the sponsorship area and do not present a Certificate of Residence:
   Full-Time  $5,584 per academic year
   Part-Time  $ 233 per credit hour
Non-New York State Residents:
   Full-Time  $5,584 per academic year
   Part-Time  $ 233 per credit hour

STUDENT SERVICE FEES:
Fees deducted from operating costs as offsetting revenue:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Credit Course Fee</td>
<td>variable($ 10-$100)</td>
</tr>
<tr>
<td>Document/Check Replacement Fee</td>
<td>$ 5 per copy</td>
</tr>
<tr>
<td>Transcript Fee</td>
<td>$ 6 per copy</td>
</tr>
<tr>
<td>Health Transcript Fee</td>
<td>$ 5 per occurrence</td>
</tr>
<tr>
<td>Facsimile Fee (Official Documents)</td>
<td>$ 5 per occurrence</td>
</tr>
<tr>
<td>Processing Fee, Directed Study</td>
<td>$ 5 per course</td>
</tr>
<tr>
<td>Credit By Examination Fee</td>
<td>$ 15 per credit hour</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$ 20 per check</td>
</tr>
<tr>
<td>Parking Fines</td>
<td>variable($ 10-$100)</td>
</tr>
<tr>
<td>Fitness Center Use Fee</td>
<td>$ 30 per semester</td>
</tr>
<tr>
<td>Fitness Center Screening Fee</td>
<td>$ 15 one time fee</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$ 4 per credit hour</td>
</tr>
<tr>
<td>SUNY Learning Network Fee</td>
<td>$ 10 per credit hour</td>
</tr>
<tr>
<td>Military Credit Inventory</td>
<td></td>
</tr>
<tr>
<td>Application/Evaluation Fee</td>
<td>$ 125</td>
</tr>
<tr>
<td>Credit Inventory Update Fee</td>
<td>$ 35</td>
</tr>
<tr>
<td>Official Transcript Fee</td>
<td>$ 6</td>
</tr>
<tr>
<td>Dental Hygiene Program Fee (Monroe CC)</td>
<td>$1,880 per semester</td>
</tr>
<tr>
<td>Paramedic Evaluation Fee</td>
<td>$ 100</td>
</tr>
</tbody>
</table>
FEES CHARGED TO STUDENTS BY SEPARATE ASSOCIATIONS:
(i.e. Faculty-Student Association or by self-sustaining operations)

*Student Resource Fee  variable $ 11 per credit hour or
                          $132 maximum per semester
Student Resource Fee – Summer Session  $  2 per credit hour
                          $  24 maximum
Insurance – Mandatory Accident     $ 21 per year
Insurance – Optional Sickness     $138 per year
Diploma (replacement) Fee     $  30
Identification Card (replacement) Fee $    5
Alumni Fee (optional)      $ 10 per semester

*Not applicable for extension site courses; (includes student resource fee, health
service fee, commencement fee, orientation fee, and identification card fee.)

Committee Chair Martin Schatz presented the 2007-2008 operating budget noting that
the overall budget has been reduced by $500,000 from what was initially proposed due
to the sponsor contribution not meeting the requested increase. President McCoy
presented a summary of impacts due to the reduced revenues and a new budget
summary sheet. She reviewed the process used to decide on areas to cut, noting that
every effort was made to minimize impact to students as much as possible. She
reviewed the proposal for cuts of $550,919 from the original budget and the application
of fund balance. Suzanne noted that making cuts to an already lean budget is painful,
but thanked the president and College staff for finding a way that we can do this and still
make it work.

On motion made by Martin Schatz, seconded by Nate Holloway, the Board unanimously
approved the 2007-2008 operating budget as follows:

RESOLUTION NO. 151-07: 2007-2008 OPERATING BUDGET

WHEREAS, Jefferson Community College anticipates serving 1,662 full-time students
as well as enrolling students for 16,250 part-time credit hours and 3,750 summer credit
hours during the 2007-2008 academic year, which is equivalent to 2,229 FTE:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby
approve a Jefferson Community College 2007-2008 Operating Budget in the amount of
$20,581,218 with the contribution of the sponsor at $3,765,095 and the State share of
$6,117,688.
On motion made by Martin Schatz, seconded by Richard Howland, the Board unanimously approved an amendment to the 2006-2007 operating budget to recognize a grant to the Health Office as follows:

RESOLUTION NO. 152-07: 2006-2007 BUDGET AMENDMENT
HEALTH OFFICE GRANT

WHEREAS, funds have been in reserve with the Faculty-Student Association for replacement Health Office equipment and supplies;

WHEREAS, the Health Office has requested to access the reserve to purchase replacement equipment and supplies which require funds to be moved into the College’s Budget for expense in the 2006/2007 year;

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

INCREASE REVENUE:
Health Office Grant – Revenue 6-38081-0531 $ 5,263.88

INCREASE EXPENDITURE:
Health Office Grant – Furniture. 6-38081-3150 $ 5,082.71
Health Office Grant – Office Supplies 6-38081-4100 $ 181.17
$ 5,263.88

On motion made by Martin Schatz, seconded by Dan Villa, the Board unanimously approved an amendment to the 2006-2007 operating budget to recognize a grant from the Faculty-Student Association as follows:

RESOLUTION NO. 153-07: 2006-2007 BUDGET AMENDMENT
STUDENT LOUNGE GRANT

WHEREAS, funds have been in reserve with the Faculty-Student Association for replacement of the Student Lounge furnishings and equipment;

WHEREAS, such purchase requires funds to be moved into the College’s Budget for expense in the 2006/2007 year;

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

INCREASE REVENUE:
Student Lounge Grant – Revenue 6-38083-0531 $ 9,388.52
INCREASE EXPENDITURE:
Student Lounge Grant – Furniture.  6-38083-3150    $  966.52
Student Lounge Grant – CompEquip  6-38083-3350    $  706.01
Student Lounge Grant – A/V Equip  6-38083-3400    $  7,667.22
Student Lounge Grant – Software  6-38083-4405    $    48.77
$  9,388.52

On motion made by Martin Schatz, seconded by Dan Villa, the Board unanimously approved an amendment to the 2006-2007 operating budget to recognize a project of the Center for Community Studies as follows:

RESOLUTION NO. 154-07: 2006-2007 CENTER FOR COMMUNITY STUDIES
NORTH COUNTRY PRENATAL/PERINATAL COUNCIL PRENATAL HEALTH NEEDS ASSESSMENT

WHEREAS, the College received funding from the North Country Prenatal/Perinatal Council to conduct a needs assessment of the full range of medical and non-medical factors which impact a healthy birth outcome and the first year of life; and

WHEREAS, the Center will gather data from Jefferson, St. Lawrence and Lewis Counties and will conduct community forums in each county to present the findings and facilitate the development of priorities and recommendations;

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

INCREASE REVENUE:
CCS – NC Prenatal/Perinatal – Revenue  6-38043-0680    $13,200
Total Increase    $13,200

INCREASE EXPENDITURE:
CCS – NC Prenatal/Perinatal – Prof P/T  6-38043-1110    $  2,213
CCS – NC Prenatal/Perinatal – Student Aid  6-38043-1600    $   286
CCS – NC Prenatal/Perinatal – Printing  6-38043-4330    $   400
CCS – NC Prenatal/Perinatal – Travel  6-38043-4510    $   550
CCS – NC Prenatal/Perinatal – Activity Exp  6-38043-4634    $   300
CCS – NC Prenatal/Perinatal – Empl Benefits  6-38043-4649    $   450
CCS – NC Prenatal/Perinatal – Indirect Costs  6-38043-4651    $  9,001
Total Increase    $13,200
On motion made by Martin Schatz, seconded by Dan Villa, the Board unanimously approved an amendment to the 2006-2007 operating budget to recognize a project for the Center for Community Studies as follows:

**RESOLUTION NO. 155-07 2006-2007 CENTER FOR COMMUNITY STUDIES RIVER COMMUNITIES HEALTH ASSESSMENT**

WHEREAS, the College received funding from River Hospital and community partners to conduct a study to provide residents of the River Communities a voice in identifying and addressing their health care needs.

WHEREAS, the Center will gather data to define the population demographics of the River communities, identify the population’s health problems, desired health services and potential use of specific services, and identify the best means to empower the communities’ residents to become involved in their healthcare.

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

**INCREASE REVENUE:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCS – River Comm. Health Assess – Revenue</td>
<td>6-38043-0680</td>
<td>$8,000</td>
</tr>
<tr>
<td><strong>Total Increase</strong></td>
<td></td>
<td><strong>$8,000</strong></td>
</tr>
</tbody>
</table>

**INCREASE EXPENDITURE:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCS – River Comm. Health Assess – Prof P/T</td>
<td>6-38043-1110</td>
<td>$2,213</td>
</tr>
<tr>
<td>CCS – River Comm. Health Assess – Printing</td>
<td>6-38043-4330</td>
<td>$ 200</td>
</tr>
<tr>
<td>CCS – River Comm. Health Assess – Activity Exp</td>
<td>6-38043-4634</td>
<td>$  80</td>
</tr>
<tr>
<td>CCS – River Comm. Health Assess – Empl Bens</td>
<td>6-38043-4649</td>
<td>$  42</td>
</tr>
<tr>
<td>CCS – River Comm. Health Assess – Indirect</td>
<td>6-38043-4651</td>
<td>$4,366</td>
</tr>
<tr>
<td><strong>Total Increase</strong></td>
<td></td>
<td><strong>$8,000</strong></td>
</tr>
</tbody>
</table>

On motion made by Martin Schatz, seconded by Richard Howland, the Board unanimously approved a tuition receivable write-off as follows:

**RESOLUTION NO. 156-07: TUITION RECEIVABLE WRITE-OFF**

WHEREAS, in compliance with generally accepted accounting principles, the College should not retain as accounts receivable item accounts that are deemed to be un-collectable, and;

WHEREAS, the accounts receivable items set forth in the attached schedule are deemed to be un-collectable;
NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following adjustment to the tuition receivable account:

Student Accounts Receivable  0-10000-1310  $58,049.90

On motion made by Martin Schatz, seconded by Richard Howland, the Board unanimously approved an increase in the bad debt allowance as follows:

RESOLUTION NO. 157-07: BAD DEBT ALLOWANCE INCREASE

WHEREAS, the allowance for bad debt reflected in the College’s financial statements has historically been $37,000; and

WHEREAS, the College’s auditors have suggested that the bad debt allowance should reflect the average of the past three years’ actual tuition write offs;

NOW, THEREFORE, BE IT RESOLVED, that based upon the past three years’ average, the allowance for bad debt shall be increased to $50,000.

On motion made by Martin Schatz, seconded by Nate Holloway, the Board unanimously adopted a revised Fixed Asset Policy as follows:

RESOLUTION NO. 158-07: AMENDMENT TO RESOLUTION FIXED ASSET POLICY

WHEREAS, by resolution No. 133-93 dated July 7, 1993, the Board of Trustees adopted a Fixed Asset Policy; and

WHEREAS, in keeping with current business practices and updated standards for fixed asset inventory, it is necessary to update and revise the Fixed Asset Policy;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby amends Resolution No. 133-93 and adopts the attached revised Fixed Asset Policy.

On motion made by Martin Schatz, seconded by Richard Howland, the Board unanimously adopted a revised Purchasing Policy as follows:
RESOLUTION NO. 159-07: AMENDMENT TO RESOLUTION PURCHASING POLICY

WHEREAS, by resolution No. 132-93 dated July 7, 1993, the Board of Trustees adopted a Purchasing Policy; and

WHEREAS, in keeping with current business practices and updated standards for procurement of materials, equipment and supplies necessary to meet College objectives, it is necessary to update and revise the Purchasing Policy;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby amends Resolution No. 132-93 and adopts the attached revised Purchasing Policy.

On motion made by Martin Schatz, seconded by Dan Villa, the Board unanimously approved an amendment to the 2006-2007 operating budget to recognize a grant from the SUNY Office of Curriculum and Instructional Support as follows:

RESOLUTION NO. 160-07: 2006/2007 OPERATING BUDGET AMENDMENT SUMMER MATH AND SCIENCE FOR MIDDLE SCHOOL STUDENTS GRANT

WHEREAS, the College has received funding from the State University of New York Office of Curriculum and Instructional Support to provide seminars for middle school students to enrich Math and Science knowledge and explore allied health and science careers;

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

INCREASE REVENUE:
Summer Math/Science – Misc. Revenue 6-38026-0531  $18,054
Total Revenue  $18,054

INCREASE EXPENDITURE:
Summer Math/Science – Prof P/T 6-38026-1110  $ 7,860
Summer Math/Science – Classified P/T 6-38026-1210  $ 652
Summer Math/Science – Instr Equip 6-38026-3300  $ 795
Summer Math/Science – Instr Supplies 6-38026-4105  $ 4,986
Summer Math/Science – Travel 6-38026-4510  $ 2,000
Summer Math/Science – Empl Bens 6-38026-4649  $ 651
Summer Math/Science – Indirect Cost 6-38026-4651  $ 860
Summer Math/Science – Prof Srvc Fees 6-38026-4505  $ 250
Total Expense  $18,054
Committee Chair Schatz presented the financial statements for the one-month period ending June 30, 2007. Following discussion and on motion made by Martin Schatz and seconded by Dan Villa, the Board unanimously accepted the monthly financial statements.

OTHER BUSINESS
Following presentation by President McCoy and on motion made by Richard Howland, seconded by Marty Schatz, the Board ratified contracts as follows:

RESOLUTION NO. 148-07: RATIFICATION OF CONTRACTS

Commercial Travelers Mutual Insurance Company
Independent Insurance Agents & Brokers of NY
Northwestern Mutual Financial Network
Ives Hill Retirement Community
Bernier Carr & Associates
Samaritan Medical Center
Medical Liability Mutual Insurance Company
Higher Education Services Corporation

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:

Commercial Travelers Mutual Insurance Company
(sports accident insurance)

Independent Insurance Agents & Brokers of NY
(service agreement)

Northwestern Mutual Financial Network
(service agreement)

Ives Hill Retirement Community
(non-credit instruction agreement)

Bernier Carr & Associates
(architect agreement – Facilities Master Plan)

Samaritan Medical Center
(agreement for student clinical experience)

Medical Liability Mutual Insurance Company
(service agreement)

Higher Education Services Corporation
(Default Prevention Program grantee agreement)
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 seconded by Marty Schatz, the Board unanimously accepted the following gift:

RESOLUTION NO. 149-07: ACCEPTANCE OF GIFT
1998 GMC Type I Modular Ambulance

WHEREAS, Lewis County Search & Rescue, Inc. wishes to donate a retired ambulance for use in the College’s Paramedic program; and

WHEREAS, this gift further strengthens the already established good relationship between the College’s Paramedic program and the Lewis County Search & Rescue;

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees gratefully acknowledges the generous donation of a 1998 GMC Type I Modular Ambulance, VIN #1GDJC34F3WF042980 per the attached letter.

REPORT OF NOMINATING COMMITTEE - ELECTION OF OFFICERS
Nominating Committee Chair Steven Haas offered the report of the Nominating Committee, presenting the following slate of officers for the 2007-2008 year:

- Chair - Richard Howland
- Vice Chair - Jody LaLone
- Secretary - Karen Carr
- Treasurer - Sarah Baldwin

Chair Tingley opened the floor for nominations. There being no nominations from the floor, and upon motion made by Steven Haas seconded by Martin Schatz, the Board voted unanimously to cast one vote for the slate of officers as presented.

Richard Howland noted that the Board is very thankful for Suzanne Tingley’s leadership over the past two years.

SCHEDULE OF MEETINGS
Budget and Planning Committee – Wednesday, September 5, 2007, 3:00 p.m.
Full Board - Wednesday, September 5, 2007, 4:00 p.m.
ADJOURNMENT
On motion made by Suzanne Tingley, seconded by Jody LaLone, the Board adjourned at 6:00 p.m.

Respectfully submitted,

_____________________________
Karen A. Carr, Secretary
Board of Trustees