JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES

MINUTES OF MEETING
WEDNESDAY, OCTOBER 3, 2007

Present: Richard Howland, Chair ) TRUSTEES
Steven Haas )
Nathan Holloway )
Jody LaLone )
Keri Nelson )
Michelle Pfaff )
Martin Schatz )
Suzanne Tingley )
Dan Villa )

Excused: Donald Grant )

Administrative Staff:
Carole McCoy, President
Sarah Baldwin, Vice President for Administration and Finance, Treasurer
Katherine Fenlon, Vice President for Academic Affairs
Betsy Penrose, Vice President for Students
Gary Sproul, Vice President for Technology and Institutional Research

Guests: John Penrose, Faculty Association
James Ambrose, Director of Financial Aid
Marvin Blachman, Dean of Liberal Arts
Robin Mach, Bernier, Carr & Associates
Bernard Brown, Bernier, Carr & Associates
Mari Cecil, Bernier, Carr & Associates

The monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:10 p.m., on Wednesday, October 3, 2007, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Board Chair Richard Howland.

APPROVAL OF MINUTES
On motion made by Marty Schatz and seconded by Michelle Pfaff, the minutes of the September 5, 2007 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
Michelle Pfaff advised that at the last Foundation meeting the directors reviewed their preliminary year-end figures. The Foundation had a good year with revenues ending up higher than projected and their investments did well. She further noted that the Foundation has seen a large increase in the number of scholarships awarded. The Scholars Reception held last week in conjunction with the inauguration events was well attended and very successful.

PRESIDENT’S REPORT
1. President McCoy offered many thanks to the Trustees and the campus community for an incredible inauguration week. Events were well attended and all done very well.

2. The President introduced Marvin Blachman, Dean of Liberal Arts.

3. President McCoy provided an update on enrollment. She noted that we are holding our own, but enrollment is not as robust as it had seemed in late August. Our concurrent program in the high schools is not as highly enrolled as last year (in part due to smaller class size in the high schools). We are on track for budget.

4. President McCoy and Vice President Penrose introduced James Ambrose, Director of Financial Aid. James reviewed the College’s loan default rate report (8.5 – 8.7% this year) which is on average for community colleges across the state. We have initiated a grant from HESC and have hired a Load Default Specialist to counsel students on loan default prevention.

5. President McCoy shared a memo recently provided to the campus community on safety which outlines initiatives underway and the status of our Emergency Response Plan. We are going to spend our start-up day for spring semester on review and training for the Emergency Response Plan.

6. The President pointed out that Included in the information for today’s meeting are fact sheets and information that we have used recently to “tell the story” of Jefferson.

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 Dan Villa, the Board unanimously approved the following amendment to the 2006-2007 operating budget:

RESOLUTION NO. 170-07: 2006/2007 BUDGET TRANSFER
End of Year Adjustments

WHEREAS, modification of the 2006/2007 JCC Budget is necessary to redistribute funds to the proper accounts for year-end adjustment purposes.
NOW, THEREFORE BE IT RESOLVED, that the 2006/2007 Jefferson Community College budget is hereby amended thereby complying with generally accepted accounting principles as follows:

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On motion made by Nate Holloway, seconded by Michelle Pfaff, the Board unanimously approved the following amendment to the 2006-2007 operating budget:

RESOLUTION NO. 171-07: 2006/2007 YEAR END ADJUSTMENTS SBDC

WHEREAS, the amounts initially budgeted for the Small Business Development Center must be reconciled to reflect additional funding received from workshops and seminars; and

WHEREAS, modification of the 2006/2007 Budget is necessary to redistribute funds to the proper accounts to reflect actual grant adjustments for year-end purposes;

NOW, THEREFORE BE IT RESOLVED, that the 2006/2007 Jefferson Community College budget is hereby amended as follows:

**Budget Amendments - SBDC**

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**Budget Transfers - SBDC**

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On motion made by Nate Holloway, seconded by Marty Schatz, the Board unanimously approved the following amendment to the 2006-2007 operating budget:

RESOLUTION NO. 172-07: 2006/2007 YEAR END ADJUSTMENTS
Center for Community Studies
WHEREAS, the amounts initially budgeted for the Center for Community Studies must be adjusted to reflect funds received for Walkability Registrations;

NOW, THEREFORE BE IT RESOLVED, that the 2006/2007 Jefferson Community College budget is hereby amended as follows:

INCREASE REVENUE:

Center for Community Studies – Revenue 6-38043-0680 $4,471

Total Increase $4,471

INCREASE EXPENDITURE:

Center for Community Studies – Prof F/T 6-38043-1100 $1,737
Center for Community Studies – Student Aide 6-38043-1600 $1,500
Center for Community Studies – Activity Exp 6-38043-4634 $ 482
Center for Community Studies – Fringe Benefits 6-38043-4649 $ 752

Total Increase $4,471

Committee Chair Holloway presented the year-end financial statements (un-audited) noting that tuition for 06-07 ended up better than anticipated and the financials make it look like there will be an addition to fund balance, however, outstanding expenditures will cause use of fund balance of about $100,000. Mr. Holloway also reviewed the statement of cash investments and interest and condensed revenue statement. Given the variance in fund balance from budgeted to estimated to actual, Vice President Baldwin reviewed the factors affecting fund balance use. Although fund balance use was recently projected at $450,000, the figures showing are impacted by an additional $188,000 in expense accruals and $88,000 of equipment which the Foundation underwrote in the current budget. Trustees noted that we need to know exactly why we are off in what we projected for fund balance use and how those figures were impacted by the College’s efforts to hold expenditures (vacancies, underspending on equipment / supplies) and where revenues grew and why. There was discussion on some ways we can better manage year-end spending.

Following discussion and on motion made by Nate Holloway, seconded by Dan Villa, the Board unanimously approved the un-audited year-end financial statement (year ending August 31, 2007) as well as the monthly financial statement for the period ending September 30, 2007.
ACADEMIC AND EDUCATIONAL SERVICES COMMITTEE

Suzanne Tingley offered the report of the Academic and Educational Services Committee. Following discussion and on motion made by Suzanne Tingley, seconded by Michelle Pfaff, the Board unanimously approved the following revision to the Academic Honors Policy:

RESOLUTION NO. 173-07: REVISION TO ACADEMIC HONORS POLICY

WHEREAS, the Academic Affairs Committee has proposed a revision to the Academic Honors Policy to maintain consistency in granting academic honors to full and part-time students;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached revision to the Academic Honors Policy.

On motion made by Suzanne Tingley and seconded by Jody LaLone the Board unanimously approved the following policy:

RESOLUTION NO. 174-07: POLICY: SCIENCE LABORATORY EQUIPMENT CHARGES

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following policy on Science Laboratory Equipment Charges:

**Failure to Return Assigned Science Lab Equipment:**
In the event that a student fails to return their assigned science laboratory equipment, the student will be billed $25. The Bursar’s office will be notified to place a hold on the student’s records until such time as this bill is resolved. If the student returns their assigned laboratory equipment, the Science Division will notify the Bursar’s office to remove the $25 charge and the associated hold from the student’s records.

**Failure to Return Assigned Lab Key:**
In the event that a student fails to return their assigned science laboratory key, the student will be billed $25. The Bursar’s office will be notified to place a hold on the student’s records until such time as this bill is resolved. If the student returns their assigned science laboratory key, the Science Division will notify the Bursar’s office to remove the $25 charge and the associated hold from the student’s records.

**Equipment Loss or Breakage:**
In the event a student is responsible for equipment breakage or loss, the student will be billed the actual dollar amount (up to a $50 limit) required to replace the said equipment. The Bursar’s office will be notified to place a hold on the student’s records until such time as this bill is resolved.
OTHER BUSINESS
Following presentation by President McCoy and on motion made by Suzanne Tingley, seconded by Keri Nelson, the Board ratified contracts as follows:

RESOLUTION NO. 175-07  RATIFICATION OF CONTRACTS
Rosamond Gifford Zoo
Ives Hill Retirement Community
Samaritan Medical Center

WHEREAS, pursuant to Jefferson Community College Board of Trustees Resolution No. 168-06, 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.

Rosamond Gifford Zoo
(agreement for student practicum resources)

Ives Hill Retirement Community
(MOU non-credit instruction)

Samaritan Medical Center
(agreement for student practicum resources)

FOCUS GROUP DISCUSSION ON FACILITIES MASTER PLAN
President McCoy introduced Mari Cecil, Bernard Brown and Robin Mach of Bernier, Carr and Associates.

Bernie Brown noted that Robin and Mari have already done 19 focus groups on campus. BC&A is very pleased to have the opportunity to work with the Board of Trustees and the College on the Master Plan. There has been a tremendous input and response so far.

Mari Cecil introduced the focus group process. She noted that the groups are looking at strategic planning questions as well as existing facilities and facility needs.

Robin Mach noted that there have been some common themes developing over the past few weeks, including the comments that came out of the community breakfast meeting. He also stated that the level of enthusiasm and preparedness has been great.

Condition of existing facilities
- Jody – not knowledgeable enough of specifics to know.
Future program / facilities needs

- Dick need to know what future programs will be needed to know what we need for facilities. Also, what’s our flexibility for developing future programs?
- Michelle – more and more community events being held at the College, what kind of facilities do we need to accommodate that?
- Suzanne - Surprised at number of people that talked about the cultural issues (musical events, academic hub of Watertown area). Separate classroom wing or area for four-year programming to set it apart from the underclass work.
- Jody - Conference Center on a small scale.
- Michelle – We have need for convenient, well organized space to enable us to provide services and technology needed to serve the less prepared student.
- Nate – additional space for child care and school-age child care.
- Carole – changing needs of space due to changing ways we teach (space for group projects, space for adjunts / faculty and students to meet in small groups).
- Suzanne – places for people to gather, places for remedial activities. Need for a new name – don’t use Learning Commons name because it was misunderstood before.
- Michelle – would be nice for that Student Success / Commons area to be able to accommodate some community needs.
- Robin – dorms have been brought up by all other groups but with caveat that student support services much be in place from the inception.
- Suzanne – when you look at places who have them, do you know how many students from the community live in the dorms?
- Betsy – Post Standard reported that Onondaga’s enrollment went up 15% with dorms. She will share article. Many came from out-of-county.
- Suzanne – seems like you would have to couple the dorms idea with specific programs or athletics.
- Dick – there are LOTS of downside to dorms, can bring a great deal of negativity to the College with problems with neighbors, competition with apartment owners, etc.
- Carole – Although not a fan of dorms and the problems they bring, given our geography and the competitive nature of the higher ed business we may need distinct programs with housing to stay viable.
- Keri – students go to other schools too for the living away experience or to not have to travel – you CAN’T find student housing in Watertown. Too expensive or they just don’t rent to students. Some area students would take advantage of dorms. Only college in the area that offers HAT.
- Robin – need for Strategic and Facilities plans to move forward together and marry up – then you can say “this is our strategic plan and this is how our facilities plan will support those strategic initiatives.”
- Suzanne – four year partnerships are one of the greatest needs; don’t see us splitting up our efforts with moving classes / facilities downtown or off site
- Marty – athletic fields important but partnership with City for adjacent property could be a good way to meet those needs
- Bernie – think about adjacent properties for partnerships
- Michelle – strategic plan needs to keep in mind on-line learning / impact for facilities and campus needs
• Robin – how big will you grow your on-line program? That strategic decision will impact facilities needs and campus needs.
• Marty – separate building for four-year program and bringing the entire program here for both traditional and non-traditional student.
• Mari – Question came up earlier today about how the College can address physical space and on-line course needs for both traditional and non-traditional students?

Robin – any questions about the process or where we are with it? None.

Robin - Previous focus groups think we need to make better use of the specific region (focus on energy alternatives, use the Black River) Recognition that new facilities must be flexible. Higher Education Center for four-year programming.

Community looking to JCC to be the leader in the Arts.

Concept of learning commons has come up in the past discussions and are trying to get a better feel / clarify use.

EXECUTIVE SESSION
On motion made by Suzanne Tingley, seconded by Michelle Pfaff, the Board adjourned to Executive Session at 6:03 p.m. to discuss the appointment of specific persons.

RECONVENTION
The Board reconvened in open session at 6:29 p.m.

SCHEDULE OF MEETINGS
Budget and Planning Committee – Wednesday, November 7, 2007, 3:00 p.m.
Full Board - Wednesday, November 7, 2007, 4:00 p.m.

ADJOURNMENT
On motion made by Martin Schatz, seconded by Suzanne Tingley, the Board adjourned at 6:30 p.m.

Respectfully submitted,

Karen A. Carr, Secretary
Board of Trustees