The regular monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:01 p.m., on Wednesday, April 4, 2012, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Chair Pro Tem Michael Crowley.

**APPROVAL OF MINUTES**
On motion made by Michelle Pfaff and seconded by Barbie Roberts, the minutes of the March 7, 2012 meeting were unanimously approved.

**PRIVILEGE OF THE FLOOR**
Chair Crowley offered the privilege of the floor. No one came forward to address the Board.
UPDATE FROM THE JCC FOUNDATION
President McCoy reported on the March Foundation meeting which included discussion of renaming the Mayor’s Ball as the Jefferson Gala, planning for the Scholars’ Reception on April 18, and adoption of Board policies.

UPDATE FROM THE STUDENT TRUSTEE
Student Trustee Barbie Roberts advised the Board that the campus blood drive exceeded its goal of and collected 81 pints of blood, 145 new members were inducted into the Phi Theta Kappa honor society, and a group of Students for a Sustainable Campus are selling tree seedlings later this month to promote Earth Week.

UPDATE FROM THE SENATE PRESIDENT
Senate President Tim Grosse submitted a written report.

PRESIDENT’S REPORT
1. President McCoy updated the Board on the residence halls project. The Request for Proposals issued for the design build project has generated lots of interest and a pre-proposal conference was attended by 13 firms. Proposals are due the end of April. An open forum to discuss residence halls generated lots of interest within the campus community.

2. Jack Donato, President of the Faculty –Student Association Board of Directors provided an overview of the FSA operations, which include the bookstore, cafeteria, campus catering, childcare and SUNY Card operations as well as financial services (accounting) for some groups on campus, such as commencement committee. The FSA Board of Directors is comprised of students and representatives of campus constituencies. David Schissler is the Executive Director of FSA and the organization employs 35 individuals in full-time and part-time positions. The operating philosophy of the FSA is to be student centered in all operations.

BUDGET AND PLANNING
Committee Chair Mike Crowley provided the report of the Budget and Planning Committee. On motion made by Mike Crowley, seconded by Jody LaLone, the Board unanimously approved the following budget amendment to recognize a new contract for the Center for Community Studies:

RESOLUTION NO. 124-12: 2011-2012 BUDGET AMENDMENT CENTER FOR COMMUNITY STUDIES – KINNEY DRUGS FOUNDATION PLANNING SESSION & REPORT

WHEREAS, the College has received funding from Kinney Drugs Foundation, Inc. to complete a strategic planning session for the Foundation;

WHEREAS, the planning session will include providing background material electronically for Foundation board members, facilitation of the session and a 2-3 page written report to help guide future efforts to optimize activities on behalf of the Foundation;
NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following budget amendment:

INCREASE REVENUE:
Center Comm. Studies Grant – Local Grants & Contracts 2803-3011-5430 $ 1,200.00
Total Increase Revenue $ 1,200.00

INCREASE EXPENDITURE:
Center Comm. Studies Grant – Professional P/T 2803-3011-6102 $ 1,127.51
Center Comm. Studies Grant – Indirect Cost 2803-3011-7231 $ 72.49
Total Increase Expense $ 1,200.00

On motion made by Mike Crowley, seconded by Michelle Pfaff, the Board unanimously approved the following budget amendment to recognize a new contract for the Center for Community Studies:

RESOLUTION NO. 125-12: 2011-2012 BUDGET AMENDMENT CENTER FOR COMMUNITY STUDIES - HEALTHY FOOD & ACTIVITY STUDY FOR CORNELL COOPERATIVE EXTENSION-
BUDGET INCREASE

WHEREAS, the College has received additional funding from Cornell Cooperative Extension of Jefferson County to conduct a telephone survey of adult residents (age 18+) of Jefferson County;

WHEREAS, the survey will be used to assess the impact of awareness of, versus accessibility to, current programs promoting healthy food and intended to help guide future efforts to maximize utilization of programs;

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

INCREASE REVENUE:
Center Comm. Studies Grant – Local Grants & Contracts 2803-3011-5430 $ 10,000.00
Total Increase Revenue $ 10,000.00

INCREASE EXPENDITURE:
Center Comm. Studies Grant – Professional P/T 2803-3011-6102 $ 2,858.20
Center Comm. Studies Grant – Activity Expense 2803-3011-7202 $ 350.00
Center Comm. Studies Grant – Guest Speakers 2803-3011-7230 $ 1,000.00
Center Comm. Studies Grant – Indirect Cost 2803-3011-7231 $ 929.40
Center Comm. Studies Grant – Prof. Serv. Fees 2803-3011-7241 $ 4,862.40
Total Increase Expense $ 10,000.00
On motion made by Mike Crowley, seconded by Doris McLallen, the Board unanimously approved the standardization of Trane control units for energy management systems in future building projects as follows:

RESOLUTION NO. 126-12: STANDARDIZATION – CONTROL UNITS
ENERGY MANAGEMENT SYSTEM MANUFACTURER

WHEREAS, the College has entered into an Energy Performance Contract with Trane U.S. Inc.; and

WHEREAS, Trane is the manufacturer of the energy management system in several buildings that have been recently upgraded and Trane control units are located within six out of nine buildings; and

WHEREAS, For reasons of compatibility, continuity of repair parts, single service company, and the need for College personnel to learn only one system for operational purposes, our Facilities Department, with support from the Vice President for Administration & Finance, recommends standardization of Trane control units for the energy management systems in future building projects;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees endorses the standardization of Trane control units when purchasing energy management systems in the future for new College installations and projects.

Following review and on motion made by Mike Crowley, seconded by Michelle Pfaff, the Board unanimously accepted the attached financial statements for the period ending February 29, 2012.

OTHER BUSINESS
Following presentation by President McCoy and on motion made by Michelle Pfaff, seconded by Jody LaLone, the Board unanimously ratified contracts as follows:

RESOLUTION NO. 122-12: RATIFICATION OF CONTRACTS

Boston Reed
Kinney Drugs Foundation
Cornell Cooperative Extension
North Country Urgent Care
Carthage Area Hospital
Lewis County General Hospital

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:

Boston Reed
(Clinical Medical Assistant program)
(EKG Technician program)
(Pharmacy Technician program)
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 Doris McLallen, seconded by James Scordo, the Board unanimously approved the 2012-2013 holiday schedule as follows:

RESOLUTION NO. 123-12: 2012-2013 HOLIDAY SCHEDULE

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following holiday schedule for the 2012-2013 academic year:

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday Description</th>
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<tbody>
<tr>
<td>09/03/12</td>
<td>Labor Day</td>
</tr>
<tr>
<td>11/22/12</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>11/23/12</td>
<td>Day after Thanksgiving (in lieu of Election Day, 11/06/12)</td>
</tr>
<tr>
<td>12/24/12</td>
<td>Christmas Eve (in lieu of Veteran’s Day, 11/11/12)</td>
</tr>
<tr>
<td>12/25/12</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>12/31/12</td>
<td>New Year’s Eve (in lieu of President's Day, 2/18/13)</td>
</tr>
<tr>
<td>01/01/13</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>01/21/13</td>
<td>Martin Luther King Jr. Day</td>
</tr>
<tr>
<td>05/27/13</td>
<td>Memorial Day – Observed</td>
</tr>
<tr>
<td>07/04/13</td>
<td>Independence Day</td>
</tr>
<tr>
<td>07/05/13</td>
<td>Day after Independence Day (in lieu of Lincoln’s Birthday, 02/12/13)</td>
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</tbody>
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In addition, one (1) floating holiday:
In lieu of Columbus Day 10/08/12 – Observed
**SCHEDULE OF MEETINGS**

- Budget and Planning – Wednesday, May 2, 2012 at 3:00 p.m.
- Academic and Educational Services – Wednesday, May 2, 2012 at TBD
- Full Board Meeting – Wednesday, May 2, 2012 at 4:00 p.m.

**ADJOURNMENT**

On motion made by Jody LaLone, seconded by Michelle Pfaff, the Board adjourned at 4:35 p.m.

Respectfully submitted,

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Karen A. Carr  
Secretary to the Board