The regular monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:00 p.m., on Wednesday, August 3, 2011, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Chair Dan Villa.

APPROVAL OF MINUTES
On motion made by Michelle Pfaff and seconded by Jody LaLone, the minutes of the June 1, 2011 meeting were unanimously approved.

PRIVILEGE OF THE FLOOR
Chair Villa offered the privilege of the floor. No one came forward to address the Board.

UPDATE FROM THE STUDENT TRUSTEE
Trustees welcomed back Barbara Roberts who will serve as student Trustee pending an election in September. The student who was elected in the spring of 2011 has left campus for a job opportunity.
UPDATE FROM THE FOUNDATION
Michelle Pfaff reported on behalf of the Foundation. At their recent meeting the Directors heard a presentation by Bernier, Carr & Associates and Purcell Construction on student residence halls and elected officers: Joe LaClair (President), Joe Thesier (Vice President), Linda Petrie (Secretary) and David Schissler (Treasurer). David Schissler has recently accepted the position of Executive Director of the FSA and will be replaced as Treasurer of the Foundation by Greg Powlin. New members were added including Vicki Quigley, Dean for Business at Jefferson Community College.

PRESIDENT’S REPORT
1. President McCoy welcomed Tom Finch, VP for Academic Affairs, to his first Trustee meeting.
2. Jeri Fairman, Dean for Curriculum and Instruction presented the academic actions for spring semester 2011.
3. President McCoy and VP for Students Betsy Penrose commented on enrollment, which is positive for both continuing students and new students. A new program has been added to the College, Sports Management, which is drawing enrollment.
4. President McCoy shared a report in response to SUNY Chancellor Zimpher’s request, which details Jefferson’s activities which support the SUNY Strategic Plan.
5. Director of Financial Aid, James Ambrose, presented on electronic improvements in the financial aid office which have improved service to students.

REPORT OF NOMINATING COMMITTEE - ELECTION OF OFFICERS
Doris McLallen offered the report of the Nominating Committee, presenting the following slate of officers for the 2011-2012 year:

Chair - Dan Villa
Vice Chair - Michael Crowley
Secretary - Karen Carr
Treasurer - Dan Dupee

Chair Villa opened the floor for nominations. There being no nominations from the floor, and upon motion made by Doris McLallen, seconded by Michelle Pfaff, the Board voted unanimously to cast one vote for the slate of officers as presented.

BUDGET AND PLANNING
Committee Chair Mike Crowley provided the report of the Budget and Planning Committee. On motion made by Michael Crowley, seconded by Barbara Roberts, the Board unanimously approved the 2011-2012 operating budget as follows:

RESOLUTION NO. 150-11: 2011-2012 OPERATING BUDGET

WHEREAS, Jefferson Community College anticipates serving 2,119 full-time students as well as enrolling students for 18,563 part-time credit hours and 5,760 summer credit hours during the 2011-2012 academic year, which is equivalent to 2,657.0 FTE:
NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approve a Jefferson Community College 2011-2012 Operating Budget in the amount of $23,686,192 with the contribution of the sponsor at $4,473,575 and the State share of $5,653,263.

Following review and on motion made by Mike Crowley, seconded by Michelle Pfaff, the Board unanimously approved the following tuition and fee schedule for 2011-2012:

RESOLUTION NO. 151-11: 2011-2012 TUITION AND FEE SCHEDULE

WHEREAS, the Jefferson Community College Board of Trustees hereby adopts the following Tuition and Fee Schedule for the 2011-2012 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 $3,648 per academic year
  Part-Time $  152 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 $5,808 per academic year
  Part-Time $  242 per credit hour

Non-New York State Residents:
  Full-Time $5,808 per academic year
  Part-Time $  242 per credit hour

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

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Credit Course Fee</td>
<td>variable($10-$250)</td>
</tr>
<tr>
<td>Document/Check Replacement Fee</td>
<td>$ 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>College-Level Examination Program</td>
<td>$ 20 per exam</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>Computer Lab Fee (Community Members)</td>
<td>$ 40 per semester</td>
</tr>
<tr>
<td>Online Learning Network Fee</td>
<td>$ 12 per credit hour</td>
</tr>
<tr>
<td>Course Lab/Materials Fee</td>
<td>variable($5-$50)</td>
</tr>
<tr>
<td>Military Credit Inventory Application/Evaluation Fee</td>
<td>$ 125</td>
</tr>
</tbody>
</table>
Credit Inventory Update Fee $35
Official Transcript Fee $6
Dental Hygiene Program Fee (Monroe CC) $2,835 per semester

FEES CHARGED TO STUDENTS BY SEPARATE ASSOCIATIONS:
(i.e. Faculty-Student Association or by self-sustaining operations)

*Comprehensive Student Fee $11 per credit hour
Comprehensive Student Fee - Summer Session $2 per credit hour
Insurance – Mandatory Accident $21 per year
Insurance – Optional Sickness $160 per year
Insurance – Mandatory Accident (spring/summer) $14
Insurance – Optional Sickness (spring/summer) $106
Diploma (replacement) Fee $30
Identification Card (replacement) Fee $10
Alumni Fee (optional) $10 per semester

*Not applicable for extension site courses; (fees included: student resource, health service, commencement, new student services, and identification card)

Following presentation and on motion made by Mike Crowley, seconded by Jody LaLone, the Board unanimously approved 2011 tuition receivable write offs as follows:

RESOLUTION NO. 152-11: TUITION RECEIVABLE WRITE-OFF

WHEREAS, in compliance with generally accepted accounting principles, the College should not retain as accounts receivable items 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 $170,974.48

Following review and on motion made by Mike Crowley, seconded by Doris McLallen, the Board unanimously approved the attached financial statements for the month ending May 31, 2011 and the month ending June 30, 2011.
ACADEMIC AND EDUCATIONAL SERVICES
Following review and on motion made by Doris McLallen, seconded by James Scordo, the Board unanimously approved the five-year review for the Hospitality and Tourism AAS degree and certificate programs:

RESOLUTION NO. 149-11: APPROVAL OF FIVE-YEAR REVIEW
HOSPITALITY AND TOURISM PROGRAM
A.A.S. DEGREE AND CERTIFICATE PROGRAMS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached five-year review for the Hospitality and Tourism Program A.A.S. degree and certificate programs.

FACILITIES COMMITTEE
Jody LaLone, Chair of the Facilities Committee, reported that the Committee met in June and looked at the next steps with regard to financing of the residence hall project and were apprised of the progress on current renovation projects. In September, a tour will be offered for the renovation projects currently in progress.

OTHER BUSINESS
Following presentation by Chair Villa and on motion made by Michelle Pfaff, seconded by Jody LaLone, the Board ratified the following contract:

RESOLUTION NO. 148-11 RATIFICATION OF CONTRACT
Morris Protective Service, Inc.

WHEREAS, pursuant to Jefferson Community College Board of Trustees Resolution No. 128-89, the College President approved the following contractual agreements, a copy of which is attached hereto:

Morris Protective Service Inc.
(Agreement for Security Services)

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby recognize and ratify the aforementioned agreement.

Following presentation and on motion made by Michelle Pfaff, seconded by Jody LaLone, the Board unanimously adopted revisions to By-Laws as follows:

RESOLUTION NO. 153-11: ADOPTING REVISIONS TO BY-LAWS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the revised by-laws which amends Resolution No. 135-91 dated July 17, 1991.
Following presentation by President Carole McCoy and on motion made by Doris McLallen, seconded by Michael Crowley, the Board unanimously approved a reclassification of position as follows:

RESOLUTION NO. 154-11: RECLASSIFICATION OF POSITION
Data Entry Operator to Technical Specialist

WHEREAS, upon review of the recently vacant Data Entry Operator position in the Registrar’s Office, it was determined that the title no longer was applicable to the job duties that need to be performed.

WHEREAS, through discussions with the President of the Jefferson Community College Educational Support Professionals, it was agreed that this position would be eliminated and reclassified as a Technical Specialist (Grade 1, NTP) in the Faculty Association.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees authorizes the abolishment of the Data Entry Operator in the classified service in the Registrar’s Office and replaced with the Technical Specialist title in the non-teaching professional classification.

SCHEDULE OF MEETINGS
- Budget and Planning – Wednesday, September 7, 2011 at 3:00 p.m.
- Academic and Educational Services – September 7, 2011, TBA
- Full Board Meeting – Wednesday, September 7, 2011 at 4:00 p.m.

EXECUTIVE SESSION
On motion made by Michelle Pfaff, seconded by Doris McLallen, the Board adjourned to Executive Session at 5:02 p.m. pursuant to Article 7 of the Public Officers Law, section 105 (f).

RECONVENTION
The Board reconvened in open session at 5:40 p.m.

ADJOURNMENT
On motion made by James Scordo seconded by Michael Crowley, the Board adjourned at 5:40 p.m.

Respectfully submitted,

Karen A. Carr
Secretary to the Board