The regular monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:00 p.m., on Wednesday, February 1, 2012, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Board Chair Dan Villa.

**APPROVAL OF MINUTES**
On motion made by Doris McLallen and seconded by Jody LaLone, the minutes of the January 4, 2012 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 FOUNDATION
Michelle Pfaff reported that the Foundation Board met in January and discussed the annual Mayor’s Ball event and how to make it more efficient and a more effective fundraiser for the Foundation.

UPDATE FROM THE STUDENT TRUSTEE
Barbara Roberts reported on recent and upcoming student activities, including: coat drive, hip hop violinist, Tribute to Langston Hughes and Martin Luther King featuring Danny Glover, and repeat performance by Theory of a Dead Man.

UPDATE FROM THE SENATE PRESIDENT
Senate President Tim Grosse submitted a written report which will be posted to BlackBoard. Tim noted that the Senate will be very busy this semester with deliberation on many academic proposals.

PRESIDENT’S REPORT
1. Vice President for Academic Affairs, Tom Finch, presented the Fall 2011 Academic Actions which remain consistent with prior years.

2. Mary Perrine, Coordinator of Institution Research and Planning, reviewed the 2011 Graduate Survey.

3. Mary Perrine reviewed the Fall Factbook (credit enrollment profile) noting that we had 4,006 students in Fall Semester 2011 which is record enrollment!

4. Mary Perrine provided an overview (attached) of the PACE survey which was administered this past year.

5. Marketing and Public Relations Officer Karen Freeman reviewed the attached Marketing Update.

6. Betsy Penrose, Vice President for Students, provided an update on enrollment noting that spring 2012 is up slightly (1.5%) over last spring.

7. Don Horton, Director of the Computer Center, offered a demonstration and update on the College’s portal project and introduced Lewis Williams, Portal Manager. A soft launch of the portal is anticipated within the next month.

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. 111-12: 2011-2012 BUDGET AMENDMENT
WHEREAS, the College has received 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:

CCS Grant – Local Grants & Contracts 2803-3011-5430 $ 5,000.00

Total Increase Revenue $ 5,000.00

INCREASE EXPENDITURE:

CCS Grant – Professional P/T 2803-3011-6102 $ 3,051.50
CCS Grant – Activity Expense 2803-3011-7202 $ 100.00
CCS Grant – Indirect Cost 2803-3011-7231 $ 14.50
CCS Grant – Prof. Serv. Fees 2803-3011-7241 $ 1,834.00 $ 5,000.00

Total Increase Expense $ 5,000.00

On motion made by Michael Crowley, seconded by Doris McLallen, the Board unanimously approved a budget amendment to recognize a new grant as follows:

RESOLUTION NO. 112-12: 2011-2012 BUDGET AMENDMENT
AMERICAN ASSOCIATION OF UNIVERSITY WOMEN (AAUW) - CAMPUS ACTION PROJECT GRANT

WHEREAS, the College has received funding through the American Association of University Women to support the College’s AAUW Student Organization;

WHEREAS, the AAUW Student Organization will produce a short film on the topic of sexual harassment and support a conference on bully culture being organized by the District 7 AAUW and hosted at Jefferson Community College;

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

AAUW CAP Grant – Local Grants & Contracts 2819-3011-5430 $ 2,850.00

Total Increase Revenue $ 2,850.00

INCREASE EXPENDITURE:

AAUW CAP Grant – Computer Supplies 2819-3011-7107 $ 750.00
AAUW CAP Grant – Prof. Serv. Fees 2819-3011-7241 $ 2,000.00
AAUW CAP Grant – Travel 2819-3011-7250 $ 100.00

Total Increase Expense $ 2,950.00

Following review and on motion made by Mike Crowley, seconded by Jim Scordo, the Board unanimously accepted the attached financial statements for the period ending December 31, 2011.

FACILITIES COMMITTEE
Committee Chair Jody LaLone presented the report of the Facilities Committee noting that the group met to discuss the status of the implementation of Phase II of the McVean Renovation project to be completed this summer. The Facilities Committee also discussed moving forward with the residence hall project with the release of an RFP for a design/build project. The RFP will require prevailing wage and will encourage the use of local workers.

OTHER BUSINESS
Following presentation by Board Chair Villa and on motion made by Michelle Pfaff, seconded by Michael Crowley, the Board unanimously ratified contracts as follows:

RESOLUTION NO. 110-12: RATIFICATION OF CONTRACTS
Zone 5

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

Zone 5
(Website development)

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby recognize and ratify the aforementioned agreement.
Following review and on motion made by Doris McLallen, seconded by Michelle Pfaff, the Board unanimously appointed the following advisory committee for the Center for Community Studies:

**RESOLUTION NO. 113-12: APPOINTMENT OF ADVISORY COMMITTEE CENTER FOR COMMUNITY STUDIES**

**BE IT RESOLVED,** that the Jefferson Community College Board of Trustees hereby appoints the following individuals to serve on the Advisory Committee for the Center for Community Studies for the period February 2012 to January 2014.

Dennis Affinati  
Business Manager  
IBEW Local Union 910  
25001 Water Street  
Watertown, NY 13601

Danielle Aguilar  
Student Representative  
Jefferson Community College  
1220 Coffeen Street  
Watertown, NY 13601

Donald Alexander  
Executive Director  
Jefferson County Job Development Corporation  
800 Starbuck Avenue  
Watertown, NY 13601

Bruce Armstrong  
Jefferson County Planning Department (Retired)  
19208 County Route 47  
Carthage, NY 13619

Mary Corriveau  
Watertown City Manager  
245 Washington Street  
Watertown, NY 13601

John W. Deans  
President Emeritus  
Jefferson Community College  
1220 Coffeen Street  
Watertown, NY 13601

Frank Doldo  
Director of Student Activities  
Jefferson Community College  
1220 Coffeen Street  
Watertown, NY 13601

Thomson Finch  
(ex officio)  
VP for Academic Affairs  
Jefferson Community College  
1220 Coffeen Street  
Watertown, NY 13601

Rev. Fred Garry  
Pastor  
First Presbyterian Church  
403 Washington Street  
Watertown, NY 13601

Joel LaLone  
(ex officio)  
Research Coordinator  
The Center for Community Studies  
Jefferson Community College  
1220 Coffeen Street  
Watertown, NY 13601

Tracy Leonard  
Pipeline Outreach Coordinator  
FDRHPO  
120 Washington St., Suite 302  
Watertown, NY 13601

Michael McKinnon  
Deputy Garrison Commander  
10000 10th Mountain Division Drive  
Ft. Drum, NY 13602

Jefferson Community College Board of Trustees  
Meeting Minutes – February 1, 2012
EXECUTIVE SESSION
On motion made by Jody LaLone, seconded by Michelle Pfaff, the Board adjourned to Executive Session at 4:58 p.m. pursuant to Article 7 of the Public Officers Law, section 105(e) and (f).

RECONVENTION
The Board reconvened in open session at 5:15 p.m.

SCHEDULE OF MEETINGS
Facilities Committee – February 16, 2012 at 8:00 a.m.
Budget and Planning – Wednesday, March 7, 2012 at 3:00 p.m.
Academic and Educational Services – Wednesday, March 7, 2012 at TBD
Full Board Meeting – Wednesday, March 7, 2012 at 4:00 p.m.
Personnel Committee – Tuesday, February 14, 2012 at 12:00 noon
ADJOURNMENT
On motion made by Jim Scordo, seconded by Michelle Pfaff, the Board adjourned at 5:15 p.m.

Respectfully submitted,

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Karen A. Carr
Secretary to the Board