The regular monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:04 p.m., on Wednesday, February 4, 2015, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Board Chair James Scordo.

APPROVAL OF MINUTES
On motion made by Michael Crowley and seconded by Alyssa McKenzie-Chery, the minutes of the December 3, 2014 meeting were unanimously approved.

PRIVILEGE OF THE FLOOR
Chair Scordo offered the privilege of the floor. No one came forward to address the Board.
UPDATE FROM THE FOUNDATION
Trustee Clark reported that the JCC Foundation adopted a Strategic Plan in January and has begun discussions on looking at the feasibility of a capital campaign.

UPDATE FROM THE STUDENT TRUSTEE
Student Trustee Alyssa Mckenzie-Chery noted that over the holiday break Student Government engaged in additional training, reviewed upcoming activities, discussed feedback from the student open forums and refocused as a group. Spring events will include the annual Women’s Empowerment Series in March and a PTSD Awareness week in May.

UPDATE FROM THE SENATE PRESIDENT
Senate President John Penrose provided a written report.

PRESIDENT’S REPORT
1. Dean Ron Shidemantle provided an overview of the first year of residence life, with a presentation that highlighted:
   - Mission
   - Occupancy report
   - New student orientation
   - Policy and protocols
   - Activities and programs
   - Quality of residence life assessment
   - Retention plan for 2015

2. CIO Jim Buyea and Coordinator of Institutional Research Mary Perrine provided a look at the Operational Data Store / Enterprise Data Warehouse Project (ODS/EDW), highlighting:
   - The need for a data warehouse
   - What will we get
   - The product ODS/EDW
   - The project components
   - What we’ve learned so far

3. President McCoy spoke about the Governor’s Executive Budget. Capital funding for the Collaborative Learning Center / Dewey Renovation project is included however the operational side of the budget is grim. Not only is there no increase in base aid proposed, but the Governor would like 10% of our existing base aid to be contingent upon the implementation of a ‘performance improvement plan’ and tied to the Regional Economic Development plans. The community college presidents are working on an advocacy campaign with the state legislature. President McCoy also noted that the Chancellor’s State of the University address revealed some new initiatives and mandates that will have cost implications for the campus.

4. President McCoy noted that the following documents have been posted for Trustee review:
   - 2014 Graduate Survey
   - PACE Survey
Fall Academic Actions

5. The campus received word this afternoon that the AgriBusiness program has now been approved by the State Education Department.

BUDGET AND PLANNING COMMITTEE

Committee Chair Michael Crowley provided the report of the Budget and Planning Committee which met prior to the full Board meeting. He noted that the Committee heard presentations of audits and financial statements for the College, the FSA and the JCC Foundation from Laurie Podvin and Brianna Tousant of Bowers & Company. He noted that each of the audits presented a clean opinion with no significant deficiencies and no compliance issues. On motion made by Michael Crowley, seconded by Steven Haas, the Board unanimously accepted all three audit reports (Resolutions No. 100-15, 101-15 and 108-15) as follows:

RESOLUTION NO. 100-15: ACCEPTANCE OF COLLEGE AUDIT

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of Jefferson Community College for the year ending August 31, 2014 as prepared by Bowers & Company CPAs PLLC.

RESOLUTION NO. 101-15: ACCEPTANCE OF AUDIT

FACULTY- STUDENT ASSOCIATION

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of the Faculty- Student Association of Jefferson Community College for the year ending June 30, 2014 as prepared by Bowers & Company CPAs PLLC.

RESOLUTION NO. 108-15: ACCEPTANCE OF AUDIT

JEFFERSON COMMUNITY COLLEGE FOUNDATION

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of the Jefferson Community College Foundation for the year ending August 31, 2014 as prepared by Bowers & Company CPAs PLLC.

On motion made by Michael Crowley, seconded by Steve Haas, the Board unanimously approved a 2014-15 budget amendment and a budget transfer with regard to the SBDC grant funding (Resolutions No. 102-15 and 103-15) as follows:


Prior Year Carryover – SBDC FEDERAL ROLLOVER
WHEREAS, the College receives funding from various grant sources and;

WHEREAS, the fiscal year for the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:
SBDC Fed Grant – Revenue (Federal Rollover)  2532-3011-5410  454.48
Total Increase in Revenue $ 454.48

INCREASE EXPENDITURE:
SBDC Fed Grant (Federal Rollover) – Indirect Cost  2532-3011-7231  370.48
SBDC Fed Grant (Federal Rollover) – Prof Srvc Fees  2532-3011-7241  84.00
$ 454.48
Total Increase in Expenditure $ 454.48

SBDC FEDERAL ROLLOVER

WHEREAS, the College receives funding from various grant sources and;

WHEREAS, expenditures for the grant must be reallocated to support actual grant expenditures and the funds need to be adjusted to reflect the same within the 2014/2015 SBDC Federal Rollover Budget;

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

INCREASE EXPENDITURE:
SBDC – Federal Rollover – State ERS  2530-3011-6201  $ 4,319.00
SBDC – Federal Rollover – TIAA CREF  2530-3011-6203  $ 12,722.00
SBDC – Federal Rollover – Social Security  2530-3011-6204  $ 11,801.00
SBDC – Federal Rollover – Workers Comp  2530-3011-6205  $ 1,273.00
SBDC – Federal Rollover – Life Insurance  2530-3011-6206  $ 144.00
SBDC – Federal Rollover – Disab Insurance  2530-3011-6208  $ 384.00
SBDC – Federal Rollover – Health Insurance  2530-3011-6209  $ 35,257.00
$ 65,900.00
Total Increase in Expenditure $ 65,900.00

DECREASE EXPENDITURE:
SBDC – Federal Rollover –Employee Benefits  2530-3011-7221  $ 65,900.00
Total Decrease in Expenditure $ 65,900.00

On motion made by Michael Crowley, seconded by Steven Haas, the Board unanimously approved a 2014-15 budget transfer for the SUNY High Needs grant as follows:

**RESOLUTION NO. 104-15: 2014-2015 BUDGET TRANSFER SUNY HIGH NEEDS GRANT**

WHEREAS, the College has received funding from the state to support workforce development in high-need career fields throughout New York State;

WHEREAS, expenditures for the grant must be reallocated to support actual grant expenditures and the funds need to be adjusted to reflect the same within the 2014/2015 SUNY High Needs Grant Budget;

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

**INCREASE EXPENDITURE:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Needs Grant – State TRS</td>
<td>2614-3011-6202</td>
<td>$ 8,509.00</td>
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<tr>
<td>High Needs Grant – Social Security</td>
<td>2614-3011-6204</td>
<td>$ 3,463.00</td>
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<td>High Needs Grant – Workers Comp</td>
<td>2614-3011-6205</td>
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<td>High Needs Grant – Life Insurance</td>
<td>2614-3011-6206</td>
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<tr>
<td>High Needs Grant – Disability Insurance</td>
<td>2614-3011-6208</td>
<td>$ 136.00</td>
</tr>
<tr>
<td>High Needs Grant – Health Insurance</td>
<td>2614-3011-6209</td>
<td>$ 6,881.21</td>
</tr>
<tr>
<td><strong>Total Increase in Expenditure</strong></td>
<td></td>
<td><strong>$ 19,485.29</strong></td>
</tr>
</tbody>
</table>

**DECREASE EXPENDITURE:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Needs Grant – Employee Benefits</td>
<td>2614-3011-7221</td>
<td><strong>$ 19,485.29</strong></td>
</tr>
</tbody>
</table>

**Total Decrease in Expenditure** $ 19,485.29

On motion made by Michael Crowley, seconded by Steven Haas, the Board unanimously approved a 2014-15 budget transfer for the VATEA grant as follows:

**RESOLUTION NO. 105-15: 2014-2015 BUDGET TRANSFER VATEA 14/15 BUDGET**

Jefferson Community College Board of Trustees
Meeting Minutes – February 4, 2015
5 | P a g e
WHEREAS, the College received funding through the Federal VATEA Grant to fund various initiatives to enhance instruction and student success;

WHEREAS, expenditures for the grant must be reallocated to support actual grant expenditures and the funds need to be adjusted to reflect the same within the 2014/2015 VATEA Budget;

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

INCREASE EXPENDITURE:

| VATEA – Winery Mgt – State TRS     | 2512-3011-6202 | $ 8,767.00 |
| VATEA – Winery Mgt – Social Security | 2512-3011-6204 | $ 3,603.00 |
| VATEA – Winery Mgt – Workers Comp   | 2512-3011-6205 | $ 500.00   |
| VATEA – Winery Mgt – Life Insurance | 2512-3011-6206 | $ 48.00    |
| VATEA – Winery Mgt – Disability Insurance | 2512-3011-6208 | $ 116.70   |
| VATEA – Winery Mgt – Health Insurance | 2512-3011-6209 | $ 6,967.30 |

$ 20,002.00

Total Increase in Expenditure $ 20,002.00

DECREASE EXPENDITURE:

| VATEA – Winery Mgt – Employee Benefits | 2512-3011-7221 | $ 20,002.00 |

Total Decrease in Expenditure $ 20,002.00

On motion made by Michael Crowley, seconded by Steven Haas, the Board unanimously approved a 2014-15 budget transfer for the Library Collection Development grant as follows:

LIBRARY COLLECTION DEVELOPMENT GRANT

WHEREAS, the College budgeted grant funding for the Library Collection Grant;

WHEREAS, the College received notification of an increase in funding for the 2014/2015 fiscal year;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves the operating budget amendment to recognize the increase in funding;

INCREASE REVENUE:

| Collection Development Grant - Revenue | 2604-3011-5420 | $ 744.00 |

Increase Revenue $ 744.00
INCREASE EXPENDITURE:
Collection Development Grant – Books 2604-3011-7101 $744.00

Increase Expenditure $744.00

Trustee Crowley reviewed the financial statements for the months ending November 30, 2014 and December 31, 2014. On motion made by Michael Crowley, seconded by Nate Hunter, the financial statements were unanimously accepted.

OTHER BUSINESS
President McCoy presented contracts for ratification. On motion made by David Clark, seconded by Michael Crowley, the Board unanimously (but with the absence of Trustee McKenzie-Chery who was out of the room at the time) ratified the following contracts:

RESOLUTION NO. 106-15: RATIFICATION OF CONTRACTS
Dr. David Yearwood
Army MEDAC

WHEREAS, pursuant to Jefferson Community College Board of Trustees Resolution No. 168, the College President approved the following contractual agreements, copies of which are attached hereto:

Dr. David Yearwood
(keynote speaker contract)

Department of the Army, MEDAC
(agreement for clinical experience for students)

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

President McCoy presented revised Academic Calendars for 2015-16, 2016-17 and 2017-18 noting that the only modification to the calendar is establishing the date of the fall commencement. On motion made by Michael Crowley, seconded by Terry Fralick, the Board unanimously (with the abstention of Trustee McKenzie-Chery) approved the following resolution:

RESOLUTION NO. 107-15: REVISE ACADEMIC CALENDARS TO
Jefferson Community College Board of Trustees
Meeting Minutes – February 4, 2015
WHEREAS, by resolution Nos. 168-12, 169-13 and 185-14 the Jefferson Community College Board of Trustees established academic calendars for the years 2015-16, 2016-17 and 2017-18 respectively; and

WHEREAS, the College would like to include on those academic calendars the date of the Fall Commencement;

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the attached revised Academic Calendars for the years 2015-16, 2016-17 and 2017-18.

President McCoy presented Resolution No. 110-15 and on motion made by Terry Fralick, seconded by Steven Haas, the Board unanimously endorsed the Middle States Self-Study and offered a note of thanks to co-chairs Fairman and Penrose and other members of the campus community who have worked to complete the project:

RESOLUTION NO. 110-15: MIDDLE STATES SELF STUDY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees has reviewed and does hereby endorse the Middle States Self Study prepared by the campus in preparation for its reaccreditation visit in April 2015 and extends its appreciation for the good work of the Middle States Steering Committee and other members of the campus community for their contributions to the self-study effort.

President McCoy presented the 2015-16 holiday schedule. On motion made by Steven Haas, seconded by Michael Crowley, the Board unanimously approved the schedule as follows:

RESOLUTION NO. 111-15: 2015-2016 HOLIDAY SCHEDULE

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following holiday schedule for the 2015-2016 academic year:

Monday, 09/07/15 Labor Day
Thursday, 11/26/15 Thanksgiving Day
Friday, 11/27/15  Day after Thanksgiving
(In lieu of Election Day, 11/03/15)

Thursday, 12/24/15  Christmas Eve (in lieu of Veteran’s Day, 11/11/15)
Friday, 12/25/15  Christmas Day

Thursday, 12/31/15  (In lieu of Columbus Day, 10/12/15 Observed)
Friday, 01/01/16  New Year’s Day

Monday, 01/18/16  Martin Luther King Jr. Day

Monday, 02/15/16  President’s Day

Monday, 05/30/16  Memorial Day

Monday, 07/04/16  Independence Day

*In addition, one (1) floating holiday:*
In lieu of Lincoln’s Birthday 02/12/16

**SCHEDULE OF MEETINGS**
- Personnel Committee – Wednesday, February 18 and Monday, February 23 at 4:00 p.m.
- Budget and Planning – Wednesday, March 4, at 3:00 p.m.
- Academic and Educational Services – March 4, 2014
- Full Board Meeting – Wednesday, March 4, at 4:00 p.m.

**ADJOURNMENT**
On motion made by Michael Crowley, seconded by Steve Haas, the meeting was adjourned at 4:59 p.m.

Respectfully submitted,

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Karen A. Carr
Secretary to the Board