The regular monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:03 p.m., on Wednesday, January 4, 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 Michelle Pfaff and seconded by Jody LaLone, the minutes of the December 7, 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 FOUNDATION
Michelle Pfaff reported that the Foundation board met in December and approved a match of funds for Edge Scholarships and approved a $1,000 grant for the Super Science Saturday event.
PRESIDENT’S REPORT
1. President McCoy shared the Core Value Statements recently adopted by the campus.
   (attached).
2. Dean Jill Pippin provided an update on the Continuing Education Division (attached).

BUDGET AND PLANNING
Committee Chair Mike Crowley provided the report of the Budget and Planning Committee.

Committee Chair Crowley advised that the Committee had reviewed the College 2010-2011 audit with Laurie Podvin, Poulsen and Podvin, who offers an unqualified opinion and further noted that the findings and recommendations made by the auditor have been or are being addressed by the College. On motion made by Michael Crowley, seconded by Jody LaLone, the Board unanimously accepted the College audit for 2010-2011 as follows:

RESOLUTION NO. 101-12: ACCEPTANCE OF 2010-2011 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, 2011 as prepared by Poulsen and Podvin, P.C.

Following review and on motion made by Michael Crowley, seconded by Michelle Pfaff, the Board unanimously approved operating budget amendments as follows (Res. 102-12 to 107-12):

RESOLUTION NO. 102-12: 2011-2012 BUDGET AMENDMENT
CENTER FOR COMMUNITY STUDIES - NEEDS ASSESSMENT STUDY FOR SAMARITAN MEDICAL CENTER

WHEREAS, the College has received funding from Samaritan Medical Center to conduct a telephone survey of adult residents (age 18+) of Jefferson County;

WHEREAS, the survey will produce a needs assessment study relative to the quality of healthcare in Jefferson County;

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 $ 9,000.00
Total Increase Revenue $ 9,000.00
INCREASE EXPENDITURE:

Center Comm. Studies Grant – Professional P/T 2803-3011-6102 $ 4,881.38
Center Comm. Studies Grant – Activity Expense 2803-3011-7202 $ 250.00
Center Comm. Studies Grant – Indirect Cost 2803-3011-7231 $ 556.62
Center Comm. Studies Grant – Prof. Serv. Fees 2803-3011-7241 $ 3,312.00

Total Increase Expense $9,000.00

RESOLUTION NO. 103-12: 2011-2012 BUDGET AMENDMENT CENTER FOR COMMUNITY STUDIES - THOUSAND ISLANDS TOURISM COUNCIL SEASONAL RESIDENTS SURVEY

WHEREAS, the College has received funding from the Thousand Islands Tourism Council to complete a survey of seasonal residents in Jefferson County;

WHEREAS, the survey will be used to access the needs of our community;

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 $ 20,000.00

Total Increase Revenue $20,000.00

INCREASE EXPENDITURE:

Center Comm. Studies Grant – Professional P/T 2803-3011-6102 $ 7,301.99
Center Comm. Studies Grant – Student Aide 2803-3011-6141 $ 1,000.00
Center Comm. Studies Grant – Postage 2803-3011-7103 $ 1,500.00
Center Comm. Studies Grant – Printing 2803-3011-7104 $ 750.00
Center Comm. Studies Grant – Activity Expense 2803-3011-7202 $ 150.00
Center Comm. Studies Grant – Guest Speakers 2803-3011-7230 $ 3,000.00
Center Comm. Studies Grant – Indirect Cost 2803-3011-7231 $ 4,373.21
Center Comm. Studies Grant – Prof. Serv Fees 2803-3011-7241 $ 1,924.80

Total Increase Expense $20,000.00

RESOLUTION NO. 104-12: 2011-2012 BUDGET AMENDMENT HIGH NEEDS NURSING INITIATIVE GRANT

WHEREAS, the College has received State funding through the High Needs Nursing Grant to increase enrollment in and retention of students enrolled in the Nursing Program as well as ensuring retention of adjunct clinical faculty through professional staff development and mentoring;

WHEREAS, prior year funding has been extended and rolled into the new fiscal year which must also be recognized;

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

**INCREASE REVENUE:**
- High Needs Nursing–State Grants & Cont (Prior Yr) 2609-3011-5420 $4,780.25
- High Needs Nursing–State Grants & Cont (Current) 2609-3011-5420 $58,176.00
  
  **Total Revenue Increase** $62,956.25

**INCREASE EXPENDITURE:**
- High Needs Nursing – Professional Adjuncts 2609-3011-6103 $38,056.25
- High Needs Nursing – Student Aides 2609-3011-6141 $1,500.00
- High Needs Nursing – Subscriptions/Publications 2609-3011-7105 $500.00
- High Needs Nursing – Instructional Supplies 2609-3011-7108 $250.00
- High Needs Nursing – Computer Software 2609-3011-7217 $1,100.00
- High Needs Nursing – Employee Benefits 2609-3011-7221 $5,600.00
- High Needs Nursing – Professional Services 2609-3011-7241 $14,450.00
- High Needs Nursing – Travel 2609-3011-7250 $1,500.00
  
  **Total Expenditure Increase** $62,956.25

RESOLUTION NO. 105-12: 2011-2012 BUDGET AMENDMENT

TRIO 11/12 BUDGET REDUCTION

WHEREAS, the College received funding through the TRIO Grant to fund various initiatives to enhance instruction and student success;

WHEREAS, the College has received notification of a 10% reduction in funding from the funding agency which creates the need for funds to be adjusted to reflect the grant award for the 2011/2012 TRIO Budget;

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

**DECREASE REVENUE:**
- TRIO Federal Grant – Student Support Svcs 2540-3011-5410 $11,000.45
  
  **Total Decrease in Revenue** $11,000.45

**DECREASE EXPENDITURES:**
- TRIO – Student Support- Prof P/T 2540-3011-6102 $44,822.00
- TRIO – Student Support- Civil Service F/T 2540-3011-6120 $1,132.00
- TRIO – Student Support- Printing 2540-3011-7104 $255.00
- TRIO – Student Support- Comp Supplies 2540-3011-7107 $500.00
- TRIO – Student Support- Instr Supplies 2540-3011-7108 $800.00
- TRIO – Student Support- Office Suppl 2540-3011-7109 $892.45
- TRIO – Student Support- Comp Software 2540-3011-7217 $500.00
- TRIO – Student Support- Empl Bens 2540-3011-7221 $6,777.00
TRIO – Student Support- Indirect  2540-3011-7231  $ 33.00  
TRIO – Student Support- Maint. Contracts  2540-3011-7236  $ 350.00  
TRIO – Student Support- Other Fees  2540-3011-7239  $ 2,750.00  

Total Decrease in Expenditure  $ 58,811.45

INCREASE EXPENDITURES:
TRIO – Student Support- Prof F/T  2540-3011-6101  $ 44,111.00  
TRIO – Student Support- Student Aides  2540-3011-6141  $ 2,000.00  
TRIO – Student Support- Travel  2540-3011-7250  $ 1,700.00  

Total Increase in Expenditure  $ 47,811.00

Net Decrease in Expenditure  $ 11,000.45

RESOLUTION NO. 106-12: 2011-2012 BUDGET AMENDMENT
WORKFORCE DEVELOPMENT TRAINING GRANT

WHEREAS, the College has received additional funding from the State University of New York to provide advanced training and promote workforce retention for companies in Jefferson and Lewis Counties;

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

INCREASE REVENUE:
Workforce Dev. Grant – Misc. Revenue  2701-3011-5430  $ 31,000.00  
Workforce Dev. Grant – State Revenue  2701-3011-5420  $ 93,000.00  

Total Increase Revenue  $124,000.00

INCREASE EXPENDITURE:
Workforce Dev. Grant – Professional Adjuncts  2701-3011-6103  $ 8,000.00  
Workforce Dev. Grant – Instructional Supplies  2701-3011-7108  $ 1,500.00  
Workforce Dev. Grant – Employee Benefits  2701-3011-7221  $ 1,500.00  
Workforce Dev. Grant – Indirect Expense  2701-3011-7231  $ 24,800.00  
Workforce Dev. Grant – Professional Svcs  2701-3011-7241  $ 100.00  
Workforce Dev. Grant – Employee Travel  2701-3011-7250  $ 100.00  
Workforce Dev. Grant – Workshops/Seminars  2701-3011-7253  $ 88,000.00  

Total Increase Expenditure  $124,000.00
RESOLUTION NO. 107-12: 2011-2012 BUDGET AMENDMENT
ENGLISH DEPARTMENT SCHOLARSHIP AWARD

WHEREAS, the English Department of the College has received a scholarship from the Jefferson Community College Foundation as part of its 50th Anniversary Essay Contest;

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

INCREASE REVENUE:
50th Anniv. Essay Contest - English – Local Grants & Contracts 2817-3011-5410 $ 1,000.00
Total Increase in Revenue $ 1,000.00

INCREASE EXPENDITURE:
50th Anniv. Essay Contest - English– Staff Development 2817-3011-7246 $ 250.00
50th Anniv. Essay Contest - English– Project Expense 2817-3011-7242 $ 144.00
50th Anniv. Essay Contest - English– Scholarship Awards 2817-3011-7512 $ 606.00
Total Increase in Expenditure $ 1,000.00

Following review and on motion made by Mike Crowley, seconded by Jody LaLone, the Board unanimously accepted the attached financial statements for the period ending November 30, 2011.

ACADEMIC AND EDUCATIONAL SERVICES
Doris McLallen, Chair of the Academic and Educational Services Committee, offered the committee report. Following review and on motion made by Doris McLallen, seconded by Jim Scordo, the Board unanimously approved the following curriculum proposals to create concentrations in creative writing and in English literature for the AA Humanities and Social Science program:

RESOLUTION NO. 108-12: APPROVE CURRICULUM PROPOSAL
HUMANITIES AND SOCIAL SCIENCE AA CONCENTRATION IN
CREATIVE WRITING

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached curriculum proposal for a Humanities and Social Science AA Concentration in Creative Writing.

RESOLUTION NO. 109-12: APPROVE CURRICULUM PROPOSAL
HUMANITIES AND SOCIAL SCIENCE AA CONCENTRATION IN
ENGLISH LITERATURE

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached curriculum proposal for a Humanities and Social Science AA Concentration in English Literature.
**OTHER BUSINESS**
Following presentation by Board Chair Villa and on motion made by Michelle Pfaff, seconded by Doris McLallen, the Board unanimously ratified contracts as follows:

RESOLUTION NO. 100-12: RATIFICATION OF CONTRACTS
North Country Public Radio
Thousand Islands Tourism Council
Cardiology Associates of Northern New York
Homemakers of Western New York d/b/a Caregivers

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:

North Country Public Radio
(underwriting contract)

Thousand Islands Tourism Council
(Center for Community Studies study)

Cardiology Associates of Northern New York
(agreement for clinical resources for student experience)

Homemakers of Western New York d/b/a Caregivers
(agreement for clinical resources for student experience)

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

**SCHEDULE OF MEETINGS**
Facilities Committee – TBD
Budget and Planning – Wednesday, February 1, 2012 at 3:00 p.m.
Academic and Educational Services – Wednesday, February 1, 2012 at TBD
Full Board Meeting – Wednesday, February 1, 2012 at 4:00 p.m.
Executive Committee – Tuesday, February 14, 2012 at TBD

**ADJOURNMENT**
On motion made by Michael Crowley, seconded by Jim Scordo, the Board adjourned at 4:36 p.m.

Respectfully submitted,

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Karen A. Carr  
Secretary to the Board