The monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:00 p.m., on Wednesday, July 2, 2008, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Board Chair Richard Howland.

APPROVAL OF MINUTES
On motion made by Suzanne Tingley and seconded by Jody LaLone the minutes of the June 11, 2008 meeting were unanimously approved.

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

PRESIDENT’S REPORT

1. President McCoy noted the tragic deaths of two young people in the past few days which have touched the campus community: Robbie Horton, son of Don Horton, and Richard Neely, step-son of Bert Gutierrez of our security staff. President McCoy requested a moment of silence in their memory.
2. President McCoy advised that the campus would be undergoing a total electric power shutdown on the afternoon of Thursday, July 31 through Sunday, August 3. On Friday August 1, members of the campus community will volunteer their time at the Thompson Park Zoo as a community service day.

3. President McCoy offered kudos to Rosanne Weir, Director of Admissions, who was recently named the SUNY CAP professional of the year.

4. President McCoy noted that she expects a draft of the Student Housing Feasibility Study by the end of this week and that the document will be posted to Blackboard for Trustee review once we receive it.

5. Vice President Penrose offered an enrollment update noting that summer enrollments are up 10%. She went on to advise that it is still too early to predict fall enrollment yet.

6. President McCoy noted that there is an employee profile included in the notebooks for your review. She explained that, going forward, Banner HR will assist us a great deal in developing employee data and comparison data. Trustees had some discussion of the differential in salary by gender (women lower). President McCoy noted that we suspect it is stop out, where women lose earning time to raise a family, and that we would look closer at that particular issue.

7. President McCoy advised that the academic actions report is included in the notebooks for your review.

8. President McCoy offered a synopsis of the recent meeting of the community college presidents which included discussion of capital budgeting, state aid for next year; transfer from community colleges to SUNY four-year colleges, brand marketing and the Commission on Higher Ed Report

REPORT OF NOMINATING COMMITTEE - ELECTION OF OFFICERS

Board Chair Richard Howland offered the report of the Nominating Committee, presenting the following slate of officers for the 2008-2009 year:

Chair - Jody LaLone
Vice Chair - Nate Holloway
Secretary - Karen Carr
Treasurer - Sarah Baldwin

Chair Howland opened the floor for nominations. There being no nominations from the floor, and upon motion made by Suzanne Tingley seconded by Steven Haas, the Board voted unanimously to cast one vote for the slate of officers as presented.

BUDGET AND PLANNING COMMITTEE

Committee Chair Nate Holloway presented the report of the Budget and Planning Committee. On motion made by Nate Holloway, seconded by Dan Villa, the Board unanimously approved the 2008-2009 tuition and fee schedule as follows:

RESOLUTION NO. 144-08: 2008/2009 TUITION AND FEE SCHEDULE

WHEREAS, the Jefferson Community College Board of Trustees hereby adopts the following Tuition and Fee Schedule for the 2008-2009 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 $3,188 per academic year
   Part-Time $ 132 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 $5,088 per academic year
   Part-Time $ 195 per credit hour

Non-New York State Residents:
   Full-Time $5,088 per academic year
   Part-Time $ 195 per credit hour

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

Non-Credit Course Fee variable($10-$150)
Document/Check Replacement Fee $ 5 per copy
Transcript Fee $ 6 per copy
Health Transcript Fee $ 5 per occurrence
Facsimile Fee (Official Documents) $ 5 per occurrence
Processing Fee, Directed Study $ 5 per course
Credit By Examination Fee $ 15 per credit hour
Returned Check Fee $ 20 per check
Parking Fines variable($10-$100)
Fitness Center Use Fee $ 30 per semester
Fitness Center Screening Fee $ 15 one time fee
Technology Fee $ 4 per credit hour
SUNY Learning Network Fee $ 12 per credit hour
Course Lab/Materials Fee variable($5-$50)
Military Credit Inventory
   Application/Evaluation Fee $ 125
   Credit Inventory Update Fee $ 35
   Official Transcript Fee $ 6
Dental Hygiene Program Fee (Monroe CC) $1,340 per semester

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

*Comprehensive Student Fee $ 9 per credit hour
Comprehensive Student Fee - Summer Session $ 2 per credit hour
Insurance – Mandatory Accident $ 23 per year
Insurance – Optional Sickness $188 per year
Diploma (replacement) Fee $ 30
Identification Card (replacement) Fee $ 10
Alumni Fee (optional) $10 per semester

*Not applicable for extension site courses; (includes student resource fee, health service fee, commencement fee, orientation fee, and identification card fee.)

The Board discussed the use of additional fund balance which brings the College to the threshold of 6%. Suzanne Tingley suggested the Board should consider a resolution adopting 6% as the floor for use of fund balance. President McCoy will develop language for that Resolution for Board consideration at the September meeting. Following review and discussion and on motion made by Nate Holloway, seconded by Dan Villa, the Board unanimously approved the 2008-2009 operating budget as follows:

RESOLUTION NO. 145-08: 2008/2009 OPERATING BUDGET

WHEREAS, Jefferson Community College anticipates serving 1,678 full-time students as well as enrolling students for 16,401 part-time credit hours and 3,952 summer credit hours during the 2008-2009 academic year, which is equivalent to 2,256.2 FTE;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approve a Jefferson Community College 2008-2009 Operating Budget in the amount of $20,820,826 with the contribution of the sponsor at $4,015,095 and the State share of $5,943,545.

President McCoy presented the Facilities Master Plan. Following approval by the Trustees, the College will ask the sponsor to approve the plan and then begin the task of review with the state and requesting state support for capital projects. Following discussion and on motion made by Nate Holloway, seconded by Michelle Pfaff, the Board unanimously adopted the Facilities Master Plan as follows:

RESOLUTION NO. 146-08: APPROVAL OF FACILITIES MASTER PLAN

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves and adopts the Facilities Master Plan completed by the Bernier Carr Group dated July 2008.

On motion made by Nate Holloway, seconded by Suzanne Tingley, the Board unanimously approved the increase of the bad debt allowance as follows:

RESOLUTION NO. 147-08: BAD DEBT ALLOWANCE INCREASE

WHEREAS, the allowance for bad debt reflected in the College’s financial statements was increased last year to $50,000; and

WHEREAS, the College’s auditors have suggested that the bad debt allowance should reflect the average of the past three years’ actual tuition write offs;
NOW, THEREFORE, BE IT RESOLVED, that based upon the past three years’ average, the allowance for bad debt shall be increased to $64,000.

On motion made by Nate Holloway, seconded by Jody LaLone, the Board unanimously approved the following budget amendment:

RESOLUTION NO. 149-08: 2007/2008 Budget Amendment
SBDC

WHEREAS, the Small Business Development Center has received notification of additional federal funding amending the total funding for the fiscal year of October 1, 2007 to September 30, 2008 to $274,092;

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

INCREASE REVENUE:
SBDC Federal – Revenue 2530-3011-5410 $ 17,547

Total Increase Revenue $ 17,547

INCREASE EXPENDITURE:
SBDC Federal – Prof F/T 2530-3011-6101 $ 1,000
SBDC Federal – Prof P/T 2530-3011-6102 $ 310
SBDC Federal – Instructional Supplies 2530-3011-7108 $ 850
SBDC Federal – Advertising 2530-3011-7203 $ 7,300
SBDC Federal – Indirect 2530-3011-7231 $ 3,177
SBDC Federal – Prof Service Fees 2530-3011-7424 $ 6,110

Increase Expenditure $ 18,747

DECREASE EXPENDITURE:
SBDC Federal – Printing 2530-3011-7104 ($ 1,200)

Total Increase Expenditure $ 17,547

On motion made by Nate Holloway, seconded by Dan Villa, the Board unanimously approved the operating budget transfer:

RESOLUTION NO. 150-08: 2007/2008 BUDGET TRANSFER
Budget Adjustments

WHEREAS, modification of the 2007/2008 JCC Budget is necessary to redistribute funds to the proper accounts.
NOW, THEREFORE BE IT RESOLVED, that the 2007/2008 Jefferson Community College budget is hereby amended thereby complying with generally accepted accounting principles as follows:

<table>
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<tr>
<th>JV#</th>
<th>Increase Account Name</th>
<th>Increase Account Code</th>
<th>Decrease Account Name</th>
<th>Decrease Account Code</th>
<th>Amount</th>
<th>Description</th>
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<tr>
<td>J0000080</td>
<td>Library - Books</td>
<td>1110-1060-7101</td>
<td>Library-Periodicals</td>
<td>1110-1060-7102</td>
<td>15,000.00</td>
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<td>J0000080</td>
<td>Library-Film/Video</td>
<td>1110-1060-7227</td>
<td>Library-Periodicals</td>
<td>1110-1060-7102</td>
<td>5,000.00</td>
<td>Restore funding for Library</td>
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<td>J0001437</td>
<td>Library-Books</td>
<td>1110-1060-7101</td>
<td>Special Items-</td>
<td>1110-3009-6160</td>
<td>27,200.00</td>
<td>Additional restoration of funds</td>
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<td>J0001437</td>
<td>Library-Periodicals</td>
<td>1110-1060-7102</td>
<td>Special Items-</td>
<td>1110-3009-6160</td>
<td>20,000.00</td>
<td>Additional restoration of funds</td>
</tr>
<tr>
<td>J0001437</td>
<td>Media Center-</td>
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<td>Salary Adjustment</td>
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<td>11,000.00</td>
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<td>J0001618</td>
<td>TRIO-F/T Prof</td>
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<td>TRIO-P/T Prof</td>
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<td>J0002311</td>
<td>Public Info-</td>
<td>1110-1002-7203</td>
<td>Salary Adjustment</td>
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<td>15,000.00</td>
<td>Increase funding for Advertising</td>
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<tr>
<td>J0002365</td>
<td>SBDC Fed-F/T Prof</td>
<td>2530-3011-6101</td>
<td>SBDC Fed-P/T Prof</td>
<td>2530-3011-6102</td>
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<td>Modify SBDC Federal Grant</td>
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<td>2530-3011-6101</td>
<td>SBDC Federal-</td>
<td>2530-3011-7203</td>
<td>500.00</td>
<td>Modify SBDC Federal Grant</td>
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<tr>
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<td></td>
<td>2530-3011-6101</td>
<td>Inservice Training</td>
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<td>300.00</td>
<td>Modify SBDC Federal Grant</td>
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<td>J0002426</td>
<td>Admissions-P/T Prof</td>
<td>1110-2002-6102</td>
<td>Admissions-F/T Prof</td>
<td>1110-2002-6101</td>
<td>51,215.00</td>
<td>O’Donnell P/T Leave &amp; Backfill Increase Adjunct funding to reflect actual expense</td>
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<td>J0002467</td>
<td>Humanities-Adjunct</td>
<td>1110-1021-6103</td>
<td>English-Adjunct</td>
<td>1110-1022-6103</td>
<td>20,061.87</td>
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<td>J0002467</td>
<td>Comp Sci-Adjunct</td>
<td>1110-1031-6103</td>
<td>Lab Sci-P/T Prof</td>
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<tr>
<td>J0002467</td>
<td>Lab Sci-Adjunct</td>
<td>1110-1032-6103</td>
<td>Lab Sci-P/T Prof</td>
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<td>J0002467</td>
<td>Math-Adjunct</td>
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<td>Lab Sci-P/T Prof</td>
<td>1110-1032-6102</td>
<td>7,260.00</td>
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</table>

On motion made by Nate Holloway, seconded by Jody LaLone, the Board unanimously approved the following budget amendment:

RESOLUTION NO. 151-08: 2007-2008 OPERATING BUDGET AMENDMENT
Prior Year Carryover

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:
TRIO Grant – Revenue 2450-3011-5410 $11,964.21
Total Increase in Revenue $11,964.21

INCREASE EXPENDITURE:
TRIO Grant – Computer Equipment 2450-3011-7006 $1,853.84
TRIO Grant – Computer Software 2450-3011-7217 $5,110.37
On motion made by Nate Holloway, seconded by Michelle Pfaff, the Board unanimously approved the following budget amendment:

RESOLUTION NO. 152-08: 2007/2008 OPERATING BUDGET AMENDMENT
HESC TRAINING GRANT

WHEREAS, Jefferson Community College acknowledges the rollover of 2006/2007 funding from HESC (Higher Education Services Corporation) granted to FFEL (Federal Family of Education Loans) institutions for the purpose of additional program training opportunities for professionals in the offices of Financial Aid and Bursar as well as provide for focus on the Loan Default Prevention Plan initiative;

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

INCREASE REVENUE:
HESC Training Grant – Revenue 2605-3011-5420 $ 49,450

Total Increase Revenue $49,450

INCREASE EXPENDITURE:
HESC Training Grant – Prof P/T 2605-3011-6102 $36,000
HESC Training Grant – Student Aid 2605-3011-6141 $6,000
HESC Training Grant – Comp Equip 2605-3011-7006 $1,100
HESC Training Grant – Workshops 2605-3011-4253 $2,800
HESC Training Grant – Travel 2605-3011-7250 $750
HESC Training Grant – Indirect 2605-3011-7231 $2,000
HESC Training Grant – Scholarships 2605-3011-7512 $800

Total Increase Expenditure $49,450

Committee Chair Holloway presented the financial statements for the one-month period ending May 31, 2008. Following discussion and on motion made by Nate Holloway and seconded by Jody LaLone, the Board unanimously accepted the monthly financial statements.

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

Research Foundation of State University of New York  
(Modification to SBDC Contract)

Karash Associates, LLC  
(Management Training for Samaritan Health Systems)

Berkshire Marketing Group  
(Marketing consultant for branding campaign)

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

EXECUTIVE SESSION
On motion made by Suzanne Tingley, seconded by Jody LaLone, the Board adjourned to Executive Session at 5:00 p.m. for the purpose of discussing contract negotiations and a personnel matter.

RECONVENTION
The Board reconvened in open session at 5:38 p.m.

SCHEDULE OF MEETINGS
Budget and Planning Committee – Wednesday, September 3, 2008, 3:00 p.m.
Full Board - Wednesday, September 3, 2008, 4:00 p.m.

Suzanne Tingley offered appreciation to Richard Howland for his service as Chair of the Board this past year.

ADJOURNMENT
On motion made by Suzanne Tingley, seconded by Michelle Pfaff, the Board adjourned at 5:40 p.m.

Respectfully submitted,

Karen A. Carr, Secretary
Board of Trustees