The regular monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:04 p.m., on Wednesday, July 3, 2013, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Board Chair Michael Crowley.

APPROVAL OF MINUTES
On motion made by Jody LaLone and seconded by Michelle Pfaff, the minutes of the June 5, 2013 meeting were unanimously approved.

PRIVILEGE OF THE FLOOR
Chair Crowley offered the privilege of the floor. Mr. Gerald Gerrard, JCC Class of 2013, distributed a leaflet and spoke in favor of a tobacco-free campus.

UPDATE FROM THE STUDENT TRUSTEE
Members of the Board welcomed Philip James, Student Trustee. Philip reported that he has recently attended the On-Course Workshop for front line staff which he found very helpful in his role with the
Learning and Success Center. He also attended the June groundbreaking for the residence halls project and will be attending a leadership training for Student Government in early August. He noted that Summer Bridge begins on July 8.

UPDATE FROM THE FOUNDATION LIAISON
Michelle Pfaff and President McCoy reported that the search for a new Executive Director of the Foundation continues. At the June meeting the Foundation elected officers: Joseph Thesier, president; Theresa Quintin, vice president; Kate McGhee, secretary; Nate Hunter, treasurer. The Foundation held a special meeting last week to complete paperwork with regard to the residence halls project financing. Congratulations to Dave and Karen Clark who have been named co-chairs for the 2013 Jefferson Gala.

PRESIDENT’S REPORT

1. President McCoy presented the residence hall live web camera and noted that the FSA closed on the project financing last week. The new LLC has a management committee which will meet on a regular basis and Michael Crowley will represent the Trustees.

2. President McCoy advised that Middle States has accepted the College’s progress report filed this spring and no further follow-up is required.

3. President McCoy provided an overview of topics at the recent NYCCAP meeting:
   • change in chargeback calculations
   • discussion about legislative change in charges for out-of-area students
   • Open SUNY: How is it going to work?
   • remediation / completion
   • AACC – federal issues (loan rate doubled, affordable health care)
   • Concurrent enrollment
   • Completion week September 30 – October 4
   • Start-Up NY – what does it mean, will be seeking Trustee input

4. Vice President Tom Finch reviewed academic actions for the spring 2013 semester, noting that the decrease in the dismissal rate is a credit to faculty advising and student support services.

REPORT OF NOMINATING COMMITTEE - ELECTION OF OFFICERS
Michelle Pfaff offered the report of the Nominating Committee, presenting the following slate of officers for the 2013-2014 year:

Chair - Michael Crowley  
Vice Chair - James Scordo  
Secretary - Karen Carr  
Treasurer - Dan Dupee

Chair Crowley opened the floor for nominations. There being no nominations from the floor, and upon motion made by Michelle Pfaff, seconded by Jody LaLone, the Board voted unanimously to cast one vote for the slate of officers as presented.
BUDGET AND PLANNING
Dan Villa provided the report of the Budget and Planning Committee which met prior to the full Board meeting. Following review and on motion made by Dan Villa and seconded by Jim Scordo the Board unanimously approved the 2013-2014 Tuition and Fee Schedule as follows:

RESOLUTION NO. 141-13: 2013/2014 TUITION AND FEE SCHEDULE

WHEREAS, the Jefferson Community College Board of Trustees hereby adopts the following Tuition and Fee Schedule for the 2013-2014 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: $3,864 per academic year
- Part-Time: $161 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: $5,832 per academic year
- Part-Time: $243 per credit hour

Non-New York State Residents:
- Full-Time: $5,832 per academic year
- Part-Time: $243 per credit hour

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

- Non-Credit Course Fee: variable($10-$250)
- Document/Check Replacement Fee: $5 per copy
- Transcript Fee: $8 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
- College-Level Examination Program: $20 per exam
- 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: $6 per credit hour
- Computer Lab Fee (Community Members): $40 per semester
- Online 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
- Nursing Program Fee: $250 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 $  23 per year
Insurance – Mandatory Accident (spring/summer) $  14
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)

On motion made by Dan Villa and seconded by Jody LaLone the Board unanimously approved the 2013-2014 operating budget as follows:

RESOLUTION NO. 142-13: 2013/2014 OPERATING BUDGET

WHEREAS, Jefferson Community College anticipates serving 2,112 full-time students as well as enrolling students for 21,055 part-time credit hours and 6,112 summer credit hours during the 2013-2014 academic year, which is equivalent to 2,873.0 Base Aid FTE:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approve a Jefferson Community College 2013-2014 Operating Budget in the amount of $26,650,452 with the contribution of the sponsor at $4,769,055 and the State share of $6,973,515.

On motion made by Dan Villa, seconded by Doris McLallen, the Board unanimously approved an operating budget transfer to recognize modification for the Title III grant as follows:

RESOLUTION NO. 143-13: 2012-2013 BUDGET TRANSFER
Title III Grant Modifications

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

WHEREAS, grant modifications have been approved by the administrator, therefore redistribution is necessary within the appropriate initiatives;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves the operating budget transfers:
INCREASE EXPENDITURE:
Title III – Retention Services – Professional P/T  2553-3011-6102  $ 22,500.00
Total Increase in Expenditure  $ 22,500.00

DECREASE EXPENDITURE:
Title III – Enhanced Services – Professional P/T  2550-3011-6102  $ 22,500.00
Total Decrease in Expenditure  $ 22,500.00

On motion made by Dan Villa, seconded by Michelle Pfaff, the Board unanimously approved the following budget amendment:

RESOLUTION NO. 144-13: 2012-2013 BUDGET AMENDMENT
CAPE VINCENT CORRECTIONAL FACILITY (CVCF) COLLEGE ACCESS PROGRAM GRANT

WHEREAS, the College has received state funding from New York State Higher Education Services Corporation (HESC) through its CACGP sub-grant project to implement a College Success and Remedial Services program at Cape Vincent Correctional Facility. The goals of the program will be to significantly increase the ability of students to pursue or remain in postsecondary education.

WHEREAS, the College Success and Remedial Services provided will include remedial instruction in reading, writing, and math; tutoring for any student enrolled in remedial education; college admissions, financial aid and career preparation workshops; college preparation and orientation workshops on self-management and personal responsibility. JCC will offer a comprehensive plan of services for each semester.

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

INCREASE REVENUE:
CVCF College Access Program Grant – State Grants & Contracts 2613-3011-5420  $ 45,000.00
Total Increase Revenue  $ 45,000.00

INCREASE EXPENDITURES:
CVCF College Access Program Grant – Professional P/T 2613-3011-6102  $ 21,000.00
CVCF College Access Program Grant – Professional Stipends 2613-3011-6104  5,000.00
CVCF College Access Program Grant – Instructional Supplies 2613-3011-7108  9,800.00
CVCF College Access Program Grant – Office Supplies 2613-3011-7109  3,000.00
CVCF College Access Program Grant – Indirect Cost 2613-3011-7231  5,200.00
CVCF College Access Program Grant – Travel 2613-3011-7250  $ 1,000.00
Total Increase Expenditures  $ 45,000.00
Following review and on motion made by Dan Villa, seconded by Jody LaLone, the financial statements for the month ending May 31, 2013 were unanimously accepted.

**ACADEMIC AND EDUCATIONAL SERVICES COMMITTEE**

David Clark provided the report of the Academic and Educational Services Committee. On motion made by David Clark, seconded by Jim Scordo, the Board unanimously approved revisions to the Student Code of Conduct as follows:

**RESOLUTION NO. 145-13: STUDENT CODE OF CONDUCT**

*(Revise 171-10, July 2010)*

**BE IT RESOLVED,** that the Jefferson Community College Board of Trustees does hereby approve the attached Student Code of Conduct.

**OTHER BUSINESS**

Following presentation by President McCoy and on motion made by Jody LaLone, seconded by Doris McLallen, the Board unanimously and with applause recognized the service of student trustee, Ben Roggie:

**RESOLUTION NO. 138-13: RECOGNITION OF SERVICE**

**BENJAMIN J. ROGGIE**

**WHEREAS,** Benjamin J. Roggie was first elected by the student body to serve as the student member of the Jefferson Community College Board of Trustees commencing July 1, 2012; and

**WHEREAS,** Benjamin J. Roggie has provided leadership to the Jefferson Community College Student Government as well as serving as a Trustee; and

**WHEREAS,** Benjamin J. Roggie has actively supported the Jefferson Community College Board of Trustees through his active participation in Board Meetings, his generous donation of time and talent and his wise and thoughtful counsel; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees extends appreciation to Benjamin J. Roggie for his dedicated service to this College and wishes Benjamin well in his future higher education and professional service endeavors.

Following presentation by President McCoy and on motion made by Michelle Pfaff, seconded by Jody LaLone, the Board unanimously ratified the following contracts:

**RESOLUTION NO. 139-13: RATIFICATION OF CONTRACTS**

- New York Council for the Humanities
- Converge Consulting, Inc.
- Community Action Planning Council
- SUNY Research Foundation
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:

New York Council for the Humanities
(Grant Agreement)

Converge Consulting, Inc.
(Marketing Consulting Agreement)

Community Action Planning Council
(service agreement)

SUNY Research Foundation
(modification to SBDC agreement)

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

Following presentation by President McCoy and on motion made by Doris McLallen, seconded by Michelle Pfaff, the Board unanimously approved the following job classifications:

RESOLUTION NO. 140-13: JOB TITLE AND CLASSIFICATION

Admissions and Enrollment Assistant
Associate Vice President
Chief Information Officer
Dean

BE IT RESOLVED, that pursuant to Section 201.7 (a) of the New York State Department of Civil Service Rules and Regulations, the Board of Trustees of Jefferson Community College determines the positions of:

Admissions and Enrollment Assistant
Associate Vice President
Chief Information Officer
Dean

be classified professional service as defined in Section 6306 of Education law.

Following presentation by President McCoy and on motion made by Michelle Pfaff, seconded by Jody LaLone, the Board unanimously approved the following continuing appointment:

RESOLUTION NO. 146-13: 2013 CONTINUING APPOINTMENT (OFF CYCLE)

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the following continuing appointment, effective January 1, 2014:

Stephanie Pierce, Instructor


**SCHEDULE OF MEETINGS**

- Budget and Planning – Wednesday, September 4, 2013 at 3:00 p.m.
- Academic and Educational Services – TBD
- Full Board Meeting – Wednesday, September 4, 2013 at 4:00 p.m.

**ADJOURNMENT**

On motion made by Jody LaLone, seconded by Dan Villa, the meeting was adjourned at 4:55 p.m.

Respectfully submitted,

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Karen A. Carr
Secretary to the Board