Present: Dan Villa, Board Chair  )
  Michael Crowley  ) TRUSTEES
  Terry Fralick  )
  Steven Haas  )
  Jody LaLone  )
  Doris McLallen  )
  Benjamin Roggie  )
  James Scordo  )

Excused: Michelle Pfaff

Administrative Staff:
  Carole McCoy, President
  Dan Dupee, VP Administration and Finance
  Thomas Finch, VP Academic Affairs
  Betsy Penrose, VP Students

Guests: Tina Bartlett-Bearup, Admin. Assistant to VP Administration
  Jeri Fairman, Dean for Curriculum and Instruction
  Karen Freeman, Marketing and Public Relations Officer
  Rena Singh, Watertown Daily Times
  Kerry Young, Executive Director for Finance and Human Resources

The regular monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:00 p.m., on Wednesday, July 11, 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 Michael Crowley and seconded by James Scordo, the minutes of the June 6, 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 JCC FOUNDATION
President McCoy provided an update of JCC Foundation activities. An All-Alumni weekend is scheduled for August 9-12, beginning with a celebration of the 2012 Distinguished Alumni and Cannoneer Hall of Fame inductees. The Jefferson Gala is moving forward for November and an annual report is in the works for release this summer.
UPDATE FROM THE SENATE PRESIDENT
There is no report from Senate this month.

UPDATE FROM THE STUDENT TRUSTEE
Board Chair Dan Villa welcomed Ben Roggie to his first meeting as Student Trustee.

PRESIDENT’S REPORT
1. President McCoy noted that the College received approval of its monitoring report submitted to Middle States and will be gearing up this fall to launch the self-study effort for the next Middle States re-accreditation cycle.
2. Jefferson will join the other 36 community colleges in SUNY and CUNY to participate in the first Completion Day recognition in October. College completion has received national and state-wide attention recently (President Obama, US Department of Ed, Gov. Cuomo, AACC, PTK, SUNY) and the NYCCAP presidents have put together a committee to plan an activity to put focus on the issue at each campus this fall. President McCoy will keep the Board apprised of plans for the recognition.

REPORT OF NOMINATING COMMITTEE - ELECTION OF OFFICERS
Doris McLallen offered the report of the Nominating Committee, presenting the following slate of officers for the 2012-2013 year:

- Chair - Michael Crowley
- Vice Chair - Doris McLallen
- Secretary - Karen Carr
- Treasurer - Dan Dupee

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

BUDGET AND PLANNING
Committee Chair Mike Crowley provided the report of the Budget and Planning Committee which met prior to the full Board meeting. On motion made by Mike Crowley, seconded by Jody LaLone, the Board unanimously approved the 2012-2013 operating budget as follows:

RESOLUTION NO. 143-12: 2012/2013 OPERATING BUDGET

WHEREAS, Jefferson Community College anticipates serving 2,140 full-time students as well as enrolling students for 19,861 part-time credit hours and 6,180 summer credit hours during the 2012-2013 academic year, which is equivalent to 2,803.1 Base Aid FTE;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approve a Jefferson Community College 2012-2013 Operating Budget in the amount of $25,480,170 with the contribution of the sponsor at $4,630,151 and the State share of $6,383,752.
On motion made by Mike Crowley, seconded by Doris McLallen, the Board unanimously approved the 2012-2013 tuition and fee schedule as follows:

RESOLUTION NO. 144-12: 2012/2013 TUITION AND FEE SCHEDULE

WHEREAS, the Jefferson Community College Board of Trustees hereby adopts the following Tuition and Fee Schedule for the 2012-2013 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 $3,744 per academic year
- Part-Time $156 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 $5,394 per academic year
- Part-Time $225 per credit hour

Non-New York State Residents:
- Full-Time $5,394 per academic year
- Part-Time $225 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 Mike Crowley, seconded by Jim Scordo, the Board unanimously approved the tuition receivable write-off for 2012 as follows:

RESOLUTION NO. 145-12: TUITON RECEIVABLE WRITE-OFF

WHEREAS, in compliance with generally accepted accounting principles, the College should not retain as accounts receivable items accounts that are deemed to be un-collectable, and;

WHEREAS, the accounts receivable items set forth in the attached schedule are deemed to be un-collectable;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following adjustment to the tuition receivable account:

Student Accounts Receivable 0-10000-1310 $165,824.62

Following review and discussion and on motion made by Mike Crowley, seconded by Doris McLallen, the Board unanimously approved updates to the Purchasing Policy as follows:

RESOLUTION NO. 146-12: AMENDMENT TO RESOLUTION PURCHASING POLICY

WHEREAS, by resolution No. 132-93 dated July 7, 1993, the Board of Trustees adopted a Purchasing Policy; and

WHEREAS, revisions to the policy were adopted by Resolutions No. 159-07, 104-09 and 176-10; 164-11 and

WHEREAS, in keeping with current business practices and updated standards for procurement of materials, equipment and supplies necessary to meet College objectives, it is necessary to update and revise the Purchasing Policy;
NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby amends the aforementioned resolutions and adopts the attached revised Purchasing Policy.

Following review and on motion made by Michael Crowley, seconded by Jody LaLone the financial statements for the month ending May 31, 2012 were unanimously accepted.

FACILITIES COMMITTEE
Jody LaLone provided the report of Facilities Committee stating that after an extensive review process which began with an RFP issued in April, 2012, and presentations by selected proposers, the Faculty-Student Association has confirmed that Purcell and Associates will be the contractor for the residence hall project. The residence halls are projected to open for the fall 2014 semester.

Trustee LaLone also noted that there are on-going facilities projects being completed over the summer, including: McVean Renovations, Phase II, softball field project, outdoor pathways and base of clock tower upgrade.

OTHER BUSINESS
Following presentation by President McCoy and on motion made by Jody LaLone, seconded by James Scordo, the Board unanimously ratified the following contract:

RESOLUTION NO. 142-12: RATIFICATION OF CONTRACTS
Volunteer Transportation Center
Interact Communications Inc.
SUNY Cobleskill

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:

Volunteer Transportation Center
(partnership agreement)

Interact Communications, Inc.
(commercial production)

SUNY Cobleskill
(JHEC partnership agreement)

Credentials, Inc.
(addendum to contract)

Maxient LLC
(service agreement)
NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby recognize and ratify the aforementioned agreements.

SCHEDULE OF MEETINGS

Budget and Planning – Wednesday, September 5, 2012 at 3:00 p.m.
Academic and Educational Services – Wednesday, September 5, 2012 at TBD
Full Board Meeting – Wednesday, September 5, 2012 at 4:00 p.m.

President McCoy noted her thanks to Dan Villa for his good work and contributions as Chair of the Board during the past two years and Trustees echoed their appreciation with a round of applause.

ADJOURNMENT

On motion made by Michael Crowley, seconded by Doris McLallen, the meeting was adjourned at 4:35 p.m.

Respectfully submitted,

__________________________________________
Karen A. Carr
Secretary to the Board