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 8, 2015, in Room H-116A in East Hall, Jefferson Community College, Watertown, New York, by Board Chair James Scordo.

**APPROVAL OF MINUTES**
On motion made by Michelle Pfaff and seconded by Lisa Weber, the minutes of the June 3, 2015 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**
President McCoy reported that at the last Foundation meeting officers were elected as follows: Theresa Quintin, president, Heather Johnson as vice president and Peter Walton as treasurer. In addition, Lisa Familo accepted appointment as College Development Officer and will begin her
appointment on July 20. The Angeletti Group is near completion of the capital campaign feasibility study and will submit their final report by the end of August.

UPDATE FROM THE STUDENT TRUSTEE

Student Trustee Cailey Burrows reported that Student Government will meet on August 17 to further plan activities for the coming year, will volunteer at New Student Days and Cannoneer Welcome Weekend and will be conducting training for new student leaders in August.

PRESIDENT’S REPORT

1. President McCoy introduced Megan Stadler who began on July 6 as the College’s coordinator of supplemental funding. One of Megan’s first priorities will be SUNY Excels.

2. President McCoy provided a brief overview of the SUNY Excels initiative as an opportunity for Jefferson to receive additional funding. Each campus is mandated to prepare a Performance Report Card, in the form of a report due to SUNY in September, which rates the College’s performance against certain data and outlines College strengths and areas of weakness. In addition, the College can complete a white paper requesting funding, which is due in August.

3. Vice President Tom Finch provided a written report of academic actions (President’s List, Dean’s List, Academic Probation and Academic Dismissals) for the Spring 2015 semester.

4. President McCoy noted some upcoming dates:

   - July 17, evening: Alumni Wine Boat Tour
   - August 13, evening: Distinguished Alumni and Cannoneer Hall of Fame
   - August 21, evening: Foundation Clambake at Antique Boat Museum

5. President McCoy, Chair Scordo and members of the Trustees recognized Karen Carr who will retire on July 17 as assistant to the President and secretary to the Board of Trustees, roles in which she has served for 25 years. Upon reading of Resolution 153-15 (further on agenda under ‘Other Business’) by President McCoy, Karen Carr thanked the Board and expressed it was her privilege to serve the Board and four College presidents.

Following President McCoy’s reading of Resolution 153-15. on motion made by Michelle Pfaff, seconded by Lisa Weber, and with a round of applause the Board unanimously approved the following:

RESOLUTION NO. 153-15: RECOGNITION OF SERVICE
KAREN A. CARR

WHEREAS, Karen A. Carr ’00, assistant to the president, was first elected secretary of the JCC Board of Trustees in November 1990 and served in this role for twenty-five years until her retirement in July 2015; and

WHEREAS, Karen Carr has supported the Jefferson Community College Board of Trustees through preparation of agendas and meeting documents, attendance at all meetings, archiving of official
Board minutes, records and materials, and her comprehensive knowledge and counsel regarding College policies and procedures; and

**WHEREAS,** during her tenure, Karen Carr has provided trusted and sage counsel as the confidential aide to four College Presidents, managed the day-to-day activities of the President’s office, served as a member of the President’s Cabinet and served as the College’s FOIL Officer; and

**WHEREAS,** Karen Carr has supported the students, faculty and staff of Jefferson Community College through participation in campus events, as a source of vast institutional knowledge, and a resource for thoughtful guidance and direction; and

**WHEREAS,** Karen Carr has furthered the mission of Jefferson Community College through leadership roles on campus including, but not limited to commencement, recognition celebration, the College’s 50th Anniversary and 50th commencement ceremony, Middle States accreditation processes, grant-writing initiatives, presidential inaugurations, and as Senate historian; and

**WHEREAS,** in the community Karen Carr has promoted and advanced the mission of Jefferson Community College through leadership roles in the JCC Alumni Association, American Association of the University Women and the New York Community College President’s Assistants Organization; and

**WHEREAS,** in recognition of her accomplishments as a member of the Jefferson Community College campus community and a distinguished alumna of this College, Karen Carr received the prestigious SUNY Chancellor’s Award for Excellence in Professional Service in 1998 and Alumni Association’s Jeffersonian Award in 2011.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees extends appreciation to Karen A. Carr for her dedicated service and commitment to this College and wishes her well in all future endeavors.

**REPORT OF NOMINATING COMMITTEE - ELECTION OF OFFICERS**
Michelle Pfaff offered the report of the Nominating Committee, presenting the following slate of officers for the 2015-2016 year:

- Chair - James Scordo
- Vice Chair - Terry Fralick
- Secretary - Karen Freeman
- Treasurer - Dan Dupee

Chair Scordo opened the floor for nominations. There being no nominations from the floor, and upon motion made by Michelle Pfaff, seconded by Nate Hunter, the Board voted unanimously in favor of the slate of officers as presented.

**BUDGET AND PLANNING COMMITTEE**
Committee Chair Michael Crowley reported that the Budget and Planning Committee met just prior to the full Board meeting.

Upon review and on motion made by Michael Crowley, seconded by Lisa Weber, the Board unanimously approved the College’s 2015-16 Tuition and Fee Schedule as follows:
RESOLUTION NO. 147-15: 2015/2016 TUITION AND FEE SCHEDULE

WHEREAS, the Jefferson Community College Board of Trustees hereby adopts the following Tuition and Fee Schedule for the 2015-2016 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 $4,176 per academic year
   Part-Time $174 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 $6,456 per academic year
   Part-Time $269 per credit hour

Non-New York State Residents:
   Full-Time $6,456 per academic year
   Part-Time $269 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)
- Technology Fee: $13 per credit hour
- Computer Lab Fee (Community Members): $40 per semester
- 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
- Energy 110 Course Fee (Certification): $165
- Fire Protection (FPT 105) Course Fee (Certification): $150
- Fire Protection (FPT 205) Course Fee (Certification): $150

FEES CHARGED TO STUDENTS BY SEPARATE ASSOCIATIONS:
(i.e. Faculty-Student Association or by self-sustaining operations)
*Comprehensive Student Fee $ 13.50 per credit hour
Comprehensive Student Fee (Summer/Winter Session) $ 3 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)

Following review and on motion made by Michael Crowley, seconded by Nate Hunter, the Board unanimously approved the College’s 2015/2016 operating budget as follows:

RESOLUTION NO. 148-15: 2015/2016 OPERATING BUDGET

WHEREAS, Jefferson Community College anticipates serving 2,027 full-time students as well as enrolling students for 21,528 part-time credit hours and 5,000 summer credit hours during the 2015-2016 academic year. Base State Aid FTE is 2,717.1.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approve a Jefferson Community College 2015-2016 Operating Budget in the amount of $28,349,049 with the contribution of the sponsor at $4,864,436 and the State share of $7,434,309.

Following review by VP Dupee and on motion made by Michael Crowley, seconded by Michelle Pfaff, the Board unanimously voted to approve the 2015-2016 operating budget for the Faculty Student Association as follows:

RESOLUTION NO. 149-15: APPROVAL 2015-16 OPERATING BUDGET
FACULTY - STUDENT ASSOCIATION (FSA)

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached 2015-16 operating budget for the Faculty - Student Association (FSA).

Following review and on motion made by Michael Crowley, seconded by Lisa Weber, the Board unanimously approved the following 2014-2015 budget amendment:

TITLE III 14/15 BUDGET

WHEREAS, the College received funding through the Title III Grant to fund various initiatives to enhance instruction and student success;
WHEREAS, the 2014/2015 Title III budget must be reallocated to support various grant initiatives and the funds need to be adjusted to reflect the same;

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

INCREASE REVENUE:
Title III – Administrative 2551-3011-5410 $ 35,000.00
Title III – Faculty Development 2552-3011-5410 $ 7,664.50

Total Increase in Revenue $ 42,664.50

DECREASE REVENUE:
Title III – Retention Services 2553-3011-5410 $ 35,000.00
Title III – Administrative 2551-3011-5410 $ 7,664.50

Total Decrease in Revenue $ 42,664.50

INCREASE EXPENDITURES:
Title III – Administrative – Endowment 2551-3011-7514 $ 35,000.00
Title III – Faculty Development – Staff Dev. 2552-3011-7246 $ 7,664.50

Total Increase in Expenditures $ 42,664.50

DECREASE EXPENDITURES:
Title III – Retention Services – Prof PT 2553-3011-6102 $ 35,000.00
Title III – Administrative – Travel 2551-3011-7250 $ 7,664.50

Total Decrease in Expenditures $ 42,664.50

Following review by Vice President Dupee and on motion made by Michael Crowley, seconded by Nate Hunter, the Board unanimously endorsed the College’s participation in the Tri-County Alternative Energy Cooperative with the following resolution:

RESOLUTION NO. 151-15: INTER-MUNICIPAL AGREEMENT
TRI-COUNTY ALTERNATIVE ENERGY COOPERATIVE

WHEREAS, the Jefferson Lewis Hamilton Herkimer Oneida BOCES (“BOCES”) received a grant from the New York State Energy Research and Development Authority (“NYSERDA”) to study the feasibility of, and if feasible, to determine the best option for the installation of solar photo voltaic arrays on school and municipal property to reduce those entities electrical energy costs; and
WHEREAS, one of the primary goals of said study is to determine how to structure a solar energy program in such a way that participants in the program will be able to function as a group, as opposed to acting individually, thereby saving additional money by being able to install larger solar arrays and by pursuing, taking advantage of and receiving volume discounts; and

WHEREAS, another primary goal of said study is to determine how best to take advantage of Federal tax credits and Remote Net Metering Credits (RNM) that are presently available to further maximize savings in energy costs; and

WHEREAS, the BOCES has undertaken the aforementioned study, via meeting with, consulting, and/or hiring various solar consultants, solar developers, engineers, legal counsel, energy suppliers, and other related professionals with experience in the solar and utility industries, as well as the State Education Department, to determine a means by which the BOCES, its component districts, and other interested regional municipal entities can best take advantage of their common desire to reduce their electrical energy costs; and

WHEREAS, at a presentation held on June 11, 2015, attended by various school districts and other regional municipal entities interested in the possibility of reducing their electrical energy costs, the BOCES, its legal counsel and its consultants presented the preliminary results of the BOCES study; and

WHEREAS, the preliminary results indicated that the estimated savings per kilowatt hour would be .04 cents, which represented approximately a 40% reduction in present energy costs, and that the best means by which the BOCES, interested school districts and regional municipal entities could take advantage of the potential savings offered by a solar energy program was to form and then join an energy consortium, to be established via an inter-municipal agreement pursuant to Article 5-G of the New York State Municipal Law, the details of which were explained by BOCES legal counsel; and

WHEREAS, it was further explained that the proposed consortium would be an independent entity, managed and controlled by a Board of Directors consisting of a designated representative from each member of the consortium, and an Executive Board elected by the Board of Directors, similar to the Jefferson-Lewis et al Healthcare Plan, rather than being operated by the BOCES; and

WHEREAS, it was further explained that executing the proposed inter-municipal agreement simply preserved an interested entity’s right to participate in the consortium, without committing it to anything further, thereby presenting no risk whatsoever to any interested participant; and

WHEREAS, as a result, the BOCES proposed the formation of the Tri-County Alternative Energy Cooperative ("Co-op," or “Consortium”), to be controlled as set forth above, which an interested entity could join via the execution of an inter-municipal agreement; and

WHEREAS, the BOCES urged that any interested parties execute the aforementioned agreement in the near future, as time was of the essence in terms of commencing the project in order to meet the December 31, 2016, operational deadline to take full advantage of the tax credits that are presently available; and

WHEREAS, the College is interested in the possibility of reducing its electrical energy costs and is desirous of joining the Consortium to further explore the same.
NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby endorses the College’s participation as a member of the Tri-County Alternative Energy Cooperative and entering an inter-municipal agreement on behalf of the College.

Trustee Crowley reviewed the financial statements for the month ending May 31, 2015. On motion made by Michael Crowley, seconded by Michelle Pfaff, the financial statements were unanimously accepted.

OTHER BUSINESS
President McCoy presented contracts for ratification. On motion made by Lisa Weber, seconded by Cailey Burrows, the Board unanimously ratified the following contracts:

RESOLUTION NO. 152-15: RATIFICATION OF CONTRACTS
Jeff-Lewis BOCES
Workforce Development Institute
Twin Oaks Agency
Otis Elevator Company
Wilder’s Women’s Healthcare
Tri-County Electric Cooperative

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:

Jeff-Lewis BOCES
(inter-municipal cooperative agreement for legal services)

Workforce Development Institute
(support for Kids College workshops)

Twin Oaks Agency
(contract for layout and print of Student Viewbook)

Otis Elevator Company
(contract for elevator repair)

Wilder’s Women’s Healthcare
(agreement for clinical resources for student experience)

Tri-County Electric Cooperative
(intergovernmental agreement – energy)

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby recognize and ratify the aforementioned agreements.
SCHEDULE OF MEETINGS
Personnel Committee – August, 2015 - TBD
Full Board Meeting – Wednesday, September 2 at 4:00 p.m.

ADJOURNMENT
On motion made by Lisa Weber, seconded by Terry Fralick, the Board adjourned at 4:45 p.m.

Respectfully submitted,

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Karen J. Freeman
Secretary to the Board