The regular monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:05 p.m., on Tuesday, March 8, 2011, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Chair Dan Villa.

PRIVILEGE OF THE FLOOR
Chair Villa offered the privilege of the floor. No one came forward to address the Board.
**UPDATE FROM THE SENATE PRESIDENT**
A written report from the Senate President is attached.

**UPDATE FROM THE FOUNDATION LIAISON**
President McCoy introduced Chrissie Rizzo, College Development Officer and Executive Director of the JCC Foundation. Chrissie reported that the Foundation Board is slated to meet tomorrow, March 9, and will be finalizing selection of the co-host for the 2011 Mayor’s Ball as well as looking at changes in scholarships.

**PRESIDENT’S REPORT**

1. President McCoy introduced Linda Dittrich, Dean of the Math Science Division and offered kudos for the recent Super Science Saturday activity hosted by the Division. Linda gave a brief report noting that the activity drew 550 families and nearly 1,000 children from around the area – double the figures from last year.

2. President McCoy noted that the College’s 50th Anniversary kicked off in January with some well-attended events which included: Spring start-up convocation, President’s community forum, student pep rally and Winterfest.

3. Dean Jeri Fairman and Coordinator of Distance Learning Gina Costanzo offered the attached report of the College’s Distance Learning initiatives.

4. VP Knapp presented the attached report on Fall 2010 Academic Actions.

5. VP Penrose reported on enrollment noting that spring figures were outstanding with a 10.4% increase. The College has seen a record number of full-time students this year for both fall and spring semesters.

6. President McCoy offered an update on 2011-2012 budget development. The State’s 10% cut in FTE rate will mean a decrease of nearly $700,000 for the College. The Budget Development Committee is meeting and is aiming at mid-April to have a proposed budget ready for review by Trustees.

7. Items posted in electronic board materials:
   - Graduate Survey provided in Board materials
   - Student Activities brochure provided in Board materials
   - Non-credit workshops and offerings
   - Student Financial Aid and Income profile

8. President McCoy reported that she is just returning from the national League for Innovation Conference and the conference theme was “declining resources and serving more people”.

9. President McCoy reported that 9 students and 2 staff members are volunteering in a relief effort in Haiti over spring break.
APPROVAL OF MINUTES
On motion made by Mike Crowley and seconded by Jody LaLone, the minutes of the January 5, 2011 meeting were unanimously approved.

BUDGET AND PLANNING
Committee Chair Mike Crowley provided the report of the Budget and Planning Committee. The Committee reviewed the College’s audit. The College’s audit firm offered an unqualified opinion and no internal control deficiencies were noted. On motion made by Mike Crowley, seconded by Jody LaLone, the Board unanimously accepted the College audit as follows:

RESOLUTION NO. 109-11: ACCEPTANCE OF 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, 2010 as prepared by Poulsen and Podvin, P.C.

Committee Chair Crowley presented budget amendments for the High Needs Nursing Grant and the US DOL Community-Based Job Training Grant. On motion made by Mike Crowley, seconded by Doris McLallen, the Board unanimously approved Resolutions No. 110-11 and 111-11 as follows:

RESOLUTION NO.110-11: 2010/2011 BUDGET AMENDMENT
High Needs Nursing 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;

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

INCREASE REVENUE:
High Needs Nursing Initiative - Revenue 2609-3011-5420 $62,257.00
Total Increase Revenue $62,257.00

INCREASE EXPENDITURE:
High Needs Nursing – Prof F/T 2609-3011-6103 $26,480.00
High Needs Nursing – Instr Equip 2609-3011-7005 $18,047.00
High Needs Nursing – Printing 2609-3011-7104 $ 250.00
High Needs Nursing – Instr Supplies 2609-3011-7108 $ 480.00
High Needs Nursing – Software 2609-3011-7217 $ 1,100.00
High Needs Nursing – Benefits 2609-3011-7221 $ 4,000.00
High Needs Nursing – Prof Srvc Fees 2609-3011-7241 $11,900.00
Total Increase Expenditure $ 62,257.00
RESOLUTION NO. 111-11: 2010-2011 BUDGET AMENDMENT
US DOL Community-Based Job Training Grant

WHEREAS, the College has received notification of funding from the United States Department of Labor through the Community-Based Job Training Grant (CBJTG) in the amount of $1,991,950 over three years to build a regional healthcare workforce; and

WHEREAS, the grant also includes funding to extend educational opportunities through partnerships with various higher education institutions to create the Jefferson Community College Higher Education Center;

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

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

INCREASE REVENUE:
DOL CBJTG Grant – Revenue 3011-2560-5410 $588,268.74
Total Revenue Increase $588,268.74

INCREASE EXPENDITURE:
DOL CBJTG Grant – Prof FT 3011-2560-6101 $112,113.00
DOL CBJTG Grant – Prof PT 3011-2560-6102 $21,954.00
DOL CBJTG Grant – Prof Adjuncts 3011-2560-6103 $18,780.20
DOL CBJTG Grant – Instr Equip 3011-2560-7005 $52,921.55
DOL CBJTG Grant – Comp Supplies 3011-2560-7107 $99.99
DOL CBJTG Grant – Oper Supplies 3011-2560-7110 $142,000.00
DOL CBJTG Grant – Software 3011-2560-7217 $100.00
DOL CBJTG Grant – Indirect 3011-2560-7231 $90,000.00
DOL CBJTG Grant – Prof Srvc Fees 3011-2560-7241 $300.00
DOL CBJTG Grant – Tuition Reimb 3011-2560-7254 $150,000.00
Total Expenditure Increase $588,268.74

Committee Chair Crowley presented an amendment to a September resolution on the Perkins grant budget, noting that the auditors prefer the format of the amendment. On motion made by Mike Crowley, seconded by Steve Haas, the Board unanimously approved Resolution No. 112-11 as follows:

RESOLUTION NO. 112-11: AMENDMENT OF RESOLUTION 187-10
DATED SEPTEMBER 1, 2010
PERKINS 10/11 BUDGET

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

WHEREAS, the fiscal year for the College and the funding agency do not coincide which creates the need for funds to be adjusted to reflect the grant award for the 2010/2011 Perkins Budget.
NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves the operating budget amendment:

**INCREASE REVENUE:**

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perkins – Learning &amp; Success</td>
<td>2511-3011-5410</td>
<td>$89,743.56</td>
</tr>
<tr>
<td>Perkins – Energy Program</td>
<td>2512-3011-5410</td>
<td>$63,024.00</td>
</tr>
<tr>
<td>Perkins – One-Stop Center</td>
<td>2513-3011-5410</td>
<td>$15,000.00</td>
</tr>
</tbody>
</table>

Total Revenue $167,767.56

**INCREASE EXPENDITURES:**

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perkins – Learning &amp; Success – Prof P/T</td>
<td>2511-3011-6102</td>
<td>$69,651.66</td>
</tr>
<tr>
<td>Perkins – Learning &amp; Success – Comp Equip</td>
<td>2511-3011-7006</td>
<td>$9,882.00</td>
</tr>
<tr>
<td>Perkins – Learning &amp; Success – Software</td>
<td>2511-3011-7217</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Perkins – Learning &amp; Success – Empl Bens</td>
<td>2511-3011-7221</td>
<td>$4,384.97</td>
</tr>
<tr>
<td>Perkins – Learning &amp; Success – Prof Srvc Fee</td>
<td>2511-3011-7231</td>
<td>$3,824.93</td>
</tr>
</tbody>
</table>

Sub-Total $89,743.56

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perkins – Energy Program – Prof F/T</td>
<td>2512-3011-6101</td>
<td>$46,091.00</td>
</tr>
<tr>
<td>Perkins – Energy Program – Instr Supplies</td>
<td>2512-3011-7108</td>
<td>$436.00</td>
</tr>
<tr>
<td>Perkins – Energy Program – Empl Bens</td>
<td>2512-3011-7221</td>
<td>$12,354.00</td>
</tr>
<tr>
<td>Perkins – Energy Program – Indirect Costs</td>
<td>2512-3011-7231</td>
<td>$4,143.00</td>
</tr>
</tbody>
</table>

Sub-Total $63,024.00

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perkins – One-Stop Center – Prof Srvc Fees</td>
<td>2513-3011-7241</td>
<td>$15,000.00</td>
</tr>
</tbody>
</table>

Sub-Total $15,000.00

Total Expenditure $167,767.56

Committee Chair Crowley presented a budget amendment and a budget transfer with regard to the College’s TRIO grant. On motion made by Mike Crowley, seconded by Jody LaLone, the Board unanimously approved Resolutions No. 119-11 and 120-11 as follows:

**RESOLUTION NO. 119-11:** 2010-2011 BUDGET AMENDMENT TRIO GRANT

**WHEREAS,** the College has received notification of additional funding from the U. S. Department of Education for the TRIO Grant in the amount of $8,754 to provide assistance in student services;

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

**INCREASE REVENUE:**

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRIO Grant – Revenue</td>
<td>3011-2540-5410</td>
<td>$8,754</td>
</tr>
</tbody>
</table>

Total Revenue Increase $8,754
INCREASE EXPENDITURE:
TRIO Grant – Professional F/T  3011-2540-6101  $8,754
Total Expenditure Increase $8,754

RESOLUTION NO. 120-11:  2010-2011 BUDGET TRANSFER
TRIO GRANT

WHEREAS, the College has received funding through the U. S. Department of Education for the TRIO Grant to fund various initiatives to enhance instruction and student success;

WHEREAS, it is necessary to reallocate funds to the appropriate expenditure accounts to reflect actual areas of expenditure due to current year fiscal appropriations;

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

INCREASE EXPENDITURE:
TRIO Grant – Professional F/T  3011-2540-6101  $37,338
TRIO Grant – Travel  3011-2540-7250  $ 3,700
TRIO Grant – Indirect Cost  3011-2540-7231  $  524
Total Increase  $41,562

DECREASE EXPENDITURE:
TRIO Grant – Professional P/T  3011-2540-6102  $27,679
TRIO Grant – Classified F/T  3011-2540-6120  $  2,228
TRIO Grant – Employee Benefit  3011-2540-7221  $  6,048
TRIO Grant – Other Fees  3011-2540-7239  $  2,750
TRIO Grant – Office Supplies  3011-2540-7109  $  582
TRIO Grant – Instructional Supplies  3011-2540-7108  $  700
TRIO Grant – Printing  3011-2540-7104  $  225
TRIO Grant – Maintenance Contracts  3011-2540-7236  $  350
TRIO Grant – Computer Supplies  3011-2540-7107  $  500
TRIO Grant – Computer Software  3011-2540-7217  $  500
Total Decrease  $41,562

Committee Chair Mike Crowley presented Resolution No. 121-10 to recognize the new grant year for the Workforce Development Training Grant. On motion made by Mike Crowley, seconded by Doris McLallen, the following resolution was unanimously approved:

RESOLUTION NO. 121-10:  2010/2011 OPERATING BUDGET AMENDMENT
WORKFORCE DEVELOPMENT TRAINING GRANT

WHEREAS, the College has received 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:

<table>
<thead>
<tr>
<th>Description</th>
<th>ID Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workforce Dev. Grant – Misc. Revenue</td>
<td>2701-3011-5430</td>
<td>$ 30,000.00</td>
</tr>
<tr>
<td>Workforce Dev. Grant – State Revenue</td>
<td>2701-3011-5420</td>
<td>$ 90,000.00</td>
</tr>
<tr>
<td><strong>Total Revenue Increase</strong></td>
<td></td>
<td><strong>$ 120,000.00</strong></td>
</tr>
</tbody>
</table>

INCREASE EXPENDITURE:

<table>
<thead>
<tr>
<th>Description</th>
<th>ID Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workforce Dev. Grant – Professional P/T</td>
<td>2701-3011-6103</td>
<td>$ 3,000.00</td>
</tr>
<tr>
<td>Workforce Dev. Grant – Instructional Supplies</td>
<td>2701-3011-7108</td>
<td>$ 1,500.00</td>
</tr>
<tr>
<td>Workforce Dev. Grant – Travel</td>
<td>2701-3011-7250</td>
<td>$ 600.00</td>
</tr>
<tr>
<td>Workforce Dev. Grant – Prof Services</td>
<td>2701-3011-7241</td>
<td>$ 700.00</td>
</tr>
<tr>
<td>Workforce Dev. Grant – Workshops/Seminars</td>
<td>2701-3011-7253</td>
<td>$ 95,000.00</td>
</tr>
<tr>
<td>Workforce Dev. Grant – Employee Benefits</td>
<td>2701-3011-7221</td>
<td>$ 1,200.00</td>
</tr>
<tr>
<td>Workforce Dev. Grant – Indirect Expense</td>
<td>2701-3011-7231</td>
<td>$ 18,000.00</td>
</tr>
<tr>
<td><strong>Total Increase Expense</strong></td>
<td></td>
<td><strong>$ 120,000.00</strong></td>
</tr>
</tbody>
</table>

Following review and on motion made by Mike Crowley, seconded by Jody LaLone, the Board unanimously approved the attached financial statements for the month ending January 31, 2011. On motion made by Mike Crowley, seconded by Jody LaLone, the Board unanimously approved the attached financial statements for the month ending December 21, 2010.

ACADEMIC AND EDUCATIONAL SERVICES

Doris McLallen, reported on behalf of the Academic and Educational Services Committee, Following review and on motion made by Doris McLallen, seconded by Mike Crowley, the Board unanimously approved following five year review:

Resolution No. 108-11: APPROVAL OF FIVE-YEAR REVIEW PARAMEDIC AAS AND CERTIFICATE

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached five-year review for the Paramedic AAS and Certificate programs.

FACILITIES COMMITTEE

President McCoy and Committee Chair Jody LaLone reported on the Facilities Committee meeting with members of the County Board of Legislators to talk about where we are at with residence halls and to convey our interest in the Coffeen Street property when available.

EXECUTIVE SESSION

On motion made by Jody LaLone, seconded by Mike Crowley, the Board adjourned to Executive Session at 5:00 p.m. pursuant to Article 7 of the Public Officers Law, section 105(f).
RECONVENTION
The Board reconvened in open session at 5:20 p.m.

PERSONNEL COMMITTEE
Jody LaLone reported on behalf of the Personnel Committee. Following review and on motion made by Jody LaLone, seconded by Mike Crowley, the Board unanimously approved 2011 continuing appointments as follows:

RESOLUTION NO. 113-11: 2011 CONTINUING APPOINTMENTS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves the following continuing appointments, effective September 1, 2011:

Ann Durant
Assistant Director – SBDC

Jeannine Gomelia*
Lecturer

John Gould
Senior Business Advisor – SBDC

Christine Grimes
Assistant Professor

Sarah O’Connell
Business Advisor – SBDC

Susan Sprague
Information Systems Specialist

Robin Stephenson
Business Advisor – SBDC

*contingent upon completion of Master’s Degree by August 31, 2011

Following review and on motion made by Jody LaLone, seconded by Mike Crowley, the Board unanimously approved 2011 promotions as follows:

RESOLUTION NO. 114-11: 2007 PROMOTIONS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the following promotions, effective September 1, 2011:
Following review and on motion made by Jody LaLone, seconded by Doris McLallen, the Board unanimously approved 2011-2012 sabbatical leaves as follows:

**RESOLUTION NO. 115-11: 2011-2012 SABBATICAL LEAVES**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the following sabbatical leaves during the 2011-2012 academic year:

- Todd Vincent  Fall 2011
- Peter Boenning  Spring 2012
- Frank Florence  Spring 2012
- Lynn Sprott  Spring 2012

**OTHER BUSINESS**
Following presentation by President McCoy and on motion made by Jody LaLone, seconded by Steve Haas, the Board ratified the following contract:

**RESOLUTION NO. 107-11: RATIFICATION OF CONTRACTS**

JCCI Resource Development Services

WHEREAS, pursuant to Jefferson Community College Board of Trustees Resolution No. 128-89, the College President approved the following contractual agreement, a copy of which is attached hereto:

JCCI Resource Development Services
(grant review services)

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby recognize and ratify the aforementioned agreement.
Following presentation by President McCoy and on motion made by Dan Villa, seconded by Steve Haas, the Board named the following 2011 Emeriti:

**RESOLUTION NO. 116-11: 2011 EMERITI**

**WHEREAS,** by Resolution No. 117-93 dated April 7, 1993, the Jefferson Community College Board of Trustees adopted a policy to allow the Board to confer Emeritus status upon retired members of the College community who have meritoriously served the College; and

**WHEREAS,** the Emeritus Award Review Committee has made recommendations for the award of Emeritus status;

NOW, THEREFORE, BE IT RESOLVED, in recognition of the excellence in teaching or service demonstrated by the following individuals, the Jefferson Community College Board of Trustees does hereby confer the Emeritus title as follows:

Christina B. Boyanski, College Service Emerita  
Donna M. Eisele, College Registrar Emerita  
Katherine F. Fenlon, Vice President Emerita  
Donald J. Grant, Trustee Emeritus  
Richard L. Halpin, Professor Emeritus  
Joanne M. Johnson, Professor Emerita  
Debra R. Marsala, Professor Emerita  
Thomas W. Myers, College Service Emeritus  
Patrick J. Pearson, Professor Emeritus  
Gary L. Sproul, Vice President Emeritus  
Edwin G. Thompson, Professor Emeritus

Following presentation by President McCoy and on motion made by Dan Villa, seconded by Steve Haas, the Board ratified the following contracts:

**RESOLUTION NO. 117-11: RATIFICATION OF CONTRACTS**

**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:

SUNY Plattsburgh  
Go Motorcycling, Inc.

SUNY Plattsburgh  
(affiliation agreement)

Go Motorcycling, Inc.  
(rider’s course)
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 Dan Villa, seconded by Steve Haas, the Board unanimously approved Resolution No. 118-11 to recognize the service of Nathan Holloway as follows:

RESOLUTION NO. 118-11: RECOGNITION OF SERVICE NATHAN A. HOLLOWAY

WHEREAS, Nathan A. Holloway was appointed to the Jefferson Community College Board of Trustees by then New York State Governor George Pataki in 2001; and

WHEREAS, Nate Holloway has provided leadership to the Board of Trustees through his service as Vice Chair of the Board from 2008 to 2010 and Chair of the Budget and Planning Committee from 2007 to 2008; and

WHEREAS, Nate Holloway has actively supported the Jefferson Community College Board of Trustees through his participation in both standing and ad hoc committees of the Board, 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 Nathan A. Holloway for his dedicated service to this College and wishes him well in future endeavors.

SCHEDULE OF MEETINGS
Facilities Committee – TBA
Budget and Planning – Wednesday, April 6, 2011 at 3:00 p.m.
Academic and Educational Services – Wednesday, April 6, 2011, TBA
Full Board Meeting – Wednesday, April 6, 2011 at 4:00 p.m.

EXECUTIVE SESSION
On motion made by Mike Crowley, seconded by Jody LaLone, the Board adjourned to Executive Session at 5:30 p.m. pursuant to Article 7 of the Public Officers Law, section 105(d).

Respectfully submitted,

Karen A. Carr
Secretary to the Board