JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES

MINUTES OF MEETING
WEDNESDAY, MAY 4, 2011

Present: Dan Villa, Chair ) TRUSTEES
       Michael Crowley )
       Terry Fralick )
       Steven Haas )
       Jody LaLone )
       Doris McLallen )
       Michelle Pfaff )
       Barbara Roberts )
       James Scordo )

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

Guests: Marvin Blachman, Dean for Liberal Arts
       Linda Dening, Professor
       Linda Dittrich, Dean for Math / Science
       Jack Donato, President – FSA Board of Directors
       Jeri Fairman, Dean for Curriculum and Instruction
       Karen Freeman, Marketing and Public Relations Officer
       Don Horton, President – Faculty Association
       Joel LaLone, Center for Community Studies
       Jamie Munks, Watertown Daily Times
       Ray Petersen, Director Center for Community Studies
       Christina Rizzo, College Development Officer
       Jeff Wiley, Athletic Director

The regular monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:00 p.m., on Wednesday, May 4, 2011, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Chair Dan Villa.

APPROVAL OF MINUTES
On motion made by Jody LaLone and seconded by Mike Crowley, the minutes of the April 6, 2011 meeting were unanimously approved.
PRIVILEGE OF THE FLOOR
Chair Villa offered the privilege of the floor. James Sheets and Jane Pinkerton, joined by 8 other members of the Keuka College BA Social Work program, addressed the Board to offer their appreciation for the construction of the Extended Learning Center and the partnership between JCC and Keuka / Higher Education Center initiative which is bringing the BA degree in Social Work to the area. The students expressed that without the degree program offered in a format conducive to adult working students, they would not be able to obtain the higher education to make their career aspirations possible.

UPDATE FROM THE SENATE PRESIDENT
A written report from the Senate President is attached.

UPDATE FROM THE STUDENT TRUSTEE
Barbara Roberts invited all members of the Board to attend the Spring Fest on May 10 from 11:00 a.m. to 2:00 p.m. as well as the upcoming play by the Dionysian Players. She further advised that the students have elected Scott Howe to replace her as student Trustee and she will bring Scott to the June meeting to be introduced.

PRESIDENT’S REPORT
1. Ray Petersen and Joel LaLone offered an update on the projects of the Center for Community Studies.

2. Ray Petersen, the Jefferson’s representative on the Faculty Council of Community Colleges, offered an update noting that the group is dealing with issues such as transferability and representation on the SUNY Board of Trustees.

3. Jeff Wiley, Athletic Director, provided an update on College athletics and encouraged Board members to attend the upcoming Athletic Banquet where 170 students will be recognized next week. He noted that the Athletics Department has undertaken a retention initiative which includes study halls for athletes, and reaching out to faculty with progress reports on students.

4. Chrissie Rizzo, Executive Director of the Foundation / College Development Officer, shared her vision for the development office which includes building capacity through Banner to enable the launch of a capital campaign in the future, prospect research, friend raising, training, major gifts. A search is underway for a new Alumni Development Officer, the Mayor’s Ball has been launched with Transitional Living Services as co-host, and a mail appeal will be started soon to take orders for the 50th anniversary ornaments by Thelma Hamilton.

5. VP for Academic Affairs Ed Knapp advised that the Sports Management AS has been approved by SUNY and State Education for registration in the fall. The Physical Education AS degree is currently under review by the State Education Department.

6. President McCoy reviewed upcoming events:
   Retirement and Recognition – May 6
   Commencement – May 20
BUDGET AND PLANNING
Committee Chair Mike Crowley provided the report of the Budget and Planning Committee. On motion made by Mike Crowley, seconded by Barbara Roberts, the Board unanimously approved the following amendment to the 2010-11 operating budget:

RESOLUTION NO. 133-11: 2010-11 OPERATING BUDGET AMENDMENT
Center for Community Studies
Hospice of Jefferson County Market Study

WHEREAS, the College received funding from Hospice of Jefferson County to conduct a market survey of the residents of Jefferson County to assess the understanding, awareness, opinions, behaviors, perceptions, preferences, suggestions, expectations, related to hospice care in the County;

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

INCREASE REVENUE:
CCS – Hospice Study – Revenue 2803-3011-5430 $ 9,000.00
Total Increase $ 9,000.00

INCREASE EXPENDITURE:
CCS – Hospice Study – Prof P/T 2803-3011-6102 $ 5,544.11
CCS – Hospice Study – Prof Srvc Fees 2803-3011-7241 $ 2,774.40
CCS – Hospice Study – Meeting Exp 2803-3011-7202 $ 250.00
CCS – Hospice Study – Indirect 2803-3011-7231 $ 431.49
Total Increase $ 9,000.00

Following review and on motion made by Mike Crowley, seconded by Doris McLallen, the Board unanimously approved the following amendment to the 2010-11 operating budget:

RESOLUTION NO. 134-11: 2010-11 OPERATING BUDGET AMENDMENT
Center for Community Studies
Jefferson-Lewis Workforce Investment Board (WIB) Survey

WHEREAS, the College received funding from the Jefferson Lewis Workforce Investment Board to conduct a state of the workforce study of the residents of Jefferson and Lewis Counties to assess the local workforce and to assist the Jefferson County Planning Department to complete the 2011CEDS Report;

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

INCREASE REVENUE:
CCS – JLWIB Survey – Project Exp 2803-3011-5430 $ 15,000.00
Total Increase $ 15,000.00
INCREASE EXPENDITURE:

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On motion made by Mike Crowley, seconded by Jody LaLone, the Board unanimously approved the following resolution to increase the bad debt allowance:

**RESOLUTION NO. 135-11: BAD DEBT ALLOWANCE INCREASE**

WHEREAS, the allowance for bad debt reflected in the College’s financial statements was increased last year by $41,000;

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 $120,000.

On motion made by Mike Crowley, seconded by Jim Scordo, the Board unanimously approved the operating budget for the Student Association as follows:

**RESOLUTION NO. 136-11: APPROVAL 2011-2012 OPERATING BUDGET STUDENT ASSOCIATION**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached 2011-2012 operating budget for the Student Association.

On motion made by Mike Crowley, seconded by Michelle Pfaff, the Board unanimously approved the operating budget for New Student Services as follows:

**RESOLUTION NO. 137-11: APPROVAL 2011-2012 OPERATING BUDGET NEW STUDENT SERVICES**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached 2011-2012 operating budget for New Student Services.
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 March 31, 2011.

OTHER BUSINESS
Following presentation by Chair Villa and on motion made by Michelle Pfaff, seconded by Michael Crowley, the Board ratified the following contracts:

RESOLUTION NO. 131-11: RATIFICATION OF CONTRACTS
Planned Parenthood of NNY
State University of New York
SUNY Research Foundation
Hospice of Jefferson County

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:

Planned Parenthood of NNY
(affiliation agreement for student experience)
State University of New York
(participating institution agreement)
SUNY Research Foundation
(subcontract for funding SBDC)
Hospice of Jefferson County
(Center for Community Studies market study)

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 Carole McCoy and on motion made by Michelle Pfaff, seconded by Jody LaLone, the Board unanimously and with applause approved the 2011 Jefferson Citation as follows:

RESOLUTION NO. 132-11: 2011 JEFFERSON CITATION

WHEREAS, the Jefferson Community College Board of Trustees established the Jefferson Citation to "recognize an individual or organization whose leadership and actions have demonstrated outstanding commitment to education and the vision and mission of Jefferson Community College"; and

WHEREAS, in this the College’s 50th anniversary year we recognize the members of the first Board of Trustees, the pioneers who had the foresight and vision to lead Jefferson Community College through its formative years; and

WHEREAS, the College’s first board of Trustees included nine members, five appointed by the Jefferson County Board of Supervisors: Carl O. Bachman, Miller F. Moran, Floyd F. Peckham,
Arnold I. Shapiro and Paula V. V. Wardwell and four appointed by then Governor Nelson A. Rockefeller: Margaret N. Cosgrove, Philip R. Fortune, D. William O’Donnell, and Robert S. Rhodes; and

WHEREAS, those individuals undertook the task of recruiting and hiring the first College President, James McVean; establishing a foundation of quality educational programming; selecting a site and building a campus; and giving the College its name and its strong presence in this community; and

WHEREAS, because of the leadership and vision of the members of the founding Board of Trustees, Jefferson Community College has fostered teaching and learning for five decades allowing more than 85,000 students to take a course or workshop, and has conferred 19,000 degrees and certificates to graduates.

NOW, THEREFORE, BE IT RESOLVED, in recognition of their leadership and commitment to education in the North Country and to the mission of this College, the Jefferson Community College Board of Trustees salutes and does hereby confer the 2011 Jefferson Citation upon the founding Board of Trustees and each of its members individually.

SCHEDULE OF MEETINGS
- Facilities Committee – Thursday, May 26, at 7:30 a.m.
- Budget and Planning – Wednesday, June 1, 2011 at 3:00 p.m.
- Academic and Educational Services – June 1, 2011, TBA
- Full Board Meeting – Wednesday, June 1, 2011 at 4:00 p.m.

EXECUTIVE SESSION
On motion made by Michelle Pfaff, seconded by James Scordo, the Board adjourned to Executive Session at 4:55 p.m. pursuant to Article 7 of the Public Officers Law, section 105(e) and (f).

RECONVENTION
The Board reconvened in open session at 5:32 p.m.

ADJOURNMENT
On motion made by Doris McLallen seconded by Jody LaLone, the Board adjourned at 5:32 p.m.

Respectfully submitted,

Karen A. Carr
Secretary to the Board