The monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:00 p.m., on Wednesday, November 5, 2008, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Vice Chair Nate Holloway.

APPROVAL OF MINUTES
On motion made by Dan Villa and seconded by Michelle Pfaff the minutes of the October 1, 2008 meeting were unanimously approved.

PRIVILEGE OF THE FLOOR
Vice Chair Holloway offered the privilege of the floor. No one came forward to address the Board.

REPORT FROM THE JCC FOUNDATION
Michelle Pfaff noted that at the October Foundation meeting, Frank Doldo reported on Leadership Day and some of the other events being held on campus to involve students. The annual Mayor’s Ball is this Saturday and all corporate tables have been sold. The Syracuse Brass concert which was held in October also sold out.
**PRESIDENT’S REPORT**

1. President McCoy introduced Eric Constance, Director of the Small Business Development Center. Eric gave a brief update on the activities of the Center and shared the annual statistical summary.

2. President McCoy introduced Jill Bettinger, Dean of Continuing Education, who provided an update on the College's initiative to develop a Higher Education Center. The Board indicated its support for moving forward with negotiations with Watertown Savings Bank on the building. Trustees Crowley, Villa and Holloway volunteered their assistance in that effort.

3. President McCoy shared an Executive Summary of the Strategic Plan Goals.

4. President McCoy reported on the recent Community Breakfast. Despite very bad weather that morning, we had good attendance and some great feedback from community participants.

5. President McCoy shared an enrollment report which demonstrates that actual enrollments are close to budgeted projections.

6. President McCoy will attend an upcoming meeting of the Community College Committee of the SUNY Board of Trustees. She has been invited to present information about Jefferson Community College to the group. She and Sarah will also use that trip to begin discussions with SUNY and the Construction Fund on next steps for implementation of the Facilities Master Plan.

**BUDGET AND PLANNING COMMITTEE**

Committee Chair Dan Villa reported on the Budget and Planning Committee meeting held just prior to the full Board meeting. On motion made by Dan Villa, seconded by Suzanne Tingley the Board unanimously approved the following end of year adjustments:

**RESOLUTION NO. 173-08: 2007/2008 BUDGET MODIFICATIONS**

**End of Year Adjustments**

**WHEREAS**, modification of the 2007/2008 JCC Budget is necessary to redistribute funds to the proper accounts for year-end adjustment purposes.

**NOW, THEREFORE BE IT RESOLVED**, that the 2007/2008 Jefferson Community College budget is hereby amended thereby complying with generally accepted accounting principles as follows:

<table>
<thead>
<tr>
<th>JV#</th>
<th>Revenue</th>
<th>Account Description</th>
<th>Account</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>J-3654</td>
<td>Collection Dev Grant-Rev</td>
<td>3011-2401-5420</td>
<td>Collection Dev Grant-Books</td>
<td>3011-2401-7101</td>
<td>93.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Increase</td>
<td>Increase</td>
<td>Decrease</td>
<td>Decrease</td>
<td></td>
</tr>
<tr>
<td>J-3656</td>
<td>CCS (Projects)-Indirect</td>
<td>3011-2803-7231</td>
<td>CCS (Projects)-General Contractual</td>
<td>3011-2803-7229</td>
<td>33704.03</td>
</tr>
<tr>
<td>J-3656</td>
<td>CCS (Projects)-Indirect</td>
<td>3011-2803-7231</td>
<td>CCS (Projects)-Student Aides</td>
<td>3011-2803-6141</td>
<td>42.49</td>
</tr>
<tr>
<td>J-3656</td>
<td>CCS (Projects)-Indirect</td>
<td>3011-2803-7231</td>
<td>CCS (Projects)-Office Supplies</td>
<td>3011-2803-7109</td>
<td>42.52</td>
</tr>
<tr>
<td>J-3656</td>
<td>CCS (Projects)-Indirect</td>
<td>3011-2803-7231</td>
<td>CCS (Projects)-Employee Benefits</td>
<td>3011-2803-7221</td>
<td>17.43</td>
</tr>
<tr>
<td>J-3656</td>
<td>CCS (Projects)-Indirect</td>
<td>3011-2803-7231</td>
<td>CCS (Projects)-Project Expense</td>
<td>3011-2803-7242</td>
<td>695.23</td>
</tr>
<tr>
<td>J-3656</td>
<td>CCS (Projects)-Indirect</td>
<td>3011-2803-7231</td>
<td>CCS (Special Programs)-Indirect</td>
<td>3011-2802-7231</td>
<td>19770.78</td>
</tr>
</tbody>
</table>
On motion made by Dan Villa, seconded by Michelle Pfaff, the Board unanimously approved an amendment to the 2008-2009 operating budget to carryover grant funds from the prior year as follows:

RESOLUTION NO. 174-08: 2008-2009 OPERATING BUDGET AMENDMENT
Prior Year Carryover

WHEREAS, the College receives funding from various grant sources and;

WHEREAS, the fiscal year for the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAT Equip Replacement – Revenue</td>
<td>2811-3011-5430</td>
<td>$ 83.67</td>
</tr>
<tr>
<td>NAHEC Summer Grant—Revenue</td>
<td>2808-3011-5430</td>
<td>131.67</td>
</tr>
<tr>
<td>Nursing Jump Start—Revenue</td>
<td>2609-3011-5420</td>
<td>5,440.27</td>
</tr>
<tr>
<td>HESC Default—Revenue</td>
<td>2605-3011-5420</td>
<td>5,859.05</td>
</tr>
</tbody>
</table>

Total Increase in Revenue $11,514.66

INCREASE EXPENDITURE:

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAT Equip Replacement—Instr Equip</td>
<td>2811-3011-7005</td>
<td>$ 83.67</td>
</tr>
<tr>
<td>NAHEC Summer Grant—Prof Adjuncts</td>
<td>2808-3011-6103</td>
<td>131.67</td>
</tr>
<tr>
<td>Nursing Jump Start—Prof Adjuncts</td>
<td>2609-3011-6103</td>
<td>797.87</td>
</tr>
<tr>
<td>Nursing Jump Start—Meeting Exp</td>
<td>2609-3011-7237</td>
<td>77.48</td>
</tr>
<tr>
<td>Nursing Jump Start—Project Exp</td>
<td>2609-3011-7242</td>
<td>2,837.04</td>
</tr>
<tr>
<td>Nursing Jump Start—Student Grants</td>
<td>2609-3011-7510</td>
<td>1,727.88</td>
</tr>
<tr>
<td>HESC Default Grant—Prof Adjuncts</td>
<td>2605-3011-6103</td>
<td>5,859.05</td>
</tr>
</tbody>
</table>

Total Increase in Expenditure $11,514.66

On motion made by Dan Villa, seconded by Mike Crowley, the Board unanimously approved a transfer within the 2008-2009 operating budget to facilitate the Information Systems Specialist position as follows:

RESOLUTION NO. 175-08: 2008-2009 BUDGET TRANSFER
Information Systems Specialist (Functional)

WHEREAS, to improve student service and streamline processing, the College will be combining financial aid, registrar, and the direct student billing functions into a “one-stop” Enrollment Services Office;
WHEREAS, student service functions are becoming more automated, and the technical demands specific to these functional areas are increasing, while clerical needs are diminishing;

WHEREAS, to meet the increased technical needs, an Information Systems Specialist (Functional) will be created and a currently vacant typist position will be eliminated;

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

**INCREASE EXPENDITURE:**
- Registrar– Professional F/T 1110-2005-6101 $24,545
- **Total Expenditure Increase** $24,545

**DECREASE EXPENDITURE:**
- Registrar – Civil Service F/T 1110-2005-6120 $24,545
- **Total Expenditure Decrease** $24,545

On motion made by Dan Villa, seconded by Michelle Pfaff, the Board unanimously accepted the audit of the Student Association. Trustee Villa pointed out that a management letter noted some items for the second time and the College will be taking steps to ensure that the problems are resolved. Trustee Crowley suggests that a written corrective action plan be requested to ensure the concerns are resolved. Vice President for Students Betsy Penrose will work with the Student Association to ensure that a written corrective action plan is developed.

**RESOLUTION NO. 171-08: ACCEPTANCE OF AUDIT STUDENT ASSOCIATION**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of the Student Association of Jefferson Community College for the year ending June 30, 2008 as prepared by Poulsen and Podvin, P.C.

On motion made by Dan Villa, seconded by Suzanne Tingley, the Board unanimously accepted the audit of the New Student Services.

**RESOLUTION NO. 172-08: ACCEPTANCE OF AUDIT NEW STUDENT SERVICES**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of the New Student Services of Jefferson Community College for the year ending June 30, 2008 as prepared by Poulsen and Podvin, P.C.
Dan Villa presented the financial statements for the one-month period ending September 30, 2008. Following discussion and on motion made by Dan Villa, seconded by Demetrius Dowell, the Board unanimously approved the financial statements.

ACADEMIC AND EDUCATIONAL SERVICES
Committee Chair Suzanne Tingley advised that the Academic and Educational Services Committee met this afternoon and heard from Vicki Quigley, Dean of Business, about the College’s new E-Center and initiatives in support of entrepreneurship. Also, Interim VP for Academic Affairs, Ed Knapp, updated the Committee on the status of program changes as they move through SUNY.

OTHER BUSINESS
On motion made by Steven Haas, seconded by Michelle Pfaff, the Board unanimously approved bringing Resolution No. 167-08 (tabled October 1, 2008) back to the table for consideration. President McCoy and Vice President Baldwin provided further background information on the SUNY resolution. Following discussion and on motion made Michelle Pfaff, seconded by Suzanne Tingley, the Board unanimously defeated Resolution No. 167-08.

Following discussion and on motion made by Dan Villa, seconded by Michelle Pfaff, the following resolution was approved by a vote of 7 in favor and Trustee Steven Haas opposed:

RESOLUTION NO. 168-08: RECOGNITION OF SUNY BOARD OF TRUSTEE RESOLUTION (TAX SHELTERED ANNUITY PROVIDERS)

WHEREAS, the State University of New York administers tax-deferred special annuity and custodial account supplemental retirement programs on behalf of the community colleges; and

WHEREAS, by resolution adopted in June 2008, the State University of New York has limited the providers it will authorize for tax sheltered annuity voluntary savings programs effective January 1, 2009;

NOW, THEREFORE, BE IT RESOLVED, that any inconsistent provisions of prior resolutions notwithstanding, the Jefferson Community College Board of Trustees recognizes the authority of the SUNY Board of Trustees as plan administrator to determine providers for the custodial account supplemental retirement program, now and into the future.
Following presentation by President McCoy, and on motion made by Michelle Pfaff seconded by Demetrius Dowell the Board unanimously ratified the following contracts:

RESOLUTION NO. 170-08: RATIFICATION OF CONTRACTS
General Brown Central School
Rural / Metro Medical Services
North Country Urgent Care
MLK Holdings
Northern Employee Assistance Services

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:

General Brown Central School District
(Center for Community Studies survey)

Rural / Metro Medical Services
(Paramedic Clinical Affiliation)

North Country Urgent Care
(Nursing Clinical Affiliation)

MLK Holdings
(lease agreement)

Northern Employee Assistance Services
(employee assistance program)

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 Committee – Wednesday, December 3, 2008, 3:00 p.m.
Full Board - Wednesday, December 3, 2008, 4:00 p.m.
Academic and Educational Services Committee – December 3, 2008, 3:30 p.m.

EXECUTIVE SESSION
On motion made by Suzanne Tingley, seconded by Dan Villa, the Board adjourned to Executive Session at 5:25 p.m. for the purpose of discussion of negotiations and personnel.

RECONVENTION
The Board reconvened in open session at 6:05 p.m.
Following discussion and on motion made by Michelle Pfaff, seconded by Demetrius Dowell, the Board unanimously approved adding language to the Management / Confidential Terms and Conditions of Employment that would allow for reimbursement of moving expenses for new hires at the Vice President level in an amount to be determined at the discretion of the President but not to exceed $5,000.

**ADJOURNMENT**

On motion made by Michelle Pfaff, seconded by Dan Villa, the Board adjourned at 6:06 p.m.

Respectfully submitted,

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Karen A. Carr, Secretary
Board of Trustees