The regular monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:05 p.m., on Wednesday, November 6, 2013, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Board Chair Michael Crowley.

**APPROVAL OF MINUTES**

On motion made by Dan Villa and seconded by Terry Fralick, the minutes of the October 2, 2013 meeting were unanimously approved.
PRIVILEGE OF THE FLOOR
Chair Crowley offered the privilege of the floor. No one came forward to address the Board.

UPDATE FROM THE FOUNDATION LIAISON
In David Clark’s absence, President McCoy reported that at the October Foundation meeting the Board of Directors heard updates on the Gala planning and discussed and analyzed a proposal for an administrative fee on endowed scholarships. No action was taken on the proposal.

UPDATE FROM THE STUDENT TRUSTEE
Student Trustee Philip James noted that the October 24th leadership day attracted 330 high school students as well as JCC students to see presentations by Frank Warren (PostSecret), David Garibaldi (rock n’ roll artist) and PlayFair. Student activities also organized a Halloween blood drive which surpassed its goal of pints for the Red Cross.

UPDATE FROM THE SENATE PRESIDENT
Senate President Tim Grosse submitted a written report.

PRESIDENT’S REPORT
1. Eric Constance, Director, provided the annual update and statistical summary of the work of the Small Business Development Center.

2. Mary Perrine reviewed the process and the results of the 2013 Student Opinion Survey.

3. Connie Holberg and Brian Murray, co-chairs of the 2014-2020 Strategic Plan, provided an overview of the process, timeline and activities undertaken to solicit input, distill data and develop a strategic plan to move the College forward to 2020. Later this evening, the Trustees will act on a resolution to endorse the plan.

4. VP for Students, Betsy Penrose, presented the annual update for the EMSL division which includes 12 departments organized into three major service areas: enrollment services, student life and student success.

5. President McCoy noted that the 2013 Jefferson At-A-Glance has been posted electronically and contains pertinent data about the College.

6. President McCoy noted that two items are included in the Board packet this evening: the first fall 2013 Cannon (student newspaper) and a brochure for an upcoming cultural series on Muslim Journeys which has been coordinated by College Librarian Connie Holberg and Professor Rebecca Riehm.
BUDGET AND PLANNING COMMITTEE
Dan Villa provided the report of the Budget and Planning Committee which met prior to the full Board meeting. He noted that members of the audit firm, Poulsen and Podvin, presented audits for the FSA, the Student Association and New Student Services and that all three provided a clean opinion with no significant issues and just very minor recommendations. On motion made by Dan Villa and seconded by Doris Mcallen the Board unanimously approved Resolutions No. 161-13, 162-13 and 163-13 accepting the audits as follows:

RESOLUTION NO. 161-13: ACCEPTANCE OF AUDIT
Faculty-Student Association

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of the Faculty-Student Association of Jefferson Community College for the year ending June 30, 2013 as prepared by Poulsen and Podvin, P.C.

RESOLUTION NO. 162-13: 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, 2013 as prepared by Poulsen and Podvin, P.C.

RESOLUTION NO. 163-13: 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 New Student Services of Jefferson Community College for the year ending June 30, 2013 as prepared by Poulsen and Podvin, P.C.

Following review and on motion made by Dan Villa, seconded by Phillip James, the end of year budget adjustments were unanimously approved as follows:

RESOLUTION NO. 164-13: 2012-2013 BUDGET TRANSFER
Year End Budget Adjustments

WHEREAS, modification of the 2012/2013 JCC Budget is necessary to redistribute funds to the proper accounts.
NOW, THEREFORE BE IT RESOLVED, that the 2012/2013 Jefferson Community College budget is hereby amended, thereby complying with generally accepted accounting principles as attached:

On motion made by Dan Villa, seconded by Doris McLallen, the Board unanimously approved a budget amendment to recognize the College Access Challenge Grant as follows:

RESOLUTION NO. 165-13: 2013-2014 BUDGET AMENDMENT COLLEGE ACCESS CHALLENGE GRANT

WHEREAS, the College has received federal funding from New York State Higher Education Services Corporation (HESC) through its CACGP sub-grant project to create a 24-Hour College Access Program to serve qualified adult learners who do not have a high school degree or equivalency diploma.

WHEREAS, the 24-Hour College Access Program is targeted to students who are living below the poverty line and will provide pre-enrollment assistance, need-based grant aid, mentoring, disabilities testing, and peer tutoring to qualified students. The College Access Challenge Grant will provide all of the need-based grant aid and some funding to support these services.

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

INCREASE REVENUE:
College Access Challenge Grant – Federal Grants & Contracts  2570-3011-5410  $ 50,000.00

Total Increase Revenue  $ 50,000.00

INCREASE EXPENDITURES:
College Access Challenge Grant – Instructional Supp  2570-3011-7108  $ 7,000.00
College Access Challenge Grant – Indirect Cost  2570-3011-7231  741.00
College Access Challenge Grant – Prof. Serv. Fees  2570-3011-7241  1,259.00
College Access Challenge Grant – Travel  2570-3011-7250  1,000.00
College Access Challenge Grant – Scholarship Awards  2570-3011-7512  $ 40,000.00

Total Increase Expenditures  $ 50,000.00

Following review and on motion made by Dan Villa, seconded by Terry Fralick, the financial statements for the month ending September 30, 2013 were unanimously accepted.
ACADEMIC AND EDUCATIONAL SERVICES COMMITTEE

Terry Fralick gave the report of the Academic and Educational Services Committee which met immediately prior to this meeting. VP for Academic Affairs, Tom Finch, provided background information on the College’s Standards of Academic Progress and noted that this revised standard aligns the policy, our practice and compliance under federal guidelines for financial aid. On motion made by Terry Fralick, seconded by Steven Haas, the Board unanimously approved the following resolution:

RESOLUTION NO. 167-13: STANDARDS OF ACADEMIC PROGRESS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following Standards of Academic Progress:

Standards of Academic Progress

Academic Standing

The term "in good academic standing" means that a student is eligible or has been allowed to register for and undertake academic course work as a matriculated student.

In some instances, the College may define a student as being “on academic probation.” The mechanism of academic probation, including any accompanying constraints upon a student’s activities, is intended merely as an educational device designed to encourage greater effort on the part of students who appear to be having difficulty in meeting certain academic standards.

Dismissed students are not allowed to return to the College the semester following the dismissal, but have a right of appeal that is described in the College catalog and at the following link on the web site:

http://www.sunyjefferson.edu/news-events/publications/college-catalog/academic-reinstatement

Any question concerning whether or not an individual student is in good academic standing will be determined by the Academic Review Committee.

Academic Probation and Dismissal

All students who have attempted less than 8 credits are considered in good academic standing.
If a certain minimum cumulative grade point average (GPA) is not maintained (see Table I) or a minimum number of credits are not earned (see Table II), the student may be subject to probation or dismissal. In order to remain in good academic standing, both of these conditions must be met.

**Table I** In order to remain in good academic standing, as student must adhere to the following:

<table>
<thead>
<tr>
<th>Total Credit Hours Attempted</th>
<th>Dismissal GPA Below</th>
<th>Probation GPA Below</th>
</tr>
</thead>
<tbody>
<tr>
<td>0–7.5</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>8-17.5</td>
<td>.50</td>
<td>1.25</td>
</tr>
<tr>
<td>18-24.5</td>
<td>1.00</td>
<td>1.50</td>
</tr>
<tr>
<td>25-35.5</td>
<td>1.25</td>
<td>1.50</td>
</tr>
<tr>
<td>36-47.5</td>
<td>1.50</td>
<td>1.75</td>
</tr>
<tr>
<td>48-58.5</td>
<td>1.75</td>
<td>2.00</td>
</tr>
<tr>
<td>59+</td>
<td>1.90</td>
<td>2.00</td>
</tr>
</tbody>
</table>

*(In determining this GPA, a grade of “Y” is considered to be an “F.” Grades of “S” “YY” or “U” in non-credit developmental courses will be considered by the Academic Review Committee in end-of-semester academic decisions regarding probation or dismissal.)*

**Table II** In order to remain in good academic standing, a student must also adhere to the following:

<table>
<thead>
<tr>
<th>Total Credit Hours Attempted</th>
<th>Minimum Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>0–7.5</td>
<td>N/A</td>
</tr>
<tr>
<td>8-17.5</td>
<td>3</td>
</tr>
<tr>
<td>18-24.5</td>
<td>9</td>
</tr>
<tr>
<td>25-35.5</td>
<td>12</td>
</tr>
<tr>
<td>36-47.5</td>
<td>21</td>
</tr>
<tr>
<td>48-58.5</td>
<td>30</td>
</tr>
</tbody>
</table>

**FACILITIES COMMITTEE**

Dan Villa reported that the Facilities Committee met a few weeks ago and received a report of progress made against the 2008 Facilities Master Plan. He noted that many of the maintenance / repair items have been addressed. In addition, the residence halls project is in construction, the collaborative learning center has been endorsed by the sponsor and moved to the state for funding approval and the feasibility study for a multi-purpose / higher education facility is under review. At this juncture it is necessary to update the Facilities Master Plan to incorporate the work completed and provide a new listing of items going forward.
OTHER BUSINESS
Following presentation by President McCoy and on motion made by Dan Villa, seconded by Steven Haas, the Board unanimously ratified the following contracts:

RESOLUTION NO. 160-13: RATIFICATION OF CONTRACTS
Bernier, Carr and Associates
Cardiology associates of Northern NY
Homemakers of Western NY
Samaritan Summit Village

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:

Bernier, Carr and Associates
(professional services for traffic study)

Cardiology Associates of Northern NY
(agreement for clinical resources)

Homemakers of Western NY
(agreement for clinical resources)

Samaritan Summit Village
(agreement for business resources for student experience)

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby recognize and ratify the aforementioned agreements.

On motion made by Doris McLallen, seconded by Dan Villa, the Board unanimously approved the 2014-2020 strategic plan as follows:

VISION, MISSION, STRATEGIC THEMES

BE IT RESOLVED, that the Board of Trustees of Jefferson Community College hereby approves the 2014-2020 Strategic Plan as outlined in the attached Vision, Mission and Strategic Themes.
SCHEDULE OF MEETINGS
Budget and Planning – Wednesday, December 4, 2013 at 3:00 p.m.
Academic and Educational Services – December 4, 2013
Full Board Meeting – Wednesday, December 4 2013 at 4:00 p.m.

ADJOURNMENT
On motion made by Steve Haas, seconded by Dan Villa, the meeting was adjourned at 5:40 p.m.

Respectfully submitted,

__________________________________________
Karen A. Carr
Secretary to the Board