The monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:02 p.m., on Wednesday, November 3, 2010, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Board Chair Dan Villa.

APPROVAL OF MINUTES
On motion made by Michael Crowley and seconded by Nate Holloway, the minutes of the October 6, 2010 meeting were unanimously approved.

PRIVILEGE OF THE FLOOR
Board Chair Villa offered the privilege of the floor. No one came forward to address the Board.
UPDATE FROM THE SENATE PRESIDENT
Tim Grosse, Senate President, provided the attached written update.

UPDATE FROM THE FOUNDATION LIAISON
President McCoy reported on the October meeting of the JCC Foundation noting that the Mayor’s Ball is coming up November 13 and encouraged everyone to attend. The College has launched the search for the College Development Officer / Executive Director of the Foundation.

PRESIDENT’S REPORT
1. Eric Constance, Director of the Small Business Development Center, provided an overview of the Center’s activities over the past year and shared the attached summary statistics.
2. President McCoy noted that the Jefferson at a Glance document has been updated and posted to Blackboard for your use. She noted some significant information contained in the report including:
   a. The College has an extremely high yield rate (47.61%) from local high schools
   b. Student Opinion Survey of 2010 indicated the College ranked second out of 27 responding SUNY colleges in satisfaction with opportunities for involvement in clubs and activities.
   c. The growth in technology on campus made possible by grant initiatives led to another ranking of second out of 27 responding SUNY colleges in student satisfaction on the availability of computers on campus.
   d. Jefferson was ranked No. 1 in New York State with a 100% pass rate on the NYCLEX Nursing exam.
3. Vice President Dan Dupee presented the attached overview of the Administration and Finance Division as well as the annual employee profile.
4. Jill Pippin, Dean of Continuing Education, and John Trumbell, Continuing Education Coordinator, provided an overview of the Edge Program which allows for concurrent enrollment of high school students. The college currently works with 15 high schools and has 681 enrollments in the fall 2010 semester.

BUDGET AND PLANNING
Michael Crowley, Committee Chair, offered the report of the Budget and Planning Committee. On motion made by Mike Crowley, seconded by Nate Holloway, the Board unanimously approved amendments to the 2010-2011 operating budget as follows (Resolutions No. 214-10, 215-10, 216-10, 217-10 and 218-10):

RESOLUTION NO. 214-10: 2010-2011 BUDGET AMENDMENT
Local Government Records Management Improvement Fund (LGRMIF) Grant

WHEREAS, the College received notification of grant funding from the New York State Archives, a unit of the New York State Education Department (SED), to implement software for imaging of College records.

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

<table>
<thead>
<tr>
<th>Grant Description</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGRMIF Grant – Revenue</td>
<td>2610-3011-5420</td>
<td>$38,650</td>
</tr>
<tr>
<td><strong>Total Revenue Increase</strong></td>
<td></td>
<td><strong>$38,650</strong></td>
</tr>
</tbody>
</table>

### INCREASE EXPENDITURE:

<table>
<thead>
<tr>
<th>Grant Description</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGRMIF Grant – Software</td>
<td>2610-3011-7217</td>
<td>$22,500</td>
</tr>
<tr>
<td>LGRMIF Grant – Prof Srvc Fees</td>
<td>2610-3011-7241</td>
<td><strong>$16,150</strong></td>
</tr>
<tr>
<td><strong>Total Expenditure Increase</strong></td>
<td></td>
<td><strong>$38,650</strong></td>
</tr>
</tbody>
</table>

---

**RESOLUTION NO. 215-10**

**2010-2011 OPERATING BUDGET AMENDMENT**

**SBDC DETA Grant Reversal**

**WHEREAS**, the College budgets for potential funding from various grant sources and;

**WHEREAS**, funding for this initiative was awarded and the budget needs to be liquidated;

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

#### DECREASE REVENUE:

<table>
<thead>
<tr>
<th>Grant Description</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBDC DETA Grant – Revenue</td>
<td>2531-3011-5410</td>
<td><strong>$67,925</strong></td>
</tr>
<tr>
<td><strong>Total Decrease in Revenue</strong></td>
<td></td>
<td><strong>$67,925</strong></td>
</tr>
</tbody>
</table>

#### DECREASE EXPENDITURE:

<table>
<thead>
<tr>
<th>Grant Description</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBDC DETA Grant – Prof F/T</td>
<td>2531-3011-6101</td>
<td>$40,605</td>
</tr>
<tr>
<td>SBDC DETA Grant – Office Supplies</td>
<td>2531-3011-7109</td>
<td>$500</td>
</tr>
<tr>
<td>SBDC DETA Grant – Empl Benefits</td>
<td>2531-3011-7221</td>
<td>$18,853</td>
</tr>
<tr>
<td>SBDC DETA Grant – Indirect Cost</td>
<td>2531-3011-7231</td>
<td>$6,967</td>
</tr>
<tr>
<td>SBDC DETA Grant – Travel</td>
<td>2531-3011-7250</td>
<td>$1,000</td>
</tr>
<tr>
<td><strong>Total Decrease in Expenditure</strong></td>
<td></td>
<td><strong>$67,925</strong></td>
</tr>
</tbody>
</table>

---

**RESOLUTION NO. 216-10**

**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, funding has been received from local hospitals as a local match for the grant;

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

**INCREASE REVENUE:**
DOL CBJTG Grant – Local Grants 3011-2560-5430 $69,000

Total Revenue Increase $69,000

**INCREASE EXPENDITURE:**
DOL CBJTG Grant – Prof Stipends 3011-2560-6104 $69,000

Total Expenditure Increase

---

RESOLUTION NO. 217-10: 2010-2011 OPERATING BUDGET AMENDMENT VATEA Grant Reversal

WHEREAS, the College budgets for potential funding from various grant sources and;

WHEREAS, funding from this source was allocated into grant specific activities instead of into a general distribution account necessitating the closure of such;

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

**DECREASE REVENUE:**
VATEA Grant – Revenue 2515-3011-5410 $183,317.00

Total Decrease in Revenue $183,317.00

**DECREASE EXPENDITURE:**
VATEA Grant – General Contractual 2515-3011-229 $183,317.00

Total Decrease in Expenditure $183,317.00

---

RESOLUTION NO. 218-10: 2010-2011 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>Grant</th>
<th>Revenue/Expense Code</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBDC Federal Grant – Revenue</td>
<td>2532-3011-5410</td>
<td>$ 6,646.54</td>
</tr>
<tr>
<td>USDOL Grant—Revenue</td>
<td>2560-3011-5430</td>
<td>26,884.84</td>
</tr>
<tr>
<td>USDOL Grant—Revenue</td>
<td>2560-3011-5430</td>
<td>13,154.56</td>
</tr>
<tr>
<td>Energy Program—Revenue</td>
<td>2816-3011-5430</td>
<td>10,747.13</td>
</tr>
</tbody>
</table>

Total Increase in Revenue $57,433.07

INCREASE EXPENDITURE:

<table>
<thead>
<tr>
<th>Grant</th>
<th>Revenue/Expense Code</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBDC Federal Grant – Prof F/T</td>
<td>2532-3011-6101</td>
<td>$ 885.03</td>
</tr>
<tr>
<td>SBDC Federal Grant – Furniture</td>
<td>2532-3011-7002</td>
<td>53.48</td>
</tr>
<tr>
<td>SBDC Federal Grant – Office Supplies</td>
<td>2532-3011-7109</td>
<td>1,300.00</td>
</tr>
<tr>
<td>SBDC Federal Grant – Employee Bens</td>
<td>2532-3011-7221</td>
<td>64.83</td>
</tr>
<tr>
<td>SBDC Federal Grant – Indirect Cost</td>
<td>2532-3011-7231</td>
<td>712.20</td>
</tr>
<tr>
<td>SBDC Federal Grant – Prof Srvc Fees</td>
<td>2532-3011-7241</td>
<td>3,631.00</td>
</tr>
</tbody>
</table>

USDOL Grant—Prof Stipends | 2560-3011-6104 | 26,884.84 |
USDOL Grant – Prof Adjuncts | 2560-3011-6103 | 1,219.80  |
USDOL Grant – Furniture | 2560-3011-7002 | 3,082.22  |
USDOL Grant – Instr Equipment | 2560-3011-7005 | 4,870.45  |
USDOL Grant – Computer Supplies | 2560-3011-6103 | .01       |
USDOL Grant – Employee Bens | 2560-3011-7221 | 3,615.76  |
USDOL Grant – Travel | 2560-3011-7250 | 366.32    |

Total Increase in Expenditure $57,433.07

Following review and on motion made by Mike Crowley, seconded by Barbara Roberts, the Board unanimously approved transfers within the 2010-2011 operating budget as follows (Resolutions No. 219-10 and 220-10):

RESOLUTION NO. 219-10: 2010/2011 BUDGET TRANSFER
EDGE LIAISON INITIATIVE

WHEREAS, modification of the 2010/2011 Budget is necessary to redistribute funds to provide funding to consistently support EDGE Liaisons across campus.
Now, Therefore Be It Resolved, that the Jefferson Community College Board of Trustees approves the following operating budget transfer:

Increase Expenditure:
Evening & Extension – Professional Adjuncts 1110-2002-6141 $ 22,000
Total Expenditure Increase $ 22,000

Decrease Expenditure:
General Instr. Services – Professional Adjuncts 1110-2002-7247 $ 22,000
Total Expenditure Decrease $ 22,000

Resolution No. 220-10: 2010-2011 Budget Transfer
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, it is necessary to transfer funds into the correct expenditure codes to provide funding for a part-time clerical position to staff the Extended Learning Center evenings and weekends;

Now, Therefore Be It Resolved, that the Jefferson Community College Board of Trustees approves the following operating budget amendment:

Increase Expenditure:
DOL CBJTG Grant – Civil Service P/T 3011-2560-6121 $12,095
Total Expenditure Increase $12,095

Decrease Expenditure:
DOL CBJTG Grant – Empl Benefits 3011-2560-7221 $12,095
Total Expenditure Decrease $12,095

Committee Chair Mike Crowley presented audits for the Student Association and New Student Services noting that these groups are component units of the College. Each audit comes with an unqualified opinion with no significant comments. On motion made by Mike Crowley, seconded by Nate Holloway, the Board unanimously voted to accept the audits as presented (Resolutions No. 221-10 and 222-10):
RESOLUTION NO. 221-10  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, 2010 as prepared by Poulsen and Podvin, P.C.

RESOLUTION NO. 222-10  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, 2010 as prepared by Poulsen and Podvin, P.C.

Following review and on motion made by Committee Chair Mike Crowley, seconded by Doris McLallen, the Board unanimously approved the attached financial statements for the month ending September 30, 2010.

ACADEMIC AND EDUCATIONAL SERVICES
Doris McLallen, reported on behalf of the Academic and Education Services Committee, Following review and on motion made by Steve Haas, seconded by Michael Crowley, the Board unanimously approved the attached curriculum proposal for a Certificate in Renewable Energy Management:

RESOLUTION NO. 123-10:  APPROVE CURRICULUM PROPOSAL
Renewable Energy Management Certificate

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached curriculum proposal for a Certificate in Renewable Energy Management.

OTHER BUSINESS
Following presentation by President McCoy and on motion made by Mike Crowley, seconded by Nate Holloway, the Board ratified contracts as follows:

RESOLUTION NO. 213-10:  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:
Greater Baldwinsville Ambulance Corp.
(agreement for student clinical experience Paramedic)

Keuka College
(partner agreement for Jefferson Higher Education Center)

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 Mike Crowley, seconded by Steve Haas, the Board unanimously approved appointment of the Continuing Education Advisory Committee as follows:

RESOLUTION NO. 224-10: APPOINTMENT OF ADVISORY COMMITTEE CONTINUING EDUCATION

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby appoints the following Continuing Education Advisory Committee for a period of three years, to August 2013:

Joseph Agresti
Education Services Officer
Fort Drum

Eric Constance
Director
Small Business Development Center

Gary DeYoung
Executive Director
Thousand Islands International Council

Nancy Hansen
Asst. to the Commissioner
Jefferson Co. Dept. Social Services

Sylvia Heap
Retired
Watertown, NY

Beth Hopkins
Realtor
Hopkins Realty

William Landers
Instructor, Culinary Program
Jeff-Lewis BOCES

Tim Maloney
CSEA Executive VP
The Workplace

Cheryl Mayforth
Director
The Workplace

Cathy Moore
Program Leader
Cornell Cooperative Extension

Theresa Quintin
Director, Health Care Resource Mgmt.
Samaritan Medical Center

David Zembiec
Deputy Director
JCIDA
Following presentation by President McCoy and on motion made by Mike Crowley, seconded by Doris McLallen, the Board unanimously approved appointment of the Partners in Education Advisory Committee as follows:

**RESOLUTION NO. 225-10: APPOINTMENT OF ADVISORY COMMITTEE PARTNERS IN EDUCATION**

**BE IT RESOLVED,** that the Jefferson Community College Board of Trustees hereby appoints the following Partners in Education Advisory Committee for the Jefferson Higher Education Center (JHEC) for a period of three years, to August 2013:

Joseph Agresti  
Education Services Officer  
Fort Drum

Eric Constance  
Director  
Small Business Development Center

Gary DeYoung  
Executive Director  
Thousand Islands International Council

Cheryl Mayforth  
Director  
The Workplace

Sylvia Heap  
Retired  
Watertown, NY

Beth Hopkins  
Realtor  
Hopkins Realty

Tim Maloney  
CSEA Executive VP  
The Workplace

Theresa Quintin  
Director, Health Care Resource Mgmt.  
Samaritan Medical Center

David Zembiec  
Deputy Director  
JCIDA

Eric Virkler  
Director Economic Development  
Lewis County Ec. Dev and Planning

Denise Young  
Executive Director  
FDRHPO

Carl McLaughlin  
Executive Director  
FDRLO

Jay Matteson  
CEO  
JCADC

Tom Fuhr  
Director, Office for Extended Studies  
SUNY Potsdam

Paul Grover  
Vice Provost for Ac. Affairs  
Upstate Medical University

Deb Amory  
Vice Provost for Community College Relations  
Empire State College

Wendy Ferrucci  
Admissions Officer  
Keuka College
On motion made by Steven Haas, seconded by Barbara Roberts, the Board unanimously endorsed recognition of the 20th anniversary of Jefferson Campus Care as follows:

RESOLUTION NO. 226-10: RECOGNITION OF 20TH ANNIVERSARY JEFFERSON CAMPUS CARE

WHEREAS, through the generous support of the Northern New York Community Foundation and the SUNY Child Care Grants, Jefferson Community College was able to construct a two-classroom child care facility which opened in the fall of 1990; and

WHEREAS, through the leadership and direction of Joan Pflugheber and New Day Children’s Center, the child care center at Jefferson became licensed in New York State and began offering quality child care for children aged 3 to 5 years; and

WHEREAS, in the fall of 2000, a 1,200 square foot addition was added to the child care facility adding a classroom for toddler-aged children as well as an activity room and office space and allowed the Center to expand service to serve 40 children, 21 months to 5 years of age; and

WHEREAS, in January 2003, Jefferson Campus Care began operation through the auspices of the JCC Faculty-Student Association; and

WHEREAS, Jefferson Campus Care is fully accredited through the National Association for the Education of Young Children; and

WHEREAS, in the past two decades nearly 900 young children and their families have benefitted from the quality child care service provided by Jefferson Campus Care; and
NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby salutes Jefferson Campus Care for its 20 years of service to the campus community and the on-going good work of the Jefferson Campus Care leadership and faculty:
   Roxy Silsby, Director
   Patty Crowder, Toddler Room Team Teacher
   Stephanie Gillette, Toddler Room Team Teacher
   Teresa Boulton, Three-year-old Room Team Teacher
   Jenna Todd, Three-year-old Room Team Teacher
   JoLynn Fiorentino, Four-year-old Room Team Teacher
   April Marvin, Four-year-old room Team Teacher

EXECUTIVE SESSION
On motion made by Nate Holloway, seconded by Mike Crowley, the Board adjourned to Executive Session at 5:20 p.m. pursuant to Article 7 of the Public Officers Law, section 105(f).

RECONVENTION
The Board reconvened in open session at 5:42 p.m.

SCHEDULE OF MEETINGS
   Budget and Planning – Wednesday, December 1, 2010 at 3:00 p.m.
   Academic and Educational Services – December 1, 2010, TBA
   Full Board Meeting – Wednesday, December 1, 2010 at 4:00 p.m.
   Executive Committee - Tuesday, December 14, 2010 at 7:30 a.m.

ADJOURNMENT
On motion made by Mike Crowley, seconded by Nate Holloway, the Board adjourned at 5:43 p.m.

Respectfully submitted,

______________________________
Karen A. Carr
Secretary to the Board