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 7, 2012, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Board Chair Michael Crowley.

APPROVAL OF MINUTES
Michelle Pfaff requested a correction of the minutes of the October 3, 2012 meeting to reflect in Resolution No. 155-12, Amendment to the President’s Contract, that the President’s salary be increased by $3,300 to $174,800. On motion made by Michelle Pfaff and seconded by Dan Villa, the minutes of the October 3, 2012 meeting were unanimously approved as corrected.

PRIVILEGE OF THE FLOOR
Chair Crowley offered the privilege of the floor. No one came forward to address the Board.
UPDATE FROM THE JCC FOUNDATION
President McCoy noted that at the October meeting the Foundation the Board heard updates on the Jefferson Gala and made a selection of an investment firm, having recently decided to return to the practice of using just one firm to management investments.

UPDATE FROM THE STUDENT TRUSTEE
No Report.

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

PRESIDENT’S REPORT
1. Professor Frank Florence reported on his Spring 2012 sabbatical leave in which he looked at the needs, issues and best practices in on-line lab science courses.
2. Associate Professor Lynn Sprott reported on her Spring 2012 sabbatical leave in which she researched the use of case studies in teaching life span development and other psychology courses. She is working on developing a case study collection for use in her classes and to share with colleagues.
3. Eric Constance, Director of the SBDC, presented an update to the Board and advised that SBDC personnel will be travelling to the area impacted by Hurricane Sandy to assist in processing of disaster loans.
4. Vice President Dupee provided a synopsis of activities and upcoming projects within the Administration and Finance Division.
5. President McCoy noted upcoming events as follows: Jefferson Gala - 8:00 – 12:00 p.m., Saturday, November 10 Open House Education Annex at Fort Drum – 3:00 p.m., Tuesday, November 13
6. President McCoy noted that VP Finch and Dean Fairman are attending a Middle States training on the self-study process.
7. President McCoy noted that the 2012 Leadership Day program was a resounding success for both our students and the high school students who attended.

BUDGET AND PLANNING
Committee Chair Dan Villa provided the report of the Budget and Planning Committee which met prior to the full Board meeting. On motion made by Dan Villa, seconded by Michelle Pfaff, the Board unanimously approved year-end adjustments as follows:

RESOLUTION NO. 162-12: 2011-2012 BUDGET TRANSFER
Year End Budget Adjustments

WHEREAS, modification of the 2011/2012 JCC Budget is necessary to redistribute funds to the proper accounts.

NOW, THEREFORE BE IT RESOLVED, that the 2011/2012 Jefferson Community College budget is hereby amended, thereby complying with generally accepted accounting principles as attached.
Committee Chair Villa presented 2012-2013 operating budget amendments to recognize grant funding and prior year grant carryovers for the Broadband Technology Grant, the High Needs Nursing Initiative Grant, the DOH Healthcare Information Technology grant and the Title III grant. On motion made by Dan Villa, seconded by Doris McLallen, the Board unanimously approved Resolutions No. 163-12, 164-12, 165-12 and 166-12 as follows:

RESOLUTION NO. 163-12: 2012-2013 BUDGET AMENDMENT
BROADBAND TECHNOLOGY GRANT

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

WHEREAS, the fiscal year for the College and the funding agency do not coincide and funds in the new fiscal year must be aligned to include carryover expenses;

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

DECREASE REVENUE:
Broadband Tech Grant – Fed Revenue 2555-3011-5410 $ 2,827.24
Decrease Revenue $ 2,827.24

DECREASE EXPENDITURE:
Broadband Tech Grant – Instr Supp 2555-3011-7108 $ 127.03
Broadband Tech Grant – Advertising 2555-3011-7203 $ 2,070.00
Broadband Tech Grant – Comp Software 2555-3011-7217 $ 680.17
Decrease Expense $ 2,877.20

INCREASE EXPENDITURE:
Broadband Tech Grant – Operating Supp 2555-3011-7110 $ 49.96
Increase Expense $ 49.96

Net Decrease Expense $ 2,827.24

RESOLUTION NO. 164-12: 2012-2013 BUDGET AMENDMENT
HIGH NEEDS NURSING INITIATIVE 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 operating budget amendment:

INCREASE REVENUE:
High Needs Nrsg–State Grants & Con(Prior Yr) 2609-3011-5420 $6,207.81
High Needs Nrsg–State Grants & Contracts (Current) 2609-3011-5420 $58,176.00
$64,383.81

Total Revenue Increase $64,383.81

INCREASE EXPENDITURE:
High Needs Nursing – Professional Adjuncts 2609-3011-6103 $47,168.39
High Needs Nursing – Student Aides 2609-3011-6141 $1,500.00
High Needs Nursing – Instructional Supplies 2609-3011-7108 $250.00
High Needs Nursing – Computer Software 2609-3011-7217 $1,100.00
High Needs Nursing – Employee Benefits 2609-3011-7221 $7,562.88
High Needs Nursing – Maintenance Contracts 2609-3011-7236 $2,184.00
High Needs Nursing – Professional Services 2609-3011-7241 $4,618.54
$64,383.81

Total Expenditure Increase $64,383.81

RESOLUTION NO. 165-12: 2012-2013 BUDGET AMENDMENT
HEALTHCARE INFORMATION TECHNOLOGY GRANT

WHEREAS, grant funds have been received from the New York State Department of Health affording JCC the opportunity to offer a six month Health Information Technology (HIT) Certificate Training Program;

WHEREAS, the purpose of the program is to enable candidates the ability to obtain HIT certificates in up to three HIT roles and attain working knowledge of many facets of HIT as an increasing amount of physician practices and hospitals move toward the EHR (electronic health records) system;

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

INCREASE REVENUE:
Healthcare Info Tech Grant – State Revenue 2611-3011-5420 $17,926.00
$17,926.00

Total Revenue Increase $17,926.00
INCREASE EXPENDITURE:
Healthcare Info Tech Grant – Adjuncts 2611-3011-6103 $ 11,781.00
Healthcare Info Tech Grant – Advertising 2611-3011-7203 $ 500.00
Healthcare Info Tech Grant – Benefits 2611-3011-7221 $ 2,150.00
Healthcare Info Tech Grant – Travel 2611-3011-7250 $ 3,495.00

Total Expenditure Increase $ 17,926.00

RESOLUTION NO. 166-12: 2012-2013 BUDGET AMENDMENT
Prior Year Carryover - TITLE III Grant

WHEREAS, the College received funding through the Title III 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 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:
Title III – Online Enhanced Services 2550-3011-5410 $ 91,073.26
Title III – Administrative 2551-3011-5410 $ 42,917.87
Title III – Faculty Development 2552-3011-5410 $ 24,784.06
Title III – Retention Services 2553-3011-5410 $ 29,846.78

Total Revenue Increase $188,621.97

INCREASE EXPENDITURES:
Title III – Enhanced Services – Prof FT 2550-3011-6101 $ 34,025.76
Title III – Enhanced Services - Empl Bens 2550-3011-7221 $ 18,812.50
Title III – Enhanced Services - Maint Contract 2550-3011-7236 $ 33,185.00
Title III – Enhanced Services - Prof Serv Fees 2550-3011-7241 $ 5,050.00

Sub-Total $ 91,073.26

Title III – Administrative – Travel 2551-3011-7250 $ 1,200.00
Title III – Administrative – Comp Equip 2551-3011-7006 $ 930.00
Title III – Administrative - Empl Bens 2551-3011-7221 $ 337.97
Title III – Administrative – Prof Serv Fees 2551-3011-7241 $ 5,449.90
Title III – Administrative – Endowment 2551-3011-7514 $ 35,000.00

Sub-Total $ 42,917.87
Title III – Faculty Development – Prof PT 2552-3011-6102 $ 14,000.00
Title III – Faculty Development – Empl Bens 2552-3011-7221 $ 5,295.00
Title III – Faculty Development – Travel 2552-3011-7250 $ 1,064.06
Title III – Faculty Development – Staff Dev 2552-3011-7246 $ 4,425.00
Sub-Total $ 24,784.06

Title III – Retention Services – Prof FT 2553-3011-6101 $ 7,088.16
Title III – Retention Services – Empl Bens 2553-3011-7221 $ 18,908.84
Title III – Retention Services – Student Recruit 2553-3011-7247 $ 3,849.78
Sub-Total $ 29,846.78

Total Expenditure Increase $ 188,621.97

On motion made by Dan Villa, seconded by Michelle Pfaff, the Board unanimously approved an amendment to the 2011-12 total operating budget to recognize increase costs and State operating aid due to increases in enrollment as follows:

RESOLUTION NO. 167-12: 2011-2012 BUDGET AMENDMENT
INCREASE IN TOTAL COSTS AND
STATE OPERATING AID

WHEREAS, Section 602.8 of the “Official Compilation of Codes, Rules and Regulations of the State of New York” limits total State operating aid to the budgeted or actual whichever is less; and

WHEREAS, the actual total operating costs and State operating aid for the 2011-2012 College fiscal year for Jefferson Community College were greater than budgeted; and

WHEREAS, operating budget amendments require approval by the College Board of Trustees, the sponsor and the SUNY Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED, that the budgeted 2011-2012 total operating costs for Jefferson Community College be increased by $420,617 from $23,686,192 in the originally approved budget to $24,106,809 in the amended budget and the State operating aid be increased by $310,024 from $5,653,263 in the originally approved budget to $5,963,287 in the amended budget, with no increase in the sponsor’s contribution.

Following review and on motion made by Dan Villa, seconded by Steven Haas, the financial statements for the month ending September 30, 2012 were unanimously accepted.
OTHER BUSINESS
Following presentation by President McCoy and on motion made by Michelle Pfaff, seconded by Dan Villa, the Board unanimously ratified the following contracts:

RESOLUTION NO. 161-12: RATIFICATION OF CONTRACTS
Keuka College
emsCharts
NYS Department Health
FDRHPO
Indian River Central School District
Watertown Central School District

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:

Keuka College
(placement agreement)

emsCharts
(service agreement)

NYS Department Health
(grant contract – HIT)

FDRHPO
(MOU Healthcare Information Technology grant)

Indian River Central School District
/agreement for clinical resources for student experience

Watertown Central School District
/agreement for clinical 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.

Following presentation by President McCoy and on motion made by Dan Villa, seconded by Michelle Pfaff, the Board unanimously adopted the academic calendar for 2015-2016:

RESOLUTION NO. 168-12: ACADEMIC CALENDAR 2015-2016

WHEREAS, Jefferson Community College Board of Trustees Resolution No. 118-85 directs the formation each year of the Academic Calendar Workgroup for the purpose of reviewing and recommending the academic calendar; and
WHEREAS, the Academic Calendar Workgroup has proposed the attached academic calendar for 2015-2016;

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the following academic calendar for 2015-2016 as developed and recommended by the Academic Calendar Workgroup.

SCHEDULE OF MEETINGS
Budget and Planning – Wednesday, December 5, 2012 at 3:00 p.m.
Academic and Educational Services – Wednesday, December 5, 2012 at TBD
Full Board Meeting – Wednesday, December 5, 2012 at 4:00 p.m.

ADJOURNMENT
On motion made by Dan Villa, seconded by Terry Fralick, the meeting was adjourned at 5:20 p.m.

Respectfully submitted,

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Karen A. Carr
Secretary to the Board