The regular monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:01 p.m., on Wednesday, October 1, 2014, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Board Chair James Scordo.

**APPROVAL OF MINUTES**

On motion made by Michael Crowley and seconded by Michelle Pfaff, the minutes of the September 3, 2014 meeting were unanimously approved.

**PRIVILEGE OF THE FLOOR**

Chair Scordo offered the privilege of the floor. No one came forward to address the Board.
UPDATE FROM THE FOUNDATION
President McCoy noted that Alicia Dewey, Executive Director of the Foundation, will soon be out on leave for a short period of time. In her absence, Alumni Development Specialist Edie Roggie will keep things up and running. David Clark reported that the Foundation is working on the marketing for the “No Gala, Gala” and working to align themselves with the strategic initiatives of the College. He reiterated that the Foundation welcomes Trustee participation in and support of Foundation events and initiatives.

UPDATE FROM THE STUDENT TRUSTEE
Student Trustee Alyssa Mckenzie-Chery reported on the recent NYCCT Trustee Institute and annual conference which addressed topic areas of Middle States accreditation, federal regulations, SUNY recharge assessments and the roles and responsibilities of community college trustees. Here on campus, Alyssa drew attention to the cultural arts series and noted that the first event was sold out and the second event, scheduled for October 24, will feature a Japanese drumming performance. Alyssa advised that the Student Activities Board is looking at ways to invigorate weekend programming. A Club Fair is scheduled later in the month and also the Student Government has scheduled a communications session with Club Faculty Advisors.

UPDATE FROM THE SENATE PRESIDENT
The College Senate has not met since the last Trustee meeting and there is no update at this time.

PRESIDENT’S REPORT
1. President McCoy noted three information pieces included for review include: annual update for Jefferson at a Glance, 2014 Human Resources Profile, and annual loan default rate memo.

2. Associate Professor Jack Donato thanked the Board and College Administration for the opportunity of his spring 2014 sabbatical leave and provided a brief overview of accomplishments.

3. Vice President for Students, Betsy Penrose, provided the annual update for the EMSL division providing an overview of activities and accomplishments within the division, including:
   - Enrollment Services
   - Marketing and Public Relations
   - Student Life
   - Campus Safety and Security
   - Residence Life
   - Student Success

4. Vice President Thomas Finch provided an update on the Middle States Accreditation process. The campus is in the final review stage for the self-study. He offered kudos to co-chairs, John Penrose and Jeri Fairman, and Editor Brandon Maxam for their good work in distilling over 700 pages of copy from the various campus sub-
committees into a 100-page document which will go to the Middle States visiting team chair in mid-October. The visiting chair, Kathleen Hetherington, will visit campus the first week of November.

5. President McCoy reported that at the recent NYCCAP and Chancellor’s Meetings the topic of SUNY recharges has elicited a great deal of discourse. Later this month the executive committees of both the NYCT and NYCCAP will meet together to discuss ways their groups might advocate for repeal of the recharge initiative.

BUDGET AND PLANNING COMMITTEE
Committee Chair Michael Crowley provided the report of the Budget and Planning Committee which met prior to the full Board meeting. On motion made by Michael Crowley, seconded by Michelle Pfaff, the Board unanimously approved the following budget amendment:

RESOLUTION NO. 163-14: 2013-2014 BUDGET AMENDMENT PERKINS YEAR END CLOSEOUT

WHEREAS, the College received funding through the Perkins 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 adjusted to reflect the actual expenditures for July 1, 2013 through June 30, 2014;

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

DECREASE REVENUE:
Perkins – Learning & Success - Revenue 2511-3011-5410 $ 448.45
Total Revenue Decrease $ 448.45

INCREASE REVENUE:
Perkins – Winery Mgmt Faculty - Revenue 2512-3011-5410 $ 448.45
Total Revenue Increase $ 448.45

DECREASE EXPENDITURES:
Perkins – Learning & Success – Comp Equip 2511-3011-7006 $ 448.45
Sub-Total $ 448.45
Perkins – Winery Mgmt Faculty – Prof F/T 2512-3011-6101 $ 590.00
Perkins – Winery Mgmt Faculty – Empl Bens 2512-3011-7221 $ 14,729.13
Perkins – Winery Mgmt Faculty – Travel 2512-3011-7250 $ 1,027.33
Sub-Total $ 16,346.46

Total Expenditure Decrease $ 16,794.91

INCREASE EXPENDITURES:
Perkins – Winery Mgmt Faculty – State TRS 2512-3011-6202 $ 7,170.11
Perkins – Winery Mgmt Faculty – Social Sec 2512-3011-6204 $ 3,214.07
Perkins – Winery Mgmt Faculty – Work Comp 2512-3011-6205 $ 441.26
Perkins – Winery Mgmt Faculty – Health Ins 2512-3011-6209 $ 5,565.59
Perkins – Winery Mgmt Faculty – Instr Suppl 2512-3011-7108 $ 94.19
Perkins – Winery Mgmt Faculty – Indirect Cost 2512-3011-7231 $ 309.69

Total Expenditure Increase $ 16,794.91

On motion made by Michael Crowley, seconded by Steven Haas, the Board unanimously approved the following budget amendment:

RESOLUTION NO. 164-14: 2013-2014 BUDGET AMENDMENT PERKINS 14/15 BUDGET

WHEREAS, the College received funding through the Perkins 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 adjusted to reflect the grant award for the 2014/2015 Perkins Budget

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

INCREASE REVENUE:
Perkins – Learning & Success 2511-3011-5410 $125,776.00
Perkins – Winery Management 2512-3011-5410 $ 77,762.00
Perkins – One-Stop Center 2513-3011-5410 $ 15,000.00
Total Revenue $218,538.00

INCREASE EXPENDITURES:
Perkins – Learning & Success – Prof F/T 2511-3011-6101 $ 23,795.00
Perkins – Learning & Success – Prof P/T 2511-3011-6102 $ 56,848.00
Perkins – Learning & Success – Student Aide 2511-3011-6141 $ 1,392.00
Perkins – Learning & Success – Comp Supp 2511-3011-7107 $ 3,445.00
Perkins – Learning & Success – Instr Suppl 2511-3011-7108 $ 6,250.00
Perkins – Learning & Success – Office Supp 2511-3011-7109 $ 1,300.00
Perkins – Learning & Success – Comp Softwre 2511-3011-7217 $ 3,000.00
Perkins – Learning & Success – Empl Bens 2511-3011-7221 $ 20,886.00
Perkins – Learning & Success – Indirect 2511-3011-7231 $ 5,825.00
Perkins – Learning & Success – Travel 2511-3011-7250 $ 3,035.00
Sub-Total $125,776.00

Perkins – Winery Mgmt – Prof F/T 2512-3011-6101 $ 50,007.00
Perkins – Winery Mgmt – Instr Supplies 2512-3011-7108 $ 1,225.00
Perkins – Winery Mgmt – Empl Bens 2512-3011-7221 $ 20,002.00
Perkins – Winery Mgmt – Indirect Costs 2512-3011-7231 $ 3,703.00
Perkins – Winery Mgmt – Prof Svc Fees 2512-3011-7241 $       225.00
Perkins – Winery Mgmt – Travel 2512-3011-7250 $    2,600.00
Sub-Total $ 77,762.00

Perkins – One-Stop Center – Prof Svc Fees 2513-3011-7241 $   15,000.00
Sub-Total $   15,000.00

Total Expenditure $ 218,538.00

On motion made by Michael Crowley, seconded by David Clark, the Board unanimously approved the following budget transfer:

RESOLUTION NO. 165-14: 2013-2014 BUDGET TRANSFERS
CAPE VINCENT CORRECTIONAL FACILITY (CVCF) COLLEGE ACCESS PROGRAM GRANT

WHEREAS, the College has received state funding from New York State Higher Education Services Corporation (HESC) through its CACGP sub-grant project to implement a College Success and Remedial Services program at Cape Vincent Correctional Facility.

WHEREAS, the 2013/2014 CVCF budget must be reallocated to support various initiatives and the funds need to be adjusted to reflect the same;

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

INCREASE EXPENDITURES:
CVCF College Access Program Grant – Professional Adjuncts 2613-3011-6103 $     6,469.06
CVCF College Access Program Grant – TIAA CREF 2613-3011-6203           317.16
CVCF College Access Program Grant – Instructional Supplies 2613-3011-7108 $     8,142.50

Total Increase Expenditures   $ 14,928.72

DECREASE EXPENDITURES:
CVCF College Access Program Grant – Professional P/T 2613-3011-6102 $   10,655.34
CVCF College Access Program Grant – State TRS 2613-3011-6202        1,770.45
CVCF College Access Program Grant – Social Security 2613-3011-6204           338.43
CVCF College Access Program Grant – Workers Compensation 2613-3011-6205             91.59
CVCF College Access Program Grant – Health Insurance 2613-3011-6209           656.40
CVCF College Access Program Grant – Travel 2613-3011-7250 $     1,416.51

Total Decrease Expenditures     $ 14,928.72

On motion made by Michael Crowley, seconded by Terry Fralick, the Board unanimously approved the end of year adjustments as follows:
RESOLUTION NO. 166-14: 2013-2014 BUDGET TRANSFER
Year End Budget Adjustments

WHEREAS, modification of the 2013/2014 JCC Budget is necessary to redistribute funds to the proper accounts.

NOW, THEREFORE BE IT RESOLVED, that the 2013/2014 Jefferson Community College budget is hereby amended, thereby complying with generally accepted accounting principles as attached:

Committee Chair Michael Crowley reviewed the financial statements for the month ending August 31, 2014. On motion made by Michael Crowley, seconded by Michelle Pfaff, the financial statements were unanimously accepted.

ACADEMIC AND EDUCATIONAL SERVICES COMMITTEE
Committee Chair Terry Fralick advised that the Academic and Educational Services Committee met prior to today’s Board meeting for a general discussion of transfer requirements. There are no action items to bring forward to the Board.

FACILITIES COMMITTEE
Committee Chair David Clark advised that the Facilities Committee met in September with Robin Mach of Mach Engineering to review preliminary design plans for the Collaborative Learning Center and the Dewey Renovation project. Also discussed was a proposed schedule for the project which would allow for a 20-week design phase, project bid phase in January / February, awarding of contracts in March and shovels in the ground sometime in April 2015. There are lots of moving parts to the projects. There are no action items to bring forward to the Board at this time.

OTHER BUSINESS
President McCoy presented contracts for ratification. On motion made by David Clark, seconded by Michelle Pfaff, the Board unanimously ratified the following contracts:
RESOLUTION NO. 161-14:  RATIFICATION OF CONTRACTS

North Country Public Radio
Jefferson County Children’s Home
LESPARC
IBM
North Carolina State University
Purcell Construction

WHEREAS, pursuant to Jefferson Community College Board of Trustees Resolution No. 128-29, the College President approved the following contractual agreements, copies of which are attached hereto:

North Country Public Radio
(underwriting agreement)

Jefferson County Children’s Home
(referral agreement)

LESPARC
(storm prediction service)

IBM
/license agreement SPSS

North Carolina State University
(service agreement PACE survey)

Purcell Construction
(construction management)

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 Alyssa McKenzie-Chery, seconded by Michael Crowley, the Board unanimously endorsed the President’s Goals for 2014-15:

RESOLUTION NO. 162-14:  ENDORSEMENT OF THE PRESIDENT’S 2014-15 GOALS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby endorses the President’s 2014-15 Goals as attached.
EXECUTIVE SESSION
On motion made by Michelle Pfaff seconded by Dan Villa the Board adjourned to Executive Session at 5:05 p.m. pursuant to Article 7, Section 105 (f) of the Public Officers Law.

RECONVENTION
On motion made by Michelle Pfaff, seconded by Dan Villa, the Board reconvened in open session at 5:45 p.m.

SCHEDULE OF MEETINGS
- Budget and Planning – Wednesday, November 5, at 3:00 p.m.
- Academic and Educational Services – November 5, 2014
- Full Board Meeting – Wednesday, November 5, 2014 at 4:00 p.m.

ADJOURNMENT
On motion made by Dan Villa, seconded by Terry Fralick, the meeting was adjourned at 5:48 p.m.

Respectfully submitted,

Karen A. Carr
Secretary to the Board