The monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:02 p.m., on Wednesday, September 1, 2008, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Board Chair Jody LaLone.

APPROVAL OF MINUTES
On motion made by Suzanne Tingley and seconded by Dan Villa the minutes of the July 2, 2008 meeting were unanimously approved.

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

REPORT FROM THE JCC FOUNDATION
Michelle Pfaff noted upcoming Foundation events: Alumni Wagathon, September 14; Annual Scholarship Reception, September 25; Silver Screen Spectacular, October 25 and Mayor’s Ball, November 8.
1. Professor John Penrose, who offered an overview of his recent sabbatical leave.

2. President McCoy shared the annual Trustee reporting schedule.


4. President McCoy reviewed a comparison of enrollment tracking data from 2007-2008 to the start of the 2008-2009. There are 938 new students this fall semester which is up from the previous record of 893. She noted that the enrollment increases are due to a team effort and lots of work across the campus.

5. President McCoy shared a draft of a ‘take away’ piece profiling the College’s Facilities Master Plan and asked that Trustees provide some feedback. The President and Board discussed today’s newspaper article which indicated the sponsor is delaying its endorsement of the Plan. President McCoy, Board Chair LaLone and VP Baldwin met with County Administrator Bob Hagemann and some of the Legislators a few weeks ago. President McCoy has had some discussions with Committee Chair Scott Gray. She is beginning to take the message to the public with presentations at Rotary and is planning a community forum for early October.

6. VP of Students, Betsy Penrose, provided an overview of the feasibility study on dormitories. The full study is posted on the Trustee’s Blackboard site. The College has formed a small committee to develop a recommendation to the Board. Michelle Pfaff will work with the Committee in regard to finance issues / options. Following discussion, the Trustees indicated consensus to continue moving forward in developing a plan for dormitories.

7. President McCoy shared an update on progress made toward building partnerships for a Higher Education Center.

8. President McCoy noted that the summary report on the branding / marketing project has been posted to the Trustee Blackboard site. She invited Trustees to provide feedback, comments and suggestions.

9. President McCoy noted that included in the Trustee packets today is some follow-up information on the Human Resources Profile which was provided last month.

10. President McCoy advised that the College is now a CLEP testing site and we will launch those services for students and the public next month.

11. President McCoy gave an update on the search for vice presidents for academic affairs and community engagement.

12. President McCoy shared a copy of the Action Committee on Enrollment (ACE) annual report.

13. President McCoy shared some articles about college facility construction from around the state.
APPOINTMENT OF COMMITTEES
Board Chair LaLone established the following Committees for the 2008-2009 year:

**Budget and Planning Committee**
- Dan Villa, Chair
- Mike Crowley
- Nate Holloway
- Jody LaLone, ex officio

**Personnel Committee**
- Michelle Pfaff, Chair
- Suzanne Tingley
- Dan Villa
- Jody LaLone, ex officio

**Academic and Educational Services Committee**
- Suzanne Tingley, Chair
- Donald Grant
- Demetrius Dowell
- Steve Haas
- Doris McLallen
- Jody LaLone, ex officio

**Ad Hoc By-Laws Committee**
- Steve Haas, Chair
- Michelle Pfaff
- Jody LaLone, ex officio

**Ad Hoc Facilities Committee**
- Mike Crowley, Chair
- Suzanne Tingley
- Dan Villa
- Jody LaLone, ex officio

BUDGET AND PLANNING COMMITTEE
Committee Chair Dan Villa presented the financial statements for the one-month period ending July 31, 2008. Following discussion and on motion made by Suzanne Tingley and seconded by Michelle Pfaff, the Board unanimously accepted the monthly financial statements.

Committee Chair Dan Villa presented a budget transfer to recognize year-end adjustments. On motion made by Dan Villa, seconded by Suzanne Tingley, the Board unanimously approved the following resolution:

RESOLUTION NO. 157-08:
2007/2008 BUDGET TRANSFER
Year End Adjustments

WHEREAS, modification of the 2007/2008 Budget is necessary to redistribute funds for year-end adjustment purposes in accordance with generally accepted accounting principles;

NOW, THEREFORE BE IT RESOLVED, that the 2007/2008 Jefferson Community College budget is hereby amended as follows:
On motion made by Dan Villa, seconded by Nate Holloway, the Board unanimously approved the following budget amendment:

RESOLUTION NO. 158-08: 2007/2008 BUDGET AMENDMENT
High Needs Nursing Initiative – “Jump Start” Grant

WHEREAS, the College has received State funding through the High Needs Nursing Grant to assist nursing students transition into their senior year with a week-long program to refresh clinical skills and reinforce central concepts from the 3rd semester of nursing instruction;

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

INCREASE REVENUE:
High Needs Nursing – Revenue 2609-3011-5420 $ 9,129.83

Total Increase Revenue $ 9,129.83

INCREASE EXPENDITURE:
High Needs Nursing – Prof F/T 2609-3011-6102 $ 1,329.83
High Needs Nursing – Meeting Expense 2609-3011-7237 $ 1,200.00
High Needs Nursing – Project Expense 2609-3011-7242 $ 3,600.00
High Needs Nursing – Student Grants 2609-3011-7510 $ 3,000.00

Total Increase Expenditure $ 9,129.83

On motion made by Dan Villa, seconded by Michelle Pfaff, the Board unanimously approved the following budget amendment:

RESOLUTION NO. 159-08: 2008/2009 BUDGET AMENDMENT
High Needs Nursing 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, the purpose of this initiative is to increase enrollment in the 1st Year Nursing Class by 20% in 2008-2009 through the admission of 48 instead of 40 students and to increase enrollment in the 2nd Year Nursing Class through retention of 80% of 2nd Year students to degree completion.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves the following:
INCREASE REVENUE:
High Needs Nursing Initiative - Revenue 2609-3011-5420 $ 63,027

Total Increase Revenue $ 63,027

INCREASE EXPENDITURE:
High Needs Nursing – Prof F/T 2609-3011-6101 $ 43,436
High Needs Nursing – Benefits 2609-3011-6230 $ 17,374
High Needs Nursing – Staff Dev. 2609-3011-7246 $ 2,217

Total Increase Expenditure $ 63,027

OTHER BUSINESS
Following presentation by President McCoy and on motion made by Michelle Pfaff, seconded by Suzanne Tingley, the Board unanimously approved the 2007-2008 Full Opportunity Plan Report

RESOLUTION NO. 153-08: APPROVAL OF FULL OPPORTUNITY PROGRAM REPORT

BE IT RESOLVED, that the Board of Trustees of Jefferson Community College does hereby approve the attached Full Opportunity Program Annual Report for 2007-2008.

On motion made by Suzanne Tingley, seconded by Nate Holloway, the Board unanimously approved job title and classifications as follows:

RESOLUTION NO. 154-08: JOB TITLE AND CLASSIFICATION

Retention Specialist
Education Coordinator

BE IT RESOLVED, that pursuant to Section 201.7 (a) of the New York State Department of Civil Service Rules and Regulations, the Board of Trustees of Jefferson Community College determines the positions of:

RETENTION SPECIALIST

EDUCATION COODINATOR

be classified professional service as defined in Section 6306 of Education law.

Following presentation by President McCoy and on motion made by Michelle Pfaff seconded by Suzanne Tingley, the Board ratified contracts as follows:

RESOLUTION NO. 155-08 RATIFICATION OF CONTRACTS

North Country Public Radio
WPBS-Public Television
Rosamond Gifford Zoo
Educational Testing Service
Dyntek
SMARTTHINKING, Inc.
Robert Parilla
NILIE
Norman Peckham
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:

North Country Public Radio
(Underwriting contract)

WPBS-Public Television
(Underwriting contract)

Rosamond Gifford Zoo
(Zoo experience-Animal Management AAS)

Educational Testing Service
(Technology based testing center/management/administration)

Dyntek
(Novell to Microsoft e-mail/calendar migration)

SMARTTHINKING, Inc.
(online tutoring services)

Robert Parilla
(Recruitment services)

NILIE
(PACE Climate survey)

Norman Peckham
(Lease agreement)

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

On motion made by Suzanne Tingley, seconded by Michelle Pfaff, and with a round of applause, the Board adopted the following resolution to recognize the service of Trustee Richard Howland:

RESOLUTION NO. 156-08: RECOGNITION OF SERVICE
RICHARD C. HOWLAND ‘68

WHEREAS, Richard C. Howland was appointed to the Jefferson Community College Board of Trustees by New York State Governor George Pataki in June of 1999; and

WHEREAS, Richard Howland has provided leadership to the Board of Trustees through his service as Vice Chair of the Board in 2003-2004 and from 2005 to 2007 and Chair of the Board from 2007 to 2008; and

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WHEREAS, Richard Howland has actively supported the Jefferson Community College Board of Trustees through his participation in both standing and ad hoc committees of the Board, his generous donation of time and talent and his wise and thoughtful counsel; and

WHEREAS, Richard Howland has served as a member and as Past President of the Board of Directors of the Jefferson Community College Foundation; and

WHEREAS, Richard Howland has been named as a distinguished alumnus of Jefferson Community College (1997) and has been awarded the State University of New York Alumni Confederation Outstanding Alumni award (1997);

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees extends appreciation to Richard C. Howland for his dedicated service to this College and wishes him well in future endeavors.

EXECUTIVE SESSION
On motion made by Dan Villa, seconded by Michael Crowley, the Board adjourned to Executive Session at 5:55 p.m. for the purpose of discussing contract negotiations and a personnel matter.

RECONVENTION
The Board reconvened in open session at 6:17 p.m.

SCHEDULE OF MEETINGS
Personnel Committee - Tuesday, September 9, 2008, at 9:00 a.m.
Budget and Planning Committee – Wednesday, October 1, 2008, 3:00 p.m.
Full Board - Wednesday, October 1, 2008, 4:00 p.m.

ADJOURNMENT
On motion made by Dan Villa, seconded by Nate Holloway, the Board adjourned at 6:19 p.m.

Respectfully submitted,

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Karen A. Carr, Secretary
Board of Trustees