The regular monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:00 p.m., on Wednesday, September 5, 2012, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Board Chair Michael Crowley.

APPROVAL OF MINUTES
On motion made by Doris McLallen and seconded by James Scordo, the minutes of the July 11, 2012 meeting were unanimously approved.

MOMENT OF SILENCE
A moment of silence was held in recognition of the recent death of Justina Denny, a second-year student in the Human Services program.
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
Michelle Pfaff noted that at the August meeting the Foundation approved its annual budget and welcomed three new Directors, Deb McAtee, Rich McNulty and Jim Levin. Planning has begun for the Jefferson Gala with Chairs Deb and Tim McAtee.

UPDATE FROM THE STUDENT TRUSTEE
Student Trustee Ben Roggie shared a brochure outlining the fall programs for student activities. He noted that both the Student Government and Cultural Affairs Board participated in training during the month of August and that fall orientation was energetic and went smoothly.

PRESIDENT’S REPORT
1. Todd Vincent reported on his fall 2011 sabbatical leave in which he conducted research and mapped out a re-design of the lab component of the gateway biology courses (BIO 131 and BIO 132). The new design was launched in the spring 2012 semester and has been well received by students. The lab curriculum has been worked around four main themes and students learn a new set of concepts and techniques and then the students design the lab work, propose it to their peer group and then carry it out. The labs now also incorporate how scientists communicate information and include opportunities for presentations, written reports, and poster displays.

2. Rebecca Small Kellogg, Director of the Title III Grant, spoke about the progress made in the 5 major goals of the Title III Grant. She demonstrated one of the orientation videos and Don Horton, Director of the Computer Center, demonstrated the College’s new portal.

3. Betsy Penrose, VP Students, reported that fall enrollment is up by 1.9% over last year and that the College is pleased with the growth in new programs. She also noted that the military and military- related demographic has grown to about 35% of enrollment and that on-line enrollments are near capacity.

4. VP Tom Finch reviewed the academic highlights for the 2011-12 year which include: launching new programs in the areas of creative writing, literature, wine management, chemical dependency, fire technology; new articulation agreements with four-year colleges; the addition of a nursing practicum lab at Samaritan Hospital; and the establishment of a learning commons area in the Melvil Dewey Library. He also noted some upcoming academic initiatives for the coming year which include: reorganization of the Academic Council and the Academic Conference, participation in the establishment of a new strategic plan, exploring offerings of AOS degrees to meet local employment demand.

5. Dan Dupee, Vice President for Administration and Finance, provided an outline of the capital projects completed on campus this summer which included: McVean Renovations Phase II, softball field, and site improvements (paving / stamcrete / benches). After much searching, the College will welcome a new Director of Administrative Services later this month.
BUDGET AND PLANNING
Michael Crowley provided the report of the Budget and Planning Committee which met prior to the full Board meeting. On motion made by Michelle Pfaff, seconded by Jim Scordo, the Board unanimously approved an increase in the bad debt allowance as follows:

RESOLUTION NO. 150-12: BAD DEBT ALLOWANCE INCREASE

WHEREAS, the allowance for bad debt reflected in the College’s financial statements is currently at $120,000;

WHEREAS, the College’s auditors have suggested that the bad debt allowance should reflect the average of the past three (3) years’ actual tuition write offs which is an average of $138,000;

NOW, THEREFORE BE IT RESOLVED, that based upon the past three (3) years’ average, the allowance for bad debt shall be increased to $138,000 for the 2011-2012 fiscal year.

On motion made by Michelle Pfaff, seconded by Doris McLallen, the Board unanimously approved the year-end closeout for the 2011-12 Perkins grant as follows:

RESOLUTION NO. 151-12: 2011-2012 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, 2011 through June 30, 2012;

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 $ 3,298.01
Total Revenue Decrease $ 3,298.01

INCREASE REVENUE:
Perkins - Energy - Revenue 2512-3011-5410 2,229.67
Total Revenue Increase $ 2,229.67

Net Revenue Decrease $ 1,068.34

Jefferson Community College Board of Trustees
Meeting Minutes – September 5, 2012
DECREASE EXPENDITURES:
Perkins – Learning & Success – Prof P/T 2511-3011-6102 $2,865.49
Perkins – Learning & Success – Student Aide 2511-3011-6141 $512.86
Perkins – Learning & Success – Comp Equip 2511-3011-7006 $229.62
Perkins – Learning & Success – A/V Supplies 2511-3011-7106 $30.00
Perkins – Learning & Success – Instr Supplies 2511-3011-7108 $1,511.01
Perkins – Learning & Success – Indirect Cost 2511-3011-7231 $646.27
Sub-Total $5,795.25

Perkins - Energy - Prof F/T 2512-3011-6101 $972.36
Sub-Total $972.36

Total Expenditure Decrease $6,767.61

INCREASE EXPENDITURES:
Sub-Total $2,497.24

Perkins – Energy – Instr Equip 2512-3011-7005 $1,600.76
Perkins – Energy – Empl Benefits 2512-3011-7221 $1,200.00
Perkins – Energy – Indirect Costs 2512-3011-7231 $401.27
Sub-Total $3,202.03

Total Expenditure Increase $5,699.27

Net Expenditure Decrease $1,068.34

On motion made by Michelle Pfaff, seconded by Ben Roggie, the Board unanimously approved an amendment to recognize the College Access Challenge Grant as follows:

RESOLUTION NO. 152-12: 2011-2012 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 will be 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 – Indirect Cost 2570-3011-7231 $370.00
College Access Challenge Grant – Meeting Expense 2570-3011-7237 500.00
College Access Challenge Grant – Prof. Serv. Fees 2570-3011-7241 3,000.00
College Access Challenge Grant – Travel 2570-3011-7250 1,130.00
College Access Challenge Grant – Scholarship Awards 2570-3011-7512 $45,000.00

Total Increase Expenditures $50,000.00

On motion made by Jim Scordo, seconded by Michelle Pfaff, the Board unanimously approved an amendment to recognize the 2012-2013 Perkins Grant as follows:

**RESOLUTION NO. 153-12: 2011-2012 BUDGET AMENDMENT PERKINS 12/13 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 2012/2013 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 $95,357.75
Perkins – Winery Management 2512-3011-5410 $76,781.25
Perkins – One-Stop Center 2513-3011-5410 $15,000.00
Perkins – Early Childhood Model Classroom 2514-3011-5410 $6,476.00
Perkins – Paramedic Electronic Med. Records 2515-3011-5410 $8,300.00

Total Revenue $201,915.00

**INCREASE EXPENDITURES:**
Perkins – Learning & Success – Prof P/T 2511-3011-6102 $51,880.00
Perkins – Learning & Success – Student Aide 2511-3011-6141 $1,305.00
Perkins – Learning & Success – Furniture 2511-3011-7002 $2,500.00
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<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
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<tr>
<td>Perkins – Learning &amp; Success – Comp Equip</td>
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<td>2511-3011-7007</td>
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<td>Perkins – Learning &amp; Success – Comp Softwr</td>
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<td>$9,900.00</td>
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<td>Perkins – Learning &amp; Success – Indirect</td>
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<td>$3,577.75</td>
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<td>Perkins – Learning &amp; Success – Prof Svc Fees</td>
<td>2511-3011-7241</td>
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<td>Perkins – Learning &amp; Success – Staff Develop</td>
<td>2511-3011-7246</td>
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<td>Perkins – Learning &amp; Success – Travel</td>
<td>2511-3011-7250</td>
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<td><strong>Sub-Total</strong></td>
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<td>Perkins – Winery Mgmt – Prof F/T</td>
<td>2512-3011-6101</td>
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<td>Perkins – Winery Mgmt – Indirect Costs</td>
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<td><strong>Sub-Total</strong></td>
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<td><strong>$76,781.25</strong></td>
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<td>Perkins – One-Stop Center – Prof Svc Fees</td>
<td>2513-3011-7241</td>
<td>$15,000.00</td>
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<td><strong>$15,000.00</strong></td>
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<tr>
<td>Perkins – Early Childhood – Instr Supplies</td>
<td>2514-3011-7108</td>
<td>$6,476.00</td>
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<td><strong>Sub-Total</strong></td>
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<td><strong>$6,476.00</strong></td>
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<tr>
<td>Perkins – Paramedic Elect – Instr Equip</td>
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<td>Perkins – Paramedic Elect – Comp Equip</td>
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<td>Perkins – Paramedic Elect – Comp Software</td>
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<td><strong>Sub-Total</strong></td>
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<td><strong>$8,300.00</strong></td>
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<td><strong>Total Expenditure</strong></td>
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<td><strong>$201,915.00</strong></td>
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Following review and on motion made by Michelle Pfaff, seconded by Doris McLallen, the financial statements for the months ending June 30 and July 31, 2012 were unanimously accepted.

**ACADEMIC AND EDUCATIONAL SERVICES**
Committee Chair Doris McLallen provided the report of the Academic and Educational Services Committee. On motion made by Jim Scordo, seconded by Steven Haas, the Board unanimously approved a name change for the Animal Management program as follows:

**RESOLUTION NO. 149-12:**

**APPROVE NAME CHANGE:**
**ANIMAL MANAGEMENT AAS TO ZOO TECHNOLOGY AAS**

**WHEREAS,** the 2009 Five-Year Review of the Animal Management AAS program recommended that a name change be considered to better reflect the content of the curriculum and the program's focus;
NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve a change in the name of the Animal Management AAS program to Zoo Technology AAS effective with the fall 2013 semester.

PERSONNEL COMMITTEE
Committee Chair Michelle Pfaff provided the report of the Personnel Committee. On motion made by Michelle Pfaff, seconded by Doris McLallen, the Board unanimously approved the following schedule of salaries for the management and confidential employees for 2012-2013:

RESOLUTION NO. 148-12: 2012-13 M/C SALARY SCHEDULE

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve a base 2% increase for the management / confidential positions as well as stipends and equity adjustments, which together with earned longevities results in annual salaries as follows:

<table>
<thead>
<tr>
<th>Title</th>
<th>Grade</th>
<th>2012-13 Salary</th>
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<tbody>
<tr>
<td>VP Academic Affairs</td>
<td>9</td>
<td>$ 97,900</td>
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<td>VP Students</td>
<td>9</td>
<td>$105,262</td>
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<tr>
<td>VP Administration and Finance</td>
<td>9</td>
<td>$ 98,798</td>
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<td>Dean Liberal Arts</td>
<td>7</td>
<td>$ 80,416</td>
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<td>Dean Continuing Education</td>
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<td>$ 77,269</td>
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<td>Dean Math Science</td>
<td>7</td>
<td>$ 84,844</td>
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<tr>
<td>Dean Curriculum &amp; Instruction</td>
<td>7</td>
<td>$ 80,396</td>
</tr>
<tr>
<td>Dean Business</td>
<td>7</td>
<td>$ 77,176</td>
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<tr>
<td>Ex. Dir. Finance and Human Resources</td>
<td>5</td>
<td>$ 77,730</td>
</tr>
<tr>
<td>College Development Officer</td>
<td>5</td>
<td>$ 68,905</td>
</tr>
<tr>
<td>Assistant to the President</td>
<td>3</td>
<td>$ 82,134</td>
</tr>
<tr>
<td>Marketing and PR Officer</td>
<td>3</td>
<td>$ 63,239</td>
</tr>
<tr>
<td>Dir Campus Safety/Security</td>
<td>3</td>
<td>$ 60,044</td>
</tr>
<tr>
<td>Director SBDC</td>
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<td>$ 70,179</td>
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<tr>
<td>Personnel Specialist</td>
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<td>$ 53,407</td>
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<tr>
<td>Administrative Assistant</td>
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<td>$ 48,111</td>
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OTHER BUSINESS
Following presentation by President McCoy and on motion made by Michelle Pfaff, seconded by Doris McLallen, the Board unanimously ratified the following contracts:
SCHEDULE OF MEETINGS
Facilities Committee (joint with County) – Thursday, September 27, 8:00 a.m.
Personnel Committee - TBD
Budget and Planning – Wednesday, October 3, 2012 at 3:00 p.m.
Academic and Educational Services – Wednesday, October 3, 2012 at TBD
Full Board Meeting – Wednesday, October 3, 2012 at 4:00 p.m.

EXECUTIVE SESSION
On motion made by Michelle Pfaff, seconded by James Scordo, the Board adjourned to Executive Session at 4:55 p.m. pursuant to Article 7 of the Public Officers Law, section 105 (d) (e) and (f).

RECONVENTION
The board reconvened in open session at 5:17 p.m.

ADJOURNMENT
On motion made by Michelle Pfaff, seconded by Doris McLallen, the meeting was adjourned at 5:17 p.m.

Respectfully submitted,

________________________________________
Karen A. Carr
Secretary to the Board