Present: James Scordo, Chair  ) TRUSTEES
David Clark
Michael Crowley
Terry Fralick
Steven Haas
Alyssa McKenzie-Chery
Michelle Pfaff
Dan Villa

Excused: Jody LaLone
Doris McLallen

Administrative Staff:
Carole McCoy, President
Dan Dupee, VP Students
Tom Finch, VP Academic Affairs
Betsy Penrose, VP Students

Guests: Marvin Blachman, Associate Vice President
Linda Dening, VP Faculty Association
Linda Dittrich, Associate Vice President
Karen Freeman, Marketing and Public Relations Officer
Terrence Harris, Dean for Continuing Education
John Penrose, President of College Senate
Ron Shidemantle, Dean of Students

The regular monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:01 p.m., on Wednesday, September 3, 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 July 2, 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
Foundation Executive Director Alicia Dewey offered a written report. David Clark reported that the Foundation Board will be moving its meeting around to different areas on campus. The new Alumni Development Specialist is on board, Edie Roggie. Two Foundation office positions are being left vacant for the time being (grants officer and typist) due to budget constraints. August events were successful (clambake, distinguished alumni / cannoneer hall of fame / paver dedication). The Foundation is looking for Trustee participation in and support of Foundation events and initiatives.

UPDATE FROM THE STUDENT TRUSTEE
Student Trustee Alyssa McKenzie-Chery reported that there is lots of excitement and activity on campus. The student activities group is busy training and planning for the coming year. New student days and welcome weekend were well-attended and successful. Alyssa attended the Women’s Equality Day event at Fort Drum.

UPDATE FROM THE SENATE PRESIDENT
President Senate, John Penrose, noted that the first meeting of the year was yesterday and that the Senate has a great deal of business on its plate for the coming year. A written report was included in the meeting materials.

PRESIDENT’S REPORT
1. VP for Academic Affairs, Tom Finch, reviewed the top academic initiatives for the coming year (attached).
2. VP for Students, Betsy Penrose, reported on fall enrollment noting that overall enrollments are down by 5% with the greatest decrease in full-time continuing students. New full-time student numbers are up which should translate to more continuing students next year. We may still add enrollments through the Edge program and late session. The residence hall is 84% full (248/294).
3. VP for Administration and Finance, Dan Dupee, noted that the enrollment figures could impact the 2014-15 budget by as much as $700,000. Plans are being put into place to reduce expenditures in office supply lines, travel (other than funded by professional benefits), vacant positions and equipment purchases.
4. President McCoy advised that design work for the Collaborative Learning Center /Dewey Renovation project has begun. Robin Mach of Mach Architecture has been on campus twice now meeting with campus constituents and he is working to a final revision next week. Robin will be back on campus on September 15 and we will hold an open forum for the campus community and meet with students to discuss final design. The Facilities Committee will meet that day also to review designs, next steps, staging and execution. The project should be ready to bid the end of January for a groundbreaking in April.
5. VP Dan Dupee reviewed the status of summer facilities projects. Completed: cafeteria renovation; Sturtz entrance / emergency repair; Sturtz Theater lobby; student furniture upgrades; Trane energy systems upgrades. Ongoing projects include: landscaping; Library vestibule; Theater catwalk; energy systems upgrade; salt storage shed; furniture to create more student lounge space; transfer cleaning to JRC contract to allow our employees to do project-based work; signage. President McCoy presented to County Finance and Rules on the Facilities Master Plan and the Board of Legislators will act to endorse the plan at their October meeting.
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 transfer:

RESOLUTION NO. 154-14:  2013-2014 BUDGET TRANSFERS
TITLE III 13/14 BUDGET

WHEREAS, the College received funding through the Title III Grant to fund various initiatives to enhance instruction and student success;

WHEREAS, the 2013/2014 Title III budget must be reallocated to support various grant 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 approves the operating budget transfers:

INCREASE REVENUE:
Title III – Administrative 2551-3011-5410 $ 31,097.09
Title III – Retention Services 2553-3011-5410 $ 17,155.02

Total Increase in Revenue $ 48,252.11

DECREASE REVENUE:
Title III – Faculty Development 2552-3011-5410 $ 48,252.11

Total Decrease in Revenue $ 48,252.11

INCREASE EXPENDITURES:
Title III – Enhanced Services – State ERS 2550-3011-6201 $ 4,480.00
Title III – Enhanced Services – Social Security 2550-3011-6204 $ 1,600.00
Title III – Enhanced Services – Workers Comp 2550-3011-6205 $ 225.00
Title III – Enhanced Services – Life Insurance 2550-3011-6206 $ 22.00
Title III – Enhanced Services – Disability Ins 2550-3011-6208 $ 70.00
Title III – Enhanced Services – Health Ins 2550-3011-6209 $ 3,300.00
Title III – Enhanced Services - Maint Contract 2550-3011-7236 $ 36,139.00

Sub-Total $ 45,836.00

Title III – Administrative – TIAA CREF 2551-3011-6203 $ 696.00
Title III – Administrative – Social Security 2551-3011-6204 $ 346.00
Title III – Administrative – Workers Comp 2551-3011-6205 $ 50.00
Title III – Administrative – Disability Ins 2551-3011-6208 $ 31.00
Title III – Administrative – Endowment 2551-3011-7514 $ 31,000.00

Sub-Total $ 32,123.00
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**Total Increase in Expenditures** $138,154.00

**DECREASE EXPENDITURES:**

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**Total Decrease in Expenditures** $138,154.00
On motion made by Michael Crowley, seconded by Dan Villa, the Board unanimously ratified the attached Officer’s Certification for Key Bank accounts, Resolution 155-14.

Following review and on motion made by Michael Crowley, seconded by Alyssa McKenzie-Chery, the Board unanimously approved the audits for New Student Services and Student Association (156-14 and 157-14) as follows:

RESOLUTION NO. 156-14: 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 New Student Services of Jefferson Community College for the year ending June 30, 2014 as prepared by Bowers and Company CPAs, PLLC.

RESOLUTION NO. 157-14: ACCEPTANCE OF AUDIT
STUDENT ASSOCIATION (SG, ABC, CAB)

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, 2014 as prepared by Bowers and Company CPAs, PLLC.

Following review and on motion made by Michael Crowley, seconded by David Clark, the Board unanimously approved an operating budget amendment to acknowledge an increase in state operating aid as follows:

RESOLUTION NO. 159-14: 2013-14 OPERATING BUDGET AMENDMENT
INCREASE IN 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 2012-13 actual FTE student reconciliation was an increase in student FTE’s over the 2013-14 budgeted FTE’s by 18.3 FTE students; and

WHEREAS, operating budget amendments require, College Board of Trustee, Sponsor and State University Trustee approval;
NOW, THEREFORE, BE IT RESOLVED, that the State operating aid for the 2013-14 budget be increased $44,323 from $6,958,406 in the originally approved budget to $7,002,729 in the amended budget, with no increase in the sponsor’s contribution.

Committee Chair Michael Crowley reviewed the financial statements for the months ending June 30, 2014 and July 31, 2014. On motion made by Michael Crowley, seconded by Dan Villa, the financial statements were unanimously accepted.

OTHER BUSINESS
President McCoy presented contracts for ratification. On motion made by Terry Fralick, seconded by Michelle Pfaff, the Board unanimously ratified the following contracts:

RESOLUTION NO. 151-14: RATIFICATION OF CONTRACTS

WPBS
- Designworks Advertising
- Jeff-Lewis BOCES
- Jefferson Rehabilitation Center
- Bronze Contracting, LLC
- NYSERDA
- Credo Community Center
- Bernier, Carr & Associates
- SmarterMeasure
- Brownstone Recovery Group

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:

WPBS
(Underwriting Contract)

Designworks Advertising
(Advertising Contract)

Jeff-Lewis BOCES
(Inter-Municipal Cooperation Agreement)

Jefferson Rehabilitation Center
(Janitorial Service Agreement)

Bronze Contracting, LLC
(asbestos abatement)

NYSERDA
(Grant Agreement)

Credo Community Center
(Qualified Service Organization Agreement)
Bernier, Carr & Associates  
(AIA agreement)

SmarterMeasure  
(license agreement)

Brownstone Recovery Group  
(service agreement)

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

President McCoy presented a proposal for a gift to the Paramedic Program from the North Country EMS Program Agency. On motion made by Michelle Pfaff, seconded by Michael Crowley, the Board unanimously accepted the gift as follows:

RESOLUTION NO. 152-14: ACCEPTANCE OF GIFT – PARAMEDIC PROGRAM INSTRUCTIONAL SUPPLIES

WHEREAS, the North Country EMS Program Agency wishes to donate various instructional and training supplies for use in the College’s Paramedic program; and

WHEREAS, this gift further strengthens the already established good relationship between the College’s Paramedic program and the North Country EMS Program Agency;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees gratefully acknowledges the generous donation of these supplies per the attached summary form and supply list.

President McCoy presented a proposed Campus Safety Advising Committee policy which is required by education law and which codifies what the College has held as practice for many years. On motion made by David Clark, seconded by Michelle Pfaff, the Board unanimously approved the policy as follows:

RESOLUTION NO. 153-14: ESTABLISHMENT OF CAMPUS SAFETY ADVISING COMMITTEE

BE IT RESOLVED, that it is the policy of Jefferson Community College to comply with legal requirements of §6431 of Article 129-A of the New York State Education Law and hereby adopts the following written rules for the establishment of a campus safety advising committee.
A. Committee Composition--- The committee shall consist of a minimum of six members:
   1. At least half of the committee shall be female;
   2. One-third of the committee shall be appointed from a list of students that contains at least twice the number to be appointed, which is provided by the largest student governance organization on campus;
   3. One-third of the committee shall be appointed from a list of faculty members that contains twice the number to be appointed, which is provided by the largest faculty organization on campus; and
   4. One-third of the committee shall be selected by the President

B. Committee Responsibilities--- The committee shall review current campus security policies and procedures and make recommendations for their improvement. It shall specifically review current policies, plans, and procedures for:
   1. Educating the campus community, including security personnel and those persons who advise or supervise students, about sexual assault pursuant to §6432 of Article 129-A of NYS Education Law;
   2. Educating the campus community about personal safety and crime prevention;
   3. Reporting sexual assaults and dealing with victims during investigations;
   4. Referring complaints to appropriate authorities;
   5. Counseling victims; and
   6. Responding to inquiries from concerned persons

C. Written Annual Reporting--- The committee shall report in writing, at least once each academic year to the College President and such report shall be made visible upon request.

EXECUTIVE SESSION
On motion made by Michelle Pfaff seconded by David Clark the Board adjourned to Executive Session at 5:03 p.m. for the pursuant to Article 7, Section 105 (f) of the Public Officers Law.

RECONVENTION
On motion made by Michelle Pfaff, seconded by Alyssa McKenzie-Chery, the Board reconvened in open session at 5:17 p.m.

On motion made by Michelle Pfaff, seconded by Alyssa McKenzie-Chery, the Board unanimously approved the salary schedule and 2014-15 salaries for management and confidential employees as follows:

RESOLUTION NO. 158-14: SALARY SCHEDULE AND 2014-15 SALARIES FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached salary schedule for management and confidential employees;

BE IT ALSO RESOLVED, that the Jefferson Community College Board of Trustees hereby approves a 2014-15 salary increase of 1.5% for those management and confidential employees who have served in position for the majority of the past twelve months and an equity adjustment of $2,000 for the Personnel Specialist as well as earned longevities for milestone years of service.

Michelle Pfaff, Chair of the Personnel Committee, noted that following a positive evaluation of the President the Committee recommends a 1.5% increase in salary for the President as well as an...
extension of her contract by one year to 2017. On motion made by Michelle Pfaff, seconded by Dan Villa, the Board unanimously approved the following:

**RESOLUTION NO. 160-14: 2014-15 SALARY FOR THE COLLEGE PRESIDENT**

**BE IT RESOLVED,** that the Jefferson Community College Board of Trustees hereby approves a 2014-15 salary increase of 1.5% for the College President and hereby extends the College President’s contract by an additional year, to 2017.

**SCHEDULE OF MEETINGS**
- Budget and Planning – Wednesday, October 1, at 3:00 p.m.
- Academic and Educational Services – October 1, 2014
- Full Board Meeting – Wednesday, October 1, 2014 at 4:00 p.m.

**ADJOURNMENT**
On motion made by Dan Villa, seconded by Michael Crowley, the meeting was adjourned at 5:22 p.m.

Respectfully submitted,

____________________________
Karen A. Carr
Secretary to the Board