The monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:05 p.m., on Wednesday, April 7, 2010, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Board Chair Jody LaLone.

APPROVAL OF MINUTES
On motion made by Michelle Pfaff and seconded by Dan Villa, the minutes of the March 3, 2010 meeting were unanimously approved.
PRIVILEGE OF THE FLOOR
Chair LaLone offered the privilege of the floor. Jack Donato introduced himself as the Chair of the Board of Directors of the Faculty-Student Association.

UPDATE FROM THE FOUNDATION LIAISON
Michelle Pfaff reported on the March meeting of the JCC Foundation noting that Joe Rich has joined the Board; the Foundation is hosting the Scholars' Reception on April 28 and 29, the Alumni Awards dinner on April 21 and an event at the Tug Hill Winery on June 4. President McCoy noted that Team McCoy took the lead this year in the annual phon-a-thon, raising more than $11,000. She congratulated the Foundation for awarding more scholarship dollars this year than ever before.

UPDATE FROM THE COLLEGE SENATE PRESIDENT
Tim Grosse, Vice President of the Senate, advised that the College Senate has not met since Todd Vincent last reported to the Board in March. Senate is busy with academic program actions and last month endorsed a revision to the smoking policy.

UPDATE FROM THE STUDENT TRUSTEE
Catherine Weston, Trustee elected by the student body, noted that the March 19 multi-cultural fair was a very successful event with 8 clubs participating. Currently, the students are training volunteers for the sold out concert by Theory of a Dead Man and preparing for a blood drive on April 15. Student elections for next year are currently underway.

PRESIDENT’S REPORT
1. President McCoy offered congratulations to students Nicole Perry and Hannah King who were honored yesterday at the SUNY student awards events. President McCoy travelled to Albany with the students and their parents to see Nicole and Hanna awarded the PTK All-New York Second Team honors and to watch as Nicole was awarded the Chancellor’s Award for Student Excellence.

2. Mark Irwin, Assistant Professor of Biology gave a report about his recent sabbatical leave and thanked the Board for the opportunity (attached).

3. President McCoy thanked Joanne Rhubart, Grants Officer, and Jill Bettinger, Dean of Continuing Education, and all who have worked hard in seeking external funding opportunities for the College and provided a summary (attached).

4. President McCoy noted that there is still much speculation about community college funding through the State budget, but the College will continue to move forward with building a 2010-2011 operating budget.

5. VP for Community Engagement Craig Johnson gave an overview of the March 24th Community Resource Event which attracted 25 community organizations. Following the Resource Fair, students and staff volunteers produced a hugely successful dollar dinner.
6. President McCoy offered congratulations to the campus’ Small Business Development Center which has been named for a national award for innovation.

7. Upcoming events:
   - SUNY Strategic Plan Regional Event – April 16 at 10 a.m. (Syr.)
   - Trustee / Legislators Breakfast – April 22 at 7:30 a.m.
   - Scholars Reception – April 28 and 29
   - Athletic Banquet – May 5 at 6:00 p.m.
   - Retirement and Recognition Event – May 7 at 4:00 p.m.
   - Commencement - May 21 at 7:30 p.m.

BUDGET AND PLANNING COMMITTEE
Committee Chair Dan Villa offered the report of the Budget and Planning Committee. On motion made by Dan Villa, seconded by Nate Holloway, the Board unanimously approved the following budget transfer:

RESOLUTION NO. 130-10: 2009-2010 BUDGET TRANSFER
US DOL Community-Based Job Training Grant

WHEREAS, the College has received notification of funding from the United States Department of Labor through the Community-Based Job Training Grant (CBJTG) in the amount of $1,991,950 over three years to build a regional healthcare workforce; and

WHEREAS, the grant allows for funding to hire adjunct staff members to provide instruction specific to healthcare initiatives and education;

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

INCREASE EXPENDITURE:
DOL CBJTG – Professional Adjuncts 3011-2560-6103 $10,000
Total Expenditure Increase $10,000

DECREASE EXPENDITURE:
DOL CBJTG – Instructional Equipment 3011-2560-7005 $10,000
Total Expenditure Decrease $10,000

On motion made by Dan Villa, seconded by Nate Holloway, the Board unanimously approved the following budget transfer:

RESOLUTION NO. 131-10: 2009/2010 BUDGET TRANSFER
Information System – Account Adjustments

WHEREAS, modification of the 2009/2010 Budget is necessary to redistribute funds to the proper accounts due to account code reclassification in regard to hosting services for ITEC and SICAS and to conduct a network assessment.
NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves the following operating budget transfer:

**INCREASE EXPENDITURE:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Information Systems – Prof Service Fees</td>
<td>1110-4001-7241</td>
<td>$122,000</td>
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<tr>
<td><strong>Total Expenditure Increase</strong></td>
<td></td>
<td>$122,000</td>
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**DECREASE EXPENDITURE:**

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<tr>
<th>Description</th>
<th>Code</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Information Systems – Membership Fees</td>
<td>1110-4001-7238</td>
<td>$110,000</td>
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<tr>
<td>Information Systems – Computer Equip</td>
<td>1110-4001-7006</td>
<td>$12,000</td>
</tr>
<tr>
<td><strong>Total Expenditure Decrease</strong></td>
<td></td>
<td>$122,000</td>
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On motion made by Dan Villa, seconded by Michelle Pfaff, the Board unanimously approved the following budget transfer:

**RESOLUTION NO. 132-10: 2009/2010 BUDGET TRANSFER**

Student Services Division

WHEREAS, modification of the 2009/2010 Budget is necessary to redistribute funds to cover anticipated shortfalls in the areas of advising, testing and student ambassadors.

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

**INCREASE EXPENDITURE:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Advising, Career &amp; Counseling – Prof P/T</td>
<td>1110-2014-6102</td>
<td>$7,500</td>
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<tr>
<td>Learning &amp; Success Center – Instr Supplies</td>
<td>1110-2011-7108</td>
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<tr>
<td>Admissions – Student Aides</td>
<td>1110-2002-6141</td>
<td>$7,000</td>
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<tr>
<td><strong>Total Expenditure Increase</strong></td>
<td></td>
<td>$25,000</td>
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**DECREASE EXPENDITURE:**

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<tr>
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<tr>
<td>College Work Study</td>
<td>1110-2004-6140</td>
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<tr>
<td>Admissions – Student Recruitment</td>
<td>1110-2002-7247</td>
<td>$2,000</td>
</tr>
<tr>
<td><strong>Total Expenditure Decrease</strong></td>
<td></td>
<td>$25,000</td>
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Following discussion and on motion made by Dan Villa, seconded by Doris McLallen, the Board unanimously approved the following budget amendment:

**RESOLUTION NO. 133-10: 2009/2010 BUDGET AMENDMENT**

PERKINS GRANT – Increase in Funding

WHEREAS, the College has received additional Federal funding through the Perkins Grant to facilitate the purchase of additional computers to assist in student success and educational equipment to support the energy program;
NOW, THEREFORE BE IT RESOLVED, that the 2009/2010 Jefferson Community College budget is hereby amended as follows:

INCREASE REVENUE:
Perkins (Learning & Success) – Revenue 2511-3011-5410 $ 3,450
Perkins (Energy Faculty) – Revenue 2512-3011-5410 $ 9,680
Total Revenue Increase $13,130

INCREASE EXPENDITURE:
Perkins (Learning & Success) – Comp Equip 2511-3011-7006 $ 3,450
Perkins (Energy Faculty) – Instr Equip 2512-3011-7005 $ 9,680
Total Expenditure Increase $13,130

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

RESOLUTION NO. 134-10: 2009/2010 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 College must recognize the funding for the 2009/2010 year as well as roll the 2008/2009 remaining funds into the new fiscal year;

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 $ 40,812.27
Total Increase Revenue $ 40,812.27

INCREASE EXPENDITURE:
High Needs Nursing – Prof P/T 2609-3011-6103 $ 13,117.27
High Needs Nursing – Instr Equip 2609-3011-7005 $ 5,645.00
High Needs Nursing – Comp Software 2609-3011-7217 $ 2,550.00
High Needs Nursing – Prof Srvc Fees 2609-3011-7241 $ 19,500.00
Total Increase Expenditure $ 40,812.27
Committee Chair Dan Villa reviewed financial statements for the month ending February 28, 2010. On motion made by Dan Villa, seconded by Michelle Pfaff, the attached financial statements were unanimously approved as submitted.

ACADEMIC AND EDUCATIONAL SERVICES COMMITTEE
Doris McLallen reported on the Academic and Educational Services Committee meeting held just prior to the full Board meeting. Following discussion and on motion made by Doris McLallen, seconded by Nate Holloway, the Board unanimously accepted the five-year review of the Office Technology program:

RESOLUTION NO. 128-10: APPROVAL OF FIVE-YEAR REVIEW OFFICE TECHNOLOGY AAS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached five-year review for the Office Technology AAS program.

Doris McLallen presented Resolution No. 129-10 which amends the College’s smoking policy. Trustee Jim Scordo noted that in the course of educating students and staff where they can or cannot smoke is a good opportunity to educate and promote quitting. VP Penrose noted that this upcoming year the College Health Office will be putting a focus on smoking cessation. On motion made by Doris McLallen, seconded by Michelle Pfaff, the Board unanimously approved the following:

RESOLUTION NO. 129-10: SMOKING POLICY
(Amends Resolutions 152-05, 112-97, 156-91, and 161-89)

WHEREAS, in compliance with New York State laws and in recognition of the needs of the smoking and non-smoking members of the campus community, the Jefferson Community College Board of Trustees adopted a policy with regard to smoking in December, 1989, amended in September, 1991; February, 1997; and again in July 2005; and

WHEREAS, in response to concerns expressed from across the campus, the Campus Life Committee examined issues related to smoking on campus; and

WHEREAS, on recommendation of the Campus Life Committee, the College Senate has reviewed and recommended an amendment to the smoking policy; and

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby amends the College's Smoking Policy as follows:

Jefferson Community College prohibits tobacco use, in any form, in all indoor areas on campus, in designated smoke-free zones, and within 20 feet of any building entrance, exit, window or ventilation system, unless otherwise identified. This policy is in accordance with New York State's Clean Air Act effective July 24, 2003.

Trustee McLallen noted that the Committee also heard a presentation from Dr. Ron Meyers, Instructor and Director of the Energy Program. Dr. Meyers will also be presenting at the annual Trustee / Legislator Breakfast later this month.
PERSONNEL COMMITTEE
Michelle Pfaff, Chair of the Personnel Committee, offered the report of the Committee. On motion made by Michelle Pfaff, seconded by Jim Scordo, the Board approved job titles and descriptions for two management confidential positions with only Trustee Dan Villa dissenting:

RESOLUTION NO. 135-10: JOB TITLE AND CLASSIFICATION
Director of Administrative Operations
Executive Director for Finance & Human Resources

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:

Director of Administrative Operations
Executive Director for Finance & Human Resources

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

Committee Chair Pfaff noted that the Personnel Committee will be bringing human resource policies and changes to the terms and conditions of employment for management/confidential staff forward in the next few months.

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

RESOLUTION NO. 136-10: RATIFICATION OF CONTRACTS
Jeff-Lewis BOCES
SUNY Research Foundation
Johns Hopkins University

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:

Jeff-Lewis BOCES
(articulation agreement – Early Childhood Education)

SUNY Research Foundation
(Small Business Development Corporation)

Johns Hopkins University
(MOU Engineering Innovation Course)
NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby recognize and ratify the aforementioned agreements.

SCHEDULE OF MEETINGS
Budget and Planning Committee – Wednesday, May 5, 2010
Academic and Educational Services Committee – Wednesday, May 5, 2010
Full Board - Wednesday, May 5, 2010 at 4:00 p.m.
By-Laws Committee – TBA
Facilities Committee – Thursday, April 29, 2010 at 7:30 a.m.
Personnel Committee – April 19, 2010 at 4:00 p.m.

ADJOURNMENT
On motion made by Dan Villa, seconded by Michelle Pfaff, the Board adjourned at 5:10 p.m.

Respectfully submitted,

Karen A. Carr
Secretary to the Board