Present: Dan Villa, Chair 
Michael Crowley 
Jody LaLone 
Doris McLallen 
Michelle Pfaff 
James Scordo 

TRUSTEES

Excused: Steven Haas 
Nathan Holloway 
Barbara Roberts 

Administrative Staff:
Carole McCoy, President
Craig Johnson, VP Community Engagement
Ed Knapp, VP Academic Affairs
Betsy Penrose, VP Students

Guests: Marvin Blachman, Dean for Liberal Arts
Linda Dening, FSA Board
Michele Price, FSA Manager
Robyn Rhyner, Faculty Association
Jeri Fairman, Dean for Curriculum and Instruction
Jamie Munks, Watertown Daily Times
Bernard Brown, AIA, CEO – Bernier, Carr & Associates
Pamela Beyor, AIA, COO – Bernier, Carr & Associates
Mark Purcell, CEO - Purcell Construction Corporation
Christina Schneider, CFO – Purcell Construction Corporation
Wayne Woodruff, community member

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

APPROVAL OF MINUTES
On motion made by Michelle Pfaff and seconded by Jody LaLone, the minutes of the July 7, 2010 meeting were unanimously approved.

PRIVILEGE OF THE FLOOR
Board Chair Villa offered the privilege of the floor. No one came forward to address the Board.
PRESIDENT’S REPORT

1. President McCoy noted that enrollment for fall semester is robust, showing a 13% increase over last fall.
2. President McCoy advised that the NYS budget passed yesterday did not include any relief from the Governor’s proposed cuts in aid to community colleges. State aid was set at $2,260 per FTE which will mean a decrease of $580,000 from the projected state aid included in the College’s 2010-2011 budget. The College has been advised by the SUNY finance office that a formal amendment of the College’s budget will not be necessary unless the College plans to alter the total budget amount, change the amount of sponsor contribution or enact a mid-year tuition change. At this time it is anticipated that the College will absorb the shortfall in state aid through increased tuition revenues (enrollment growth), budget cuts and fund balance.

FACILITIES COMMITTEE

Committee Chair Jody LaLone reported on the Facilities Committee meeting held last week. The committee heard a proposal by Bernier, Carr and Associates and Purcell Construction which would allow the College to move the residence halls project forward. Bernard Brown and Pamela Beyor of Bernier, Carr & Associates and Mark Purcell and Christina Schneider of Purcell Construction discussed the proposal with the Board. Board Chair Dan Villa noted that the College is seeking legal advice from the County Attorney with regard to the proposal which may require us to cease the memorandum of understanding if it would preclude these parties from participating in a bid for the construction of the residence halls. VP Betsy Penrose noted that she has received calls from other designers and developers. She indicated her preference for issuing an RFP for a feasibility study to accomplish the preliminary plan. Trustees voiced support for acceptance of the proposal noting that they had listened to proposals from other developers but that those developers had not come up with a plan for moving the project forward.

Following discussion and on motion made by Jody LaLone, seconded by Doris McLallen, the Board unanimously approved the following authorization to enter into memorandum of understanding:

RESOLUTION NO.: 172-10
DATE: AUGUST 4, 2010
SUBJECT: AUTHORIZATION TO ENTER INTO MEMORANDUM OF UNDERSTANDING FOR COMPREHENSIVE PRELIMINARY PLAN FOR RESIDENCE HALLS

WHEREAS, by Resolution No. 112-09 dated February 4, 2009, the Board of Trustees endorsed the Student Housing Market Study completed in summer 2008 by Anderson Strickler LLC which determined student demand for residential housing at Jefferson Community College and further directed the College to move forward with fact finding and exploration of issues surrounding construction, financing and operation of a residence hall to be owned and managed by a College-affiliated 501(c)3; and
WHEREAS, by Resolution No. 114-10 dated March 3, 2010, the Board of Trustees endorsed the College’s ‘Summary of Residence Hall Findings’ and authorized the College to commence project planning for residence halls; and

WHEREAS, the College has a long-term working relationship and has an open general services agreement with the engineering and architectural firm of Bernier, Carr & Associates, Watertown, New York;

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby authorizes the College to enter into the attached memorandum of understanding with Bernier, Carr & Associates and Purcell Construction to develop a comprehensive preliminary plan for residence halls.

EXECUTIVE SESSION/ADJOURNMENT
On motion made by Michelle Pfaff, seconded by Jim Scordo, the Board adjourned to Executive Session at 4:35 p.m. pursuant to Article 7 of the Public Officers Law, section 105(f).

Respectfully submitted,

________________________________________
Karen A. Carr
Secretary to the Board
July 30, 2010

President Carole A. McCoy,
Jefferson Community College
1220 Coffeen Street
Watertown, New York 13601

Re: BCA /Purcell Construction Proposal
Memorandum of Understanding

Dear Carole,

In confirmation of our conversation Thursday morning with you and your committee members, we are pleased to offer the following proposal to develop a comprehensive preliminary plan for the proposed Residents Hall, which would include:

- Consolidate and evaluate all existing reports and documentation.
- Reach consensus on the size and makeup of the facility.
- Prepare preliminary site evaluation and recommend site selection.
- Prepare preliminary drawings to include site plans, floor plans and building elevations.
- Analyze building systems, materials and methods.
- Prepare preliminary cost estimates.
- Develop an overall project schedule highlighting including development, design and construction.
- Evaluate options for ownership and management structure.
- Evaluate options for project financing.
- Summarize data as gathered above and present a summary of our findings.
- Develop a task list for recommended next steps to move the project forward.

To accomplish these tasks:

- We will require access to all existing documents.
- We will require access to college staff, any consultants or consultant materials that have been developed.
- We will require the authority to make inquiries on behalf of the college.
- We would ask for a period of exclusivity, during which the college would suspend discussions with other consultants or builders about the project.

At this point we estimate a 3 to 6 month time period to complete this plan, but we are amiable to advancing this schedule to fit your goals, and can discuss this further.

Although it is our ultimate goal to facilitate a project that both BCA and Purcell could be involved with, we are requesting neither compensation nor any future commitments as part of this proposal. We are sincere in our desire to help facilitate this very important “Community” project. A simple “nod” is all we need to get started.

Bernier, Carr & Associates, P.C.

Purcell Construction Corporation

Bernard H. Brown, Jr., AIA, CEO
Mark S. Purcell

Jefferson Community College Board of Trustees
Meeting Minutes – August 5, 2010