The monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:09 p.m., on Wednesday, December 2, 2009, 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 Nate Holloway, the minutes of the November 4, 2009 meeting were unanimously approved.
PRIVILEGE OF THE FLOOR
Board Chair LaLone offered the privilege of the floor. Ron Palmer, Professor of History, addressed the Board with a request that the College’s travel policy be revised to allow for reimbursement on a per diem basis rather than requiring receipts for reimbursements. He indicated that other government agencies utilize the per diem method and that he has had difficulty in the past producing itemized receipts for all travel purchases.

UPDATE FROM THE JCC FOUNDATION LIAISON
Michelle Pfaff reported on the November meeting of the Jefferson Community College Foundation noting that President McCoy presented on the College’s Strategic Plan and the Foundation Board discussed its role and how it can support the College.

UPDATE FROM THE COLLEGE SENATE PRESIDENT
Tim Grosse, Vice President of the College Senate, provided highlights from yesterday’s Senate meeting: an ad hoc committee of the Senate is looking at how we recognize excellence on campus; the Senate reviewed a policy on fan behavior at athletic events; the Senate approved curriculum revisions for the Criminal Justice program; and the group defeated a proposed change in format to a representative Senate.

UPDATE FROM THE STUDENT TRUSTEE
Catherine Weston, Trustee elected from the student body, reported that two programs held in November were well attended and well received: Heads vs. Feds debate and Red Jumpsuit Apparatus concert. The student activities group is looking at the possibility of holding a big-name concert in the gym in the spring. VP Baldwin noted that the involvement of the Criminal Justice and EMS student clubs in the events was a great success.

PRESIDENT’S REPORT
1. President McCoy introduced Dr. Kathy Sinel, who will join the College in January as Vice President for Administration and Finance.
2. President McCoy reported that the State has cut community college funding by $11.5 million for the current year. TAP funding for students was held harmless.
3. Sarah Baldwin, VP for Administration and Finance, provided an overview of the Administrative Division organizational structure as well as some of their goals and challenges.
4. President McCoy advised that the first of the Higher Ed Center partner agreements was signed earlier today with Paul Smith’s College. Paul Smith’s will offer a four-year hospitality and tourism degree here locally and has 9 students enrolled already.
5. VP Students Betsy Penrose gave an overview of enrollment, noting that the fall is up by 11.25% (6.9% above budget) and all early signs for wintersession and spring semester enrollment are all very positive.
6. Rebecca Small Kellogg, Director of the Learning and Success Center, and Al Speno, Director of the STAR program, provided an overview of services for at risk students.
7. Upcoming Events:  Jefferson Singers concert, December 8  
Cannoneer Holiday, December 11

BUDGET AND PLANNING COMMITTEE
Committee Chair Dan Villa reported on the Budget and Planning Committee meeting held just prior to the full Board meeting. Following review and on motion made by Dan Villa, seconded by Suzanne Tingley, the Board unanimously accepted the audit of the Faculty Student Association with the recommendation from the Budget and Planning Committee that inasmuch as the FSA is a component unit of the College finance, any management letters which accompany the FSA audit must be disclosed for review by the Trustees:

RESOLUTION NO. 179-09: ACCEPTANCE OF AUDIT 
FACULTY-STUDENT ASSOCIATION

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of the Faculty-Student Association of Jefferson Community College for the year ending June 30, 2009 as prepared by Poulsen and Podvin, P.C.

Following review and on motion made by Dan Villa, seconded by Michelle Pfaff, the Board unanimously approved the following budget transfer:

RESOLUTION NO. 180-09: 2009-2010 BUDGET TRANSFER  
TRIO GRANT – RECLASSIFICATION OF STAFF

WHEREAS, it has been determined that the TRIO Grant will reclassify a professional position to a classified clerical support staff member in accordance with the New York State Civil Service classification guidelines;

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

INCREASE EXPENDITURE:
TRIO Grant – Civil Service F/T (100%) 2540-3011-6120 $25,379
Total Expenditure Increase $25,379

DECREASE EXPENDITURE:
TRIO Grant – Professional F/T 2540-3011-6101 $25,379
Total Expenditure Decrease $25,379
Following review and on motion made by Dan Villa, seconded by Michelle Pfaff, the Board unanimously approved the following budget transfer:

RESOLUTION NO. 181-09: 2009-2010 BUDGET TRANSFER
SHIFT DIFFERENTIAL

WHEREAS, the account for shift differential in the Facilities Department was inadvertently not funded for the current fiscal;

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

INCREASE EXPENDITURE:
Facilities – Shift Differential 1110-3004-6123 $12,000
Total Expenditure Increase $12,000

DECREASE EXPENDITURE:
Facilities - Utilities 1110-3004-7213 $12,000
Total Expenditure Decrease $12,000

Following review and on motion made by Dan Villa, seconded by Michelle Pfaff, the Board unanimously approved the following budget amendment:

RESOLUTION NO. 182-09: 2009-2010 BUDGET AMENDMENT
SBDC – DETA GRANT

WHEREAS, the College budgeted grant funding for the Small Business Development Center – Defense Economic Transition Assistance Grant;

WHEREAS, the College received notification that there is no funding available for this initiative;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves the operating budget amendment to recognize the decrease in funding;

DECREASE REVENUE:
SBDC-DETA Grant - Revenue 3011-2531-5410 $65,026
Decrease Revenue $65,026

DECREASE EXPENDITURE:
SBDC-DETA Grant – Prof F/T 3011-2531-6101 $37,706
SBDC-DETA Grant – Office Supplies 3011-2531-7109 $500
SBDC-DETA Grant – Empl Benefits 3011-2531-7221 $18,853
SBDC-DETA Grant – Indirect Cost 3011-2531-7231 $6,967
SBDC-DETA Grant – Travel 3011-2531-7250 $1,000
Decrease Expense $65,026
Committee Chair Villa reviewed financial statements for the month ending October 31, 2009. He cautioned that the increased use of fund balance in the 2008-2009 budget means that we must be even more vigilant about future expenditures as we approach a draw down of fund balance to the 6% floor. On motion made by Dan Villa, seconded by Jim Scordo, the financial statements were approved as submitted.

ACADEMIC AND EDUCATIONAL SERVICES COMMITTEE
Committee Chair Suzanne Tingley reported on the Academic and Educational Services Committee meeting held just prior to the full Board meeting. On motion made by Suzanne Tingley, seconded by Steven Haas, the Board unanimously approved awarding of honorary degrees as one more way to connect with outstanding members of the community:

RESOLUTION NO. 185-09: HONORARY DEGREES POLICY

WHEREAS, pursuant to Rules of the New York State Board of Regents §3.50(c)(3), community colleges are authorized to award honorary associate degrees;

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the following policy with regard to the awarding of honorary degrees:

Honorary Degrees Policy

At its discretion, the Jefferson Community College Board of Trustees may recognize individuals whose extraordinary achievements have set a standard that distinguishes them and benefits the College and the communities they serve with an honorary associate degree.

The awarding of a honorary degree requires a resolution of the Board of Trustees authorizing the action. Individuals may be recommended for the honorary degree by the President based upon criteria outlined in the College’s Guidelines for Award of Honorary Degrees. The Honorary Degree will be awarded consistent with the rules of the New York State Board of Regents and will be presented at the College’s Commencement Ceremony.

Following review and on motion made by Suzanne Tingley, seconded by Michelle Pfaff, the board unanimously approved an Academic Fresh Start Policy as follows:

RESOLUTION NO. 186-09: ACADEMIC FRESH START POLICY

WHEREAS, Jefferson Community College recognizes that some students may begin college, attend a semester or two, and receive poor grades and that these students who return years later only to have grades from their academic history negatively impact their current academic status would benefit from the opportunity for an Academic Fresh Start;

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the following Academic Fresh Start Policy:

- Any student having an absence from the College of three years or more and a GPA below 2.0 may apply for an Academic Fresh Start.
• Only one Academic Fresh Start will be granted during a student’s academic career at Jefferson. Once the Academic Fresh Start is established, it will not be reversed.
• Courses with a grade index of less than 2.0 (for example: D or F) would no longer be calculated into the cumulative GPA, and the credit would no longer count toward graduation requirements.
• All prior coursework and grades would remain on the transcript to reflect an accurate academic history.
• Students who do not meet one or more of the above eligibility criteria may petition the College for an Academic Fresh Start.

Committee Chair Tingley, advised the Board that the Committee is also discussing a policy with regard to physical education credit for intercollegiate sports and will bring a recommendation to the full Board in the near future.

Following review and on motion made by Suzanne Tingley, seconded by Doris McLallen, the board unanimously approved the 2012-2013 academic calendar:

RESOLUTION NO. 188-09: ACADEMIC CALENDAR 2012-2013

WHEREAS, Jefferson Community College Board of Trustees Resolution No. 118-85 directs the formation each year of the Academic Calendar Workgroup for the purpose of reviewing and recommending the academic calendar; and

WHEREAS, the Academic Calendar Workgroup has proposed an academic calendar for 2012-2013 as described in a memorandum dated November 19, 2009;

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the following academic calendar for 2012-2013 as developed and recommended by the Academic Calendar Workgroup.

FACILITIES COMMITTEE
Michael Crowley, Chair of the Facilities Committee, advised that the Committee met in November to consider recommendations from TRANE for grant opportunities / facilities projects related to energy management and savings. TRANE is putting together a grant application with NYSERDA and the College will look at the scope of a possible project when grant funding is determined. The Committee also met with three developers with different approaches to dormitory projects (design/build/manager, design/bid/build, and design/build). The Committee has learned that the current credit market may not be conducive to lending for such a project at this time. The College will continue to gather information on student residence halls.

OTHER BUSINESS
President McCoy presented contracts for ratification. On motion made by Suzanne Tingley and seconded by Dan Villa, the Board unanimously ratified the following contracts:
RESOLUTION NO. 183-09

RATIFICATION OF CONTRACTS

Upstate Medical University
US Department of the Army (MEDDAC)

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:

UPSTATE MEDICAL UNIVERSITY
(nursing affiliation agreement)

US DEPARTMENT OF THE ARMY (MEDDAC)
(affiliation agreement for clinical assignments)

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

President McCoy presented the proposed holiday schedule for 2010-2011. On motion made by Michelle Pfaff and seconded by Doris McLallen, the Board approved the following holiday schedule:

RESOLUTION NO. 184-09: 2010-2011 HOLIDAY SCHEDULE

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following holiday schedule for the 2010-2011 academic year:

Monday, 09/06/10 Labor Day

Thursday, 11/25/10 Thanksgiving Day
Friday, 11/26/10 Day after Thanksgiving
(in lieu of Election Day, 11/02/10)

Thursday, 12/23/10 Christmas Day - observed
Friday, 12/24/10 Christmas Eve
(in lieu of Veteran’s Day, 11/11/10)

Friday, 12/31/10 New Year’s Day - observed

Monday, 01/17/11 Martin Luther King Jr. Day

Monday, 02/21/11 President’s Day (Washington’s Birthday)

Monday, 05/30/11 Memorial Day – Observed

Monday, 07/04/11 Independence Day

In addition, two (2) floating holidays:
In lieu of Columbus Day 10/11/10 – Observed
In lieu of Lincoln’s Birthday 02/12/11
EXECUTIVE SESSION
On motion made by Michelle Pfaff and seconded by Dan Villa, the Board unanimously adjourned to Executive Session at 5:38 p.m.

RECONVENTION
The Board reconvened in open session at 6:05 p.m.

Following discussion, the Board decided not to implement a consent agenda for Board business but did agree to move to a fully electronic meeting commencing January 2010.

SCHEDULE OF MEETINGS
Budget and Planning Committee – Wednesday, January 6, 2010 at 3:00 p.m.
Full Board - Wednesday, January 6, 2010 at 4:00 p.m.
By-Laws Committee – TBA
Executive committee – Tuesday, February 9th at 8:00 a.m.

ADJOURNMENT
On motion made by Doris McLallen, seconded by Michelle Pfaff, the Board adjourned at 6:20 p.m.

Respectfully submitted,

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Karen A. Carr
Secretary to the Board