The monthly meeting of the Board of Trustees of Jefferson Community College was called to order at
4:02 p.m., on Wednesday, July 8, 2009, in the Board Room (6-220), Jefferson Community College,
Watertown, New York, by Board Chair Jody LaLone.

Chair LaLone welcomed James Scordo and Catherine Weston to their first meeting as Trustees.

APPROVAL OF MINUTES
On motion made by Michelle Pfaff and seconded by Dan Villa, the minutes of the June 3, 2009
meeting were unanimously approved.

PRIVILEGE OF THE FLOOR
Board Chair LaLone offered the privilege of the floor. No one came forward to address the Board.

REPORT FROM THE JCC FOUNDATION
Michelle Pfaff reported that at the June meeting of the Jefferson Community College Foundation new
officers were elected and new directors were welcomed to the Board. Due to fiscal constraints, the
Board voted down financial support for the College’s grants position for 2009-2010. The Board
discussed plans for 2009-2010 events including: Athletic Hall of Fame (August 21), scholar’s reception, Syracuse Brass concert (October 24), and the Mayor’s Ball.

**PRESIDENT’S REPORT**

1. Vice President for Academic Affairs, Ed Knapp, reviewed academic actions (probation, dismissal, dean’s list, president’s list) for the spring 2009 semester, noting that the numbers are fairly consistent with previous years. During discussion, Board Chair Jody LaLone asked VP Knapp to gather some comparative information for other community colleges.

2. President McCoy offered an enrollment update, noting that summer registrations are going gangbusters with a nearly 17% increase over last year and fall enrollment is looking very strong with increases of more than 11% over this time last year.

3. President McCoy gave an overview of the recent NYCCAP meeting. The presidents group had an electronic meeting with the new chancellor who expressed her agenda for the SUNY colleges which includes a new strategic plan and emphasis on branding/image, articulation / transfer, local and regional economic development; campus collaboration and strategic enrollment planning. Other topics covered during the meeting of presidents included: enrollment growth, capital projects, Choose NY Community Colleges web site, state comptroller audits / risk assessment, new community college student housing legislation, capital funding process, and budget issues.

4. President McCoy shared the draft itinerary for Chancellor Zimpher’s visit to Jefferson on Tuesday, July 28.

5. President McCoy has been invited to be interviewed by Nathan Lehman later this week for a radio broadcast concerning the college’s budget.

6. Included in your Board packet today is information on the College’s CLEP program.

**REPORT OF NOMINATING COMMITTEE - ELECTION OF OFFICERS**

Michelle Pfaff offered the report of the Nominating Committee, presenting the following slate of officers for the 2009-2010 year:

- Chair - Jody LaLone
- Vice Chair - Nate Holloway
- Secretary - Karen Carr
- Treasurer - Sarah Baldwin

Chair LaLone opened the floor for nominations. There being no nominations from the floor, and upon motion made by Dan Villa, seconded by Steven Haas, the Board voted unanimously to cast one vote for the slate of officers as presented.

**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 Nate Holloway, the Board unanimously approved the following operating budget for 2009-2010:
RESOLUTION NO. 145-09: 2009/2010 OPERATING BUDGET

WHEREAS, Jefferson Community College anticipates serving 1,755 full-time students as well as enrolling student for 15,940 part-time credit hours and 4,276 summer credit hours during the 2009-2010 academic year, which is equivalent to 2,319.1 FTE;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees does hereby approve a Jefferson Community College 2009-2010 Operating Budget in the amount of $ 21,523,557 with the contribution of the sponsor at $ 4,135,548 and the State Share of $ 5,998,780.

Following review and on motion made by Dan Villa, seconded by Steve Haas, the Board unanimously approved the following tuition and fee schedule for 2009-2010:

RESOLUTION NO. 146-09: 2009/2010 TUITION AND FEE SCHEDULE

WHEREAS, the Jefferson Community College Board of Trustees hereby adopts the following Tuition and Fee Schedule for the 2009-2010 academic year:

TUITION:
New York State Residents who are residents of the sponsorship area or non-residents of the sponsorship area who present a Certificate of Residence:
  Full-Time $3,312 per academic year
  Part-Time $  138 per credit hour

New York State residents who are not residents of the sponsorship area and do not present a Certificate of Residence:
  Full-Time $5,160 per academic year
  Part-Time $  215 per credit hour

Non-New York State Residents:
  Full-Time $5,160 per academic year
  Part-Time $  215 per credit hour

STUDENT SERVICE FEES:
Fees deducted from operating costs as offsetting revenue:

<table>
<thead>
<tr>
<th>Fee</th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Credit Course Fee</td>
<td>variable ($10-$250)</td>
<td></td>
</tr>
<tr>
<td>Document/Check Replacement Fee</td>
<td>$  5 per copy</td>
<td></td>
</tr>
<tr>
<td>Transcript Fee</td>
<td>$  6 per copy</td>
<td></td>
</tr>
<tr>
<td>Health Transcript Fee</td>
<td>$  5 per occurrence</td>
<td></td>
</tr>
<tr>
<td>Facsimile Fee (Official Documents)</td>
<td>$  5 per occurrence</td>
<td></td>
</tr>
<tr>
<td>Processing Fee, Directed Study</td>
<td>$  5 per course</td>
<td></td>
</tr>
<tr>
<td>Credit by Examination Fee</td>
<td>$ 15 per credit hour</td>
<td></td>
</tr>
<tr>
<td>College-Level Examination Program</td>
<td>$ 20 per exam</td>
<td></td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$ 20 per check</td>
<td></td>
</tr>
<tr>
<td>Parking Fines</td>
<td>variable ($10-$100)</td>
<td></td>
</tr>
<tr>
<td>Fitness Center Use Fee</td>
<td>$ 30 per semester</td>
<td></td>
</tr>
<tr>
<td>Fitness Center Screening Fee</td>
<td>$ 15 one-time fee</td>
<td></td>
</tr>
</tbody>
</table>
Technology Fee $ 4 per credit hour
Online Learning Fee $ 12 per credit hour
Course Lab/Materials Fee variable ($5-$100)
Military Credit Inventory
  Application/Evaluation Fee $ 125
  Credit Inventory Update Fee $ 35
  Official Transcript Fee $ 6
Dental Hygiene Program Fee (Monroe CC) $3,324 per semester

FEES CHARGED TO STUDENTS BY SEPARATE ASSOCIATIONS:
(i.e. Faculty-Student Association or by self-sustaining operations)

*Comprehensive Student Fee $ 11 per credit hour
*Comprehensive Student Fee-Summer Session $ 2 per credit hour
Insurance – Mandatory Accident $ 18 per year
Insurance – Optional Sickness $160 per year
Insurance – Mandatory Accident (spring/sum) $ 12
Insurance – Optional Sickness (spring/sum) $106
Diploma (replacement) Fee $ 30
Identification Card (replacement) Fee $ 10
Alumni Fee (optional) $ 10 per semester

*Not applicable for extension site courses; (fees included: student resource, health service, commencement, new student services, and identification card)

Following review and on motion made by Dan Villa, seconded by Michelle Pfaff the Board unanimously approved the following tuition receivable write-off:

RESOLUTION NO. 147-09: TUITION RECEIVABLE WRITE-OFF

WHEREAS, in compliance with generally accepted accounting principles, the College should not retain as accounts receivable item accounts that are deemed to be un-collectable, and;

WHEREAS, the accounts receivable items set forth in the attached schedule are deemed to be un-collectable;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following adjustment to the tuition receivable account:

Student Accounts Receivable 0-10000-1310 $105,652.33
Following review and on motion made by Dan Villa, seconded by Michelle Pfaff, the Board unanimously approved the following resolution to increase the bad debt allowance:

RESOLUTION NO. 148-09: BAD DEBT ALLOWANCE INCREASE

WHEREAS, the allowance for bad debt reflected in the College’s financial statements was increased last year to $64,000;

WHEREAS, the College’s auditors have suggested that the bad debt allowance should reflect the average of the past three years’ actual tuition write offs;

NOW, THEREFORE BE IT RESOLVED, that based upon the past three years' average, the allowance for bad debt shall be increased to $78,000.

Committee Chair Dan Villa presented the financial statements for the month ending May 31, 2009. On motion made by Dan Villa, seconded by Michelle Pfaff, the Board unanimously accepted the financial statements as presented.

OTHER BUSINESS
President McCoy presented contracts for ratification. On motion made by Dan Villa and seconded by Jim Scordo, the Board unanimously ratified the following contracts:

RESOLUTION NO. 142-09: RATIFICATION OF CONTRACTS

Bernier, Carr & Associates
Bernier, Carr & Associates
Cornell Cooperative Extension of Jefferson Co.
SUNY Research Foundation

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:

BERNIER, CARR & ASSOCIATES
(2009 proposed capital project contract)

BERNIER, CARR & ASSOCIATES
(2009 proposed renovation of modular building contract)

CORNELL COOPERATIVE EXTENSION OF JEFFERSON COUNTY
(CED offerings)

SUNY RESEARCH FOUNDATION
(modification #2 for SBDC)

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby recognize and ratify the aforementioned agreements.
President McCoy presented information on a gift of a fire truck from the City of Watertown. On motion made by Jim Scordo and seconded by Michelle Pfaff, the Board unanimously accepted the generous gift as follows:

RESOLUTION NO. 143-09: ACCEPTANCE OF GIFT – 1986 E-One Pumper Fire Truck

WHEREAS, by Resolution dated June 1, 2009 (attached) the City of Watertown has gifted a 1986 E-One Pumper Fire Truck to the College for use by the Fire Protection Technology and Criminal Justice programs in training exercises;

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees gratefully accepts the gift and extends its appreciation to the City of Watertown.

President McCoy presented three new job titles for presentation to the SUNY Chancellor for exclusion from civil service. On motion made by Dan Villa and seconded by Nate Holloway, the Board unanimously approved the following resolution:

RESOLUTION NO. 144-09: JOB TITLE AND CLASSIFICATION
Assistant Director of Student Activities
Executive Director of College Outreach
Vice President for Community Engagement

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 position of

Assistant Director of Student Activities
Executive Director of College Outreach
Vice President for Community Engagement

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

EXECUTIVE SESSION
On motion made by Michelle Pfaff, seconded by Nate Holloway, the Board adjourned to Executive Session at 4:50 p.m. for the purpose of discussing a personnel issue.

RECONVENTION
The Board reconvened in open session at 5:40 p.m.

SCHEDULE OF MEETINGS
Facilities Committee – Thursday, July 30, 2009 at 7:30 a.m.
ADJOURNMENT
On motion made by Michelle Pfaff, seconded by Nate Holloway, the Board adjourned at 5:42 p.m.

Respectfully submitted,

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Karen A. Carr
Secretary to the Board