The monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:07 p.m., on Wednesday, March 4, 2009, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Board Chair Jody LaLone.

**WELCOME**

President McCoy and Board Chair LaLone introduced and welcomed Lisi Fredriksen to her first Trustee meeting. Lisi was elected by the student body to fill the unexpired term of student Trustee Demetrius Dowell.
APPROVAL OF MINUTES
On motion made by Michelle Pfaff and seconded by Suzanne Tingley the minutes of the February 4, 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 noted that at the February meeting, the JCC Foundation Board approved a request by Rich LeClerc of the Center for Community Studies and the Watertown Daily Times to help fund a visiting author, reviewed a new scholarship created in memory of Mark Davis, allocated up to $4,000 for exploration of a possible faculty or student exchange program with Malawi University, and set aside $10,000 from the bequest of the Elizabeth Brown estate to supplement scholarships awarded but underfunded. Trustee Pfaff also noted that the Foundation Executive Director search is on-going and that the Foundation recognizes that the upcoming 2009-2010 year may be short on earnings due to market fluctuations.

PRESIDENT’S REPORT
7. President McCoy noted that the Jefferson contingent for the February 24th SUNY Day met with Assemblywomen Scozzafava and Russell as well as Senator Aubertine to advocate on behalf of the College and our students.
8. This past weekend, Jefferson hosted the NJCAA regional conference for men’s basketball. President McCoy offered kudos to all involved: Athletic Director Jeff Wiley and the entire Athletic Department and the Cannoneers. There were many good comments about the quality of the conference; there was a good turnout for the event and our home team played with great heart.
10. President McCoy advised that in an effort to increase and diversify communication on campus, she has started a Blog for the internal audience. She invited Trustees to follow along as well. The Blog is accessible on the Blackboard site under Campus Information.
11. The annual Trustee / Legislator get-together will be a luncheon this year, scheduled for Friday, April 24.
12. President McCoy noted that a summary of the credit enrollment profile for Fall 2008 is included in the binder of meeting information.
13. President McCoy reviewed plans for the upcoming JLI Day with Education (March 6).

**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 discussion, and on motion made by Dan Villa, seconded by Suzanne Tingley, the Board unanimously approved an amendment to the 2008-2009 operating budget to recognize funds received under the workforce development training grant as follows:

**RESOLUTION NO. 118-09: 2008/2009 OPERATING BUDGET AMENDMENT WORKFORCE DEVELOPMENT TRAINING GRANT ServSafe Workshop**

WHEREAS, the College has received funding from the State University of New York to provide advanced training to meet the new state mandated training requirements for foodservice personnel in the community. This workshop will empower employees with the knowledge and skills they need to prepare and serve foods safely.

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

**INCREASE REVENUE:**

<table>
<thead>
<tr>
<th>WDG ServSafe Grant – State Revenue</th>
<th>2607-3011-5420</th>
<th>$3,000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$3,000</strong></td>
<td></td>
</tr>
</tbody>
</table>

**INCREASE EXPENDITURE:**

<table>
<thead>
<tr>
<th>WDG ServSafe Grant – Instructional Supplies</th>
<th>2607-3011-7108</th>
<th>$ 500</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDG ServSafe Grant – Advertising</td>
<td>2607-3011-7203</td>
<td>$2,500</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td><strong>$3,000</strong></td>
<td></td>
</tr>
</tbody>
</table>
Following discussion, and on motion made by Dan Villa, seconded by Michael Crowley, the Board unanimously approved a banking resolution for HSBC as follows:

**Resolution No. 119:09: BANKING RESOLUTION – HSBC (ATTACHED)**

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

**ACADEMIC AND EDUCATIONAL SERVICES**
Committee Chair Suzanne Tingley reported on the Academic and Educational Services Committee meeting. Following discussion and on motion made by Suzanne Tingley, seconded by Doris McLallen, the Board unanimously approved revisions to the Animal Management AAS program as follows:

**RESOLUTION NO. 117-09: APPROVE PROGRAM REVISIONS ANIMAL MANAGEMENT AAS DEGREE**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves revisions to the Animal Management AAS degree program as outlined in the attached proposal.

**PERSONNEL COMMITTEE**
Michelle Pfaff, Chair of the Personnel Committee, provided an overview of the recommendations for promotion. On motion made by Michelle Pfaff, seconded by Dan Villa, 2009 promotions were approved as follows:

**RESOLUTION NO. 115 – 09: 2009 PROMOTIONS**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the following promotions, effective September 1, 2009:

**Grade 1 to Grade 3**
Timothy Buckley
On motion made by Michelle Pfaff, seconded by Suzanne Tingley, 2009-2010 sabbatical leaves were approved as follows:

**RESOLUTION NO. 116-09:  2009 – 2010 SABBATICAL LEAVES**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the following sabbatical leaves during the 2009-2010 academic year:

Ray Petersen  
Spring 2010

**OTHER BUSINESS**
Following presentation by President McCoy, and on motion made by Michelle Pfaff, seconded by Doris McLallen, the Board unanimously ratified the following contracts:

**RESOLUTION NO. 114-09:  RATIFICATION OF CONTRACTS**

Indian River Central School District  
Watertown City School District  
University Learning Institute, Ltd
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:

- **Indian River Central School District**
  (clinical resources for student experience)

- **Watertown City School District**
  (clinical resources for student experience)

- **University Learning Institute, Ltd**
  (Online prep course)

- **SUNY Potsdam**
  (affiliation for purpose of providing educational program)

- **Northern Onondaga Volunteer Ambulance**
  (clinical resources for student experience)

- **Children’s Home of Jefferson County**
  (Center for Community Studies to serve as independent evaluator)

- **Fort Drum Regional Liaison Organization**
  (Center for Community Studies to conduct study)

- **Fort Drum Regional Health Planning Organization**
  (Center for Community Studies to provide technical support)

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby recognize and ratify the aforementioned agreements.
EXECUTIVE SESSION
On motion made by Michelle Pfaff, seconded by Suzanne Tingley, the Board adjourned to Executive Session at 5:10 p.m. for the purpose of discussing a personnel issue with regard to a specific person.

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

PRESIDENT’S CONTRACT
On motion made by Michelle Pfaff, seconded by Dan Villa, the Board unanimously authorized Board Chair Jody LaLone to execute a contract with President McCoy approving a salary increase of 4% retroactive to her anniversary date of February 1, an increase in the level of life insurance provided to $250,000, an increase in the car allowance to $600 per month and a contract extension to 2012.

SCHEDULE OF MEETINGS
Budget and Planning Committee – Wednesday, April 1, 2009 at 3:30 p.m.
Full Board - Wednesday, April 1, 2009 at 4:00 p.m.
Academic and Educational Services Committee – Wednesday, April 1, 2009 at 3:30 p.m.

ADJOURNMENT
On motion made by Michelle Pfaff, seconded by Mike Crowley, the Board adjourned at 6:06 p.m.

Respectfully submitted,

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Karen A. Carr
Secretary to the Board