The monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:05 p.m., on Wednesday, May 5, 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 Suzanne Tingley and seconded by Dan Villa, the minutes of the April 7, 2010 meeting were unanimously approved.
PRIVILEGE OF THE FLOOR
Chair LaLone offered the privilege of the floor. No one came forward to address the Board.

UPDATE FROM THE FOUNDATION LIAISON
Michelle Pfaff reported on the April meeting of the JCC Foundation noting that the Scholar’s Reception was a big success and noted receipt of a matching gift for the weekend nursing program. Ms. Pfaff also discussed the Phone-A-Thon, Mayor’s Ball, and Tug Hill Winery events. The by-law revisions are still a work in progress. The staff are continuing with Banner training. Betsy Penrose attended the last meeting presented information about the Title III grant to the Board.

UPDATE FROM THE COLLEGE SENATE PRESIDENT
Todd Vincent introduced incoming Senate president, Tim Grosse. Mr. Vincent provided an overview of the work of the Senate. This includes a policy proposal which deals with physical education requirements which the body will be voting on in May. The Senate passed revisions to the Student Code of Conduct. The ad-hoc committee to discuss recognition of merit on campus delivered its final findings and general recommendations to President McCoy. The general consensus was that there needs to be more forms of recognition. The process for determining such should be transparent and fair.

UPDATE FROM THE STUDENT TRUSTEE
President McCoy noted the absence of Catherine Weston due to the birth of her baby boy, born on May 4, 2010. The president noted that the new student trustee, Barbie Roberts, is a criminal justice major and will be at the July meeting.

PRESIDENT’S REPORT
President McCoy reported that the season of celebration is upon us and thanked the trustees who were able to attend the scholarship reception and noted the following upcoming events:

- 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.

President McCoy reported that Summer enrollment is 28% ahead of last year at this time and that a very strong Summer session is anticipated. Fall enrollment is also strong at almost 23% ahead of this time last year. Signs are that Fall will also be strong.

BUDGET AND PLANNING COMMITTEE
Committee Chair Dan Villa offered the report of the Budget and Planning Committee. The Board discussed the development of the 2010/2011 Budget. Mike Crowley noted that additional cuts would be necessary if the State does not restore funding levels and concessions from the Faculty Association would help that situation. President McCoy will follow-up with the Faculty Association. Following discussion and on motion made by Dan Villa, seconded by Michelle Pfaff, the Board unanimously approved the following budget amendment:

RESOLUTION NO 137-10: 2009-2010 BUDGET AMENDMENT JCIDA TECHNOLOGY GRANT

WHEREAS, the College received notification of funding from the Jefferson County Industrial Development Agency (JCIDA) to assist in the purchase of technology for the Jefferson Higher Education Center (JHEC);

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

INCREASE REVENUE:
JHEC – Revenue 2821-3011-5430 $66,115.17
Total Revenue Decrease $66,115.17

INCREASE EXPENDITURE:
JHEC – Furniture 2821-3011-7002 $6,400.00
JHEC – Computer Equipment 2821-3011-7006 $33,600.00
JHEC – Audio/Visual Equipment 2821-3011-7007 $20,000.00
JHEC – Computer Supplies 2821-3011-7107 $2,115.17
JHEC – Computer Software 2821-3011-7217 $4,000.00
Total Expenditure Decrease $66,115.17

Following discussion and on motion made by Dan Villa, seconded by Suzanne Tingley, the Board unanimously approved the following budget amendment:

RESOLUTION NO. 138-10: 2009/2010 BUDGET AMENDMENT SBDC

WHEREAS, the Small Business Development Center has received notification of additional federal funding amending the total funding for the fiscal year of October 1, 2009 to September 31, 2010 to $320,960;

WHEREAS, reallocation of existing funds is needed to adequately address projected expenditures;
NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves the following:

INCREASE REVENUE:
SBDC Federal – Revenue 2530-3011-5410 $ 38,476
Total Increase Revenue $ 38,476

INCREASE EXPENDITURE:
SBDC Federal – Prof F/T 2530-3011-6101 $ 44,196
SBDC Federal – Employee Benefits 2530-3011-7221 $ 3,230
SBDC Federal – Indirect 2530-3011-7231 $ 5,650
Increase Expenditure $ 53,076

DECREASE EXPENDITURE:
SBDC Federal – Prof P/T 2530-3011-6102 ($ 14,600)
Total Increase Expenditure $ 38,476

Following discussion and on motion made by Dan Villa, seconded by Michael Crowley, the Board unanimously approved the following budget amendment:

RESOLUTION NO. 139-10: 2009-2010 BUDGET AMENDMENT
SUNY CHILD CARE GRANT

WHEREAS, the College received notification of funding from the State in the amount of $39,410 which is less than the estimate used at the time the operating budget was formulated;

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

DECREASE REVENUE:
SUNY Child Care Grant – Revenue 2602-3011-5420 $2,190.00
Total Revenue Decrease $2,190.00

DECREASE EXPENDITURE:
SUNY Child Care Grant – Other Fees 2602-3011-7239 $2,190.00
Total Expenditure Decrease $2,190.00

Following discussion and on motion made by Dan Villa, seconded by Doris McLallen, the Board unanimously approved the following budget amendment:
RESOLUTION NO. 140-10: 2009-2010 BUDGET AMENDMENT  
LIBRARY COLLECTION DEVELOPMENT GRANT

WHEREAS, the College budgeted grant funding for the Library Collection Grant;

WHEREAS, the College received notification of a decrease in funding for the 2009/2010 fiscal year;

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:
Collection Development Grant - Revenue 3011-2604-5420 $ 751.00
Decrease Revenue $ 751.00

DECREASE EXPENDITURE:
Collection Development Grant – Books 3011-2604-7101 $ 751.00
Decrease Expense $ 751.00

Committee Chair Dan Villa reviewed financial statements for the month ending March 31, 2010. On motion made by Dan Villa, seconded by James Scordo, the attached financial statements were unanimously approved as submitted.

ACADEMIC AND EDUCATIONAL SERVICES COMMITTEE
Suzanne Tingley, Chair of the Academic and Educational Services Committee, reported on the Committee meeting held just prior to the full Board meeting. Ms. Tingley noted the outstanding job done on the Periodic Review Report. Following discussion and on a motion made by Suzanne Tingley, seconded by James Scordo, the Board unanimously approved revisions to the Hospitality and Tourism AAS program:

RESOLUTION NO. 141-10: APPROVAL OF CURRICULUM REVISIONS  
HOSPITALITY AND TOURISM AAS AND CERTIFICATE

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached curriculum revisions for the Hospitality and Tourism AAS and certificate programs.

Following discussion and on motion made by Suzanne Tingley, seconded by Nate Holloway, the Board unanimously accepted the five year review of the Animal Management AAS program:
RESOLUTION NO. 142-10:  APPROVAL OF FIVE-YEAR REVIEW
ANIMAL MANAGEMENT AAS

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

Following discussion and on motion made by Suzanne Tingley, seconded by Michelle
Pfaff, the Board unanimously accepted the five year review of the Childhood Education
AA program:

RESOLUTION NO. 143-10:  APPROVAL OF FIVE-YEAR REVIEW
CHILDHOOD EDUCATION AA/BA

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby
approves the attached five-year review for the Childhood Education AA/BA program.

Following discussion and on motion made by Suzanne Tingley, seconded by Doris
McLallen, the Board unanimously endorsed the Periodic Review Report to Middle
States Association:

RESOLUTION NO. 144-10:  ENDORSE PERIODIC REVIEW REPORT

BE IT RESOLVED, that the Jefferson Community College Board of Trustees has
reviewed and does hereby endorse the Periodic Review Report prepared by the
campus as a follow-up to the Middle States reaccreditation visit in March 2005 and
extends its appreciation for the good work of the Periodic Review Report Committee
and other members of the campus community for their contributions to the effort.

PERSONNEL COMMITTEE
Michelle Pfaff, Chair of the Personnel Committee, offered the report of the Committee.
On motion made by Michelle Pfaff, seconded by Suzanne Tingley, the Board
unanimously approved 2010-2011 Sabbatical Leaves as follows:

RESOLUTION NO. 145-10:  2010 – 2011 SABBATICAL LEAVES

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does
hereby approve the following sabbatical leaves during the 2010-2011 academic year:
OTHER BUSINESS
President McCoy presented contracts for ratification. On motion made by Michelle Pfaff and seconded by Dan Villa, the Board unanimously ratified the following contracts:

RESOLUTION NO. 146-10: RATIFICATION OF CONTRACTS
Civil Service Employees Association
Fort Drum Regional Liaison Organization
Workforce Development Institute

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:

Civil Service Employees Association
(partnership for education and training)

Fort Drum Regional Liaison Organization
(Center for Community Studies program)

Workforce Development Institute
(support for training programs)

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

On motion made by Suzanne Tingley and seconded by Steve Haas, the Board unanimously approved recognition for external funding provided for the Jefferson Higher Education Center:

RESOLUTION NO. 147-10: RECOGNITION FOR EXTERNAL FUNDING PROVIDED FOR THE JEFFERSON HIGHER EDUCATION CENTER

WHEREAS, external funding through grants and donations from community organizations have made it possible for Jefferson Community College to move forward
with the strategic initiative of creating a higher education center which will bring additional educational opportunities to the citizens of the North Country; and

WHEREAS, Jefferson Community College would like to recognize and extend appreciation to the following community organizations for their contributions in support of the Jefferson Higher Education Center initiative,

Jefferson County Industrial Development Corporation
Development Authority of the North Country
Jefferson County Chamber of Commerce
United States Department of Labor

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby authorize commemorative plaques to be displayed in the Extended Learning Center to recognize the contributions of these community organizations.

EXECUTIVE SESSION

On motion made by Dan Villa, seconded by James Scordo, the Board adjourned to Executive Session at 4:43 p.m. for the purpose of discussion of personnel matters.

RECONVENTION
The Board reconvened in open session at 5:40 p.m. The Board requested a notation in the minutes indicating that President McCoy has performed well since her last performance review based upon performance objectives. Additionally, the president has not requested a salary increase and due to budgetary constraints, no increase will be provided at this time. The Board would like to note their appreciation.

SCHEDULE OF MEETINGS
Budget and Planning Committee – Wednesday, June 2, 2010
Academic and Educational Services Committee – Wednesday, June 2, 2010
Full Board - Wednesday, June 2, 2010 at 4:00 p.m.
Facilities Committee – Thursday, May 27, 2010 at 7:30 a.m.
Executive Committee – Tuesday, May 11, 2010 at 8:00 a.m.

ADJOURNMENT
On motion made by Mike Crowley, seconded by Michelle Pfaff, the Board adjourned at 5:47 p.m. Respectfully submitted,

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Kerry A. Young
Secretary Pro Tem