The monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:07 p.m., on Wednesday, September 2, 2009, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Board Chair Jody LaLone.

Chair LaLone noted the roster of Committee Appointments included in the Board packet.

**APPROVAL OF MINUTES**

On motion made by Suzanne Tingley and seconded by Dan Villa, the minutes of the July 8, 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 on the August meeting of the Jefferson Community College Foundation noting that the Mayor’s Ball currently has $20,000 in sponsors, the Wagathon will be replaced by a spring wine tour in Lewis County, the Syracuse Brass concert scheduled for October 17 will also feature the Thousand Islands High School Select Choir, and Kate McGhee has been elected as a new member of the Board.
PRESIDENT'S REPORT
1. President McCoy reviewed the annual Trustee reporting schedule.
2. Vice President Ed Knapp reviewed Academic Program Highlights.
3. Vice President Betsy Penrose reported on fall enrollment increases noting that of the Jefferson County high school graduates who are going on to college, 50% are coming to Jefferson. This is a significant increase over other years.
4. Vice President Craig Johnson reported on the partner agreements for the Jefferson Higher Education Center.
5. Vice President Ed Knapp provided an overview of the status of the Periodic Review Report.
6. President McCoy noted that two documents are included in the Board packet for information: 2009-2010 Student Activities schedule and an article on the American Graduation Initiative.

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 Doris McLallen, the Board unanimously approved the following operating budget transfer:

RESOLUTION NO. 157-09: 2008/2009 BUDGET TRANSFER
Year End Budget Transfers

WHEREAS, modification of the 2008/2009 JCC Budget is necessary to redistribute funds to the proper accounts.

NOW, THEREFORE BE IT RESOLVED, that the 2008/2009 Jefferson Community College budget is hereby amended thereby complying with generally accepted accounting principles as follows:

<table>
<thead>
<tr>
<th>JV#</th>
<th>Account</th>
<th>Increase Account</th>
<th>Increase Expenditure</th>
<th>Decrease Account</th>
<th>Decrease Expenditure</th>
<th>Amount</th>
<th>Explanation</th>
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</thead>
<tbody>
<tr>
<td>J-6478</td>
<td>TRIO-Prof P/T</td>
<td>2540-3011-6102</td>
<td>TRIO-Other Fees</td>
<td>2540-3011-7239</td>
<td>9500.00</td>
<td>Summer Adjuncts</td>
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<td>J-6478</td>
<td>TRIO-Prof F/T</td>
<td>2540-3011-6101</td>
<td>TRIO-Other Fees</td>
<td>2540-3011-7239</td>
<td>3900.00</td>
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<td>J-7216</td>
<td>President-Prof F/T</td>
<td>1110-1004-6101</td>
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<td>1110-4002-6101</td>
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</tr>
<tr>
<td>J-7216</td>
<td>Eve &amp; Ext-Prof F/T</td>
<td>1110-1051-6101</td>
<td>Eve &amp; Ext-Prof P/T</td>
<td>1110-1051-6102</td>
<td>36525.45</td>
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<tr>
<td>J-7216</td>
<td>Eve &amp; Ext-Prof F/T</td>
<td>1110-1051-6101</td>
<td>Eve &amp; Ext-Adjuncts</td>
<td>1110-1051-6103</td>
<td>5100.00</td>
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</tr>
<tr>
<td>J-7216</td>
<td>Phys Ed-Adjuncts</td>
<td>1110-2009-6103</td>
<td>Gen Instr-Prof P/T</td>
<td>1110-1011-6102</td>
<td>6752.45</td>
<td>Cover Military Leave</td>
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</tr>
<tr>
<td>J-7216</td>
<td>Phys Ed-Rec Assists</td>
<td>1110-2009-6121</td>
<td>Gen Instr-Prof P/T</td>
<td>1110-1011-6102</td>
<td>7788.55</td>
<td>Cover Military Leave</td>
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<td>J-7217</td>
<td>Facilities-Prof F/T</td>
<td>1110-3004-6101</td>
<td>VP Admin-Prof F/T</td>
<td>1110-3001-6101</td>
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<td>J-7588</td>
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<td>Eve &amp; Ext-Adjuncts</td>
<td>1110-1051-6103</td>
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<tr>
<td>J-7591</td>
<td>Summer-Adjuncts</td>
<td>1110-1055-6103</td>
<td>Eve &amp; Ext-Adjuncts</td>
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<tr>
<td>J-7591</td>
<td>Summer-Adjuncts</td>
<td>1110-1055-6103</td>
<td>Summer-Prof Srv Fees</td>
<td>1110-1055-7241</td>
<td>14654.58</td>
<td>Year End Adjustments</td>
<td></td>
</tr>
</tbody>
</table>
Following review and on motion made by Dan Villa, seconded by Michelle Pfaff, the Board unanimously approved the following operating budget amendment:

**RESOLUTION NO. 158-09: 2008/2009 BUDGET AMENDMENT**  
SBDC – Increase in Funding

WHEREAS, the Small Business Development Center (SBDC) has received additional Federal funding to address the shortfall in the DETA contract and to meet other obligations;

NOW, THEREFORE BE IT RESOLVED, that the 2008/2009 Jefferson Community College budget is hereby amended as follows:

**INCREASE REVENUE:**

| SBDC – Federal – Revenue       | 2530-3011-5410 | $42,482 |

**INCREASE EXPENDITURE:**

| SBDC – Federal – Prof F/T     | 2530-3011-6101 | $28,800 |
| SBDC – Federal – Office Equip | 2530-3011-7001 | $3,000  |
| SBDC – Federal – Computer Supplies | 2530-3011-7107 | $500  |
| SBDC – Federal – Advertising  | 2530-3011-7203 | $2,000  |
| SBDC – Federal – Prof Svc Fees | 2530-3011-7241 | $7,682 |
| SBDC – Federal – Travel       | 2530-3011-7250 | $500   |

Following review and on motion made by Dan Villa, seconded by Jim Scordo, the Board unanimously approved the following operating budget transfer:

**RESOLUTION NO. 159-09: 2008/2009 BUDGET TRANSFER**  
Projector Replacement – Smart Classroom

WHEREAS, the smart classroom projector in Room 2-107 is no longer operable and needs to be replaced for instructional purposes;

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

**INCREASE EXPENDITURE:**

| Instr Technology – A/V Equipment | 1110-4002-7007 | $14,525.88 |

**DECREASE EXPENDITURE:**

| Instr Technology – Furniture     | 1110-4002-7006 | $1,792.56  |
| Instr Technology – Software      | 1110-4002-7217 | $8,640.45  |
| Info Systems – A/V Equipment     | 1110-4003-7007 | $3,074.00  |
| Info Systems – Software          | 1110-4003-7217 | $1,018.87  |

Total Increase $14,525.88  
Total Decrease $14,525.88
Following review and on motion made by Dan Villa, seconded by Doris McLallen, the Board unanimously approved the following operating budget amendment:

RESOLUTION NO. 160-09: 2008-2009 BUDGET AMENDMENT
CHILD CARE GRANT

WHEREAS, the College has received notification of funding from the State University of New York under the SUNY Child Care Grant in the amount of $39,410 which is more 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:

INCREASE REVENUE:
SUNY Child Care Grant -- Revenue 3011-2602-5420 $ 1,668.00
Total Revenue Increase $ 1,668.00

INCREASE EXPENDITURE:
SUNY Child Care Grant – Other Fees 3011-2602-7239 $ 1,668.00
Total Expenditure Increase $ 1,668.00

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

RESOLUTION NO. 161-09: 2008-2009 BUDGET AMENDMENT
GARDEN GRANT

WHEREAS, funds have been in reserve with the Faculty-Student Association to purchase supplies for the campus community garden which was initially funded via grant monies to promote employee wellness;

WHEREAS, the Faculty-Student Association has requested the College accept said funds in order to facilitate expenditures;

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

INCREASE REVENUE:
Garden Grant – Revenue 2814-3011-5430 $ 397.77
Total Revenue Increase $ 397.77

INCREASE EXPENDITURE:
Garden Grant – Project Expense 2814-3011-7242 $ 397.77
Total Expenditure Increase $ 397.77
Following review and on motion made by Dan Villa, seconded by Michelle Pfaff, the Board unanimously approved the following operating budget amendment:

RESOLUTION NO. 162-09: 2008-2009 BUDGET AMENDMENT
PERKINS YEAR END CLOSEOUT

WHEREAS, the College received funding through the Perkins Grant to fund various initiatives to enhance instruction;

WHEREAS, the fiscal year for the College and the funding agency do not coincide which creates the need for funds to be adjusted to reflect the actual expenditures for July 1, 2008 through June 30, 2009;

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

REDUCE REVENUE AND EXPENDITURE:

<table>
<thead>
<tr>
<th>Service</th>
<th>Project Code</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>VATEA – SPARC</td>
<td>2511-3011-5410</td>
<td>$786.99</td>
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<tr>
<td>VATEA – Public Safety</td>
<td>2514-3011-5410</td>
<td>$4,913.22</td>
</tr>
<tr>
<td>VATEA – Instr Technology</td>
<td>2515-3011-5410</td>
<td>$42,488.99</td>
</tr>
</tbody>
</table>

Total Revenue Decrease $48,189.20

DECREASE EXPENDITURES:

<table>
<thead>
<tr>
<th>Service</th>
<th>Project Code</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>VATEA – SPARC – Prof P/T</td>
<td>2511-3011-6102</td>
<td>$1,127.51</td>
</tr>
<tr>
<td>VATEA – SPARC – Adjuncts</td>
<td>2511-3011-6103</td>
<td>$994.81</td>
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<tr>
<td>VATEA – SPARC – Instr Supplies</td>
<td>2511-3011-7108</td>
<td>$358.64</td>
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<tr>
<td>VATEA – SPARC – Office Supplies</td>
<td>2511-3011-7109</td>
<td>$200.00</td>
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</table>

Sub-Total $2,680.96

<table>
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<tr>
<th>Service</th>
<th>Project Code</th>
<th>Total</th>
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<tbody>
<tr>
<td>VATEA – Public Safety – Prof F/T</td>
<td>2514-3011-6101</td>
<td>$105.45</td>
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<tr>
<td>VATEA – Public Safety – Empl Benefits</td>
<td>2514-3011-7221</td>
<td>$2,913.80</td>
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Sub-Total $3,019.25

<table>
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<th>Total</th>
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<tbody>
<tr>
<td>VATEA – Instr Tech – General Contractual</td>
<td>2515-3011-7229</td>
<td>$42,488.99</td>
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</table>

Sub-Total $42,488.99

Total Expenditure Decrease $48,189.20

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

RESOLUTION NO. 163-09: 2008-2009 BUDGET AMENDMENT
PERKINS FY 10

WHEREAS, the College received funding through the Perkins Grant to fund various initiatives to enhance instruction and student success;
WHEREAS, the fiscal year for the College and the funding agency do not coincide which creates the need for funds to be adjusted to reflect the grant award for the Perkins (FY 10) Budget

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

INCREASE REVENUE:
Perkins – Learning & Success 2511-3011-5410 $107,808
Perkins – Professional Development 2512-3011-5410 $45,249
Perkins – One-Stop Center 2513-3011-5410 $15,000
Total Revenue $168,057

INCREASE EXPENDITURES:
Perkins – Learning & Success – Prof P/T 2511-3011-6102 $70,586
Perkins – Learning & Success – Instr Equip 2511-3011-7005 $654
Perkins – Learning & Success – Comp Equip 2511-3011-7006 $16,217
Perkins – Learning & Success – Instr Supplies 2511-3011-7108 $1,751
Perkins – Learning & Success – Software 2511-3011-7217 $1,684
Perkins – Learning & Success – Empl Bens 2511-3011-7221 $5,416
Perkins – Learning & Success – Prof Srvc Fee 2511-3011-7241 $8,500
Perkins – Learning & Success – Travel 2511-3011-7250 $3,000
Sub-Total $107,808

Perkins – Prof Development – Prof F/T 2512-3011-6101 $44,749
Perkins – Prof Development – Travel 2512-3011-7250 $500
Sub-Total $45,249

Perkins – One-Stop Center – Prof Srvc Fees 2513-3011-7241 $15,000
Sub-Total $15,000

Total Increase $168,057

Following review and on motion made by Dan Villa, seconded by Jim Scordo, the Board unanimously approved the following operating budget amendment:

RESOLUTION NO. 164-09: 2008-2009 BUDGET AMENDMENT
HESC DEFAULT PREVENTION GRANT

WHEREAS, the College received notification of funding from HESC in the amount of $49,047.67 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:
HESC Default Prevention Grant – Revenue 2605-3011-5420 $804.66
Total Revenue Decrease $804.66
DECREASE EXPENDITURE:
HESC Default Prevention Grant – Prof P/T  2605-3011-6102  $804.66
Total Expenditure  $804.66

RESOLUTION NO. 165-09:  2008-2009 OPERATING BUDGET TRANSFER
CENTER FOR COMMUNITY STUDIES
Jefferson County Public Health Service Survey

WHEREAS, the College received funding from the Jefferson County Public Health Service (JCPHS) to conduct a survey of the residents of Jefferson and Lewis Counties to assess resident perceptions on the current conditions regarding health issues, and;

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

INCREASE EXPENDITURE:
CCS – JCPHS Survey – Prof P/T  2803-3011-6102  $  5,713.50
CCS – JCPHS Survey – Printing  2803-3011-7104  $   20.00
CCS – JCPHS Survey – Supplies  2803-3011-7109  $   10.00
CCS – JCPHS Survey – Project Exp  2803-3011-7242  $  6,400.00
CCS – JCPHS Survey – Empl Bens  2803-3011-7221  $  1,199.84
CCS – JCPHS Survey – Indirect  2803-3011-7231  $  7,056.66
Total Increase  $20,400.00

DECREASE EXPENDITURE:
CCS – JCPHS Survey – Project Exp  2803-3011-7229  $ 20,400.00
Total Decrease  $20,400.00

Committee Chair Villa reviewed financial statements for the months ending June 30, 2009 and July 31, 2009. On motion made by Dan Villa, seconded by Suzanne Tingley, the financial statements were approved as submitted.

ACADEMIC AND EDUCATIONAL SERVICES
Committee Chair Suzanne Tingley provided the report of the Academic and Educational Services Committee noting that the Committee had reviewed and discussed the proposed Resolution No. 149-09, Policy on Awarding of Honorary Degrees. She noted that the Committee would like further time to study the proposal before making a recommendation. On motion made by Suzanne Tingley,
seconded by Steven Haas, the Board voted unanimously to table Resolution No. 149-09, Policy on Awarding of Honorary Degrees.

RESOLUTION NO. 149-09: POLICY ON AWARDING OF HONORARY DEGREES

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the attached policy with regard to awarding of honorary degrees.

Following review and discussion and on motion made by Suzanne Tingley, seconded by Doris McLallen, the Board unanimously approved the Full Opportunity Program (FOP) report as follows:

RESOLUTION NO. 150-09: APPROVAL OF FULL OPPORTUNITY PROGRAM REPORT

BE IT RESOLVED, that the Board of Trustees of Jefferson Community College does hereby approve the attached Full Opportunity Program Annual Report for 2008-2009.

Following review and discussion and on motion made by Suzanne Tingley, seconded by Doris McLallen, the Board unanimously approved support for the American Graduation Initiative as follows:

RESOLUTION NO. 151-09: SUPPORT FOR THE AMERICAN GRADUATION INITIATIVE

WHEREAS, community colleges are the largest and fastest growing sector of higher education in the U.S., educating more than 45% of all undergraduate students as well as more than five million additional non-credit students;

WHEREAS, there is a national consensus that the United States needs to provide greater numbers and percentages of its citizens with a higher education, as a moral, social, and economic imperative;

WHEREAS, community colleges continue to need greater financial and related support as well as a new national focus, in order to fully realize their potential in helping more Americans obtain a college education and meet related career and personal goals;

WHEREAS, President Obama has specifically set the goal of increasing the number of community college graduates by 5 million by 2020, along with ambitious national goals concerning postsecondary education;

WHEREAS, President Obama’s “America Graduation Initiative” recognizes the centrality of community colleges to America’s well-being, and need for financial resources to help those institutions;

WHEREAS, the American Association of Community Colleges has formally endorsed the American Graduation Initiative and has asked community colleges across the nation to join in their support;
NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Jefferson Community College formally endorses the American Graduation Initiative and commits to doing everything it can to achieve its enactment.

FACILITIES COMMITTEE
Committee Chair Michael Crowley gave the report of the Facilities Committee. Following review and discussion and on motion made by Michael Crowley, seconded by Steven Haas, the Board unanimously approved the following Facility Use Policy:

RESOLUTION NO. 152-09: FACILITY USE POLICY
(replaces former Resolutions 123-97, 100-74, 102-72 and 101-68)

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the attached policy with regard to use of College Facilities.

OTHER BUSINESS
President McCoy presented contracts for ratification. On motion made by Suzanne Tingley and seconded by Mike Crowley, the Board unanimously ratified the following contracts:

RESOLUTION NO. 153-09: RATIFICATION OF CONTRACTS
Sarah Delanley-Rowland, MD
Jefferson County Public Health
North Country Public Radio
WPBS (2 agreements)
US Army Directorate FMWR
Hospice
Carthage Area Hospital

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:

Sarah Delanley-Rowland, MD
(medical directorship of EMS training program)

Jefferson County Public Health
(Center for Community Studies survey)

North Country Public Radio
(underwriting contract)

WPBS (2 agreements)
(corporate sponsor contract / underwriting contract)

US Army Directorate FMWR
Hospice of Jefferson County
(agreement for student clinical experience, nursing)

Carthage Area Hospital
(agreement for student clinical experience, paramedic)

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

President McCoy presented a new job title for presentation to the SUNY Chancellor for exclusion from civil service. On motion made by Michelle Pfaff and seconded by Jim Scordo, the Board unanimously approved the following resolution:

RESOLUTION NO. 154-09: JOB TITLE AND CLASSIFICATION
Curricular Program Director

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 positions of:

CURRICULAR PROGRAM DIRECTOR

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

EXECUTIVE SESSION
On motion made by Michelle Pfaff, seconded by Jim Scordo, the Board adjourned to Executive Session at 5:40 p.m. for the purpose of discussing a personnel issue.

RECONVENTION
The Board reconvened in open session at 6:33 p.m.

On motion made by Dan Villa, seconded by Michelle Pfaff, the Board approved the following resolution adopting a salary schedule for Management / Confidential employees by a vote of 9 to 1 with Trustee Tingley dissenting:

RESOLUTION NO. 155-09: 2009-2010 SALARY SCHEDULE FOR M/C EMPLOYEES

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves salary increases for management confidential employees of 3% for 2009-2010 (to be effective on the
employee’s anniversary date for those with less than one year of service with the College) as well as the sum of $10,000 to be used for equity adjustments for the dean-level positions.

On motion made by Suzanne Tingley, seconded by Michelle Pfaff, the Board unanimously approved an amendment to the agreement with the college sponsor as follows:

RESOLUTION NO. 156-09: AMENDMENT TO AGREEMENT WITH COLLEGE SPONSOR REGARDING REGULATIONS FOR THE ADMINISTRATION OF THE COLLEGE

WHEREAS, by Resolution 130-89 the Jefferson Community College Board of Trustees adopted regulations for the administration of Jefferson Community College, and

WHEREAS, by Resolution 107-96 said Regulations were amended by the Board of Trustees, and

WHEREAS, recent judicial decisions in regard to New York State Education Law and the New York Code of Rules and Regulations require further amendment of the existing Regulations, and

WHEREAS, the Board of Trustees and the Jefferson County Board of Legislators mutually agree that the Regulations, as amended by this Resolution, are compliant with the present state of the statutory, regulatory and case law of the State of New York and as jointly enacted constitute a memorandum of understanding between the two entities.

NOW, THEREFORE, BE IT RESOLVED, that the existing Regulations are amended and adopted in the form attached herewith.

SCHEDULE OF MEETINGS
Facilities Committee – Thursday, September 24, 2009 at 7:30 a.m.
Budget and Planning Committee – Wednesday, October 7, 2009 at 3:30 p.m.
Full Board - Wednesday, October 7, 2009 at 4:00 p.m.
Academic and Educational Services Committee – Wednesday, October 7, 2009 at 3:30 p.m.

ADJOURNMENT
On motion made by Doris McLallen, seconded by Jim Scordo, the Board adjourned at 6:35 p.m.

Respectfully submitted,

Karen A. Carr
Secretary to the Board