

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**MINUTES OF MEETING
WEDNESDAY, MARCH 2, 2016**

Present: James Scordo, Chair) TRUSTEES
Cailey Burrows)
David Clark)
Terry Fralick, Vice Chair)
Steven Haas)
Nathan Hunter)

Excused: Michael Crowley)
Doris McLallen)
Michelle Pfaff)
Lisa Weber)

Administrative Staff:

Carole McCoy, President
Dan Dupee, VP-Administration & Finance
Tom Finch, VP-Academic Affairs
Betsy Penrose, VP Students

Guests:

Jim Buyea, Chief Information Officer
Linda Dening, Faculty Association Vice President
Linda Dittrich, Associate Vice President - Math/Science/Allied Health/Business/Tech
Kendra Huffman, Student Government Treasurer
Casey Hughes, Student Government Marketing Manager
Jeri Fairman, Associate Vice President – Liberal Arts
Deanna Lothrop, Coordinator of Orientation and Leadership
John Penrose, Senate President
Ron Shidemantle, Dean of Students
Anthony Sparks, Student Government Vice President
Kerry Young, Executive Director for Finance and Human Resources

The regular monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 3:59 p.m., on Wednesday, March 2, 2016, in the Board Room, 6-220, Jules Center, Jefferson Community College, Watertown, New York, by Board Chair Jim Scordo.

APPROVAL OF MINUTES

On motion made by Cailey Burrows, seconded by Nate Hunter, the minutes of the February 3 meeting were unanimously approved.

PRIVILEGE OF THE FLOOR

Chair Scordo offered privilege of the floor. No one came forward to address the Board.

UPDATE FROM THE FOUNDATION

Nate Hunter, Trustee representative on the Foundation Board, noted the Foundation Board will meet next in March. The Foundation has been working on implementing Academic Works, a scholarship matching system that will help streamline the application process. Academic Works will launch in April. In addition, the Foundation is planning the April 8 John Deans/CLC Dedication event and soliciting major gifts for the fundraiser. Four students have been awarded the last installment of the Italian Arts Scholarship and will spend the month of July studying in Florence, Italy. The Foundation has received two new gifts, one annual and one endowed.

UPDATE FROM THE STUDENT TRUSTEE

Cailey Burrows reported the open forum held on February 11 served to introduce candidates for Student Government (SG) to students. The election has since been held and Cailey introduced new SG members: marketing manager Casey Hughes, Treasurer Kendra Huffman, and Vice President Anthony Sparks. Student Government is planning two events for the Women's Empowerment Series in March including guest speaker Christine Irene on March 23 and a speaker on human trafficking/heroin, cohosted with AAUW.

UPDATE FROM THE SENATE PRESIDENT

Senate President John Penrose provided a written report of the March 1 meeting of College Senate noting the body approved changes to the Physical Education degree program and heard a presentation on new services offered to students through the Community Schools grant. There were no questions.

PRESIDENT'S REPORT

1. President McCoy reported she just received word from the Governor's office that Judy Gentner and Pam Beyor-Murtha have been appointed to seats on the Board filling the vacancies of Dave Clark and Michelle Pfaff. Steve Haas noted and it was agreed that Dave and Michelle should be recognized for their years of service at the April meeting.
2. President McCoy briefly noted two documents posted on Blackboard the *Credit Enrollment Profile* for Fall 2015, a student demographics report, and the Student Aid and Income Profile which breaks down types of financial aid received by students.
3. In February, President McCoy and Karen Freeman attended the Association of Community College Trustees National Legislative Summit in Washington DC. The conference was attended by trustees, presidents and government relations representatives and the focus is on proposed federal policy changes and advocacy. President McCoy shared the materials developed for the Conference, also posted to Blackboard, including a summary of the \$9 million in federal financial aid Jefferson students receive. She updated Trustees on the proposed risk sharing initiative, the College Promise Act which several states have implemented using a variety of means, and on meetings with Congresswoman Elise Stefanik and with staff for Senators Schumer and Gillibrand.
4. Residence Hall Update: Ron Shidemantle, Dean of Students, provided a report on residence life at Jefferson reviewing the mission, management, orientation, activities and programs, quality of life survey

On motion by Chair Fralick, seconded by Steve Haas, the Board unanimously approved the course placement policy as follows:

RESOLUTION NO. 117-16: COURSE PLACEMENT POLICY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following Course Placement Policy:

PURPOSE:

Jefferson Community College recognizes that student success in college coursework is directly related to appropriate course placement.

STATEMENT OF POLICY:

1. Each content area/department is responsible for establishing guidelines for course placement in their respective academic areas.
2. Each content area/department is responsible for establishing guidelines to determine which students are required to take placement tests in their respective academic areas.
3. The Academic Vice President is responsible for overseeing this policy.

Trustee Fralick also reported that the psychology concentration of the liberal arts - humanities and social sciences degree program has been approved by SUNY and the NY State Education Department.

OTHER BUSINESS

Following presentation by President McCoy and on motion made by Nate Hunter, seconded by Steve Haas, the Board unanimously ratified contracts as follows:

RESOLUTION NO. 121-16: RATIFICATION OF CONTRACTS
Disabled Persons Action Organization
St. Lawrence-Lewis Board of Cooperative
Educational Services (BOCES)

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:

Disabled Persons Action Organization
(Center for Community Studies study)

St. Lawrence-Lewis Board of Cooperative Educational Services (BOCES)
(inter-municipal cooperative agreement)

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 Steve Haas, seconded by Terry Fralick, the Board adjourned to Executive Session at 4:51 p.m. pursuant to Article 7, Section 105(f) of the Public Officers Law.

RECONVENTION

The Board reconvened in open session at 5:01 p.m.

PERSONNEL COMMITTEE

Committee member Steve Haas presented the report of the Personnel Committee which met in February to review and recommend 2016 personnel actions. Trustee Haas presented three resolutions recommending 2016 continuing appointments and promotions and 2016-2017 sabbatical leaves. Continuing appointments and promotions are effective September 1, 2016.

On motion made by Steven Haas, seconded by Dave Clark, the Board unanimously approved Resolutions 118-16, 119-16 and 120-16 for 2016 continuing appointments, 2016 promotions and 2016-2017 sabbatical leave approvals, respectively, as follows:

RESOLUTION NO. 118-16: 2016 CONTINUING APPOINTMENTS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves the following continuing appointments, effective September 1, 2016:

Bruce Alexander

Director of Administrative Services

Dawn Bartlett

Instructor

Julie Hosbach

Instructor

Tina Kimmis

Technical Specialist

Christine Pristash

Instructor

Cassandra Widrick-Phillips

Assistant Professor

Irene Wilder

Instructor

Gerald Zoanetti
Instructor

RESOLUTION NO. 119-16: 2016 PROMOTIONS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the following promotions, effective September 1, 2016:

Instructor to Assistant Professor

Dawn Bartlett
Julie Hosbach
Christine Pristash
Irene Wilder

Assistant Professor to Associate Professor

Michael Avery
Lisa Cooley
Richard Merryman

Associate Professor to Professor

Genny Pond
Lynn Sprott

RESOLUTION NO.:120-16: 2016 – 2017 SABBATICAL LEAVES

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the following sabbatical leaves during the 2016-2017 academic year:

Roy Romano	Fall 2016
Brandon Maxam	Spring 2017
Raymond Petersen	Spring 2017

SCHEDULE OF MEETINGS

Budget and Planning – Wednesday, April 6, 2016 at 3:00 p.m
Academic and Educational Services – Wednesday, April 6, 2016 at 3:00 p.m
Full Board Meeting – Wednesday, April 6, 2016 at 4:00 p.m

ADJOURNMENT

On motion made by Nate Hunter, seconded by Dave Clark, the meeting was adjourned at 5:04 p.m.

Respectfully submitted,

Karen J. Freeman
Secretary to the Board