Jefferson Community College
Board of Trustees
Minutes of Meeting
Wednesday, November 7, 2007

Present: Richard Howland, Chair
        Donald Grant
        Steven Haas
        Nathan Holloway
        Jody LaLone
        Keri Nelson
        Michelle Pfaff
        Martin Schatz
        Suzanne Tingley
        Dan Villa

Administrative Staff:
        Carole McCoy, President
        Sarah Baldwin, Vice President for Administration and Finance, Treasurer
        Katherine Fenlon, Vice President for Academic Affairs
        Betsy Penrose, Vice President for Students
        Gary Sproul, Vice President for Technology and Institutional Research

Guests: Robyn Rhyner, Assistant Director of Financial Aid
        Eric Constance, Director SBDC
        Kelly Reynolds, Watertown Daily Times
        Jeff Wiley, Director of Athletics
        John Penrose, Faculty Association
        Mike Perry, Student
        Michelle Parks-LaBrake, Student

The monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:05 p.m., on Wednesday, November 7, 2007, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Board Chair Richard Howland.

Approval of Minutes
On motion made by Michelle Pfaff and seconded by Donald Grant, the minutes of the October 3, 2007 meeting were unanimously approved.
PRIVILEGE OF THE FLOOR
Board Chair Howland offered the privilege of the floor. Students Michelle Parks-LaBrake and Mike Perry asked the Board to consider removing physical education as a requirement for programs at JCC. They noted that the physical education courses don’t always transfer because many upper division schools don’t require it. They also questioned the value added to their educational programming and whether physical education courses should be required for non-traditional students. The students believe that having the physical education courses doesn’t help to get a job and noted that it is sometimes hard to fit into an already loaded schedule. They suggested alternatives to the physical education class requirement such as time in the fitness center to encourage physical fitness. Trustee Keri Nelson added that she had wanted to take an accounting class as an elective during the Spring 2008 semester which she believes would be beneficial to her educational preparation, but had to take a physical education class to fulfill the requirement. Board Chair Howland thanked the students for their time and willingness to express their concerns.

REPORT FROM THE FOUNDATION
Michelle Pfaff advised that Foundation Board of Directors met this past month with Gary Malone of SUNY Central who spoke to them about fundraising, planned giving, and charitable trusts. He encouraged the Foundation Board members to become more knowledgeable about these types of fund raising.

PRESIDENT’S REPORT
1. President McCoy introduced Eric Constance, Director of the SBDC, who reviewed the annual report of the SBDC and reviewed the statistical summary of the Center’s activities for the past year. The Center serves Jefferson, Lewis and Oswego Counties. More than 800 clients were served by the Center this past year and more than 1,000 individuals attended an SBDC workshop or seminar. The Center was re-accredited this past year.
2. President McCoy introduced Jeff Wiley, Athletic Director, who presented an overview of fall 2007 athletics and coaching staff. Jeff noted that men’s and women’s golf will be returning to the roster at Jefferson. Jeff talked about athlete recruitment activities and his desire to fully field his current teams prior to growing the number of sports we offer. He also noted that many of the surrounding community colleges have built dorms and are recruiting students from our area for their athletic teams.
3. President McCoy provided an update on enrollment noting that we are holding our own for budget and where we thought we would be on enrollment for fall semester. Enrollment for winter session and spring semester has just started.
4. Sarah Baldwin gave an overview of upcoming construction projects under the existing Facilities Master Plan. Bids were opened October 18 under Phase III for a storage building on the hill and an electrical upgrades project. Work will begin over the semester break and into the summer. The College is also moving forward with a project to construct a sound barrier outside of Room 6-002.
5. President McCoy noted that the $1.7 million community based job training grant was sent out and offered kudos to Ed Knapp and Jill Bettinger for leading that effort. The President has met with the Foundation Executive Committee to request that the Foundation fund a grants officer position for the College. The Executive Committee was positive. The full Foundation Board will be reviewing and acting on the request next week. The comptroller position is expected to be filled by the first week of December. Asbestos testing on the property on Hycliff Drive has been completed but results are not back yet.

6. President McCoy provided copies of *Jefferson at a Glance* which will be produced on an annual basis and includes comparative data, factoids and demographic data. President McCoy invited Trustees to review and give us feedback for future issues. She also noted that we are working on an annual schedule of informational reports for Trustees as was discussed at the September retreat.

7. President McCoy provided a suggested roster of meetings between the Trustees and Legislators. We would like to get the meetings scheduled before the end of the year.

**BUDGET AND PLANNING COMMITTEE**

Committee Chair Nate Holloway offered the report of the Budget and Planning Committee. The Committee met prior to this afternoon’s meeting and reviewed the Audit report for the Student Association. Committee Chair Hollowing indicated that resolutions have been put in place to rectify areas of concern noted by the auditors. On motion made by Nate Holloway, seconded by Dan Villa, the Board unanimously approved the audit of the Student Association:

**RESOLUTION NO. 176-07: ACCEPTANCE OF AUDIT STUDENT ASSOCIATION**

*BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of the Student Association of Jefferson Community College for the year ending June 30, 2007 as prepared by Poulsen and Podvin, P.C.*

On motion made by Nate Holloway, seconded by Jody LaLone, the Board unanimously approved the audit of the New Student Services as follows:

**RESOLUTION NO. 177-07: NEW STUDENT SERVICES**

*BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of the New Student Services of Jefferson Community College for the year ending June 30, 2007 as prepared by Poulsen and Podvin, P.C.*

Committee Chair Nate Holloway reviewed the monthly financial statements. Following discussion and on motion made by Nate Holloway, seconded by Dan Villa, the Board unanimously approved the monthly financial statement for the period ending October 31, 2007.
ACADEMIC AND EDUCATIONAL SERVICES COMMITTEE
Suzanne Tingley offered the report of the Academic and Educational Services Committee and introduced Robyn Rhyner, Assistant Director of Financial Aid, who provided an overview of the College’s proposal to change from the Federal Family Education Loan Program (FFELP) student lending program to Direct Lending through the U. S. Department of Education. Robyn explained that FFELP loans are often sold after the students initiate the loan which makes it confusing for the student to know who their lender actually is. Also, new regulations make it more difficult for the Financial Aid office to get information out to students about which lenders provide the best service and benefits. FFELP lenders are slowly phasing out front-end benefits (such as zero origination fee) which makes them less attractive to our students. Direct Lending is funded by US Department of Education and eliminates the middle man. It streamlines the processing and the application process. It is the largest single source of federal student loans in the nation.

Robyn’s presentation outlined the benefits of Direct Lending over the FFELP program as follows:

**Benefits to Students**
One website to apply online.
No confusion in choosing a lender
Attractive repayment benefits
.25% interest reduction with EFT
Income contingent repayment available in direct lending not available in FFELP
DL loans are never sold
Cohort default rate much lower
Late fees are less than maximum allowable
Students may change their repayment plan at any time
Every student gets the same benefits – not dependent on school or area
Students can apply and track their loan conveniently at one site – their pin number is the same as their FAFSA pin.

**Benefits to Schools**
Simplicity and ease in processing (will work in conjunction with B ANNER implementation)
Eliminates issues surrounding multiple lenders and preferred lending lists.
Eliminates direct marketing to our students
Easier to make changes to loans after origination
Collection of funds is streamlined and consistent with outer federal financial aid funds
Eliminates worries about what amount loans will be (fees are set)

Committee Chair Tingley indicated that the Board will be asked to act on the student loan program change at next month’s meeting.
Trustee Tingley also noted that the Committee had a presentation by Vice President Fenlon on information available on the Blackboard site with regard to program, curriculum and course assessment.

The Board and the President discussed how the College would proceed with the issue of physical education requirements in the programs on campus. It is a complicated issue and we will continue to examine all facets and bring back a recommendation to the Board. President McCoy and the Vice Presidents will respond to the students who addressed the Board today.

OTHER BUSINESS
Following presentation by President McCoy and on motion made by Suzanne Tingley, seconded by Michelle Pfaff, the Board approved the following job titles to the professional classification:

**RESOLUTION NO. 178-07:**

<table>
<thead>
<tr>
<th>JOB TITLE AND CLASSIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant to the Vice President</td>
</tr>
<tr>
<td>of Administration and Finance</td>
</tr>
<tr>
<td>Grants Officer</td>
</tr>
</tbody>
</table>

**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

Administrative Assistant to the Vice President
of Administration and Finance

Grants Officer

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

**SCHEDULE OF MEETINGS**

Budget and Planning Committee – Wednesday, December 5, 2007, 3:00 p.m.
Full Board - Wednesday, December 5, 2007, 4:00 p.m.

**ADJOURNMENT**

On motion made by Dan Villa, seconded by Michelle Pfaff, the Board adjourned at 5:20 p.m.

Respectfully submitted,

_____________________________
Karen A. Carr, Secretary
Board of Trustees