Present: Jody LaLone, Chair Pro Tem TRUSTEES
Terry Fralick
Steven Haas
Doris McLallen
Michelle Pfaff
Barbara Roberts
James Scordo

Excused: Michael Crowley
Nathan Holloway
Dan Villa

Administrative Staff:
Carole McCoy, President
Dan Dupee, VP Administration and Finance
Craig Johnson, VP Community Engagement
Ed Knapp, VP Academic Affairs
Betsy Penrose, VP Students

Guests: Marvin Blachman, Dean for Liberal Arts
Linda Dittrich, Dean for Math / Science
Jack Donato, President – FSA Board of Directors
Karen Freeman, Marketing and Public Relations Officer
Marie Hess, Professor of Nursing
Jamie Munks, Watertown Daily Times
Jill Pippin, Dean for Continuing Education
Vicki Quigley, Dean for Business

The monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:00 p.m., on Wednesday, January 5, 2011, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Chair Pro Tem Jody LaLone.

APPROVAL OF MINUTES
On motion made by Michelle Pfaff and seconded by Jim Scordo, the minutes of the December 1, 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 SENATE PRESIDENT
A written report from the Senate President is attached.

UPDATE FROM THE FOUNDATION LIAISON
Michelle Pfaff and Carole McCoy reported on the December meeting of the JCC Foundation. At their December meeting the Foundation Board heard a presentation about the EDGE program and a request for scholarship dollars to support high school students in need. They also heard a request for funding to assist EMS students on a field trip to New York City. The Mayor’s Ball netted $10,000 less this year due to increases in food costs and ticket sales were down. The Board also approved funding for prizes for a 50th anniversary essay contest and amended its ByLaws.

PRESIDENT’S REPORT
1. Marie Hess, Professor of Nursing, provided an update on the DOL grant to expand the nursing program.
2. President McCoy advised that Wintersession enrollment is flat from last year but spring enrollment is presenting very strong with a double digit increase over this time last year.
3. President McCoy advised that the College has received the Carnegie Community Engagement designation which affirms all the things that our students and faculty and staff do in the community.

BUDGET AND PLANNING
The Budget and Planning Committee did not meet this month. Vice President Dan Dupee reviewed the monthly financial statements. On motion made by Michelle Pfaff, seconded by Barbara Roberts, the Board unanimously approved the attached financial statements for the month ending November 30, 2010.

ACADEMIC AND EDUCATIONAL SERVICES
Doris McLallen, reported on behalf of the Academic and Educational Services Committee, Following review and on motion made by Doris McLallen, seconded by Terry Fralick, the Board unanimously approved following curriculum proposal:

RESOLUTION NO. 101-11: APPROVE CURRICULUM PROPOSAL
PHYSICAL EDUCATION AS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached curriculum proposal for a Physical Education AS degree program.
Following review and on motion made by James Scordo, seconded by Barbara Roberts, the Board unanimously approved following curriculum proposal:

RESOLUTION NO. 102-11: APPROVE CURRICULUM PROPOSAL
SPORTS MANAGEMENT AS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached curriculum proposal for a Sports Management AS degree program.

Following review and on motion made by Doris McLallen, seconded by Barbara Roberts, the Board unanimously approved following policy:

RESOLUTION NO. 103-11: VIDEO SURVEILLANCE AND RECORDING POLICY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the following policy with regard to video surveillance and recording on campus.

PURPOSE:
Jefferson Community College recognizes the need to achieve a balance between an individual’s right to privacy and the College’s duty to safeguard the campus. The purpose of video surveillance is to promote a safe college environment by deterring serious violations of campus policy and/or criminal behavior, identifying individuals who engage in such acts, and assisting law enforcement officials in the investigation of any crime committed on college property. The primary use of video surveillance will be to record information that may be useful in these situations. Video surveillance systems are not a guarantee of personal safety and security.

STATEMENT OF POLICY:
Jefferson Community College reserves the right to place video surveillance cameras in public areas on campus. Requests for placement of cameras will be made to the Director of Safety and Security with approval from the College President. Use of video surveillance shall be accompanied by signage. Other than security personnel, no employees may monitor or view camera images for any reason except as necessary in the course of an investigation or adjudication with prior approval from the Director of Safety and Security. Video surveillance cameras will not have enabled audio capabilities.

This policy does not apply to cameras used covertly by law enforcement officials for criminal surveillance as governed by New York Penal Law or by College officials for investigative purposes as approved by the College President.

Definition of public areas: areas open for public use where the expectation of privacy is not violated by what could normally be openly observed.
Following review and on motion made by Doris McLallen, seconded by Michelle Pfaff, the Board unanimously approved following policy:

RESOLUTION NO. 106-11: ADMISSION AND ENROLLMENT POLICY FOR STUDENTS BELOW THE AGE OF COMPULSORY ATTENDANCE

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the following policy with regard to admission and enrollment of students below the age of compulsory attendance.

PURPOSE
To establish the guidelines and process for students under the age of compulsory attendance to seek permission to enroll in classes at Jefferson Community College.

POLICY STATEMENT
Students below the age of compulsory attendance are strongly encouraged to complete all possible coursework within their school district before pursuing classes at Jefferson Community College. College coursework and the campus environment are designed for adult learners and may not be appropriate for students below the age of compulsory attendance.

The Director of Admissions will review interest by individuals under the age of compulsory attendance on a case-by-case basis. Permission to enroll may be granted in exceptional cases based on the student's academic and emotional preparedness for college-level work, completion of course prerequisites, and age appropriateness of course material. Appeal of the Admissions Director's decision may be presented to the Vice President for Academic Affairs or Vice President for Students for a final review. This policy is not applicable to students enrolled in classes intended for high school students and offered at high school locations.

Admission to a degree program. A student under the age of compulsory attendance will be eligible for consideration as an applicant for admission to a degree program only if the student can provide a letter from the superintendent of the school district (in which the student resides) attesting to the student's completion of a high school program or a program of home instruction that is the substantial equivalent of a four-year high school course of instruction meeting the requirements of Section 100.10 of the Regulations of the Commissioner of Education.

Permission to attend as a non-degree student. A student granted permission to attend as a non-degree student will be limited to one class per semester unless approved by the Vice President for Academic Affairs.

OTHER BUSINESS
Following presentation by President McCoy and on motion made by Jim Scordo, seconded by Michelle Pfaff, the Board ratified contracts as follows:
RESOLUTION NO. 100-11: RATIFICATION OF CONTRACTS

Caregivers, Inc.
Indian River Central School District
Watertown City School District
DANC / FDRLO
Credentials Solutions, Inc.
Trane U.S. Inc.
Municipal Leasing Consultants

WHEREAS, pursuant to Jefferson Community College Board of Trustees Resolution No. 128-89, the College President approved the following contractual agreement, copies of which are attached hereto:

Caregivers, Inc.
(agreement for clinical experience for students)

Indian River Central School District
(agreement for clinical experience for students)

Watertown City School District
(agreement for clinical experience for students)

DANC / FDRLO
(service agreement with Center for Community Studies)

Credentials Solutions, Inc.
(service agreement)

Trane U.S. Inc.
(performance agreement)

Municipal Leasing Consultants
(municipal lease/purchase agreement)

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

Following presentation by President McCoy and on motion made by Michelle Pfaff, seconded by Jim Scordo, the Board approved the following holiday schedule for 2011-2012:

RESOLUTION NO. 104-11: 2011-2012 HOLIDAY SCHEDULE

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following holiday schedule for the 2011-2012 academic year:
Monday, 09/05/11   Labor Day
Thursday, 11/24/11   Thanksgiving Day
Friday, 11/25/11  Day after Thanksgiving
(in lieu of Election Day, 11/08/11)
Friday, 12/23/11  (in lieu of Veteran’s Day, 11/11/11)
Monday, 12/26/11  Christmas Day - observed
Monday, 01/02/12   New Year’s Day - observed
Monday, 01/16/12  Martin Luther King Jr. Day
Monday, 02/20/12  President’s Day
Monday, 05/28/12  Memorial Day – Observed
Wednesday, 07/04/12  Independence Day

In addition, two (2) floating holidays:
In lieu of Columbus Day 10/10/11 – Observed
In lieu of Lincoln’s Birthday 02/12/12

Following presentation by President McCoy and on motion made by Doris McLallen, seconded by Barbara Roberts, the Board unanimously approved the recognition of the College’s 50th anniversary:

RESOLUTION NO. 105-11:  RECOGNITION OF 50TH ANNIVERSARY
JEFFERSON COMMUNITY COLLEGE

WHEREAS, by a plurality of more than 2,700 votes, the citizens of Jefferson County approved a referendum to form a county sponsored community college on November 7, 1961; and

WHEREAS, through the leadership of its founding Board of Trustees and first president, James McVean, Jefferson Community College was launched in temporary quarters at the Lansing Street School for the fall 1963 semester with 119 full-time and 221 part-time students enrolled; and

WHEREAS, through the remainder of the 1960’s, Jefferson Community College grew in presence with the construction of the college campus on a 90 acre site on Coffeen Street; and

WHEREAS, in 1969 Jefferson Community College earned full accreditation through the Middle States Association of the Commission on Higher Education; and

WHEREAS, through the years, enrollment has grown at Jefferson leading to the College’s current enrollment numbers of 2018 full-time students and 1399 part-time students for the fall 2010 semester; and
WHEREAS, programs of study at the College continually evolve to reflect the needs of the community and current offerings include 12 transfer and 14 career programs leading to the associates degree as well as 7 certificate programs; and

WHEREAS, in 2010 the College launched the Jefferson Higher Education Center to bring baccalaureate and graduate-level degree offerings to campus via partnerships with four-year SUNY and private colleges and universities; and

WHEREAS, in the past five decades nearly 18,500 students have earned certificates and associate degrees in career and transfer programs at Jefferson Community College bringing credibility to the College’s mission of ‘advancing the quality of life of our students and community’; and

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby salutes all those citizens, leaders, faculty, staff and students who have been a part of the rich history of this community’s college and looks forward to the celebration of all those milestones and accomplishments during the College’s 50th anniversary year, 2011.

SCHEDULE OF MEETINGS

Facilities Committee – TBA
Budget and Planning – Wednesday, February 2, 2011 at 3:00 p.m.
Academic and Educational Services – Wednesday, February 2, 2011, TBA
Full Board Meeting – Wednesday, February 2, 2011 at 4:00 p.m.

ADJOURNMENT

On motion made by Michelle Pfaff, seconded by Barbara Roberts, the Board adjourned at 4:45 p.m.

Respectfully submitted,

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Karen A. Carr
Secretary to the Board