The regular monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:05 p.m., on Wednesday, November 2, 2011, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Chair Dan Villa. Inasmuch as there was not a quorum of Board members present for the meeting, the Board proceeded with reports but deferred any action items to the December meeting.

Board Chair Dan Villa asked for a moment of silence in remembrance of faculty member Phyllis Kiernan who passed away last week.
PRIVILEGE OF THE FLOOR
Chair Villa offered the privilege of the floor. No one came forward to address the Board.

UPDATE FROM THE FOUNDATION
Michelle Pfaff reported that the Foundation board met in October and received a presentation on the Title III grant which includes a component to provide a match to build the Foundation endowment. The Foundation Board also had discussions regarding budgeting for campus grants.

UPDATE FROM THE SENATE PRESIDENT
Senate President Tim Grosse provided a written report (attached).

UPDATE FROM THE STUDENT TRUSTEE
The Board welcomed back Barbara Roberts into her role as student Trustee. Barbara reported on a very successful Leadership Day which featured Jerry Greenfield of Ben and Jerry’s, actress / author Amber Tamblyn and PLAYFair an interactive team-building program.

PRESIDENT’S REPORT
1. Ann Clark, Associate Professor of English, thanked the Board and provided an overview of her Spring 2011 sabbatical leave to conduct research on development in detective and mystery fiction which has led to course development of ENG 152: Mystery: Introduction to Reading Crime Culture being offered this fall at JCC.
2. Natalie Spooner, College Registrar, thanked the Board and provided an overview of her Spring 2011 sabbatical leave to implement the College’s digital imaging project.
3. Eric Constance, Director of the Small Business Development Center reviewed the attached annual statistic summary and provided an update on the Center’s activities.
4. VP Dan Dupee presented an overview of the accomplishments and activities of the Administrative Services Division for the past year.
5. President McCoy shared the attached HR profile completed by the Human Resources Department.
6. President McCoy noted that the campus has just received word that the Jefferson Express has been awarded the Continuing Education Association of New York (CEANY) Exemplary Program Award.
7. Upcoming Events:
   - Trustee Success Track Webinar – November 10, 7 p.m.
   - 50th Anniversary Celebration – November 7, 4-6 p.m.
   - Mayor’s Ball – November 12, 8 p.m.

SCHEDULE OF MEETINGS
Budget and Planning – Wednesday, December 7, 2011 at 3:00 p.m.
Academic and Educational Services – Wednesday, December 7, 2011 at 3:30 p.m.
Full Board Meeting – Wednesday, December 7, 2011 at 4:00 p.m.
ADJOURNMENT
The meeting adjourned at

Respectfully submitted,

______________________________
Karen A. Carr
Secretary to the Board
To: Jefferson Community College Board of Trustees

From: Tim Grosse, College Senate President

Date: 10/24/11

Re: November College Senate President’s Report

The College Senate is busily working on a variety of projects. Currently the Chancellor’s Awards Nomination Committees are being formed and getting underway. In addition, this year, the Senate will form a nomination committee for the Distinguished Professor recognition provided by SUNY. There are also many courses coming to Academic Affairs and the Senate for review.

The October Senate meeting was held on 10/4. Some of the highlights include:

- The passing of the Fire Protection Certificate Program. The goal is to have it effective for Fall 2012.
- A presentation and ask was made by members of the United Way.
- President McCoy informed the senate that Stacy Pratt and Ann Clark-Moore will be the editors for the college value statements that the campus has been working to assemble.
- Professor Rosemary Deusser-Jensen presented on the status of the Process for Innovation and Efficiency Squad (PIES).
- President McCoy and I affirmed with the body that attendance at College Senate meetings is not mandatory, but participation is expected.
- Vice President Betsy Penrose reported on the Title III Grant.
- Professor Ray Petersen reported that the president of the Faculty Council of Community Colleges (FCCC) now has a nonvoting seat on the SUNY Board of Trustees.
- Senate Vice President Becky Small-Kellogg presented on the Chancellor’s Awards Committees.
- Approval of the attached September 6th meeting minutes.

Also at the Senate Executive Committee meeting, the group discussed the following.

- The Committee discussed the charge to the Academic Affairs Committee about instruments for the student evaluation of instruction.
- The Committee had a general discussion about Jefferson’s senate structure and many ideas were debated. Further discussion will continue at the next meeting.

Please let me know if you have any questions or would like further information on something.
CALL TO ORDER:  12:31 p.m.

MINUTES: The minutes of the May 23, 2011 meeting were approved as electronically distributed.

COLLEGE PRESIDENT’S REPORT:
- Core Values – working on value statements and asking for feedback. All campus members are encouraged to discuss and provide feedback by the end of September.
- Policies are being posted on Blackboard under Campus Information (Workplace Violence & Service Animals currently available). Comments, questions, etc., are requested by the end of the month.
- Enrollment is up about 2.4%. Thanks to all who helped to make that happen.
- Compliance Training – available online (Sexual Harassment and Hazardous Materials are mandatory)

SENATE PRESIDENT
- Welcome Back
- Reminder about Announcements – to be posted on the Blackboard site as well as on a rolling PowerPoint prior to the start of each meeting. The content of the Blackboard site was reviewed.
- Governance – we are going to be reviewing the present structure. Feel free to attend our Senate Executive Meeting if you’d like to add to that discussion.
- Meeting Ending Rule – members were reminded that any topic being discussed at the designated time for the meeting to end will be tabled to the next meeting for continuation of the discussion.
- New Student Services Charge Continuation and Reminder – work will continue this academic year.
- Did You Know…. The natural gas situation is being addressed and resolved by Facilities, Administration, etc. Thanks to all faculty and staff who are functioning while work continues.

COMMITTEE REPORTS
Academic Affairs - Larry Covell
- Animal Management Admissions Procedures – effective Fall 2012
  - What happens if demand is not as great as it is at present – would we leave seats open or relax standards? (leave seats open)
  - Is there a preparatory degree where students can earn other degree requirements? (MSCS program)
  - An additional application will be necessary and should be made available soon for fall applicants.
  - Motion to approve – carried.
- Animal Management Readmission Procedures
  - Sequential program starting fall only.
  - Must meet program requirements at the time of re-entry.
  - Is there a time limit on coursework? (accommodated on as-needed basis)
  - Admittance after unsuccessful attempt - one-time limit (as opposed to students who withdraw by their choice)
  - Motion to approve – carried.
Campus Life – Carlton Fisher and Deb Steinberg
- New Student Services Committee
  o Developing recommendations and best practices.
  o Looking at expectations of students as well as faculty and the College.
  o Currently working on the foundational aspect – recommendations should be ready for review later in the semester.
  o Please forward any ideas, questions, comments, to Carlton or Deb as soon as possible.

OLD BUSINESS
- None

NEW BUSINESS
- None

VICE PRESIDENTS’ REPORTS

Vice President for Academic Affairs – Thomas Finch
- Academic Council and Academic Affairs meetings will start this week.
- Plan to look at the structure of the Academic Council.
- Plan to complete the Academic Strategic Plan prior to the end of the semester.
- Monitoring reports for Middle States will be submitted.
- Adrienne DeMiceli will be replacing Courtney Bauer as the secretary in the Business Division.

Vice President for Administration and Finance – Dan Dupee
- All gas lines should be installed by late Wednesday, barring any unforeseen circumstances. It will not negatively affect the College financially.
- Director of Administrative Services – search continues. Any questions or concerns should be directed to Dan Dupee or Kerry Young.
- Wind turbines have been installed for the Energy program.
- More parking has been created. Unfortunately, new faculty parking is not being considered at this time.
- Working with Matt Lambert (as Chair of the Evergreen Committee) to replace any trees that are dead and need to be removed.
- Professional Development presentations – schedule will be made available.

Vice President for Students – Betsy Penrose
- None

GOOD OF THE ORDER
- Blackboard upgrades – additional trainings will be offered. If there are topics that need more explanation, please email Dean Dyer.

ANNOUNCEMENTS
- Mayor’s Ball – November 12, 2011, 8:00 p.m. – 1:00 a.m.
- Jefferson’s Table Opening Night Dinner – Tuesday, September 27, 6:00-8:00 p.m.
- Thank you for the additional parking!
- Instructor notification letters for students with disabilities are going out today.
- Community Chorus – Monday evenings – MUS 125 – 7:00-8:30 p.m.
- Chemistry Week – week of October 17
• Professional Development Series – 9/23 “Working with Passive-Aggressive Co-workers” – Room E-130
• Spaghetti Bridge Committee – if you are interested in joining, please contact Gen Pond.
• Thanks for all volunteers at Fall Fest!
• Needlecraft Group – making scarves to donate. Please contact Rosanne Weir or CJ Jackson if you are interested in joining.
• Banned Books Week – 9/28 during free hour.
• Food Closet – open for business, Room 6-120. Contributions can be brought to Courtney Bauer.

ADJOURNMENT
The meeting adjourned at 1:20 p.m.

Respectfully submitted,

Tina

Tina Berkey, Recorder
October 20, 2011

President Carole McCoy
Jefferson Community College
1220 Coffeen Street
Watertown NY 13601

Dear Carole McCoy:

Enclosed is our statistical summary for NYS Small Business Development Center (SBDC) at Jefferson Community College. This data is representative of our Federal year October 1, 2010 through September 30, 2011. All funding dollars invested by our clients as well as the jobs that were saved and or created are verified by our clients through independent surveys.

This past year was again difficult for our business economies to gain access to funding. The recession continues to impact business sales creating some cash flow problems for many of them. Our counseling services remained in high demand with 798 clients utilizing them with 63 businesses receiving funding and investing significant investment dollars in our community.

Should you have any questions about our programs, please give me a call.

Sincerely,

[Signature]

Eric Constance
Regional SBDC Director

Enclosure

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**Statistical Summary**

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<th>Gender</th>
<th>Military</th>
<th>Workshops</th>
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<tr>
<td>41% Female</td>
<td>26%</td>
<td>38</td>
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<tr>
<td>59% Male</td>
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<td>1787 Attendees</td>
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**JOBS**

Saved | Created
--- | ---
139 | 195

**Clients**

- Oswego — 208
- Watertown — 590
- Total — 798

**Impact**

- $15,428,791.05
- 63 Funding projects

**Business Type**

- Construction: 81%
- Manufacturing: 7%
- Retail/Service: 9%
- Wholesale/other: 3%

**Percentage**

- White: 84%
- American Indian: 8%
- Asian: 2%
- Black: 3%
JEFFERSON COMMUNITY COLLEGE
Employee Profile (October 2011)

Number of Employees: 384

Classified Staff: 73
- Part-Time 6
- Full-Time 67

Non-Teaching Professionals: 84
- Part-Time 31
- Full-Time 53

Teaching Faculty: 205
- Part-Time (Adjuncts) 123
- Full-Time 83

Management Confidential: 17
- Part-Time 0
- Full-Time 17

Full-Time Teaching Faculty by Rank

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<thead>
<tr>
<th>Rank</th>
<th>Men</th>
<th>Women</th>
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<tbody>
<tr>
<td>Lecturers</td>
<td>1</td>
<td>2</td>
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<tr>
<td>Instructors</td>
<td>11</td>
<td>9</td>
</tr>
<tr>
<td>Assistant Professors</td>
<td>8</td>
<td>16</td>
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<tr>
<td>Associate Professors</td>
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<td>13</td>
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<tr>
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<td>9</td>
<td>7</td>
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<tr>
<td>TOTAL</td>
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Full-Time Teaching Faculty & Non-Teaching Professionals

By Tenure Status

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<th>On Tenure Track</th>
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<tbody>
<tr>
<td></td>
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<td>39</td>
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Average Salary by Rank & Gender for Full-Time Teaching Faculty for 2011:

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<thead>
<tr>
<th>Rank</th>
<th>Men</th>
<th>Women</th>
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<tbody>
<tr>
<td>Lecturers</td>
<td>$44,536</td>
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<td>Instructors</td>
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<td>Assistant Professors</td>
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<td>Associate Professors</td>
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