

**Seniornet of Staten Island, Inc.**  
**Polices And Procedures for the Learning Center Committee (LCC)**

---

Prepared by Dora Valente, chairperson, Mary Barnett, Ann Merlino, Bea Victor from the original document and minutes of July 2001 to June 2005 - Updated - 05/22/09

**INTRODUCTION**

**MISSION**

**GOVERNANCE**

Committee membership

Term of Office

LCC Coordinator and Monthly Meetings

Sub-Committees, Ad-hoc Committees and Areas of responsibility

**REGISTRATION AND FEES**

Fees

Enrollment

Mailings

**SAFETY AND SECURITY**

Keys

Computers

Software

**LAB USE AND MONITORS**

**Responsibilities of Lab Monitors**

**USERS GROUP**

**WEATHER/CLASS CANCELATIONS**

**SCHOLARSHIPS**

Awards

Selection Process

# **SeniorNet of Staten Island, Inc.**

## **Polices And Procedures for the Learning Center Committee (LCC)**

---

Prepared by Dora Valente, chairperson, Mary Barnett, Ann Merlino, Bea Victor from the original document and minutes of July 2001 to June 2005 - Updated - 05/22/09

SeniorNet is a non-profit international organization offering seniors, 50 and over, instruction in computer skills by their peers. The organization has over 200 international sites.

The Staten Island Jewish Community Center-SeniorNet Computer Learning Center was established in 1993. It was incorporated in April 2008 as SeniorNet of Staten Island, Inc. From its inception, SeniorNet has been staffed by volunteers, all of whom are seniors.

### **MISSION**

We seek to overcome barriers that limit the socialization of Staten Island Seniors. We provide computer literacy education with emphasis on the senior population, 50 and over, both mobile and homebound, including the physically challenged.

We seek to inform this population on Staten Island about the availability of our program.

We seek to heighten the understanding of computers and promote computer literacy.

This program serves the diverse ethnic and socio-economic community of Staten Island.

Through this interaction and intellectual stimulation, we seek to promote the socialization of the senior community.

### **GOVERNANCE**

The SeniorNet of Staten Island, Inc. LCC is responsible for establishing and implementing policy and overseeing the day-to-day operations of the Learning Center.

#### **Committee Membership**

The LCC shall have no less than 20 members and no more than 25 members.

One-third of the committee membership represents a quorum.

All LCC members are seniors and volunteers.

Recommendations for committee membership are referred to the Nominating Committee, which reports its recommendations to the full committee.

Complimentary SeniorNet membership is extended to LCC members, instructors and assistant instructors.

**Seniornet of Staten Island, Inc.**  
**Polices And Procedures for the Learning Center Committee (LCC)**

---

Prepared by Dora Valente, chairperson, Mary Bartnett, Ann Merlino, Bea Victor from the original document and minutes of July 2001 to June 2005 - Updated - 05/22/09

Committee members and instructors may enroll in classes, without charge, if seats are available at the start of classes. They are responsible for the cost of the manual.

**Term of Office**

A new LCC member shall serve a one-year term with the option of renewal. After the initial one-year term, LCC members serve two-year terms.

**LCC Coordinator and Monthly meetings**

All members of the LCC are requested to take turns as the monthly meeting coordinator and chair. Members may defer. The member scheduled to chair the upcoming meeting is responsible for preparing the agenda and picking up the mail. At the meeting the coordinator may appoint members of the LCC to particular short-term tasks. The coordinator should be available to members of the LCC who need assistance in accomplishing a task and should follow up on any previous actions taken by the LCC. The monthly coordinator serves from the first to the last day of the month. An LCC member shall be appointed to reserve the meeting room for the year.

All LCC members are encouraged to suggest items for the agenda in advance of the meetings. If members are unable to attend a monthly meeting, they should inform the coordinator.

Funds requested for special functions require budget approval. Expenditures up to \$100.00 should have the approval of the coordinator and expenditures over \$100.00 should have prior approval of the LC Committee. In an emergency, approval may be given via E-mail by the coordinator.

All Learning Center volunteer instructors and assistant instructors are allowed to accept gifts from students or classes.

LCC records are to be available to LCC members when requested.

**Seniornet of Staten Island, Inc.**  
**Polices And Procedures for the Learning Center Committee (LCC)**

---

Prepared by Dora Valente, chairperson, Mary Barnett, Ann Merlino, Bea Victor from the original document and minutes of July 2001 to June 2005 - Updated - 05/22/09

**Sub-Committees, Ad-hoc Committees and Areas of responsibility**

Standing committees, ad hoc committees and member assignments to various areas of responsibility are determined by the coordinator and the LCC.

**REGISTRATION AND FEES**

The LCC schedules all courses and sets class fees.

Fees must be paid in full at registration or, in the case of phone registration, prior to the first class. The course fee will be refunded to a student who drops out and informs the LCC before the second class.

**Enrollment**

In-person registration has priority over mail registration.

Priority is also given to first-time registrants for a class.

Students wishing to repeat a course in consecutive sessions must wait until the following session, unless space is available.

There is a policy of "first-come, first-served" for each new session. However, priority is given to persons closed out of a previous session, when classes they selected were already filled.

Students are advised to complete the Intro-I course before enrolling in intermediate and advanced courses. Exceptions are made by the registrar or the instructor.

Owning or access to a computer outside the lab is not a pre-requisite.

Students enrolling in courses requiring a manual may purchase the manual only at registration.

A scheduled class may run with an enrollment as low as three. The instructor may choose to defer to another instructor, or the class may be canceled.

**Mailings**

Mailing lists are periodically reviewed to eliminate names of students who have not enrolled in classes or expressed recent interest in Seniornet. The LCC mailing lists may not be used outside of the LCC for commercial purposes.

**SAFETY AND SECURITY**

Fire Drills are conducted periodically by the JCC. The instructor and assistants must inform the students of all building safety exits on the first day of classes.

# SeniorNet of Staten Island, Inc.

## Polices And Procedures for the Learning Center Committee (LCC)

---

Prepared by Dora Valente, chairperson, Mary Barnett, Ann Merlino, Bea Victor from the original document and minutes of July 2001 to June 2005 - Updated - 05/22/09

### **Keys**

Keys to the computer lab are held by each member of the LCC. Keys to the locked cabinets in the computer room are also held by members of the LCC.

### **Computers**

Installation of SeniorNet programs and files must be approved by the JCC administration.

Students are instructed to leave their disks and /or flash drives at the Lab and not take them home and not bring their own disks and /or flash drives to the lab. This protects our computers from viruses.

### **Software**

The technical committee chair will have access to software kept in a locked cabinet in the lab.

The LCC will accept all free programs as they become available and are approved by the JCC.

1. Licensing agreements must be honored.
2. Only the coordinator or a designee may request permission from a software company to use its products outside the Learning Center. Software is made available for home use only upon recommendation of the coordinator and approval by the Committee.
3. Software brought home after approval, is for SeniorNet Learning Center use only, not for personal use.

### **USERS GROUP**

The USERS GROUP schedules several meetings throughout the year to inform the community and students and former students about SeniorNet Staten Island programs, activities and course offerings.

### **WEATHER/ CLASS CANCELLATIONS**

In the event of heavy snow storms or other severe weather or emergency situations: The instructor shall call or notify the students in his/her class. The instructor shall call the JCC to inform the receptionist if the class is still scheduled or canceled. If the class is indeed canceled, the instructor is expected to re-schedule the class, if possible.

### **SCHOLARSHIPS**

**Seniornet of Staten Island, Inc.**  
**Policies And Procedures for the Learning Center Committee (LCC)**

---

Prepared by Dora Valente, chairperson, Mary Barnett, Ann Merlino, Bea Victor from the original document and minutes of July 2001 to June 2005 - Updated - 05/22/09

It is the policy of Seniornet to offer scholarship assistance to those with demonstrated financial need through the Sam Finkelstein Scholarship program, funded by the Staten Island Rotary and by Soroptimist International of Staten Island.

Scholarship assistance may consist of one or more of the following:

- Partial fee or no fee for the course.
- Partial or no payment for the manual.

**Selection Process**

The scholarship committee reviews requests for financial assistance, may interview applicants via phone or in person, and then recommend scholarship recipients each session.

Students requesting scholarships must submit an application and proof of need two weeks prior to registration. All information is confidential, except for the purpose of registering the applicant for SeniorNet membership. Students are eligible for one scholarship per session.