

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 163-23
DATE: JULY 12, 2023
SUBJECT: 2023/2024 OPERATING BUDGET

WHEREAS, Jefferson Community College anticipates serving 1,080 full-time students as well as enrolling students for 14,879 part-time credit hours and 2,626 summer credit hours during the 2023-2024 academic year. Base State Aid FTE at 1,590.3.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approves a Jefferson Community College 2023-2024 Operating Budget in the amount of \$25,616,030 with the contribution of the sponsor at \$5,474,771.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 164-23
DATE: JULY 12, 2023
SUBJECT: 2023/2024 TUITION AND FEE SCHEDULE

WHEREAS, the Jefferson Community College Board of Trustees hereby adopts the following Tuition and Fee Schedule for the 2023-2024 academic year:

TUITION:

New York State Residents who are residents of the sponsorship area or non-residents of the sponsorship area who present a Certificate of Residence:

Full-Time	\$5,304 per academic year
Part-Time	\$ 221 per credit hour

New York State residents who are not residents of the sponsorship area and do not present a Certificate of Residence:

Full-Time	\$10,274 per academic year
Part-Time	\$ 428 per credit hour

Non-New York State Residents:

Full-Time	\$5,304 per academic year
Part-Time	\$ 221 per credit hour

STUDENT SERVICE FEES:-

Fees deducted from operating costs as offsetting revenue:

Capital Fee (Out of State/International Students)	\$ 150 per semester
Non-Credit Course Fee	variable (\$10-\$500)
Document/Check Replacement Fee	\$ 15 per copy
Transcript Fee	\$ 10 per copy
Health Transcript Fee	\$ 10 per occurrence
Facsimile Fee (Official Documents)	\$ 10 per occurrence
Processing Fee, Directed Study	\$ 25 per course
Credit by Examination Fee	\$ 20 per credit hour
College-Level Examination Program	\$ 25 per exam
Returned Check Fee	\$ 25 per check
Parking Fines	variable (\$10-\$100)
Technology Fee	\$ 14 per credit hour
Computer Lab Fee (Community Members)	\$ 45 per semester

Clinical/Course Lab/Online/Materials Fee	variable (\$5-\$200 per credit hour)
Military Credit Inventory	
Application/Evaluation Fee	\$ 200
Credit Inventory Update Fee	\$ 50
Official Transcript Fee	\$ 10
Nursing ATI Materials Fee	\$ 400 per semester

FEES CHARGED TO STUDENTS BY SEPARATE ASSOCIATIONS:

(i.e. Faculty-Student Association or by self-sustaining operations)

*Comprehensive Student Fee	\$ 17 per credit hour
Comprehensive Student Fee – (Summer/Winter)	\$ 6 per credit hour
Diploma Fee (replacement)	\$ 50
Identification Card Fee (replacement)	\$ 30
Alumni Fee (optional)	\$ 10 per semester
Book Store Fee	\$ 26 per credit hour

*Not applicable for extension site courses; (fees included: student resource, health service, commencement, new student services, and identification card)

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 165-23
DATE: JULY 12, 2023
SUBJECT: 2022-2023 BUDGET AMENDMENT
STRENGTHENING COMMUNITY COLLEGES TRAINING-
HEALTHCARES CONSORTIUM
GRANT PERIOD: OCTOBER 1, 2022 – SEPTEMBER 30, 2023

WHEREAS, funds have been received from the U.S. Department of Labor- Employment Training Administration to support collaboration for the Community College HealthCARES Consortium; Strengthening Career Pathways and Promoting equity in the Health Care Social Assistance Sector;

THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following budget amendment:

INCREASE REVENUE:

HealthCARES Grant- Local Grants & Contracts	2654-3011-5430	<u>\$ 148,690.00</u>
Total Revenue Increase		\$ 148,690.00

INCREASE EXPENDITURE:

HealthCARES Grant- Professional FT	2654-3011-6101	\$ 11,250.00
HealthCARES Grant- State Teachers Retirement	2654-3011-6202	1,157.63
HealthCARES Grant- Social Security	2654-3011-6204	860.63
HealthCARES Grant- Workers Comp	2654-3011-6205	112.50
HealthCARES Grant- Life Insurance	2654-3011-6206	7.60
HealthCARES Grant- Disability Insurance	2654-3011-6208	14.92
HealthCARES Grant- Health Insurance	2654-3011-6209	2,346.72
HealthCARES Grant- Instructional Equipment	2654-3011-7005	84,975.00
HealthCARES Grant- Computer Equipment	2654-3011-7006	6,648.00
HealthCARES Grant- Supplies Audio Visual	2654-3011-7106	200.00
HealthCARES Grant- Supplies Instructional	2654-3011-7108	3,000.00
HealthCARES Grant- Computer Software	2654-3011-7217	4,375.00
HealthCARES Grant- Indirect Cost	2654-3011-7231	13,517.00
HealthCARES Grant- Prof Service Fees	2654-3011-7241	9,500.00
HealthCARES Grant- Maintenance Contracts	2654-3011-7236	5,725.00
HealthCARES Grant- Staff Development	2654-3011-7246	<u>\$ 5,000.00</u>
Total Expenditure Increase		\$ 148,690.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 166-23
DATE: JULY 12, 2023
SUBJECT: 2022-2023 BUDGET AMENDMENT
SUNY WORKFORCE DEVELOPMENT TRAINING
GRANT PERIOD: SEPTEMBER 1, 2022 – AUGUST 31, 2023

WHEREAS, the College has received funding from SUNY Workforce Development to provide various trainings to employers;

THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following budget amendment:

INCREASE REVENUE:

SUNY WDT Grant– Local Grants & Contracts	2701-3011-5420	\$ <u>10,869.00</u>
Total Revenue Increase		\$ 10,869.00

INCREASE EXPENDITURE:

SUNY WDT Grant- Prof Adjuncts- PT	2701-3011-6103	\$ 2,892.00
SUNY WDT Grant- Civil Service-FT	2701-3011-6120	1,575.00
SUNY WDT Grant- State Teachers Retirement	2701-3011-6202	312.00
SUNY WDT Grant- Social Security	2701-3011-6204	228.00
SUNY WDT Grant- Indirect Cost	2701-3011-7231	1812.00
SUNY WDT Grant- Prof Service Fees	2701-3011-7241	\$ <u>4,050.00</u>
Total Expenditure Increase		\$ 10,869.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO. 167-23

DATE: JULY 12, 2023

**SUBJECT: NON-DISCRIMINATION POLICY REVISION
 (Revises Resolution No. 115-14, March 2014)**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve revisions to the Non-Discrimination Policy as attached.

Jefferson Community College Non-Discrimination Policy

PURPOSE:

To establish a policy to prohibit harassment and discrimination of employees, students, visitors and vendors.

STATEMENT OF POLICY:

Jefferson Community College is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, or perceived gender, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, veteran status, domestic violence victim status, or criminal conviction. Employees, students, applicants or other members of the College community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.

All employees, students, visitors and vendors share the responsibility for ensuring a work and educational environment free from prohibited discrimination and harassment. Individuals responsible for, or participating in, campus activities will refrain from, and are encouraged to report, any inappropriate conduct that may give rise to a claim of harassment or discrimination.

The College's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to the College's Affirmative Officer, Office 1-109 Lansing Administration Building, Telephone: (315) 786-2279 or the College's Title IX Coordinator, Office 400-A McVean Student Center, Telephone: (315) 786-6561; or by email: TitleIX@sunyjefferson.edu.

Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, 32 Old Slip 26th Floor, New York, NY 10005-2500; Tel. (646) 428-3900; Email OCR.NewYork@ed.gov.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO. 168-23

DATE: JULY 12, 2023

**SUBJECT: SEXUAL HARASSMENT RESPONSE AND PREVENTION
POLICY REVISION
(Revises Resolution No. 112-19, February 2019)**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve revisions to the Sexual Harassment Response and Prevention Policy as attached.

Jefferson Community College

Sexual Harassment Response and Prevention Policy

PURPOSE:

Jefferson Community College, the State University of New York (SUNY), and New York State are committed to protecting the safety and well-being of its students and staff and maintaining educational and working environments that are free from discrimination and harassment by adopting best practices to be uniformly applied at all SUNY and community college campuses.

Sexual Harassment is a form of workplace discrimination and employee misconduct, as well as a form of discrimination in the academic setting, that subjects an employee to inferior conditions of employment due to their gender, gender identity, gender expression (perceived or actual), and /or sexual orientation. Sexual Harassment is often viewed simply as a form of gender-based discrimination, but Jefferson Community College recognizes that discrimination can be related to or affected by other identities beyond gender. Under the New York State Human Rights Law, it is illegal to discriminate based on sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or status as a victim of domestic violence. The purpose of this policy is to teach employees to recognize discrimination, including discrimination due to an individual's intersecting identities; and provide tools to take action when it occurs. All employees, managers and supervisors are required to work in a manner designed to prevent sexual harassment and discrimination in the workplace, upholding Jefferson's commitment to a discrimination-free working and learning environment.

Sexual Harassment and discrimination are against the law. After reading this policy, employees will understand their right to a workplace free from harassment. Employees will also learn what harassment and discrimination look like, what actions they can take to prevent and report harassment, and how they are protected from retaliation after taking action. The policy will also explain the investigation process. Employees are encouraged to report sexual harassment or discrimination by filing a complaint internally with Human Resources at Jefferson Community College. Employees can also file a complaint with a government agency or in court under federal, state, or local antidiscrimination laws. To file an employment complaint with the New York State Division of Human Rights, please visit <https://dhr.ny.gov/complaint>. To file a complaint with the United States Equal Opportunity Commission, please visit <https://www.eeoc.gov/filing-charge-discrimination>.

STATEMENT OF POLICY:

1. Jefferson Community College's policy applies to all employees, applicants for employment, and interns, whether paid or unpaid. This policy also applies to additional covered individuals. It applies to anyone who is employed by a contractor, subcontractor, vendor, consultant, or anyone providing services in our workplace. Also included are people providing equipment repair, cleaning services, or any other services through a contract with Jefferson Community College. For the remainder of this policy, the term "covered individual" is used to refer to these individuals who are not direct employees of the College.

2. Sexual harassment is unacceptable. The College has implemented measures to address and prevent sexual harassment and is taking additional affirmative steps to increase awareness of, and sensitivity to, all forms of sexual harassment in order to maintain a workplace and learning environment free of its harmful effects. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination). In New York, harassment does not need to be severe or pervasive to be illegal. Employees and covered individuals should not feel discouraged from reporting harassment because they don't feel it is bad enough or because they do not want to see a colleague fired over less severe behavior. Just as harassment can happen in different degrees, potential discipline for engaging in sexual harassment will depend on the degree of harassment and might include education and counseling. It may lead to suspension or termination when appropriate.

3. Retaliation is prohibited. Any employee or covered individual that reports an incident of sexual harassment or discrimination, provides information, or otherwise assists in any investigation of a sexual harassment or discrimination complaint is protected from retaliation. No one should fear reporting sexual harassment if they believe it has occurred. So long as a person reasonably believes that they have witnessed or experienced such behavior, they are protected from retaliation. Any employee of Jefferson Community College who retaliates against anyone involved in a sexual harassment or discrimination investigation will face disciplinary action, up to and including termination. All employees and covered individuals working in the workplace who believe they have been subject to such retaliation should inform a supervisor manager, or Human Resources. All employees and covered individuals may also seek relief from government agencies, as explained in the section on Legal Protections.

4. Discrimination of any kind, including sexual harassment, is a violation of our policies, is unlawful, and may subject Jefferson Community College to liability for harm by targets of discrimination. Harassers may also be individually subject to liability and employers or supervisors who fail to report or act on harassment may be liable for aiding and abetting such behavior. Employees at every level who engage in sexual harassment, including supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

5. Jefferson Community College will conduct a prompt and thorough investigation that is fair to all parties. An investigation will happen whenever management receives a complaint about discrimination or sexual harassment, or when it otherwise knows of possible discrimination or sexual harassment occurring. Jefferson Community College will keep the investigation confidential to the extent possible. If an investigation ends with the finding that discrimination or sexual harassment occurred, Jefferson Community College will act as required. In addition to any required discipline, Jefferson Community College will also take steps to ensure a safe work environment for the employee(s) who experienced discrimination or harassment. All employees, including supervisors, are required to cooperate with any internal investigation of discrimination or sexual harassment.

6. All employees and covered individuals are encouraged to report any harassment or behaviors that violate this policy. Jefferson Community College will provide all employees access to a complaint form for employees to report harassment and file complaints. Use of this form is not required. For anyone who would rather make a complaint verbally or by email, these complaints will be treated with equal priority. An employee or covered individual who prefers not to report harassment to their manager or employer may instead report harassment to the New York State Division of Human Rights and/or the United States Equal Employment Opportunity Commission. Complaints may be made to both the employer and a government agency.

7. Supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to Human Resources.

8. This policy applies to all employees and covered individuals, such as contractors, subcontractors, vendors consultants, or anyone providing services in the workplace, and all must follow and uphold this policy. This policy must be provided to all employees in person or digitally upon hiring and should be posted prominently in all work locations. For those offices operating remotely, in addition to sending the policy through email, it will also be available on the College's shared network.

Adoption of this policy does not constitute defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

What Is Sexual Harassment?

Sexual harassment is a form of gender-based discrimination which is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Sexual Harassment is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender discrimination including gender role stereotyping and treating employees differently because of their gender.

Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes, gender expression and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, and non-binary. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A transgender person is someone whose gender is different than the sex they were assigned at birth. A non-binary person does not identify exclusively as a man or a woman. They might identify as both, somewhere in between, or completely outside the gender binary. Some may identify as transgender, but not all do. Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Every instance of harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior. However, the Human Rights Law specifies that whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which an employee or covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression is considered a violation of Jefferson Community College's policy. The intent of the behavior, for example, making a joke, does not neutralize a harassment claim. Not intending to harass is not a defense. The impact of the behavior on a person is what counts. Sexual harassment includes any unwelcome conduct which is either directed at an individual because of that individual's gender identity or expression (perceived or actual), or is of a sexual nature when:

- The purpose or effect of this behavior unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. The impacted person does not need to be the intended target of the sexual harassment.
- Employment depends implicitly or explicitly on accepting such unwelcome behavior; or
- Decisions regarding an individual's employment are based on an individual's acceptance to or rejection of such behavior. Such decisions can include what shifts and how many hours an employee might work, project assignments, as well as salary and promotion decisions.

There are two main types of sexual harassment:

- Behaviors that contribute to a **hostile work environment** include, but are not limited to, words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex, gender identity, or gender expression. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory, or discriminatory statements which an employee finds offensive or objectionable, causes an employee discomfort or humiliation, or interferes with the employee's job performance.
- Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions, or privileges of employment. This is also called **quid pro quo** harassment.

Any employee or covered individual who feels harassed is encouraged to report the behavior so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be discrimination and is covered by this policy.

Examples of Sexual Harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited. This list is just a sample of behaviors and should not be considered exhaustive. Any employee who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against or poking another person's body.
 - Rape, sexual battery, molestation or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy (please contact local law enforcement if you wish to pursue criminal charges).
- Unwanted sexual comments advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning a target's job performance evaluation, a promotion or other job benefits.
 - Subtle or obvious pressure for unwelcome sexual activities.
 - Repeated requests for dates or romantic gestures, including gift-giving.

- Sexually oriented gestures, noises, remarks or jokes, or questions and comments about a person's sexuality or sexual experience, or romantic history which create a hostile environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.
- Sex stereotyping occurs when someone's conduct or personality traits are judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look:
 - Remarks regarding an employee's gender expression, such as wearing a garment typically associated with a different gender identity; or
 - Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
 - This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation or gender expression, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform his or her employment duties.
 - Sabotaging an individual's work.
 - Bullying, yelling, name-calling.
 - Intentional misuse of an individual's preferred pronouns; or
 - Creating different expectations for individuals based on their perceived identities.
 - Dress codes that place more emphasis on women's attire.
 - Leaving parents/caregivers out of meetings.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees and all covered individuals described earlier in this policy.

Harassers can be anyone in the workplace.

A supervisor, a supervisee, or a coworker can all be harassers. Anyone else in the workplace can also be harassers including an independent contractor, contract worker, vendor, client, customer, patient, constituent, or visitor.

Sexual harassment does not happen in a vacuum and discrimination experienced by an employee can be impacted by biases and identities beyond an individual's gender. For example:

- Placing different demands or expectations on black women employees than white women employees can be both racial and gender discrimination.

- An individual's immigration status may lead to perceptions of vulnerability and increased concerns around illegal retaliation for reporting sexual harassment; or
- Past experiences as a survivor of domestic or sexual violence may lead an individual to feel re-traumatized by someone's behaviors in the workplace.

Individuals bring personal history with them to the workplace that might impact how they interact with certain behavior. It is especially important for all employees to be aware of how words or actions might impact someone with a different experience than their own in the interest of creating a safe and equitable workplace.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees or covered individuals can constitute unlawful workplace harassment, even if it occurs away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Retaliation is unlawful and is any action by an employer or supervisor that punishes an individual upon learning of a harassment claim, that seeks to discourage a worker or covered individual from making a formal complaint or supporting a sexual harassment or discrimination claim, or that punishes those who have come forward. These actions need not be job-related or occur in the workplace to constitute unlawful retaliation. For example, threats of physical violence outside of work hours or disparaging someone on social media would be covered as retaliation under this policy.

Examples of retaliation may include, but are not limited to:

- Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts.
- Publicly releasing personnel files.
- Refusing to provide a reference or providing an unwarranted negative reference.
- Labeling an employee as "difficult" and excluding them from projects to avoid "drama".
- Undermining an individual's immigration status; or
- Reducing work responsibilities, passing them over for a promotion, or moving an individual's desk to a less desirable office location.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- Made a complaint of sexual harassment or discrimination, either internally or with any government agency.
- Testified or assisted in a proceeding involving sexual harassment or discrimination under the Human Rights Law or any other anti-discrimination law.
- Opposed sexual harassment or discrimination by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of suspected harassment.
- Reported that another employee has been sexually harassed or discriminated against; or
- Encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. Jefferson Community College cannot prevent or remedy sexual harassment unless it knows about it. Any employee or covered individual is encouraged to report such behavior to a supervisor, manager or Human Resources. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or Human Resources.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form, but it is not required. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another employee is also acceptable.

Employees and covered individuals who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing or discriminatory behavior, or for any reason suspect that sexual harassment or discrimination is occurring, **are required** to report such suspected sexual harassment Human Resources. Supervisors should not be passive and wait for an employee to make a claim of harassment. If they observe such behavior, they must act.

In addition to being subject to discipline if they engaged in sexually harassing or discriminatory conduct themselves, supervisors will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue. Supervisors will also be subject to discipline for engaging in any retaliation.

While supervisors and managers have a responsibility to report harassment and discrimination, supervisors and managers must be mindful of the impact that harassment and a subsequent investigation has on victims. Being identified as a possible victim of harassment and questioned about harassment and discrimination can be intimidating, uncomfortable and re-traumatizing for individuals. Supervisors and managers must accommodate the needs of individuals who have experienced harassment to ensure the workplace is safe, supportive, and free from retaliation for them during and after any investigation.

Bystander Intervention

Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is **required** to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

1. A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior.
2. A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment.
3. A bystander can record or take notes on the harassment incident to benefit a future investigation.
4. A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and
5. If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace. Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is required to report it.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. An investigation of any complaint, information, or knowledge of suspected sexual harassment will be prompt, thorough, and started and completed as soon as possible. The investigation will be kept confidential to the extent possible. All individuals involved, including those making a harassment claim, witnesses, and alleged harassers deserve a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Jefferson Community College will take disciplinary action against anyone engaging in retaliation against employees who file complaints, support another's complaint, or participate in an investigation.

The College recognizes that participating in a harassment investigation can be uncomfortable and has the potential to traumatize an employee. Those receiving claims and leading investigations will handle complaints and questions with sensitivity toward those participating. While the process may vary from case to case, investigations should be done in accordance with the following steps.

- Upon receipt of complaint, Human Resources will conduct a prompt review of the allegations, assess the appropriate scope of the investigation, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, request that the individual completes the "Complaint Form" in writing. If the person reporting prefers not to fill out the form, Human Resources will prepare a Complaint Form or equivalent documentation based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses.
- Create a written documentation of the investigation (such as a letter, memo or email), which

contains the following:

- A list of all documents reviewed, along with a detailed summary of relevant documents.
 - A list of names of those interviewed, along with a detailed summary of their statements.
 - A timeline of events.
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
 - Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
 - Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by Jefferson Community College but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Jefferson Community College, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

New York State Division of Human Rights:

The New York State Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees and covered individuals regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within** three years of the harassment. If an individual does not file at DHR, they can sue directly in state court under the Human Rights Law, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Jefferson Community College does not extend your time to file with DHR or in court. The three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before

an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief. Relief varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused by the harassment, including paying of monetary damages, punitive damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR sexual harassment hotline at (800) HARASS3 for more information about filing a sexual harassment complaint. The hotline can also provide you with a referral to a volunteer attorney experienced in sexual harassment matters who can provide you with limited free assistance and counsel over the phone.

The United States Equal Employment Opportunity Commission:

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the most recent incident of harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated or believes that unlawful discrimination occurred but does not file a lawsuit.

Individuals may obtain relief in mediation, settlement or conciliation. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Title IX of the Education Amendments of 1972

Title IX, passed in 1972, was the first comprehensive federal law to prohibit sex discrimination against students and employees of educational institutions.

The law states:

"No person in the United State shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."

Title IX benefits both males and females. It requires educational institutions to maintain policies, practices and programs that do not discriminate against anyone based on sex. Under this law, males and females are expected to receive fair and equal treatment in all aspects of higher education.

Any member or visitor of the college community who has **questions or concerns about sex discrimination or sexual harassment** is strongly encouraged to contact the Title IX Coordinator or any campus administrator.

Any member or visitor of the college community who **experiences sexual assault, including rape**, is strongly encouraged to report his/her incident to the local police: 911, Security Office (315) 786-2222, the Title IX Coordinator, or any campus administrator.

Additionally, the NYS Police maintains a dedicated hotline for reporting sexual assaults on college and university campuses at 1-844-845-7269.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Those wishing to pursue criminal charges are encouraged to contact the local police department.

Conclusion

The policy outlined above is aimed at providing employees at Jefferson Community College and covered individuals an understanding of their right to a discrimination and harassment free workplace. All employees should feel safe at work. Though the focus of this policy is on sexual harassment and gender discrimination, the New York State Human Rights law protects against discrimination in several protected classes including sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or domestic violence survivor status. The prevention policies outlined above should be considered applicable to all protected classes.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 169-23

DATE: JULY 12, 2023

SUBJECT: **RATIFICATION OF CONTRACTS**
ARC of Jefferson-St. Lawrence (Transit)
ARC of Jefferson-St. Lawrence (DSP)
CDL Schools
Dormitory Authority of New York
EAB
Lassiter, Lynise (ARC)
Lassiter, Lynise (amendment-Early Childhood)
Lassiter, Lynise (DEISJ)
St. Regis Mohawk Tribe
State University of New York (REACH)
SUNY Research Foundation (SEM)
Zoo New York

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:

ARC of Jefferson-St. Lawrence Chapter
(CDL-B training agreement, workforce training)

ARC of Jefferson-St. Lawrence Chapter
(training agreement, direct support professional microcredential)

CDL Schools
(CDL-A training agreement, workforce development)

Dormitory Authority of New York
(SAM grant modification, nursing lab)

EAB
(software agreement extension, "C4S" student retention)

Lassiter, Lynise
(DEICB instruction agreement, workforce training)

Lassiter, Lynise
(mindfulness instruction – amended agreement; early childhood)

Lassiter, Lynise
(consulting – DEISJ programming)

St. Regis Mohawk Tribe
(economic impact study, Center for Community Studies)

State University of New York
(grant extension, SUNY REACH)

State University of New York Research Foundation
(grant extension, strategic enrollment management)

Zoo New York
(survey agreement, Center for Community Studies)

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

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 170-23

DATE: JULY 12, 2023

SUBJECT: REVISIONS TO BOARD OF TRUSTEE BYLAWS
(Revises Bylaws previously amended in Resolution
153-11, August 2011)

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves revisions to its Bylaws as attached.

Approved-12/8/64
Amended-9/13/66
9/10/68
8/2/72
7/14/82
2/12/86
Res. 135-91, 7/17/91
Res. 153-11, 8/3/11
Res. 170-23, 7/12/2023

**JEFFERSON COMMUNITY COLLEGE
Watertown, New York**

BYLAWS OF THE BOARD OF TRUSTEES

ARTICLE I

Purpose

1. Name of the College:

The official name shall be Jefferson Community College hereinafter referred to as the "College". The Board of Trustees of the College shall be referred to hereinafter as the "Board".

2. Sponsorship:

The College is sponsored by the County of Jefferson, supervised and guided by the State University of New York as a unit of the University System and governed by the Board of Trustees pursuant to Article 126 of the New York State Education Law.

3. Policy:

The Board of Trustees shall set policy for governing the College and hire a President to administer the College under said policy.

4. Members and Terms:

The Board of Trustees consists of ten members. Four members are appointed by the Governor, five by the County Sponsor, and one, a student, is elected annually by the student body. The Governor and County Sponsor appointees serve for seven-year terms and can be re-appointed.

5. Power and Duties of the Board:

The College shall be governed by the Board of Trustees, appointed in conformance with Article 126, Section 6306, of the N.Y.S. Education Law. It shall be the responsibility of the Board to appoint a president and to establish the strategic plan, budget, and policies governing the operation and management of the College in accordance with N.Y.S. Education Law, and the Rules and Regulations (Part 604.2) adopted by the State University of New York Trustees (Reference: Responsibilities of the Board of Trustees of Jefferson Community College).

6. Meetings:

Regular meetings shall be held. The dates and times of meetings shall be placed on a calendar and announced in advance by the Board Secretary.

ARTICLE I

Meetings of the Board of Trustees

1. Regular Meetings:

Regular meetings shall be held, the exact time and place to be determined by the Board Chair. Notice of such meeting shall be given either by mail or electronically to each member of the Board at least five days prior to said meeting.

The July meeting shall be the annual or organizational meeting for the ensuing year.

All meetings of the Board of Trustees are open to the public, under provisions of the Sunshine Law of New York State.

Robert's Rules of Order, as modified by the rules and procedures and past practices of the Board, shall serve as a guide for the proceedings of the Board at meetings.

2. Special Meetings:

A special meeting shall be held on the call of the Board Chair, or the call of four members. Notice of such meeting shall be given no less than 48 hours in advance and shall state the matter(s) to be considered. No other matters shall be considered at such meeting except with the consent of all members of the Board of Trustees present at such meeting.

3. Quorum:

A majority of the Board membership shall constitute a quorum. All matters properly arising before a meeting at which a quorum is present require a vote of the majority (6 out of 10) of the full Board membership for passage.

4. Procedure at Meetings:

A. The Board Chair, or in his/her absence, the Vice Chair, shall preside and decide all questions of order. In the event both the Board Chair and the Vice Chair are absent, the Board shall elect a Chair pro tempore.

B. An agenda of items of business to come before the meeting shall be prepared and submitted by the President. Items not on the agenda may be considered at any meeting upon the consent of a majority of the members of the Board.

C. The order of business at each meeting shall be as follows:

- Consideration of minutes of previous meeting.
- Report of the President.
- Consideration of matters held over from previous meeting.
- Committee reports and proposed resolutions.
- Other items.

D. Privilege of the Floor. At the beginning of each meeting, time may be allowed for individuals or delegations to address the Board at the discretion of the Board Chair. The Chair may seek counsel of the Board when deciding whether or not to allow the presentation. Individuals or delegations granted the floor will be allowed up to five minutes for each presentation. The Chair has discretion to terminate the presentation at any time.

5. Minutes of Meetings:

The Secretary shall attend all meetings of the Board, unless otherwise directed by the Board, and shall prepare the minutes of the meetings attended. In his or her absence at any particular meeting, the Board shall appoint a Secretary pro tempore.

ARTICLE II
Officers and Employees

1. The Officers of the College shall be:

- A) Chair of the Board of Trustees who shall be a member of the Board.
- B) Vice Chair of the Board of Trustees who shall be a member of the Board.
- C) President of the College.
- D) Such other officers of the College, including a Treasurer and a Secretary, as the Board may from time-to-time appoint.

2. Chair and Vice Chair:

The Chair and Vice Chair shall be elected at the annual meeting of the Board held in July each year. In the event a Chair or a Vice Chair is not elected at the annual meeting in July, he/she may be elected at any subsequent meeting to serve for the balance of the term.

The Chair and Vice Chair of the Board shall be eligible for election to a two-year term and be eligible to succeed himself/herself after serving one full term, for an additional one-year term. The Chair and Vice Chair then may not be reelected to the same position thereafter, until at least two full years elapse.

The Chair shall preside at all meetings of the Board and perform such other duties and functions as may be required by the by-laws or pursuant to law. In the event of the absence or inability to act of the Chair, and while the office of Chair is vacant, the Vice Chair shall perform the duties and functions of the office of Chair.

3. President:

The President shall be appointed by the Board subject to the approval of the State University of New York Board of Trustees. The President shall be the Chief Administrative Officer of the College and shall have the supervision and control of its buildings, grounds, equipment, operations and employees subject to the directions of the Board. He/She shall attend the meetings of the Board, unless otherwise directed by it, and prepare the agenda for the meetings. He/she shall prepare or cause to be prepared for the consideration of the Board such budgets as may be required in connection with the appropriations of money to the College. He/she shall appoint the persons to be employed by the College and their positions and salaries. In addition, the President shall perform such other duties as may be delegated to him/her by the Board or imposed upon him/her by or pursuant to law.

4. Treasurer:

The Treasurer shall be the chief fiscal officer of the College. He/she shall have custody of all funds of the College appropriated for its use and paid over to it or to the Board by the appropriating body and of all other funds received by or for the account of the College. He/she shall keep itemized records of all receipts and disbursements of the College and shall make periodic reports thereof at the meeting of the Board, and shall perform such other duties as may be delegated to him/her or required by or pursuant to law.

5. Secretary:

The Secretary shall prepare the minutes of the meeting of the Board, shall have custody of the minute books, and shall perform such other duties as may be delegated or required by or pursuant to law.

6. Change of Duties:

The Board may, subject to the requirements of law, at any time and for such period as it may determine, delegate to any officer or employee the duties of any other officer or employee.

7. Security:

The Board shall require each officer or employee handling funds of the College to furnish such bond or other security for the faithful performance of his/her duties and shall, in the determination of the Board, afford reasonable protection to the College, the reasonable cost thereof to be borne by the College.

8. Conflicts of Interest:

Members of the Board of Trustees and Officers of the Board shall complete a Conflict of Interest Questionnaire annually at the July organizational meeting.

ARTICLE III
Committees

1. There shall be five standing committees of the Board, the members of which shall be appointed to one-year terms each August by the Chair. Following the July meeting, the Chair shall solicit interest in specific committee service from Trustees. The final authority for committee appointments is with the Chair.

A) Academic and Educational Services Committee:

The Academic and Educational Services Committee shall be responsible to study and make recommendations to the Board on academic programs and standards, educational supportive services, and other matters affecting students and student life on the Jefferson Community College campus. The Committee's specific responsibilities include, but are not limited to, the following:

- New curricula and revision of existing curricula
- Instructional standards
- Student academic requirements and policies
- Library and instructional technology resources and policies
- Policies pertaining to enrollment services (admission standards and procedures, financial aid, student records)
- Policies pertaining to student life (student activities, student code of conduct and discipline, intercollegiate athletics)
- Monitoring auxiliary services (food, textbooks, childcare, etc.)

B) Finance and Audit Committee:

The Finance and Audit Committee shall be responsible to study and recommend to the Board appropriate action on matters pertaining to the operating budget, short-term and long-range planning, and all matters pertaining to the College's annual audit. This shall include, but is not limited to:

- Approve and amend operating budget and capital plans for submission to the local sponsor and the State University Trustees
- Establish tuition and fees
- Establish financial and administrative policies
- Long-range enrollment plans and projections
- Analysis of internal and external data, including enrollment plans and projections, pertinent to the long-term management and operation of the College
- Approve Mission, Vision and Strategic Plan

- Select and oversee the work of the College's external auditor
- Review the annual audit of the College and make recommendations regarding it to the Board of Trustees

C) Personnel Committee:

The Personnel Committee shall be responsible to study and make recommendations to the Board in matters pertaining to employees of the College. This includes, but is not limited to:

- Personnel policies for administration, faculty, and classified employees and terms of employment for College Personnel (in accordance with the provisions specified in collective bargaining agreements)
- Continuing appointment and promotion of faculty and professional staff members
- Sabbatical leaves
- Salaries and conditions of employment for personnel not covered under a labor contract
- Addition of new or revised position titles
- Administrative organization of the College
- Annual evaluation of the President
- Advice and counsel to the President on matters relating to College personnel
- Grievances
- Emerita/emeritus designation

D) Facilities Committee:

The Facilities Committee shall be responsible to study and make recommendations to the Board in matters pertaining to the physical facilities, buildings, and grounds of the campus. This includes, but is not limited to:

- Policies for the use of College facilities by outside organizations
- Policies that ensure safety and accessibility of facilities
- Approve all projects requiring capital funding
- Approve property acquisitions and rentals of facilities other than the main campus
- Accept non-real estate gifts and bequests to the College
- Adhere to policies related to the naming of College buildings and facilities
- Approve the Facilities Master Plan

E) Nominating Committee:

The Nominating Committee shall be responsible for soliciting candidates for the Chair and Vice Chair positions and proposing a slate of officers for election to same at the annual/regular meeting of the Board each July. Prior to voting on the slate proposed by the Nominating Committee, an opportunity shall be given by the Chair of the Board for nominations for any office from the floor.

The Nominating Committee shall also be charged with recommending to the full Board individuals for potential consideration for local and gubernatorial Trustee appointments.

2. Ad Hoc Committee:

The Chair may appoint Ad Hoc Committees as necessary from time-to-time. Such committees will meet as needed when directed by the Chair.

3. Executive Committee:

An Executive Committee, consisting of the Board Chair, Vice Chair, and at least two committee chairs, shall meet as needed to assist the President in defining matters to come forward to the Board.

ARTICLE IV

Amendment of Bylaws

The Bylaws shall be reviewed annually and may be amended by a majority vote of all of the members of the Board at any regular or special meeting of the Board, provided the proposed amendment or amendments shall have been provided to each member of the Board for review at least seven days prior to the meeting with notice that the proposed amendment or amendments will be considered at the meeting.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO. 171-23

DATE: JULY 12, 2023

**SUBJECT: CONFLICT OF INTEREST POLICY ~ BOARD OF
TRUSTEES**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby adopt the Conflict of Interest Policy for Board of Trustee members as attached.

Jefferson Community College

Conflict of Interest Policy Jefferson Community College Board of Trustees

PURPOSE:

The Jefferson Community College Board of Trustees recognize the importance of declaring their responsibility against conflicts of interest which might compromise their ethical values and the integrity and objectivity perception by the College community. The Board ensures the impartiality of the governing body. Therefore, a formal Conflict of Interest Policy was developed with the intention that the attached questionnaire will be completed by Members of the Board of Trustees each year at their annual meeting. Should a new Board Member be appointed after the annual meeting, the questionnaire shall be completed immediately following appointment. The questionnaires shall be kept on file by the Board Secretary.

DEFINITIONS:

Certain terms in this document are used with specific meanings, as defined in this section.

1. Related Persons: For this Policy, defined as the Member's spouse and the Member or their spouse's parents, grandparents, children, grandchildren, any variation of great-grandchildren, brothers and sisters. Adopted, half, and step members of any of the preceding group of relatives are also included as "Related Persons." Any firm, partnership or association of which such Member is also an employee or member, any corporation which such Member is an officer, director or employee or in which they own more than five (5%) of the shares or stock thereof, shall also be considered "Related Persons" for the purposes of this policy.
2. Contract: For this policy, defined as any claim, account or demand against or agreement, express or implied, and shall include the designation of a depository of Jefferson Community College funds.

STATEMENT OF POLICY:

The Jefferson Community College Board of Trustees recognizes a shared responsibility to ensure that they conduct themselves in an unbiased manner and serve the goals of the College. It is thus the responsibility of each member of the Board to guard against conflicts of interest that might compromise the integrity and perception of objectivity by the College community. Further, we expect all Members and employees to maintain the highest standards of professionalism and integrity while performing their duties as a Member and while their membership represents and reflects upon the community's perception of the Board, as a whole.

It is the policy of the Jefferson Community College Board of Trustees that:

1. Members of the Board shall not participate in any institutional decisions involving personal benefits such as appointments, retentions, promotions, Contracts (as defined herein) or awards for themselves or any Related Persons (as defined herein).
2. Members shall not have a direct or indirect interest or benefit in any contract, be it pecuniary or material, nor shall they negotiate, prepare, authorize or approve the contract or authorize payment thereunder, nor shall they audit bills or claims under the contract or appoint an officer or employee who has any of the preceding powers, in any contract, agreement or business dealings with any firm, partnership or association of which such Member is also an employee or member, any corporation which such Member is an officer, director or employee or in which they own more than five (5%) of the shares thereof, or any form of business ventures or enterprises that have dealings with the College.
3. Members in a position to influence a College business decision for which he/she has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of his or her official duties must disclose the nature of the conflict, and, must recuse or remove himself/herself from involvement in the decision-making process of the Board.
4. Members shall not solicit nor accept, for personal or any Related Person's (as defined herein) gain, any gift of more than nominal value, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him, or could reasonably be expected to influence him, in the performance of his official duties or that was intended, or could be reasonably inferred to be a reward for any official, whether previous, future or concurrent, action made by said Member.
5. Members shall not make use of or disclose confidential information gained during the course of, or as a result of their membership on the Board, nor shall they use such confidential information to further their personal interests or the personal interests of any Related Person.
6. Members shall not use or attempt to use his or her official position to secure unwarranted privileges or exemptions for himself or herself or others.

Further, The Board of Trustees of Jefferson Community College recognize that New York State General Municipal Law, Article 18 (§800 et seq.) contains provisions of law relative to conflicts of interest of municipal officers and employees (see General Municipal Law, §800{4},{5}), and affirms that any conduct prohibited by such sections is also prohibited by this Policy.

ADOPTED: Res. 171-23, July 2023

Jefferson Community College Board of Trustees

Conflict of Interest Questionnaire

1. Do you or any Related Person (as defined herein) have any relationship or engage in any activities that might impair your independence or judgment concerning business conducted by the Jefferson Community College Board of Trustees?

Yes _____ No _____

If yes, please explain below:

2. Do you or does any Related Person (as defined herein) have any personal financial interest that might impair your independence of judgment or influence your decisions or actions concerning Jefferson Community College and the Board of Trustees financial dealings?

Yes _____ No _____

If yes, please explain below:

3. Have you accepted any gifts, benefits, or hospitality that might tend, in any way, to impair your independence of judgment or influence your decisions or actions concerning Jefferson Community College and the Board of Trustees financial dealings?

Yes _____ No _____

If yes, please explain below:

As a member of the Jefferson Community College Board of Trustees, I understand that I have an obligation to disclose and eliminate any potential or actual duality of interest or conflict of interest concerning my position as Member of the Board of Trustees.

I hereby certify that I have read, understand, and voluntarily agree to the Jefferson Community College Board of Trustees Conflict of Interest Policy and that the information I have provided in this statement of questionnaire is complete and accurate, to the best of my knowledge.

Date: _____

Name: _____
(print)

Signature: _____