Present: Jody LaLone, Chair
Michael Crowley
Steven Haas
Nate Holloway
Doris McLallen
Michelle Pfaff
James Scordo
Suzanne Tingley
Dan Villa
Catherine Weston

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

Guests: Jill Bettinger, Dean for Continuing Education
Lucia Bliss, Executive Director – JCC Foundation
Linda Dittrich, Dean – Math Science
Jeri Fairman, Dean for Curriculum and Instruction
Karen Freeman, Marketing and Public Relations Officer
Jamie Munks, Reporter – Watertown Daily Times
Mary Perrine, Coordinator for Institutional Research and Planning
Todd Vincent, President - JCC Senate

The monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:03 p.m., on Wednesday, March 3, 2010, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Board Chair Jody LaLone.

APPROVAL OF MINUTES
On motion made by Suzanne Tingley and seconded by Nate Holloway, the minutes of the February 3, 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 COLLEGE SENATE PRESIDENT
Todd Vincent, President of the Senate, advised that the campus governance group passed a recommendation for a new smoking policy which will be coming to the Board for action. He also noted that the Senate is gearing up for a busy season of reviewing academic program changes and 5-year reviews.

UPDATE FROM THE STUDENT TRUSTEE
Catherine Weston, Trustee elected from the student body, told the Board about upcoming student events including a multi-cultural fair, the Dionysian Players rendition of “Rent” and a sold out concert by Theory of a Dead Man.

PRESIDENT’S REPORT
1. President McCoy introduced Jeri Fairman, Dean for Curriculum and Instruction.
2. President McCoy reviewed the attached credit enrollment report noting that enrollment is moving in the right direction, enrollment of traditional-aged students is up, however, enrollments for active duty military are down due to deployment schedules.
3. President McCoy reviewed the attached financial aid profile.
4. Jill Bettinger, Dean of Continuing Education, reviewed the attached non-credit program report.

BUDGET AND PLANNING COMMITTEE
Committee Chair Dan Villa reviewed financial statements for the month ending January 31, 2010
On motion made by Dan Villa, seconded by Michelle Pfaff, the attached financial statements were unanimously approved as submitted.

Following discussion and on motion made by Dan Villa, seconded by Jim Scordo, the Board unanimously approved a fraud prevention policy:

RESOLUTION NO. 118-10: FRAUD PREVENTION POLICY

WHEREAS, to ensure that Jefferson Community College trustees and employees avoid fraud or related misconduct, and conduct themselves in accordance with high ethical standards in reporting, investigating and resolving fraud or related misconduct;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following fraud prevention policy:

1. Fraud is defined as a willful or deliberate act with the intention of obtaining an unauthorized benefit, such as money or property, by deception or other unethical means. All fraudulent acts or related misconduct are included under this policy and include, but are not limited to, such activities as:
• Embezzlement, theft, misappropriation, credit card misuse or other financial irregularities.
• Forgery or alteration of documents (checks, time sheets, contractor agreements, purchase orders, credit card or other financial documents, electronic files).
• Improprieties in the handling or reporting of financial transactions.
• Misappropriation of funds, securities, supplies, inventory or any other asset (such as furniture, fixtures, equipment, materials), including assets of the organization, our patrons, suppliers, or others with whom we have a business relationship.
• Authorizing or receiving payment for goods not received or services not performed.
• Authorizing or receiving payments for hours not worked (other than approved benefit time) or expenses not accrued and documented.

2. Fraud and related misconduct will not be tolerated. Employees found to have participated in such conduct will be subject to disciplinary action.

3. Trustees and employees are expected to use their best efforts to recognize risks and exposures inherent to their areas of responsibility and to be aware of indications of fraud and related misconduct. Any reprisal against any employee or other reporting individual because that individual, in good faith, reported a violation is strictly forbidden.

Any trustee or employee who knows or has reason to know of fraud or related misconduct shall report that to the Chairman of the Board of Trustees or the College President. If the Chairman of the Board of Trustees is involved in fraud or related misconduct, that shall be reported to the College President or Chair of the Board of Trustees Personnel Committee.

4. When fraud or related misconduct is reported to the College President, the Chairman of the Board of Trustees, or the Chair of the Board of Trustees Personnel Committee, an appropriate investigation and all necessary action will be undertaken. All investigations of alleged wrongdoing will be conducted in accordance with applicable laws and procedures.
• All trustees and employees necessary to the investigation will cooperate fully in the investigation.
• Trustees and employees should direct all inquiries from any individual who is believed to be involved in fraud or related misconduct, to his or her attorney, and all inquiries from the media to the College President or Chairman of the Board of Trustees or Chairman of the Board of Trustees Personnel Committee, as appropriate.
• Neither the existence nor the results of investigations or other follow up activity will be disclosed or discussed with anyone other than those persons who have a legitimate need to know in order to perform their duties and responsibilities effectively.
• Legal Counsel shall be retained whenever appropriate.
• Once the investigation has been completed, the Chairman of the Board and/or College President will take one or more of the following steps:
  - Consult with legal counsel
  - Take appropriate action for prosecution and recovery of funds
  - Take appropriate action and steps to minimize recurrence
  - Report the results of the investigation to the Board of Trustees whenever appropriate.
Following discussion and on motion made by Dan Villa, seconded by Doris McLallen, the Board unanimously approved a whistleblower policy:

RESOLUTION NO. 119-10: WHISTLEBLOWER POLICY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following whistleblower policy:

PURPOSE:

Jefferson Community College requires trustees and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the college must practice honesty and integrity in fulfilling organizational responsibilities and comply with all applicable laws and regulations. It is the responsibility of each trustee and employee to report serious ethics violations, fraud and suspected legal violations.

This policy is intended to encourage and enable employees and others acting in good faith to raise serious concerns without fear of retribution and with confidentiality.

STATEMENT OF POLICY:

5. **Responsibility** - It is the responsibility of each trustee and employee to report serious ethics violations, fraud and suspected legal violations.

6. **No Retaliation** – No trustee or employee who in good faith* reports a violation shall suffer harassment, retaliation or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline.

7. **Fraud Policy** – This policy works in concert with the Jefferson Community College Fraud Prevention Policy which outlines the procedures for reporting fraud or misconduct and the specific actions that must be taken by trustees and the college president in the event of a reported violation.

8. **Reporting Violations** – Jefferson Community College has an open door policy and suggests that employees share their questions, concerns, suggestions, or complaints with their immediate supervisor or the individual in the best position to address them properly. However, any trustee or employee who knows or has reason to know of serious ethics violations, fraud or suspected legal violations ** shall report that to the college president or the chairperson of the board of trustees. If the chairperson of the Jefferson Community College board of trustees is involved in serious ethics violations, fraud or suspected legal violations that shall be reported to the college president or the chair of the board of trustees personnel committee.

9. **Investigation and Action** - A response indicating receipt of the complaint will be provided to the reporting individual within five business days of the complaint. When serious ethics violations, fraud, or suspected legal violations are reported, an appropriate investigation and all necessary action will be promptly undertaken as outlined in the Jefferson Community College Fraud Prevention Policy.
10. **Confidentiality** – The identity of the reporting individual shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement in which case members of the organization may be subject to subpoena as required by law.

NOTES:
* **Good Faith** - Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense by the reporting individual requiring disciplinary action up to and including termination of board or employee status.
* **Crimes** - Crimes against person or property, such as assault, rape, burglary etc. should be immediately reported to local law enforcement personnel.

Following discussion and on motion made by Dan Villa, seconded by Michelle Pfaff, the Board unanimously approved an audit policy:

**RESOLUTION NO.120-10: AUDIT POLICY**

**BE IT RESOLVED,** that in recognition of its obligation to establish the highest standards of fiscal integrity and accountability, the Jefferson Community College Board of Trustees hereby adopts the following audit policy:

**AUDIT POLICY**

1. The College President may not contract with the College’s audit firm for other non-audit financial services.

2. An Audit Committee of the Board of Trustees shall perform the following functions:
   - The appointment, compensation, and oversight of the work of any registered public accounting firm employed by the College.
   - Establishment of procedures for the receipt, retention and treatment of complaints received by the company regarding accounting, internal controls and auditing matters.
   - Establishment of procedures for the confidential, anonymous submission by employees regarding questionable accounting or auditing matters.
   - The appointment, compensation, and oversight of independent counsel or other advisors as deemed necessary to carry out its audit duties.

3. The President must provide the following certifications to the Board upon the completion of an audit:
   - He/she has reviewed the annual audit report;
   - Based on his/her knowledge, the annual audit report does not contain any untrue statement of a material fact or omission of a material fact necessary in order to make the statements misleading;
   - Based on his/her knowledge, the financial statements present in all material respects the financial condition and results of operations;
He/she has established and maintained internal controls, has designed such internal controls to ensure that material information relating to the College is made known to officers and others within those entities; has evaluated the effectiveness of internal controls, and has presented in the report his/her conclusions about the effectiveness of his/her internal controls based on his/her evaluation;

He/she has disclosed to the auditors and the Board all significant deficiencies in the design or operation of internal controls that could adversely affect the company's ability to record, process, summarize, and report financial data and have identified for the auditors any materials weaknesses in internal controls;

He/she has indicated in the report whether or not there were significant changes in internal controls or in other factors that could significantly affect internal controls subsequent to the date of his/her evaluation, including any corrective actions.

4. The President must operate with the following certifications from the VP for Administration and Finance / Treasurer:

- He/she has reviewed the annual audit report;
- Based on his/her knowledge, the annual audit report does not contain any untrue statement of a material fact or omission of a material fact necessary in order to make the statements misleading;
- Based on his/her knowledge, the financial statements present in all material respects the financial condition and results of operations;
- He/she has established and maintained internal controls, has designed such internal controls to ensure that material information relating to the College is made known to officers and others within those entities; has evaluated the effectiveness of internal controls, and has presented in the report his/her conclusions about the effectiveness of his/her internal controls based on his/her evaluation;
- He/she has disclosed to the auditors and the Board all significant deficiencies in the design or operation of internal controls that could adversely affect the company's ability to record, process, summarize, and report financial data and have identified for the auditors any materials weaknesses in internal controls;
- He/she has indicated in the report whether or not there were significant changes in internal controls or in other factors that could significantly affect internal controls subsequent to the date of his/her evaluation, including any corrective actions.

ACADEMIC AND EDUCATIONAL SERVICES COMMITTEE

Committee Chair Suzanne Tingley reported on the Academic and Educational Services Committee meeting held just prior to the full Board meeting. Following discussion and on motion made by Suzanne Tingley, seconded by James Scordo, the Board unanimously approved the discontinuance of the Networking Technology AAS program:
RESOLUTION NO. 122-10: DISCONTINUANCE OF PROGRAM
NETWORKING TECHNOLOGY A.A.S

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the discontinuance of the Networking Technology A.A.S program.

Following discussion and on motion made by Suzanne Tingley, seconded by Nate Holloway, the Board unanimously approved the deactivation of the General Studies Certificate program:

RESOLUTION NO. 123-10: DEACTIVATION OF PROGRAM
GENERAL STUDIES CERTIFICATE

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the deactivation of the General Studies Certificate effective fall 2010.

Committee Chair Suzanne Tingley advised the Board that the Committee had reviewed a proposed policy on modification of the grading system and has requested that the administration bring back a broader policy statement for review next month. Proposed Resolution 124-10 was not brought forward for consideration.

FACILITIES COMMITTEE

Michael Crowley provided the report of the Facilities Committee. Following discussion and on motion made by Michael Crowley, seconded by Suzanne Tingley, the Board unanimously approved moving forward with project planning for residence halls:

RESOLUTION NO. 114-10: AUTHORIZATION TO COMMENCE PROJECT PLANNING
RESIDENCE HALLS

WHEREAS, by Resolution No. 112-09 dated February 4, 2009, the Board of Trustees endorsed the Student Housing Market Study completed in summer 2008 by Anderson Strickler LLC which determined student demand for residential housing at Jefferson Community College;

WHEREAS, by Resolution No. 112-09 the Board of Trustees further directed the College to move forward with further fact finding and exploration of issues surrounding construction, financing and operation of a residence hall to be owned and managed by a College-affiliated 501(c)3;

WHEREAS, the College investigated the viability of residence halls at Jefferson Community College by forming a Residence Life committee; visiting community colleges with residence halls; interviewing student housing developers, architects and finance professionals; reviewing current periodicals on student housing; and networking with professional staff working at community colleges with residential housing;
WHEREAS, the investigative efforts were compiled into a ‘Summary of Residence Hall Findings’ shared with the Board of Trustees in February 2010;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees endorses Jefferson Community College residence halls and authorizes the College to commence project planning.

OTHER BUSINESS
President McCoy presented contracts for ratification. On motion made by Michelle Pfaff and seconded by Suzanne Tingley, the Board unanimously ratified the following contracts:

RESOLUTION NO.: 113-10 RATIFICATION OF CONTRACTS

Jeff-Lewis BOCES
National Community College Benchmarking Project
Cardiology Associates of Northern 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:

Jeff-Lewis BOCES
(articulation agreement for advanced placement)

National Community College Benchmarking Project
(subscription to national institutional research service)

Cardiology Associates of Northern New York
(agreement for clinical resources for students)

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

President Carole McCoy presented a resolution to support the efforts of the New York Community College President and the New York Community College Trustees in their advocacy for state funding for community colleges. On motion made by Michelle Pfaff, seconded by Suzanne Tingley, the Board unanimously approved the following:

RESOLUTION NO. 121-10: REQUEST FOR CAREFUL RE-CONSIDERATION FOR NEW YORK’S 243,000 COMMUNITY COLLEGE STUDENTS

WHEREAS, community colleges are the largest and fastest growing sector of higher education in the U.S., and enrolls 57% of all undergraduate students enrolled in the State University of New York system; and

WHEREAS, the Public Higher Education and Innovation Act proposed by Governor Paterson contains valuable advances in support of SUNY and its community colleges, including dormitory financing for community colleges through the Dormitory Authority of the State of New York (DASNY) and consideration for the potential need for differential tuition; and
WHEREAS, community college students, their parents, alumni and their supporters are rightly concerned about the Governor Paterson’s 2010-11 proposed State Budget which also includes a cut to New York’s public community college funding by $415 per full-time equivalent (FTE) student; and

WHEREAS, community colleges have not had a public funding increase from the State of New York since 2007-08 and were unexpectedly cut mid-year in 2009-10 by $130 per FTE; and

WHEREAS, the Governor’s proposed 2010-11 budget essentially sets community colleges back a decade as state funding is proposed to return to 2000-01 levels; and

WHEREAS, community colleges, unlike their state-operated counterparts, must pay negotiated salaries and benefits for its employees, including teaching faculty, through its operating budget rather than paid by SUNY as is the case with state-operated campuses;

WHEREAS, the Governor’s proposed budget also cuts the maximum award for the state’s Tuition Assistance Program (TAP), a program upon which community college students across the state depend, by 20 percent;

WHEREAS, counted among New York’s 243,000 community college students are recent high school graduates, working adults and parents, veterans, laid-off workers and people coming to college to retrain for a second or even third career, and will stay in New York State to live, work and raise families;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Jefferson Community College respectfully requests that Governor Paterson and the members of the New York State Legislature carefully reconsider the vital needs of their constituents and community college students and restore vital funding for the Tuition Assistance Program, and

BE IT FURTHER RESOLVED, that this body is committed to doing its part by requesting public funding restoration for community colleges to the mid-year level for the 2009-10 State Budget.

President McCoy presented the proposed Records Retention Policy and on motion made by James Scordo, seconded by Dan Villa, the following policy resolution was unanimously approved:

RESOLUTION NO. 125-10: RECORDS RETENTION / DESTRUCTION POLICY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the following Records Retention / Destruction Policy:

PURPOSE:

The policy specifies how important records (hardcopy, online or other media) of Jefferson Community College should be retained, protected and eligible for destruction.
STATEMENT OF POLICY:

1. Records Retention and Disposition

   Records Retention and Disposition Schedule CO-2, issued pursuant to Article 57-A of the New York State Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by Jefferson Community College in legally disposing of valueless records listed therein.

   In accordance with Article 57-A:
   (a) only those records will be disposed of that are described in Records Retention and Disposition Schedule CO-2 after they have met the minimum retention periods described therein;
   (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

2. Records Protection - Records (hardcopy, online or other media) will be stored in a protected environment for the duration of the Records Retention Schedule.

3. Records Destruction - Hardcopy of records will be destroyed by shredding after they have been retained until the end of the Record Retention Schedule. Electronic copies will be destroyed by fire or other proven means to destroy such media after they have been retained until the end of the Record Retention Schedule.

Following presentation by President McCoy and on motion made by Suzanne Tingley, seconded by Dan Villa, the Board unanimously and with applause named Sylvia Heap for the 2010 Jefferson Citation:

RESOLUTION NO. 126-10: 2010 JEFFERSON CITATION

WHEREAS, the Jefferson Community College Board of Trustees established the Jefferson Citation to “recognize an individual or organization whose leadership and actions have demonstrated outstanding commitment to education and the vision and mission of Jefferson Community College”; and

WHEREAS, Sylvia Stuber Heap was among the community activists who, 50 years ago, advocated for the establishment of Jefferson Community College and her commitment and support for the mission of this community’s college is steadfast to this day; and

WHEREAS, immediately after arriving in Watertown in 1959, Sylvia Heap, volunteered to work with the Citizens’ Committee for a Community College in support of the public referendum to allow the formation of a college for Jefferson County, and she continued her work with that group until the fall of 1961 when the public referendum was passed by 2,944 votes; and

WHEREAS, Sylvia Heap continued to support Jefferson Community College and area educators through her membership and service on the Chamber of Commerce Education Committee, the College Women’s Club, the American Association of University Women and St. Lawrence Valley Educational Television; and
WHEREAS, in 1965 Sylvia Heap was selected for membership on the first Jefferson Community College Advisory Committee, a body which serves to connect with the community to determine program development needs, and she continues as a lead member of that group, now named the Continuing Education Advisory Committee; and

WHEREAS, in the early 1980's Sylvia Heap was instrumental in the formation of a Task Force of community leaders which studied the need for upper division and graduate college courses in Jefferson County and which eventually led to the development of the SUNY Colleges of the North Country, a consortium of colleges which offers baccalaureate and graduate-level educational programs locally; and

WHEREAS, Sylvia Heap was recognized with the 1988 Friend of Community Colleges Award presented by the Association of Boards of Trustees of Community Colleges of the State University of New York; and

WHEREAS, Sylvia Heap is actively involved in the life of the campus through attendance at lectures, concerts, plays, celebrations and performances given by or for the College over the years; and

WHEREAS, Sylvia S. Heap was a generous supporter of the College’s first-ever capital campaign, and continues to support the Jefferson Community College Foundation,

NOW, THEREFORE, BE IT RESOLVED, in recognition of her leadership and commitment to education in the North Country and to the mission of this College, the Jefferson Community College Board of Trustees does hereby confer the 2010 Jefferson Citation on Sylvia S. Heap, Watertown, New York.

EXECUTIVE SESSION
On motion made by Michelle Pfaff, seconded by Dan Villa, the Board adjourned to Executive Session at 5:00 p.m. for the purpose of discussing specific personnel.

RECONVENTION
The Board re-convened in open session at 5:25 p.m.

PERSONNEL COMMITTEE
Michelle Pfaff, Chair of the Personnel Committee, offered the report of the Committee. On motion made by Michelle Pfaff, seconded by Suzanne Tingley, the Board unanimously approved 2010 promotions as follows:

RESOLUTION NO. 115-10  2010 PROMOTIONS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the following promotions, effective September 1, 2010:

Grade 5 to Grade 7
Mary Perrine
Instructor to Assistant Professor
Christine Grimes Topping

Assistant Professor to Associate Professor
DeEtte Marshall
Lynn Sprott
Oliver Youst

Associate Professor to Professor
Larry Covell
Donna Stevenson

On motion made by Michelle Pfaff, seconded by Dan Villa, the Board unanimously authorized a 5th provisional appointment as follows:

RESOLUTION NO. 116-10:  APPROVAL OF 5TH PROVISIONAL APPOINTMENT

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves a 5th provisional appointment for Jeannine Gomiela, Lecturer of Paramedic / EMT for the 2010-2011 academic year.

On motion made by Michelle Pfaff, seconded by Doris McLallen, the Board unanimously approved a policy on evaluation of the President:

RESOLUTION NO. 117-10  POLICY ON EVALUATION OF THE PRESIDENT

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the following policy with regard to evaluation of the President:

PURPOSE:

To ensure that Jefferson Community College Trustees provide a tool to support the President in the management of college that: 1) promotes clear communications and a constructive relationship between the President and Board of Trustees, 2) provides performance feedback to the President, 3) enhances and improves the performance of the President, 4) assures that the policies and goals of the Trustees are met, and 5) provides a basis for future contract considerations.

STATEMENT OF POLICY:

The Jefferson Community College Board of Trustees will conduct a written evaluation of the president annually.
SCHEDULE OF MEETINGS
Budget and Planning Committee – Wednesday, April 7, 2010
Academic and Educational Services Committee – Wednesday, April 7, 2010
Full Board - Wednesday, April 7, 2010 at 4:00 p.m.
By-Laws Committee – TBA
Facilities Committee – Thursday, March 25, 2010 at 7:30 a.m.
Personnel Committee – Monday, March 22, 2010 at 4:00 p.m.

ADJOURNMENT
On motion made by Suzanne Tingley, seconded by Michelle Pfaff, the Board adjourned at 5:37 p.m.

Respectfully submitted,

__________________________________________
Karen A. Carr
Secretary to the Board