The monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:07 p.m., on Wednesday, November 4, 2009, 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 Dan Villa, the minutes of the October 7, 2009 meeting were unanimously approved.

**PRIVILEGE OF THE FLOOR**
Board Chair LaLone offered the privilege of the floor. No one came forward to address the Board.
UPDATE FROM THE JCC FOUNDATION LIAISON
Michelle Pfaff reported on the October meeting of the Jefferson Community College Foundation noting that 58 tables have been sold for the Mayors Ball; Todd Vincent presented to the Foundation Board on his trip to Malawi; the Foundation currently has $4.4 in assets; the Foundation Board continues to discuss ways to sustain support for the Jefferson-Can Scholars program.

UPDATE FROM THE COLLEGE SENATE PRESIDENT
Todd Vincent, President of the College Senate, advised the Board that due to registration week, the College Senate won’t meet in November until next week. Currently the Senate is looking at a revision to its By-laws, the Chancellors Awards Nomination process is underway, a proposal is coming to the Senate for it to be a representative body rather than committee of the whole, and the Campus Life Committee is looking at smoking policy / enforcement.

UPDATE FROM THE STUDENT TRUSTEE
Catherine Weston, Trustee elected from the student body, reported that there have been many well attended campus events this fall semester, including: Fall Fest and Rachael’s Challenge; a successful blood drive collected 86 pints of blood for the Red Cross; 4 new clubs have been started (ping-pong, dance, JAM, Rachael’s Challenge) and there are more good events on the horizon such as the upcoming Heads vs. Feds debate.

PRESIDENT’S REPORT

1. President McCoy noted that the JCC at a Glance document is almost complete and will be posted on Blackboard and provided in hardcopy when printed.

2. Eric Constance, Director of the SBDC, outlined the work of the Center during the past fiscal year and provided a printed Statistical Summary.

3. Craig Johnson presented an overview of the Community Engagement Team which is comprised of: Foundation/Alumni, Marketing Public Relations, SBDC, Center for Community Studies, Computer Center, Instructional Technology, Grants Office, Community Outreach, Institutional Research and Planning.

4. President McCoy noted that there have been many good programs and activities scheduled for this past semester, including: Leadership Day, Elana Fernandez, Red Jumpsuit Apparatus, Writer’s Festival and the EMS Club – first student club to endow a scholarship at Jefferson with a donation of $11,400 to the Foundation in memory of Mark Davis.

5. Upcoming Events:
   Mayor’s Ball – November 14
   Cannoneer Holiday, December 11
BUDGET AND PLANNING COMMITTEE
Committee Chair Dan Villa reported on the Budget and Planning Committee meeting held just prior to the full Board meeting. Following review and on motion made by Dan Villa, seconded by Nate Holloway, the Board unanimously accepted the audit of the Student Association as follows:

RESOLUTION NO. 171-09: ACCEPTANCE OF AUDIT
STUDENT ASSOCIATION

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of the Student Association of Jefferson Community College for the year ending June 30, 2009 as prepared by Poulsen and Podvin, P.C.

Following review and on motion made by Dan Villa, seconded by Michelle Pfaff, the Board unanimously accepted the audit of New Student Services as follows:

RESOLUTION NO. 172-09: ACCEPTANCE OF AUDIT
NEW STUDENT SERVICES

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of the New Student Services of Jefferson Community College for the year ending June 30, 2009 as prepared by Poulsen and Podvin, P.C.

Following review and on motion made by Dan Villa, seconded by Doris McLallen, the Board unanimously approved the following budget amendment:

RESOLUTION NO. 173-09: 2009-2010 BUDGET AMENDMENT
US DOL Community-Based Job Training Grant

WHEREAS, the College has received notification of funding from the United States Department of Labor through the Community-Based Job Training Grant (CBJTG) in the amount of $1,991,950 over three years to build a regional healthcare workforce; and

WHEREAS, the grant also includes funding to extend educational opportunities through partnerships with various higher education institutions to create the Jefferson Community College Higher Education Center;

WHEREAS, funding has been included to provide for furniture and equipment to furnish classroom and office space;

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

INCREASE REVENUE:
DOL CBJTG Grant – Federal Revenue 3011-2560-5410 $180,750
Total Revenue Increase $180,750
INCREASE EXPENDITURE:
DOL CBJTG Grant – Furniture 3011-2560-7002 $180,750
Total Expenditure Increase $180,750

Following review and on motion made by Dan Villa, seconded by Michelle Pfaff, the Board unanimously approved the following budget amendment:

RESOLUTION NO. 174-09: 2009-2010 BUDGET AMENDMENT TRIO GRANT

WHEREAS, the College has received notification of additional funding from the U. S. Department of Education for the TRIO Grant in the amount of $20,650 to provide assistance in the form of student scholarships;

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

INCREASE REVENUE:
TRIO Grant – Revenue 3011-2540-5410 $20,650
Total Revenue Increase $20,650

INCREASE EXPENDITURE:
TRIO Grant – Scholarships 3011-2540-7512 $20,650
Total Expenditure Increase $20,650

Following review and on motion made by Dan Villa, seconded by Suzanne Tingley, the Board unanimously approved the following budget transfer:

RESOLUTION NO. 175-09: 2009-2010 BUDGET TRANSFER US DOL Community-Based Job Training Grant

WHEREAS, the College has received notification of funding from the United States Department of Labor through the Community-Based Job Training Grant (CBJTG) in the amount of $1,991,950 over three years to build a regional healthcare workforce; and

WHEREAS, the grant also includes funding to provide tuition reimbursement for staff members to obtain the needed training to further the healthcare initiatives and education;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves the following operating budget transfer:
INCREASE EXPENDITURE:
DOL CBJTG – Tuition Reimbursement 3011-2560-7254 $50,000
Total Expenditure Increase $50,000

DECREASE EXPENDITURE:
DOL CBJTG – Project Expense 3011-2560-7242 $50,000
Total Expenditure Decrease $50,000

Committee Chair Villa explained that the College has long participated in the New York State Deferred Compensation Plan for employees, however, once the College began doing its own payroll, we are required to formally adopt approval of the plan. Following review and on motion made by Dan Villa, seconded by Jim Scordo, the Board unanimously adopted the New York State Deferred Compensation Plan as follows:

RESOLUTION NO. 176-09: NEW YORK STATE DEFERRED COMPENSATION PLAN

WHEREAS, Jefferson Community College wishes to adopt the Deferred Compensation Plan for Employees of the State of New York and Other Participating Public Jurisdictions (the “Plan”) for the voluntary participation of all eligible employees; and

WHEREAS, Jefferson Community College is a local public employer eligible to adopt the Plan pursuant to Section 5 of the State Finance Law; and

WHEREAS, Jefferson Community College has reviewed the Plan established in accordance with Section 457 of the Internal Revenue Code and Section 5 of the State Finance Law of the State of New York; and

WHEREAS, The purpose of the Plan is to encourage employees to make and continue careers with Jefferson Community College by providing eligible employees with a convenient and tax-favored method of saving on a regular and long-term basis and thereby provide for their retirement.

NOW, THEREFORE, BE IT RESOLVED that Jefferson Community College hereby adopts the Plan for the voluntary participation of all eligible employees; that the appropriate officials of Jefferson Community College are hereby authorized to take such actions and enter such agreements as are required or necessary for the adoption, implementation, and maintenance of the Plan; and that the Administrative Service Agency is hereby authorized to file copies of these resolutions and other required documents with the President of the State of New York Civil Service Commission.

Following review and on motion made by Dan Villa, seconded by Jim Scordo, the Board unanimously adopted a revised tuition refund policy as follows:
RESOLUTION NO. 177-09: TUITION REFUND POLICY

WHEREAS, Jefferson Community College’s tuition refund policy is not in compliance with the Schedule of Tuition Liability in SUNY Community College Rules—College Operating Fund (8 NYCRR Part 602).

NOW, THEREFORE, BE IT RESOLVED that effective with spring semester 2010, the following refund schedule has been established for students who officially withdraw within three weeks of the start of a semester:

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>% Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>First week</td>
<td>75%</td>
</tr>
<tr>
<td>Second week</td>
<td>50%</td>
</tr>
<tr>
<td>Third week</td>
<td>25%</td>
</tr>
<tr>
<td>Fourth week</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

Tuition refunds for 8 week term or less, including winter and summer sessions: Students withdrawing during the first week of classes will receive a 25% refund. No refund will be given to students that withdraw during the second week of classes or later. Those students will be liable for 100% of the tuition costs.

Committee Chair Villa reviewed financial statements for the month ending September 30, 2009. On motion made by Dan Villa, seconded by Michelle Pfaff, the financial statements were approved as submitted.

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. 170-09: RATIFICATION OF CONTRACTS
North Country Library System (NCLS)
Rosamond Gifford Zoo

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:

NORTH COUNTRY LIBRARY SYSTEM (NCLS)
(agreement for Center for Community Studies research)

ROSAMOND GIFFORD ZOO
(agreement for student clinical experience)

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby recognize and ratify the aforementioned agreements.
President McCoy presented a code of ethics policy for Trustees and employees which is modeled after the code adopted by the County of Jefferson in 1970. Following discussion, Trustees agreed to update the dollar amount set forth in the code from $25 to $100 to reflect current money values. Following discussion and on motion made by Jim Scordo and seconded by Nate Holloway, the Board unanimously adopted the following Code of Ethics for Trustees and employees of the College:

RESOLUTION NO. 178-09: CODE OF ETHICS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the following code of ethics for Trustees and College employees:

Code of Ethics

Section 1
Pursuant to the provisions of section eight hundred six of the General Municipal Law, the Jefferson Community College Board of Trustees recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in the College. It is the purpose of the Resolution to promulgate these rules of ethical conduct for the officers and employees of the College. These rules shall serve as a guide for official conduct of the officers and employees of Jefferson Community College. The rules of ethical conduct of this Resolution as adopted, shall not conflict with, but shall be in addition to any prohibition of article eighteen of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of municipal officers and employees.

Section 2 - Definitions
(a) "College Officer or Employee" means an officer or employee of Jefferson Community College, whether paid or unpaid, including members of any administrative board, commission or other agency thereof.
(b) "Interest" means a pecuniary or material benefit accruing to a municipal officer or employee unless the context otherwise requires.

Section 3 – Standards of Conduct.
Every officer or employee of the College shall be subject to and abide by the following standards of conduct:
(a) Gifts. She/he shall not directly or indirectly solicit any gift; or accept or receive any gift having the value of one hundred dollars ($100.00) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form under circumstances in which it could reasonably be inferred that the gift was intended to influence him/her, or could reasonably be expected to influence him/her, in the performance of his/her official duties or was intended as a reward for any official action on his/her part.
(b) Confidential information. She/he shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interest.
(c) Representation before the College. As an officer, member or employee of the College he / she shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the College.
(d) Representation before any agency for a contingent fee. She/he shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of the College, whereby his compensation is to be dependent or
contingent upon any action by the College with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.

(e) Disclosure of interest in resolutions. To the extent that he / she knows thereof, a member of the Board of Trustees or any officer or employee of the College, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board of Trustees on any resolution before the Board of Trustees shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she has in such Resolution.

(f) Investments in conflict with official duties. She/he shall not invest or hold any investments directly or indirectly in any financial, business, commercial, or other private transaction, which creates a conflict with his/her official duties.

(g) Private employment. She/he shall not engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her official duties.

(h) Future employment. She/he shall not, after the termination of service of employment with the College, appear before any board or agency of the College in relation to any case, proceeding or application in which he/she personally participated during the period of his/her service or employment or which was under his/her active consideration.

Section 4.
Nothing herein shall be deemed to bar or prevent the timely filing by a present or former college officer or employee of any claim, account, demand or suit against the College or any agency thereof on behalf of himself or any member of his family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

SCHEDULE OF MEETINGS
Budget and Planning Committee – Wednesday, December 2, 2009 at 3:00 p.m.
Full Board - Wednesday, December 2, 2009 at 4:00 p.m.
Academic and Educational Services Committee – Wednesday, December 2, 2009 at 3:30 p.m.
Executive committee – Tuesday, November 10, 2009 at 8:00 a.m.

ADJOURNMENT
On motion made by Suzanne Tingley, seconded by Michelle Pfaff, the Board adjourned at 5:10 p.m.

Respectfully submitted,

______________________________
Karen A. Carr
Secretary to the Board