

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 145-24
DATE: JULY 11, 2024
SUBJECT: 2024/2025 OPERATING BUDGET

WHEREAS, Jefferson Community College anticipates serving 991 full-time students as well as enrolling students for 15,372 part-time credit hours and 2,500 summer credit hours during the 2024-2025 academic year. Base State Aid FTE at 1,520.7.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approve a Jefferson Community College 2024-2025 Operating Budget in the amount of \$25,857,067 with the contribution of the sponsor at \$5,584,266 and the State share of \$6,632,723.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 146-24

DATE: JULY 10, 2024

SUBJECT: 2024/2025 TUITION AND FEE SCHEDULE

WHEREAS, the Jefferson Community College Board of Trustees hereby adopts the following Tuition and Fee Schedule for the 2024-2025 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	\$5,448 per academic year
Part-Time	\$ 227 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	\$11,328 per academic year
Part-Time	\$ 472 per credit hour

Non-New York State Residents:

Full-Time	\$10,584 per academic year
Part-Time	\$ 441 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
NJCAA Athletic Sports Team Fee	\$ 75 per team per year

FEES CHARGED TO STUDENTS BY SEPARATE ASSOCIATIONS:

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

*Comprehensive Student Fee	\$ 20 per credit hour
Comprehensive Student Fee – (Summer/Winter)	\$ 8 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.: 147-24

DATE: JULY 11, 2023

SUBJECT: 2023-2024 ANNUAL PURCHASING POLICY
& CONTROL

WHEREAS, by resolution No. 132-93 dated July 7, 1993, the Board of Trustees adopted a Purchasing Policy; and

WHEREAS, revisions to the policy were adopted by Resolutions No. 159-07, 104-09, 176-10, 164-11, 146-12, 144-14, 154-15, 163-16, 158-17, 127-18, 164-18, 173-19, 147-20, 156-21, 141-22, 189-22; and

WHEREAS, in keeping with current business practices and updated standards for procurement of materials, equipment and supplies necessary to meet College objectives, it is necessary to review, update and revise the Purchasing Policy annually;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby amends the aforementioned resolutions and adopts the attached Purchasing Policy.

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Policy and Procedures
Jefferson Community College Board of Trustees

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Policy: The Purchasing Department shall procure materials, equipment, supplies, and services as required, at the best possible prices, from responsible suppliers and providers that are of the quality necessary to meet the College's objectives.

The purchasing procedures shall be in accordance with General Municipal Law, Section 103, Section 104-b and the overarching policy adopted by the Board of Trustees.

Additional procedures are herein to ensure compliance with:

- OMB Uniform Guidance for Federal Awards as codified in 2 CFR Part 200 (Article XVI – Uniform Guidance Compliance – Procurement, Suspension and Debarment)
- SUNY EIT (Electronic and Information Technology) Accessibility Policy and the College's Technology Accessibility Policy
- Procurement procedures should there be an accident or unforeseen occurrence or condition at the College (ex: emergency campus closure).

Authority: The following individuals are responsible for purchasing at Jefferson Community College:

Sidney Pond, Vice President for Administration and Finance
Kaycee Ondrasek, Administrative Assistant to the Vice President for Administration and Finance
Logan Rogers, Account Clerk

Guidelines:

1. The purchasing process at Jefferson Community College is a joint effort among the using department, Purchasing Department, and the vendor. The final authority to conduct and conclude negotiations concerning prices and conditions of sale is the Purchasing Department.
2. The Purchasing Department shall provide faculty and staff members with necessary materials, supplies, equipment, and services needed to perform college services.
3. The Purchasing Department will perform its activities in a timely and organized manner that provides the proper documentation and accountability of college expenditures.
4. Supplies used by College departments shall be uniform whenever consistent with operational needs and in the interest of efficiency and economy.
5. Purchases shall be made through New York State Contract, Office of General Services, Division of Purchasing, whenever such purchases are in the best interest of the College.
6. Jefferson Community College may allow other municipalities within New York State to "piggyback" on the contracts of the College in accordance with GML 103.

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Additionally, the College may utilize other qualified contracts as long as the bid was awarded in accordance with GML 103 and vendor approval is given.

7. The Purchasing Department may make available to other municipalities within the County, the opportunity to participate, whenever practical, in the College's contracts or competitive bids.
8. The College is authorized to purchase all goods and services required for the operation of Jefferson Community College by all means legally available through the laws of the State of New York.
9. The Purchasing Department shall issue purchase orders after first determining that unencumbered balances of budgetary appropriations are adequate to cover such obligations.
10. Opportunity shall be provided to all responsible suppliers to do business with the College. To this end, the Purchasing Department may develop and maintain lists of potential supplies and equipment. Such lists may be used in the development of a mailing list for distribution of specifications and invitations to bid, and solicitation of quotations. Any supplier may be included on the list upon request.
11. The purchase of materials, equipment and supplies involving an estimated annual expenditure of \$20,000 or more and public works contracts involving an estimated annual expenditure of \$35,000 or more shall be awarded only after public advertising, and the solicitation of formal bids in compliance with General Municipal Law, Section 103. When formal bidding procedures are not required by law, quotations shall be solicited and appropriately documented as required in our local policies and procedures (GML 104-b).
12. The Purchasing Department shall be responsible for issuing requests for proposals once a determination is made that an RFP rather than a formal competitive bid is appropriate. A Request for Proposal (RFP) is a competitive procurement with an award based on price and other criteria which may include negotiation. An RFP is not an alternative to competitive bidding, except when expressly authorized by the State Legislature. An RFP may be used if procurement is within exception to competitive bidding and permitted under the College's procurement policies. They are most commonly used for professional services, true leases, and licenses. The RFP shall include specific language that identifies the method of award. If an exemption for an RFP is determined, proper documentation must be provided.
 - a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be taken based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. The qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive bidding.

In determining whether a service fits into this category the College shall take into consideration the following guideline: (a) whether the services are subject to

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State licensing or testing requirements; (b) whether formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and College officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an architectural firm and/or engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/ or services of an insurance broker; services of a certified public accountant; investment management services; services of an actuary; printing services involving extensive writing, editing or art work; management of a College owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

13. As a result of professional services (ex: architectural, engineering, and insurance) being exempt from competitive sealed bidding requirements (GML 103) and subject to our local policies and procedures (GML 104-b), competitive pricing proposals (RFP's) may be provided to a professional service provider from third-party providers, to be reviewed and analyzed for use in selecting the vendor to be secured for various professional services at the lowest possible cost while establishing and maintaining a reputation of fairness, credibility and integrity. The College will collaborate with the service provider to select the vendor that offers the best value possible to the College.
14. Pursuant to General Municipal Law Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurements which, in the sole discretion of the College, the solicitation of alternative proposals or quotation will not be in the best interest of the College. There may be circumstances where it may not be in the best interest of the College, to solicit quotations or document the basis for not accepting the lowest bid. Such circumstances may include NYS OGS Awarded Contracts, NYS Preferred Source Vendors, and County bids.
15. The Purchasing Department may, upon request, collaborate with College Departments to review professional service contracts and assist in identifying when the solicitation of formal requests for proposals would be appropriate. Such RFP's will be developed by the individual department and Purchasing and issued through the Purchasing Department. All other professional service contracts will be documented by the individual department.
16. The Purchasing Department shall be responsible for all required public advertising for competitive bidding; shall be responsible for all bid solicitations and openings, shall secure and document the recommendations from the appropriate parties for awarding bid contracts and shall award contracts with the annual appropriations authorized.
17. When soliciting bids, a statement of general conditions shall be included with all specifications submitted to suppliers. The general conditions shall be incorporated in all contracts awarded for the purchase of materials, equipment, and supplies.

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18. The decision that a purchase is not subject to competitive bidding will be documented in writing by the Purchasing Department. This documentation may include written or verbal quotes from vendors, a memo indicating how the decision was arrived at, a copy of the contract or purchase order, a memo from the purchasing agent detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.
19. Contractual agreements for the leasing and/or lease/purchase of equipment shall be awarded by the Vice President for Administration and Finance in conformance with bidding requirements, solicitation of quotations contracted herein, or use of the New York State Contract, whichever is applicable, within the appropriations authorized by the Board of Trustees.
20. Procurements exempt from GML 103 may be acquired using local policies and procedures (GML 104-b) as established the College and adopted by the Board of Trustees. Such items may include (but not limited too):
 - Emergency (GML 103 [4])
 - Sole Source & Single Source
 - Professional Services
 - True Leases
 - Insurance
 - Surplus/Second-hand Materials, Supplies, Equipment from Certain Other Governments (GML 103 [6])
21. Employees shall not be interested financially in any contract entered into by the College. All employees shall comply with the provisions of the College's Code of Ethics.
22. Control involves not only compliance with required purchasing policy, but also affects the paperwork necessary. There are certain expenditures for which the processing of a purchase order is not necessary. They are:
 - a. Employee expenses
 - b. Reimbursement of petty cash funds
 - c. Utility and Telephone Bills
 - d. Subscriptions
 - e. Legal notices and advertising
 - f. Professional service contracts
 - g. Postage
 - h. Medical examinations
 - i. Intergovernmental charges
 - j. Perishable or consumable supplies
23. In the case of an emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting college buildings, college property or the life, health or safety or property of the inhabitants of the College requires immediate action which cannot await competitive bidding, public works contracts or purchase contracts may be authorized by the Vice President for

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Administration and Finance. The College will make the purchases at the lowest possible costs, seeking competition by informal solicitation of quotes to the extent practicable under the circumstances. Records of verbal or written quotes will be maintained within the Purchasing Department. For additional guidance on purchasing processes during a campus closure, please reference Emergency section on page 12.

GUIDELINES:

The following guidelines set forth the quotation procedures to be utilized under the specific circumstances:

<u>Order Amounts</u>	<u>Minimum Quotation Procedure</u>
Less than \$1,500 (Materials, Equipment or Services)	No Formal Quotation Required. Indicate preferred vendor only. Purchase to be based upon reliable market information such as catalogues, vendor price listings or quotations.
\$1,500 - \$5,000 (Materials, Equipment or Services)	Two (2) Written Quotations Required. Indicate preferred vendor and obtain one additional written quotation.
\$5,000.01 - \$20,000 (Materials and Equipment)	Three (3) Written Quotations Required. Indicate preferred vendor and obtain two additional written quotations.
\$5,000.01 - \$35,000 (Public Works/Services or Equipment Rental exceeding \$10,000)	Three (3) Written Quotations Required. Indicate preferred vendor and obtain two additional written quotations.

*** State Contract priced purchases PRECLUDE the need to obtain additional verbal or written quotes.***
Equipment Rental of under \$10,000 does not require a quotation but shall be based upon availability and market pricing.

IMPORTANT NOTE: According to State law, the **aggregate** purchase of like items is subject to competitive bidding requirements. For example, if two departments have a separate \$10,000 order for like items, the College must seek competitive bids.

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PROCEDURES:

1. Purchase requisitions should be submitted to the Purchasing Department electronically.
2. Where required, a minimum of two and three quotations shall be solicited. If the appropriate numbers of quotations are not solicited or if fewer than the required responses are received, conditions supporting fewer solicitations or responses shall be documented and submitted to the Purchasing Department for review and approval. Exceptions to utilizing quotations based upon unusual circumstances such as lack of available vendors must be documented and reviewed by the Purchasing Department.
3. If the lowest quotation is rejected, a written statement shall be prepared by the Purchasing Department or other official involved in the contract award explaining in detail the reasons for the rejection. Such a statement shall be filed with any contracts or purchase orders issued in connection with the procurement.
4. Written quotations shall contain a minimum of the following information:
 - Vendor Information
 - A complete description of the item or scope of services to be completed
 - Special conditions such as delivery, installation, discounts, etc.
 - NYS Contract number, if applicable
 - Total cost
5. All quotations will serve as the basis for the selection of a supplier and will provide the supporting documentation for purchase orders and contracts issued by the Purchasing Department.
6. In an effort to maintain current and accurate files, an *IRS Form W-9, Request for Taxpayer Identification Number and Certification*, must be complete and on file before a purchase order will be issued or invoice paid.
7. Within the guidelines set forth above, the Purchasing Department will process the purchase requisition and issue a purchase order to the appropriate vendor/requestor. A receiving copy shall be forward to the requestor.
8. Upon receipt of requested goods, the requestor will notify the Purchasing Department, approve the receiving copy and forward it to the Accounts Payable Office. When applicable, those items meeting thresholds established for fixed assets will be tagged and added to the Fixed Assets report.

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The following definitions apply to the purchasing system and policy:

Requestor – The department head or authorized staff member initiating a request for goods or services.

Vendor – A supplier of goods or services.

Purchase Order – A formal notice to a vendor to furnish the supplies or services described in detail thereon.

State Contract – A contract between the State of New York and a particular vendor to supply a particular good or service to qualified agencies. The use of a state contract precludes the need to obtain further quotes or bids and is unlimited in terms of the purchase amount.

Quotation – An informal notice (either written or verbal) from a vendor setting forth the price of a particular good or service along with conditions of sale. Often quotations are based upon predetermined specifications of the item.

Specification – A written description of needed supplies, equipment or services set forth in a clear and concise manner the characteristics of the items and/or services to be purchased and the circumstances under which the purchase will be made.

Bid Advertisement – An advertised invitation for written proposals by vendors for the procurement of goods or services.

Competitive Bid – A formal written statement by a vendor setting forth their terms under which the vendor will furnish supplies or services. Competitive bid requirements and limits are established by state statute. Competitive bidding is required for the aggregate purchase of like items exceeding \$20,000 for commodities and \$35,000 for Public Works. Any bid or quote involving trades must be compliant with prevailing wages as per New York State law.

Request for Proposal (RFP) - A competitive procurement with an award based on price and other criteria which may include negotiation. An RFP is not an alternative to competitive bidding, except when expressly authorized by the State Legislature. An RFP may be used if procurement is within exception to competitive bidding and permitted under the College's procurement policies. They are most commonly used for professional services, true leases, and licenses.

****More detailed information regarding the Purchasing Policy and Procedures can be obtained in our Purchasing Manual.**

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Article XVI, Uniform Guidance Compliance for Federal Awards – Procurement, Suspension and Debarment

Purpose:

2 CFR Part 200 (subparts A-F) “Uniform Administrative Requirements, Cost Principals and Audit Requirements for Federal Awards requires organizations receiving federal awards to establish and maintain effective internal controls over federal awards.

General Policy Statement:

The requirements for procurements using federal awards are contained in the Uniform Guidance (2 CFR Part 200, subparts A-F), program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

To comply with 2 CFR Part 200 (subparts A-F), Jefferson Community College (herein referred to as the “College”) implements policies and procedures, including, but not limited to:

- A. The College will use its own documented and Board of Trustees adopted procurement procedures which reflect applicable State, Local and Tribal laws and regulations; provided that the procurements conform to applicable federal law and Uniform Guidance. As such, College procurements related to Federal grants will be subject to New York State General Municipal Law, Jefferson Community College’s Procurement Policy and Uniformed Guidance Requirements.
- B. Contract files will document the significant history of the procurement, including the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis of contract price.
- C. The College will utilize one of the five acceptable procurement methodologies detailed in §200.320 which include:
 - Micro Purchase
 - Small Purchase Procedure
 - Sealed Bid
 - Competitive Proposal
 - Non-Competitive Proposal (Sole Source)
- D. Procurements will provide for full and open competition as set forth in the Uniform Guidance, or State and local procurement thresholds, whichever is most restrictive.
- E. No employee, officer or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or tangible personal benefit from a firm considered for a contract. The officers, employees, and agents can neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. If the financial interest is not substantial or the gift is an unsolicited item of nominal value, no further action will be taken. However, disciplinary actions will be applied for violations of such standards

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otherwise. Refer to Section 1 - Conflict of Interest and Section III – RFP Evaluator's Conflict of Interest and Confidentiality Statement within our Purchasing Policy and Procedures Manual.

- F. The College will avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and other appropriate analysis to determine the most economical procurement approach. The College will also analyze other means, as described in §200.318 of the Uniform Guidance, to ensure appropriate and economical acquisitions.
- G. The College will enter into state and local intergovernmental agreements or inter-entity agreements, where appropriate.
- H. The College will only utilize Time and Materials contracts when it has been determined, in writing, that no other contract type is suitable.
- I. Vendors/Contractors that develop or draft specifications, requirements, statements of work, or invitation to bids or requests for proposals must be excluded from competing for such procurements.
- J. The College will make available, upon request of the federal awarding agency or pass-through entity, technical specifications on proposed procurements where the federal awarding agency or pass-through entity believes such review is needed.
- K. College departments are prohibited from contracting with or making sub awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred.

"Covered Transactions" include those procurement contracts for goods and services awarded under a non-procurement transaction (ex: grant or cooperative agreement) that are expected to equal or exceed \$20,000. All non-procurement transactions (ex: sub-awards to recipients), irrespective of award amount, are considered covered transactions.
- L. The College will include a suspension/debarment clause in all written contracts in which the vendor/contractor will certify that it is not suspended or debarred. The contract will also contain language requiring the vendor/contractor to notify the College immediately upon becoming suspended or debarred. This will serve as adequate documentation as long as the contract remains in effect.
- M. College departments will be required to notify the Purchasing Division and Department of Law that federal funding will be used for a certain procurement/contract. When requesting a written contract in excess of \$25,000, the College department will be responsible for running the vendor/contractor's name through the System for Award Management (SAM) to determine any exclusions. A copy of the SAM search will be included with the contract request. Prior to issuing a purchase order using federal funds, the Purchasing department will check SAM to determine if any exclusions exist for the vendor/contractor.

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If the vendor/contractor is found to be suspended or debarred, the College will immediately cease to do business with the vendor.

- N. The College will not use statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals; except in those cases where applicable federal statutes expressly mandate or encourage geographical preference.
- O. The College will take necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor area surplus area firms are used when possible.
- P. The College will procure recovered materials in compliance with §200.322.
- Q. The College will perform a cost or price analysis relating to every procurement more than the Simplified Acquisition Threshold (\$150,000).
- R. The College will require appropriate bonding requirements as per §200.325.
- S. The College will only award contracts to responsible vendors and will document findings if noted otherwise.
- T. College contracts will contain the applicable provisions described in Appendix II to Part 200 –Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
- U. The College will maintain oversight to ensure that contractors perform in accordance with the contract terms, conditions, and specification. It is the responsibility of the requesting Department Head to ensure that all Federal Purchasing Regulations are followed for the purchase and the monitoring of contractor performance as a result of that purchase.
- V. Copies of executed contracts will be maintained by the College and purchase orders will be maintained in the Banner Finance System.

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PURPOSE: It is paramount that accessibility is in the forefront as Jefferson Community College employees consider, select, and procure Electronic and Information Technology (EIT). Jefferson Community College is committed to providing equal access to persons with disabilities by ensuring our digital content is accessible by everyone regardless of physical or cognitive ability.

General Purchasing Policy Statement:

When procuring any Electronic and Information Technology (EIT), it must be accessible to students, faculty, and employees with disabilities in accordance with Jefferson's Technology Accessibility Policy, as well as compliance with state and federal laws. All EIT purchases will comply with the SUNY EIT Accessibility standards and policy (as adopted by the SUNY Trustees in June 2019), and as detailed in Jefferson's Accessibility Policy.

All EIT procurement must be done in compliance with the policy and accessibility testing measures must be completed and verified by campus representatives before contracting and/or purchasing such items. Upon the procurement of new products that have an EIT component, or the renewal of an existing product, an evaluation will be conducted to determine that all applicable operations meet the standards determined to be required. The determination of compliance will be made by the EIT officer or designee based on pre-approved tools and resources already put in place through the oversight of the EIT Committee. Procurement of such products will only continue upon the approval of this assessment.

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EMERGENCIES: Instances wherein the procurement of goods or services arises out of an accident or other unforeseen occurrence or condition whereby circumstances affecting college buildings, public property, the life, health, safety, or property of inhabitants are involved.

General Purchasing Policy Statement:

The requirements and processes for the procurement of goods or services may be altered during emergencies as defined above. The College will make the purchases at the lowest possible costs, seeking competition by informal solicitation of quotes to the extent practicable under the circumstances.

Jefferson Community College (herein referred to as the “College”) implements the following procedures during emergencies (such as campus closures), including, but not limited to:

- A. The College will use its own documented and Board of Trustees adopted procurement procedures when feasible and practicable under the circumstances. Emergency purchases will take precedence.
- B. Campus requisitioners will enter purchase requisitions using Banner when feasible. If Banner is not accessible, the Campus Emergency Purchase/Rush Order Request Form
- C. Departmental approvers will approve requisitions using Banner when feasible. If Banner is not accessible, approval may be given verbally or in writing (email) to the Purchasing Department. It is important for all department approvers to have an established proxy in place in the event they do not have Banner access for approvals.
- D. The Purchasing Department will review the requisitions and issue the purchase orders accordingly to the vendor/requestor using the most feasible means available. There may be circumstances where a purchase order is not required and the College will pay by invoice due to urgency.
- E. The Facilities Department will coordinate with the Mail and Receiving Department the product delivery methods using the most feasible means available.
- F. Procurement files will document the history of the procurement, including the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis of contract price when feasible and practicable under the circumstances.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 148-24

DATE: JULY 11, 2024

**SUBJECT: 2023-2024 BUDGET AMENDMENT
HIGH NEEDS NURSING GRANT**

WHEREAS, the College has received State funding through the High Needs Nursing Grant to increase the number of qualified nurses entering the field as soon as possible, the focus of SUNY simulation efforts will be on undergraduate nursing enrollment. Nursing students will be able to complete up to one-third of their clinical training through quality simulation experiences;

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

INCREASE REVENUE:

High Needs Nursing—State Grants & Contracts	2609-3011-5420	<u>\$ 30,000.00</u>
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Total Revenue Increase \$ 30,000.00

INCREASE EXPENDITURE:

High Needs Nursing – Audio Visual Equip.	2609-3011-7007	\$ 19,400.00
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High Needs Nursing – Staff Development	2609-3011-7246	<u>\$ 10,600.00</u>
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Total Expenditure Increase \$30,000.00

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RESOLUTION NO.: 149-24

DATE: JULY 11, 2024

SUBJECT: 2023-2024 BUDGET AMENDMENT
MULTI-CAMPUS TRANSFER PARTNERSHIPS
GRANT

WHEREAS, the College has received funding from SUNY to provide transfer opportunities in partnership with SUNY Oswego in the areas of Enrollment, Student Services, Academic Programs, and Operational Efficiencies;

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

INCREASE REVENUE:

Multi-Campus Transfer Grant–State Grants & Contracts 2665-3011-5420 \$ 75,000.00

Total Revenue Increase \$ 75,000.00

INCREASE EXPENDITURE:

Multi-Campus Transfer Grant– Professional Stipends	2665-3011-6104	\$ 9,289.36
Multi-Campus Transfer Grant– Social Security	2665-3011-6204	710.64
Multi-Campus Transfer Grant– Advertising	2665-3011-7203	30,000.00
Multi-Campus Transfer Grant–Staff Development	2665-3011-7246	1,000.00
Multi-Campus Transfer Grant– Student Recruitment	2665-3011-7247	25,000.00
Multi-Campus Transfer Grant– Travel	2665-3011-7250	<u>\$ 9,000.00</u>

Total Expenditure Increase \$ 75,000.00

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RESOLUTION NO.: 150-24

DATE: JULY 11, 2024

SUBJECT: 2023-2024 BUDGET AMENDMENT
SUNY VETERAN INTERNSHIP SCHOLARSHIP
PROGRAM GRANT

GRANT PERIOD: MAY 1, 2024 – MAY 31, 2025

WHEREAS, funds have been received from the SUNY Research Foundation to provide internships to student veterans in the admissions or enrollment management offices. The focus of the internship will be to increase veterans' enrollment and engagement, and to help identify strategies to support the success of veteran students;

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

INCREASE REVENUE:

SUNY Veteran Internship Scholarship - Grant	2664-3011-5420	<u>\$ 5,538.81</u>
Total Revenue Increase		\$ 5,538.81

INCREASE EXPENDITURE:

SUNY Veteran Internship Scholarship – Student Aides	2664-3011-6141	\$ 5,097.85
SUNY Veteran Internship Scholarship – Social Security	2664-3011-6204	389.98
SUNY Veteran Internship Scholarship- Workers Comp	2664-3011-7512	<u>\$ 50.98</u>
Total Expenditure Increase		\$ 5,538.81

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 151-24

DATE: JULY 11, 2024

SUBJECT: 2023-2024 BUDGET AMENDMENT
SUNY WORKFORCE DEVELOPMENT TRAINING

GRANT PERIOD: MAY 1, 2024 – MAY 29, 2024

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>1,814.00</u>
Total Revenue Increase		\$ 1,814.00

INCREASE EXPENDITURE:

SUNY WDT Grant- Civil Service-FT	2701-3011-6120	72.00
SUNY WDT Grant- Indirect Cost	2701-3011-7231	302.00
SUNY WDT Grant- Prof Service Fees	2701-3011-7241	\$ <u>1,440.00</u>
Total Expenditure Increase		\$ 1,814.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 152-24

DATE: JULY 11, 2024

SUBJECT: 2023-2024 BUDGET TRANSFERS
COLLEGIATE SCIENCE TECHNOLOGY ENTRY
PROGRAM (CSTEP) GRANT

GRANT PERIOD: JULY 1, 2023 – JUNE 30, 2024

WHEREAS, funds have been received from the NYS State Education Department (SED) to create a Collegiate Science Technology Entry Program (CSTEP) at Jefferson Community College;

WHEREAS, expenditures for the grant must be reallocated to support actual grant expenditures and the funds need to be adjusted to reflect the same within the 2023/2024 CSTEP Grant budget;

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

INCREASE EXPENDITURE:

CSTEP Grant –Instructional Supplies	2621-3011-7108	847.48
CSTEP Grant –Office Supplies	2621-3011-7109	679.21
CSTEP Grant –Student Recruitment	2621-3011-7247	1,423.31
CSTEP Grant –Scholarship Awards	2621-3011-7512	<u>\$ 9,804.00</u>

Total Expenditure Increase \$ 12,754.00

DECREASE EXPENDITURE:

CSTEP Grant- Professional F/T	2621-3011-6101	2,518.00
CSTEP Grant –Student Tutors	2621-3011-6142	3,152.00
CSTEP Grant – State Teachers Retirement	2621-3011-6202	999.62
CSTEP Grant – Workers Compensation	2621-3011-6205	108.38
CSTEP Grant- Health Insurance	2621-3011-6209	2,300.00
CSTEP Grant –Indirect Cost	2621-3011-7231	726.00
CSTEP Grant –Travel	2621-3011-7250	<u>\$ 2,950.00</u>

Total Expenditure Decrease \$ 12,754.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO. 153-24

DATE: JULY 11, 2024

SUBJECT: PREGNANT AND PARENTING STUDENT POLICY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the Pregnant and Parenting Student Policy as attached.

Jefferson Community College

Student Pregnancy and Parenting Policy

PURPOSE:

To establish a policy to prohibit harassment and discrimination of pregnant and/or parenting students. This policy applies to all students attending Jefferson and covers academic classes, activities, sporting events, clubs, etc.
(34 C.F.R. Part 104; 28 C.F.R. 35)

DEFINITIONS:

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

1. A pregnant/Parenting student is a student who is in the process of having a child naturally, via surrogacy, adoption and or legal guardianship, and foster care.
2. Pregnant/Parenting students can be the individual who is pregnant or the partner of the pregnant individual. It also refers to students who are in the process of surrogacy, adoption, foster care and/or legal guardianship.

STATEMENT OF POLICY:

Jefferson Community College is committed to fostering a welcoming, accessible, and inclusive educational environment for students who are pregnant and/or parenting while attending Jefferson. Jefferson Community College, the staff, and faculty cannot discriminate based on pregnancy/and or parenting students and must accommodate students according to current college procedure.

The College's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment due to pregnancy and/or parenting students. These laws include the Americans with Disabilities Act (ADA), Title IX of the Education Amendments of 1972, the Pregnancy Care Act, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including students who are pregnant and/or parenting.

Students are not legally required to inform faculty, staff, or any member of the administration of their pregnancy or parenting status, unless they are seeking accommodations. The College wishes to create an environment that encourages voluntary sharing of this information, so that the College can provide support for the physical and mental health of the student.

1. This policy applies to all part-time and full-time undergraduate students attending Jefferson Community College for academic classes and campus activities including but not limited to sporting events and clubs.
2. Each student interested in pursuing pregnant/parenting accommodations must follow the college's Accommodation Procedures.
3. The Title IX Coordinator is responsible for overseeing this policy.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO. **154-24**

DATE: **JULY 11, 2024**

SUBJECT: **STUDENT LOCATION POLICY**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the Student Location Policy as attached.

Student Location Policy

PURPOSE:

This Policy establishes how Jefferson Community College will determine the primary physical location of prospective and current students in accordance with the state authorization requirements of 34 CFR § 600.9(c), the professional licensure disclosure requirements of 34 CFR §668.43(a)(5)(v) and 668.43(c) and other applicable requirements necessary for the awarding of Title IV Financial Aid eligibility.

DEFINITIONS:

1. A Prospective Student is an individual who has contacted Jefferson Community College regarding admission and does not meet the definition of a Current Student.
2. A Current Student is an individual who has completed the registration requirements (except for payment of tuition and fees).
3. The term State refers to any of the fifty U.S. States, the District of Columbia, and other U.S. territories including the Commonwealth of Puerto Rico (PR), or the U.S. Virgin Islands (VI)
4. The Permanent/Current Address is the address of the student's permanent principal home as provided to the College on the application for admission or otherwise indicated in the student information system; it is the address where the current student currently lives and intends to stay or if the student is temporarily living at another address, it is the address to which the current student returns or intends to return.
5. The Location refers to the State or other locale in which the student is currently living (e.g. current permanent/home address or mailing address if no current permanent/home address exists) at the time of enrollment before making a financial commitment.

STATEMENT OF POLICY:

1. This Policy applies to all prospective and current students.
2. For the purpose of compliance with the professional licensure disclosure requirements of 34 CFR §668.43(a)(5)(v) and 668.43(c), a Prospective Student's Location is derived from the address information provided by the prospective student on the completed College registration form or admissions application. If a prospective student has submitted both a course registration form and an admissions application, the prospective student location will be determined by the most recent submission.

3. For the purpose of compliance with the state authorization requirements of 34 CFR § 600.9(c) and the professional licensure disclosures requirements of 34 CFR §668.43(a)(5)(v) and 668.43(c), a current student's location is based on the permanent address provided by the current student to Jefferson Community College at the time of first enrollment or admission and maintained in the College's student information system. If a permanent address is not available, the College will use the mailing address to determine the current student's location.
4. Prospective students will update their location by contacting the Enrollment Services Office directly and providing updated address information.
5. Current students will update their location in the College's student information system when this information changes or as soon as reasonably practicable, or when prompted by the College.
6. When student location data is needed for data reporting purposes, such as reports required by SUNY, New York State, or the U.S. Department of Education, Jefferson Community College will follow the applicable reporting entity's rules for determining a current or prospective student's location.
7. Exceptions to this Policy may be made on a case-by-case basis by the College Registrar in consultation with other appropriate college offices.
8. The Vice President for Academic Affairs is responsible for overseeing this policy.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 155-24

DATE: JULY 11, 2024

SUBJECT: 2024-2025 M/C SALARIES

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve a sum of \$34,702 for management and confidential employee salary increases, and a market equity adjustment for one position effective September 1, 2024.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 156-24

DATE: JULY 11, 2024

SUBJECT: EMERITUS POLICY REVISION

WHEREAS, by resolution No. 117-93 dated April 7, 1993, the Board of Trustees adopted an Emeritus Policy as recommended by the Awards & Recognition Committee; and

WHEREAS, the College Recognition Committee has reviewed the Emeritus Policy and recommended revisions pertaining to criteria and frequency of granting of emeritus/a status;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the revised Emeritus Policy as attached.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 157-24

DATE: JULY 11, 2024

SUBJECT: RATIFICATION OF CONTRACTS
CDL Schools
Concept3D
EAB
Infobase
Modern Campus
Parchment
SUNY Apprenticeship Programs
SUNY Research Foundation
Successful Practice Network

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:

CDL Schools
(training services agreement, workforce development)

Concept3D
(services agreement, interactive map)

EAB
(Software agreement, student support services)

Infobase
(digital license agreement, academic services)

Modern Campus
(software agreement, website CMS)

Parchment
(services agreement, student records)

SUNY Apprenticeship Programs
(apprenticeship agreement, education roundtable)

SUNY Research Foundation
(grant funding, strategic enrollment management)

Successful Practice Network
(speaking engagement, Leadership Day)

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.: 158-24

DATE: JULY 11, 2024

SUBJECT: APPRECIATION TO CAMPUS
MIDDLE STATES ACCREDITATION REAFFIRMATION

WHEREAS, in January 2022, the campus community embarked upon preparation for the College's next accreditation visit to take place in 2024 with the College's Board of Trustees appointing a Middle States Steering Committee comprised of faculty, staff and administration of Jefferson Community College; and

WHEREAS, faculty, staff and administration spent twelve months collecting and analyzing evidence of meeting the seven Middle States Standards of accreditation (13th Edition), proactively making positive changes and improvements along the way; and

WHEREAS, the Middle States Steering Committee, editor and evidence team spent one year drafting, editing and revising the College's Self-Study, a reflective analysis and assessment of how the College meets the Requirements of Affiliation, and the criteria of each Middle States Standard relating to mission and goals; ethics and integrity; vision, design and delivery of the student learning experience; support of the student experience; educational effectiveness assessment; planning, resources and institutional improvement; and governance, leadership and administration; and

WHEREAS, upon submission of the Self Study to the Middle States visiting team in March 2024, the campus community availed themselves during the Middle States accreditation visit to campus April 14-17, enthusiastically participating in more than 60 meetings with Visiting Team members; and

WHEREAS, the report of the visiting team to Middle States Commission of Higher Education concluded that the College meets the Requirement of Affiliation along with each of the seven standards, and included twelve commendations and zero requirements to be addressed prior to reaffirmation of accreditation; and

WHEREAS, on June 27, 2024, the Middle States Commission on Higher Education concurred with the report of the Visiting Team and reaffirmed the College's accreditation through 2031;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees extends its congratulations and great appreciation to the entire faculty, staff and administration of Jefferson Community College for their devotion to serving students well, excellence in meeting every Middle States Standard, commitment to assessment and continuous improvement, and dedication to fulfilling the College's mission to Educate, Inspire and Empower, leading to a successful Middle States visit and reaffirmation of accreditation.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 159-24

DATE: JULY 11, 2024

SUBJECT: RECOGNITION OF SERVICE
PAMELA S. BEYOR

WHEREAS, Pamela S. Beyor was first appointed to serve in an unexpired term as a member of the Board of Trustees in February 2016 by Governor Andrew Cuomo and subsequently continued her service as Trustee for a full seven-year term; and

WHEREAS, during her tenure, Pamela Beyor has served as chair of the Academic & Educational Services Committee for two years, chair of the Facilities Committee for four years, member of the Budget & Planning Committee; and member of the Personnel Committee; and

WHEREAS, Pamela Beyor has advanced the mission of the College through her participation in the selection and appointment of the College's sixth president, for which she was a Trustee member of the Search Committee, and the College's current and seventh president; and

WHEREAS, Pamela Beyor has advocated for Jefferson Community College students as a six-year member of the Faculty-Student Association Board of Directors and provided direct benefit to students as a generous contributor to the Jefferson Foundation; and

WHEREAS, as a member of the Board of Trustees, Pamela Beyor has advanced the purposes of the College through its Strategic Plan and its Facilities Master Plan to the realization of an artificial turf field complex; and

WHEREAS, Pamela Beyor is a champion of Jefferson Community College in the community and has supported the College through her enthusiastic participation in campus events, her generous donation of time and talent, and her forward-thinking, thoughtful and knowledgeable counsel;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees extends appreciation to Pamela S. Beyor for her dedicated service and commitment to this College and wishes her well in all future endeavors.