

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 154-23

DATE: JUNE 7, 2023

SUBJECT: 2022-2023 BUDGET AMENDMENT
ENHANCING SUPPORTS AND SERVICES FOR
STUDENT WITH DISABILITIES FOR POSTSECONDARY
SUCCESS

GRANT PERIOD: SEPTEMBER 1, 2022 – AUGUST 31, 2023

WHEREAS, funds have been received from the NYS State Education Department (SED) to supplement existing supports and accommodations for SWDs in order to expand such supports and services provided by SUNY;

WHEREAS, the initiative will support college prep programs to assist SWDs in transitioning to college and prepare them to navigate the campus facilities and system, provide full and part-time faculty and staff at SUNY with disability training; and/or to improve the identification process of SWDs and enhance data collection capabilities at SUNY;

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

INCREASE REVENUE:

NYS SED SWDPS Grant- State Grants & Contracts 2649-3011-5420	<u>\$ 6,942.00</u>
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Total Revenue Increase \$ 6,942.00

INCREASE EXPENDITURE:

NYS SED- SWDPS Grant – Printing	2649-3011-7104	\$ 1,000.00
NYS SED- SWDPS Grant- Supplies Instructional	2649-3011-7108	1,500.00
NYS SED- SWDPS Grant- Travel	2649-3011-7250	2,000.00
NYS SED- SWDPS Grant- Workshops & Seminars	2649-3011-7253	<u>2,442.00</u>

Total Expenditure Increase \$ 6,942.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 155-23

DATE: JUNE 7, 2023

SUBJECT: 2022-2023 BUDGET AMENDMENT
SUNY WORKFORCE DEVELOPMENT TRAINING

GRANT PERIOD: SEPTEMBER 1, 2022 – AUGUST 31, 2023

WHEREAS, the College has received funding from SUNY Workforce Development to provide Excel training 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	\$ 8,748.00
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Total Revenue Increase	\$ 8,748.00
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INCREASE EXPENDITURE:

SUNY WDT Grant- Prof Adjuncts- PT	2701-3011-6103	\$ 4,636.00
SUNY WDT Grant- Civil Service-FT	2701-3011-6120	1,792.00
SUNY WDT Grant- State Employees Retirement	2701-3011-6201	261.00
SUNY WDT Grant- TIAA CREF	2701-3011-6203	198.00
SUNY WDT Grant- Social Security	2701-3011-6204	383.00
SUNY WDT Grant- Workers Comp	2701-3011-6205	19.00
SUNY WDT Grant- Indirect Cost	2701-3011-7231	<u>\$ 1,459.00</u>

Total Expenditure Increase	\$ 8,748.00
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**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 156-23

DATE: JUNE 7, 2023

SUBJECT: STUDENT RECEIVABLE WRITE-OFF

WHEREAS, in compliance with generally accepted accounting principles, the College should not retain as accounts receivable balances that are deemed to be uncollectable, and;

WHEREAS, the accounts receivable balances set forth in the attached schedule are deemed to be un-collectable;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the adjustment to the tuition receivable accounts in the amount of \$594,113.48.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO. **157-23**

DATE: **JUNE 7, 2023**

SUBJECT: **HONORS PROGRAM POLICY**
 (Revises Resolution No. 111-17, March 2017)

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

Jefferson Community College

Honors Program Policy

PURPOSE:

The Jefferson Community College Honors Program offers students with exceptional academic skills the opportunity to receive enriched instruction. Honors students work closely with faculty who challenge students with an enriched education in the pursuit of making good minds better.

DEFINITIONS:

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

1. The Honors Program is an academic program of study that allows students to go beyond the demands of traditional college coursework and explore areas of scholastic interest while nourishing their intellectual curiosity.
2. An In-class Honors Option is a project completed in a course applicable to the student's degree program. The In-class Honors Option is designed to enrich, rather than accelerate, the learning process.
3. INT 250 Honors Seminar is an interdisciplinary honors course open only to Honors Program students.

STATEMENT OF POLICY:

1. In order to apply to the Honors Program, all applicants must
 - a. Fill out the Honors Program application.
 - b. Meet the following admission criteria:
 - i. New students must have a high school cumulative average of 88 or higher or SAT total score of 1250 or ACT composite score of 27.
 - ii. Continuing, returning or transfer students must have a cumulative college GPA of 3.5 and at least 12 credits of college-level coursework.
2. All students accepted into the Honors Program must
 - a. Maintain a cumulative grade point average (GPA) of 3.3.
 - i. If a student's GPA drops below 3.3, they are placed on Honors probation for one semester.
 - ii. After one semester of Honors probation, if the student is unable to maintain a GPA of 3.3, the student will be dismissed from the Honors Program.
 - b. Remain active in the Honors Program. An Honors Program student who is inactive for 2 consecutive semesters will be dismissed from the Honors Program.
3. Students dismissed from the Honors Program may reapply at any time after they meet the admission criteria of the Honors Program.
4. Each In-class Honors Option must be

- a. Agreed to by the student and faculty member who is willing to work directly with the student to provide a unique and rewarding experience.
 - b. Approved by the Honors Program Coordinator and the faculty member's Associate Vice President.
5. Any In-class Honors Option completed in a course will be given the Honors designation on the student's official transcript.
6. The Honors Program designation will be awarded to graduates who have
 - a. Earned a cumulative GPA of 3.3 or above;
 - b. Successfully completed INT 250 Honors Seminar;
 - c. Completed three (3) In-class Honors Options in college-level coursework approved by the Honors Coordinator;
 - d. Presented the completed work of one In-class Honors Option at a College event or a community event approved by the Honors Coordinator.
7. The Honors Program Coordinator is responsible for overseeing the Honors Program.
8. The Vice President for Academic Affairs is responsible for overseeing this policy.

**JEFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 158-23

DATE: JUNE 7, 2023

SUBJECT: PRIOR LEARNING ASSESSMENT CREDIT POLICY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the attached Prior Learning Assessment Credit Policy.

Jefferson Community College

Prior Learning Assessment Credit Policy

PURPOSE:

Jefferson Community College believes that students should be awarded credit for verifiable college-level learning regardless of where or how it was acquired. Many students have gained knowledge from experiences that are not validated by an official transcript.

DEFINITIONS:

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

1. Prior Learning Assessment Credit (PLAC) is the process of evaluating and awarding college-level learning that occurred before entering Jefferson.
2. The College's residency requirement refers to the amount of a degree program that must be completed at JCC in order to be considered a student at the College.
3. A matriculated student is one who has been accepted by the Jefferson Community College Admission Office and is enrolled in a degree or certificate program.

STATEMENT OF POLICY:

1. Matriculated students and students enrolled in a microcredential are eligible for Prior Learning Assessment Credit (PLAC).
2. Prior Learning Assessment Credit (PLAC) is available for prior college-level learning verified by
 - a. Standardized Published Examinations
 - i. The College Board-College Level Exam Prep (CLEP)
 - ii. Advanced Placement (AP)
 - iii. International Baccalaureate (IB)
 - iv. DANTES Subject Standardized Tests (DSST)
 - v. Defense Language Proficiency Test (DLPT)
 - b. Jefferson Community College Discipline Examinations
 - c. Military Training and Experience
 - i. The College grants credit for military training and MOS experience according to the American Council on Education (ACE) Guide.
 - ii. Credit from foreign institutions evaluated and approved by a member of the National Association of Credential Evaluation Services (NACES).
 - d. Non-Collegiate Training using American Council on Education (ACE) National Guide to Educational Credit for Training Programs and The Directory of the National Program on Non-collegiate Sponsored Instruction (PONSI)
 - e. Professional and Industry Certifications, Licenses, and Credentials
 - i. The College grants credit for the successful completion of coursework and programs leading to a professional license.
 - ii. Each course or program is individually evaluated for equivalency with Jefferson coursework by comparing the descriptions and learning outcomes of these professional licensing programs to the course description and learning outcomes of College courses.

3. Each student is responsible for providing the College with all required documentation as evidence of prior learning.
4. Faculty within the academic discipline are responsible for
 - a. establishing guidelines and processes for Prior Learning Assessment Credit (PLAC) in their academic and discipline specific areas;
 - b. filing all current guidelines and processes with the Office of the Vice President for Academic Affairs.
5. The Office of the Vice President of Academic Affairs is responsible for publicizing the current guidelines and processes for Prior Learning Assessment Credit (PLAC).
6. Prior Learning Assessment Credit (PLAC):
 - a. cannot be applied towards the College's residency requirements for graduation, renewal of scholarships, or other requirements based on credit earned through the College;
 - b. is recorded on the official college transcript according to the College Grading Policy;
 - c. is not calculated in the student's grade point average (GPA);
 - d. cannot duplicate any previously awarded credit;
 - e. is awarded only when it applies to programs of study at Jefferson.
7. Students are responsible for all costs associated with the awarding of Prior Learning Assessment Credit (PLAC).
8. The Vice President for Academic Affairs is responsible for overseeing this policy.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 159-23

DATE: JUNE 7, 2023

**SUBJECT: 2023 CONTINUING APPOINTMENT
PROFESSIONAL STAFF**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves the following continuing appointment, effective September 1, 2023:

Tyler Peterson
Network Manager

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: **160-23**

DATE: **JUNE 7, 20203**

SUBJECT: **2023-2024 M/C SALARIES AND PAY SCALE**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve a sum of \$57,192 for management and confidential employee salary increases, and a market equity adjustment for one position effective September 1, 2023.

BE IT FURTHER RESOLVED, the Board of Trustees does hereby approve the attached salary pay scale for management and confidential employees.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 161-23

DATE: JUNE 7, 2023

SUBJECT: RATIFICATION OF CONTRACTS
Associated Builders & Contractors – Empire Chapter
Black Rocket
CITEC Business Solutions
Department of the Army
DocuSign
Lassiter, Lynise
New York State – Office of People with Developmental
Disabilities
Parchment
St. Lawrence Psychiatric Center
State University of New York
Student Government Association – JCC
Thomas Reuters
Vera Institute of Justice

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:

Associated Builders & Contractors – Empire Chapter
(construction training, amended agreement)

Black Rocket
(online programming agreement, youth summer workshops)

CITEC Business Solutions
(course development, workforce training)

Department of the Army
(memorandum of understanding, Fort Drum educational services)

DocuSign
(software agreement, electronic signature)

Lassiter, Lynise
(curriculum development – mindfulness, workforce training)

New York State – Office of People with Developmental Disabilities
(grant agreement, direct support professionals training)

Parchment

(services agreement, diploma printing)

St. Lawrence Psychiatric Center

(clinical agreement, nursing program)

State University of New York

(participating institution agreement, SLATE CRM)

Student Government Association – JCC

(memorandum of understanding, accounting services)

Thomas Reuters

(software license-Westlaw, paralegal program)

Vera Institute of Justice

(data reporting extension, correctional facility programming)

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.: 162-23

DATE: JUNE 7, 2023

SUBJECT: RECOGNITION OF SERVICE
GIANNA M. DONAHUE

WHEREAS, Gianna M. Donahue was first elected by the student body to serve as the student member of the Jefferson Community College Board of Trustees commencing October 1, 2022 and serving through June 30, 2023; and

WHEREAS, in addition to serving as a Trustee, Gianna has provided leadership to Jefferson Community College Student Government by helping to plan and promote student programming, leadership training opportunities, special events and open forums to discuss student life; and

WHEREAS, Gianna was a model for academic excellence, serving as a peer tutor in both math and science, and as a member of the Tau Xi Chapter of the Phi Theta Kappa Honor Society; and

WHEREAS, Gianna has supported the Jefferson Community College Board of Trustees through her enthusiastic participation as a member of the Academic and Educational Services Committee and the Presidential Search Committee, her generous donation of time and talent, and her thoughtful insight;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees extends appreciation to Gianna M. Donahue for her dedicated service to this College and offers every good wish for continued success in her higher education and professional endeavors.