

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 114-25

DATE: MARCH 5, 2025

SUBJECT: 2024-2025 BUDGET AMENDMENT
CENTER FOR COMMUNITY STUDIES – CORNELL
COOPERATIVE EXTENSION SURVEY

GRANT PERIOD: JANUARY 1, 2025 – APRIL 1, 2025

WHEREAS, the College has received funding from Cornell Cooperative Extension to complete a survey regarding potential expansion of food processing facilities in Jefferson County. The goal of the survey is to determine the level of interest in a potential expansion of food processing facilities in the County.

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

INCREASE REVENUE:

Center Comm. Studies Grant – Local Grants & Contracts	2803-3011-5430	\$ 14,000.00
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Total Revenue Increase	\$ 14,000.00
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INCREASE EXPENDITURE:

Center Comm. Studies Grant- Prof. P/T	2803-3011-6102	\$ 5,000.40
Center Comm. Studies Grant-TRS	2803-3011-6202	505.54
Center Comm. Studies Grant- Social Security	2803-3011-6204	382.53
Center Comm. Studies Grant- Workers Comp.	2803-3011-6205	50.00
Center Comm. Studies Grant- Indirect Cost	2803-3011-7231	1,361.53
Center Comm. Studies Grant- Prof. Service Fee	2803-3011-7241	\$ 2,000.00

Total Expenditure Increase	\$ 14,000.00
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**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 115-25

DATE: MARCH 5, 2025

SUBJECT: 2024-2025 BUDGET AMENDMENT
CENTER FOR COMMUNITY STUDIES – LCPCD COMMUNITY
BASED SURVEY

GRANT PERIOD: DECEMBER 1, 2024 – OCTOBER 15, 2025

WHEREAS, the College has received funding from Lewis County Department of Planning and Community Development to complete a survey regarding current housing needs in the county. The goal of the survey is to determine housing needs in Lewis County.

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

INCREASE REVENUE:

Center Comm. Studies Grant – Local Grants & Contracts	2803-3011-5430	<u>\$ 20,000.00</u>
Total Revenue Increase		\$ 20,000.00

INCREASE EXPENDITURE:

Center Comm. Studies Grant- Prof. P/T	2803-3011-6102	\$ 7,292.25
Center Comm. Studies Grant-TRS	2803-3011-6202	737.25
Center Comm. Studies Grant- Social Security	2803-3011-6204	557.86
Center Comm. Studies Grant- Workers Comp.	2803-3011-6205	72.92
Center Comm. Studies Grant- Activity Expense	2803-3011-7202	5,700.00
Center Comm. Studies Grant- Indirect Cost	2803-3011-7231	639.72
Center Comm. Studies Grant- Prof. Service Fee	2803-3011-7241	<u>\$ 5,000.00</u>
Total Expenditure Increase		\$ 20,000.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 116-25

DATE: MARCH 5, 2025

SUBJECT: 2024-2025 BUDGET AMENDMENT
CENTER FOR COMMUNITY STUDIES – GARDEN BASED
SURVEY

GRANT PERIOD: JANUARY 1, 2025 - JUNE 30, 2025

WHEREAS, the College has received funding from Garden Share to complete a survey regarding food security in St. Lawrence County. The goal of the survey is to measure, establish a baseline, address and facilitate a better understanding of several aspects of home gardening.

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

INCREASE REVENUE:

Center Comm. Studies Grant – Local Grants & Contracts	2803-3011-5430	\$ 7,500.00
Total Revenue Increase		\$ 7,500.00

INCREASE EXPENDITURE:

Center Comm. Studies Grant- Prof. P/T	2803-3011-6102	\$ 3,333.60
Center Comm. Studies Grant-TRS	2803-3011-6202	337.03
Center Comm. Studies Grant- Social Security	2803-3011-6204	255.02
Center Comm. Studies Grant- Workers Comp.	2803-3011-6205	33.34
Center Comm. Studies Grant- Activity Expense	2803-3011-7202	1,200.00
Center Comm. Studies Grant- Indirect Cost	2803-3011-7231	341.01
Center Comm. Studies Grant- Prof. Service Fee	2803-3011-7241	\$ 2,000.00
Total Expenditure Increase		\$ 7,500.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 117-25
DATE: MARCH 5, 2025
SUBJECT: 2024-2025 BUDGET AMENDMENT
SUNY INTERFAITH FELLOWSHIP GRANT
GRANT PERIOD: JANUARY 1, 2025 – AUGUST 31, 2025

WHEREAS, the College has received funding from SUNY to develop a new or enhance an existing interfaith prayer, meditation, and reflection rooms for students and employees to use on campuses;

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

INCREASE REVENUE:

SUNY Interfaith – State Grants & Contracts	2668-3011-5420	<u>\$ 6,000.00</u>
Total Revenue Increase		\$ 6,000.00

INCREASE EXPENDITURE:

SUNY Interfaith– Supplies Operating	2668-3011-7110	<u>\$ 6,000.00</u>
Total Expenditure Increase		\$ 6,000.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 118-25
DATE: MARCH 5, 2025
SUBJECT: 2024-2025 BUDGET AMENDMENT
SUNY HEALTHCARE WORKFORCE GRANT
GRANT PERIOD: FEBRAURY 12, 2025 – AUGUST 31, 2025

WHEREAS, the College has been allocated a share of the \$8 million of additional direct state tax support allocated to New York State Community Colleges in the 2024/25 Enacted State Budget, to expand the state's health care workforce;

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

INCREASE REVENUE:

SUNY Mental Health– State Grants & Contracts	2671-3011-5420	<u>\$ 75,000.00</u>
Total Revenue Increase		\$ 75,000.00

INCREASE EXPENDITURE:

SUNY Mental Health– Instructional Equipment	2671-3011-7005	69,300.00
SUNY Mental Health– Computer Equipment	2671-3011-7006	<u>\$ 5,700.00</u>
Total Expenditure Increase		\$ 75,000.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 119-25
DATE: MARCH 5, 2025
SUBJECT: 2024-2025 BUDGET AMENDMENT
SUNY MENTAL HEALTH FUNDING GRANT
GRANT PERIOD: FEBRAURY 12, 2025 – AUGUST 31, 2025

WHEREAS, the College has been allocated a share of the \$8 million of additional direct state tax support allocated to New York State Community Colleges in the 2024/25 Enacted State Budget, to enhance mental health services for SUNY students;

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

INCREASE REVENUE:

SUNY Mental Health– State Grants & Contracts	2670-3011-5420	<u>\$ 100,000.00</u>
Total Revenue Increase		\$ 100,000.00

INCREASE EXPENDITURE:

SUNY Mental Health– Professional Service Fees	2670-3011-7241	77,400.00
SUNY Mental Health– Staff Development	2670-3011-7246	<u>\$ 22,600.00</u>
Total Expenditure Increase		\$ 100,000.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 120-25

DATE: MARCH 5, 2025

SUBJECT: 2024-2025 BUDGET AMENDMENT
SUNY MVCC 401.49 GRANT

GRANT PERIOD: JANUARY 2, 2025 – AUGUST 30, 2025

WHEREAS, funds have been received from the State University of New York (SUNY) to support marketing activities, including industry roundtables, and curriculum development for apprenticeships;

WHEREAS, per a MOU, Mohawk Valley Community College (MVCC) will offer funding to JCC to facilitate apprenticeships in the field of business as part of the SUNY Apprenticeship Program;

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

INCREASE REVENUE:

SUNY MVCC 401.49–State Grants	2645-3011-5420	\$ <u>4,651.00</u>
Total Revenue Increase		\$ 4,651.00

INCREASE EXPENDITURE:

SUNY MVCC 401.49– Indirect	2645-3011-7231	775.00
SUNY MVCC 401.49 - Scholarship Awards	2645-3011-7512	\$ <u>3,876.00</u>
Total Expenditure Increase		\$ 4,651.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 121-25

DATE: MARCH 5, 2025

SUBJECT: 2024-2025 BUDGET AMENDMENT
SUNY MVCC 401.50 GRANT

GRANT PERIOD: JANUARY 2, 2025 – AUGUST 30, 2025

WHEREAS, funds have been received from the State University of New York (SUNY) to support marketing activities, including industry roundtables, and curriculum development for apprenticeships;

WHEREAS, per a MOU, Mohawk Valley Community College (MVCC) will offer funding to JCC to facilitate apprenticeships in the field of business as part of the SUNY Apprenticeship Program;

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

INCREASE REVENUE:

SUNY MVCC 401.50–State Grants	2646-3011-5420	\$ <u>3,496.00</u>
Total Revenue Increase		\$ 3,496.00

INCREASE EXPENDITURE:

SUNY MVCC 401.50- Instructional Supplies	2646-3011-7108	234.00
SUNY MVCC 401.50– Indirect	2646-3011-7231	583.00
SUNY MVCC 401.50- Scholarship Awards	2646-3011-7512	\$ <u>2,679.00</u>
Total Expenditure Increase		\$ 3,496.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO. **122-25**

DATE: **MARCH 5, 2025**

SUBJECT: **HONORS PROGRAM POLICY**
 (Revises Resolution No. 157-23, June 2023)

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 matriculated students to go beyond the demands of traditional college coursework and explore areas of scholastic interest while nourishing their intellectual curiosity.
2. An Honors Option is a project designed to enrich, rather than accelerate, the learning process completed in a Jefferson Community College credit-bearing course.

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 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 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 two (2) Honors Options in college-level coursework approved by the Honors Coordinator;
 - d. Presented the completed work of one 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 Chief Academic Officer is responsible for overseeing this policy.

APPROVED: Res. 111-17, March 2017

REVISED: Res.158-23, June 2023

REVISED: Res 122-25, March 2025

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO. 123-25

DATE: MARCH 5, 2025

**SUBJECT: SYLLABUS STANDARDS POLICY REVISION
 (Revises Resolution No. 132-22, June 2022)**

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

Syllabus Standard Policy

PURPOSE:

Jefferson Community College believes the primary purpose of a course syllabus is to inform students in a formal and timely manner of the nature and content of the course and the policies and procedures that apply. The syllabi of the faculty represent the formal contract of the course with the student. It is also used as the official course document by SUNY System Administration, the State Education Department, Middle States Commission on Higher Education, and the College governance committees.

DEFINITIONS:

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

1. The "Departmental Course Syllabus Standard" is the principal document approved through the governance process established by the College faculty in the discipline. This overarching document provides required information and guidance to faculty in creating an individual Course Syllabus.
2. The "Instructor Course Syllabus" is the document prepared by individual faculty utilizing the guidelines of the Course Syllabus Standard. The Course Syllabus is used to communicate specific course requirements, expectations, and responsibilities to students enrolled in the course while also connecting student learning outcomes, course content and assessments, and instructor pedagogy. The Course Syllabus may be used in grievance and judicial hearings; therefore, clarity and specificity are especially important.
3. The "Course Syllabus Standard Template" is the document that contains all of the required components for Departmental Course Syllabus Standards and Instructor Course Syllabi. Additionally, this document outlines the order in which these items must be included on these documents.

STATEMENT OF POLICY:

1. The Curriculum Committee of the College Senate is responsible for the creation, periodic review, and revision of the Course Syllabus Standard Template. Changes to the Course Syllabus Standard Template must be approved by the College Senate.
2. Departmental Course Syllabus Standards must be reviewed by the College faculty in the discipline at least once every five years.
3. Every course must have a Departmental Course Syllabus Standard approved by the Curriculum Committee.
4. The current Departmental Course Syllabus Standard must be made publicly available in a digital format.
5. Each instructor will create an Instructor Course Syllabus for each course taught; this document must be made available to students no later than the starting date for the course.
6. The Chief Academic Officer is responsible for overseeing this policy.

APPROVED: Res. 132-22, June 1, 2022

REVISED: Res. 123-25, March 2025

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 124-25

DATE: MARCH 5, 2025

SUBJECT: SPRING 2026 ACADEMIC CALENDAR

WHEREAS, Jefferson Community College Board of Trustees Resolution No. 118-85 directs the formation each year of the Academic Calendar Workgroup for the purpose of reviewing and recommending the academic calendar; and

WHEREAS, the Academic Calendar Workgroup has proposed an academic calendar for the Spring 2026 semester as described in a memorandum dated March 3, 2025;

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the attached academic calendar for Spring 2025 as developed and recommended by the Academic Calendar Workgroup.

JEFFERSON COMMUNITY COLLEGE
Watertown, New York

ACADEMIC CALENDAR
2025-2026

SPRING SEMESTER 2026

Faculty Report Back	Wednesday, January 14
Martin Luther King, Jr. Day (No Classes)	Monday, January 19
Instruction Begins	Tuesday, January 20
Winter Recess Begins	Saturday, February 14 – 5 p.m.
Classes Resume	Wednesday, February 18 (Monday Schedule)
Last Day to Withdraw from Early Session Classes	Friday, February 27
Midterm Grades (Full Session classes) Due	Wednesday, March 11 – Noon
Last Day of Early Session Classes	Friday, Thursday March 12
Late Session Classes Begin	Monday, March 16
Spring Recess Begins	Saturday, April 4 – 5 p.m.
Classes Resume	Monday, April 13
Last Day for Withdrawal (Full Session Classes)	Tuesday, April 14
Last Day for Withdrawal (Late Session Classes)	Wednesday, April 29
Instruction Ends	Wednesday, May 6
Reading Day	Thursday, May 7
Examinations	Friday, May 8 – Thursday, May 14
Commencement	Friday, May 15
Final Grades Due	Monday, May 18 – 10 a.m.
Last Reporting Day for Faculty	Thursday, May 21

*All students must be registered for their class(es) prior to the first scheduled meeting of the second week of class(es). The schedule for Saturday, special session, and off-campus classes may vary.

The schedule for Saturday and off-campus classes may vary.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 129-25

DATE: March 5, 2025

SUBJECT: RATIFICATION OF CONTRACTS
Comprehensive Women's Health
Inceptia
Lewis County Board of Legislators1
Lewis County Board of Legislators2

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:

Comprehensive Women's Health
(clinical agreement, nursing program)

Inceptia
(services agreement addendum, repayment counseling)

Lewis County Board of Legislators1
(survey contract, center for community studies)

Lewis County Board of Legislators2
(survey contract, center for community studies)

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