

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 163-22

DATE: NOVEMBER 2, 2022

SUBJECT: 2022-2023 BUDGET AMENDMENT
TRIO GRANT

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

WHEREAS, the College received Federal funding through the TRIO Grant to fund initiatives to enhance instruction and student success;

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

INCREASE REVENUE:

TRIO Federal Grant – Fed Grants & Contracts 2540-3011-5410 \$ 280,021.00

Total Revenue Increase \$ 280,021.00

INCREASE EXPENDITURE:

TRIO – Student Support- Prof FT	2540-3011-6101	\$ 103,890.74
TRIO – Student Support- Prof PT	2540-3011-6102	63,613.44
TRIO – Student Support- Prof Adjuncts	2540-3011-6103	0.00
TRIO – Student Support- Prem Earnings	2540-3011-6110	1,512.75
TRIO – Student Support- Civil Svc FT	2540-3011-6120	34,120.00
TRIO – Student Support- Student Tutors	2540-3011-6142	13,755.41
TRIO – Student Support- State TRS	2540-3011-6202	6,611.96
TRIO – Student Support- Social Security	2540-3011-6204	7,331.17
TRIO – Student Support- Workers Comp	2540-3011-6205	530.81
TRIO – Student Support- Printing	2540-3011-7104	946.62
TRIO – Student Support- Computer Supplies	2540-3011-7107	0.00
TRIO – Student Support- Instr Supplies	2540-3011-7108	1,000.00
TRIO – Student Support- Office Supplies	2540-3011-7109	1,000.00
TRIO – Student Support- Indirect Cost	2540-3011-7231	17,896.87
TRIO – Student Support- Membership Fees	2540-3011-7238	1,625.00
TRIO – Student Support- Travel	2540-3011-7250	8,128.23
TRIO – Student Support- Scholarship Awds	2540-3011-7512	<u>\$ 18,058.00</u>

Total Expenditure Increase \$280,021.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 164-22

DATE: NOVEMBER 2, 2022

SUBJECT: 2022-2023 BUDGET AMENDMENT
CENTER FOR COMMUNITY STUDIES PROGRAM
GRANT - ROLLOVER

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

WHEREAS, funds have been received from Lewis County (New York) to supervise data collection and then compile, cleanse, analyze, and report out the results of a Lewis County Office for the Aging Service Needs Assessment Survey for each of the three years 2021, 2022, and 2023;

WHEREAS, the fiscal year of the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

Center for Comm Studies –Local Grants 2803-3011-5430 \$ 11,791.25

Total Revenue Increase \$ 11,791.25

INCREASE EXPENDITURE:

Center for Comm Studies –Prof P/T	2803-3011-6102	\$ 5,833.06
Center for Comm Studies –State TRS	2803-3011-6202	1,322.39
Center for Comm Studies –Social Security	2803-3011-6204	455.30
Center for Comm Studies – Workers Comp	2803-3011-6205	71.16
Center for Comm Studies – Prof Svc Fees	2803-3011-7241	2,111.34
Center for Comm Studies –Travel	2803-3011-7250	<u>\$ 2,000.00</u>

Total Expenditure Increase \$ 11,791.25

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 165-22
DATE: NOVEMBER 2, 2022
SUBJECT: 2022-2023 BUDGET AMENDMENT
CHILD CARE TRAINING II PROGRAM- ROLLOVER
GRANT PERIOD: JANUARY 1, 2022 – DECEMBER 31, 2022

WHEREAS, the College has received funding from the Community Action Planning Council County of Lewis and Jefferson County Local Development Corporation to provide a Regulated Home Day Care Training Program;

WHEREAS, the fiscal year of the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

Child Care Training II Program – Local Grant 2839-3011-5430	<u>\$ 22,669.76</u>
Total Revenue Increase	\$ 22,669.76

INCREASE EXPENDITURE:

Child Care Training Program II – Prof Adjuncts 2839-3011-6103	\$ 3.94
Child Care Training Program II – Prof Stipends 2839-3011-6104	7,600.00
Child Care Training Program II - TRS 2839-3011-6202	253.00
Child Care Training Program II- Social Security 2839-3011-6204	183.78
Child Care Training Program II – Workers Comp 2839-3011-6205	76.74
Child Care Training Program II – Instruc Supplies 2839-3011-7108	842.00
Child Care Training Program II – Advertising 2839-3011-7203	325.00
Child Care Training Program II – Prof Svc Fees 2839-3011-7241	5,000.00
Child Care Training Program II – Workshops & Sem 2839-3011-7253	2,979.50
Child Care Training Program II – Scholarship Awards 2839-3011-7512	\$ <u>5,405.80</u>

Total Expenditure Increase	\$ 22,669.76
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**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 166-22

DATE: NOVEMBER 2, 2022

SUBJECT: 2022-2023 BUDGET AMENDMENT
COLLEGIATE SCIENCE TECHNOLOGY ENTRY
PROGRAM (CSTEP) GRANT – ROLLOVER

GRANT PERIOD: JULY 1, 2022 – JUNE 30, 2023

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, the fiscal year of the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

CSTEP Grant –State Grants	2619-3011-5420	<u>\$ 185,540.93</u>
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Total Revenue Increase \$ 185,540.93

INCREASE EXPENDITURE:

CSTEP Grant –Prof F/T	2619-3011-6101	\$ 82,116.21
CSTEP Grant- Prof P/T	2619-3011-6102	23,296.00
CSTEP Grant- Prem Earning	2619-3011-6110	2,685.85
CSTEP Grant- State TRS	2619-3011-6202	6,058.77
CSTEP Grant- Social Security	2619-3011-6204	8,278.32
CSTEP Grant- Workers Comp	2619-3011-6205	1,080.88
CSTEP Grant- Life Insurance	2619-3011-6206	50.24
CSTEP Grant- Disability Insurance	2619-3011-6208	119.24
CSTEP Grant- Instructional Supplies	2619-3011-7108	300.00
CSTEP Grant- Office Supplies	2619-3011-7109	200.00
CSTEP Grant- Indirect Cost	2619-3011-7231	11,791.66
CSTEP Grant- Student Recruitment	2619-3011-7247	3,017.00
CSTEP Grant- Travel	2619-3011-7250	8,966.15
CSTEP Grant- Workshops & Seminars	2619-3011-7253	1,000.00
CSTEP Grant- Scholarship Awards	2619-3011-7512	<u>24,855.00</u>

Total Expenditure Increase \$ 185,540.93

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 167-22
DATE: NOVEMBER 2, 2022
SUBJECT: 2022-2023 BUDGET AMENDMENT
DASNY NURSING SIMULATION LAB - ROLLOVER
GRANT PERIOD: SEPTEMBER 1, 2022 – AUGUST 31, 2023

WHEREAS, the College has received funding from the State and Municipal Facilities Program (“SAM”) for the creation of a Simulation Nursing Laboratory;

WHEREAS, the fiscal year of the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

DASNY Nursing Sim Lab- State Grants & Contracts 2631-3011-5420 \$ 6,426.00

Total Revenue Increase \$ 6,426.00

INCREASE EXPENDITURE:

DASNY Nursing Sim Lab – Instruct Equip 2631-3011-7005 \$ 6,426.00

Total Expenditure Increase \$ 6,426.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 168-22

DATE: NOVEMBER 2, 2022

SUBJECT: 2022-2023 BUDGET AMENDMENT
NBRC AGRICULTURE LAB EQUIPMENT GRANT -
ROLLOVER

GRANT PERIOD: SEPTEMBER 1, 2019 – SEPTEMBER 30, 2022

WHEREAS, funds have been received from the Northern Border Regional Commission (NBRC) to support workforce training efforts for Jefferson Community College at the Lewis County Education Center;

WHEREAS, the fiscal year for the College and the funding agency do not coincide, which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

NBRC Agriculture Lab Grant –Federal Grants	2588-3011-5410	<u>\$ 23,540.80</u>
Total Revenue Increase		\$ 23,540.80

INCREASE EXPENDITURE:

NBRC Agriculture Lab Grant –Prof Adjuncts	2588-3011-6103	\$ 4,832.00
NBRC Agriculture Lab Grant –State ERS	2588-3011-6201	38.18
NBRC Agriculture Lab Grant- State TRS	2588-3011-6202	37.62
NBRC Agriculture Lab Grant –Social Security	2588-3011-6204	168.88
NBRC Agriculture Lab Grant –Workers Comp	2588-3011-6205	67.97
NBRC Agriculture Lab Grant –Instruct Equip	2588-3011-7005	3,256.95
NBRC Agriculture Lab Grant –A/V Equip	2588-3011-7007	807.42
NBRC Agriculture Lab Grant- Supplies Inst	2588-3011-7108	445.59
NBRC Agriculture Lab Grant –Bldg Supplies	2588-3011-7212	5,656.39
NBRC Agriculture Lab Grant- Membership	2588-3011-7238	.50
NBRC Agriculture Lab Grant –Prof Svc Fees	2588-3011-7241	<u>\$ 8,229.30</u>
Total Expenditure Increase		\$ 23,540.80

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 169-22
DATE: NOVEMBER 2, 2022
SUBJECT: 2022-2023 BUDGET AMENDMENT
SBDC FEDERAL GRANT - ROLLOVER
GRANT PERIOD: OCTOBER 1, 2021 – OCTOBER 31, 2022

WHEREAS, the College receives Federal funding for the Small Business Development (SBDC);

WHEREAS, the fiscal year of the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

SBDC Fed Grant – Fed Grants & Contracts	2531-3011-5410	\$ <u>40,815.90</u>
Total Revenue Increase		\$ 40,815.90

INCREASE EXPENDITURE:

SBDC Fed Grant- Indirect Cost	2531-3011-7231	\$ 2,749.85
SBDC Fed Grant- Prof Svc Fees	2531-3011-7241	\$ <u>38,066.05</u>
Total Expenditure Increase		\$ 40,815.90

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 170-22

DATE: NOVEMBER 2, 2022

SUBJECT: 2022-2023 BUDGET AMENDMENT
SBDC FEDERAL GRANT – ROLLOVER

GRANT PERIOD: OCTOBER 1, 2021 – SEPTEMBER 30, 2022

WHEREAS, the College receives Federal funding for the Small Business Development (SBDC);

WHEREAS, the fiscal year for the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year;

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

INCREASE REVENUE:

SBDC Fed Grant – Revenue (Federal Rollover)	2804-3011-5410	<u>\$ 21,405.71</u>
Total Revenue Increase		\$ 21,405.71

INCREASE EXPENDITURE:

SBDC Fed Grant (Federal Rollover) – Comp Equip	2804-3011-7006	\$ 2,650.14
SBDC Fed Grant (Federal Rollover) – Other Equip	2804-3011-7008	3,500.00
SBDC Fed Grant (Federal Rollover) – Supplies Audio Vis	2804-3011-7106	204.67
SBDC Fed Grant (Federal Rollover) – Comp Supplies	2804-3011-7107	2,000.00
SBDC Fed Grant (Federal Rollover) – Office Supplies	2804-3011-7109	269.54
SBDC Fed Grant (Federal Rollover) – Supplies Oper	2804-3011-7110	1,127.50
SBDC Fed Grant (Federal Rollover)- Advertising	2804-3011-7203	1,390.40
SBDC Fed Grant (Federal Rollover) – Bldg & Prop Maint	2804-3011-7211	1,000.00
SBDC Fed Grant (Federal Rollover) – Maint Contracts	2804-3011-7236	1,000.00
SBDC Fed Grant (Federal Rollover) – Meeting Expense	2804-3011-7237	37.50
SBDC Fed Grant (Federal Rollover) – Prof Svc Fees	2804-3011-7241	1,470.00
SBDC Fed Grant (Federal Rollover) – Staff Development	2804-3011-7246	2,550.00
SBDC Fed Grant (Federal Rollover) – Travel	2804-3011-7250	3,764.46
SBDC Fed Grant (Federal Rollover) – Workshops & Sem	2804-3011-7253	<u>441.50</u>
Total Expenditure Increase		\$ 21,405.71

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 171-22
DATE: NOVEMBER 2, 2012
SUBJECT: 2022-2023 BUDGET AMENDMENT
SBDC FEDERAL GRANT – ROLLOVER
GRANT PERIOD: OCTOBER 1, 2021 – SEPTEMBER 30, 2022

WHEREAS, the College receives Federal funding for the Small Business Development (SBDC);

WHEREAS, the fiscal year for the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year;

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

INCREASE REVENUE:

SBDC Fed Grant – Revenue (Federal Rollover)	2530-3011-5410	<u>\$ 239,713.37</u>
Total Revenue Increase		\$ 239,713.37

INCREASE EXPENDITURE:

SBDC Fed Grant (Federal Rollover) – Prof F/T	2530-3011-6101	91,261.21
SBDC Fed Grant (Federal Rollover) – Prem Earning	2530-3011-6110	2,604.13
SBDC Fed Grant (Federal Rollover) – ERS	2530-3011-6210	10,012.15
SBDC Fed Grant (Federal Rollover) – TIAA CRE	2530-3011-6201	7,195.00
SBDC Fed Grant (Federal Rollover) – Social Security	2530-3011-6204	14,211.20
SBDC Fed Grant (Federal Rollover) - Workers Comp	2530-3011-6205	1,799.53
SBDC Fed Grant (Federal Rollover) – Life Ins	2530-3011-6206	28.00
SBDC Fed Grant (Federal Rollover) – Disb Ins	2530-3011-6208	75.05
SBDC Fed Grant (Federal Rollover) – Health Ins	2530-3011-6209	32,878.76
SBDC Fed Grant (Federal Rollover) – Comp Equip	2530-3011-7006	2,392.77
SBDC Fed Grant (Federal Rollover) – Printing	2530-3011-7104	579.72
SBDC Fed Grant (Federal Rollover) – Subscriptions	2530-3011-7105	2,762.00
SBDC Fed Grant (Federal Rollover) – Comp Supplies	2530-3011-7107	2,853.56
SBDC Fed Grant (Federal Rollover) – Instr Supplies	2530-3011-7108	626.00
SBDC Fed Grant (Federal Rollover) – Office Supplies	2530-3011-7109	2,289.31
SBDC Fed Grant (Federal Rollover)- Comp Software	2530-3011-7217	18,600.00
SBDC Fed Grant (Federal Rollover) – Advertising	2530-3011-7203	5,255.10
SBDC Fed Grant (Federal Rollover) – Indirect Cost	2530-3011-7231	25,947.64
SBDC Fed Grant (Federal Rollover) – Maint Contract	2530-3011-7236	204.76
SBDC Fed Grant (Federal Rollover) – Member Fees	2530-3011-7238	3,038.00
SBDC Fed Grant (Federal Rollover) – Prof Svc Fees	2530-3011-7241	4,209.75
SBDC Fed Grant (Federal Rollover) – Travel	2530-3011-7250	5,186.81
SBDC Fed Grant (Federal Rollover) – Workshops	2530-3011-7253	<u>\$ 5,702.92</u>

Total Expenditure Increase \$ 239,713.37

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 172-22
DATE: NOVEMBER 2, 2022
SUBJECT: 2022-2023 BUDGET AMENDMENT
SBDC NON-MATCHING GRANT – ROLLOVER
GRANT PERIOD: OCTOBER 1, 2021 – SEPTEMBER 30, 2022

WHEREAS, the College receives Local funding for the Small Business Development Center (SBDC);

WHEREAS, the fiscal year for the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

SBDC Local Grant – Revenue (Non Matching)	2805-3011-5430	<u>\$ 5,335.28</u>
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Total Revenue Increase \$ 5,335.28

INCREASE EXPENDITURE:

SBDC Local Grant (Non Matching) - Office Supplies	2805-3011-7109	\$ 250.54
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SBDC Local Grant (Non Matching) - Oper Supplies	2805-3011-7110	91.49
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SBDC Local Grant (Non Matching) - Advertising	2805-3011-7203	28.85
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SBDC Local Grant (Non Matching) - Prof Svc Fees	2805-3011-7241	<u>\$ 4,964.40</u>
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Total Expenditure Increase \$ 5,335.28

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 173-22
DATE: NOVEMBER 2, 2022
SUBJECT: 2022-2023 BUDGET AMENDMENT
SBDC STATE AWARD - ROLLOVER
GRANT PERIOD: MAY 1, 2021 – APRIL 30, 2022
extended through OCTOBER 31, 2022

WHEREAS, the Empire State Development (ESD) (Sponsor) has awarded a Grant Disbursement Agreement to conduct a project entitled “2021-2022” New York State Budget Aid to Localities COVID-19 Pandemic Small Business Recovery Grant Program;

WHEREAS, the fiscal year of the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

SBDC State Award – Fed Grants & Contracts	2533-3011-5410	<u>\$ 100,000.00</u>
Total Revenue Increase		\$ 100,000.00

INCREASE EXPENDITURE:

SBDC State Award- Indirect	2533-3011-7231	\$ 9,091.00
SBDC State Award- Prof Svc Fees	2533-3011-7241	<u>\$ 90,909.00</u>
Total Expenditure Increase		\$ 100,000.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 174-22
DATE: NOVEMBER 2, 2022
SUBJECT: 2022-2023 BUDGET AMENDMENT
SUNY REACH GRANT- ROLLOVER
GRANT PERIOD: MARCH 30, 2022 – JUNE 1, 2023

WHEREAS funds have been received from the Research Foundation for the State University of New York (SUNY) as part of an award from the Lumina Foundation to carry out a project entitled “SUNY REACH;

WHEREAS, the fiscal year for the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year;

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

INCREASE REVENUE:

SUNY REACH –State Grants & Contracts	2651-3011-5420	\$ <u>5,653.34</u>
Total Revenue Increase		\$ 5,653.34

INCREASE EXPENDITURE:

SUNY REACH – Prof PT	2651-3011-6102	\$ 5,000.00
SUNY REACH – Advertising	2651-3011-7203	\$ <u>653.34</u>
Total Expenditure Increase		\$ 5,653.34

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 175-22

DATE: NOVEMBER 2, 2022

SUBJECT: 2022-2023 BUDGET AMENDMENT
STRATEGIC ENROLLMENT MANAGEMENT -
ROLLOVER

GRANT PERIOD: JANUARY 1, 2022 – DECEMBER 31, 2022

WHEREAS, funds have been received from the State University of New York and the New York State Success Center (NYSSSC) to support its 30 community colleges for developing or revising their strategic enrollment management (SEM) plans;

WHEREAS; the fiscal year for the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

SUNY SEM Grant- State Grants & Contracts	2650-3011-5420	<u>\$ 2,000.00</u>
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Total Revenue Increase \$ 2,000.00

INCREASE EXPENDITURE:

SUNY SEM Grant- Prof Svc Fees	2650-3011-7241	<u>\$ 2,000.00</u>
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Total Expenditure Increase \$ 2,000.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 176-22

DATE: NOVEMBER 2, 2022

SUBJECT: 2022-2023 BUDGET AMENDMENT
TITLE III GRANT – ROLLOVER

GRANT PERIOD: OCTOBER 1, 2021 – SEPTEMBER 30, 2022

WHEREAS, funds have been received from the U.S. Department of Education through the Title III Grant to fund various initiatives to enhance instruction and student success;

WHEREAS, the fiscal year for the College and the funding agency do not coincide, which creates the need for funds to be carried over to the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

Title III Grant –Federal Grants	2550-3011-5410	<u>\$ 164,545.38</u>
	Total Revenue Increase	\$ 164,545.38

INCREASE EXPENDITURE:

Title III Grant – Prof FT	2550-3011-6101	\$ 12,923.71
Title III Grant- Prof Stipends	2550-3011-6104	2,000.00
Title III Grant- Prem Earnings	2550-3011-6110	645.39
Title III Grant- State ERS	2550-3011-6201	1,719.67
Title III Grant- State TRS	2550-3011-6202	464.84
Title III Grant- TIAA CREF	2550-3011-6203	528.73
Title III Grant- Social Security	2550-3011-6204	1,390.02
Title III Grant- Workers Comp	2550-3011-6205	752.92
Title III Grant- Life Insurance	2550-3011-6206	32.74
Title III Grant- Disability Insurance	2550-3011-6208	33.56
Title III Grant- Health Insurance	2550-3011-6209	2,329.60
Title III Grant- Prof Benefits	2550-3011-6221	800.00
Title III Grant- Instructional Supplies	2550-3011-7108	6,898.60
Title III Grant- Comp Software	2550-3011-7217	75,588.36
Title III Grant- Prof Service Fees	2550-3011-7241	22,500.00
Title III Grant- Staff Development	2550-3011-7246	20,000.00
Title III Grant- Travel	2550-3011-7250	7,322.16
Title III Grant- Workshops & Seminars	2550-3011-7253	<u>8,614.95</u>

Total Expenditure Increase \$ 164,545.38

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 177-22

DATE: NOVEMBER 2, 2022

SUBJECT: 2022-2023 BUDGET AMENDMENT
TRIO GRANT - ROLLOVER

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

WHEREAS, the College received Federal funding through the TRIO Grant to fund initiatives to enhance instruction and student success;

WHEREAS, the College received funding for the 2021/22 fiscal year that must be carried over to the 2022/23 fiscal year;

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

INCREASE REVENUE:

TRIO Federal Grant – Student Support Svcs	2540-3011-5410	<u>\$ 111,089.77</u>
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Total Revenue Increase \$ 111,089.77

INCREASE EXPENDITURE:

TRIO – Student Support- Prof FT	2540-3011-6101	\$ 31,371.26
TRIO – Student Support- Prof PT	2540-3011-6102	35,748.33
TRIO – Student Support- Prof Adjuncts	2540-3011-6103	5,000.00
TRIO – Student Support- Prem Earnings	2540-3011-6110	487.25
TRIO – Student Support- Student Tutors	2540-3011-6142	1,244.59
TRIO – Student Support- State TRS	2540-3011-6202	3,972.04
TRIO – Student Support- Social Security	2540-3011-6204	3,734.83
TRIO – Student Support- Workers Comp	2540-3011-6205	498.19
TRIO – Student Support- Printing	2540-3011-7104	53.38
TRIO – Student Support- Computer Supplies	2540-3011-7107	2,500.00
TRIO – Student Support- Instr Supplies	2540-3011-7108	23.28
TRIO – Student Support- Indirect Cost	2540-3011-7231	7,458.13
TRIO – Student Support- Membership Fees	2540-3011-7238	875.00
TRIO – Student Support- Staff Development	2540-3011-7246	3,500.00
TRIO – Student Support- Travel	2540-3011-7250	<u>\$ 14,646.00</u>

Total Expenditure Increase \$ 111,089.77

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 178-22
DATE: NOVEMBER 2, 2022
SUBJECT: 2022-2023 BUDGET AMENDMENT
TRUTH INITIATIVE GRANT - ROLLOVER
GRANT PERIOD: SEPTEMBER 8, 2020 – DECEMBER 31, 2022

WHEREAS, funds have been received from Truth Initiative, America’s largest nonprofit public health organization committed to making tobacco use and nicotine addiction a thing of the past;

WHEREAS, the fiscal year for the College and the funding agency do not coincide which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

Truth Initiative Grant –Local Grants	2836-3011-5430	<u>\$ 15,403.42</u>
	Total Revenue Increase	\$ 15,403.42

INCREASE EXPENDITURE:

Truth Initiative Grant – Student Aides	2836-3011-6141	\$ 2,725.00
Truth Initiative Grant – Printing	2836-3011-7104	2,651.22
Truth Initiative Grant – Instr Supplies	2836-3011-7108	759.20
Truth Initiative Grant – Indirect Cost	2836-3011-7231	1,268.00
Truth Initiative Grant – Workshops/Sem	2836-3011-7253	<u>\$ 8,000.00</u>
	Total Expenditure Increase	\$ 15,403.42

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 179-22
DATE: NOVEMBER 2, 2022
SUBJECT: 2022-2023 BUDGET AMENDMENT
VATEA ME 2 NON-TRAD- ROLLOVER
GRANT PERIOD: JULY 1, 2022 – JUNE 30, 2023

WHEREAS, the College received funding from VATEA ;

WHEREAS, the fiscal year for the College and the funding agency do not coincide, which creates the need for funds to be carried over into the new College fiscal year to cover encumbrances;

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

INCREASE REVENUE:

VATEA – Federal Grants & Contracts	2513-3011-5410	<u>\$ 275,408.69</u>
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Total Revenue Increase \$ 275,408.69

INCREASE EXPENDITURES:

VATEA – Prof F/T	2513-3011-6101	\$131,625.00
VATEA – ERS	2513-3011-6201	5,095.00
VATEA- TRS	2513-3011-6202	7,100.00
VATEA – Social Security	2513-3011-6204	10,008.75
VATEA – Workers Comp	2513-3011-6205	1,275.00
VATEA- Life Insurance	2513-3011-6206	120.00
VATEA – Disability Insurance	2513-3011-6208	200.00
VATEA- Health Insurance	2513-3011-6209	19,948.00
VATEA – Comp Equip	2513-3011-7006	70,314.00
VATEA – Comp Software	2513-3011-7217	16,870.00
VATEA – Indirect Cost	2513-3011-7231	<u>12,852.94</u>

Total Expenditure Increase \$ 275,408.69

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 180-22

DATE: NOVEMBER 2, 2022

SUBJECT: 2021-2022 BUDGET TRANSFER
Year End Budget Adjustments

WHEREAS, modification of the 2021/2022 operating budget is necessary to redistribute funds to the proper accounts.

NOW, THEREFORE BE IT RESOLVED, that the 2021/2022 Jefferson Community College operating budget is hereby amended, thereby complying with generally accepted accounting principles as attached:

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 181-22

DATE: NOVEMBER 2, 2022

SUBJECT: CAPITAL LIABILITY ACCOUNT AUTHORIZATION
Rental Income as Local Share of Capital

WHEREAS, NYS Education Law, 3606.4 enables Jefferson Community College to set aside its rental income to provide the local share match of capital projects and equipment as it relates to the revitalization and maintenance of the College; and

WHEREAS, the College receives between \$300,000 and \$500,000 annually in rental income; and

WHEREAS, the rental revenue along with the New York State match will relieve the College's operating budget of certain capital expenses; and

WHEREAS, these funds will be used exclusively for repair, maintenance, revitalization, and replacement capital expenses.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby authorizes rental income to be set aside in a capital liability account for the purpose of providing the local share match for capital projects and equipment as it relates to the ongoing revitalization and maintenance of the College, under the guidelines of NYS Education Law 3606.4.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 182-22

DATE: NOVEMBER 2, 2022

SUBJECT: MICROCREDENTIALS POLICY REVISION
(Revises Resolution No. 115-21 March 2021)

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

Jefferson Community College

Microcredentials Policy

PURPOSE:

Jefferson Community College believes students may enhance and extend their academic experience by earning quality microcredentials that verify, validate, and attest that specific skills and/or competencies have been achieved.

DEFINITIONS:

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

1. The term "Microcredential" is used to refer to a cluster of credit-bearing coursework ranging from 6 to 23 credit hours.
2. The phrase "Periodic Review" is an assessment process used to measure the effectiveness of a curricular program.
3. The term "residency" refers to the amount of microcredential coursework that must be completed at the home college in order to be considered a student at the College.

STATEMENT OF POLICY:

1. Any member or group of the College may develop a Microcredential using the Guiding Principles of SUNY's Microcredential Policy that document learner achievement in competencies needed for post-graduate success, reskilling, or upskilling.
2. Jefferson Microcredentials will be titled "*name* Credential." (Example: "*Non-Profit Leadership* Credential).
3. Each proposed microcredential must include:
 - a. All course requirements for such microcredential;
 - b. The College residency requirement for such microcredential;
 - c. The minimum course requirements to be completed after enrolling for such microcredential;
 - d. The minimum GPA requirement, to be no lower than 2.0, for coursework for such microcredential.
4. Each proposed microcredential is reviewed and recommended for approval by the College Senate Curriculum Committee and for final approval by the College Senate. Deactivating a microcredential also requires the approval of the Curriculum Committee as well as final approval by the Senate.
5. Microcredentials are awarded upon successful completion of the specific requirements for that credential.
6. Each Microcredential will be documented and awarded to currently enrolled students through the Registrar's office. The Registrar's Office will be responsible for maintaining permanent records of awarded credentials.
7. Microcredentials are assessed as part of the College's periodic review cycle.
8. The Vice President for Academic Affairs is responsible for overseeing this policy.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: **183-22**

DATE: **NOVEMBER 2, 2022**

SUBJECT: **ACADEMIC CALENDAR 2023-2024**

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 2023-2024 as described in a memorandum dated October 19, 2022;

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the attached academic calendar for 2023-2024 as developed and recommended by the Academic Calendar Workgroup.

TO: Daniel Dupee, President

FROM: Jerilyn Fairman, Chair
Academic Calendar Workgroup



DATE: October 19, 2022

SUBJECT: Recommended Calendar for 2023-2024

Consistent with campus procedures, the Academic Calendar Workgroup recommends the attached 2023-2024 calendar for Trustee adoption.

This calendar maintains several attributes in recently adopted calendars, including:

- fall and spring semesters consisting of 14 weeks of instruction plus a 5-day final examination period;
- spring commencement scheduled for the Friday of the weekend before the Memorial Day weekend;
- a Columbus Day recess in the fall semester, a Presidents' Day recess in spring, and a week-long recess in April; and
- a Professional Development Day in the fall semester

Attachments

cc: Members of the Calendar Workgroup

ACADEMIC CALENDAR 2023-2024

FALL SEMESTER 2023

Faculty Report Back	Monday, August 21
Instruction Begins	Monday, August 28
Labor Day (No Classes)	Monday, September 4
Recess (No Classes)	Monday, October 9
Classes Resume	Tuesday, October 10 (Monday Schedule)
Mid-Semester Grades Due	Wednesday, October 18 - Noon
Last Day for Withdrawal (Full Session Classes)	Tuesday, November 14
Thanksgiving Recess Begins	Sunday, November 19 - 5 p.m.
Professional Development Day (No Classes)	Monday, November 20
Classes Resume	Monday, November 27 - 8 a.m.
Instruction Ends	Tuesday, December 12
Examinations	Wednesday, December 13 - Tuesday, December 19
Final Grades Due	Friday, December 22 - Noon

*All students must be registered for their class(es) prior to the first scheduled meeting of the second week of class(es).

SPRING SEMESTER 2024

Faculty Report Back	Wednesday, January 17
Instruction Begins	Monday, January 22
Winter Recess Begins	Saturday, February 17 - 5 p.m.
Classes Resume	Wednesday, February 21
Mid-Semester Grades Due	Wednesday, March 13 - Noon
Spring Recess Begins	Sunday, March 31 - 5 p.m.
Classes Resume	Monday, April 8 - 8 a.m.
Last Day for Withdrawal (Full Session Classes)	Monday, April 15
Instruction Ends	Tuesday, May 7
Reading Days	Wednesday, May 8 & Thursday, May 9
Examinations	Friday, May 10 - Thursday, May 16
COMMENCEMENT	Friday, May 17, 7:00 p.m.
Final Grades Due	Monday, May 20 - Noon
Last Reporting Day for Faculty	Thursday, May 23

*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 and off-campus classes may vary.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 184-22

DATE: NOVEMBER 2, 2022

SUBJECT: ENDORSEMENT OF ADMINISTRATOR-IN-CHARGE
2022-2023 GOALS

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby endorses the 2022-2023 goals of the Administrator-in-Charge as attached.



Administrator in Charge Goals 2022-2023

- 1. Improve Campus Culture. (Student Experience & Partnership)**
 - a. Develop a schedule of bi-monthly faculty and staff activities.
 - b. Lead the sponsorship of activities by administration, foundation, FSA, and both unions.
 - c. Implement transparent communications with faculty and staff.
 - d. Work with student activities to schedule more integrated activities bringing faculty, staff, and students together outside the classroom.

- 2. Provide Stability and Growth during Presidential Transition. (Pathways, Student Experience, & Financial Stability)**
 - a. Operationalize the Pathway Framework.
 - b. Development of and implementation of the 2022-2024 Academic Plan.
 - c. Finalize Strategic Enrollment Management Plan and grow new student enrollment.
 - d. Finalize advising model and implement the model.
 - e. Increase student retention through implementation of "Village" approach.

- 3. Campus Structure (Pathways, Student Experience, Partnership, & Financial Stability)**
 - a. Have a study completed that looks at the overall structure of campus. Provide findings for use in structural changes moving forward.
 - b. Partner with the Center for Community Studies to complete study.
 - c. Seek feedback from all campus constituents.
 - d. Keep process transparent.

- 4. Continue and Expand Community and SUNY Partnerships (Pathways, Partnership, & Financial Stability)**
 - a. Work with BOCES on expansion of the AOS in Business program.
 - b. Partner with BOCES on more strategic Continuing Education offerings.
 - c. Finalize articulation with SUNY Upstate on Health Professions Programs.
 - d. Identify partnerships with SUNY Community Colleges on shared services and work to implement where appropriate.
 - e. Work with Employers to identify needed Academic and Continuing education programming.

- 5. Diversity, Equity, Inclusion, and Social Justice (Student Experience)**
 - a. Identify and finalize inclusion of DEISJ in our academic programs.
 - b. Update and Finalize a new Diversity Plan.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 185-22

DATE: NOVEMBER 2, 2022

SUBJECT: RATIFICATION OF CONTRACTS
AutoCAD
Credo Community Center for the Treatment of Addictions
And Transitional Living Services
Examsoft

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:

AutoCAD

(software license, facilities department)

**Credo Community Center for the Treatment of Addictions
and Transitional Living Services**

(needs assessment, Center for Community Studies)

ExamSoft

(exam software license, nursing program)

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