JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES

RESOLUTION NO.: **187-26**

DATE: **October 7, 2026**

SUBJECT: **2026-2027 BUDGET**
SUNY Healthcare Educator Scholarship

GRANT PERIOD: **September 1, 2026 - August 31, 2028**

WHEREAS, funds have been received from SUNY to address the critical shortage of nursing faculty, a significant barrier to expanding nursing programs in New York State. Scholarship recipients will complete faculty training and professional development to gain effective teaching skills and prepare for their faculty roles.

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

INCREASE REVENUE:			
SUNY Healthcare Educator Scholarship - State Grants	2685-3011-5420	$	25,000.00
	Total Revenue Increase	**$**	**25,000.00**
INCREASE EXPENDITURE:			
SUNY Healthcare Educator Scholarship - Scholarships	2685-3011-7512	$	25,000.00
	Total Expenditure Increase	**$**	**25,000.00**

JEFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES

RESOLUTION NO.: **177-26**

DATE: **October 7, 2026**

SUBJECT: **PURCHASING POLICY REVISION**

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

Policy Title: **Purchasing Policy**	Resolution No.: 177-26
	Date: October 7, 2026
	Supersedes: Adopted July 2007, Resolution 159-07 Revised: 149-09,176-10, 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, 147-24, 159-25

PURPOSE:

This policy is to establish guidelines for the procurement of materials, equipment, supplies, and services necessary to support the operations and mission of the College, in accordance with applicable federal and New York State laws and regulations.

STATEMENT OF POLICY:

The College is committed to conducting procurement activities in a fair, transparent, cost-effective, and legally compliant manner. Purchases shall be made in conformance with all applicable federal, State of New York, and other legal requirements, including New York State General Municipal Law Sections 103 and 104-b, federal procurement requirements contained in 2 CFR Part 200 (Uniform Guidance), applicable accessibility requirements, and other relevant laws and regulations.

The College shall promote competition whenever practicable, utilize procurement methods authorized by law, maintain appropriate documentation and accountability for expenditures, and ensure that purchasing decisions provide the best value to the College while upholding ethical standards and avoiding conflicts of interest.

The Board of Trustees delegates authority to the Vice President for Administration and Finance, or designee, to administer this policy and to implement purchasing procedures in accordance with established guidelines. This Purchasing Policy and related procedures shall be reviewed at least annually and updated as necessary to ensure continued compliance with legal requirements and best practices.

DEFINITIONS:

OTHER RELATED INFORMATION:

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

PROCESSES, PROCEDURES AND SUPPLEMENTAL INFORMATION:

Purchasing Procedures

AUTHORITY:

Authority to Approve: President

Responsible for Oversight: Vice President for Administration and Finance

REVIEW:

Annually (Required by Statute) in July

APPENDICES:

New York State General Municipal Law Sections 100-109
New York State Law Section 408-A
Uniform Guidance (2 CFR Part 200)
Jefferson Community College Fixed Asset Procedures
Jefferson Community College Purchasing Procedures

JEFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES

RESOLUTION NO.: **188-26**

DATE: **October 7, 2026**

SUBJECT: **GRANT ACCEPTANCE POLICY**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the attached Grant Acceptance Policy.

Policy Title: **Grant Acceptance Policy**	Resolution No.: 188-26
	Date: October 7, 2026
	Supersedes:

PURPOSE:

To establish authority and procedures for the acceptance and administration of grant funds in support of the College's mission and objectives.

STATEMENT OF POLICY:

Pursuant to the authority granted to the Board of Trustees of Jefferson Community College to accept gifts, grants, bequests, and devises, the Board delegates authority to accept grant funds to the Vice President for Administration and Finance/Treasurer, or designee, subject to the approval of the College President.

Grant funds accepted under this delegated authority shall be administered in accordance with established College procedures.

DEFINITIONS:

OTHER RELATED INFORMATION:

PROCESSES, PROCEDURES AND SUPPLEMENTAL INFORMATION:

Grant Acceptance Procedures

AUTHORITY:

Authority to Approve: Vice President for Administration and Finance/Treasurer

Responsible for Oversight: Comptroller

REVIEW:

Five Years – September 2031

APPENDICES:

JEFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES

RESOLUTION NO.: **189-26**

DATE: **October 7, 2026**

SUBJECT: **TRAVEL POLICY**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve the attached Travel Policy.

Policy Title: **Travel Policy**	Resolution No.: 189-26
	Date: October 7, 2026
	Supersedes: Adopted March 1969, Res. 104-69 Revised July 1993, Res.131-93 Revised June 2013, Res.137-13 Revised May 2015, Res.130-15

PURPOSE:

To establish guidelines for the authorization and reimbursement of reasonable and necessary travel expenditures incurred by Jefferson Community College (College) personnel while conducting official College business.

STATEMENT OF POLICY:

Personnel may be reimbursed for approved travel and business-related expenditures incurred in the performance of their official duties, provided such expenditures are reasonable, necessary, properly documented, and comply with College procedures.

All travel must be authorized by the appropriate supervisor before expenditures are incurred. Supervisors are responsible for ensuring that travel supports College operations and that funding is available within approved budgets.

Eligible expenditures may include transportation, mileage, lodging, meals, registration fees, parking, tolls, and other necessary costs associated with approved College business travel. Reimbursement rates, allowable expenditures, documentation requirements, and approval processes shall be established in the College's Travel Procedure.

Personnel are expected to exercise good judgment and use the most economical and practical means of travel consistent with business needs. Normal commuting expenditures between an employee's residence and primary work location are not reimbursable.

The College reserves the right to deny reimbursement for expenditures that are unauthorized, inadequately documented, unreasonable, or otherwise inconsistent with this policy or applicable procedures.

DEFINITIONS:

OTHER RELATED INFORMATION:

This policy replaces the previously titled Travel Reimbursement Policy.

PROCESSES, PROCEDURES AND SUPPLEMENTAL INFORMATION:

Travel Procedure

AUTHORITY:

Authority to Approve: Vice President for Administration and Finance

Responsible for Oversight: Comptroller

REVIEW:

Five Years – September 2031

APPENDICES:

JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES

RESOLUTION NO.: **190-26**

DATE: **October 7, 2026**

SUBJECT: **RATIFICATION OF CONTRACTS**
CITEC Business Solutions
EAB
Instructure, Inc
SUNY Apprenticeship Program
SUNY DPT
SUNY Research Foundation – LESPaRC
SUNY ITEC
Turnitin, LLC
YuJa Panorama

WHEREAS, pursuant to Jefferson Community College Board of Trustees Resolution No. 119-26, the College President approved the following contractual agreements, copies of which are attached hereto:

CITEC Business Solutions
(leadership development essentials training, workforce development)

EAB
(software agreement extension, "C4S" student retention)

Instructure, Inc
(service agreement, student records)

SUNY Apprenticeship Program
(apprenticeship agreement, workforce development)

SUNY DPT
(participating institution agreement, transcript exchange upgrade)

SUNY Research Foundation – LESPaRC
(services contract, lake effect snow prediction)

SUNY ITEC
(participating institution agreement, master agreement)

Turnitin, LLC
(master registration agreement, instructional technology)

YuJa Panorama
(participating institution agreement, brightspace accessibility checker)

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