

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 113-23

DATE: FEBRUARY 1, 2023

SUBJECT: ACCEPTANCE OF COLLEGE AUDIT

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of Jefferson Community College for the year ending August 31, 2022 as prepared by The Bonadio Group.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 114-23

DATE: FEBRUARY 1, 2023

SUBJECT: 2022-2023 BUDGET AMENDMENT
COLLEGE-IN-PRISON REENTRY INITIATIVE GRANT

WHEREAS, the College has received state funding from New York State Office of the District Attorney, New York County (DANY) under the College-in-Prison Initiative for nearby correctional facilities in Cape Vincent and Gouverneur.

WHEREAS, the College will provide programming to include college-level instruction and reentry support with provision of performance measurement data after programming ends for use in an evaluation of the program;

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

INCREASE REVENUE:

College-in Prison Grant – State Grants & Contracts	2629-3011-5420	\$ 226,190.15
Total Increase Revenue		\$ 226,190.15

INCREASE EXPENDITURES:

College-in Prison Grant – Professional Full Time	2629-3011-6101	\$ 8,500.00
College-in Prison Grant – Professional Adjuncts	2629-3011-6103	77,274.70
College-in Prison Grant – State TRS	2629-3011-6202	12,682.74
College-in Prison Grant – TIAA CREF	2629-3011-6203	24,568.20
College-in Prison Grant – Social Security	2629-3011-6204	6,649.57
College-in Prison Grant – Workers Compensation	2629-3011-6205	872.04
College-in Prison Grant – Audio Visual Equipment	2629-3011-7007	2,728.00
College-in Prison Grant – Instructional Supplies	2629-3011-7108	29,773.98
College-in Prison Grant – Indirect Cost	2629-3011-7231	62,776.17
College-in Prison Grant – Travel	2629-3011-7250	\$ 364.75

Total Increase Expenditures \$ 226,190.15

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 115-23
DATE: FEBRUARY 1, 2023
SUBJECT: 2022-2023 BUDGET AMENDMENT
SUNY WORKFORCE DEVELOPMENT TRAINING
GRANT PERIOD: SEPTEMBER 1, 2022 – JANUARY 31, 2023

WHEREAS, the College has received an increase in 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	\$ <u>3,665.00</u>
Total Revenue Increase		\$ 3,665.00

INCREASE EXPENDITURE:

SUNY WDT Grant- Prof Adjuncts- PT	2701-3011-6103	\$ 2,293.00
SUNY WDT Grant- Indirect Cost	2701-3011-7231	\$ <u>1,372.00</u>
Total Expenditure Increase		\$ 3,665.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 116-23
DATE: FEBRUARY 1, 2023
SUBJECT: 2022-2023 BUDGET AMENDMENT
SUNY WORKFORCE DEVELOPMENT TRAINING
GRANT PERIOD: SEPTEMBER 1, 2022 – JANUARY 31, 2023

WHEREAS, the College has received an increase in funding from SUNY Workforce Development to provide ServSafe 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	\$ <u>2,354.00</u>
Total Revenue Increase		\$ 2,354.00

INCREASE EXPENDITURE:

SUNY WDT Grant- Prof Adjuncts	2701-3011-6103	\$ 619.00
SUNY WDT Grant- Instructional Supplies	2701-3011-7108	561.00
SUNY WDT Grant- Indirect Cost	2701-3011-7231	1,153.00
SUNY WDT Grant- Prof. Service Fees	2701-3011-7250	\$ <u>21.00</u>
Total Expenditure Increase		\$ 2,354.00

**JEFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 117-23

DATE: FEBRUARY 1, 2023

SUBJECT: TRANSFER CREDIT POLICY

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

Jefferson Community College

Transfer Credit Policy

PURPOSE:

Jefferson Community College recognizes academic learning through award of transfer credit. The award of transfer credit is based upon the educational quality of the acquired learning, the comparability of the content, scope, and rigor of the acquired learning to coursework offered at Jefferson, and the appropriateness and applicability of the learning experience to the program in which a student is matriculated.

DEFINITIONS:

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

1. A matriculated student is one who has been accepted by the Jefferson Community College Admissions Office and is enrolled in a degree or certificate program.
2. The term microcredential is used to refer to a cluster of credit-bearing coursework ranging from 6 to 23 credit hours.
3. Transfer credit is credit awarded for undergraduate college-level coursework completed at another institution of higher education and articulated on an official college transcript.

STATEMENT OF POLICY:

1. Any matriculated student and any student enrolled in a microcredential is eligible for award of transfer credit.
2. Courses for which transfer credit is awarded may not be repeated for credit.
3. Students are responsible for ensuring all official transcripts with coursework to be considered for transfer credit must be on file at Jefferson Community College.
4. Transfer courses are evaluated individually for course equivalencies using course descriptions and expected student learning outcomes.
5. All courses successfully completed with a grade of 2.0/C or higher are eligible for transfer credit. Coursework with a Pass/Fail grade or designation are not eligible for transfer credit.
6. Transfer credit is recorded on the official Jefferson Community College transcript.
7. Coursework completed at all SUNY campuses with passing grades satisfy the SUNY General Education area or areas designated for the course.
8. The Vice President for Academic Affairs is responsible for overseeing this policy.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 118-23
DATE: FEBRUARY 1, 2023
SUBJECT: 2023-2024 HOLIDAY SCHEDULE

The College will be closed for business on the following days:

Monday,	09/04/23	Labor Day
Thursday,	11/23/23	Thanksgiving Day
Monday,	12/25/23	Christmas Day (Observed)
Tuesday,	12/26/23	
Wednesday,	12/27/23	
Thursday,	12/28/23	
Friday,	12/29/23	
Monday,	01/01/24	New Year's Day
Monday,	01/15/24	Dr. Martin Luther King Jr. Day
Monday,	05/27/24	Memorial Day
Wednesday,	06/19/24	Juneteenth
Thursday,	07/04/24	Independence Day

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 119-23

DATE: FEBRUARY 1, 2023

SUBJECT: JOB TITLE AND CLASSIFICATION
Director of Nursing

BE IT RESOLVED, that pursuant to Section 201.7 (a) of the New York State Department of Civil Service Rules and Regulations, the Board of Trustees of Jefferson Community College determines the position of:

Director of Nursing

be classified as professional service as defined in Section 6306 of Education law.

Job Title: *Director of Nursing*
Department: STEM & Health Professions
Pay Grade: 5
FLSA Status: Exempt

GENERAL PURPOSE

This twelve month position is responsible for coordinating the Nursing Program. Reporting to the Chair of the STEM and Health Professions, the incumbent will assist in the development of strategic enrollment goals for the program and implement policies, program activities, and services designed to enhance the educational experience of students. This position is responsible for program accreditation, maintaining collaborative educational partnerships with various nursing industry leaders, and developing partnerships within the community and health care organizations to provide opportunities for program growth and sustainability. This position includes a maximum annualized teaching load of 18 contact hours.

MAIN JOB TASKS AND RESPONSIBILITIES

- Coordinate and direct on-going curriculum development and review of the nursing degree program and articulation agreements.
- Develop class schedules and teaching assignments for faculty including clinical schedules and clinical affiliates.
- Lead the faculty in establishing and maintaining a long term vision for the program through development of program outcomes assessment.
- Maintain the program in good standing with accrediting agencies. Completes annual required reports and annual registrations for NYSED, ACEN, and Office of Professions.
- Direct the ACEN self-study process and coordinate the site visit.
- Assist in the recruitment, supervision and evaluation of nursing program staff.
- Assist with orientation of staff to prepare them for teaching and adhering to programmatic and college policies.
- Prepare and administer the Nursing Program Department budget and plan for securing and maintaining up-to-date equipment and supplies.
- Teach nursing coursework in accordance with College Policy and procedures for academic instruction.
- Responsible for the development and implementation of policies and procedures for proper safety and confidentiality standards.
- Create and monitor departmental budget in collaboration with School Chair.
- Assist students by providing academic advising, coaching, and mentoring.
- Proposes and manages new initiatives within the program.

- Oversees and participates in the development and implementation of program initiatives designed to provide students with the assistance, support, and college services needed to achieve their academic and career/work goals.
- Prepares comprehensive reports on program outcomes and achievements including retention and progress of students in meeting academic and career goals for internal and external reporting.
- Duties include meetings, evening services and programs, and program evaluation and assessment.
- Performs other related duties as required/assigned.

EDUCATION AND EXPERIENCE

- Master's degree in Nursing and five years (5) years of appropriate professional experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must possess, or have the ability to obtain within 90 days, a NYS Registered Nurse license.
- Ability to collaborate with administrators, faculty, and staff to facilitate and improve services.
- Ability to plan, organize, and prioritize daily assignments and work activities.
- Ability to read, write, and communicate effectively with staff.
- Knowledge of statistical concepts and analysis.
- Skill in data management and reporting.
- Skill in the use of word processing, spreadsheet, and database software applications.
- Knowledge of standard office equipment and procedures.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Mostly sedentary work which requires exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly.
- Work environment is primarily that of an office and classroom and the noise and temperature levels are moderate.
- Must possess the physical ability to work primarily with fingers, perceive the nature of sounds, make rational decisions through sound logic and deductive processes, express or exchange ideas by the spoken word, substantial movement (motions) of the wrists, hands, and/or fingers, and discern letters or numbers at a given distance.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 120-23

DATE: FEBRUARY 1, 2023

SUBJECT: **RATIFICATION OF CONTRACTS**
Ellucian
Lightcast
Neufeld, Garth
New York State Department of Labor
State University of New York Online Services

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:

Ellucian

(support services agreement, Instructional Technology Helpdesk)

Lightcast

(two software licenses: Career Coach and Analyst, student success and strategic initiatives departments)

Newfeld, Garth

(guest speaker, Center for Professional Excellence)

New York State Department of Labor

(grant funding contract, pre-apprenticeship construction training)

State University of New York Online Services

(participating institution agreement, helpdesk and online application support, institutional technology)

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