MEMORANDUM OF AGREEMENT
BETWEEN MONROE COMMUNITY COLLEGE, JEFFERSON COMMUNITY COLLEGE, JAMESTOWN COMMUNITY COLLEGE, AND SUNY SYSTEM ADMINISTRATION

THIS AGREEMENT by and between **MONROE COMMUNITY COLLEGE**, an educational institution with offices at 1000 East Henrietta Road, Rochester, New York 14623, hereinafter referred to as **"Monroe"**, **JEFFERSON COMMUNITY COLLEGE**, an educational institution with offices at 1220 Coffeen Street Watertown, NY 13601, hereinafter referred to as **"Jefferson"**, **JAMESTOWN COMMUNITY COLLEGE**, an educational institution with offices at 525 Falconer Street, Jamestown, NY 14702, hereinafter referred to as **"Jamestown"**, and **SUNY SYSTEM ADMINISTRATION** with offices at H. Carl McCall SUNY Building, Albany, New York 12246, hereinafter referred to as **"System"**.

BACKGROUND AND OVERVIEW:

- A need for dental hygienists exists in the regions served by Jefferson and Jamestown. In an effort to fill this need Monroe has agreed to jointly provide the required coursework to educate and train dental hygienists.

- Monroe will provide the necessary instruction in Dental Hygiene to students in the Jefferson and Jamestown cohorts via: i) the SUNY Learning Network (SLN) and, ii) on-site clinical and lab instruction. Courses provided are those serving as a portion of the requirements for students to graduate from Monroe's Dental Hygiene Program. Specific courses and semester sequence of offerings are noted in **Appendix 'A'** to this agreement for Jefferson and **Appendix 'B'** to this agreement for Jamestown.

- It is anticipated that students participating in this program will enter and complete as a cohort of:
    - Five (5) students at Jefferson and take additional coursework at Jefferson or Monroe. This additional coursework will combine with the coursework provided by Monroe and will lead to an A.A.S. degree in Dental Hygiene from Monroe.
    - Five (5) students at Jamestown and take additional coursework at Jamestown or Monroe. This additional coursework will combine with the coursework provided by Monroe and will lead to an A.A.S. degree in Dental Hygiene from Monroe.

MUTUAL UNDERSTANDINGS:

- Jefferson and Jamestown will be responsible for all recruitment and marketing of this program. They will provide academic advisement in consultation with Monroe, enrollment assistance and financial aid counseling to the students. Financial Aid application processing/award will be managed by Monroe as governed by the Consortium Agreement (please see **Appendix 'C'**).

- Each institution will be eligible for appropriate State Aid for students enrolled in its respective courses if such enrollment results in funded FTE sufficient to receive State Aid above the funding floor.

- Clinical experience is an important component of this program. Jefferson and Jamestown will assist in securing the appropriate clinical locations within their service area. Any necessary rental agreements and rental payments will be the responsibility of Monroe. Facility requirements will be established by the Chair of Monroe's Dental Studies Department.

- Clinical instruction will be carried out at the designated clinical locations by fully qualified dental hygienists selected by Monroe and/or dentists ("faculty") who will become employees of Monroe. Faculty will meet all of Monroe's qualifications for dental hygiene instructors. Monroe will take responsibility for orienting, supervising, mentoring, evaluating, and administering compensation for clinical instructors.

- All students wishing to participate will be screened using Monroe's dental hygiene admissions standards, both academic and technical.

- Jefferson and Jamestown will cooperate, as necessary, in providing transcripts to Monroe for the purpose of awarding the A. A. S. Degree in Dental Hygiene.

TIME PERIOD OF AGREEMENT:

This agreement will commence in April of 2025 in anticipation of enrolling students for the Fall 2025 semester at each institution. The agreement will continue in full force by all parties until the completion of the final semester of offerings in Spring 2027. All parties must affirm participation no later than April 15 2025 in order to commence classes by August 19, 2025 for students to be formally matriculated. After that time, no party may terminate this agreement without the mutual consent of all parties.

FINANCIAL ARRANGEMENTS:

- Enrolled students will be financially responsible for their own student tuition and fee billings from each institution, including obtaining required certificates of residency.

- For the purpose of offsetting Summer faculty training costs, Jefferson will advance:
  - $25,000 to Monroe during the Summer of 2025; and
  - $25,000 to Monroe during the Summer of 2026

- This program is expected to generate a deficit for Monroe as the cost of providing instruction will exceed the revenue that can be generated through tuition and fees and Monroe will invoice System annually, by August 31, for all expenses incurred by Monroe that are not offset by revenues. This two-year deficit is estimated to be $159,486 as shown on **Appendix 'D'**.

- System has previously advanced $140,000 to Monroe for the purpose of equipping the clinical sites at both Jefferson and Jamestown, however, it is acknowledged that only $70,000 of this amount was ultimately needed for this two-year cohort. Therefore, it is agreed that Monroe will retain the unused $70,000 for the purposes of offsetting the anticipated $159,486 program deficit. As a result, the estimated remaining two-year program deficit to be billed to System is estimated to be $89,486 ($159,486 - $70,000).

CONTACT PERSONS:

- **Michael Jacobs**, Provost and Vice President, Academic & Student Affairs will serve as the contact person for Monroe.

- **Donna Stevenson**, Associate Vice President of STEM, Health Professions, Business, and Hospitality & Tourism, will serve as the contact person for Jefferson.

- **Jessica Kubiak**, Vice President, Academic Affairs, will serve as the contact person for Jamestown.

Contact persons do not have the authority to amend this agreement on behalf of their respective institution.

TERMINATION:
All parties must agree to terminate this agreement as termination by any one party can have significant impact on other parties and students enrolled.

For Monroe Community College

DeAnna Burt-Nanna
President

Date: 4/04/25

For Jefferson Community College

Daniel Dupee
President

Date: 4/7/25

For Jamestown Community College

Daniel DeMarte
President

Date: 4/7/2025

For SUNY System Administration

Josh Sager
Chief Financial Officer

Date: 04/08/25

Appendix A

Dental Hygiene Program at Jefferson
Specific Courses and Semester Sequence of Offerings

Monroe Community College will provide Dental Studies courses as indicated as scheduled below:

Fall 2025

DEN 110	SLN
DEN 111	SLN with lab component in local clinic
IDEN 112	SLN
DEN 113	SLN
DEN 114	SLN
DEN 115	Clinical Instruction in local clinic

Spring 2026

DEN 121	SLN with clinical instruction in local clinic
DEN 122	SLN
DEN 123	SLN
DEN 124	SLN
DEN 125	Clinical Instruction in local clinic
DEN 129	SLN

Fall 2026

DEN 211	SLN with lab component in local clinic
DEN 212	SLN
DEN 213	SLN
DEN 214	SLN
DEN 215	Clinical Instruction in local clinic
DEN 216	SLN
DEN 217	SLN
DEN 219	SLN

Spring 2027

DEN 222	SLN Clinical instruction in local clinic
DEN 224	SLN
DEN 225	Clinical Instruction in local clinic
DEN 226	SLN
DEN 228	SLN
DEN 229	SLN

Other Program Requirements:

The following courses are required for graduation in Dental Hygiene and are offered at the focal community college as indicated. MCC will accept transfer credits from all other institutions using its standard admissions criteria.

Course	Credits	MCC No.	Jefferson No.
Composition	3	ENG 101	ENG 101
Psychology	3	PSY 101	PSY 133
Sociology	3	SOC 101	SOC 144
Chemistry	4	CHE 124	CHE 130
Anatomy & Physiology I	4	BIO 134	BIO 203
Anatomy & Physiology II	4	BIO 134	BIO 204
Microbiology	4	BIO 202	BIO 202
Nutrition	3	BIO 217	**

** A nutrition course comparable to MCC's BIO 217 course is required. MCC offers this course on line.

Appendix B

Dental Hygiene Program at Jamestown
Specific Courses and Semester Sequence of Offerings

MCC Distribution Requirements	Credit Hours	JCC Course Equivalent	Credit Hours	Course Location/Modality
FIRST SEMESTER				
BIO 134 Essentials of Human Anatomy and Physiology I*	3	BIO 2510 Anatomy and Physiology I (and lab)	4	JCC In-Person
DEN 110 Dental Health Education	1			MCC Online
DEN 111 Dental Radiography I	2			MCC Online
DEN 112 Oral Anatomy and Physiology I	2			MCC didactic Online and hybrid conference at the Chautauqua Center
DEN 113 Barrier Precautions and Infection Control Measures	1			MCC Online
DEN 114 Dental Hygiene I	2			MCC Online
DEN 115 Clinical Dental Hygiene I	2			MCC at The Chautauqua Center Includes clinical and conference.
ENG 101 College Composition OR		ENG 1510 English Composition I OR		JCC or MCC
ENG 200 Advanced Composition	3	ENG 1530 English Composition II	3	JCC or MCC
Total	16			
SECOND SEMESTER				
BIO 135 Essentials of Human Anatomy and Physiology II*	3	BIO 2520 Anatomy and Physiology II (and lab)	4	JCC In-Person

BIO 202 Microbiology	4	BIO 2531 Microbiology and BIO 2532 Microbiology - Lab	4	JCC In-Person
DEN 121 Dental Radiography II	2			MCC Online
DEN 122 Oral Anatomy and Physiology II	2			MCC didactic Online and hybrid conference at the Chautauqua Center
DEN 123 General & Oral Pathology I	1			MCC Online
DEN 124 Dental Hygiene II	2			MCC Online
DEN 125 Clinical Dental Hygiene II	3			MCC at The Chautauqua Center clinic and conference
DEN 129 Periodontics I	1			MCC Online
Total	18			
THIRD SEMESTER				
BIO 217 Nutrition	3	BIO 2760 Nutrition	3	JCC
DEN 211 Dental Materials	2			MCC Online
DEN 212 Community Dentistry I	1			MCC Online
DEN 213 General & Oral Pathology II	1			MCC Online
DEN 214 Dental Hygiene III	2			MCC Online
DEN 215 Clinical Dental Hygiene III	4			MCC at The Chautauqua Center Includes clinical and conference
DEN 216 Dental Therapeutics I	1			MCC Online
DEN 217 Dental Specialties	1			MCC Online
DEN 219 Periodontics II	1			MCC Online
Total	16			

FOURTH SEMESTER				
DEN 222 Community Dentistry II	2			MCC didactic Online and hybrid conference at the Chautauqua Center
DEN 224 Dental Hygiene IV	2			MCC Online
DEN 225 Clinical Dental Hygiene IV	4			MCC at The Chautauqua Center Includes clinical and conference
DEN 226 Dental Therapeutics II	1			MCC Online
DEN 229 Periodontics III	1			MCC Online
CHE 124 General, Organic, and Biochemistry	4	CHE 1550 General Chemistry I or other 4-Credit CHE Course w/ Lab	4	JCC In-Person
PSY 101 Introductory Psychology	3	PSY 1510 General Psychology	3	JCC or MCC
SOC 101 Introduction to Sociology	3	SOC 1510 Intro to Sociology	3	JCC or MCC
Total	20			
TOTAL CREDITS	70			
Grade of C or higher required for all courses.				
*BIO 144 & 145 may be taken instead of BIO 134 & 135.				

Appendix C

Dental Hygiene Program
Consortium Agreement

As allowed in Part 668.19, Student Assistance General Provision, and Part 690.8, Pell Grant Program, Code of Federal Regulations, this Consortium Agreement is entered into between Monroe Community College (the home institution) and

Host Institution: _____

Address: _____

For the purpose of providing federal financial assistance to the student named below:

1. Name of student: _____
2. Social Security: _____
3. Home Address: _____
4. This agreement applies to:
   - A. Pell Grant: _____
   - B. Campus Based Aid: _____
   - C. Loan: _____
5. While attending the host institution, the student will be living:
   - A. Off Campus _____
   - B. With Parents _____

TO BE COMPLETED BY THE HOST INSTITUTION

6. Pell Grant Cost of Attendance for Academic Year $ _____
7. Institutional Budget for Campus-Based Financial Aid For Period of Enrollment $ _____
8. Number of Credit hours registered for: $ _____
9. Tuition & Fees for period of Enrollment: $ _____
10. Length of Period of Enrollment: _____
11. Dates of Enrollment: From: _____ To: _____

CERTIFICATION

A. The Host Institution certifies that the above referenced student is enrolled for the period of attendance in #11.

B. The Host Institution agrees that it will NOT pay the student a Pell Grant and/or any campus-based funds and that it will NOT certify a Federal Student Loan during the period of attendance stipulated in #11. Further, the Host Institution agrees that, if aware, will inform Monroe Community College if the student withdraws before the end of the period of attendance stipulated in #11.

C. Monroe Community College agrees to accept the credits earned at the Host Institution.

D. Monroe Community College agrees to provide payment to the student, if eligible, under the programs listed above in #4 for the appropriate period of time.

E. Monroe Community College agrees to monitor the student's pursuit of program and satisfactory academic progress and to be responsible for disbursing funds to the student and for administering the appropriate refund policy.

_____	_____
Home Institution Signature	Host Institution Signature
_____	_____
Name and Title	Name and Title
_____	_____
Date	Date

Appendix D

Dental Hygiene Program
Expenses Incurred by Monroe (not offset by revenues)

	25/26			26/27			Total Two Year Budget			
	Jefferson	Jamestown	Total	Jefferson	Jamestown	Total	Jefferson	Jamestown	Total	
EXPENSES										
Salary & Fringe										
Faculty Overload (Online Instruction)	$ 6,277	$ 6,277	$ 12,554	$ 6,463	$ 6,463	$ 12,926	$ 12,740	$ 12,740	$ 25,480	
Part Time Faculty (Remote Clinical Instructors)	51,393	51,393	$ 102,786	64,241	64,241	$ 128,482	$ 115,634	$ 115,634	$ 231,268	
Clinical Supervisors (Dentist Salaries)	6,275	3,291	$ 9,566	16,905	14,343	$ 31,248	$ 23,180	$ 17,634	$ 40,814	
Coordination Services	3,863	3,863	$ 7,726	-	-	$ -	$ 3,863	$ 3,863	$ 7,726	
Summer Faculty Training	17,500	17,500	$ 35,000	17,500	17,500	$ 35,000	$ 35,000	$ 35,000	$ 70,000	
Subtotal - Salary & Fringe	**$ 85,308**	**$ 82,324**	**$ 167,632**	**$ 105,109**	**$ 102,547**	**$ 207,656**	**$ 190,417**	**$ 184,871**	**$ 375,288**	
Contractual Expenses										
Equipment	$ 26,500	$ 43,500	$ 70,000	$ -	$ -	$ -	$ 26,500	$ 43,500	$ 70,000	
Instructional Supplies/Repairs	10,000	10,000	20,000	10,000	10,000	20,000	20,000	20,000	40,000	
Travel	809	740	1,549	809	740	1,549	1,618	1,480	3,098	
Subtotal - Contractual Expenses	**$ 37,309**	**$ 54,240**	**$ 91,549**	**$ 10,809**	**$ 10,740**	**$ 21,549**	**$ 48,118**	**$ 64,980**	**$ 113,098**	
TOTAL EXPENSES	**$ 122,617**	**$ 136,564**	**$ 259,181**	**$ 115,918**	**$ 113,287**	**$ 229,205**	**$ 238,535**	**$ 249,851**	**$ 488,386**	
REVENUES										
Tuition	$ 22,050	$ 22,050	$ 44,100	$ 23,100	$ 23,100	$ 46,200	$ 45,150	$ 45,150	$ 90,300	
Chargebacks	25,150	25,150	50,300	25,150	25,150	50,300	50,300	50,300	100,600	
Lab Fees	5,250	5,250	10,500	3,750	3,750	7,500	9,000	9,000	18,000	
TOTAL REVENUES	**$ 52,450**	**$ 52,450**	**$ 104,900**	**$ 52,000**	**$ 52,000**	**$ 104,000**	**$ 104,450**	**$ 104,450**	**$ 208,900**	
Net Revenue (Cost) before SUBSIDIES	**$ (70,167)**	**$ (84,114)**	**$ (154,281)**	**$ (63,918)**	**$ (61,287)**	**$ (125,205)**	**$ (134,085)**	**$ (145,401)**	**$ (279,486)**	
SUBSIDIES										
Equipment subsidy from System $140k (spent)	$ 26,500	$ 43,500	70,000	$ -	$ -	-	26,500	43,500	70,000	
Unspent from System $140k equipment advance	43,500	26,500	70,000	-	-	-	43,500	26,500	70,000	(1)
Jefferson Foundation Summer Training Fund	25,000	-	25,000	25,000	-	25,000	50,000	-	50,000	(2)
System subsidy request	(24,833)	14,114	(10,719)	38,918	61,287	100,205	14,085	75,401	89,486	(1)
TOTAL SUBSIDIES	$ 70,167	$ 84,114	$ 154,281	$ 63,918	$ 61,287	$ 125,205	$ 134,085	$ 145,401	$ 279,486	
Net Revenue (Cost) after SUBSIDIES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	

(1) Total System subsidy:

Year 1	$ 59,281
Year 2	$ 100,205
Total	$ 159,486

(2) Total Jefferson subsidy

Year 1	$ 25,000
Year 2	$ 25,000
Total	$ 50,000