

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 177-23

DATE: OCTOBER 4, 2023

SUBJECT: 2022-2023 BUDGET AMENDMENT
SUNY INTERNSHIP SCHOLARSHIP PROGRAM GRANT
JEFFERSON LEADS PROGRAM

GRANT PERIOD: SEPTEMBER 1, 2023 – AUGUST 31, 2024

WHEREAS, funds have been received from the New York State Office of Strategic Workforce Development to support students through their applied learning internship experiences in collaboration with the SUNY Research Foundation;

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

INCREASE REVENUE:

SUNY Internship Scholarship Program- Grant	2655-3011-5420	<u>\$ 37,093.00</u>
Total Revenue Increase		\$ 37,093.00

INCREASE EXPENDITURE:

SUNY Internship Scholarship Program- Indirect	2655-3011-7231	\$ 1,766.00
SUNY Internship Scholarship Program- Scholarships	2655-3011-7512	<u>\$ 35,327.00</u>
Total Expenditure Increase		\$ 37,093.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 178-23
DATE: OCTOBER 4, 2023
SUBJECT: 2022-2023 BUDGET AMENDMENT
LIBERTY PARTNERSHIP PROGRAM GRANT
GRANT PERIOD: SEPTEMBER 1, 2022 – AUGUST 31, 2023

WHEREAS, the College received notification of funding from the New York State Education Department in the amount of \$290,480.00 which is more than the estimate provided at the time the budget was formulated;

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

INCREASE REVENUE:

Liberty Partnership Grant –State Grants	2632-3011-5420	<u>\$ 40,480.00</u>
Total Revenue Increase		\$ 40,480.00

INCREASE EXPENDITURE:

Liberty Partnership Grant –Prof P/T	2632-3011-6102	\$ 31,920.00
Liberty Partnership Grant –Activity Expense	2632-3011-7202	3,560.00
Liberty Partnership Grant –Prof Svc Fees	2632-3011-7241	<u>\$ 5,000.00</u>

Total Expenditure Increase \$ 40,480.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 179-23
DATE: OCTOBER 4, 2023
SUBJECT: 2022-2023 BUDGET AMENDMENT
CHILD CARE TRAINING PROGRAM III
GRANT PERIOD: FEBRUARY 1, 2023 – MAY 31, 2024

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;

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 2840-3011-5430	<u>\$ 35,072.00</u>
Total Revenue Increase	\$ 35,072.00

INCREASE EXPENDITURE:

Child Care Training Program III – Prof Adjuncts 2840-3011-6103	\$ 15,480.00
Child Care Training Program III- Social Security 2840-3011-6204	1,184.22
Child Care Training Program III – Workers Comp 2840-3011-6205	154.80
Child Care Training Program III – Instruc Supplies 2840-3011-7108	1,404.00
Child Care Training Program III – Advertising 2840-3011-7203	2,275.00
Child Care Training Program III- Indirect Cost 2840-3011-7231	5,010.00
Child Care Training Program III – Prof Svc Fees 2840-3011-7241	768.70
Child Care Training Program III – Scholarship Awards 2840-3011-7512	\$ <u>8,795.28</u>

Total Expenditure Increase	\$ 35,072.00
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**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 180-23
DATE: OCTOBER 4, 2023
SUBJECT: 2022-2023 BUDGET AMENDMENT
NYS DOL CONSTRUCTION GRANT
GRANT PERIOD: FEBRUARY 13, 2023 – FEBRUARY 12, 2024

WHEREAS, the College received funding from NYS Department of Labor to provide Pre-Apprentice Construction Training. The College was unable to recruit sufficient enrollment to run the project;

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

DECREASE REVENUE:

NYS DOL Construction Grant– Local Grants & Contracts	2563-3011-5430	<u>\$ 57,760.00</u>
Total Revenue Decrease		\$ 57,760.00

DECREASE EXPENDITURE:

NYS DOL Construction Grant– Instructional Supplies	2563-3011-7108	\$ 24,000.00
NYS DOL Construction Grant– Advertising	2563-3011-7203	15,760.00
NYS DOL Construction Grant– Prof Service Fees	2563-3011-7241	<u>\$ 18,000.00</u>
Total Expenditure Decrease		\$ 57,760.00

**JEFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO. 181-23

DATE: OCTOBER 4, 2023

**SUBJECT: APPROVAL OF PROGRAM REVISIONS
INDIVIDUAL STUDIES, A.A.S.**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves revisions to the Individual Studies, A.A.S. degree program as outlined in the attached proposal.



Program Revision Proposal: Changes to an Existing Program

Form 3A
Version 2016-10-13

SUNY approval and SED registration are required for many changes to registered programs. To request a change to a registered program leading to an undergraduate degree, a graduate degree, or a certificate that does not involve the creation of a new program,¹ a Chief Executive or Chief Academic Officer must submit **a signed cover letter and this completed form** to the SUNY Provost at program.review@suny.edu.

Section 1. General Information	
a) Institutional Information	Institution's 6-digit SED Code : 274800
	Institution's Name: Jefferson Community College
	Address: 1220 Coffeen Street Watertown, NY
b) Program Locations	List each campus where the entire program will be offered (with each institutional or branch campus 6-digit SED Code): <u>Main Campus only</u>
	List the name and address of off-campus locations (i.e., extension sites or extension centers) where courses will offered, or check here [X] if not applicable :
c) Registered Program to be Changed	Program Title: Individual Studies
	SED Program Code : 80029
	Award(s) (e.g., A.A., B.S.): A.A.S.
	Number of Required Credits: Minimum [Current 60, Proposed 61] If tracks or options, largest minimum []
	HEGIS Code : 5699
	CIP 2010 Code : 240102
	Effective Date of Change: August 1, 2024
	Effective Date of Completion ² : May 31, 2027
d) Campus Contact	Name and title: Jerilyn Fairman, Interim Vice President for Academic Affairs Telephone and email: (315) 786-2235, jfairman@sunyjefferson.edu
e) Chief Executive or Chief Academic Officer Approval	Signature affirms that the proposal has met all applicable campus administrative and shared governance procedures for consultation, and the institution's commitment to support the proposed program. E-signatures are acceptable. Name and title: Jerilyn Fairman, Interim Vice President for Academic Affairs
	Signature and date: October 6, 2023
	If the program will be registered jointly³ with one or more other institutions, provide the following information for each institution:
Partner institution's name and 6-digit SED Code :	
Name, title, and signature of partner institution's CEO (or append a signed letter indicating approval of this proposal):	

¹ To propose changes that would create a new program, Form 3B, [Creating a New Program from Existing Program\(s\)](#), is required.
² If the current program(s) must remain registered until enrolled students have graduated, the anticipated effective date by which continuing students will have completed the current version of the program(s).
³ If the partner institution is non-degree-granting, see SED's [CEO Memo 94-04](#).

Section 2. Program Information

Section 2.1. Changes in Program Content

No changes in program content. *Proceed to Section 2.2.*

a) Check all that apply. Describe each proposed change and why it is proposed.

- Cumulative change from SED's last approval of the registered program of one-third or more of the minimum credits required for the award (e.g., 20 credits for associate degree programs, 40 credits for bachelor's degree programs)
- Changes in a program's focus or design
- Adding or eliminating one or more options, concentrations or tracks
- Eliminating a requirement for program completion (such as an internship, clinical placement, cooperative education, or other work or field-based experience). Adding such requirements must remain in compliance with SUNY credit cap limits.
- Altering the liberal arts and science content in a way that changes the degree classification of an undergraduate program, as defined in [Section 3.47\(c\)\(1-4\) of Regents Rules](#)

Description of Change: This program is increasing by one credit hour.

Other changes that were made since the last registration of the program include

- *Inclusion of the now required for new students INT 111: College Foundations course.*
- *SUNY General Education Framework revisions requiring*
 - *one course to be chosen from Jefferson's SUNY Gen Ed list for Natural Sciences (Scientific Reasoning)*
 - *one course to be chosen from Jefferson's SUNY Gen Ed list for Diversity: Equity, Inclusion, and Social Justice*
 - *one course meeting the requirements for Critical Thinking.*
 - *A total of 20+ credits in SUNY General Education coursework*

b) **Provide** a side-by-side comparison of all the courses in the existing and proposed revised program that clearly indicates all new or significantly revised courses, and other changes.

Most Recently Registered Curriculum	Cr Hrs	Proposed Curriculum	Cr Hrs	Rationale for Change (as applicable)
		New Student Seminar	1	
		INT 111: College Foundations	1	New Student Seminar has become a requirement for new students
Liberal Arts Requirements	21	Liberal Arts Requirements	21	
ENG 100: College Composition <i>or</i> ENG 101: Research and Composition <i>or</i> ENG 218: Technical and Professional Writing	3	ENG 101: Research and Composition	3	Course requirement was changed to ENG 101 without submission to SUNY/NYSED effective fall 2012. Program has met SUNY GE for Communication since 2012. This registration will reflect that change.
Math Elective	3	MTH 144: Elementary Statistics or Higher	3	Course requirement was changed to MTH 144 or higher without submission to SUNY/NYSED effective fall 2012. Program has met SUNY GE for Mathematics since 2012. This registration will reflect that change.
Liberal Arts Electives	15	Science Elective (From SUNY Gen Ed List for Natural Sciences)	3	Required change for revised SUNY General Education Framework
		Liberal Arts Diversity: Equity, Inclusion, and Social Justice Elective (From SUNY Gen Ed List for DEISJ)	3	Required change for revised SUNY General Education Framework
		Liberal Arts SUNY GENERAL EDUCATION REQUIREMENTS (Choose 15 credits from SUNY Gen Ed List)*	9	Required change for revised SUNY General Education Framework
Free Elective	39	Free Electives	39	
Free Electives	39	Free Electives*	39	
Total Credits	60	Total Credits	61	

***One course completed within the degree must also meet the SUNY General Education Competency area of Critical Thinking and Reasoning.**

- c) For each new or significantly revised course, **provide** a syllabus at the end of this form, and, on the **SUNY Faculty Table** provide the name, qualifications, and relevant experience of the faculty teaching each new or significantly revised course. NOTE: *Syllabi for all courses should be available upon request. Each syllabus should show that all work for credit is college level and of the appropriate rigor. Syllabi generally include a course description, prerequisites and corequisites, the number of lecture and/or other contact hours per week, credits allocated (consistent with [SUNY policy on credit/contact hours](#)), general course requirements, and expected student learning outcomes.*
- d) What are the additional costs of the change, if any? If there are no anticipated costs, explain why.
The cost of the program is expected to increase slightly due to the one credit increase resulting from the required INT 111 course.

Section 2.2. Other Changes

Check all that apply. Describe each proposed change and why it is proposed.

- Program title
- Program award
- [Mode of delivery](#)

NOTES: (1) If the change in delivery enables students to complete 50% or more of the program via distance education, submit a [Distance Education Format Proposal](#) as part of this proposal. (2) If the change involves adding an accelerated version of the program that impacts financial aid eligibility or licensure qualification, SED may register the version as a separate program.

- [Format change\(s\)](#) (e.g., from full-time to part-time), based on SED definitions, for the **entire** program
 - 1) State proposed format(s) and consider the consequences for financial aid
 - 2) Describe availability of courses and any change in faculty, resources, or support services.
- A change in the total number of credits in a certificate or advanced certificate program
- Any change to a registered licensure-qualifying program, or the addition of licensure qualification to an existing program. **Exception:** Small changes in the required number of credits in a licensure-qualifying program that do not involve a course or courses that satisfy one of the required content areas in the profession.

Section 3. Program Schedule and Curriculum

- a) For **undergraduate programs**, complete the *SUNY Undergraduate Program Schedule* to show the sequencing and scheduling of courses in the program. If the program has separate tracks or concentrations, complete a **Program Schedule** for each one.

NOTES: The *Undergraduate Schedule* must show **all curricular requirements** and demonstrate that the program conforms to SUNY's and SED's policies.

- It must show how a student can complete all program requirements within [SUNY credit limits](#), unless a longer period is selected as a format in Item 2.1(c): two years of full-time study (or the equivalent) and 64 credits for an associate degree, or four years of full-time study (or the equivalent) and 126 credits for a bachelor's degree. Bachelor's degree programs should have at least 45 credits of [upper division study](#), with 24 in the major.
- It must show how students in A.A., A.S. and bachelor's programs can complete, within the first two years of full-time study (or 60 credits), no fewer than 30 credits in [approved SUNY GER courses](#) in the categories of Basic Communication and Mathematics, and in at least 5 of the following 8 categories: Natural Science, Social Science, US History & Civic Engagement, Diversity: Equity, Inclusion, Social Justice, World History and Global Awareness, Humanities, the Arts and World Languages
- It must show how students can complete [Liberal Arts and Sciences \(LAS\) credits](#) appropriate for the degree.
- When a SUNY Transfer Path applies to the program, it must show how students can complete the number of SUNY Transfer Path courses shown in the [Transfer Path Requirement Summary](#) within the first two years of full-time study (or 60 credits), consistent with SUNY's [Student Seamless Transfer policy](#) and [MTP 2013-03](#).
- Requests for a program-level waiver of SUNY credit limits, SUNY GER and/or a SUNY Transfer Path require the campus to submit a [Waiver Request](#)—with compelling justification(s).

EXAMPLE FOR ONE TERM: Undergraduate Program Schedule

Term 2: Fall 20xx	Credits per classification					New	Prerequisite(s)
Course Number & Title	Cr	GER	LAS	Maj	TPath		
ACC 101 Principles of Accounting	4			4	4		
MAT 111 College Mathematics	3	M	3	3			MAT 110
CMP 101 Introduction to Computers	3						
HUM 110 Speech	3	BC	3			X	
ENG 113 English 102	3	BC	3				
Term credit total:	16	6	9	7	4		

- b) For **graduate programs**, complete the *SUNY Graduate Program Schedule*. If the program has separate tracks or concentrations, complete a **Program Schedule** for each one.

NOTE: The *Graduate Schedule* must include all curriculum requirements and demonstrate that expectations from [Part 52.2\(c\)\(8\) through \(10\) of the Regulations of the Commissioner of Education](#) are met.

SUNY Undergraduate Program Schedule (OPTION: You can paste an Excel version of this schedule AFTER this line, and delete the rest of this page.)

Program/Track Title and Award: **Individual Studies A.A.S.**

- a) Indicate **academic calendar type**: [] Semester [] Quarter [] Trimester [] Other (describe):
 b) **Label each term in sequence**, consistent with the institution's academic calendar (e.g., Fall 1, Spring 1, Fall 2)
 c) **Name of SUNY Transfer Path**, if one exists: N/A See [Transfer Path Requirement Summary](#) for details
 d) Use the table to show **how a typical student may progress through the program**; copy/expand the table as needed. **Complete all columns that apply to a course.**

Term 1:								Term 2:							
See KEY.								See KEY.							
Course Number & Title	Cr	GER	LAS	Maj	TPath	New	Co/Prerequisites	Course Number & Title	Cr	GER	LAS	Maj	TPath	New	Co/Prerequisites
INT 111: College Foundations 1	1					X		Science Elective	3	NS	X				
ENG 101: Research and Composition	3	CM/IL	X				Placement	Diversity: Equity, Inclusion, and Social Justice Course	3	DEI	X				
MTH 144: Elementary Statistics <i>or</i> Higher	3	M	X				Placement	Liberal Arts & General Education Course	3	Any	X				
Free Elective	3							Free Elective	3						
Free Elective	3							Free Elective	3						
Free Elective	3														
Term credit totals:	16	6	6	0	0			Term credit totals:	15	9	9	0	0		
Term 3:								Term 4:							
See KEY.								See KEY.							
Course Number & Title	Cr	GER	LAS	Maj	TPath	New	Co/Prerequisites	Course Number & Title	Cr	GER	LAS	Maj	TPath	New	Co/Prerequisites
Liberal Arts & General Education Course	3	Any + CT	X					Liberal Arts & General Education Course	3	Any	X				
Free Elective (<i>also meet Critical Thinking if not met by the LA course above</i>)	3	CT (<i>if not yet met</i>)						Free Elective	3						
Free Elective	3							Free Elective	3						
Free Elective	3							Free Elective	3						
Free Elective	3							Free Elective	3						
Term credit totals:	15	3	3	0	0			Term credit totals:	15	3	3	0	0		
Program Totals (in credits):		Total Credits: 61	SUNY GER: 21+	LAS: 21+	Major: 0	Elective & Other: 40	Upper Division: NA	Upper Division Major: NA	Number of SUNY GER Categories:						
									At least 4 + 2 Competencies						

KEY Cr: credits **GER**: [SUNY General Education Requirement](#) (Enter Category Abbreviation) **LAS**: [Liberal Arts & Sciences](#) (Enter credits) **Maj**: Major requirement (Enter credits) **TPath**: [SUNY Transfer Path](#) Courses (Enter credits) **New**: new course (Enter X) **Co/Prerequisite(s)**: list co/prerequisite(s) for the noted courses **Upper Division**: Courses intended primarily for juniors and seniors **SUNY GER Category Abbreviations**: Diversity: Equity, Inclusion, Social Justice (DEI), US History (US), Communication (CM), World Language (WL), Humanities (H), Math (M), Natural Sciences (NS), Social Science (SS), The Arts (AR), World History and Global Awareness (WH)

a) If applicable, provide information on faculty members who will be teaching new or significantly revised courses in the program. Expand the table as needed.

b) **Append** at the end of this document position descriptions or announcements for each to-be-hired faculty member

(a) Faculty Member Name and Title and/or Rank at the Institution (Include and identify Program Director.)	(b) % of Time Dedicated to This Program	(c) Program Courses Which May Be Taught (Number and Title)	(d) Highest and Other Applicable Earned Degrees (include College or University)	(e) Discipline(s) of Highest and Other Applicable Earned Degrees	(f) Additional Qualifications: List related certifications and licenses and professional experience in field.
PART 1. Full-Time Faculty					
Any Full-time Faculty teaching Public Services (Area of Interest) major courses	100% (New course is approx 6% of teaching load per faculty course section)	INT 111: College Foundations	Must have MA/MS	JCC only hires faculty with degrees in the field in which there are teaching.	Must have completed required JCC training to teach INT 111
Part 2. Part-Time Faculty					
Part 3. To-Be-Hired Faculty (List as TBH1, TBH2, etc., and provide expected hiring date instead of name.)					

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 182-23

DATE: OCTOBER 4, 2023

SUBJECT: **RATIFICATION OF CONTRACTS**
CITEC Business Solutions (1)
CITEC Business Solutions (2)
City University of New York (CUNY) Research Foundation
Department of the Army
Jefferson County
State University of New York (SUNY)
Watertown City School District

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:

CITEC Business Solutions (1)
(workforce training, Lean Training)

CITEC Business Solutions (2)
(workforce training, Management Essentials)

City University of New York (CUNY) Research Foundation
(grant extension, prison education)

Department of the Army
(MOA, credentialing assistance program)

Jefferson County
(sub-agreement, paving funding)

State University of New York (SUNY)
(PIA, Autodesk Software)

Watertown City School District
(UPK grant agreement, Campus Care)

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