

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 186-22
DATE: DECEMBER 7, 2022
SUBJECT: 2022-2023 BUDGET AMENDMENT
CREDO COMMUNITY NEEDS ASSESSMENT FALL 2022
GRANT PERIOD: OCTOBER 31, 2022 – MARCH 15, 2026

WHEREAS, the College has received funding from the Center for Community Studies to assist Credo and Transitional Living Services by completing a survey in Jefferson and Lewis Counties, to help inform strategic decisions to include, but not limited to, staffing plans, training plans, auxiliary aid/service needs (i.e., sign language, interpreters, TTY lines, etc.); accessibility of services (location, hours of operation, transportation, etc.);

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

INCREASE REVENUE:

CREDO Comm. Needs Assessment Grant – Local Grants & Contracts 2803-3011-5430 \$ 15,000.00

Total Revenue Increase \$ 15,000.00

INCREASE EXPENDITURE:

CREDO Comm. Needs Assessment Grant – Professional P/T	2803-3011-6102	\$	5,208.75
CREDO Comm. Needs Assessment Grant – TRS	2803-3011-6202		536.00
CREDO Comm. Needs Assessment Grant – Social Security	2803-3011-6204		714.25
CREDO Comm. Needs Assessment Grant – Workers Comp.	2803-3011-6205		52.00
CREDO Comm. Needs Assessment Grant – Activity Expense	2803-3011-7202		200.00
CREDO Comm. Needs Assessment Grant – Indirect Cost	2803-3011-7231		289.00
CREDO Comm. Needs Assessment Grant – Prof. Service Fees	2803-3011-7241	\$	<u>8,000.00</u>

Total Expenditure Increase \$ 15,000.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 187-22
DATE: DECEMBER 7, 2022
SUBJECT: 2022-2023 BUDGET AMENDMENT
SUNY WORKFORCE DEVELOPMENT
GRANT PERIOD: SEPTEMBER 1, 2022 – JANUARY 31, 2023

WHEREAS, the College has received funding from SUNY Workforce Development to provide New Supervisor Training, Project Management Training and Blueprint Reading 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>13,750.00</u>
Total Revenue Increase		\$ 13,750.00

INCREASE EXPENDITURE:

SUNY WDT Grant- Instructional Supplies	2701-3011-7108	\$ 90.00
SUNY WDT Grant- Indirect Cost	2701-3011-7231	2,291.00
SUNY WDT Grant- Prof. Service Fees	2701-3011-7241	\$ <u>11,369.00</u>
Total Expenditure Increase		\$ 13,750.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 188-22
DATE: DECEMBER 7, 2022
SUBJECT: BAD DEBT ALLOWANCE INCREASE

WHEREAS, the allowance for bad debt reflected in the College's financial statements is currently at \$455,000;

WHEREAS, per Jefferson Community College's policy the bad debt allowance should reflect the average of the past three (3) years' actual tuition write offs or the actual tuition write-off for the previous year, whichever is higher. The average of the past three (3) years' actual tuition write offs is \$334,497 and the actual previous year's write off is \$770,450.

WHEREAS, it has been mandated that SUNY schools no longer withhold transcripts for students who have a balance due which may result in higher tuition write offs;

NOW, THEREFORE BE IT RESOLVED, the college needs to increase the bad debt allowance to reflect the anticipated tuition write off which represents the amount management does not expect to collect. The bad debt allowance will need to be increased by \$315,450 for the 2021-2022 fiscal year.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 189-22

DATE: DECEMBER 7, 2022

SUBJECT: 2022-2023 ANNUAL PURCHASING POLICY
& CONTROL

WHEREAS, by resolution No. 132-93 dated July 7, 1993, the Board of Trustees adopted a Purchasing Policy; and

WHEREAS, revisions to the policy were adopted by Resolutions No. 159-07, 104-09, 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; and

WHEREAS, in keeping with current business practices and updated standards for procurement of materials, equipment and supplies necessary to meet College objectives, it is necessary to review, update and revise the Purchasing Policy annually;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby amends the aforementioned resolutions and adopts the attached Purchasing Policy.

ADMINISTRATIVE MEMORANDUM
Policy and Procedures
Jefferson Community College Board of Trustees

Section:	Purchasing	Issued:	1993	
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Policy: The Purchasing Department shall procure materials, equipment, supplies, and services as required, at the best possible prices, from responsible suppliers and providers that are of the quality necessary to meet the College's objectives.

The purchasing procedures shall be in accordance with General Municipal Law, Section 103, Section 104-b and the overarching policy adopted by the Board of Trustees.

Additional procedures are herein to ensure compliance with:

- OMB Uniform Guidance for Federal Awards as codified in 2 CFR Part 200 (Article XVI – Uniform Guidance Compliance – Procurement, Suspension and Debarment)
- SUNY EIT (Electronic and Information Technology) Accessibility Policy and the College's Technology Accessibility Policy
- Procurement procedures should there be an accident or unforeseen occurrence or condition at the College (ex: emergency campus closure).

Authority: The following individuals are responsible for purchasing at Jefferson Community College:

William Emm, Interim Vice President for Administration & Finance
Kaycee Ondrasek, Administrative Assistant

Guidelines:

1. The purchasing process at Jefferson Community College is a joint effort among the using department, Purchasing Department, and the vendor. The final authority to conduct and conclude negotiations concerning prices and conditions of sale is the Purchasing Department.
2. The Purchasing Department shall provide faculty and staff members with necessary materials, supplies, equipment, and services needed to perform college services.
3. The Purchasing Department will perform its activities in a timely and organized manner that provides the proper documentation and accountability of college expenditures.
4. Supplies used by College departments shall be uniform whenever consistent with operational needs and in the interest of efficiency and economy.
5. Purchases shall be made through New York State Contract, Office of General Services, Division of Purchasing, whenever such purchases are in the best interest of the College.
6. Jefferson Community College may allow other municipalities within New York State to "piggyback" on the contracts of the College in accordance with GML 103. Additionally, the College may utilize other qualified contracts as long as the bid was awarded in accordance with GML 103 and vendor approval is given.

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7. The Purchasing Department may make available to other municipalities within the County, the opportunity to participate, whenever practical, in the College's contracts or competitive bids.
8. The College is authorized to purchase all goods and services required for the operation of Jefferson Community College by all means legally available through the laws of the State of New York.
9. The Purchasing Department shall issue purchase orders after first determining that unencumbered balances of budgetary appropriations are adequate to cover such obligations.
10. Opportunity shall be provided to all responsible suppliers to do business with the College. To this end, the Purchasing Department may develop and maintain lists of potential supplies and equipment. Such lists may be used in the development of a mailing list for distribution of specifications and invitations to bid, and solicitation of quotations. Any supplier may be included on the list upon request.
11. The purchase of materials, equipment and supplies involving an estimated annual expenditure of \$20,000 or more and public works contracts involving an estimated annual expenditure of \$35,000 or more shall be awarded only after public advertising, and the solicitation of formal bids in compliance with General Municipal Law, Section 103. When formal bidding procedures are not required by law, quotations shall be solicited and appropriately documented as required in our local policies and procedures (GML 104-b).
12. The Purchasing Department shall be responsible for issuing requests for proposals once a determination is made that an RFP rather than a formal competitive bid is appropriate. A Request for Proposal (RFP) is a competitive procurement with an award based on price and other criteria which may include negotiation. An RFP is not an alternative to competitive bidding, except when expressly authorized by the State Legislature. An RFP may be used if procurement is within exception to competitive bidding and permitted under the College's procurement policies. They are most commonly used for professional services, true leases, and licenses. The RFP shall include specific language that identifies the method of award. If an exemption for an RFP is determined, proper documentation must be provided.
 - a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be taken based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. The qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive bidding.

In determining whether a service fits into this category the College shall take into consideration the following guideline: (a) whether the services are subject to State licensing or testing requirements; (b) whether formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and College

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officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an architectural firm and/or engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/ or services of an insurance broker; services of a certified public accountant; investment management services; services of an actuary; printing services involving extensive writing, editing or art work; management of a College owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

13. As a result of professional services (ex: architectural, engineering, and insurance) being exempt from competitive sealed bidding requirements (GML 103) and subject to our local policies and procedures (GML 104-b), competitive pricing proposals (RFP's) may be provided to a professional service provider from third-party providers, to be reviewed and analyzed for use in selecting the vendor to be secured for various professional services at the lowest possible cost while establishing and maintaining a reputation of fairness, credibility and integrity. The College will collaborate with the service provider to select the vendor that offers the best value possible to the College.
14. Pursuant to General Municipal Law Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurements which, in the sole discretion of the College, the solicitation of alternative proposals or quotation will not be in the best interest of the College. There may be circumstances where it may not be in the best interest of the College, to solicit quotations or document the basis for not accepting the lowest bid. Such circumstances may include NYS OGS Awarded Contracts, NYS Preferred Source Vendors, and County bids.
15. The Purchasing Department may, upon request, collaborate with College Departments to review professional service contracts and assist in identifying when the solicitation of formal requests for proposals would be appropriate. Such RFP's will be developed by the individual department and Purchasing and issued through the Purchasing Department. All other professional service contracts will be documented by the individual department.
16. The Purchasing Department shall be responsible for all required public advertising for competitive bidding; shall be responsible for all bid solicitations and openings, shall secure and document the recommendations from the appropriate parties for awarding bid contracts and shall award contracts with the annual appropriations authorized.
17. When soliciting bids, a statement of general conditions shall be included with all specifications submitted to suppliers. The general conditions shall be incorporated in all contracts awarded for the purchase of materials, equipment, and supplies.
18. The decision that a purchase is not subject to competitive bidding will be documented in writing by the Purchasing Department. This documentation may include written or verbal quotes from vendors, a memo indicating how the decision was arrived at, a copy of the contract or purchase order, a memo from the purchasing agent detailing

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the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

19. Contractual agreements for the leasing and/or lease/purchase of equipment shall be awarded by the Vice President in conformance with bidding requirements, solicitation of quotations contracted herein, or use of the New York State Contract, whichever is applicable, within the appropriations authorized by the Board of Trustees.
20. Procurements exempt from GML 103 may be acquired using local policies and procedures (GML 104-b) as established the College and adopted by the Board of Trustees. Such items may include (but not limited too):
 - Emergency (GML 103 [4])
 - Sole Source & Single Source
 - Professional Services
 - True Leases
 - Insurance
 - Surplus/Second-hand Materials, Supplies, Equipment from Certain Other Governments (GML 103 [6])
21. Employees shall not be interested financially in any contract entered into by the College. All employees shall comply with the provisions of the College's Code of Ethics.
22. Control involves not only compliance with required purchasing policy, but also affects the paperwork necessary. There are certain expenditures for which the processing of a purchase order is not necessary. They are:
 - a. Employee expenses
 - b. Reimbursement of petty cash funds
 - c. Utility and Telephone Bills
 - d. Subscriptions
 - e. Legal notices and advertising
 - f. Professional service contracts
 - g. Postage
 - h. Medical examinations
 - i. Intergovernmental charges
 - j. Perishable or consumable supplies
23. In the case of an emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting college buildings, college property or the life, health or safety or property of the inhabitants of the College requires immediate action which cannot await competitive bidding, public works contracts or purchase contracts may be authorized by the Vice President. The College will make the purchases at the lowest possible costs, seeking competition by informal solicitation of quotes to the extent practicable under the circumstances. Records of verbal or written quotes will be maintained within the Purchasing Department. For additional guidance on purchasing processes during a campus closure, please reference Emergency section on page 12.

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GUIDELINES:

The following guidelines set forth the quotation procedures to be utilized under the specific circumstances:

<u>Order Amounts</u>	<u>Minimum Quotation Procedure</u>
Less than \$1,500 (Materials, Equipment or Services)	No Formal Quotation Required. Indicate preferred vendor only. Purchase to be based upon reliable market information such as catalogues, vendor price listings or quotations.
\$1,500 - \$5,000 (Materials, Equipment or Services)	Two (2) Written Quotations Required. Indicate preferred vendor and obtain one additional written quotation.
\$5,000.01 - \$20,000 (Materials and Equipment)	Three (3) Written Quotations Required. Indicate preferred vendor and obtain two additional written quotations.
\$5,000.01 - \$35,000 (Public Works/Services or Equipment Rental exceeding \$10,000)	Three (3) Written Quotations Required. Indicate preferred vendor and obtain two additional written quotations.

*** State Contract priced purchases PRECLUDE the need to obtain additional verbal or written quotes. ***
 Equipment Rental of under \$10,000 does not require a quotation but shall be based upon availability and market pricing.

IMPORTANT NOTE: According to State law, the **aggregate** purchase of like items is subject to competitive bidding requirements. For example, if two departments have a separate \$10,000 order for like items, the College must seek competitive bids.

PROCEDURES:

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1. Purchase requisitions should be submitted to the Purchasing Department electronically.
2. Where required, a minimum of two and three quotations shall be solicited. If the appropriate numbers of quotations are not solicited or if fewer than the required responses are received, conditions supporting fewer solicitations or responses shall be documented and submitted to the Purchasing Department for review and approval. Exceptions to utilizing quotations based upon unusual circumstances such as lack of available vendors must be documented and reviewed by the Purchasing Department.
3. If the lowest quotation is rejected, a written statement shall be prepared by the Purchasing Department or other official involved in the contract award explaining in detail the reasons for the rejection. Such a statement shall be filed with any contracts or purchase orders issued in connection with the procurement.
4. Written quotations shall contain a minimum of the following information:
 - Vendor Information
 - A complete description of the item or scope of services to be completed
 - Special conditions such as delivery, installation, discounts, etc.
 - NYS Contract number, if applicable
 - Total cost
5. All quotations will serve as the basis for the selection of a supplier and will provide the supporting documentation for purchase orders and contracts issued by the Purchasing Department.
6. In an effort to maintain current and accurate files, an *IRS Form W-9, Request for Taxpayer Identification Number and Certification*, must be complete and on file before a purchase order will be issued or invoice paid.
7. Within the guidelines set forth above, the Purchasing Department will process the purchase requisition and issue a purchase order to the appropriate vendor. A receiving copy shall be forward to the requestor.
8. Upon receipt of requested goods, the requestor will notify the Purchasing Department, approve the receiving copy and forward it to the Accounts Payable Office. When applicable, those items meeting thresholds established for fixed assets will be tagged and added to the Fixed Assets report.

The following definitions apply to the purchasing system and policy:

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Requestor – The department head or authorized staff member initiating a request for goods or services.

Vendor – A supplier of goods or services.

Purchase Order – A formal notice to a vendor to furnish the supplies or services described in detail thereon.

State Contract – A contract between the State of New York and a particular vendor to supply a particular good or service to qualified agencies. The use of a state contract precludes the need to obtain further quotes or bids and is unlimited in terms of the purchase amount.

Quotation – An informal notice (either written or verbal) from a vendor setting forth the price of a particular good or service along with conditions of sale. Often quotations are based upon predetermined specifications of the item.

Specification – A written description of needed supplies, equipment or services set forth in a clear and concise manner the characteristics of the items and/or services to be purchased and the circumstances under which the purchase will be made.

Bid Advertisement – An advertised invitation for written proposals by vendors for the procurement of goods or services.

Competitive Bid – A formal written statement by a vendor setting forth their terms under which the vendor will furnish supplies or services. Competitive bid requirements and limits are established by state statute. Competitive bidding is required for the aggregate purchase of like items exceeding \$20,000 for commodities and \$35,000 for Public Works. Any bid or quote involving trades must be compliant with prevailing wages as per New York State law.

Request for Proposal (RFP) - A competitive procurement with an award based on price and other criteria which may include negotiation. An RFP is not an alternative to competitive bidding, except when expressly authorized by the State Legislature. An RFP may be used if procurement is within exception to competitive bidding and permitted under the College's procurement policies. They are most commonly used for professional services, true leases, and licenses.

**More detailed information regarding the Purchasing Policy and Procedures can be obtained in our Purchasing Manual.

Article XVI, Uniform Guidance Compliance for Federal Awards – Procurement, Suspension and Debarment

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Purpose:

2 CFR Part 200 (subparts A-F) “Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards requires organizations receiving federal awards to establish and maintain effective internal controls over federal awards.

General Policy Statement:

The requirements for procurements using federal awards are contained in the Uniform Guidance (2 CFR Part 200, subparts A-F), program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

To comply with 2 CFR Part 200 (subparts A-F), Jefferson Community College (herein referred to as the “College”) implements policies and procedures, including, but not limited to:

- A. The College will use its own documented and Board of Trustees adopted procurement procedures which reflect applicable State, Local and Tribal laws and regulations; provided that the procurements conform to applicable federal law and Uniform Guidance. As such, College procurements related to Federal grants will be subject to New York State General Municipal Law, Jefferson Community College’s Procurement Policy and Uniformed Guidance Requirements.
- B. Contract files will document the significant history of the procurement, including the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis of contract price.
- C. The College will utilize one of the five acceptable procurement methodologies detailed in §200.320 which include:
 - Micro Purchase
 - Small Purchase Procedure
 - Sealed Bid
 - Competitive Proposal
 - Non-Competitive Proposal (Sole Source)
- D. Procurements will provide for full and open competition as set forth in the Uniform Guidance, or State and local procurement thresholds, whichever is most restrictive.
- E. No employee, officer or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or tangible personal benefit from a firm considered for a contract. The officers, employees, and agents can neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. If the financial interest is not substantial or the gift is an unsolicited item of nominal value, no further action will be taken. However, disciplinary actions will be applied for violations of such standards otherwise. Refer to Section 1 - Conflict of Interest and Section III – RFP Evaluator’s Conflict of Interest and Confidentiality Statement within our Purchasing Policy and Procedures Manual.

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- F. The College will avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and other appropriate analysis to determine the most economical procurement approach. The College will also analyze other means, as described in §200.318 of the Uniform Guidance, to ensure appropriate and economical acquisitions.
- G. The College will enter into state and local intergovernmental agreements or inter-entity agreements, where appropriate.
- H. The College will only utilize Time and Materials contracts when it has been determined, in writing, that no other contract type is suitable.
- I. Vendors/Contractors that develop or draft specifications, requirements, statements of work, or invitation to bids or requests for proposals must be excluded from competing for such procurements.
- J. The College will make available, upon request of the federal awarding agency or pass-through entity, technical specifications on proposed procurements where the federal awarding agency or pass-through entity believes such review is needed.
- K. College departments are prohibited from contracting with or making sub awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred.

"Covered Transactions" include those procurement contracts for goods and services awarded under a non-procurement transaction (ex: grant or cooperative agreement) that are expected to equal or exceed \$20,000. All non-procurement transactions (ex: sub-awards to recipients), irrespective of award amount, are considered covered transactions.
- L. The College will include a suspension/debarment clause in all written contracts in which the vendor/contractor will certify that it is not suspended or debarred. The contract will also contain language requiring the vendor/contractor to notify the College immediately upon becoming suspended or debarred. This will serve as adequate documentation as long as the contract remains in effect.
- M. College departments will be required to notify the Purchasing Division and Department of Law that federal funding will be used for a certain procurement/contract. When requesting a written contract in excess of \$25,000, the College department will be responsible for running the vendor/contractor's name through the System for Award Management (SAM) to determine any exclusions. A copy of the SAM search will be included with the contract request. Prior to issuing a purchase order using federal funds, the Purchasing department will check SAM to determine if any exclusions exist for the vendor/contractor.
If the vendor/contractor is found to be suspended or debarred, the College will immediately cease to do business with the vendor.

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- N. The College will not use statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals; except in those cases where applicable federal statutes expressly mandate or encourage geographical preference.
- O. The College will take necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor area surplus area firms are used when possible.
- P. The College will procure recovered materials in compliance with §200.322.
- Q. The College will perform a cost or price analysis relating to every procurement more than the Simplified Acquisition Threshold (\$150,000).
- R. The College will require appropriate bonding requirements as per §200.325.
- S. The College will only award contracts to responsible vendors and will document findings if noted otherwise.
- T. College contracts will contain the applicable provisions described in Appendix II to Part 200 –Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
- U. The College will maintain oversight to ensure that contractors perform in accordance with the contract terms, conditions, and specification. It is the responsibility of the requesting Department Head to ensure that all Federal Purchasing Regulations are followed for the purchase and the monitoring of contractor performance as a result of that purchase.
- V. Copies of executed contracts will be maintained by the College and purchase orders will be maintained in the Banner Finance System.

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PURPOSE: It is paramount that accessibility is in the forefront as Jefferson Community College employees consider, select, and procure Electronic and Information Technology (EIT). Jefferson Community College is committed to providing equal access to persons with disabilities by ensuring our digital content is accessible by everyone regardless of physical or cognitive ability.

General Purchasing Policy Statement:

When procuring any Electronic and Information Technology (EIT), it must be accessible to students, faculty, and employees with disabilities in accordance with Jefferson's Technology Accessibility Policy, as well as compliance with state and federal laws. All EIT purchases will comply with the SUNY EIT Accessibility standards and policy (as adopted by the SUNY Trustees in June 2019), and as detailed in Jefferson's Accessibility Policy.

All EIT procurement must be done in compliance with the policy and accessibility testing measures must be completed and verified by campus representatives before contracting and/or purchasing such items. Upon the procurement of new products that have an EIT component, or the renewal of an existing product, an evaluation will be conducted to determine that all applicable operations meet the standards determined to be required. The determination of compliance will be made by the EIT officer or designee based on pre-approved tools and resources already put in place through the oversight of the EIT Committee. Procurement of such products will only continue upon the approval of this assessment.

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EMERGENCIES: Instances wherein the procurement of goods or services arises out of an accident or other unforeseen occurrence or condition whereby circumstances affecting college buildings, public property, the life, health, safety, or property of inhabitants are involved.

General Purchasing Policy Statement:

The requirements and processes for the procurement of goods or services may be altered during emergencies as defined above. The College will make the purchases at the lowest possible costs, seeking competition by informal solicitation of quotes to the extent practicable under the circumstances.

Jefferson Community College (herein referred to as the “College”) implements the following procedures during emergencies (such as campus closures), including, but not limited to:

- A. The College will use its own documented and Board of Trustees adopted procurement procedures when feasible and practicable under the circumstances. Emergency purchases will take precedence.
- B. Campus requisitioners will enter purchase requisitions using Banner when feasible. If Banner is not accessible, the Campus Emergency Purchase/Rush Order Request Form
- C. Departmental approvers will approve requisitions using Banner when feasible. If Banner is not accessible, approval may be given verbally or in writing (email) to the Purchasing Department. It is important for all department approvers to have an established proxy in place in the event they do not have Banner access for approvals.
- D. The Purchasing Department will review the requisitions and issue the purchase orders accordingly to the vendors using the most feasible means available. There may be circumstances where a purchase order is not required and the College will pay by invoice due to urgency.
- E. The Facilities Department will coordinate with the Mail and Receiving Department the product delivery methods using the most feasible means available.
- F. Procurement files will document the history of the procurement, including the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis of contract price when feasible and practicable under the circumstances.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 190-22

DATE: DECEMBER 7, 2022

SUBJECT: ACCEPTANCE OF AUDIT
Jefferson Community College Foundation

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby accepts the attached audit of the financial statements of the Jefferson Community College Foundation for the year ending August 31, 2022 as prepared by Bowers & Company, CPAs PLLC.

**JEFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO. 191-22

DATE: DECEMBER 7, 2022

**SUBJECT: APPROVAL OF PROGRAM REVISIONS
ENGINEERING SCIENCE A.S.**

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

Associate in Science

Engineering Science

HEGIS 5609

Program Learning Outcomes

- ✓ Reviewed and either affirmed or changed

Liberal Arts Coursework

- ✓ Liberal Arts Coursework is at least 50% of program

General Education Coursework

- ✓ 30 credits total
- ✓ 7 General Education Areas required (students must have no option not to achieve)
- ✓ Communication – Written and Oral
- ✓ DEISJ
- ✓ Mathematics
- ✓ Natural Sciences

Transfer Path

- ✓ Courses included in the Program

INT 111 – College Foundations

- ✓ Graduation Requirement

Curriculum Map

- ✓ Curriculum Map revised

Program Learning Outcomes

PLO 1	Identify, formulate, and solve engineering problems.
PLO 2	Design and conduct experiments, and analyze and interpret data
PLO 3	Design a system, component, or process to meet desired needs
PLO 4	Apply critical thinking skills

Transfer Path/s:

- Engineering: Aerospace
- Engineering: Biomedical
- Engineering: Chemical
- Engineering: Civil
- Engineering: Computer
- Engineering: Electrical
- Engineering: Environmental
- Engineering: Industrial
- Engineering: Mechanical
- Engineering Nano

Transfer Path Courses: SAMPLE

https://www.suny.edu/attend/get-started/transfer-students/suny-transfer-paths/pdf/transferSUNY_Aerospace_Engineering.pdf

Engineering Core Requirements:

- Introduction to Engineering
- Calculus-based Physics I: Mechanics (with lab)
- Calculus-based Physics II: Electromagnetism (with lab)
- Calculus I
- Calculus II
- Calculus III
- General Chemistry I (with lab)
- Differential Equations
- Computer Programming

Specific requirements for Aerospace Engineering:

- Statics
- Dynamics
- Strength of Materials
- Circuits I

See <https://www.suny.edu/attend/get-started/transfer-students/suny-transfer-paths/>

**Engineering Science A.S.
Effective Fall 2023**

Current Program	Cr Hrs.	Revised Program	Cr Hrs.	*Attribute/s
Major Requirements		Major Requirements		
ENS 100	1	ENS 100 Engineering Orientation	1	TP
ENS 101	3	ENS 101 Engineering Graphics	3	
ENS 200	1	ENS 200 Engineering Design & Build	1	
CIS 116	3	CIS 116 Introductory Programming	3	TP, CT
Liberal Arts Requirements		Liberal Arts Requirements		
CHE 131	4	CHE 131 General Chemistry 1	4	LA, N
ENG 101	3	ENG 101 Research and Composition	3	LA, C, IL
ENG 102 or higher	3	ENG 102 Literature and Composition	3	LA, H
MTH 221	4	MTH 221 Calculus 1	4	LA, TP, M
MTH 222	4	MTH 222 Calculus 2	4	LA, TP, M
MTH 242	4	MTH 242 Differential Equations	4	LA, TP
MTH 241 or MTH 245	3	MTH 241 Calculus 3 or MTH 245 Linear Algebra	3	LA
PHY 143	4	PHY 143 Science and Engineering Physics 1	4	LA, TP, N
PHY 145	4	PHY 145 Science and Engineering Physics 3	4	LA, TP, N
Social Science Elective ¹	3	Social Science Electives ¹	6	LA D and (S & U) Or D and (S & W) Or D and (U & W)
Social Science Elective ¹	3			
¹ Courses must be Social Science electives selected from two different areas in the SUNY General Education Course Listing for Social Science, American History, Western Civilization, and Other World Civilizations.		¹ Two courses from the Social Science electives selected from the SUNY General Education Course Listing for Social Science, US History and Civic Engagement, or World History and Global Awareness of which <u>one</u> must also meet Diversity, Equity, Inclusion and Social Justice		
Concentration Elective Requirements		Concentration Elective Requirements		
CHE 211 or ENS 207 or PHY 144	3	Choose <u>one</u> of the following: CHE 211 or ENS 207 or PHY 144	3	
Restricted Electives		Restricted Electives		
Choose five courses from: BIO 131, BIO 202, CHE 132, CHE 211, CHE 212, CHE 215, CIS 216, CIS 250, ENS 201, ENS 204, ENS 206, ENS 207, MTH	15	Choose <u>five</u> courses from: BIO 131, BIO 202, CHE 132, CHE 211, CHE 212, CHE 215, CIS 216, CIS 250, ENS 201, ENS 204, ENS 206, ENS 207, MTH 231, MTH 241, MTH 245, PHY 144	15	

Current Program	Cr Hrs.	Revised Program	Cr Hrs.	*Attribute/s
231, MTH 241, MTH 245, PHY 144				
Total Credits	65	Total Credits	65	
		Total Liberal Arts Credits	39	
		Total General Education Credits	32	

Liberal Arts Courses

Subject	NYSED Liberal Arts Category
Anthropology	Social Science
Art	Humanities
Economics	Social Science
English	Humanities
Geography	Social Science
History	Social Science
Mathematics	Mathematics
Music	Humanities
Philosophy	Humanities
Political Science	Social Science
Psychology	Social Science
Sciences (All)	Sciences/Lab Sciences
Sociology	Social Science
Speech and Theater Arts	Humanities
World Languages (All)	Humanities

*Attribute Key (Use all that apply)

Code	Curriculum Map	Category Name	Other Requirements
LA		Liberal Arts	
TP		Transfer Path	<i>Liberal Arts Requirements</i>
M	M&QR[#]	Mathematics and Quantitative Reasoning	AOS = 0 Credits
N	NS[#]	Natural Science and (Scientific Reasoning)	AAS = 1/3 of total credits
C	Comm[#]	Communication - Written and oral	AS = 1/2 of total credits
D	DEISJ[#]	Diversity: Equity, Inclusion, and Social Justice	AA = 3/4 of total credits
A	Arts	The Arts	<i>General Education Requirements</i> <i>4 Required areas +</i>
H	Hum	Humanities	
S	SS	Social Sciences	
U	US&CE	US History and Civic Engagement	
W	WH&GA	World History and Global Awareness	AOS = Infused 4 required
L	WL	World Languages	AAS = 20 credits
CT	Crit Thinking	Critical thinking and Reasoning	AS/AA = 30 credits
IL	Info Lit	Information Literacy	

**JEFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO. 192-22

DATE: DECEMBER 7, 2022

**SUBJECT: APPROVAL OF PROGRAM REVISIONS
 MATHEMATICS A.S.**

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

Associate in Science

Program Name: MATHEMATICS AS

Program Learning Outcomes

- ✓ Reviewed and either affirmed or changed

Liberal Arts Coursework

- ✓ Liberal Arts Coursework is at least 50% of program

General Education Coursework

- ✓ 30 credits total
- ✓ 7 General Education Areas required (students must have no option not to achieve)
- ✓ Communication – Written and Oral
- ✓ DEISJ
- ✓ Mathematics
- ✓ Natural Sciences

Transfer Path

- ✓ Courses included in the Program

INT 111 – College Foundations

- ✓ Graduation Requirement

Curriculum Map

- ✓ Curriculum Map revised

Program Learning Outcomes

PLO 1	Demonstrate fundamental techniques and methods used in calculus and statistics
PLO 2	Demonstrate a depth of knowledge in mathematical topics outside of the Calculus sequence
PLO 3	Use scientific methods like observation, hypothesis development, measurement and data collection, experimentation, evaluation of evidence, and mathematical analysis to explore and solve problems

Transfer Path/s: Mathematics

Transfer Path Courses (*Choose a minimum of 4 courses*):

Calculus 1
Calculus 2
Calculus 3
Linear Algebra
Differential Equations

See <https://www.suny.edu/attend/get-started/transfer-students/suny-transfer-paths/>

**Mathematics A.S.
Fall 2023**

Current Program	Cr Hrs.	Revised Program	Cr Hrs.	*Attribute/s
Mathematics Requirements	21	Mathematics Requirements	21	
MTH 174: Mathematical Probability and Statistics 1	3	MTH 174: Mathematical Probability and Statistics 1	3	LA, TP, M, CT
MTH 221: Calculus 1	4	MTH 221: Calculus 1	4	LA, TP, M
MTH 222: Calculus 2	4	MTH 222: Calculus 2	4	LA, TP, M
MTH 241: Calculus 3	4	MTH 241: Calculus 3	4	LA, TP
MTH 242: Differential Equations OR MTH 245: Linear Algebra	3	MTH 242: Differential Equations OR MTH 245: Linear Algebra	3	LA, TP
MTH 174: Mathematical Probability and Statistics 2 OR MTH 231: Discrete Mathematics OR MTH 242 or higher	3	MTH 174: Mathematical Probability and Statistics 2 OR MTH 231: Discrete Mathematics OR MTH 242 or higher	3	LA
Computer Science Requirements	3	Computer Science Requirements	3	
CIS 116: Introductory Programming	3	CIS 116: Introductory Programming	3	
Liberal Arts Requirements	29	Liberal Arts Requirements	26	
ENG 101: Research and Composition	3	ENG 101: Research and Composition	3	LA, C, IL
ENG 102: Literature and Composition	3	ENG 102: Literature and Composition	3	LA, H
Humanities Elective (Arts/FLA)	3			
Humanities/Social Science Elective	3	Humanities/Social Science Elective	3	LA
Science Sequence*	8	Natural Science Electives ² (2 courses)	8	LA, N
Social Science Electives (2 GE courses from 2 areas)	6	Humanities/Social Science Electives ¹ (2 courses)	6	LA, Two of the following: A, S, U, W, L
Social Science Elective	3	Social Science Elective	3	LA
Elective Requirements	9	Elective Requirements	12	
Restricted Elective*	3	Restricted Elective ⁴	3	
		Diversity: Equity, Inclusion, and Social Justice Elective ³	3	D
Free Electives	6	Free Electives	6	
Physical Education Requirements	2	Physical Education Requirements	2	
Total Credits		Total Credits	64	
		Total Liberal Arts Credits	47	
		Total General Education Credits	30	

*Applicable courses are included with the full degree program or from SUNY GEN ED lists

¹ Courses must be Humanities or Social Science electives selected from two different areas in the SUNY General Education Course Listing for Social Sciences, The Arts, U.S. History and Civic Engagement, World History and Global Awareness, World Languages.

² Choose two of the following: BIO 131, BIO 132, BIO 202, BIO 217, BIO 218, BIO 251, BIO 252, CHE 131, CHE 132, CHE 211, CHE 212, GEO 131, GEO 132, GEO 141, GEO 144, PHY 131, PHY 132, PHY 143, PHY 144, PHY 145, SCI 199; at least one course must be selected from the area of Natural Sciences and Scientific Reasoning in the SUNY General Education Course Listing.

³ Course must be an elective selected from the area of Diversity: Equity, Inclusion, and Social Justice in the SUNY General Education Course Listing.

⁴ Choose one course from the following: MTH 184, MTH 231, MTH 242 or higher, PHY 131 or higher, SCI 199, BIO 200, BIO 201, CHE 215, or CIS 216

Liberal Arts Courses

Subject	NYSED Liberal Arts Category
Anthropology	Social Science
Art	Humanities
Economics	Social Science
English	Humanities
Geography	Social Science
History	Social Science
Mathematics	Mathematics
Music	Humanities
Philosophy	Humanities
Political Science	Social Science
Psychology	Social Science
Sciences (All)	Sciences/Lab Sciences
Sociology	Social Science
Speech and Theater Arts	Humanities
World Languages (All)	Humanities

*Attribute Key (Use all that apply)

Cod e	Curriculum Map	Category Name	Other Requirements
LA		Liberal Arts	
TP		Transfer Path	<i>Liberal Arts Requirements</i>
M	M&QR[#]	Mathematics and Quantitative Reasoning	AOS = 0 Credits
N	NS[#]	Natural Science and (Scientific Reasoning)	AAS = 1/3 of total credits
C	Comm[#]	Communication - Written and oral	AS = 1/2 of total credits
D	DEISJ[#]	Diversity: Equity, Inclusion, and Social Justice	AA = 3/4 of total credits
A	Arts	The Arts	<i>General Education Requirements</i>
H	Hum	Humanities	
S	SS	Social Sciences	
U	US&CE	US History and Civic Engagement	4 Required areas +
W	WH&GA	World History and Global Awareness	
L	WL	World Languages	AOS = Infused 4 required
CT	Crit Thinking	Critical thinking and Reasoning	AAS = 20 credits
IL	Info Lit	Information Literacy	AS/AA = 30 credits

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 193-22

DATE: DECEMBER 7, 2022

SUBJECT: **RATIFICATION OF CONTRACTS**
District Attorney – New York
Halpin, Richard
Mohawk Valley Community College
National Tractor Trailer School (Fall 2022-23)
National Tractor Trailer School (Summer 2023)
Onondaga Community College
Schenectady Community College

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:

District Attorney – New York
(grant extension, correctional facility programming)

Halpin, Richard
(personal services contract, research study with CCS)

Mohawk Valley Community College
(grant agreement, Renzi Apprenticeship training)

National Tractor Trailer School (Fall 2022-23)
National Tractor Trailer School (Summer 2023)
(CDL training agreement, workforce development)

Onondaga Community College
(grant agreement, Strengthening Community Colleges Training)

Schenectady Community College
(healthcare roundtable, SUNY apprenticeship program)

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