

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 129-22

DATE: JUNE 1, 2022

SUBJECT: TUITION RECEIVABLE WRITE-OFF

WHEREAS, in compliance with generally accepted accounting principles, the College should not retain as accounts receivable items accounts that are deemed to be uncollectable, and;

WHEREAS, the accounts receivable items set forth in the attached schedule are deemed to be un-collectable;

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following adjustment to the tuition receivable account:

Student Accounts Receivable 0-10000-1310

\$89,688.38

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 130-22
DATE: JUNE 1, 2022
SUBJECT: BAD DEBT ALLOWANCE

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

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; and

WHEREAS, 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. However, the actual previous year's write-off included amounts covered with HERFF funds of \$680,762.

NOW, THEREFORE BE IT RESOLVED, that based upon the unusual nature of this year's write off, the allowance for bad debt shall remain at \$455,000 for the 2021-2022 fiscal year.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 131-22
DATE: JUNE 1, 2022
SUBJECT: 2021-2022 BUDGET TRANSFERS
SBDC CARES GRANT
GRANT PERIOD: APRIL 1, 2020 – SEPTEMBER 30, 2022

WHEREAS, the College has received funding from the State University of New York (SUNY) to conduct a project entitled “The Small Business Development Centers Cares Act;

WHEREAS, expenditures for the grant must be reallocated to support actual grant expenditures;

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

INCREASE EXPENDITURE:

SBDC – Federal Grant (CARES) – Comp Supplies	2532-3011-7107	\$ 3,663.12
SBDC – Federal Grant (CARES) – Prof Svc Fees	2532-3011-7241	\$ 35,000.00
SBDC – Federal Grant (CARES) – Workshops	2532-3011-7253	<u>\$ 8,000.00</u>
Total Expenditure Increase		\$ 46,663.12

DECREASE EXPENDITURE:

SBDC – Federal Grant (CARES) – Subscriptions	2532-3011-7105	\$ 4,000.00
SBDC – Federal Grant (CARES) – Office Supplies	2532-3011-7109	\$ 487.09
SBDC – Federal Grant (CARES) – Advertising	2532-3011-7203	\$ 29,000.00
SBDC – Federal Grant (CARES) – Comp Software	2532-3011-7217	\$ 700.50
SBDC – Federal Grant (CARES) – Memberships	2532-3011-7238	\$ 1,000.00
SBDC – Federal Grant (CARES) – Staff Developmt	2532-3011-7246	\$ 45.00
SBDC – Federal Grant (CARES) – Travel	2532-3011-7250	<u>\$ 11,430.53</u>
Total Expenditure Decrease		\$ 46,663.12

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO. 132-22

DATE: JUNE 1, 2022

SUBJECT: SYLLABUS STANDARD POLICY

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the Syllabus Standard Policy as attached:

Jefferson Community College

Syllabus Standard Policy

PURPOSE:

Jefferson Community College believes the primary purpose of a course syllabus is to inform students in a formal and timely manner of the nature and content of the course and the policies and procedures that apply. The syllabi of the faculty represent the formal contract of the course with the student. It is also used as the official course document by SUNY System Administration, the State Education Department, Middle States Commission on Higher Education, and the College governance committees.

DEFINITIONS:

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

1. The “Master Course Syllabus Standard” is the principal document approved through the governance process established by the College faculty in the discipline. This overarching document provides required information and guidance to faculty in creating an individual Course Syllabus.
2. The “Instructor Course Syllabus” is the document prepared by individual faculty utilizing the guidelines of the Course Syllabus Standard. The Course Syllabus is used to communicate specific course requirements, expectations, and responsibilities to students enrolled in the course while also connecting student learning outcomes, course content and assessments, and instructor pedagogy. The Course Syllabus may be used in grievance and judicial hearings; therefore, clarity and specificity are especially important.
3. The “Course Syllabus Standard Template” is the document that contains all of the required components for Master Course Syllabus Standards and Instructor Course Syllabi. Additionally, this document outlines the order in which these items must be included on these documents.

STATEMENT OF POLICY:

1. The Curriculum Committee of the College Senate is responsible for the creation, periodic review, and revision of the Course Syllabus Standard Template. Changes to the Course Syllabus Standard Template must be approved by the College Senate.
2. Master Course Syllabus Standards must be reviewed by the College faculty in the discipline at least once every five years.
3. Every course must have a Master Course Syllabus Standard approved by the Curriculum Committee.
4. The current Master Course Syllabus Standard must be made publicly available in a digital format.
5. Each instructor will create an Instructor Course Syllabus for each course taught; this document must be made available to students no later than the starting date for the course.
6. The Vice President for Academic Affairs is responsible for overseeing this policy.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 133-22

DATE: JUNE 1, 2022

SUBJECT: **RATIFICATION OF CONTRACTS**
EMSI Burning Glass
Intel
Lassiter, Lynise
SUNY Security Operations Center

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:

EMSI Burning Glass
(services contract, program demand gap analysis)

Intel
(license agreement, access to digital training curriculum)

Lassiter, Lynise
(consultant, diversity/equity/inclusion)

SUNY Security Operations Center
(participating institution agreement, IT security)

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

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 134-21

DATE: JUNE 1, 2022

SUBJECT: RECOGNITION OF SERVICE
DIOSELINE OSORIO

WHEREAS, Dioseline Osorio was first elected by the student body to serve as the student member of the Jefferson Community College Board of Trustees commencing July 1, 2021 and serving through June 30, 2022; and

WHEREAS, in addition to serving as a Trustee, Dioseline has provided leadership to Jefferson Community College Student Government by helping to plan and promote student programming, leadership training opportunities, and special events; and

WHEREAS, Dioseline has supported the Jefferson Community College Board of Trustees and the College President as a member of the Board's Academic & Educational Services Committee;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees extends appreciation to Dioseline Osorio for her dedicated service to this College and offers every good wish for continued success in her higher education and professional endeavors.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 135-22

DATE: JUNE 1, 2022

SUBJECT: **JOB TITLE AND CLASSIFICATION**
Coordinator of Student Internships and Employment

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:

Coordinator of Student Internships and Employment

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

Job Title:	Coordinator – Student Employment and Internships
Department:	Strategic Initiatives
Pay Grade:	5
FLSA Status:	Exempt

GENERAL PURPOSE

The full-time, grant funded Employment and Internship Coordinator position will be responsible for coordinating student on-campus employment, work-based learning programs and opportunities, and the successful job placement of Jefferson graduates. The Coordinator supports students in applying their learning, knowledge and skills to the world of work in meaningful ways. This position has extensive collaborative relationships with College departments, SUNY, regional and local businesses, and other statewide workforce development partners. Student success is measured by the internship and job placement rate and will be a direct indicator of employee performance.

MAIN JOB TASKS AND RESPONSIBILITIES

- Provide career coaching to students seeking job placement or work-based learning opportunities, including providing advisement on the registration process for academic internships.
- Provide resume and cover letter development and critique sessions using Career Coach as a tool for success.
- Develop additional work-based learning opportunities, to include internships, summer session, externships, and job shadow opportunities through employer development activities and collaboration with faculty.
- In collaboration with academic schools, design, develop and lead all marketing and communication to students and Employer and Military Recruiters regarding all career readiness programming in order to drive engagement and increase visibility of College resources and offerings.
- Pro-actively send students email and social networking updates about job openings, campus interviews, and upcoming career events.
- Develop and implement a centralized registration process for externships/job shadow/or internships in conjunction with the academic schools.
- Assist academic schools with internship placement.
- Construct policies for employer participation in recruiting and work-based learning programs in collaboration with the Associate Vice President. Review and uphold College and partnering employer policies, negotiating solutions as needed.
- Collect and maintain internship sponsor records, participant data and provide reports for stakeholders.
- Create and present pre- and post-workshops for students participating in externships/job shadow and/or internships.
- Conduct site visits to current and potential externships/job shadow/or internships sites to evaluate learning/work environments.

- Drive and implement new innovative employer engagement approaches, events, programs, and systems to provide transformational connection experiences between students and employers.
- Serve as the overall Coordinator of student on-campus employment, maximizing the efficient use of campus student-worker budget lines, and assisting students in navigating employment paperwork for on-campus jobs.
- Assess and report on student on and off-campus employment outcomes.
- Manage technology platforms and resources that enhance and accelerate the networking and connections process for employers and students.
- Develop a deep understanding of the College's CSM tool regularly sharing just in time data from its dashboards to key stakeholders in the community.
- Engage in professional development and delivery of presentations as a member of National Association of Colleges and Employers, Career Leadership Collective, National Career Development Association, and related professional organizations.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE

- Bachelor's degree in a related field and six (6) years of appropriate professional experience.
- OR
- Master's degree in a related field and four (4) years of appropriate professional experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the career and job placement.
- Ability to effectively establish relationships and communicate with a diverse student population.
- Ability to establish and serve as a liaison with faculty, staff, students and outside/community agencies and employers.
- Ability to project a positive image of the college through public speaking, presentations, and interaction with the college's community.
- Capacity to develop enterprising, creative and innovative approaches to engagement with employers.
- Ability to exercise good judgment and make sound decisions
- Ability to collect and analyze data from multiple sources, including qualitative and quantitative data.
- Committed to professional discretion and integrity in handling confidential, sensitive information.
- Skilled in the use of word processing, spreadsheet, and database software applications.
- Ability to plan, organize, and prioritize daily assignments and work activities.
- Ability to read, write, and communicate effectively with students and staff.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Mostly medium work which requires exerting up to 50 pounds of force occasionally and/or 25 pounds of force frequently or constantly.
- Work environment is primarily that of an office 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, and discern letters or numbers at a given distance.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 138-22
DATE: JUNE 1, 2022
SUBJECT: RECOGNITION OF SERVICE
PRESIDENT TY A. STONE, PHD

WHEREAS, Dr. Ty A. Stone has served Jefferson Community College as its sixth president since July 1, 2017; and

WHEREAS, the continued growth and development of Jefferson Community College as a learning institution, to the benefit of its students and the community, is largely attributable to the strategic vision and inspiring leadership of President Stone; and

WHEREAS, President Stone, a champion for student success, helped reduce barriers to student success with a lens on equity and inclusion by advocating for clear academic and career pathways, flexible scheduling and course modalities that students desire, and services that support student development; and

WHEREAS, during her tenure, President Stone advanced the purposes of the College through development of the 2020-2025 Strategic Plan and the subsequent update to the Facilities Master Plan for 2021-2026, through engagement in SUNY's Guided Pathways initiative and by expanding access to College programming via the JCC Lewis County Education Center in Lowville; and

WHEREAS, under President Stone's leadership, the College has set a path for further growth by increasing entrepreneurship education through the Downtown Revitalization Initiative program, investing strategically in athletics with e-Sports and a turf field, collaborating with community partners to offer industry-specific training, and building a better workforce through new micro-credential programming; and

WHEREAS, President Stone was resilient in her leadership of the College over the past 24+ months of an unprecedented global health crisis, ensuring that teaching and learning continued in a healthy and safe environment for students, faculty and staff and providing a valuable service to the community as a COVID vaccine dispensing site; and

WHEREAS, in the local community and nationally, President Stone has promoted the mission of Jefferson Community College through leadership roles on the North Country Regional Economic Development Council, American Association of Community Colleges' President's Academy Executive Committee and Commission on Economic and Workforce Development, and as a member of the Board of Directors for Advocate DRUM, Adirondack North Country Association, and the Jefferson-Lewis Workforce Development Board.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Jefferson Community College extend their appreciation to Ty Stone for her service and leadership of Jefferson Community College for the past five years and wish her well in all future endeavors.