

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 111-22

DATE: MARCH 2, 2022

SUBJECT: 2021-2022 BUDGET AMENDMENT
CENTER FOR COMMUNITY STUDIES – NEIGHBORS OF
WATERTOWN, INC PROFESSIONAL ASSISTANCE

GRANT PERIOD: DECEMBER 1, 2021 – MARCH 30, 2022

WHEREAS, the College has received funding from Neighbors of Watertown, Inc. to provide a facilitated workshop session with the leadership group at Neighbors of Watertown to assess the current organizational chart and provide assistance in the development of a new strategic plan;

WHEREAS, the outcomes anticipated will be a revised organizational chart (reflecting the optimal organizational structure); and a revised strategic plan for 2021-2026;

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

INCREASE REVENUE:

Center Comm. Studies Grant – Local Grants & Contracts	2803-3011-5430	\$ <u>5,000.00</u>
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Total Revenue Increase \$5,000.00

INCREASE EXPENDITURE:

Center Comm. Studies Grant – Prof PT	2803-3011-6102	\$ 1,250.10
Center Comm. Studies Grant – State TRS	2803-3011-6202	149.52
Center Comm. Studies Grant – Social Security	2803-3011-6204	150.00
Center Comm. Studies Grant – Workers Comp	2803-3011-6205	13.00
Center Comm. Studies Grant – Indirect Cost	2803-3011-7231	437.38
Center Comm. Studies Grant – Prof Service Fees	2803-3011-7241	<u>3,000.00</u>

Total Expenditure Increase \$5,000.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 112-22

DATE: MARCH 2, 2022

SUBJECT: 2021-2022 BUDGET AMENDMENT
CENTER FOR COMMUNITY STUDIES – LEWIS CO
OFFICE OF THE AGING SURVEY

GRANT PERIOD: OCTOBER 15, 2021 – AUGUST 31, 2023

WHEREAS, the College has received funding from Lewis County Board of Legislature (New York) to supervise data collection and complete surveys of adults in Lewis County in the months of October 2021 and ending December 2023;

WHEREAS, the goal of the survey is to determine residents' concerns and perceived importance with the needs of the elderly population and their caregivers in the Lewis County region;

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

INCREASE REVENUE:

Center Comm. Studies Grant – Local Grants & Contracts	2803-3011-5430	\$ <u>20,000.00</u>
Total Revenue Increase		\$20,000.00

INCREASE EXPENDITURE:

Center Comm. Studies Grant – Prof PT	2803-3011-6102	\$ 10,000.00
Center Comm. Studies Grant – State TRS	2803-3011-6202	1,636.00
Center Comm. Studies Grant – Social Security	2803-3011-6204	765.00
Center Comm. Studies Grant – Workers Comp	2803-3011-6205	100.00
Center Comm. Studies Grant – Indirect Cost	2803-3011-7231	749.00
Center Comm. Studies Grant – Prof Service Fees	2803-3011-7241	1,750.00
Center Comm. Studies Grant – Travel	2803-3011-7250	<u>5,000.00</u>
Total Expenditure Increase		\$20,000.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 113-22
DATE: MARCH 2, 2022
SUBJECT: 2021-2022 BUDGET AMENDMENT
CHILD CARE TRAINING PROGRAM II GRANT
GRANT PERIOD: JANUARY 1, 2022 – DECEMBER 31, 2022

WHEREAS, funds have been received from Lewis County and Jefferson County Local Development Corporation to fund a regulated home day care training program;

WHEREAS, the initiative will support and offer recruitment and orientation events, trainings and scholarships to participants interested in becoming a regulated home day care provider;

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

INCREASE REVENUE:

Childcare Training Program II – Local Grants	2839-3011-5430	<u>\$ 52,759.80</u>
Total Revenue Increase		\$52,759.80

INCREASE EXPENDITURE:

Childcare Training Program II – Prof Adjuncts	2839-3011-6103	\$ 14,830.00
Childcare Training Program II – Prof Stipends	2839-3011-6104	7,600.00
Childcare Training Program II – Social Security	2839-3011-6204	1,718.00
Childcare Training Program II – Workers Comp	2839-3011-6205	225.00
Childcare Training Program II – Instr Supplies	2839-3011-7108	1,310.00
Childcare Training Program II – Advertising	2839-3011-7203	2,200.00
Childcare Training Program II – Indirect Costs	2839-3011-7231	8,021.00
Childcare Training Program II – Prof Svc Fees	2839-3011-7241	5,000.00
Childcare Training Program II – Workshops/Sem	2839-3011-7253	3,060.00
Childcare Training Program II – Scholarships	2839-3011-7512	<u>\$ 8,795.80</u>
Total Expenditure Increase		\$52,759.80

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 114-22

DATE: MARCH 2, 2022

SUBJECT: 2021-2022 BUDGET AMENDMENT
SUNY/MVCC APPRENTICESHIP PROGRAM RENZI
GRANT (AGREEMENT 400.16)

GRANT PERIOD: NOVEMBER 4, 2021 – DECEMBER 31, 2022

WHEREAS, funds have been received from the State University of New York (SUNY) to support marketing activities, including industry roundtables, and curriculum development for apprenticeships (Agreement #400.16);

WHEREAS, per a MOU, Mohawk Valley Community College (MVCC) will offer funding to JCC to facilitate apprenticeships in the field of business as part of the SUNY Apprenticeship Program;

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

INCREASE REVENUE:

MVCC Apprenticeship Program –State Grants	2647-3011-5420	<u>\$ 11,000.00</u>
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Total Revenue Increase \$11,000.00

INCREASE EXPENDITURE:

MVCC Apprenticeship Program – Instr Supplies	2647-3011-7108	\$ 1,000.00
MVCC Apprenticeship Program – Indirect Cost	2647-3011-7231	1,000.00
MVCC Apprenticeship Program – Prof Svc Fees	2647-3011-7241	1,500.00
MVCC Apprenticeship Program – Workshops/Semin	2647-3011-7253	<u>\$ 7,500.00</u>

Total Expenditure Increase \$11,000.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 115-22
DATE: MARCH 2, 2022
SUBJECT: 2021-2022 BUDGET AMENDMENT
PERKINS 21/22 BUDGET
GRANT PERIOD: JULY 1, 2021 – JUNE 30, 2022

WHEREAS, funds have been received from the University of the State of New York Education Department through the Perkins Grant to fund various initiatives to enhance career and technical education and student success;

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

INCREASE REVENUE:

Perkins – Career & Tech Educ	2512-3011-5410	<u>\$223,854.00</u>
Total Revenue Increase		\$223,854.00

INCREASE EXPENDITURE:

Perkins – Career & Tech Educ – Prof F/T	2512-3011-6101	\$ 72,500.00
Perkins – Career & Tech Educ – Prof Adjuncts	2512-3011-6103	39,000.00
Perkins – Career & Tech Educ – Student Aides	2512-3011-6141	15,000.00
Perkins – Career & Tech Educ – State TRS	2512-3011-6202	8,967.00
Perkins – Career & Tech Educ – TIAA CREF	2512-3011-6203	2,400.00
Perkins – Career & Tech Educ – Social Security	2512-3011-6204	8,530.00
Perkins – Career & Tech Educ – Workers Comp	2512-3011-6205	1,115.00
Perkins – Career & Tech Educ – Life Insurance	2512-3011-6206	84.00
Perkins – Career & Tech Educ – Disability Ins	2512-3011-6208	138.00
Perkins – Career & Tech Educ – Health Insurance	2512-3011-6209	16,260.00
Perkins – Career & Tech Educ – Comp Software	2512-3011-7217	2,500.00
Perkins – Career & Tech Educ – Indirect Costs	2512-3011-7231	10,660.00
Perkins – Career & Tech Educ – Prof Svc Fees	2512-3011-7241	40,700.00
Perkins – Career & Tech Educ – Travel	2512-3011-7250	<u>\$ 6,000.00</u>

Total Expenditure Increase **\$223,854.00**

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO. 116-22

DATE: MARCH 2, 2022

SUBJECT: GRADUATION REQUIREMENTS POLICY
(Revises Resolution No. 218-19, November 2019)

BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby approve revisions to the Graduation Requirements Policy as attached.

Jefferson Community College

Graduation Requirements Policy

PURPOSE:

This policy is designed to establish the requirements for completion of degree and certificate programs.

DEFINITIONS:

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

1. The term residency refers to the amount of a degree program that must be completed at the home college in order to be considered a student at the College.
2. A matriculated student is one who has been accepted by the college and is enrolled in a degree or certificate program.
3. A new student college seminar course is designed to assist new students in their transition to Jefferson Community College. This course is approved by the Curriculum Committee of the Senate.

STATEMENT OF POLICY:

1. **Degree and Certificate Requirements:** A degree or certificate candidate must fulfill the following requirements:
 - a. Successfully complete all course requirements as listed under the program for which the candidate is matriculated.
 - b. Successfully complete minimum credit requirements.
 - c. Satisfy the College residency requirement.
 - d. Attain a minimum cumulative grade point average of 2.00 upon completion of the matriculated candidate's program.
 - e. Receive recommendation for graduation by the faculty of Jefferson Community College.
 - f. Students who matriculate into their first degree or certificate program at the College having earned less than 24 credits of coursework as a matriculated student at another college or university by means of transcript evaluation must complete the College's new student college seminar course.
2. **Second Degree Requirements:**
 - a. Fulfill all specific course and curriculum requirements for each additional program.
 - b. Successfully complete a minimum of 15 credit hours in residence for each additional degree or certificate.
 - c. Attain a 2.00 cumulative average.
 - d. In the event a student has interrupted enrollment for one or more semesters and wishes to return to full-time study in an additional degree program, the student must complete an application through the Admissions Office in addition to all of the above.
3. Petitions to waive or substitute individual courses are approved by the Office of Academic Affairs.
4. The Vice President for Academic Affairs is responsible for overseeing this policy.

APPROVED: Res. 152-18, July 2018

REVISED: Res. 218-19, November 2019

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 117-22
DATE: MARCH 2, 2022
SUBJECT: FACILITIES MASTER PLAN 2021-2026

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves and adopts the 2021-2026 Facilities Master Plan completed by Bernier Carr Architects & Engineers dated February 2022 (attached).

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 120-22

DATE: MARCH 2, 2022

SUBJECT: RATIFICATION OF CONTRACTS
Chubb, Keri
Community Action Planning Council/County of
Lewis/Jefferson County Local Development Corporation
RD Graphic Design and Illustration
Workforce Development Institute

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:

Chubb, Keri
(freelance services agreement, graphic design)

**Community Action Planning Council
County of Lewis
Jefferson County Local Development Corporation**
(memorandum of agreement, home childcare training program)

RD Graphic Design and Illustration
(freelance services agreement, graphic design)

Workforce Development Institute
(funding agreement, laptops for home childcare training program)

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