

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 138-25

DATE: MAY 7, 2025

SUBJECT: 2024-2025 BUDGET TRANSFER
COLLEGIATE SCIENCE TECHNOLOGY ENTRY
PROGRAM (CSTEP) GRANT

GRANT PERIOD: APRIL 1, 2025 – JUNE 30, 2025

WHEREAS, funds have been received from the NYS State Education Department (SED) to create a Collegiate Science Technology Entry Program (CSTEP) at Jefferson Community College;

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 hereby approves the following budget transfers:

INCREASE EXPENDITURE:

CSTEP Grant –Office Supplies	2619-3011-7109	300.00
CSTEP Grant –Student Recruitment	2619-3011-7247	7,200.00
CSTEP Grant- Workshops & Seminars	2619-3011-7253	3,303.00
CSTEP Grant –Scholarship Awards	2619-3011-7512	<u>\$ 8,100.00</u>

Total Expenditure Increase \$ 18,903.00

DECREASE EXPENDITURE:

CSTEP Grant- Professional P/T	2619-3011-6102	16,846.00
CSTEP Grant –Social Security	2619-3011-6204	1,288.54
CSTEP Grant – Workers Compensation	2619-3011-6205	168.46
CSTEP Grant –Indirect Cost	2619-3011-7231	<u>\$ 600.00</u>

Total Expenditure Decrease \$ 18,903.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 139-25

DATE: MAY 7, 2025

SUBJECT: 2024-2025 BUDGET AMENDMENT
BRIGHTWAY EDUCATION FOUNDATION GRANT

GRANT PERIOD: MARCH 1, 2025 - DECEMBER 31, 2026

WHEREAS, the College has received funding from the Brightway Education Foundation to provide support to low-income student-parents who join the College's ASAP program over the next three years beginning in Spring 2024 and concluding in Fall 2026;

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

INCREASE REVENUE:

Brightway Edu. Foundation– State Grants & Contracts 2663-3011-5420 \$ 36,650.00

Total Revenue Increase \$ 36,650.00

INCREASE EXPENDITURE:

Brightway Edu. Foundation – Scholarship Awards 2663-3011-7512 \$ 36,650.00

Total Expenditure Increase \$ 36,650.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 140-25

DATE: MAY 7, 2025

SUBJECT: 2024-2025 BUDGET AMENDMENT
COLLEGIATE SCIENCE TECHNOLOGY ENTRY PROGRAM
(CSTEP) GRANT

GRANT PERIOD: APRIL 1, 2025 – JUNE 30, 2025

WHEREAS, funds have been received from the NYS State Education Department (SED) to create a Collegiate Science Technology Entry Program (CSTEP) at Jefferson Community College;

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

INCREASE REVENUE:

CSTEP Grant –Fed Grants & Contracts	2619-3011-5410	\$ 9,678.00
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Total Revenue Increase	\$ 9,678.00
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INCREASE EXPENDITURE:

CSTEP Grant- Instructional Supplies	2619-3011-7108	7,490.00
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CSTEP Grant- Indirect Cost	2619-3011-7231	600.00
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CSTEP Grant- Scholarship Awards	2619-3011-7512	<u>\$ 1,588.00</u>
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Total Expenditure Increase	\$ 9,678.00
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**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 141-25

DATE: MAY 7, 2025

SUBJECT: 2024-2025 BUDGET AMENDMENT
HOME-BASED CHILD CARE TRAINING PROGRAM
COHORT V GRANT

GRANT PERIOD: APRIL 1, 2025 – DECEMBER 31, 2025

WHEREAS, the College has received funding from the 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 Program IV – Local Grant	2839-3011-5430	<u>\$ 10,000.00</u>
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Total Revenue Increase	\$ 10,000.00
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INCREASE EXPENDITURE:

Child Care Training Program IV – Prof Adjuncts	2839-3011-6103	\$ 594.00
Child Care Training Program IV - Social Security	2839-3011-6204	50.06
Child Care Training Program IV – Workers Comp	2839-3011-6205	5.94
Child Care Training Program IV – Advertising	2839-3011-7203	6,500.00
Child Care Training Program IV – Indirect Cost	2839-3011-7231	1,850.00
Child Care Training Program IV – Prof Serv. Fees	2839-3011-7241	<u>\$ 1,000.00</u>

Total Expenditure Increase	\$ 10,000.00
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**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 142-25

DATE: MAY 7, 2025

SUBJECT: 2024-2025 BUDGET AMENDMENT
SUNY ENHANCING SUPPORTS AND SERVICES FOR
STUDENTS WITH DISABILITIES FOR POSTSECONDARY
SUCCESS GRANT

GRANT PERIOD: APRIL 1, 2025 – AUGUST 31, 2025

WHEREAS, funds have been received from the NYS State Education Department (SED) to supplement existing support and accommodations for SWDs in order to expand such support and services provided by SUNY;

WHEREAS, the initiative will support college prep programs to assist SWDs in transitioning to college and prepare them to navigate the campus facilities and system, provide full and part-time faculty and staff at SUNY with disability training; and/or to improve the identification process of SWDs and enhance data collection capabilities at SUNY;

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

INCREASE REVENUE:

NYS SED SWDPS Grant- State Grants & Contracts 2649-3011-5420	<u>\$ 18,000.00</u>
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Total Revenue Increase \$ 18,000.00

INCREASE EXPENDITURE:

NYS SED- SWDPS Grant – Printing	2649-3011-7104	\$ 750.00
NYS SED- SWDPS Grant- Supplies Instructional	2649-3011-7108	2,250.00
NYS SED- SWDPS Grant- Student Recruitment	2649-3011-7247	1,500.00
NYS SED- SWDPS Grant- Travel	2649-3011-7250	9,000.00
NYS SED- SWDPS Grant- Workshops & Seminars	2649-3011-7253	<u>\$ 4,500.00</u>

Total Expenditure Increase \$ 18,000.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 143-25

DATE: MAY 7, 2025

SUBJECT: 2024-2025 BUDGET AMENDMENT
SUNY INTERNSHIP SCHOLARSHIP PROGRAM GRANT

GRANT PERIOD: APRIL 1, 2025 – AUGUST 31, 2025

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>\$ 37,422.00</u>
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Total Revenue Increase \$ 37,422.00

INCREASE EXPENDITURE:

SUNY Internship Scholarship Program- Indirect	2655-3011-7231	\$ 1,782.00
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SUNY Internship Scholarship Program- Scholarships	2655-3011-7512	<u>\$ 35,640.00</u>
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Total Expenditure Increase \$ 37,422.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 144-25

DATE: May 7, 2025

SUBJECT: REVISIONS TO SENATE BYLAWS
(Revises Bylaws previously amended in Resolution
123-91, February 1991)

WHEREAS, the attached amendments to the Senate By-Laws (involving revisions to membership to reflect the most recent college reorganization, discontinuance of the Recognition Celebration Committee, and the establishment of a periodic formalized assessment of shared governance) were adopted by the College Senate by a majority vote at its meeting on March 4, 2025,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approve the amendments as presented.

**Jefferson Community College
Watertown, NY**

College Senate Bylaws

I. Membership:

The College Senate membership includes all faculty, professional staff, and support staff.

II. Purpose:

The purpose of this organization shall be to provide a forum in which members may freely discuss issues of concern to the College Community. The Senate shall review and consider the endorsement of proposals relating to the academic programs and the campus life of the College. It shall function as the highest deliberative body of the faculty, administration, professional and support staff of the College.

III. Responsibilities:

A. It shall be the responsibility of this organization to consider and to recommend policies to the President of the College, and, where necessary, to the Board of Trustees concerning:

1. The academic policies and programs of the College.
2. Issues of academic freedom and intellectual integrity at the College.
3. The social and cultural aspects of College life.

Policy recommendations passed by the Senate will be forwarded in writing by the Senate Recorder to the College President. Upon the request of the Senate, it is the responsibility of the College President to respond in writing to the Senate by the next Senate meeting regarding the course of action he or she is taking.

B. It shall be the responsibility of this organization to elect its officers and appoint its members to its committees (see Section VII).

C. It shall be the duty of this organization to carry out the responsibilities delegated to it by the Board of Trustees.

IV. Officers of the Senate:

A. The Officers of the Senate shall include:

President
Vice President
Recorder

Additionally, Senate Appointments shall include:

Parliamentarian
Historian

Additionally, Senate Elections shall include:

Faculty Council Representative
Faculty Council Representative (Alternate)

B. The duties of each shall be as follows:

1. President (elected biannually)

The President shall be elected on a biannual basis by the Senate and shall attend each meeting of the Senate and the Senate Executive Committee. The President convenes Senate meetings and conducts meetings according to Robert's Rules of Order. The President chairs the Senate Executive Committee and coordinates the Senate meeting agenda with the Executive Committee. He or she represents the Senate on designated committees, at College ceremonies and in special forums. The President represents the College to the SUNY governance process. The President assumes responsibility, as Campus governance leader, for overseeing the Chancellor Award selection process. He or she facilitates communication about, and understanding of, Campus-wide issues. The President assures Senate committees are elected and compiles an annual report for the Senate.

2. Vice President (elected annually)

The Vice President shall be elected on an annual basis by the Senate and shall attend each meeting of the Senate and the Senate Executive Committee. The Vice President presides over the Senate in the absence of the President. He or she acts as an advisor and consultant to the Senate President. The Vice President assumes the Office of the President in the event that the President cannot complete his/her term, and appoints a new Vice President should this occur. The Vice President shall serve on the Awards and Nominating Committee.

3. Recorder (elected annually)

The Recorder shall be elected on an annual basis by the Senate and shall attend each meeting of the Senate and the Senate

Executive Committee. The Recorder shall distribute minutes of the previous Committee meeting, and shall distribute committee minutes and the agenda to the membership no less than five (5) days prior to the scheduled Senate meeting. The recorder shall call the roll and register each vote in a roll call vote, and perform any other duties assigned by the President of the Senate. The Recorder is responsible for establishing that a quorum is present at each meeting.

4. **Parliamentarian (appointed annually)**
The Parliamentarian shall be appointed from the Senate by the Senate President. The Parliamentarian shall educate senate members annually in parliamentary procedure. The Parliamentarian will advise the President of the Senate on matters of procedure during meetings of the Senate and may be consulted by other members of the Senate at other times. The Parliamentarian will carry the latest edition of Robert's Rules of Order to each Senate meeting.
5. **Historian (appointed annually)**
The Historian shall be appointed from the Senate by the President of the Senate. The Historian will summarize all approved recommendations and resolutions of the Senate. This record shall be stored in the office of the Vice President for Academic Affairs and shall be brought to every meeting of the Senate. The Historian will be responsible for maintaining a copy of the current By-laws and presenting an updated copy to the members of the Senate at the beginning of each academic year.

V. Senate Executive Committee:

A. Membership:

Chief Academic Officer
Associate Vice President for Students
Associate Vice President for Enrollment Services
President of the Senate
Immediate Past President of the Senate
Vice President of the Senate
Recorder of the Senate
Chair of the Curriculum Committee
Chair of the Academic Standards Committee
Chair of Campus Life Committee
Chair of the Awards and Nominating Committee
Representative to the SUNY Faculty Council
One At-Large Member to be elected from the Senate Body

NOTE: The Immediate Past President will serve for two years.

- B. Purpose:
The Senate Executive Committee shall meet regularly and receive recommendations from the standing committees and ad hoc committees of the Senate. It shall review minutes of the previous Senate meeting and establish the agenda for each Senate meeting. It shall appoint ad hoc committees for studying special problems and projects which arise and are outside the province of other committees. At its first meeting of the academic year, it will develop a work plan and prioritize activities for the Senate in the upcoming academic year. The Committee shall also serve as an advisory and consultative body to the College President. Chair of the Senate Executive Committee will be the President of the Senate.

VI. Meetings:

- A. The Senate shall meet at the call of the Senate Executive Committee. The President of the Senate shall preside. In cases of the President's absence, the Vice President will preside.
- B. The recorder shall be responsible for taking minutes of each meeting.
- C. The agenda for every meeting shall include reports from regularly standing committees and the College President.
- D. The parliamentary authority shall be Robert's Rules of Order, rev. ed., except where otherwise specified by these Bylaws.
- E. A quorum shall be sixty-five (65) members of the Senate. No official action may be taken if a quorum is not present.
- F. Notice of each meeting shall be communicated to each member of the Senate no less than five (5) days prior to the meeting day and shall include the agenda for that meeting.
- G. Special meetings may be called by action of the President of the Senate, any regularly reporting standing committee, or upon written petition to the President of the Senate by five (5) members of the Senate. The object of this special meeting shall be stated in the call.

VII. Committees:

The committees of the Senate will be standing committees, sub-committees, and ad hoc committees. Ad hoc committees are appointed by action of the Senate Executive Committee.

- A. Standing Committees:
Chairs will be elected for the next academic year between the annual election of committee members and Commencement. Academic Standards Committee, Curriculum Committee and Campus Life Committee shall meet monthly during the academic year. Minutes of these meetings shall be submitted to the Recorder of the Senate. Members of the committees shall report all proceedings to their respective divisions or department. Nonmembers of the committees shall be invited to meetings when it is appropriate.

1. The Academic Standards Committee shall recommend policy pertaining to College-wide academic issues and planning. This includes, but is not limited to, academic standards and the Honors Program. Elected members serve a two-year term.

Membership shall consist of:

- two (2) faculty members elected from each academic division;
- the Honors Program Coordinator;
- the Registrar or designee;
- the Chief Academic Officer or designee;
- one (1) Academic Associate Vice Presidents--rotated annually;
- the immediate Past Academic Standards Committee Chair, as a non-voting member;
- one (1) at-large member elected from the College Senate and;
- two (2) students.

NOTE: The Immediate Past Academic Standards Chair will serve for one year.

2. The Curriculum Committee shall recommend policy pertaining to adoption, revision, and review of academic programs, courses and curricular policies. Elected members serve a two-year term.

Membership shall consist of:

- three (3) faculty members elected from each academic division;
- the Director of the Library or designee;
- the Associate Vice President of Enrollment Services or designee;
- the Director of Instructional Technology or designee;
- the Director of Admissions or designee;
- the Chief Academic Officer or designee;
- one (1) of the Academic Associate Vice Presidents--rotated annually;
- the Registrar or designee as a non-voting member,

- the immediate Past Curriculum Committee Chair, as a non-voting member;
- one (1) at-large member elected from the College Senate and
- one (1) student.

NOTE: The Immediate Past Curriculum Committee Chair will serve for one year.

3. The Campus Life Committee shall identify issues and concerns regarding student life and recommend new policies to the Senate. The Committee shall maintain communication with the Student Government Association (SGA) on matters of mutual concern regarding campus life. The Committee reviews the annual budgets of the Student Government Association (SGA), the Campus Activities Board (CAB), Athletic Board of Control (ABC) and New Student Services.

In addition, it shall financially support events through the Social/Cultural Grants. Elected members serve a two-year term. Membership shall consist of:

- the Associate Vice President of Enrollment Services or designee;
- Associate Vice President of Student Affairs or designee;
- the Director of Student Life;
- the Director of Athletics;
- two (2) elected faculty members from each academic division;
- one (1) at-large members elected from the College Senate;
- the Director of Safety and Security;
- 2 students (1) SGA officer or designee and (1) Student representative.

The Athletic Board of Control is a subcommittee of Campus Life and will report periodically to it.

4. The Awards and Nominating Committee shall provide a list of Senate Committee and officer vacancies to the Senate membership as well as assist with the Chancellor Awards and Distinguished Faculty Selection Processes. The Nominating Committee shall solicit nominations and manage the Senate election process. Elected members serve a one-year term.

The Nominating Committee shall consist of:

- one (1) elected faculty member from each academic division;
- one (1) elected member of the professional staff;
- one (1) elected member of the support staff;

- one (1) at-large member elected from the College Senate;
and
- the Senate Vice President.

B. Sub-committees:

Such committees shall meet when the need arises. They shall submit minutes to the standing committee to which they report.

5. The Athletic Board of Control shall recommend policy and budget to the Campus Life Committee for intercollegiate, intramural, and club athletics. It shall approve and supervise the expenditure of funds for the athletic program. Elected members serve a one year term. Membership shall consist of:
 - three (3) at-large members elected from the College Senate,
 - the Director of Athletics,
 - one (1) Admissions representative,
 - one (1) Student Activities and Inclusion representative,
 - the Title IX representative and
 - four (4) students.

VIII. General Procedures:

A. Nomination and Election Procedures:

1. At the February meeting of the Senate, the Senate President will notify the membership that the election process for the next year will begin.
2. At the March meeting of the Senate, the Awards and Nominating Committee will inform the membership that nomination forms are being distributed.
3. At the April meeting of the Senate, the Awards and Nominating Committee will present the slate and accept nominations from the floor.
4. Balloting will be conducted during the month of April by the Awards and Nominating Committee.
5. Results will be announced by the Awards and Nominating Committee Chair at the May meeting of the Senate. The Senate President will then direct the Committees to convene to elect a chair for the next academic year.

6. A vacancy on a Senate-elected committee occurring at a time other than annual election will be filled by the annual election candidate with the next highest number of votes. If no such candidate is available, appointment will be made by the President of the Senate.

B. Voting on Motions:

1. Regular Voting: Approval of a motion requires a simple majority.
2. Other Voting Procedures:

Balloting shall be mandatory for election of committees, and may be otherwise ordered by a majority vote of the Senate. The President of the Senate shall appoint tellers at the time of the vote. A vote may be taken by electronic means in the event an in-person vote cannot be conducted due to unforeseen circumstances.

C. Shared Governance Assessment:

1. An inclusive assessment of governance by senate members will be conducted. This assessment must be completed within five years from the completion of the prior assessment.
2. The purpose of this assessment is to evaluate the effectiveness of the College governance process. The College Senate Executive Committee will oversee this process.
3. The results of the assessment will be shared with the College Senate as well as the College Board of Trustees.

IX Amendments:

1. An amendment to these Bylaws may be submitted by any member of the Senate. It shall be presented in writing to the President of the Senate and included in the agenda of the next regular meeting of the Senate.
2. A proposed amendment shall be voted on at the meeting succeeding its first presentation to the Senate.
3. An amendment shall become a part of these Bylaws when it is approved by a simple majority.

4. Absentee ballots shall be allowed on amendments, but may not be counted toward a quorum. Such ballots shall be submitted to the President of the Senate.
5. Ratification of the Bylaws of the Senate will take effect upon a favorable vote by a simple majority of the voting membership of the Senate.

X Glossary:

- Ad hoc committee - a special committee established to accomplish a specific purpose; it ceases to exist once that purpose has been served.
- Faculty - Any full or part-time teaching professional.
- Professional Service Staff - any individual eligible for membership in the JCC Faculty Association whose primary responsibilities are not teaching.
- Professional Staff - any individual eligible for membership in the JCC Faculty Association whose primary responsibilities are not teaching, any member of the Management/ Confidential staff, any member of the professional staff serving the College under a grant or special arrangement.
- Support Staff - any individual eligible for membership in the Educational Support Personnel of Jefferson Community College.

Revised: 03/04/25

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO. 145-25

DATE: MAY 7, 2025

**SUBJECT: REGISTRATION & WITHDRAWAL POLICY REVISION
 (Revises Resolution No. 135-18, May 2018)**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves revisions to the following Registration & Withdrawal Policy as attached.

Jefferson Community College

Registration and Withdrawal Policy

PURPOSE:

This policy is designed to establish the appropriate time frames to complete course registration and withdrawal.

DEFINITIONS:

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

1. Registration refers to the procedure by which a student enrolls in coursework.
2. The term “in good academic standing” means that a student is eligible and has been allowed to register for and undertake academic coursework.
3. The census date is the date set by the College, which typically marks the end of the add/drop period and the beginning of the withdrawal period.

STATEMENT OF POLICY:

1. Students in good academic standing may register using the College’s current registration procedure.
 - a. A student may register for a maximum of 19 credit hours during the fall or spring terms.
 - b. A student may register for a maximum of 12 credits during an early or late session during the fall or spring terms.
 - c. A student may register for a maximum of 12 credits during the summer term.
 - d. A student may register for a maximum of 7 credits during the winter term.
 - e. A student may register for more than the allowed credit hours for a given term with approval from the Chief Academic Officer.
2. In order for a student to drop a course from their academic load they must do so officially using the College’s current registration procedure.
 - a. Courses may only be dropped through the census date for the course.
 - b. A dropped course will never appear on a student’s official transcript.
3. In order for a student to withdraw from a course they must complete the College’s current withdrawal procedure.
 - a. Students withdrawing from a course must complete the course withdrawal process prior to completion of 75% of the scheduled number of days in the course.
 - b. A student may withdraw from all courses using the College’s current withdrawal procedure. Withdrawing from all classes does not impact a student’s academic standing.
 - c. Withdrawals appear on the student’s official academic transcript with a non-penalty designation of “W” and do not impact a student’s grade

point average.

- d. Withdrawals are used in the eligibility for financial aid calculation.
4. The Chief Academic Officer issues all administrative withdrawals, which result in the grade designation "Z" being recorded on the student's official academic transcript. "Z" grade designations do not impact a student's grade point average.
5. A student may request a late or retroactive administrative withdrawal due to documented extraordinary circumstances. All such requests must be received no later than one calendar year after the end of the semester or summer/winter session in which the course(s) were taken.
6. Students are responsible for all tuition and fees associated with course registration and withdrawal as specified in the Tuition and Fees Policy and the Tuition Refund Policy.
7. The Chief Academic Officer is responsible for overseeing this policy.

REVISED: Res. #135-18, May 2018

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 146-25

DATE: May 7, 2025

SUBJECT: APPROVAL OF PERIODIC PROGRAM REVIEW
SPORTS MANAGEMENT, A.S.

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached periodic program review for the Sports Management, A.S. degree.



**Sports Management A.S. Degree Program
Five-Year Curriculum Review
2016 - 2023**

**Submitted To:
Jerilyn Fairman
Provost for Academic Affairs**

**Submitted By:
Irene Wilder, Chair**

**The Curriculum Workgroup:
Dwight Austin
Andy Draper
Ian MacDonald
Brandon Noble**

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I. Introduction

The Sports Management A.S. degree (Program HEGIS Code 5099) was developed at Jefferson in 2009 as a generalist Business/Liberal Arts program with specific core courses in sports management disciplines. Coursework includes economics, accounting, and a solid grounding in various areas of general education/liberal arts. The Sports Management A.S. program is a transfer degree, designed to be the first two years of a sport management Baccalaureate degree or any four-year business education. This program is intended for students who plan to transfer to another college or university, perhaps continuing through a graduate degree or higher. The curriculum is designed to let graduates be successful in any sports management or business-related transfer program, regardless of the transfer school chosen.

Students who plan to transfer to a SUNY college may use the Liberal Arts Electives to fulfill any of the following five SUNY General Education Requirements: A (Arts), AH (American History), FL (Foreign Language), OWC (Other World Civilizations), WC (Western Civilization).

Students graduating from the Sports Management program with an A.S. degree will:

- Demonstrate an understanding of, and be able to effectively utilize, the technology essential for business application.
- Demonstrate the ability to locate, evaluate, analyze, and apply information to make effective business decisions.
- Demonstrate an understanding of the four functions of management as they relate to Sports Management.
- Successfully meet the Student Learning Outcomes (SLO) for 7 of the 10 SUNY General Education Requirements.

Graduates from this program who continue with their Sport Management/Business education may enter the exciting world of professional sports as team managers, personal agents, and executives in the spectrum of businesses that support professional and amateur sport including fitness centers, recreation centers and ice arenas, and sporting goods sales and marketing.

As a graduate of Jefferson, there will be a variety of transfer opportunities to consider in the pursuit of the Baccalaureate degree. The sports management curriculum was designed for seamless transfer to the sport management baccalaureate programs at SUNY Canton and SUNY Cortland and may facilitate transfer to the baccalaureate programs at SUNY Brockport, Syracuse University and Cazenovia College, among other programs. Currently, a transfer agreement exists with the SUNY Canton, Sports Management, B.B.A. program, and a formal articulation is in the process with SUNY Cortland. Recently, other SUNY and non-SUNY institutions have tried to partner with the Sports Management program here at Jefferson.

II. Progress on Recommendations From the Last Program Review

The Sports Management A.S. degree program retains its significance and plays a pivotal role in the success of the School of Business at Jefferson Community College. Anticipated enrollment growth over the next seven years, aligning with the new program review cycle, reinforces its enduring value.

To sustain and enhance the vitality of the Sports Management program, while also adapting to evolving industry standards, the Sports Management Program Review Committee proposes the following conclusions and recommendations, which are supported by the School of Business.

Conclusion 1 from 2016

The Sports Management option is a viable program on campus. The members of the External Review Committee expressed the value of the sport-related experiences students in the Sports Management program receive while at Jefferson Community College. It was concluded that students who have some form of practical experience in the field are valued more in the transfer process, as well as entrance into the profession. Therefore, the Department must continue to identify opportunities that have a positive long-term effect on student placements in the job market and ease in transfer to a four-year institution.

Recommendation 1 from 2016

Offer a sales-based course embedded with experiential learning opportunities for students to develop specific applied learning skills. (Re-tool *BUS 241 – Principles of Selling*) Offer this course as a core Business elective in lieu of *BUS 211 – Business Law I*.

Form ongoing partnerships with sport organizations in the area to provide students with applied learning opportunities that help to enrich the sports and recreation industry locally.

Internally, look to collaborate with organizations on the JCC campus that plan and host special events to offer Sports Management students opportunities outside of the classroom to further their creative abilities and practical “hands-on” learning.

Conclusion 2 from 2016

As highlighted during discussions by the External Review Committee, sports play a fundamental role in contemporary society, and students equipped with sports management expertise are well-positioned to pursue careers in the sports and recreation industry at local, regional, and national levels.

Consequently, it is imperative to maintain the curriculum, resources, and practical experiences offered by the three sports-related courses within Jefferson Community College's program. Nonetheless, there exists a necessity to restructure certain requirements of the current degree

program to afford students greater flexibility in transferring credits to four-year institutions. Moreover, the program should proactively develop new courses in collaboration with industry professionals and stakeholders in the sports sector to ensure its ongoing relevance and responsiveness to industry advancements.

Recommendation 2 from 2016

Update and offer the *BUS 241 - Principles of Selling* course as a core Business class for Sport Management majors in lieu of the *BUS 211 - Business Law I*.

Eliminate the Macroeconomics course requirement and allow students the opportunity for a restricted Business elective (Courses may include *ECO 101 – Macroeconomics*, *BUS 211 – Business Law I*, *BUS 221 – Human Resource Management*, and *BUS 226 – Introduction to Finance*, along with a new social media-marketing course currently being developed.)

Develop a Sports Governance course, with the ones used by the most popular transfer institutions for our graduates, in lieu of the *BUS 226 - Introduction to Finance* course.

Conclusion 3 from 2016

The alumni members of the External Review Committee stated they were prepared for the transfer institution and the industry based on the experiences within the Sports Management program at Jefferson Community College.

These alumni, along with the instructors at the most popular transfer institutions of our graduates, stressed that developing communication skills, both oral and written, are essential parts of the transfer process, as well as the entrance into the profession.

Recommendation 3 from 2016

Continue discovering more ways to implement written documents and oral presentations into the framework for assessment in all core courses of the Sports Management program.

Conclusion 4 from 2016

Upon thorough examination of various regional transfer institutions, it has been determined that several of the existing degree program courses align well with the prerequisites of the most frequently chosen transfer destinations for our graduates. However, it has come to our attention that the Math option need not be confined solely to the Algebra track; it may also include Statistics-based courses, provided that the selected course meets the criteria of fulfilling a SUNY General Education requirement and is at a college-level standard.

Recommendation 4 from 2016

Change the current Math requirement from *MTH 155 – Algebra, Functions & Modeling* to *MTH 144 – Elementary Statistics* to meet the requirements of the most popular transfer institutions of our graduates.

Continue to offer courses to match SUNY four-year program requirements to ensure full credit upon transfer.

Progress Since the Last Study

In the years following the previous study, several changes occurred within the Sports Management program. Most significantly, the program's lead professor was retrenched as part of the College's cost savings measures in the Summer of 2020. This was in the face of declining enrollments overall at the College and within the program. The role of lead advisor and coordinator of the program was assumed by another member of the School of Business faculty. The time leading up to the retrenchment, the lead of the program did accomplish the following:

Recommendation 1 and 2. The Principles of Selling, (BUS 241) course was put into the program. The course was offered; however, did not run due to insufficient enrollment. The course has not been offered since and the course was removed from the program.

Recommendation 3. Discover ways to implement written documents and oral presentations. This was accomplished with a change in the Principles of Management (BUS 231) course that made it an intensive speaking course. The change increased transferability to our sister institutions and satisfies an intensive speaking course requirement. This course precedes Marketing (BUS 232) to prepare students to make professional business presentations and speak publicly regularly.

Recommendation 4. Change the Math requirement from Algebra, Functions, and Modeling (MTH 155) to Elementary Statistics (MTH 144) or Mathematical Probability and Statistics 1 (MTH 174). This change has been implemented.

III. Sports Management Program Data

A. Applications History

This chart shows the application history for this program. Please note that the application count includes both full-time and part-time students for each term, as this data is not collected on the JCC application.

Applications History: Sports Management AS

	Summer	Fall	Spring*
2016-17	6	74	12
2017-18	3	93	5
2018-19	3	72	14
2019-20	5	69	6
2020-21	1	79	5
2021-22	4	48	10
2022-23	3	65	7

*Source: Argos Report, Enrollment Data Reports run 9.11.23. *Due to the small number of winter applicants, those students have been grouped with spring applicants.*

Observation: Based on applications history in the Sports Management program it can be concluded that those students who first applied for admission to the Sports Management program tend to stay in the program for their time at Jefferson.

B. Enrollment History

This chart provides the enrollment history for this program (primary and secondary majors considered). Please note that the enrollment counts below are duplicated between terms. For instance, a student who participated in this program in Fall 2021 and Spring 2022 would be counted in the enrollment count for both terms thus counting twice in the “grand total” column.

Enrollment (Duplicated Headcount): Sports Management AS

	Fall		Spring		Summer	Winter	Grand Total
	Full-time	Part-time	Full-time	Part-time	Part-time	Part-time	
2016-2017	45	3	38	6	15		107
2017-2018	48	3	28	2	11		92
2018-2019	31	3	15	1	6	1	57
2019-2020	26	2	16	5	1	2	52
2020-2021	28	1	17	4	6	4	60
2021-2022	25	1	15	1	9	5	56
2022-2023	37	5	29	3	9	5	88
Grand Total	240	18	158	22	57	17	512

Source: SFRZAST run for each term, with duplicate records for those with secondary majors.

Observation: Based on enrollment history in the Sports Management program the following can be concluded:

- Although enrollments dipped temporarily during the COVID-19 Pandemic, those enrollments increased in 2022-2023.
- A full-time faculty member overseeing the program has offered continuity.

Sports Management Program Data

C. Retention

The chart below gives the fall-to-fall **program** retention of **all** students both for **all** students at JCC as well as in the program (primary and secondary majors considered). A student is considered retained for that fall (for instance – Fall 2021) if the student is still enrolled at JCC in **this program** in the following fall (fall 2022) or has graduated by August of the following year (summer 2022).

College Wide vs. Sports Management
Retention Data

	Fall 2016		Fall 2017		Fall 2018		Fall 2019		Fall 2020		Fall 2021		Fall 2022	
	College Wide	Sports Management	College Wide	Sports Management	College Wide	Sports Management	College Wide	Sports Management	College Wide	Sports Management	College Wide	Sports Management	College Wide	Sports Management
Retention Rate	51.80%	47.90%	51.80%	31.40%	49.70%	38.20%	49.80%	35.70%	47.30%	37.95%	47.50%	34.60%	50.70%	47.60%

Source: SFRZAST for all falls considered.

$$\text{*calculation} = \frac{\text{students persisting at JCC + graduates}}{\text{all students at JCC in initial semester}}$$

Observation: Analyzing the retention data of the Sports Management program leads to the following conclusions:

- Our anticipation for the future entails a higher retention rate as we prioritize effective advisement and engage in outreach activities, such as recruitment events, to attract well-informed students to their suitable majors.
- With program adjustments in place and the college environment-stabilizing post-Pandemic, we hold optimism that students will smoothly transition either to a four-year institution or directly into industry positions.

Sports Management Program Data

D. College Enrollment Fluctuations (2016-2023)

The tables below show the College fluctuations in full-time and part-time enrollment in this program.

Percent Change of Enrollment is calculated as follows:

$$\frac{\text{enrollment current fall} - \text{enrollment last fall}}{\text{enrollment last fall}}$$

Example (comparing 2021-22 to 2020-21) : $\frac{25-28}{28} = -0.1071$

College Enrollment Fluctuations (Full-Time)

Sports Management AS				College Wide	
	# of Fall Students	% of College Enrollment	% Change in Program Total	# of Fall Students	% Change in College Total
2016-17	45	1.12%		2,103	
2017-18	47	1.23%	4.44%	1,973	-6.18%
2018-19	30	0.87%	-36.17%	1,818	-7.86%
2019-20	26	0.80%	-13.33%	1,681	-7.54%
2020-21	28	0.99%	7.69%	1,420	-15.53%
2021-22	25	1.02%	-10.71%	1,216	-14.37%
2022-23	36	1.48%	44.00%	1,169	-3.87%

College Enrollment Fluctuations (Part-Time)

Sports Management AS				College Wide	
	# of Fall Students	% of College Enrollment	% Change in Program Total	# of Fall Students	% Change in College Total
2016-17	3	0.07%		1,699	
2017-18	3	0.08%	0.00%	1,628	-4.18%
2018-19	2	0.06%	-33.33%	1,630	0.12%
2019-20	2	0.06%	0.00%	1,589	-2.52%
2021-22	1	0.04%	-50.00%	1,243	-12.03%
2022-23	5	0.21%	400.00%	1,260	1.37%

Source: SFRZAST run for each term.

Observation: The Sports Management program at the college has mirrored the overall enrollment trends, experiencing a temporary decline during the COVID-19 Pandemic but showing growth in 2022-2023. Notably, Chris Rowland, an Educational Planner and Men's Soccer Coach, has successfully recruited students internationally through the F-1 Visa International program, contributing to the program's vitality. Out of 12 students enrolled at Jefferson, 5 have chosen Sports Management as their major, according to data from the Institutional Research Office. This success can be attributed to the collaborative efforts of Athletics and our dedicated sports team coaches. The committee acknowledges their contributions. Furthermore, there has been an increased emphasis on student retention through proactive advisement and Guided Pathways initiatives, yielding encouraging outcomes.

Sports Management Program Data

E. Success in General Education Course Outcomes

Success in General Education Course Outcomes

Sports Management A.S.

Fall 2016 - Spring 2023

		Exceeding Standard	Meeting Standard	Approaching Standard	Not Meeting Standard	Grand Total	Weighted Average
Basic Comm	1	3	15	7	5	30	2.5
	2	6	9	9	6	30	2.5
	3	6	12	7	5	30	2.6
Foreign Language	1	4	4	2	2	12	2.8
	2	4	5	1	2	12	2.9
Humanities	1	27	28	18	11	84	2.8
Mathematics	1	10	12	8	5	35	2.8
	2	15	14	2	4	35	3.1
	3	6	14	10	5	35	2.6
	4	8	15	7	5	35	2.7
	5	6	18	4	7	35	2.7
Natural Sciences	1	5	15	6	4	30	2.7
	2	7	11	6	7	31	2.6
Other World Civ	1			2		2	2.0
Social Sciences	1	29	15	8	12	64	3.0
	2	26	12	11	14	63	2.8
The Arts	1	4	10	6	3	23	2.7
American History	1	2	11	6	4	23	2.5
	2	4	9	5	5	23	2.5
	3	4	7	7	5	23	2.4
Western Civ	1	4	6	2	3	15	2.7
	2	7	3	2	3	15	2.9

Success in General Education Course Outcomes

Sports Management A.S.

	Overall Average
Basic Comm	2.53
Foreign Language	2.85
Humanities	2.80
Mathematics	2.78
Natural Sciences	2.65
Other World Civ	2.00
Social Sciences	2.90
The Arts	2.00
American History	2.47
Western Civ	2.80

Observations: Drawing from the provided details:

- Supplementary data, encompassing the Overall Averages across each category, is presented above. Generally, the figures exhibit a strong positive trend, with the majority of areas scoring above 2.5 on a 4.0 scale.
- Notably, students undertaking the Other World Civilization course demonstrate comparatively lower performance levels than in other areas.

Sports Management Program Data

F. Sport and Fitness Administration/Management (31.0504)

Lightcast Program Development and Review Data

The Office of Institutional Research has conducted a review of the career paths our Sports Management majors may enter following completion of college. The information was obtained from “Lightcast” and the results are as follows:

Institution: Jefferson Community College

Region: Jefferson, Lewis, and St. Lawrence Counties

Target Occupations SOC codes: 11-9039 Education Administrators, All Other, 13-1011 Agents and Business Managers of Artists, Performers, and Athletes, 27-2022 Coaches and Scouts, 27-2023 Umpires, Referees, and Other Sports Officials, 39-9031 Exercise Trainers and Group Fitness Instructors.

Degree Levels (labor market): Award of at least 2 but less than 4 academic years, Bachelor’s degrees



Region	2022 Jobs	2027 Jobs	# Change	% Change
● Region	350	399	49	14.0%
● State	46,377	52,713	6,336	13.7%
● Nation	719,757	801,330	81,573	11.3%

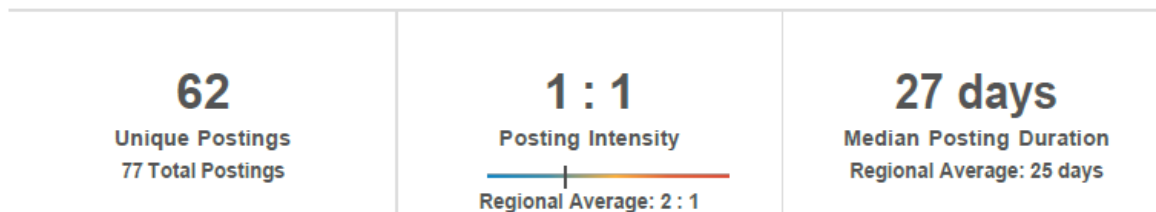
In the region (Jefferson, Lewis, and St. Lawrence), sports management jobs are evenly held by both men and women. Below is the breakdown by race and age for jobs where that information is available:

Race/Ethnicity	2022 # Jobs	2022 % Jobs
White	280	79.9%
Black or African American	27	7.7%
Hispanic or Latino	22	6.3%
Asian	8	2.4%
Two or more races	12	3.4%
American Indian or Alaska Native	1	0.2%
Native Hawaiian or Other Pacific Islander	0	0.0%

Age	2022 #Jobs	2022 % Percent
18 and under	21	5.9%
19-24	62	17.7%
25-34	68	19.3%
35-44	80	22.9%
45-54	58	16.6%
55+	62	17.7%

Approximately 18% of those occupying sports management jobs are ages 55 and older, which may indicate the potential of future job openings upon retirement.

Job Postings Summary



There were 77 total job postings for your selection from September 2022 to August 2023, of which 62 were unique. These numbers give us a Posting Intensity of 1-to-1, meaning that for every 1 posting there is 1 unique job posting. This is close to the Posting Intensity for all other occupations and companies in the region (2-to-1), indicating that they are putting average effort toward hiring for this position.

Month	Unique Postings	Posting Intensity
August 2023	8	1:1
Jul 2023	6	1:1
Jun 2023	10	2:1
May 2023	5	2:1
Apr 2023	4	2:1
Mar 2023	2	1:1
Feb 2023	2	1:1
Jan 2023	3	1:1
Dec 2022	1	1:1
Nov 2022	2	1:1
Oct 2022	16	1:1
Sep 2022	3	1:1

County	Unique Postings (Sep 2022 – Aug 2023)
Jefferson County, NY	23
St. Lawrence County, NY	39
Lewis County, NY	0








Top Companies Posting

Company	Total/Unique (Sep 2022 - Aug 2023)	Posting Intensity	Median Posting Duration
St. Lawrence University	28 / 27	1 : 1 	30 days
Jefferson Community College	7 / 7	1 : 1 	n/a
Clarkson University	14 / 6	2 : 1 	43 days
EXOS	7 / 4	2 : 1 	n/a
System One Holdings	5 / 4	1 : 1 	21 days
Athletico	2 / 2	1 : 1 	46 days
St Lawrence	2 / 2	1 : 1 	n/a
State University Of New York At Potsdam	3 / 2	2 : 1 	n/a
State University of New York	3 / 2	2 : 1 	n/a








Top Cities Posting

City	Total/Unique (Sep 2022 - Aug 2023)	Posting Intensity	Median Posting Duration
Canton, NY	30 / 29	1 : 1	30 days
Fort Drum, NY	17 / 13	1 : 1	22 days
Potsdam, NY	20 / 10	2 : 1	43 days
Watertown, NY	9 / 9	1 : 1	n/a
Philadelphia, NY	1 / 1	1 : 1	22 days

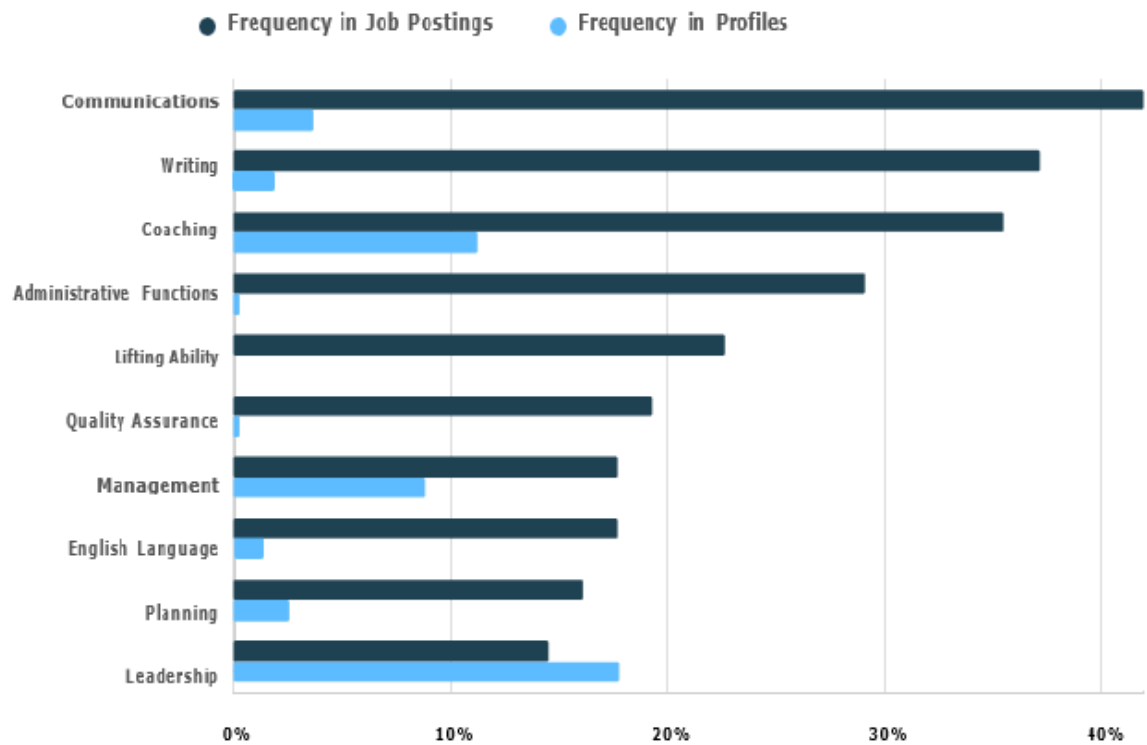
Top Posted Job Titles

Job Title	Total/Unique (Sep 2022 - Aug 2023)	Posting Intensity	Median Posting Duration
Strength and Conditioning Coaches	12 / 8	2 : 1 	22 days
Alpine Ski Coaches	6 / 3	2 : 1 	n/a
Assistant Ice Hockey Coaches	4 / 3	1 : 1 	10 days
Certified Strength and Conditioning Specialists	3 / 3	1 : 1 	46 days
Volleyball Graduate Assistant Coaches	3 / 3	1 : 1 	55 days
Women's Assistant Coaches	3 / 3	1 : 1 	n/a
Assistant Coaches	3 / 2	2 : 1 	n/a

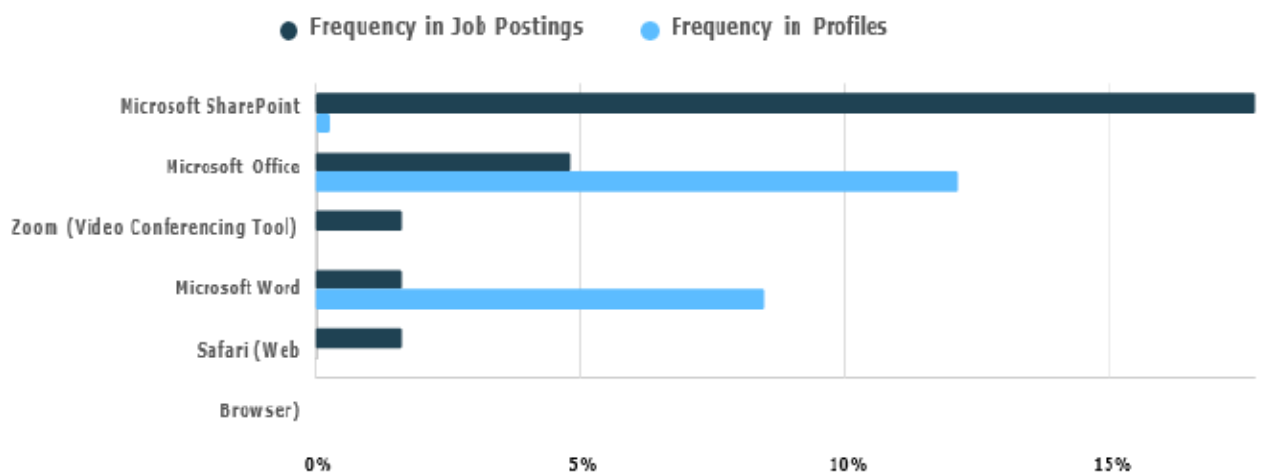
Top Posted Job Titles

Job Title	Total/Unique (Sep 2022 - Aug 2023)	Posting Intensity	Median Posting Duration
Strength and Conditioning Coaches	12 / 8	2 : 1 	22 days
Alpine Ski Coaches	6 / 3	2 : 1 	n/a
Assistant Ice Hockey Coaches	4 / 3	1 : 1 	10 days
Certified Strength and Conditioning Specialists	3 / 3	1 : 1 	46 days
Volleyball Graduate Assistant Coaches	3 / 3	1 : 1 	55 days
Women's Assistant Coaches	3 / 3	1 : 1 	n/a
Assistant Coaches	3 / 2	2 : 1 	n/a

Top Common Skills



Top Software Skills



IV. Sports Management Program Learning Outcomes Review

The Sports Management A.S. Degree was developed from the core of a Business Administration degree. The need for a program focusing on Sports Management was discussed as a way to diversify Business offerings and create a new program that would expand on the number of students choosing business careers. The A.S. Degree program has remained steady at 37 full-time students beginning Fall 2023.

In the time since the last review, there have been changes and improvements to the program to align with our transfer institutions. These include:

1. The Sports Management A.S. degree was realigned with our main partner, SUNY Cortland.
2. The degree program is more closely aligned with our athletics department with the goal of more alignment between academics and athletics.
3. Another review was conducted when the new faculty member assumed the role of primary advisor to the program. The Sports Management Advisor concentrated on ensuring Sports Management majors are meeting transfer requirements of the most popular four-year programs regarding Math, Economics, and any sport-related classes.
4. Based on the recommendation of the four-year programs, a two-credit Sports Practicum course (BUS 276) was added to the program. This course provides hands-on field experience with our Sports Management majors. Within the class, students complete 45 hours of practical experience under the guidance of an experienced athletics faculty member.

The Assessment Reports show that more than 75% of students can meet the Student Learning Outcomes set and assessed each year. The attachment of sport-related business examples has been emphasized in most classes within the Sports Management program. All changes have been supported by trends observed by faculty, stated by alumni, and current students.

V. Graduate Survey Results

Introduction and Methodology

As part of Jefferson Community College's on-going assessment process, a review of each of its academic programs is conducted every five to seven years. As part of that process, surveys are mailed or emailed to every graduate of the program under review who graduated during the previous review years. In 2023, surveys were e-mailed to 31 individuals who graduated from the Sports Management A.S. degree program between Fall 2016 and Spring 2023.

Data Collection

- 8 of the 31 surveys were completed either online or by mail (26%).

A list of all program graduates was then sent to the National Student Clearinghouse to collect transfer information. According to this data source, 24 program graduates (77%) continued their education after leaving Jefferson Community College. **Please refer to Appendix A for a complete list of colleges, degrees, and graduation dates pulled from the National Student Clearinghouse.**

Enrollment Status

Of the respondents to the survey, 71% continued their education. Of those who continued their education 100% of respondents indicated they were full-time at their new school. Respondents were asked how well their JCC coursework prepared them for their upper division courses and 100% of the respondents stated that they were "Very well prepared for upper division coursework".

JCC Effectiveness

Within the Graduate Survey, respondents were questioned about their experiences with JCC. The questions are listed below with the responses:

- Of the respondents to the survey, 100% of the 7 respondents agree that Jefferson enabled them to utilize effective communication skills in reading, writing, speaking and listening.
- Additionally, of the 7 respondents, 100% agreed that they were able to solve problems through logical reasoning and the scientific method and the ability to discern thought patterns and beliefs in my own decisions and in the works of others.
- In terms of selecting the most appropriate technological tool(s) and understanding technology's impact on self and society 86% responded that they agreed while 14% were neutral.
- When asked if they were able to access, evaluate, synthesize and communicate information effectively using a variety of sources, including print and electronic, of the 7 respondents, 71% agreed, while 29% remained neutral.
- Another question about JCC effectiveness is whether they could interpret, compute, and apply quantitative data, 71% of the 7 respondents agreed with the statement, while 14% were neutral and 14% disagreed.
- Finally, the survey question, "Demonstrate knowledge of diverse peoples and their cultures" was answered by 6 of the respondents and 57% agreed while 43% remained neutral.

Observation: Overall, the students' experience here at Jefferson was positive.

Program Effectiveness

Within the Graduate Survey, respondents were questioned about their experiences in the Sports Management AS program. The questions are listed below with the responses:

- 100% of the 7 respondents agree that their instructors at JCC were effective.
- Of the 7 respondents, 1 respondent received their advising at Fort Drum and agreed that the advisor was effective.
- Of the 7 respondents, 86% self-registered through SOAR and found the process to be effective while 14% of the respondents did not self-register.
- Of the 7 respondents, 100% were satisfied with the overall quality of the instruction in my major field.
- Of the 7 respondents, 71% agreed that the courses within the program were offered with sufficient regularity, while 14% remained neutral and the other 14% disagreed.
- Of the 7 respondents, 57% were satisfied with the overall quality of instruction outside my major field and 43% responded as neutral
- Of the 7 respondents, 71% stated that the courses they have taken provide them with valuable knowledge for my chosen career and future research and 14% were neutral while 14% disagreed.
- 100% of the 7 respondents agreed that the academic advising I received from my faculty advisor was effective.
- Of the 3 respondents, 100% agreed that the academic advising I received from the advising center was effective.

Observation: Overall, the response was positive to the students experience within the Sports Management AS program.

Continuing Education

According to the graduate survey, 71% of the 7 respondents continued with their formal education while 29% did not continue their formal education. For those that continued their education, the questions and responses are as follows:

- Of the 5 respondents, all were full-time students at their new school
- Of the 5 respondents, 60% stated they received full transfer credit for their JCC coursework. 20% stated they received 30-50 credit hours, while 20% stated they received more than 50 credit hours.
- Of the 5 respondents, 100% stated that JCC prepared them very well for their upper division coursework.
- Of the 5 respondents, 80% stated that there were no specific courses that made their transfer easier, while 20% responded that their specific courses that made transfer easier. Those courses included Psychology (now offered in the JCC program), Stats (now offered in the JCC program), Sports Management Practicum (now offered in the JCC program), and Human Communications or equivalent (not offered in the JCC program as Public Speaking)
- Finally, 77% of the program graduates transferred to another school. Of those who transferred, 71% continued in a program related to Sports Management.

Observation: Overall, it seems we are meeting the needs of our continuing students and can

continue to their transfer colleges with minimum difficulties.

Success in the Job Market

According to the graduate survey, this section covers employment of our Sports Management graduates. Of the 7 respondents to the survey, two of the respondents are employed (working full-time 30+ hours week) in a field related to Sports Management while five are employed in a non-related field. For those in the workforce, the questions and responses are as follows:

- Of the 7 respondents, 83% stated JCC helped prepare them for their occupation. Their Employers and Job Title are:

Name of Employer and Job Title:

Chinle Unified School District	6th Grade Teacher
General Brown Central School District	Teacher
Jefferson Community College	Athletic Department Technical Specialist - Head Baseball Coach
Le Moyne College	Campus Experience Coordinator & Admission Counselor
Transportation Security Administration	Transportation Security Officer
Upstate	Administrative Assistant
Wellesley Island State Parks	Maintenance Department

- Of the 7 respondents, 3 stated their salary was better than expected because of completing their degree, 3 stated it was about as expected, and 1 stated their salary was not as good as expected.
- The next question was, “How does your current job compare to the type of job you expected to have as a result of completing your Jefferson Program?” Of the 7 respondents, 3 stated better than expected, 2 stated about as expected, and 1 stated not as good as expected. In their area, comments are solicited, and one comment was added, “JCC gave me a strong foundation to continue my education.”

Observation: It is interesting to note that many of the graduates are going into careers not related to Sports Management. However, there are some that are working in their chosen career paths.

Recommendations/Suggestions for Program Improvement

According to the graduate survey, this section covers comments on experiences at JCC and suggestions for improvement. These comments are direct quotes from the surveys and are unedited:

“Even though I am no longer working in the sport management field and became a teacher I would still do it all over again from the experiences I had able to receive.”

“JCC and Anthony Burgess directly guided me through JCC to Cortland where I could thrive, and resulted in two different full-time jobs, including at JCC for the last 3+ years. I am proud to

be instructing the current courses, in addition to my full-time job where I can best serve our students. I think the progress and discussion has been beneficial.”

“I loved my time at JCC, while I was there everyone made sure that I could not fail by showing me I could do it. Since I left my wife and my son have both gotten their 2-year degrees from JCC. My daughter is currently taking classes with JCC. I would not send my family there if I did not have faith in JCC.”

“I feel that the sports management program needs more classes and information regarding the sports management field.”

“Anthony Burgess was a phenomenal and strongly influential resource in my education and career path. He had many great connections and insight into the field. His courses strongly prepared me to transfer and be successful.”

If students were to start over, they would...

Attend Jefferson but enroll in a different curriculum
57%

Attend Jefferson and enroll in the same curriculum
43%

According to the survey data, 57% of respondents stated they would attend Jefferson but enroll in a different curriculum while 43% of respondents stated they would stay in the same curriculum. Considering this statement, we will continue to observe to ascertain if this trend will continue or if it changes considering the changes that were made to the curriculum, advising, and teaching over the last few years.

VI. External Committee Recommendations

Each spring, the School of Business invites each major's external committee in for a lunch meeting hosted by the School's Hospitality and Tourism Quantity Foods class. The Sports Management Advisory Board Meeting was held on Tuesday, May 9, 2023, from 10:15 a.m. to 1 p.m. in the College's Hospitality and Tourism Dining Room. The attendees were:

External Review Committee

Katie Corbin – JCC Internship Coordinator

Mark Dodds – Professor of Sports Management, SUNY Cortland

Chelsea Marra – Director of Jefferson Community College Admissions

Jay Matteson – Local Sports Personality for Watertown Wolves, Watertown Rapids, and Mangy Moose Productions

Nate Matteson – JCC Sports Management Alumni, Graduate of SUNY Cortland, and Account Executive for NBC Watertown

Richard Merryman – Associate Professor, School of Business

Brandon Noble – Technical Specialist for Athletics and Lead Instructor for Sports Management

Paul Passino – Branch Director, YMCA Fairgrounds

Michael Pitts – Educational Planner, School of Business

Dawn Robinson – Chair, School of Business

Christopher Rowland – Educational Planner and Men's and Women's Soccer Coach

Jim Scordo – JCC Alumni, and SUNY Cortland Sports Management graduate

Megan Stadler – Associate Vice President (AVP) of Strategic Initiatives

Irene Wilder – Assistant Professor Lead Advisor for Sports Management, Business

Jeff Wiley – Director of Athletics, Jefferson Community College

Alex Zubrzycki – JCC Sports Management alumni and current student at SUNY Cortland

1. Representatives from the field in the community stated they are looking for individuals from this degree program who can bring people in for events, create new events and programming, manage staff, who are responsible, are driven and can effectively multi-task while being able to work with both parents and kids.
2. Representatives from the field in the community stated that students could benefit from an Event Planning course if their schedule would allow it. It is important for the student to understand why paying attention to the details of the event is important. Mark Dodds of SUNY Cortland advised the council that an event planning course is being developed at the bachelor's level. Additionally, with the new BUS 275, Sports Management Practicum, event planning is being taught within the course.
3. A recommendation was made by former alumni to advise students attending SUNY Cortland to take the BUS 150, Introduction to Entrepreneurship course as a free elective. This was added to the advising notes for the Sports Management A.S. Degree.
4. Discussion about wages in the field of Sports Management ensued. Currently, professional sales pay is somewhere between \$17k-\$22, plus commissions. Directors at local athletic facilities are starting in the \$40k range with supervisors being paid \$17/\$18 per hour. SUNY Cortland stated that young adults are qualifying for higher positions and pay can begin at \$52k. In the Athletics, student workers are making minimum wage while recreational assistants are being paid \$17k per hour. Overall, the career fields for sports

are diverse with compensation commensurate with experience and responsibilities.

5. Many of the community members would like to see more internship opportunities for the students; however, since many are athletes with challenging practice and game schedules, it is difficult to provide an internship for them.
6. The Director of Admissions observed that many students inquire about Sports Management and that there is often confusion between Sports Management (working in the actual field of sports) and Physical Education (teaching).
7. SUNY Cortland reported that when he has students who come from Jefferson and have had experience in different areas of the program (such as what the Sports Practicum provides), the students are better off. Additionally, Mr. Dodds reported that he observes no barriers to students who transfer and that those that do are better prepared and invested in their studies.
8. The Advisory Committee agreed that more recruitment from outside the area is necessary and some graduates of the program have remained in this area to become productive members of the community.

Things About the Program

1. The alumni said students should be prepared to take time out of their schedules to participate in the hands-on events.
2. Jefferson offers a broad scope compared to other schools and there are many one-on-one experiences.
3. Jefferson offers an intimate learning environment and there is no shortage of opportunities.
4. BUS 112, Introduction to Business is a very broad scope course, encompassing all aspects of business and some sports management majors were turned off by the course and wanted to focus solely on sports.

VII. Conclusions and Recommendations

The Sports Management A.S. degree program remains viable and is vital to the success of the School of Business at Jefferson Community College. Enrollment stabilized in 2022-2023.

To grow and maintain the vitality of the Sports Management program, as well as keep pace with changes and improvements in the field, the following conclusions and recommendations are made by the Sports Management Program Review Committee and endorsed by the School of Business.

Conclusion 1.

The Sports Management option is a viable program on campus. The members of the External Review Committee expressed the value of the sport-related experiences students in the Sports Management program receive while at Jefferson Community College. It was concluded that students who have some form of practical experience in the field are valued more in the transfer process, as well as entrance into the profession. Therefore, the School must continue to identify opportunities that have a positive long-term effect on student placements in the job market and ease in transfer to a four-year institution.

Recommendation 1.

Continue to foster a strong relationship between the Athletics department and the Sports Management Degree program. Continue to provide practical hands-on experiences through the Sports Practicum course.

Conclusion 2.

As noted in the External Review Committee discussions, sports are an integral part of today's society and students trained in the principles of sport management can realize their goals of a career in the sports and recreation industry – locally, regionally, and nationally.

Therefore, it was noted there is a strong need to maintain the coursework, materials, and experiences provided by the four sports-related courses within the program at Jefferson Community College.

Recommendation 2.

Continue to monitor the course offerings and adapt as needed according to the evolving needs of the sports management industry. For example, we currently have the course, "Sports and Society" as a core requirement and is only offered online. An in-seat option could be preferred for our students.

Conclusion 3.

A recent change was implemented by the College Administration requiring that Professional Service Staff (PSS) are only allowed to teach late afternoon and evening classes. The lead instructor to the program, Brandon Noble, is a full-time Technical Specialist and a PSS member. According to data from Institutional Research (Report ran on March 4, 2024) 40.1% of Sports Management majors are athletes. These athletes play their games during the evenings; therefore,

they cannot take late afternoon and evening classes. The School of Business has been given a temporary exception to this rule; however, this is temporary and needs to be addressed.

Recommendation 3.

It is the committee's recommendation that a search be conducted for a new General Business Instructor who is qualified to teach the core Sports Management courses required in the program. Due to the current faculty staffing levels, an interdisciplinary instructor who could teach both business as well as sports management courses would be desired.

Appendix A: Sports Management A.S. Degree Worksheets
Effective: Fall 2021

Program Requirements	Credits	SUNY Gen Ed	Semester	Comments
SPORTS MANAGEMENT CORE (11 credit hours)				
BUS 102 – Foundations of Sports Management	3			
BUS 202 – Sports and Society	3			
BUS 204 – Leadership for Sports Professionals	3			
BUS 276 – Sports Management Practicum	2			
BUSINESS REQUIREMENTS (9 credit hours)				
BUS 112 – Introduction to Business	3			
BUS 124 – Marketing	3			
BUS 131 – Principles of Management	3			
ACCOUNTING REQUIREMENTS (4 credit hours)				
ACC 101 – Accounting Principles 1	4			
ECONOMICS REQUIREMENTS (3 Credit hours)				
ECO 102 – Microeconomics	3	Soc Sci		
MATH AND SCIENCE REQUIREMENTS (7 Credit hours)				
MTH 144 – Elementary Statistics <i>or</i> MTH 174 – Mathematical Probability and Statistics 1	3	Math		
Lab Science Elective ⁷	4	Nat Sci		
ENGLISH REQUIREMENTS (6 credit hours)				
ENG 101 – Research and Composition	3	Basic Com		
ENG 102 – Literature and Composition	3	Human		
COMPUTER INFORMATION SYSTEMS REQUIREMENT (3 credit hours)				
CIS 110 – Introduction to Computers	3			
HUMANITIES REQUIREMENTS (6 credit hours)				
STA 151 – Public Speaking	3	Human		
Humanities Elective ⁶	3	Arts/For Lang		
SOCIAL SCIENCE REQUIREMENTS (6 credit hours)				
PSY 133 – Introduction to Psychology	3	Soc Sci		
Social Science Elective ³	3	Amer Hist/West Civ/Other World Civ.		
ELECTIVE REQUIREMENTS (6 credit hours)				
Liberal Arts Elective	3	LA		
Free Elective ¹	3	LA		
PHYSICAL EDUCATION REQUIREMENTS (2 credit hours)				
Physical Education Elective	1			
Physical Education Elective	1			
Total Credits	63			

Appendix B: Sports Management Program Learning Outcomes

	Program Level Student Learning Outcomes
SLO 1	Demonstrate an understanding of, and be able to effectively utilize, the technology essential for business applications.
SLO 2	Demonstrate the ability to locate, evaluate, analyze, and apply information to make effective business decisions.
SLO 3	Demonstrate an understanding of the four functions of management as they relate to Sports Management directly.
SLO 4	Successfully meet the SLO's for 7 of the 10 SUNY General Education Requirements.

Appendix C: Transfer Information

*Includes ALL colleges students attended since graduation from Jefferson;
therefore, there may be multiple colleges listed per student.*

College Name	Degree Title	Major	Day of Graduation Date	
Berkeley College	Null	Null	April 15, 2023	1
Canisius College	Null	Null	Null	1
Grand Canyon University	Null	Null	Null	1
Liberty University	Null	Null	Null	1
	Bachelor of Science	Sports Management/Administration	May 12, 2023	1
Medaille University	Bachelor of Science	Sports Management/Administration	May 31, 2020	1
			May 31, 2021	1
Northern Arizona University	Null	Null	Null	1
Northland Pioneer College	Null	Null	Null	1
Southern New Hampshire University	Null	Null	Null	1
SUNY Brockport	Null	Null	Null	1
	Bachelor of Science	Sports Management/Administration	May 15, 2020	1
SUNY Canton	Bachelor of Business Administrat..	Sports Management/Administration	May 17, 2019	1
SUNY Cayuga Community College	Null	Null	Null	2
SUNY Cortland	Bachelor of Science	Sports Management/Administration	June 3, 2017	1
			May 18, 2019	1
			August 11, 2019	1
			May 16, 2020	2
			May 14, 2022	1
			May 13, 2023	1
	Master of Science	International Sports Management	December 19, 2020	1
SUNY Hudson Valley Community Col.	Null	Null	Null	1
SUNY Jefferson Community College	Null	Null	Null	1
	Associate in Arts	Humanities and Social Sciences	July 27, 2020	1
		Psychology	December 22, 2020	1
	Associate in Science	Homeland Security	December 22, 2020	1
SUNY Onondaga Community College	Null	Null	Null	2
SUNY Oswego	Bachelor of Arts	Broadcasting and Mass Communication	May 13, 2023	1
	Master of Science in Teaching	Childhood Education MST	August 14, 2020	1
SUNY Polytechnic Institute	Bachelor of Science	Business Administration	December 30, 2019	1
SUNY Potsdam	Bachelor of Science	Business Administration	May 18, 2019	1
	Master of Science for Teachers	Childhood Education MST	December 18, 2020	1
			May 21, 2022	1
			December 16, 2022	1
SUNY University at Buffalo	Master of Business Administrat..	Business Administration	June 1, 2022	1
University of Phoenix	Null	Null	Null	1
University of Texas at El Paso	Null	Null	Null	1
Utica University	Bachelor of Science	Accounting	May 16, 2020	1
William & Mary	Null	Null	Null	1

Appendix D: Graduate Survey

The graduate survey questions are as follows:

My experience at JCC enabled me to:...

- Solve problems through logical reasoning and the scientific method and the ability to discern thought patterns and beliefs in my own decisions and in the works of others
- Select and use the most appropriate technological tool(s) and understand technology's impact on self and society.
- Access, evaluate, synthesize and communicate information effectively using a variety of sources, including print and electronic
- Interpret, compute, and apply quantitative data
- Demonstrate knowledge of diverse peoples and their cultures

The following set of questions had an answer of Agree, Neutral, or Disagree:

- The academic advising I received from the Jefferson advisors at Fort Drum was effective
- I self-registered through SOAR and found the process to be effective
- I was satisfied with the overall quality of the instruction in my major field
- Courses within the program are offered with sufficient regularity
- I was satisfied with the overall quality of instruction outside my major field
- The courses I have taken provide me with valuable knowledge for my chosen career and future research
- The academic advising I received from my faculty advisor was effective
- The academic advising I received from the advising center was effective

The following questions were asked in regards to continuing their education:

- Did you continue your formal education?
- If you did continue your formal education, how much transfer credit did you receive for your JCC coursework
- How well did your coursework at JCC prepare you for your upper division coursework?
- Are there specific courses that would have made your transfer easier?

The following questions were asked in regards to Employment:

- Current employment status? Job relation Not related Related
- Name of Employer and Job Title:
- How does your salary compare to what you expected as a result of completing your JCC program?
 - Better than expected
 - About as expected
 - Not as good as expected
- How does your current job compare to the type of job you expected to have as a result of

- completing your Jefferson program?
 - Better than expected
- About as expected
 - Not as good as expected

Comments

Comments on experiences at JCC and suggestions for improvement:

- If students were to start over, they would..
 - Attend Jefferson but enroll in a different curriculum
 - Attend Jefferson and enroll in the same curriculum

Appendix E: External Committee Meeting Minutes
SCHOOL OF BUSINESS
Sports Management Advisory Board Meeting
Tuesday, May 9, 2023 – 10:15a-1:00p
IN PERSON

Attendees: Katie Corbin, Mark Dodds, Chelsea Marra, Jay Matteson, Nate Matteson, Richard Merryman, Brandon Noble, Paul Passino, Michael Pitts, Dawn Robinson, Christopher Rowland, Jim Scordo, Megan Stadler, Irene Wilder, Jeff Wiley, Alex Zubrzycki

Program Information:

Sports Management A.S.

- Is meant to prepare students to transfer to a 4 year college
- Found that they need ECO 102 – Microeconomics for when they transfer
- Can they entry level position after the 2 years?
- Added PSY 133 which meets the DEISJ (Diversity, Equity, Inclusion and Social Justice)
- INT 111 – College Foundations – Graduation requirement that was added to the program
 - This was added to hopefully help with the stop out, drop out rate in new students
- Free Elective
 - If going to SUNY Cortland they are encouraged to take BUS 150 – Intro to Entrepreneurship
 - Irene said that if they aren't going to SUNY Cortland she advises them to take an internship instead of BUS 150
- Physical Education credits
 - Most Sports Management students are athletes, so their sport counts for these credits
- Event Planning course
 - Jay wanted to know where a student might pick up an Event Planning course
 - Stated that learning how to run an event is important
 - Mark said they are creating an Event Planning course at Cortland
 - Brandon said that during the practicum course the students are helping out at events on campus
 - Dawn stated that applied learning is very important
- Advising
 - Irene talks with the students when they enter the program about having realistic expectations for what they're going to do in their field
 - Letting them know that most likely they aren't going to be the GM of a major sports team
- Foundations of Sports Management
 - Talk about the different areas of sports management
 - Talk with the students about why they're in sports management
 - Go from them saying they like to play sports to actually work in the sports management field

- Paul said they are looking for people who:
 - Can bring in people for events
 - Can create new events and programs
 - Manage staff
 - Are responsible
 - Have drive
 - Can be able to do everything
 - Can work with kids

Practicum

- Jim asked if those in the practicum course go outside JCC to work with other businesses or areas
 - Brandon stated that when they are smaller groups in the course it's easier to work 1 on 1 with them to get them into different areas
 - Jay stated that when they tried previously it was mid season for the Wolves, and it was too chaotic to put a student in that position
 - Stated that September is a good time to get Fall students set up with the Wolves for the season
 - January would be a good time to touch base with the Wolves again for the Spring semester students
 - Brandon said that the practicum students work the JCC Sporting events
 - Alex – did the music for events, live streaming games, setup and tear down
 - Stated that doing resume work, career job searches were a great part of practicum
 - Another student was into sports photography so they took photos during events and did some social media work
 - Alex said he loved the practicum class. He wished that they could have done more hands on things
 - Nate said when he took the program it could have had more hands on events
 - Said that when he got to Cortland that it would have helped if he had more hands on events at JCC

Wages in the field

- Brandon said that in professional sales the start is \$17k-\$22k plus commissions depending on what they are selling
- Paul said at the YMCA that Directors in his field are usually starting around \$40k, programming are usually at minimum wage, supervisors around \$17/\$18 an hour
- Did say that if someone has great creativity and can bring more people in for increased revenue that can impact their pay
- Jim said that a lot of their young adults are paid minimum wage, higher positions can start around \$52k
- Jeff said their student workers start at the minimum wage \$14.20/hour, rec assistants are \$17/hour
 - Many different areas that students can work in geared towards what their interests might be

- Contracts with teams they play
- Eligibility of students
- Making sure officials show up to games
- Budget
- Purchasing, requisitions
- Travel details, rfp's for busses
- Fitness Center

Internships

- Paul said that it can be hard to set up an internship with a Sports Management student as so many of them are athletes.
 - Due to the student's practice/game schedules it usually conflicts with when they would need them

Chelsea said at a recent visit to Tupper Lake she was getting lots of questions about Sports Management

- There's some confusion on the difference between Sports Management and Physical Education
 - Sports Management – working in the field
 - Physical Education – teaching

Chris says that as an Education Planner for the student athletes he focuses more on the academic preparedness side of things

- Helps them figure out who they need to talk to if they're struggling in their courses

Transfer Students

- Mark said that when they come in as upper classmen that if they've had early experience to all different areas of the program they are better off
- Mark said he doesn't see any barriers for students who transfer to SUNY Cortland
 - He stated that sometimes those students coming from community colleges are more prepared and invested in their studies

Enrollment

- Need to recruit from outside the area
- Zoey Smith who is the Educational Coordinator, is from out of the area and was an athlete so she knows how to reach out to more potential students in this area
- Use active students in the program to talk to potential students about their experiences in the program and at JCC
- Brandon says when he has a new recruit he tries to connect them with a current one who can give an honest real view of how their experience is

Three Things About the Program

- Alex
 - Need to be prepared to take time out of your schedule to do the hands on events
 - Broad scope of things compared to other schools
 - There's a lot of 1 on 1 experiences
- Nate
 - Intimate learning environment

- There's no shortage of opportunities
- Can learn so much in a pretty easy setting (able to step out of comfort zone & not be judged)
- BUS 112 – enjoyed it, but knows people who were focused on sports management and were turned off with having to learn about the other areas of Business

Respectfully submitted,
Laura Young
Recorder

Appendix F: Faculty Information

FACULTY INFORMATION

Name: Brandon Noble

Department: Athletics and School
Of Business

Years at Institution:

Full-time/Part-time: Full-time
Technical Specialist / Part-time
Instructor

- 1. Education**
- 2. Other Formal Study:**
- 3. Past/Other Teaching Experience:**
- 4. Teaching This Term: Include independent study (no. of students) and courses taught off campus or for other institutions.**
- 5. Number of Student Advisees:**
- 6. Committee and Administrative Assignments:**
- 7. Professional Organizations:**

FACULTY INFORMATION
(Program Lead and Advisor)

Name: Irene Wilder

Department: Business

Years at Institution: 33

Tenure: Full-time

1. Education:

Master of Science in Education: SUNY Potsdam, May 2008

Major Field/Title of Research: Human Performance Technology with Distinction

2. Other Formal Study:

3. Past Teaching Experience:

Adjunct Instructor, SUNY Potsdam, Master's Program in Organizational Leadership

Adjunct Instructor, Jefferson Community College

4. Teaching this Term:

- BUS 112 Introduction to Business, face-to-face
- BUS 231 Principles of Management face-to-face
- BUS 231 Principles of Management online
- ECO 101, Macroeconomics, face-to-face
- ECO 102, Microeconomics, face-to-face
- ECO 102, Microeconomics, online
- INT 111, College Foundations, online

5. Number of Student Advisees: 73

6. Committee and Administrative Assignments

- Business Analytics Instructor Search Committee
- Chancellor's Award for Teaching in Excellence Chair
- Campus Safety Committee
- FAJCC, Faculty Vice President
- Middle States Subcommittee for College Mission Statement

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 147-25

DATE: May 7, 2025

SUBJECT: EMERITUS POLICY REVISION
(Revises Resolution No. 156-24, July 2024)

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the revised Emeritus Policy as attached.

Jefferson Community College

Emerita/Emeritus Policy

PURPOSE:

To honor Jefferson Community College-affiliated individuals for their exceptional service and contributions, while defining the criteria for emerita/emergitus status.

STATEMENT OF POLICY:

At its discretion, the Board of Trustees of Jefferson Community College may confer emeritus status upon retired board members, administrators, faculty members, and staff members who have meritoriously served the College. This recognition may also be granted to employees who pass away during full-time employment or those who become permanently disabled, as determined by the Social Security Administration, while serving in a full-time capacity, provided they have met the criteria for emerita/us status. Those honored will have demonstrated exemplary dedication and made meaningful contributions that have brought distinction to themselves, their profession, and the College. Emeritus status is an honorary commendation granted for distinguished service above and beyond their position.

The granting of emeritus status requires a resolution of the Board of Trustees authorizing the action. Emeritus selection and recognition occurs annually. The President and members of the Board of Trustees may be granted emeritus status immediately upon retirement based on the Board of Trustees' recommendation. All other individuals are eligible for consideration after being retired for at least two years, with a recommendation from either the President or the personnel committee of the Board of Trustees. The emeritus status designation shall be made according to the role of each person while at the College, i.e., Trustee Emeritus, President Emeritus, Professor Emeritus, and so on. All classification of employees at Jefferson Community College, employees of the Faculty Student Association, and College Trustees are eligible for emeritus recognition. Candidates will only be considered for emerita/us designation one time. Once vetted and assessed, candidates may not be reconsidered.

To be eligible for emeritus recognition, an individual must meet the following criteria:

- Retired, became permanently disabled, or passed away while in good standing.
- Have demonstrated a record of exceptional and meritorious service.
- Faculty and staff must have retired with a minimum of 15 years of continuous, full-time service to the College.
- Trustees must have served a minimum of 10 years*
- The College President must have served a minimum of 10 years.
- Faculty shall have achieved the rank of Professor.
- Professional Services staff hired prior to 2010 shall have earned one promotion; Professional Services staff hired in 2010 and later shall have earned two promotions.

The names of the individuals who have been conferred emeritus status will be listed in the College Catalog and in other appropriate College publications.

Adopted: April 1993, Res. 117-93

Revised: July 2024, Res. 156-24

* Former Trustees who completed the minimum service prior to 2025 will be eligible for Emerita/Emeritus status under the revised policy (reduced from 14 years to 10 years in 2025).

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 148-25

DATE: May 7, 2025

SUBJECT: **RATIFICATION OF CONTRACTS**

**The Arc Jefferson – St. Lawrence
Build Better Culture
Bujanow, Victor (1)
Bujanow, Victor (2)
CDL Schools
Jamestown CC, Monroe CC, SUNY System
Administration
Handshake
Laerdal Medical Corporation
OCC Small Business Development Center
State University of New York (1)
State University of New York (2)
SUNY Potsdam
Trane
Vera Institute of Justice**

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:

The Arc Jefferson – St. Lawrence
(clinical agreement, nursing program)

Build Better Culture
(workshop agreement, center for professional excellence)

Bujanow, Victor (1)
(instruction addendum, notary public course)

Bujanow, Victor (2)
(instruction addendum, notary public course)

CDL Schools
(training services agreement, workforce development)

Jamestown CC, Monroe CC, SUNY System Administration
(memorandum of agreement, dental hygiene program)

Handshake
(software agreement, career management services)

Laerdal Medical Corporation
(technical services agreement, nursing program)

OCC Small Business Development Center
(memorandum of understanding, training services)

State University of New York
(common interest agreement, general counsel)

State University of New York
(participating institution agreement, online applications and help desk services)

SUNY Potsdam
(partnership agreement, higher education center)

Trane
(service agreement, maintenance)

Vera Institute of Justice
(data reporting extension, correctional facility programming)

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