

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 150-22

DATE: SEPTEMBER 7, 2022

SUBJECT: 2021-2022 BUDGET AMENDMENT
COLLEGIATE SCIENCE TECHNOLOGY ENTRY
PROGRAM (CSTEP) GRANT

GRANT PERIOD: JULY 1, 2022 – JUNE 30, 2023

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	2619-3011-5420	<u>\$199,500.00</u>
	Total Revenue Increase	\$199,500.00

INCREASE EXPENDITURE:

CSTEP Grant –Professional FT	2619-3011-6101	\$ 95,914.00
CSTEP Grant –Professional PT	2619-3011-6102	23,296.00
CSTEP Grant –ERS	2619-3011-6201	2,122.00
CSTEP Grant –State TRS	2619-3011-6202	6,864.00
CSTEP Grant- Social Security	2619-3011-6204	9,120.00
CSTEP Grant- Workers Comp	2619-3011-6205	1,192.00
CSTEP Grant- Life Insurance	2619-3011-6206	63.00
CSTEP Grant- Disability Insurance	2619-3011-6208	143.00
CSTEP Grant- Health Insurance	2619-3011-6209	3,880.00
CSTEP Grant- Instructional Supplies	2619-3011-7108	300.00
CSTEP Grant- Office Supplies	2619-3011-7109	200.00
CSTEP Grant- Indirect Cost	2619-3011-7231	12,889.00
CSTEP Grant- Prof Svc Fees	2619-3011-7241	5,500.00
CSTEP Grant- Student Recruitment	2619-3011-7247	3,017.00
CSTEP Grant- Tavel	2619-3011-7250	9,000.00
CSTEP Grant- Workshops/Seminars	2619-3011-7253	1,000.00
CSTEP Grant- Scholarship Awards	2619-3011-7512	<u>\$ 25,000.00</u>

	Total Expenditure Increase	\$199,500.00
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**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 151-22

DATE: SEPTEMBER 7, 2022

SUBJECT: 2021-2022 BUDGET AMENDMENT
STRATEGIC ENROLLMENT MANAGEMENT

GRANT PERIOD: JANUARY 1, 2022 – DECEMBER 31, 2022

WHEREAS, funds have been received from the State University of New York and the New York State Success Center (NYSSSC) to support its 30 community colleges for developing or revising their strategic enrollment management (SEM) plans;

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

INCREASE REVENUE:

SUNY SEM Grant- State Grants & Contracts 2650-3011-5420 \$ 10,000.00

Total Revenue Increase \$ 10,000.00

INCREASE EXPENDITURE:

SUNY SEM Grant- Prof Svc Fees 2650-3011-7241 \$ 10,000.00

Total Expenditure Increase \$ 10,000.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 152-22

DATE: SEPTEMBER 7, 2022

SUBJECT: 2021-2022 BUDGET AMENDMENT
ENHANCING SUPPORTS AND SERVICES FOR
STUDENTS WITH DISABILITIES FOR POSTSECONDARY
SUCCESS

GRANT PERIOD: SEPTEMBER 1, 2021 – AUGUST 31, 2022

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

WHEREAS, SUNY has notified the College of funding in addition to the initial grant award;

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 \$ 10,000.00

Total Revenue Increase \$10,000.00

INCREASE EXPENDITURE:

NYS SED- SWDPS Grant – Comp Equipment 2649-3011-7006 \$ 10,000.00

Total Expenditure Increase \$10,000.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 153-22
DATE: SEPTEMBER 7, 2022
SUBJECT: 2021-2022 BUDGET AMENDMENT
SBDC STATE AWARD
GRANT PERIOD: MAY 1, 2021 – APRIL 30, 2022
extended through OCTOBER 31, 2022

WHEREAS, the Empire State Development (ESD) (Sponsor) has awarded a Grant Disbursement Agreement to conduct a project entitled “2021-2022” New York State Budget Aid to Localities COVID-19 Pandemic Small Business Recovery Grant Program;

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

INCREASE REVENUE:

SBDC State Award – Fed Grants & Contracts	2533-3011-5410	<u>\$ 100,000.00</u>
Total Revenue Increase		\$ 100,000.00

INCREASE EXPENDITURE:

SBDC State Award- Indirect	2533-3011-7231	\$ 9,091.00
SBDC State Award- Prof Svc Fees	2533-3011-7241	<u>\$ 90,909.00</u>
Total Expenditure Increase		\$ 100,000.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 154-22
DATE: SEPTEMBER 7, 2022
SUBJECT: 2021-2022 BUDGET AMENDMENT
PERKINS 22/23 BUDGET
GRANT PERIOD: JULY 1, 2022 – JUNE 30, 2023

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	2513-3011-5410	<u>\$278,476.00</u>
Total Revenue Increase		\$278,476.00

INCREASE EXPENDITURE:

Perkins – Career & Tech Educ – Prof F/T	2513-3011-6101	\$ 134,125.00
Perkins – Career & Tech Educ – ERS	2513-3011-6201	5,300.00
Perkins – Career & Tech Educ – State RS	2513-3011-6202	7,100.00
Perkins – Career & Tech Educ – Social Security	2513-3011-6204	10,200.00
Perkins – Career & Tech Educ – Workers Comp	2513-3011-6205	1,300.00
Perkins – Career & Tech Educ – Life Insurance	2513-3011-6206	120.00
Perkins – Career & Tech Educ – Disability Ins	2513-3011-6208	200.00
Perkins – Career & Tech Educ – Health Insurance	2513-3011-6209	19,948.00
Perkins – Career & Tech Educ – Comp Equipment	2513-3011-7006	70,314.00
Perkins – Career & Tech Educ – Comp Software	2513-3011-7217	1,870.00
Perkins – Career & Tech Educ – Indirect Costs	2513-3011-7231	12,999.00
Perkins – Career & Tech Educ – Prof Svc Fees	2513-3011-7241	<u>\$ 15,000.00</u>
Total Expenditure Increase		\$278,476.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 155-22

DATE: SEPTEMBER 7, 2022

SUBJECT: **JOB TITLE AND CLASSIFICATION**
Assistant Director – Institutional Technology

BE IT RESOLVED, that pursuant to Section 201.7 (a) of the New York State Department of Civil Service Rules and Regulations, the Board of Trustees of Jefferson Community College determines the position of:

Assistant Director – Institutional Technology

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

Job Title: Assistant Director Institutional Technology
Department: Institutional Technology
Pay Grade: 5
FLSA Status: Exempt

GENERAL PURPOSE

Works as an integral part of the technology team assisting the director and other IT staff to support day-to-day operations and IT and College initiatives. Directs all Information Systems including Banner support, programming, report writing and operations as well as overall IT helpdesk management. Occasional flexible hours (evenings and weekends) may be necessary.

MAIN JOB TASKS AND RESPONSIBILITIES

- Manage and supervise information systems staff
- Provide project management for IT projects as appropriate
- Provide Banner programming support (SQL, Argos, Patch installation, User support) as needed
- Act as the primary interface with SUNY SICAS & ITEC
- Responsible for short- and long-range plans related to Information Systems
- Assist the director to provide IT leadership to the IT department and campus community
- Assist with planning, procurement, budgeting and inventory
- Assist with IT communication to the campus community
- Assist with vetting, review and implementation of College and SUNY-wide IT initiatives that align with the College goals and objectives
- Review and make recommendations to Director on IT policies and procedures
- Work closely with IT department to assist with the IT security
- Assist with managing the IT helpdesk, assign requests and provide reports
- Provide training and documentation to campus community and other IT staff
- Stay up to date on current and future trends in information systems and technology
- Other duties as assigned

EDUCATION AND EXPERIENCE

- Education – Master's degree Experience – four (4) years appropriate professional experience
OR
- Education – Bachelor's degree Experience – six (6) years appropriate professional experience

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge in the areas of information systems management, project management, etc.
- Knowledge of data processing systems, concepts, and methodologies.
- Effective written and verbal communication.
- Overall understanding of technology, including computers, network technology, customer support, customer service, etc
- Overall understanding of how different aspects of technology interact
- Skill in directing employees.
- Ability to analyze, prioritize, organize, and solve problems.
- Ability to communicate technical concepts to technical and non-technical audiences.
- Ability to read, write, and communicate effectively.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Mostly sedentary work, but occasionally requires exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Work environment is primarily that of an office and the noise and temperature levels are moderate.
- Must possess the physical ability to work primarily with fingers, perceive the nature of sounds, make rational decisions through sound logic and deductive processes, express or exchange ideas by the spoken word, substantial movement (motions) of the wrists, hands, and/or fingers, and discern letters or numbers at a given distance.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 156-22

DATE: SEPTEMBER 7, 2022

SUBJECT: JOB TITLE AND CLASSIFICATION
Director of Auxiliary Services

BE IT RESOLVED, that pursuant to Section 201.7 (a) of the New York State Department of Civil Service Rules and Regulations, the Board of Trustees of Jefferson Community College determines the position of:

Director of Auxiliary Services

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

Job Title: *Director of Auxiliary Services*
Reports to: Executive Director of Accounting and Auxiliary Services
Appointment: Management/Confidential
Grade: M/C 3
FLSA Status: Exempt

GENERAL PURPOSE

The Director of Auxiliary Services oversees the daily operations of the Faculty-Student Association (F-SA). Reporting to the Executive Director of Accounting and Auxiliary Services, the Director recommends policies and procedures for the F-SA, is the liaison with Campus Care, East Hall, and contracted on-campus service vendors including the Bookstore and Food Service. The Director is also responsible for all human resource functions for the Faculty-Student Association.

MAIN JOB TASKS AND RESPONSIBILITIES:

- Provides administrative oversight of the operating contracts and serves as the primary liaison with the food service and bookstore vendors.
- Performs HR functions for the Faculty-Student Association including policy development, employee relations, benefits administration, recruitment, performance management, and compliance.
- Assists the Executive Director and Faculty-Association Board of Directors with administrative duties to include coordination of meetings, recording of official minutes, and board communications.

SPECIFIC RESPONSIBILITIES

- Provides leadership, guidance and training to Faculty-Student Association staff to ensure a high quality customer service experience for students.
- Reviews staff performance and provides feedback for continuous improvement.
- Assists Executive Director in the implementation and management of the Faculty-Student Association Budget.
- Develops short and long term planning for existing functions and assists in the evaluation of current operations.
- Provides guidance and assistance to the Director of Residence Life in decisions pertaining to staffing and services (e.g., laundry maintenance, trash removal, purchasing, etc.) for East Hall.
- Creates the annual budget for the Campus cleaning contract.
- Negotiates summer rental contracts for residence hall use with local businesses.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE

- Bachelor's Degree Required
- Three (3) years of relevant professional experience.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Mostly sedentary work that requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly.
- Flexible schedule to include regular evening and weekend activities.
- Valid driver's License to meet appropriate travel requirements.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 157-22

DATE: SEPTEMBER 7, 2022

SUBJECT: RATIFICATION OF CONTRACTS
Handshake
Lewis County General Hospital
National Tractor Trailer School
St. Peter's Addiction Recovery Center
Victims Assistance Center
Watertown Dialysis Center

WHEREAS, pursuant to Jefferson Community College Board of Trustees Resolution No. 128-89, the College President approved the following contractual agreements, copies of which are attached hereto:

Handshake

(software agreement, career management services)

Lewis County General Hospital

(clinical agreement, nursing program)

National Tractor Trailer School

(CDL training, workforce development)

St. Peter's Addiction Recovery Center

(internship agreement, addiction studies program)

Victims Assistance Center

(memorandum of understanding, Enough is Enough program)

Watertown Dialysis Center

(clinical agreement, nursing program)

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