

**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO.:** 167-24

**DATE:** NOVEMBER 6, 2024

**SUBJECT:** 2023-2024 BUDGET TRANSFERS  
Year End Budget Adjustments

**WHEREAS**, modification of the 2023/2024 operating budget is necessary to redistribute funds to the proper accounts.

**NOW, THEREFORE BE IT RESOLVED**, that the 2023/2024 Jefferson Community College operating budget is hereby amended as attached, thereby complying with generally accepted accounting principles.

**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO.            168-24**

**DATE:                        NOVEMBER 6, 2024**

**SUBJECT:                    CAMPING AND THE USE OF TENTS AND CANOPIES ON  
                                      CAMPUS POLICY**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby adopts the Camping and the Use of Tents and Canopies on Campus Policy as attached.

# Jefferson Community College Policy on Camping and the Use of Tents and Canopies on Campus

## Purpose

To set forth the State University of New York (SUNY) Campus policy on camping and the use of tents on campus.

Jefferson Community College is committed to maintaining a clean, aesthetically pleasing, healthy, hygienic and safe work, educational, and living environment in order to effectively carry out its educational mission. Jefferson Community College is authorized to control its buildings and grounds consistent with the SUNY policies for use of facilities, which places restrictions the use of College property or buildings for purposes unrelated to the regular programs and activities of the College.

## Definitions

### *Camping:*

- In indoor or outdoor locations, the establishment of, evidence of an attempt to establish, or maintenance of temporary or permanent living quarters at any location on Jefferson Community College property other than living quarters in East Hall —this includes the establishment of any indoor and/or outdoor encampment erected in connection with any lawful assembly of individuals pursuant to Jefferson Community College policies;
- Sleeping overnight in or under any parked vehicle; or
- Establishing or maintaining indoors or outdoors, or in or under, any structure not designated for human occupancy, at any time during the day or night, a temporary or permanent place for cooking, storing of personal belongings, or sleeping by setting up any bedding, sleeping bag, mattress, tent, hammock or other sleeping equipment, or by setting up any cooking equipment that has not been approved by Facilities and Safety and Security.

*Campus* is any Jefferson Community College owned, leased, licensed or operated space, facility, property, grounds or building.

*Tent*-any and all structures, enclosure or shelter constructed of any material, including but not limited to fabric or pliable materials supported by any manner. 100%

*Canopy* is a structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without side walls or drops on 25 percent or more of the perimeter.

## **Policy**

1. Camping or the construction of tents is prohibited on Jefferson Community campus property.
2. Canopies are permitted on campus for college-sponsored activities or events as approved by the Vice President for Administration and Finance or designee.
3. Use of canopies by non-college organizations must be in accordance with Jefferson Community College's Facilities Use Policy.
4. Enforcement and Compliance
  - a. The Jefferson Community College Office of Student Affairs and/or the Safety and Security Department is responsible for addressing non-compliance with this policy by all persons and may address violations of this policy that constitute criminal trespass or any other violation of law.
  - b. Students will be held to the standards of the Student Code of Conduct Policy for any alleged violation of this Policy.
5. The Vice President for Administration and Finance or designee is responsible for overseeing this policy.

**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO.        169-24**

**DATE:                      NOVEMBER 6, 2024**

**SUBJECT:                 FREEDOM OF EXPRESSION AND STUDENT ASSEMBLY  
POLICY**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby adopts the Freedom of Expression and Student Assembly Policy as attached.

# Jefferson Community College

## Freedom of Expression & Assembly

### Student Policy

#### Purpose

The State University of New York (SUNY) respects and fully supports the rights of free speech guaranteed by the constitutions of the United States and the State of New York. SUNY values the free expression of ideas and supports individuals' right to assemble.

Jefferson Community College supports providing meaningful opportunities for members of our community to express their views and to ensure that the time, place, and manner of such expression does not interfere with the safety and security of our campus community or disrupt the regular operations of the campus.

#### Definitions

1. Content-neutral is a term used to describe laws that apply to all forms of expression without regard to the message or substance of the expression. Content-neutral laws typically only regulate the time, place, or manner of speech.

#### Policy

1. This content-neutral policy is applicable to all Jefferson Community College students.
2. Jefferson Community College students are guaranteed the rights of free inquiry and expression. Subject to applicable content-neutral policy, students are guaranteed the right to hold public meetings and engage in peaceful and orderly assemblies—including, but not limited to, protests, demonstrations, rallies, vigils, marches, and picketing—in and upon designated public areas of campus grounds and buildings.
3. Jefferson Community College designates the following as for the purpose of peaceful and orderly assemblies:
  - a. Paved brick area surrounding the Clocktower not to extend into the grass (Hyde Park).
  - b. Other areas of the campus may be designated by the Director of Campus Safety and Security or designee, as public forums to accommodate free speech in special circumstances.
4. Jefferson Community College will not interfere with orderly assemblies in designated public areas of grounds and buildings unless participants engage in any of the following:
  - a. Conduct that prevents the orderly administration of college classes, lectures, meetings, interviews, ceremonies, and other campus events or College operations;
  - b. Conduct that obstructs the free movement of vehicles or of persons, including, but not limited to in any building or facility, inclusive of blocking hallways and doors;
  - c. Engage in conduct that could foreseeably cause injury or damage to persons or property;

- d. Operation of audio amplification equipment in a manner that conflicts with normal College operations or that is deemed injurious to health and safety, or that is in violation of local or county ordinances;
  - e. Constructing or erecting structures, whether they are anchored, inclusive of screens and/or objects requiring penetration in concrete or grass, or camp on any part of College grounds. (See Policy on Camping and the Use of Tents and Canopies on Campus);
  - f. Possession and/or ignition of an open flame of any type, including, but not limited to, torches;
  - g. Assemblies are not to exceed 12 hours in a one-day period, and assemblies between the hours of 9:00PM and 7:00AM are prohibited;
  - h. Activities that violate the provisions of [SUNY Policy 3653, Rules for the Maintenance of Public Order](#); and
  - i. Activities that violate the provisions of any other applicable campus policy, including but not limited to policies listed in the College Catalog, Student Handbook, and the Residential Life Handbook.
5. In addition, the following activities are strictly prohibited:
- a. Entry into any private office of an administrative officer, member of faculty, or staff member, or entry into any other college area that is not authorized, without permission;
  - b. Occupation of a building after it is normally closed and
  - c. Obstruction of any roadways running through or adjoining Jefferson Community College campus grounds unless permission has been explicitly been given by the Vice President of Administration and Finance, or designee.

All individuals participating in protests and demonstrations are required to provide a form of Jefferson Community College or government issued identification upon request from a College official.

Jefferson Community College takes compliance with this policy very seriously. Students should expect that violations of this policy will result in disciplinary action under the College's Student Code of Conduct, up to and including interim suspension, suspension, and expulsion.

## Procedures

Jefferson Community College respects and supports students' efforts to exercise their rights to free speech and assembly. The College has designated the Office of Student Affairs to provide the appropriate support for the successful implementation of these events. Following College procedure will ensure a safe and effective assembly activity. The College will make every effort to respond affirmatively to all requests to engage in assembly activity. However, content-neutral consideration must be given to the time, place, and manner of the assembly activity to ensure the health and safety of the participants and the noninterference with authorized College business, activities, or events.

Services: To help ensure the safety of participants and the protection of the rights of all members of the campus community, the College can provide services to approved requests from students and student organizations such as location, safety, crowd control, sound equipment (unless prohibited in certain areas as per Campus rules), site preparation/cleanup, and/or other such facilities or services it deems necessary (“Services”).

#### Request for Services

1. For assemblies where the need for Services is reasonably foreseeable, event organizers shall, within [10] business days prior to the planned event, submit a written Request for Services, as follows:
  - a. The written request should contain the name of the sponsor/organizer, the proposed location and any other Services sought, the date and time of the planned assembly, and the number of persons expected to participate.
  - b. The request should be submitted to: Associate Vice President for Student Affairs.
  - c. A professional staff member from Student Affairs will promptly respond to the request for Services after receipt of the written request but no later than three (3) business days prior to the proposed date of the planned event.
  - d. A professional staff member will review the request and work with the sponsor/organizer to accommodate requests and determine a reasonable time, place, and manner for the assembly activity.
  - e. While every attempt will be made to accommodate all requests, some modifications to the assembly activity request may be required due to the availability of the proposed time and place of the activity. A Campus Life professional staff member will inform the sponsor/organizer of these modifications and provide guidance as the assembly activity is planned.
  - f. In the event that the proposed assembly activity is planned in direct response to a current event, the Office of Student Affairs realizes that it may not be possible to submit a request in advance. In such cases, the event organizer should contact the Office of Student Affairs as soon as possible in order to promptly coordinate the assembly activity, where reasonably possible.
2. No Services Required: Assemblies requiring no Services, or for which the need for Services is not reasonably foreseeable or necessary as described above, may take place without any prior notification by the sponsors and/or organizers. However, conformity with the specific campus rules noted above is required. Organizers who are unsure of whether their planned assembly requires Services are encouraged to contact the appropriate office designated in sub-paragraph (1)(c) above for guidance. Event organizers who do not request necessary services that were reasonably foreseeable as being needed may be subject to discipline.



**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO.            170-24**

**DATE:                        NOVEMBER 6, 2024**

**SUBJECT:                    STUDENT IDENTIFICATION CARD POLICY**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby adopts the Student Identification Card Policy as attached.

# Jefferson Community College

## Student Identification Card Policy

### Purpose

The purpose of this policy is to require that all Jefferson Community College students possess and carry a valid Jefferson Community College student identification SUNYCard.

### Policy

It is the policy of the State University of New York (SUNY) to issue “SUNYCard” identification cards to students at its campuses. Jefferson Community College requires all students to carry a valid Jefferson Community College identification card to ensure the safety of students and the entire campus community.

1. Jefferson Community College identification cards are provided for appropriate identification use and access to buildings and services.
2. The cards are not transferrable and are valid as long as the holder continues their specific affiliation with the campus.
3. A campus identification card is to be used only by the person to whom it is issued.
4. The identification card (including digital identification cards) must be presented or surrendered upon request of a duly authorized Jefferson Community College official, including but not limited to residence hall staff, Campus Safety and Security staff, Student Affairs staff, and students, contractors, or other staff authorized by Jefferson Community College to supervise campus events, activities, and residence halls.
5. Individuals may be required to reveal their faces to confirm identity when needed to maintain campus safety or security.
6. Upon request, students must show all identifying information shown on the card and/or surrender the card to the requesting official.
7. Intentional refusal to present or surrender a student identification card upon request by a Jefferson Community College official; alteration or falsification of data on an identification card; creation and/or distribution of falsified identification cards; using an identification card to impersonate others; or refusal to reveal one's face to confirm identity; are violations of this policy and may result in disciplinary action.
8. It is the student's responsibility to replace the identification card if it is confiscated, stolen, lost, bent, broken, or worn beyond the point of readability by Jefferson Community College officials and/or card readers used by the College.
  - a. Lost or stolen cards should be reported immediately to the Security Office.
  - b. Replacement cards may be obtained at the Security Office, in accordance with posted fees.
9. Jefferson Community College, the Faculty Association of Jefferson Community College, and the Jefferson Faculty Student Association Auxiliary, LLC are not liable for any charges or other damages incurred if an ID is lost and used by another.
10. The Vice President for Administration and Finance or designee is responsible for overseeing this policy.

**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO.            171-24**  
**DATE:                        NOVEMBER 6, 2024**  
**SUBJECT:                    POSTING POLICY**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby adopts the Posting Policy as attached.

# Jefferson Community College

## Posting Policy

### Purpose

It is the policy of Jefferson Community College to ensure that recognized student organizations, college programs, departments, and units that want to share information about upcoming events and activities can do so through various means of communication, including flyers and posters.

Jefferson Community College reserves the right to manage posting and advertising on its campuses in order to maintain an orderly and attractive venue, to make event information accessible to the campus community, and to ensure that events and programs that are advertised comply with institutional policies and procedures.

### Policy

This policy sets forth the requirements for all Jefferson Community College student organizations, programs, departments, and units recognized by Jefferson Community College that wish to post items on college-managed, general-use bulletin boards. This policy applies to bulletin boards managed or operated by Jefferson Community College, including campus buildings, East Hall, and all leased spaces.

This policy does not apply to bulletin boards that are reserved for specific departments, offices, or organizations whereby posting generally requires permission of that group.

1. Announcements, letters, bulletins, posters, flyers, postcards, sandwich boards, etc., promoting or describing an event, meeting, program, etc., must clearly indicate the sponsoring group/organization and phone number or email address of a contact person, including who students may contact for reasonable accommodations.
2. For policy on entities and individuals who wish to use Jefferson Community College facilities for other than approved college-sponsored academic, administrative, and extra-curricular activities, please refer to Facilities Use Policy.

Promotions for events not sponsored by Jefferson Community College must clearly indicate the sponsoring group and phone number or email address of a contact person and explicitly indicate that the event is not sponsored by Jefferson Community College.

3. Posted items are to be posted only on general-use bulletin boards identified for this purpose.
4. Information appearing on campus electronic information boards is the responsibility of the Marketing and Public Relations Department.

5. Posting on indoor walls, elevators, and windows must be granted permission by the Office of Student Affairs.
6. Prohibited posting activities include without limitation: posting of promotional flyers or leaflets on trees, light poles, vehicles, bus stops, and on outdoor walls; promotion of events that advertise alcohol or drugs or any event that violates the law and/or the Jefferson Community College Student Code of Conduct Policy; chalking of buildings, sidewalks, or roadways; any promotional material unless endorsed by a student organization, college program, department and/or unit.
7. Postings may not be placed over current/valid postings of other organizations, and students (except authorized student employees) are prohibited from removing or tearing down current/valid postings of other organizations. Multiple postings in the same location are prohibited.
8. Postings must be removed within 2 business days of the event in the posting. The group that posted the item is responsible for removing every posting immediately after the event date. An individual or organization that fails to remove outdated postings may be denied permission to post in the future.
9. Items posted that do not follow the policy guidelines will be removed. Repeated violations will result in a loss of posting privileges and a violation of the standards set forth in the Student Code of Conduct Policy.
10. The Associate Vice President for Student Affairs oversees this policy.

**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO.            172-24**

**DATE:                            November 6, 2024**

**SUBJECT:                        RATIFICATION OF PRESIDENT'S AMENDED CONTRACT**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees authorized Board Chair, David Males, to execute a contract with President Dupee approving an increase to his 457(f) deferred compensation arrangement and a contract extension to August 31, 2027, along with a one-time award of \$3,400.

**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO.:** 173-24

**DATE:** NOVEMBER 6, 2024

**SUBJECT:** JOB TITLE AND CLASSIFICATION  
Assistant Director

**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 positions of:

**Assistant Director**

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

**Job Title:** *Assistant Director*  
**Contract:** *FAJCC or M/C*  
**Pay Grade:** *Grade 3*  
**FLSA Category:** *Administrative*  
**FLSA Status:** *Exempt if meets or exceeds the FLSA salary threshold*

## GENERAL PURPOSE

The Assistant Director supports the Director in managing and overseeing the daily operations of the department. The role involves administrative leadership, strategic planning, staff management, and ensuring the delivery of quality programs and services to students, faculty, and the community. The Assistant Director collaborates with internal and external stakeholders to promote the mission of the college and foster a positive learning and working environment.

## MAIN JOB TASKS AND RESPONSIBILITIES

- **Administrative Leadership:** Assist the Director in the development and implementation of departmental goals, objectives, policies, and procedures. Oversee day-to-day departmental operations, ensuring alignment with the college's mission and objectives. Act as a liaison between the department and other college departments, facilitating communication and collaboration.
- **Program Development and Evaluation:** Support the development and evaluation of academic and student programs to ensure they meet educational standards and community needs. Assist in curriculum development, program reviews, and accreditation processes. Conduct assessments and data analysis to ensure continuous improvement of services.
- **Staff Supervision and Development:** Provide leadership, guidance, and support to department staff, including hiring, training, and performance evaluation. Foster a positive and collaborative work environment that encourages innovation and professional growth. Develop and implement professional development opportunities for staff.
- **Student Support and Engagement:** Oversee student advising and support services, ensuring students receive appropriate resources and guidance. Collaborate with student organizations and support initiatives to foster student engagement and retention. Address student concerns and provide resolution in a timely and effective manner.
- **Budget and Resource Management:** Assist the Director in managing the departmental budget, ensuring resources are allocated efficiently. Monitor expenditures, prepare reports, and make recommendations for budget adjustments. Identify and pursue grant opportunities and external funding to support departmental initiatives.
- **Community Outreach and Partnerships:** Develop and maintain relationships with external stakeholders, including local businesses, community organizations, and



educational institutions. Represent the college at community events, professional organizations, and conferences to promote programs and services. Collaborate on initiatives that enhance the college's presence and impact in the local community.

- **Compliance and Reporting:** Ensure that departmental operations comply with federal, state, and institutional regulations and policies.
- Prepare and submit required reports, documentation, and assessments to the Director or college administration.
- **Additional Duties:** Perform other related duties as assigned to support the department and college.

## **EDUCATION AND EXPERIENCE**

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

OR

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

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong organizational and leadership skills.
- Excellent communication, both written and verbal.
- Ability to collaborate with students, administrators, faculty, and staff to improve services and programs.
- Knowledge of applicable federal, state, and local regulations.
- Proficiency in using relevant technology, software, and data systems.
- Ability to analyze data and make informed decisions.
- Ability to maintain budgets, allocate resources effectively, and optimize department performance.
- Strong problem-solving and conflict resolution skills.
- Ability to plan, organize, and prioritize daily assignments and work activities.
- Knowledge of college operations, curricula, services, policies, and relevant programs preferred.

## **WORKING CONDITIONS:**

Primarily office-based with moderate noise and temperature levels. May occasionally require exertion of up to 20 pounds of force. Frequent use of standard office equipment, including computers and telephones. This position may require evening or weekend hours depending on departmental needs and special events. Occasional travel may be required to attend meetings, conferences, or community events.

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Additionally, a list of specific tasks may be available within the department to list the relevant responsibilities unique to that department.

**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO.:** 174-24

**DATE:** NOVEMBER 6, 2024

**SUBJECT:** JOB TITLE AND CLASSIFICATION  
Coordinator

**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 positions of:

**Coordinator**

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

**Job Title:** *Coordinator*  
**Contract:** *FAJCC*  
**Pay Grade:** *Grade 5*  
**FLSA Category:** *Administrative*  
**FLSA Status:** *Exempt if meets or exceeds the FLSA salary threshold.*

## GENERAL PURPOSE

The Coordinator is responsible for the overall coordination and management of service delivery, programming, and administrative functions within their assigned department. The Coordinator will be responsible for managing and executing a variety of operational and administrative tasks to ensure the smooth functioning of the departmental needs. This position involves collaboration with various stakeholders, and the development and implementation of programs and services to support the college community.

## MAIN JOB TASKS AND RESPONSIBILITIES

- **Collaboration and Communication:** Serve as the primary point of contact for internal and external partners, including faculty, staff, students, and/or external organizations. Facilitate clear and effective communication and resource management across departments and with external partners.
- **Documentation:** Prepare and maintain accurate records, reports, and documentation related to projects and departmental activities.
- **Resource Management:** Assist in managing resources, including budget tracking, inventory control, and procurement of supplies. In collaboration with supervisor, create and monitor departmental budget, including the financial operations of student and departmental accounts, ensuring compliance with established policies.
- **Problem-Solving:** Identify and address any issues or challenges that arise, providing solutions and ensuring continuity of operations.
- **Compliance:** Ensure all activities adhere to organizational policies, procedures, and relevant regulations.
- **Project Coordination:** Plan, execute, and oversee various projects and initiatives, ensuring all tasks are completed on time and within scope.
- **Program Development and Support:** Develop, implement, and provide support for various programs and services.
- **Student Advising:** Provide first-level advising to students, guiding them to appropriate resources and support services. Assist with student registration and academic advising as needed.
- **Event Planning, Scheduling, & Coordination:** Support, promote, and execute a variety of events, including orientation, leadership programs, multicultural activities, and recruitment efforts. Collaborate with partner programs through scheduling, technology coordination, and event logistics.

- **Staff Supervision and Development:** Provide leadership and guidance to staff and student leaders.
- **Committee Participation:** Serve on relevant committees or program advisory boards by providing insights and supporting initiatives aligned with college goals.
- **Marketing and Recruitment:** Develop and implement targeted marketing and recruitment strategies for programs and services, participating in on-campus and off-campus events to promote college offerings.
- **Other Duties:**  
Perform other related duties as assigned to support the department and college.

## **EDUCATION AND EXPERIENCE**

- **Master's degree** with four (4) years of appropriate professional experience, or
- **Bachelor's degree** with six (6) years of appropriate professional experience.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of standard office equipment, procedures, and software applications (e.g., word processing, spreadsheets, databases).
- Strong verbal and written communication skills.
- Ability to manage departmental budgets and resources.
- Ability to collaborate with students, administrators, faculty, and staff to improve services and programs.
- Ability to plan, organize, and prioritize daily assignments and work activities.
- Knowledge of college operations, curricula, services, policies, and relevant programs preferred.

## **WORKING CONDITIONS:**

Ability to work in an office environment with moderate noise and temperature levels. Mostly sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly.

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Additionally, a list of specific tasks may be available within the department to list the relevant responsibilities unique to that department.

**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO.:** 175-24

**DATE:** NOVEMBER 6, 2024

**SUBJECT:** JOB TITLE AND CLASSIFICATION  
Director

**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 positions of:

**Director**

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

**Job Title:** *Director*  
**Contract:** *FAJCC or Management/Confidential*  
**Pay Grade:** *FAJCC Grade 5, 7, or 9; M/C Grade 3*  
**FLSA Status:** *Exempt if meets or exceeds the FLSA salary threshold*

## **GENERAL PURPOSE**

Directors at SUNY Jefferson are responsible for the strategic leadership, development, and administration of their department. This includes overseeing daily operations, ensuring compliance with institutional policies, managing staff, and driving the department's goals in alignment with the institution's mission and strategic objectives.

## **MAIN JOB TASKS AND RESPONSIBILITIES**

- Provide leadership and strategic direction, ensuring alignment with institutional goals.
- Manage the development and implementation of department policies, procedures, and programs to enhance efficiency and effectiveness.
- Supervise and evaluate department staff, promoting professional development and team collaboration.
- Develop, manage, and oversee the department's budget, ensuring optimal resource allocation and fiscal responsibility.
- Collaborate with other campus departments, faculty, staff, and external partners to promote the department's services and initiatives.
- Ensure compliance with relevant federal, state, and local regulations, as well as institutional policies.
- Conduct regular assessments of department operations and services to ensure continuous improvement and innovation.
- Serve as a liaison between the department and senior administration, representing the department's interests in campus-wide initiatives and discussions.
- Prepare and submit reports, presentations, and other documentation as required by institutional leadership or governing bodies.
- Lead the planning and execution of special projects or initiatives that advance the department's strategic objectives.
- Address and resolve complex issues, including emergencies, compliance matters, and personnel challenges, within the department.
- Foster a safe, inclusive, and productive environment for staff, students, and visitors.
- Perform other related duties as assigned to support the department and college.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree in a related field is required; master's degree preferred.
- Minimum of 7 years of professional experience, with at least 2 years in a supervisory or leadership role.
- Experience in higher education or related field preferred, with demonstrated success in managing complex operations and leading diverse teams.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong leadership, organizational, and project management skills.
- Excellent communication, both written and verbal, with the ability to engage effectively with diverse stakeholders.
- Proficiency in using relevant technology, software, and data systems.
- Ability to analyze data, develop strategic plans, and make informed decisions.
- Knowledge of applicable federal, state, and local regulations.
- Ability to manage budgets, allocate resources effectively, and optimize department performance.
- Strong problem-solving and conflict resolution skills.
- Knowledge of standard office equipment, procedures, and software applications (e.g., word processing, spreadsheets, databases).
- Ability to collaborate with students, administrators, faculty, and staff to improve services and programs.
- Ability to plan, organize, and prioritize daily assignments and work activities.
- Knowledge of college operations, curricula, services, policies, and relevant programs preferred.

## **WORKING CONDITIONS:**

Primarily office-based with moderate noise and temperature levels. May occasionally require exertion of up to 20 pounds of force. Frequent use of standard office equipment, including computers and telephones. This position may require evening or weekend hours depending on departmental needs and special events. Occasional travel may be required to attend meetings, conferences, or community events.

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Additionally, a list of specific tasks may be available within the department to list the relevant responsibilities unique to that department.

**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO.:** 176-24

**DATE:** NOVEMBER 6, 2024

**SUBJECT:** JOB TITLE AND CLASSIFICATION  
Executive Director

**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 positions of:

**Executive Director**

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



**Job Title:** *Executive Director*  
**Contract:** *FAJCC or Management/Confidential*  
**Pay Grade:** *Grade 7*  
**FLSA Status:** *Exempt*

## GENERAL PURPOSE

The Executive Director provides strategic leadership, management, and oversight for operations and functions at the College. This role requires high-level responsibility in planning, directing, and implementing key initiatives while ensuring compliance with legal, regulatory, and organizational policies. The Executive Director will work closely with executive leadership and external stakeholders to fulfill the organization's mission and goals, fostering a culture of accountability, inclusion, and excellence.

## MAIN JOB TASKS AND RESPONSIBILITIES

- **Leadership & Strategy:** Develop and implement strategic plans aligned with the organization's mission, vision, and long-term goals. Provide leadership across all departments, ensuring cohesion and accountability in achieving organizational objectives. Represent the organization to external stakeholders including community partners, regulatory bodies, and supporters.
- **Financial Management:** Oversee the department's budget and ensure compliance with financial regulations. Implement effective internal control systems. Collaborate with senior leadership to identify financial risks and opportunities and manage capital and operational expenses efficiently.
- **Fundraising & Development (if applicable):** Lead efforts to secure funding through grants, donations, and partnerships. Manage a portfolio of donors and maintain relationships with key stakeholders to cultivate long-term financial support. Develop and implement comprehensive fundraising strategies, including planned giving and capital campaigns.
- **Human Resources Oversight (if applicable):** Lead human resource functions, including recruitment, employee relations, and benefits administration. Provide strategic guidance on labor relations, including contract negotiations and dispute resolutions. Foster an inclusive and diverse work environment, ensuring compliance with employment laws and organizational policies.
- **Operational Management:** Oversee operations, ensuring efficient workflow and service delivery. Develop and implement organizational policies and procedures to improve efficiency and effectiveness. Ensure programs and services meet the highest standards of quality and align with organizational goals.

- **Stakeholder Engagement:** Cultivate and maintain relationships with key stakeholders, including board members, staff, volunteers, donors, students, and community leaders. Act as a spokesperson, when necessary, for the organization in public, media, and community relations. Engage with campus and community partners to foster collaboration and support the organization's initiatives.
- **Compliance & Risk Management:** Ensure organizational compliance with legal and regulatory requirements. Identify, assess, and manage risks related to financial, operational, and reputational factors. Implement best practices to mitigate risk and ensure the organization's long-term sustainability.
- **Program Development & Evaluation:** Oversee the development and implementation of programs aligned with the organization's mission. Monitor program performance and evaluate outcomes to ensure continuous improvement and achievement of objective.
- **Other Duties:** Perform other related duties as assigned to support the department and college.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree in a related field is required; master's degree preferred.
- Minimum of 10 years of leadership and professional experience.
- Experience in higher education or related field preferred, with demonstrated success in managing complex operations and leading diverse teams.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrated ability to manage complex organizations and teams.
- Proficiency in financial management, including budgeting and audit coordination.
- Strong leadership, organizational, and project management skills.
- Ability to work collaboratively with diverse stakeholders, including but not limited to; the executive team, students, administrators, faculty, staff, and volunteers to improve services and programs, and to foster an inclusive work environment.
- Strong understanding of organizational development, program management, and strategic planning.
- Knowledge of standard office equipment, procedures, and software applications (e.g., word processing, spreadsheets, databases).
- Strong problem-solving and conflict resolution skills.
- Knowledge of applicable federal, state, and local regulations.
- Ability to analyze data, develop strategic plans, and make informed decisions.
- Excellent communication, both written and verbal, with the ability to engage effectively with diverse stakeholders, along with excellent decision-making skills.
- Proficiency in using relevant technology, software, and data systems.
- Ability to plan, organize, and prioritize daily assignments and work activities.
- Knowledge of college operations, curricula, services, policies, and relevant programs preferred.

**WORKING CONDITIONS:**

Primarily office-based with moderate noise and temperature levels. May occasionally require exertion of up to 20 pounds of force. Frequent use of standard office equipment, including computers and telephones. This position may require evening or weekend hours depending on departmental needs and special events. Occasional travel may be required to attend meetings, conferences, or community events.

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Additionally, a list of specific tasks may be available within the department to list the relevant responsibilities unique to that department.

**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO.:** 177-24

**DATE:** November 6, 2024

**SUBJECT:** **RATIFICATION OF CONTRACTS**  
CDL Schools Addendum  
CITEC 1  
CITEC 2  
Microsoft  
North Country Family Health Center  
Thomson Reuters  
Trane

**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:

**CDL Schools Addendum**  
*(training services agreement addendum, workforce development)*

**CITEC 1**  
*(instruction, workforce development)*

**CITEC 2**  
*(instruction, workforce development)*

**Microsoft**  
*(license agreement, institutional technology)*

**North Country Family Health Center**  
*(lease agreement extension)*

**Thomson Reuters**  
*(Westlaw subscription, institutional technology)*

**Trane**  
*(service agreement, maintenance)*

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

**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO.:** 178-24

**DATE:** NOVEMBER 6, 2024

**SUBJECT:** CENTER FOR COMMUNITY STUDIES 25<sup>TH</sup>  
ANNIVERSARY RECOGNITION

**WHEREAS**, the Center for Community Studies at Jefferson Community College was established in 1999 with the mission to improve the quality of life across Northern New York through rigorous, community-focused research;

**WHEREAS**, the Center has dedicated 25 years to serving Jefferson Community College, its students, and the broader community by conducting approximately 200 unbiased studies, including Annual Quality-of-Life Surveys, Regional Economic Tracking, and COVID-19 impact studies in collaboration with local health departments, business leaders, and academic institutions;

**WHEREAS**, the Center has offered invaluable learning opportunities for over 7,000 Jefferson Community College students, equipping them with practical skills in statistics, mathematics, social sciences, and workforce readiness through real-world, hands-on projects involving data collection, analysis, and reporting;

**WHEREAS**, the Center's collaboration with more than 50 local government and non-profit agencies has been instrumental in supporting data-driven decisions across sectors, enabling efforts in grant applications, policy development, economic planning, and public health improvements;

**WHEREAS**, the Center's inclusion in the American Association of Public Opinion Research's (AAPOR) Transparency Initiative underscores its commitment to research integrity and transparency, positioning it as the only two-year college in the nation and only SUNY institution to receive this recognition;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Jefferson Community College formally acknowledges and commends the Center for Community Studies for its 25 years of exemplary service, its role in fostering student engagement, and its significant contributions to the well-being and advancement of the Northern New York Community.

**BE IT FURTHER RESOLVED**, that the Board extends its deepest gratitude to the faculty, students, and community partners who have supported and contributed to the

Center's mission, celebrating their shared achievements in enhancing academic and community success.