

## **VISION**

*To see strengths and unique potential in every person.  
To inspire people to make the courageous choice to learn, grow, and serve.*

## **MISSION**

*We serve our community by meeting educational needs, creating an environment for student success, and preparing our students and ourselves for citizenship in a global community.*

## **VALUES**

*Learning  
Excellence  
Diversity  
Opportunity  
Innovation  
Relationships*

# **TOMPKINS CORTLAND COMMUNITY COLLEGE**

## **BOARD OF TRUSTEES**

**THURSDAY, OCTOBER 18, 2018**

**RESIDENCE LIFE**

**BUILDING E, TIOUGHNIOGA, 4<sup>TH</sup> FLOOR,**

**5:30 P.M.**

## **AGENDA**

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment\*
6. Approval of Minutes – September 20, 2018 Regular Meeting
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): No presentation.
9. Provost and Vice President of Academic Affairs – Report (highlight Consent Agenda items and updates on major initiatives)
10. Information Items:
  - a. Human Resources Updates
11. Consent Agenda (Action Items):
  - a. Capital Payments
  - b. Appointment of Personnel
  - c. Treasurer’s Report – June 30, 2018
  - d. Treasurer’s Report – July 31, 2018

12. Standing Reports:
  - a. College Forum – Sheila Abbey and Ashley Ahola, Co-Chairs
  - b. Faculty Student Association – Greg McCalley
  - c. Tompkins Cortland Community College Foundation, Inc. – Elizabeth Burns
  - d. Chairperson’s Report – Raymond Schlather
    - i. Board Retreat Agenda
  - e. Liaison Report (Cortland County) – Kelly Preston
  - f. Liaison Report (Tompkins County) – Michael Lane
  - g. Student Trustee’s Report – Chad Miller
  - h. President’s Report
13. Dialogue Session – Food Scarcity/Insecurity
14. Executive Session (to discuss personnel issue – no action to be taken)
15. Upcoming Events:
  - a. Board of Trustees Meeting and Retreat – November 15, 2018 (Coltivare – 5:00 p.m.)
  - a. Thanksgiving Holiday – College Closed – November 22/23, 2018
  - b. Next Meeting – December 6, 2018
  - c. December Graduate Recognition Ceremony – December 7, 2018
16. Adjournment

**\*Public Comment:** Provision is made at this point in the agenda for citizens of the College community to make comments regarding any agenda item to be discussed at that meeting. Citizens will not be recognized at any other time except at the request of the Chairperson after approval for such recognition by a unanimous vote of the Trustees in attendance. No person, not a member of the Board, shall speak for more than five (5) minutes without specific approval of a majority of the Trustees. The minutes shall show that privilege of the floor was granted and shall include a brief statement of the subject matter presented.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
SEPTEMBER 20, 2018  
RONALD W. SPACE BOARD ROOM**

PRESENT: Roxann Buck, Judy Davison, Arthur Kuckes, Matt McSherry, Chad Miller, Raymond Schlather, and Bruce Tytler

EXCUSED: Elizabeth Burns

ABSENT: None

COUNTY

LIAISONS: None

STAFF: Bryan Chambala, Cathy Christopher, Sharon Clark, Tim Densmore, Susan Dewey, Casey Goodwin, Tackie Huff, Greg Lyons, Greg McCalley, Orinthia Montague, Cathy Northrop, Adam Potter, Paul Reifenheiser, Blix Taetzsch, Jason Thayer, Peter Voorhees

GUESTS: None

1. **Call to Order:** The meeting was called to order at 5:35 p.m. by Chairman Schlather in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Chairman Schlather welcomed guests.
4. **Approval of Agenda:** Mr. McSherry moved that the agenda be approved as presented; seconded by Mr. Tytler; carried unanimously.
5. **Public Comment:** None
6. **Approval of Minutes:**
  - a. July 19, 2018 – Annual Board of Trustees Meeting: Ms. Buck moved that the minutes of the July 19, 2018, Annual Meeting be approved as presented; seconded by Ms. Davison; carried unanimously.
  - b. July 19, 2018 – Regular Board of Trustees Meeting: Mr. McSherry moved that the minutes of the July 19, 2018 Regular Meeting be approved as presented; seconded by Mr. Tytler; carried unanimously.
  - c. August 20, 2018 – Executive Committee Meeting: Ms. Davison moved that the minutes of the August 20, 2018, Executive Committee Meeting be approved as presented; seconded by Mr. Tytler; carried unanimously.
7. **Introduction of New Employees:** The following new employees were introduced to the Board – Cathy Christopher, Principal Account Clerk; Casey

Goodwin, Director of the Child Care Center; Tackie Huff, Student Success Advisor; Greg Lyons, Manager of One Card Program; and Adam Potter, Director of Facilities.

8. **Communications:** President Montague shared two resolutions from Tompkins County – one celebrating the College’s 50<sup>th</sup> Anniversary and one congratulating President Montague on her inauguration. Mr. Tytler thanked all those who helped in the planning and coordination of President Montague’s inauguration. He stated it was a very nice event for President Montague and the College.
9. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** None.
10. **Provost and Vice President of Academic Affairs – Report (Highlight Consent Agenda items and updates on major initiatives):** Provost Reifenheiser spoke to his written report. Provost Reifenheiser and Associate Provost Talwar met with the Director of Human Resources, Sharon Clark, Dean Taetzsch and some of the union representatives to begin preliminary discussions on contract negotiations. Mr. Tytler asked what came out of the conversations with faculty. Provost Reifenheiser mentioned that the faculty want to be treated like human beings and treated holistically. There was also consensus that they really liked Provost Connors open-door policy. They also mentioned that they want supervisors who know how to make a decision and stand by that decision.
11. **Information Items:**
  - a. **Human Resources Updates** – No discussion.
  - b. **Professional Development Report** – President Montague said that due to budget issues and not having much funding for travel to conferences, etc., the College is looking to have more internal professional development and webinar-type opportunities.
12. **Consent Agenda (Action Items):** Highlights of the Consent Agenda were discussed during the meeting. Ms. Buck moved that the Consent Agenda be approved as presented; seconded by Mr. McSherry. The question was raised as to whether or not all of the positions are budgeted for. A lot of positions are the same people with a revised job description and/or title to more adequately reflect current duties. After a brief discussion of the action items, the motion was called and carried unanimously.
  - a. **Capital Payments** – No discussion.
  - b. **Appointment of Personnel** – No discussion.
  - c. **Amendment to 2018-2019 Tuition and Fee Schedule** – Needed because of the change in billing for Concurrent Enrollment courses.
  - d. **Approval of Position Description – Director of Continuing Education and Workforce Development** – Title change due to the retirement of Martha Hubbard.
  - e. **Approval of Position Description – Director of Student and Residence Life** – This position combines the Director of Student Activities and the Director of

- Residence Life positions into this one position to realign the duties for student activities to be more closely connected to residence life activities.
- f. **Approval of Position Description – Director of Community Outreach and Engagement** – This is a new position being filled by Deb Mohlenhoff and funded from one of the budget lines from Student Activities, as that position had been combined with the Director of Student and Residence Life. The funding from Deb’s previous position will now be used in funding this new position for her.
  - g. **Approval of Position Description – Technology Support Associate** – Briefly discussed earlier in the meeting.
  - h. **Approval of Position Description – Technology Support Specialist** – Briefly discussed earlier in the meeting.
  - i. **Approval of Classified Staff Position – Copy & Mail Center Assistant** – Change in position description and title to more accurately describe duties currently being done by mail clerk.
  - j. **Approval of Classified Staff Position – Senior Copy & Mail Center Assistant** – Change in position description and title to replace Dan Paolangeli’s position upon his retirement.
  - k. **Concurrent Enrollment Program Scholarship** – Discussed the SUNY requirements and the need to provide a scholarship and modeling what SUNY has asked all colleges to do.
  - l. **Discontinuance/Deregistration of the Executive Office Assistant Certificate** – No discussion.
  - m. **Ratification of August 20, 2018, Executive Committee Action** – No discussion.

### 13. Standing Reports:

- a. **College Forum** – No report.
- b. **Faculty Student Association** – Vice President McCalley reported that the FSA Board held its first meeting today. A quorum was not reached, so no action could be taken. Those in attendance discussed the plan for the year. Vice President McCalley will have a written report for the next meeting.
- c. **Tompkins Cortland Community College Foundation, Inc.** – Written report provided.
- d. **Chairperson’s Report** – There was consensus to hold the Board Retreat on November 15 at Coltivare. The plan will be to gather around 5:00 p.m. and begin at 5:30 p.m. Chairman Schlather would like to discuss concrete ideas/topics for board discussions. The book “A Good Time for the Truth – Race in Minnesota” will be a Board presentation in February. Chairman Schlather mentioned that he had learned that there is a gate at the end of Lee Road prohibiting students from using that as a walkway to the village. President Montague said that Ms. Mohlenhoff is setting up a meeting with the village/town/Foundation to meet to discuss removing the gate.
- e. **Liaison Report (Cortland County)** – Written report provided.
- f. **Liaison Report (Tompkins County)** – No report.
- g. **Student Trustee’s Report** – Written report provided. Mr. Tytler wondered about transit to and from some of the events that Mr. Miller had listed in his

report. Vice President McCalley will send out an email to all students about the events.

- h. President's Report** – President Montague spoke to her written report. She attended a “Silent Rave” in the student center. She reported that she is now a member of the Ithaca College Board of Trustees. Cheyenne Gorton, one of the previous student trustees, has been hired as Assistant Director of Student Activities and the Student Center.

**14. Executive Session for Discussion of a Personnel Item (no action to be taken)**

– Ms. Buck moved that the meeting convene in executive session for discussion of a personnel item, with action to be taken in regular session; seconded by Ms. Davison; carried unanimously. The meeting convened in executive session at 6:36 p.m.

The meeting reconvened in regular session at 6:51 p.m.

**Ms. Davison moved to approve the terms and conditions of President Montague's contract as set forth in the September 20, 2018, draft that was discussed during executive session; seconded by Ms. Buck; approved unanimously.**

Ms. Davison moved that the meeting reconvene in executive session for discussion of a personnel item, with no action to be taken; seconded by Mr. Tytler; carried unanimously. The meeting reconvened in executive session at 6:54 p.m.

The meeting reconvened in regular session at 7:34 p.m.

- 15. Upcoming Events** – Chairman Schlather and Ms. Buck will be attending the NYCCT Conference this weekend.

- 16. Adjournment:** Mr. McSherry moved that the meeting be adjourned; seconded by Ms. Davison; carried unanimously. The meeting adjourned at 7:35 p.m.

Respectfully submitted,

Cathy A. Northrop  
Clerk of the Board of Trustees

TO: Board of Trustees  
FROM: Paul Reifenheiser, Ph.D.  
Provost and Vice President of Academic Affairs  
DATE: October 12, 2018  
SUBJECT: October Provost Report

**ACE:** I attended a policy meeting for ACE (Access to College Education), which is a partnership between BOCES and Cornell, Ithaca College, TC3, and Cortland. Its goal is to identify students who may not see themselves college-ready but have the potential to make it to higher education.

**ALANA:** I attended a meeting for the ALANA treatment services scholarship. ALANA is a collaboration between the Community Leaders of Color (CLOC), TC3, the Alcohol and Drug Council of Tompkins County, and the Park Foundation. The goal is to diversify the pool of addiction treatment providers in Tompkins County.

**Faculty Meeting:** Malvika and I held our first faculty meeting. We asked the group to talk about the historical role of that meeting, the positives of the faculty meeting, aspects they would like to see changed, potential alternative formats, and the role of faculty meetings in our shared governance model. We left with much to discuss, but I felt it was a positive opening conversation.

**Transfer Symposium:** I attended a transfer symposium at SUNY Cortland – my first formal visit to that campus – as part of a partnership with Cortland, TC3, and SUNY Broome. The focus was on transfer opportunities in Business, Sports Management, and Recreation. It was good to make connections with folks from other schools and to learn about our programs and those of other regional schools. I learned some details about the excellent pipeline we have created for students to go to Cortland.

**Strong Start to Finish Grant:** SUNY was one of four higher education school systems (out of forty-seven that applied) to receive funding for the Strong Start to Finish Grant. The grant is unusual, because it awards funds not for what schools plan to do but to help with what they are already doing. In the SUNY system, the grant is designed to support our efforts in Guided Pathways, Developmental Math, Developmental English, and P-Tech. Moreover, it is designed to help us cull together all of our efforts to show how they are inter-connected. SUNY wants to avoid the “initiative fatigue” that happens when you roll out new game-changing projects – designed to revolutionize higher ed – every few years. Instead they want to focus on how Guided Pathways is an over-arching approach that allows us to include projects like ALP (the Accelerated Learning Project) to improve development English and Quantway/Statway to improve developmental math. Since we are a part of the Guided Pathways pilot, we are poised to get some of the 2.1 million in funds available. There is more to come on this.

**Guided Pathways:** A team of us spent time at the third SUNY Guided Pathways institute; on-boarding was the focus. Guided Pathways asks us to look at students holistically rather than just a person who travels through individual classes and generally unconnected processes on a college campus. The focus has been on three vital areas: on-boarding, curriculum mapping, and advising. However, it is increasingly clear that the three main areas are wholly interconnected, and it just makes it easier to tackle this project by focusing on them at separate times at first. The group spent a lot of time listening to folks who have already implemented this project on other campuses. I have to tell you that it is hard to leave these institutes without feeling very strongly about the incredibly positive potential this project

can have for all of the campuses taking part. And I need to give a shout out to our Registrar Katrina Campbell, as she has been do the heavy-lifting in keeping our efforts in Guided Pathways on track.

**BIZ:** When a former colleague of mine found out that I got the job here at TC3, he made a point of telling me that I would love the area, that the school systems were great, and that TC3 knew what they were doing when it came to workforce development. I can see why he said that. Biz is solid! In 17-18 they provided customized training programs for about 1400 people; an additional 860 gained skills through their open enrollment programs; BIZ had 55 contracts and 87 programs with over 23 employers in our region; and they secured over \$80,000 in SUNY Workforce Grant Funding. Last week Martha organized a meeting with Q2 Solutions -- a group with local ties that works heavily with the pharmaceutical industry – our faculty and with Malvika and me. They want to hire our graduates and create connections with our current students. It was a promising meeting, and it was just one example of how Martha and Carrie Whitmore are working to grow the influence of BIZ, which then adds greatly to the luster of TC3!

**Observations:** I got back into the classroom (sort of), as I started my rounds of observations of faculty. Teaching is an art form, and I enjoy working with faculty on how to hone their craft. I had two observations last week, and both -- again -- showed me why I wanted to come here. The styles were different, the subjects were wildly varied, but the commitment to students remained the same. I'm looking forward to doing more of these in the coming weeks and months. They really are among the best ways to get to know faculty and students alike.

**Nursing:** I took part in a meeting at Ithaca College (my first time there) to discuss a possible partnership between TC3, Cayuga Medical, and Ithaca College to create an RN to BSN program. New York State has changed its regulations to require more advanced credentials for future nurses. There are some great possibilities here, but there is much to work out. What impressed me most was that Cayuga Medical clearly held our program, our faculty, and our students in high regard.

**REV:** A while back I had a chance to visit REV: Ithaca Startup, which is a business incubator in Ithaca. It is also one of the few partnerships – of which I am aware – between TC3, Cornell, and Ithaca. It was started in 2014, and I think there are some excellent opportunities for our students to be had through this partnership, including internships, employment, and workshops. For starters, just seeing the physical space and having an understanding of what they are trying to accomplish would be a boon to our students. I hope we can build this partnership more.

**Fall Day:** We used a morning session on Fall Day to gather faculty to talk about Guided Pathways. In particular, we focused on some discussions surrounding curriculum sequencing and potential barriers to students. The Guided Pathways Steering Committee will meet next week to review the materials we gathered and focus on next steps. However, I was extremely pleased with the faculty and the level of participation during our three hour working session. They started some very good conversations that can lead to the implementation of the Guided Pathways project. To me, that session is the true start of our guided pathways project.

**Omar:** I am sure that you have all been waiting for an update on Omar, who – during our last episode – was feeling a bit freaked out about our move. Please know that Omar is back to his usual aloof/apathetic/disdainful self.



TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of October 5, 2018

**UNCLASSIFIED STAFF**

| <b>POSITION</b>  | <b>DESIRED EMPLOYMENT DATE</b> | <b>ADVERTISED</b> | <b>APPLICATION DEADLINE</b> | <b>CURRENT STATUS</b>           |
|--|--------------------------------|-------------------|-----------------------------|---------------------------------|
| Assistant Director of Student Activities & the Student Center (1.0 FTE, Temp.) | September 2018                 | September 2018    | September 2018              | Hired: Cheyenne Gorton 09/17/18 |
| Admissions & Financial Aid Advisor (2 Positions)                               | October 2018                   | August 22, 2018   | September 23, 2018          | Accepting Applications          |
| Assistant Director of CollegeNow   | July 2018                      | June 15, 2018     | July 9, 2018                | Hired: Brent Doane 10/22/18     |
| Director of Continuing Education & Workforce Development                       | December 2018                  | September 2018    | October 2018                | Accepting Applications          |
| Director of Student & Residence Life   | September 2018                 | September 2018    | September 2018              | Accepting Applications          |
| Director of Technology Support   | November 2018                  | October 3, 2018   | November 2, 2018            | Accepting Applications          |
| Technology Support Specialist  | September 2018                 | August 23, 2018   | September 23, 2018          | Accepting Applications          |

**CLASSIFIED STAFF**

| <b>POSITION</b>                              | <b>DEPARTMENT</b>   | <b>DESIRED EMPLOYMENT DATE</b> | <b>CURRENT STATUS</b> |
|--|---------------------|--------------------------------|-----------------------|
| Cleaner                                      | Buildings & Grounds | September 2018                 | Interviews Concluded  |
| Copy & Mail Center Attendant (1.0 FTE Perm.) | Campus Technology   | September 2018                 | Checking References   |

**FACULTY STUDENT ASSOCIATION**

| <b>POSITION</b>                     | <b>DEPARTMENT</b>      | <b>DESIRED EMPLOYMENT DATE</b> | <b>CURRENT STATUS</b>              |
|-------------------------------------|------------------------|--------------------------------|------------------------------------|
| Interim Director of Residence Life  | Residence Life         | October 2018                   | Accepting Applications             |
| Lifeguard                           | Athletics & Recreation | October 2018                   | Accepting Applications             |
| Assistant Coach, Men's Basketball   | Athletics & Recreation | October 2018                   | Hired: Christian Johansen 10/01/18 |
| Assistant Coach, Women's Softball   | Athletics & Recreation | October 2018                   | Hired: Brett McGowan 10/01/18      |
| Assistant Coach, Women's Basketball | Athletics & Recreation | October 2018                   | Hired: Maranda Kinsman 10/01/18    |

|   |                               |              |                             |
|---|-------------------------------|--------------|-----------------------------|
| Campus Card Systems<br>Office Assistant | Campus Technology             | October 2018 | Conducting Phone Interviews |
| Teacher Aide/Substitute<br>Teacher      | Child Care Center             | October 2018 | Accepting Applications      |
| Graduate Assistant                      | Residence Life/Student Center | October 2018 | Accepting Applications      |

**BISTRO**

| <u>POSITION</u>    | <u>DEPARTMENT</u> | <u>DESIRED<br/>EMPLOYMENT<br/>DATE</u> | <u>CURRENT STATUS</u>           |
|--------------------|-------------------|--|---------------------------------|
| Banquet Server     | TC3 Bistro        | October 2018                           | Accepting Applications          |
| Banquet Bartender  | TC3 Bistro        | October 2018                           | Accepting Applications          |
| Banquet Supervisor | TC3 Bistro        | October 2018                           | Accepting Applications          |
| Bartender          | TC3 Bistro        | October 2018                           | Accepting Applications          |
| Busser/Food Runner | TC3 Bistro        | October 2018                           | Accepting Applications          |
| Dishwasher         | TC3 Bistro        | October 2018                           | Accepting Applications          |
| General Manager    | TC3 Bistro        | ASAP                                   | Hired: Timothy Gammons 09/19/18 |
| Line Cook          | TC3 Bistro        | October 2018                           | Accepting Applications          |
| Server             | TC3 Bistro        | October 2018                           | Accepting Applications          |
| Host/Hostess       | TC3 Bistro        | October 2018                           | Accepting Applications          |

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of October 18, 2018

| <b>COMPLAINANT</b>        | <b>SUBJECT</b>   | <b>DISPOSITION</b>   |
|---------------------------|--|--|
| CSEA Membership           | Medco – Change in provider diminished prescription plan benefits | CSEA requested a waiver to time requirement to move to Stage 3 of grievance process while waiting for a response from Tompkins County. |
| Sylvia Ganoë              | MedCo - Change in provider changed prescription co-pay.          | Would like matter fully researched by Tompkins County.   |
| <b>FACULTY ASSOC.</b>     |  |  |
| Faculty Association       | Gated Parking Lot  | College will close access from Bahar Drive and reactivate the arm gate to Lot #6 in mid-October.                                       |
| <b>PAA</b>                |  |  |
| <b>TC3 ADJUNCT ASSOC.</b> |  |  |

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CAPITAL PAYMENTS - OCTOBER 2018**

|   | AMOUNT       | SUBTOTAL            | GRAND TOTAL         |
|---|--------------|---------------------|---------------------|
| <b>Childcare Facility Project</b>                                   |              |                     |                     |
| <b>Administrative Cost</b>  |              |                     |                     |
| William Munson (Sr. Maintenance Technician<br>based at Tioga Place) |              |                     |                     |
| Mileage Reimbursement   |              |                     |                     |
| for Travel to Childcare Center Site, 9/7                            | \$16.35      |                     |                     |
| for Travel to Childcare Center Site, 9/21                           | \$16.35      |                     |                     |
| <b>Total Administrative Cost</b>                                    |              | <b>\$32.70</b>      |                     |
| <b>Design Services</b>  |              |                     |                     |
| Claudia Brenner Design (PO #31685)                                  |              |                     |                     |
| Architectural Design Services                                       |              |                     |                     |
| Invoice #3060, 3063 Design, Related Services                        | \$7,668.11   |                     |                     |
| <b>Total Design Services</b>  |              | <b>\$7,668.11</b>   |                     |
| <b>Civil Construction</b>   |              |                     |                     |
| All Seasons Excavating (PO #32184)                                  |              |                     |                     |
| Application #5, Civil Construction                                  | \$9,500.00   |                     |                     |
| <b>Total Civil Construction</b>                                     |              | <b>\$9,500.00</b>   |                     |
| <b>General Construction</b>   |              |                     |                     |
| Streeter Associates (PO #32183)                                     |              |                     |                     |
| Application #4, General   | \$210,140.00 |                     |                     |
| <b>Total General Construction</b>                                   |              | <b>\$210,140.00</b> |                     |
| <b>Plumbing</b>   |              |                     |                     |
| Brosh Mechanical, Inc. (PO #32187)                                  |              |                     |                     |
| Application #2  | \$50,587.50  |                     |                     |
| <b>Total Plumbing</b>   |              | <b>\$50,587.50</b>  |                     |
| <b>TOTAL CHILDCARE FACILITY PROJECT</b>                             |              |                     | <b>\$277,928.31</b> |
| <b>TOTAL CAPITAL PAYMENTS</b>                                       |              |                     | <b>\$277,928.31</b> |

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2018-2019-17**

**APPOINTMENT OF PERSONNEL**

**WHEREAS**, The Department of Human Resources has confirmed that each of the individuals identified on the attached list possesses credentials necessary for the appointments indicated, and

**WHEREAS**, it also has been confirmed that each of the listed individuals has accepted all requisite conditions for appointment, and

**WHEREAS**, each of the listed individuals also has been recommended for his or her appointment by the President, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby appoints the individuals listed on the attachment.

**STATE OF NEW YORK:**                   **I, CATHY A. NORTHROP, CLERK** of the Board of  
  **SS:**                                   Trustees of Tompkins Cortland Community College,  
**COUNTY OF TOMPKINS:**           **DO HEREBY CERTIFY** the foregoing resolution is  
  a true copy of a resolution duly adopted by the Board of  
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the  
18<sup>th</sup> day of October 2018, and the same is a complete copy of the whole of such resolution.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 18<sup>th</sup> day of October 2018.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**Appointment of Personnel**  
**Friday, October 05, 2018**  
**Presented to the Board of Trustees**

| Employee            | Department  | Title/Rank | Salary      | Employment Dates        |
|---------------------|---|------------|-------------|-------------------------|
| <b>January</b>      |   |            |             |                         |
| Quick, RC           | Adoption of BUAD204 OER in the Fall 2018 semester   | Adjunct    | \$1,000.00  | 1/24/2018 To 5/18/2018  |
| <b>August</b>       |   |            |             |                         |
| Wright, Rachel      | Participation in required Upstate Medical Computer Training   | Adjunct    | \$191.30    | 8/17/2018               |
| Carr, Kyle          | Contract AMENDMENT - Per MOA Dated 08/13/18 - should be paid at Level 5   | Adjunct    | \$466.72    | 8/21/2018               |
| Carr, Kyle          | Contract AMENDMENT - Per MOA Dated 08/13/18 - should be paid at Level 5 - for Communications Cage/Tutoring work | Adjunct    | \$273.60    | 8/21/2018               |
| Archer, Pamela      | CAPS111 M01 BUAD203 M01   | Adjunct    | \$4,583.70  | 8/22/2018 To 12/14/2018 |
| Barker, Jaime       | CollegeNow Concurrent Enrollment Faculty Liaison Duties   | Adjunct    | \$166.47    | 8/22/2018 To 12/14/2018 |
| Carey, Christopher  | CollegeNow Concurrent Enrollment Faculty Liaison Duties   | Adjunct    | \$4,439.20  | 8/22/2018 To 12/14/2018 |
| Carr, Kyle          | COMM120 ME50 COMM120 M01 COMM111 M01 COMM112 M01 COMM112 ME50   | Adjunct    | \$8,261.18  | 8/22/2018 To 12/14/2018 |
| Crane, Nancy        | CollegeNow Concurrent Enrollment Faculty Liaison Duties   | Adjunct    | \$388.43    | 8/22/2018 To 12/14/2018 |
| Curtis, Ben         | CollegeNow Concurrent Enrollment Faculty Liaison Duties   | Adjunct    | \$4,439.20  | 8/22/2018 To 12/14/2018 |
| DeGaetano, Margaret | CollegeNow Concurrent Enrollment Faculty Liaison Duties   | Adjunct    | \$1,109.80  | 8/22/2018 To 12/14/2018 |
| Drake, Melvyn       | Independent Study - MUSI118 - 1 student, MUSI128 - 2 students   | Adjunct    | \$905.00    | 8/22/2018 To 12/14/2018 |
| Earley, Bernard     | ENGL102 BL4 ENGL101 BL1 ENGL101 BL2   | Adjunct    | \$10,620.00 | 8/22/2018 To 12/14/2018 |
| Emilian, Cathy      | CollegeNow Concurrent Enrollment Faculty Liaison Duties   | Adjunct    | \$4,439.20  | 8/22/2018 To 12/14/2018 |
| Estep, Nancy        | ECHD240 M01 ECHD242 HY1   | Adjunct    | \$4,950.00  | 8/22/2018 To 12/14/2018 |
| Estep, Nancy        | Independent Study - ECHD225 (B. Bartolone, K. Way-Vines)  | Adjunct    | \$1,086.00  | 8/22/2018 To 12/14/2018 |
| Farah, Fred         | CollegeNow Concurrent Enrollment Faculty Liaison Duties   | Adjunct    | \$3,257.26  | 8/22/2018 To 12/14/2018 |
| Galezo, David       | CollegeNow Concurrent Enrollment Faculty Liaison Duties   | Adjunct    | \$4,439.20  | 8/22/2018 To 12/14/2018 |
| Kapusta, Patricia   | CAPS131 BL4 CAPS133 BL1 CAPS123 BL1 CAPS131 BL1 CAPS131 BL2 CAPS123 BL2 CAPS133 BL2 CAPS121 BL4                 | Adjunct    | \$11,016.48 | 8/22/2018 To 9/26/2018  |
| Kidder, Jennifer    | CollegeNow Concurrent Enrollment Faculty Liaison Duties   | Adjunct    | \$1,525.98  | 8/22/2018 To 12/14/2018 |
| Kyle, John          | CAPS121 M05 CAPS111 M02 CAPS131 M03 CAPS121 M03 CAPS111 M03 CAPS131 M04 CAPS121 M04 CAPS111 M04                 | Adjunct    | \$11,016.48 | 8/22/2018 To 11/5/2018  |
| Lipa, Thomas        | CDSC220 HY1 CDSC101 BL1   | Adjunct    | \$4,720.00  | 8/22/2018 To 12/14/2018 |
| Need, Barabara      | Independent Study - SPAN201 (S. Johnson, M. Seaman, G. Widercrantz)   | Adjunct    | \$1,629.00  | 8/22/2018 To 12/14/2018 |
| O'Connor, Beth      | Independent Study - PARA/PARC220 (A. Garrigan, A. Merry, A. Minner, J. Ruffo)                                   | Adjunct    | \$2,172.00  | 8/22/2018 To 12/14/2018 |
| Okaru, Alfie        | CollegeNow Concurrent Enrollment Faculty Liaison Duties   | Adjunct    | \$4,439.20  | 8/22/2018 To 12/14/2018 |
| Okaru, Alfred       | FITN230 M22 FITN101 M01 FITN130 M12   | Adjunct    | \$3,090.00  | 8/22/2018 To 12/14/2018 |
| Quick, RC           | Adoption of BUAD219 OER in the Fall 2018 semester   | Adjunct    | \$1,000.00  | 8/22/2018 To 12/14/2018 |
| Ross, Jessica       | CollegeNow Concurrent Enrollment Faculty Liaison Duties   | Adjunct    | \$2,940.97  | 8/22/2018 To 12/14/2018 |

| Employee              | Department  | Title/Rank | Salary      | Employment Dates        |
|-----------------------|---|------------|-------------|-------------------------|
| Rukavena, Peter       | Independent Study - ALEX249 M01 M. Hammond, E. Mosher)                      | Adjunct    | \$1,086.00  | 8/22/2018 To 12/14/2018 |
| Rukavena, Peter       | Independent Study - ALEX249 M02 (T. VanOstrand)                             | Adjunct    | \$181.00    | 8/22/2018 To 12/14/2018 |
| Sewell, Pat           | CollegeNow Concurrent Enrollment Faculty Liaison Duties                     | Adjunct    | \$55.49     | 8/22/2018 To 9/5/2018   |
| Seyfried, Matthew     | Additional compensation for enrollment above 20 students in online ENGL204  | Adjunct    | \$50.00     | 8/22/2018 To 12/14/2018 |
| Sheehan, John         | HSTY230 SLC1 HSTY111 BL1 POSC230 SLC1 HSTY249 SLC1                          | Adjunct    | \$10,620.00 | 8/22/2018 To 12/14/2018 |
| Sidle, Jason          | Independent Study - CULI270 (J. Collmer, D. Herrman, Y. Lee) w/ S. Stafford | Adjunct    | \$1,086.00  | 8/22/2018 To 12/14/2018 |
| Sinclair, Lorraine    | ENGL100 M29 SOCI201 M01 ENGL100 M20   | Adjunct    | \$10,620.00 | 8/22/2018 To 12/14/2018 |
| Sloan, Cindy          | Additional compensation for enrollment above 20 students in online SOCI101  | Adjunct    | \$200.00    | 8/22/2018 To 12/14/2018 |
| Stevenson, David      | SPMT190 M01 SPMT195 M01   | Adjunct    | \$2,200.00  | 8/22/2018 To 12/14/2018 |
| Stremmlin, Tatiana    | CollegeNow Concurrent Enrollment Faculty Liaison Duties                     | Adjunct    | \$4,439.20  | 8/22/2018 To 12/14/2018 |
| Stremmlin, Tatiana    | MUSI127 - 2 students  | Adjunct    | \$724.00    | 8/22/2018 To 12/14/2018 |
| Suben, Mark           | Independent Study - CRJU215 (B. Butcher, T. Ponticello)                     | Adjunct    | \$1,086.00  | 8/22/2018 To 12/14/2018 |
| Testa, Paul           | Independent Study - CONT202 (T. Shockley, Z. Williams)                      | Adjunct    | \$1,086.00  | 8/22/2018 To 12/14/2018 |
| Veshcherevich, Ramila | Independent Study - ESL 149 M02 (L. AlArfaj, D. Kang, A. Aurban)            | Adjunct    | \$1,629.00  | 8/22/2018 To 12/14/2018 |
| Veshcherevich, Ramila | Independent Study - ESL 149 M01 (L. AlArfaj, D. Kang, A. Aurban)            | Adjunct    | \$1,629.00  | 8/22/2018 To 12/14/2018 |
| Wells, Fran           | Independent Study - OFFC203 (A. Wagner)                                     | Adjunct    | \$543.00    | 8/22/2018 To 12/14/2018 |
| Wells, Fran           | Independent Study - OFFC110 (A. Wagner)                                     | Adjunct    | \$724.00    | 8/22/2018 To 12/14/2018 |
| Whitecraft, Michele   | CollegeNow Concurrent Enrollment Faculty Liaison Duties                     | Adjunct    | \$4,439.20  | 8/22/2018 To 12/14/2018 |
| Young, Tammi          | CollegeNow Concurrent Enrollment Faculty Liaison Duties                     | Adjunct    | \$4,439.20  | 8/22/2018 To 12/14/2018 |

### September

|                     |   |         |              |                         |
|---------------------|---|---------|--------------|-------------------------|
| Dzikovski, Holly    | MATH090-M02 Coverage for E. Cutter  | Adjunct | \$133.90     | 9/10/2018               |
| McIntyre, David     | HRMG105 M02 HRMG105 M01   | Adjunct | \$2,060.00   | 9/15/2018 To 11/4/2018  |
| Gorton, Cheyenne    | Assistant Director of Residence Life & the Student Center   | Grade 2 | \$51,213.00* | 9/17/2018 To 12/21/2018 |
| Caroompas, Alice    | ENGL229 BL1   | Adjunct | \$2,895.00   | 9/27/2018 To 12/14/2018 |
| Ford, Zachary       | ENGL200 BL1 ENGL135 BL2   | Adjunct | \$3,640.00   | 9/27/2018 To 12/14/2018 |
| Hogben, Bernard     | HUMS111 BL2   | Adjunct | \$3,090.00   | 9/27/2018 To 12/14/2018 |
| Hollenbeck, Charles | ENGL101 BL5 ENGL100 BL4   | Adjunct | \$6,180.00   | 9/27/2018 To 12/14/2018 |
| Loop, Jill          | ENGL204 BL4 ENGL204 BL3   | Adjunct | \$6,600.00   | 9/27/2018 To 12/14/2018 |
| Pask, Margery       | CAPS121 M02 CAPS123 M01   | Adjunct | \$2,754.12   | 9/27/2018 To 12/14/2018 |
| Strauf, Dale        | HLTH126 ME50 FITN108 HY1  | Adjunct | \$2,950.00   | 9/27/2018 To 12/14/2018 |
| Treadwell, Paul     | IED 260 SLC2 ANTH260 SLC2 HLTH216 SLC2  | Adjunct | \$6,028.75   | 9/27/2018 To 12/14/2018 |
| Caroompas, Alice    | Contract AMENDMENT - Resignation from President of Adjunct Faculty Association effective 09/28/18 | Adjunct | \$689.25     | 9/28/2018               |
| Sewell, Pat         | President of Adjunct Faculty Association  | Adjunct | \$1,414.35   | 9/29/2018 To 12/14/2018 |

### October

|              |                                  |         |              |                          |
|--------------|----------------------------------|---------|--------------|--------------------------|
| Burns, Frank | HRMG107 M01                      | Adjunct | \$965.00     | 10/12/2018 To 10/12/2018 |
| Doane, Brent | Assistant Director of CollegeNow | Grade 3 | \$76,509.00* | 10/22/2018               |

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

October 18, 2018

Resignations/Retirements/Separations

| <u>NAME</u>        | <u>EFFECTIVE</u> | <u>REASON</u>    |
|--------------------|------------------|------------------|
| Christopher Tadros | 10/09/18         | Other Employment |
| Tony DeFranco      | 10/05/16         | Other Employment |

FACULTY STUDENT ASSOCIATION

None

BISTRO

None



TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

JUNE 30, 2018

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

JUNE 30, 2018

|                      |          |
|----------------------|----------|
| NARRATIVE HIGHLIGHTS | PAGE 1   |
| BALANCE SHEET        | PAGE 2   |
| APPROPRIATIONS       | PAGE 3-4 |
| REVENUES             | PAGE 5   |
| CASH FORECAST        | PAGE 6   |

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$644,148 in a money market savings account averaging .20% interest earnings for June and \$2,681,943 in savings. The maximum amount available for investment will fluctuate with a peak of \$5,042,000 available over the next four months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$3,504,157 is an decrease from \$4,247,135. Student receivables are underwritten by various funding agencies such as TAP, PELL, TRA, Student Loan and local employers.

DUE FROM OTHER GOVERNMENTS AND FUNDS - (PAGE 3)

Out of county chargebacks have an outstanding balance of \$65,563. The interfunds account balance of \$2,096,874 consists of federal, state grant and capital payments made by the current operating fund. Reimbursement from other funds is in transit at the end of each period.

LIABILITIES - (PAGE 3)

Payroll Liabilities include amounts due to retirement systems (New York State Retirement and the TIAA-CREF), governmental agencies for payroll-related liabilities, and accrued vacation. Student Financial Aid Liabilities primarily consists of NYS TAP rosters received, and not yet disbursed. Accrued Liabilities represents miscellaneous liabilities such as amounts due to FSA, and various reserves. Due to State governments represents overpayment of state aid in the prior year.

FUND BALANCE - (PAGE 3)

The current fund balance represents surplus revenues over expenditures from prior years.

TOTAL EXPENDITURES - (PAGES 4-6)

As of June 30, total expenditures amounted to \$33,386,945 or 81.7% of the 2017-2108 budget. Comparable expenditures for same period last year were \$33,418,489 or 80.3% of the 2016-2017 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$39,723,152 or 96.1% of the revenue budget. Prior year revenues were \$39,632,360 are 98.6% of total budgeted revenue.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
BALANCE SHEET  
FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2018**

|                                      | Current<br>Month<br>6/30/2018 | Previous<br>Month<br>5/31/2018 | Previous<br>Year<br>6/30/2017 |
|--------------------------------------|-------------------------------|--------------------------------|-------------------------------|
| <b>ASSETS</b>                        |                               |                                |                               |
| Cash in Demand Deposit               | 644,148                       | 913,326                        | \$ 909,706                    |
| Cash in Time Deposits                | 2,681,943                     | 729,902                        | \$ 3,384,944                  |
| Petty Cash                           | 1,229                         | 1,229                          | \$ 1,229                      |
| Accounts Receivable--Students        | 3,504,157                     | 4,247,135                      | \$ 2,884,140                  |
| Accounts Receivable--Misc.           | 4,052,652                     | 4,122,102                      | \$ 5,648,325                  |
| Prepaid Expenses                     | 20,282                        | 26,569                         | \$ (14,982)                   |
| Due From Other Funds                 | 2,096,874                     | 2,389,380                      | \$ 2,873,338                  |
| Due From Sponsor Governments         |                               |                                | \$ -                          |
| Due From State Governments           |                               |                                | \$ -                          |
| Due From Other Governments           | 65,563                        | 691,983                        | \$ 194,611                    |
| <b>TOTAL ASSETS</b>                  | <b>\$ 13,066,848</b>          | <b>\$ 13,121,626</b>           | <b>\$ 15,881,311</b>          |
| <b>LIABILITIES AND SURPLUS</b>       |                               |                                |                               |
| Vouchers Payable                     | 0                             | 11,229                         | \$ 175                        |
| Payroll Liabilities                  | 1,591,433                     | 1,772,981                      | \$ 2,370,642                  |
| Student Financial Aid Liabilities    | 172,412                       | (247,123)                      | \$ 160,399                    |
| Accrued Liabilities                  | 3,730,604                     | 3,763,238                      | \$ 5,585,949                  |
| Due to Other Funds                   | 1,127,908                     | 1,541,257                      | \$ 1,655,859                  |
| Due to State Governments             |                               | 0                              | \$ -                          |
| Student Tuition Collected in Advance | (34,140)                      | (640)                          | \$ (87,916)                   |
| Restatement of Net Position          | 121,807                       | 121,807                        | \$ 237,944                    |
| Board Designated Fund Balance        | 691,697                       | 853,411                        | \$ 593,343                    |
| Undesignated Fund Balance            | 1,468,842                     | 1,468,842                      | \$ 1,369,461                  |
| Revenue Over (Under) Expenditures    | 4,196,285                     | 3,836,624                      | \$ 3,995,455                  |
| <b>TOTAL LIABILITIES AND SURPLUS</b> | <b>\$ 13,066,848</b>          | <b>\$ 13,121,626</b>           | <b>\$ 15,881,311</b>          |

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**APPROPRIATIONS 2017-2018**  
**FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2018**

PER CENT YEAR 83.00%

|   | <u>Original<br/>Budget</u> | <u>Modified<br/>Budget</u> | <u>Expenditures<br/>To Date</u> | <u>Unexpended<br/>Balance</u> | <u>%<br/>Expended</u> |
|---|----------------------------|----------------------------|---------------------------------|-------------------------------|-----------------------|
| <b>Instruction</b>                                  |                            |                            |                                 |                               |                       |
| Personal Services                                   | \$ 9,018,744               | \$ 8,979,076               | 7,783,324                       | \$ 1,195,752                  | 86.68%                |
| Equipment   | \$ -                       | \$ 1,800                   | \$ 1,724                        | \$ 76                         | 0.00%                 |
| Contractual Expenses                                | \$ 8,318,116               | \$ 8,320,697               | 8,822,976                       | \$ (502,279)                  | 106.04%               |
| Employee Benefits                                   | \$ 4,037,556               | \$ 4,037,556               | 2,485,716                       | \$ 1,551,840                  | 61.56%                |
| <b>Total Instruction</b>                            | <b>\$ 21,374,416</b>       | <b>\$ 21,339,129</b>       | <b>\$ 19,093,740</b>            | <b>\$ 2,245,389</b>           | <b>89.48%</b>         |
| <b>Academic Support</b>                             |                            |                            |                                 |                               |                       |
| Personal Services                                   | \$ 1,612,897               | \$ 1,607,386               | 1,215,516                       | \$ 391,870                    | 75.62%                |
| Equipment   | \$ -                       | \$ -                       | 648                             | \$ (648)                      | 0.00%                 |
| Contractual Expenses                                | \$ 357,930                 | \$ 345,210                 | 248,734                         | \$ 96,476                     | 72.05%                |
| Employee Benefits                                   | \$ 710,004                 | \$ 710,004                 | 392,180                         | \$ 317,824                    | 55.24%                |
| <b>Total Academic Support</b>                       | <b>\$ 2,680,831</b>        | <b>\$ 2,662,600</b>        | <b>\$ 1,857,078</b>             | <b>\$ 805,522</b>             | <b>69.75%</b>         |
| <b>Libraries</b>                                    |                            |                            |                                 |                               |                       |
| Personal Services                                   | \$ 466,614                 | \$ 475,147                 | 392,520                         | \$ 82,627                     | 82.61%                |
| Equipment   | \$ -                       | \$ 525                     | 525                             | \$ -                          | 0.00%                 |
| Contractual Expenses                                | \$ 170,446                 | \$ 166,188                 | 145,344                         | \$ 20,844                     | 87.46%                |
| Employee Benefits                                   | \$ 206,384                 | \$ 206,384                 | 125,606                         | \$ 80,778                     | 60.86%                |
| <b>Total Libraries</b>                              | <b>\$ 843,444</b>          | <b>\$ 848,244</b>          | <b>\$ 663,995</b>               | <b>\$ 184,249</b>             | <b>78.28%</b>         |
| <b>Student Services</b>                             |                            |                            |                                 |                               |                       |
| Personal Services                                   | \$ 3,009,652               | \$ 2,987,723               | 2,530,876                       | \$ 456,847                    | 84.71%                |
| Equipment   | \$ -                       | \$ -                       | \$ -                            | \$ -                          | 0.00%                 |
| Contractual Expenses                                | \$ 1,507,920               | \$ 1,489,530               | 933,819                         | \$ 555,711                    | 62.69%                |
| Employee Benefits                                   | \$ 1,244,452               | \$ 1,244,452               | 812,297                         | \$ 432,155                    | 65.27%                |
| <b>Total Student Services</b>                       | <b>\$ 5,762,024</b>        | <b>\$ 5,721,705</b>        | <b>\$ 4,276,992</b>             | <b>\$ 1,444,713</b>           | <b>74.75%</b>         |
| <b>Maintenance and Operation of Plant</b>           |                            |                            |                                 |                               |                       |
| Personal Services                                   | \$ 1,960,333               | \$ 2,000,986               | \$ 1,718,285                    | \$ 282,701                    | 85.87%                |
| Equipment   | \$ -                       | \$ 3,788                   | \$ 4,442                        | \$ 859,158                    | 0.00%                 |
| Contractual Expenses                                | \$ 882,388                 | \$ 863,600                 | \$ 516,434                      | \$ 355,041                    | 0.00%                 |
| Employee Benefits                                   | \$ 871,475                 | \$ 871,475                 | \$ 550,355                      | \$ 321,120                    | 63.15%                |
| <b>Total Maintenance and<br/>Operation of Plant</b> | <b>\$ 3,714,196</b>        | <b>\$ 3,739,849</b>        | <b>\$ 2,789,516</b>             | <b>\$ 1,818,020</b>           | <b>74.59%</b>         |
| <b>Institutional Support</b>                        |                            |                            |                                 |                               |                       |
| Personal Services                                   | \$ 1,505,250               | \$ 1,500,250               | \$ 1,221,670                    | \$ 278,580                    | 81.43%                |
| Equipment   | \$ -                       | \$ 1,222                   | \$ 1,222                        | \$ -                          | 0.00%                 |
| Contractual Expenses                                | \$ 272,243                 | \$ 260,271                 | \$ 193,845                      | \$ 66,426                     | 74.48%                |
| Employee Benefits                                   | \$ 729,738                 | \$ 729,738                 | \$ 392,583                      | \$ 337,155                    | 53.80%                |
| <b>Total Institutional Support</b>                  | <b>\$ 2,507,231</b>        | <b>\$ 2,491,481</b>        | <b>\$ 1,809,320</b>             | <b>\$ 682,161</b>             | <b>72.62%</b>         |

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
 APPROPRIATIONS 2017-2018  
 FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2018**

|   | PER CENT YEAR              |                            |                                 |                               |                       | 83.00% |
|---|----------------------------|----------------------------|---------------------------------|-------------------------------|-----------------------|--------|
|   | <u>Original<br/>Budget</u> | <u>Modified<br/>Budget</u> | <u>Expenditures<br/>To Date</u> | <u>Unexpended<br/>Balance</u> | <u>%<br/>Expended</u> |        |
| <b>General Institutional Services</b>           |                            |                            |                                 |                               |                       |        |
| Personal Services                               | \$ 1,978,689               | \$ 2,001,513               | \$ 1,487,143                    | \$ 514,370                    | 74.30%                |        |
| Equipment                                       | \$ 61,714                  | \$ 61,714                  | \$ 36,095                       | \$ 25,619                     | 0.00%                 |        |
| Contractual Expenses                            | \$ 1,093,324               | \$ 1,151,814               | \$ 888,853                      | \$ 262,961                    | 77.17%                |        |
| Employee Benefits                               | \$ 842,085                 | \$ 839,905                 | \$ 484,213                      | \$ 355,692                    | 57.65%                |        |
| <b>Total General<br/>Institutional Services</b> | <b>\$ 3,975,812</b>        | <b>\$ 4,054,946</b>        | <b>\$ 2,896,304</b>             | <b>\$ 1,158,642</b>           | <b>71.43%</b>         |        |
| <b>TOTAL APPROPRIATIONS</b>                     | <b>\$ 40,857,954</b>       | <b>\$ 40,857,954</b>       | <b>\$ 33,386,945</b>            | <b>\$ 8,338,696</b>           | <b>81.71%</b>         |        |

**2017-2018 APPROPRIATIONS  
SCHEDULE OF EMPLOYEE BENEFITS**

|                                | <u>Original<br/>Budget</u> | <u>Modified<br/>Budget</u> | <u>Expenditures<br/>To Date</u> | <u>Unexpended<br/>Balance</u> | <u>%<br/>Expended</u> |  |
|--------------------------------|----------------------------|----------------------------|---------------------------------|-------------------------------|-----------------------|--|
| Retirement Incentives          | \$ 250,000                 | \$ 250,000                 | \$ 253,938                      | \$ (3,938)                    | 0.00%                 |  |
| State Employee's Retirement    | \$ 1,005,000               | \$ 1,005,000               | \$ 709,702                      | \$ 295,298                    | 70.62%                |  |
| State Teacher's Retirement     | \$ 280,000                 | \$ 280,000                 | \$ 190,323                      | \$ 89,677                     | 67.97%                |  |
| Optional Retirement Fund       | \$ 1,081,884               | \$ 1,081,884               | \$ 1,056,965                    | \$ 24,919                     | 97.70%                |  |
| Social Security                | \$ 1,488,882               | \$ 1,488,882               | \$ 1,451,253                    | \$ 37,629                     | 97.47%                |  |
| Workers Compensation           | \$ 167,000                 | \$ 167,000                 | \$ 64,956                       | \$ 102,044                    | 38.90%                |  |
| Misc Employee Benefits         | \$ 92,000                  | \$ 92,000                  | \$ 45,792                       | \$ 46,208                     | 49.77%                |  |
| Disability Insurance           | \$ 11,500                  | \$ 11,500                  | \$ 13,590                       | \$ (2,090)                    | 118.17%               |  |
| Hospital and Medical Insurance | \$ 3,974,428               | \$ 3,974,428               | \$ 4,169,730                    | \$ (195,302)                  | 104.91%               |  |
| Employee Tuition Benefits      | \$ 105,000                 | \$ 105,000                 | \$ 126,145                      | \$ (21,145)                   | 120.14%               |  |
| Life Insurance                 | \$ 10,000                  | \$ 10,000                  | \$ 10,480                       | \$ (480)                      | 104.80%               |  |
| Vacation Benefits              | \$ 120,000                 | \$ 120,000                 | \$ 103,518                      | \$ 16,482                     | 86.27%                |  |
| Unemployment Insurance         | \$ 56,000                  | \$ 56,000                  | \$ 46,234                       | \$ 9,766                      | 0.00%                 |  |
| <b>Total Employee Benefits</b> | <b>\$ 8,641,694</b>        | <b>\$ 8,641,694</b>        | <b>\$ 8,242,626</b>             | <b>\$ 399,068</b>             | <b>95.38%</b>         |  |

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**REVENUE 2017-2018**  
**FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2018**

|  | <b>Budget<br/>Adopted</b> | <b>Modified<br/>Budget</b> | <b>Realized<br/>To Date</b> | <b>To Be<br/>Realized</b> | <b>%<br/>Realized</b> |
|--|---------------------------|----------------------------|-----------------------------|---------------------------|-----------------------|
| <b>Tuition</b>                         |                           |                            |                             |                           |                       |
| Fall & Spring                          | \$16,510,088              | \$16,510,088               | \$ 16,708,146               | \$ (198,058)              | 101.20%               |
| Winter                                 | \$108,400                 | \$108,400                  | \$ 111,090                  |                           |                       |
| Summer                                 | 1,134,293                 | 1,134,293                  | \$ 1,062,438                | \$ 71,855                 | 93.67%                |
| Nonresident Tuition                    | 1,252,350                 | 1,252,350                  | \$ 1,697,783                | \$ (445,433)              | 135.57%               |
| Student Fee Revenue (Tech Fee)         | 1,395,040                 | 1,395,040                  | \$ 1,364,987                | \$ 30,053                 | 97.85%                |
| <b>Total Tuition</b>                   | <b>20,400,171</b>         | <b>20,400,171</b>          | <b>\$ 20,944,444</b>        | <b>\$ (541,583)</b>       | <b>102.67%</b>        |
| <b>Government Appropriations</b>       |                           |                            |                             |                           |                       |
| New York State                         | 10,501,648                | 10,501,648                 | \$ 10,508,675               | \$ (7,027)                | 100.07%               |
| Local Sponsors                         | 4,650,364                 | 4,650,364                  | \$ 3,069,240                | \$ 1,581,124              | 66.00%                |
| Appropriated Cash Surplus              | 4,143,120                 | 4,143,120                  | \$ -                        | \$ 4,143,120              |                       |
| Charges to Other Counties              | 246,503                   | 246,503                    | \$ 3,940,571                | \$ (3,694,068)            | 1598.59%              |
| Board Designated Reserves              | 161,714                   | 161,714                    | \$ 161,714                  | \$ -                      | 100.00%               |
| <b>Total Government Appropriations</b> | <b>19,703,349</b>         | <b>19,703,349</b>          | <b>\$ 17,680,200</b>        | <b>\$ 2,023,149</b>       | <b>89.73%</b>         |
| <b>Other Revenues</b>                  |                           |                            |                             |                           |                       |
| Service Fees                           | 110,320                   | 110,320                    | \$ 88,028                   | \$ 22,292                 | 79.79%                |
| Interest Earnings                      | 3,000                     | 3,000                      | \$ 3,305                    | \$ (305)                  | 110.17%               |
| Rental of Real Property                | 7,000                     | 7,000                      | \$ 18,650                   | \$ (11,650)               | 266.43%               |
| Contract Courses                       | 97,000                    | 97,000                     | \$ 193,988                  | \$ (96,988)               | 199.99%               |
| Noncredit Tuition                      | 328,000                   | 328,000                    | \$ 129,513                  | \$ 198,487                | 39.49%                |
| Grant Offsets                          | 142,829                   | 142,829                    | \$ 141,875                  | \$ 954                    | 99.33%                |
| Unclassified Revenues                  | 66,285                    | 66,285                     | \$ 73,149                   | \$ (6,864)                | 110.36%               |
| <b>Total Other Revenues</b>            | <b>754,434</b>            | <b>754,434</b>             | <b>\$ 648,508</b>           | <b>\$ 105,926</b>         | <b>85.96%</b>         |
| <b>TOTAL REVENUES</b>                  | <b>\$40,857,954</b>       | <b>\$40,857,954</b>        | <b>\$ 39,273,152</b>        | <b>\$ 1,587,492</b>       | <b>96.12%</b>         |

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2018**

|  | <u>JUNE</u>         | <u>JULY</u>         | <u>AUGUST</u>       | <u>SEPTEMBER</u>    | <u>OCTOBER</u>      |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b><u>CASH BALANCE - BEGINNING OF PERIOD</u></b>     | \$ 1,644,458        | \$ 3,327,320        | \$ 3,514,911        | \$ 1,613,444        | \$ 5,042,577        |
| <b><u>RECEIPTS</u></b>                               |                     |                     |                     |                     |                     |
| Student Accounts Receivable                          | \$ 573,398          | \$ 500,000          | \$ 500,000          | \$ 500,000          | \$ 500,000          |
| Student Financial Aid                                | \$ 709,396          | \$ 1,000,000        | \$ -                | \$ 5,000,000        | \$ 2,000,000        |
| Sponsor Payments                                     | \$ -                | \$ 1,162,591        | \$ 418,533          | \$ -                | \$ -                |
| Chargebacks to Other Counties                        | \$ 633,401          | \$ 100,000          | \$ 75,000           | \$ 15,000           | \$ 15,000           |
| State Aid  | \$ 2,612,785        |                     | \$ -                | \$ 2,614,133        | \$ -                |
| Repayment of Grant Fund Advances                     | \$ 206,124          | \$ -                | \$ -                | \$ -                | \$ -                |
| Repayment of Capital Fund Advances                   | \$ -                | \$ 300,000          | \$ 300,000          | \$ 300,000          | \$ 300,000          |
| Other Receipts                                       | \$ 465,873          | \$ 150,000          | \$ 75,000           | \$ 130,000          | \$ 130,000          |
| <b>Projected Cash Receipts</b>                       | <b>\$ 5,200,977</b> | <b>\$ 3,212,591</b> | <b>\$ 1,368,533</b> | <b>\$ 8,559,133</b> | <b>\$ 2,945,000</b> |
| <b><u>DISBURSEMENTS</u></b>                          |                     |                     |                     |                     |                     |
| Payments to Students                                 | \$ 127,326          | \$ 120,000          | \$ 100,000          | \$ 95,000           | \$ 95,000           |
| Accounts Payable                                     | \$ 1,700,775        | \$ 1,000,000        | \$ 1,200,000        | \$ 3,000,000        | \$ 1,700,000        |
| Payroll and Fringe Benefits                          | \$ 1,650,415        | \$ 1,900,000        | \$ 1,900,000        | \$ 1,900,000        | \$ 1,900,000        |
| Grant Fund Advances                                  | \$ -                | \$ 5,000            | \$ 20,000           | \$ 35,000           | \$ 35,000           |
| Capital Fund Advances                                | \$ 39,598           | \$ -                | \$ 50,000           | \$ 100,000          | \$ 100,000          |
| <b>Projected Cash Disbursements</b>                  | <b>\$ 3,518,114</b> | <b>\$ 3,025,000</b> | <b>\$ 3,270,000</b> | <b>\$ 5,130,000</b> | <b>\$ 3,830,000</b> |
| <b><u>PROJECTED CASH BALANCE - END OF PERIOD</u></b> |                     |                     |                     |                     |                     |
| MONEY MARKET/ SAVINGS                                | \$ 3,277,282        | \$ 3,464,872        | \$ 1,563,415        | \$ 4,992,547        | \$ 4,107,546        |
| CASH IN TIME DEPOSITS                                | \$ 50,038           | \$ 50,039           | \$ 50,029           | \$ 50,030           | \$ 50,031           |
| <b>TOTAL CASH IN TIME DEPOSITS</b>                   | <b>\$ 3,327,320</b> | <b>\$ 3,514,911</b> | <b>\$ 1,613,444</b> | <b>\$ 5,042,577</b> | <b>\$ 4,157,577</b> |



**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**TREASURER'S REPORT**

**JULY 31, 2018**

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

JULY 31, 2018

|                      |          |
|----------------------|----------|
| NARRATIVE HIGHLIGHTS | PAGE 1   |
| BALANCE SHEET        | PAGE 2   |
| APPROPRIATIONS       | PAGE 3-4 |
| REVENUES             | PAGE 5   |
| CASH FORECAST        | PAGE 6   |

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$932,721 in a money market savings account averaging .20% interest earnings for July and \$2,558,131 in savings. The maximum amount available for investment will fluctuate with a peak of \$5,019,000 available over the next four months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$2,843,881 is an decrease from \$3,504,157. Student receivables are underwritten by various funding agencies such as TAP, PELL, TRA, Student Loan and local employers.

DUE FROM OTHER GOVERNMENTS AND FUNDS - (PAGE 3)

Out of county chargebacks have an outstanding balance of \$89,571. The interfunds account balance of \$2,014,534 consists of federal, state grant and capital payments made by the current operating fund. Reimbursement from other funds is in transit at the end of each period.

LIABILITIES - (PAGE 3)

Payroll Liabilities include amounts due to retirement systems (New York State Retirement and the TIAA-CREF), governmental agencies for payroll-related liabilities, and accrued vacation. Student Financial Aid Liabilities primarily consists of NYS TAP rosters received, and not yet disbursed. Accrued Liabilities represents miscellaneous liabilities such as amounts due to FSA, and various reserves. Due to State governments represents overpayment of state aid in the prior year.

FUND BALANCE - (PAGE 3)

The current fund balance represents surplus revenues over expenditures from prior years.

TOTAL EXPENDITURES - (PAGES 4-6)

As of July 31, total expenditures amounted to \$35,652,806 or 87.3% of the 2017-2108 budget. Comparable expenditures for same period last year were \$35,821,797 or 86.2% of the 2016-2017 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$40,496,935 or 99.1% of the revenue budget. Prior year revenues were \$40,349,532 or 100.4% of total budgeted revenue.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
BALANCE SHEET  
FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2018**

|                                      | Current<br>Month<br>7/31/2018 | Previous<br>Month<br>6/30/2018 | Previous<br>Year<br>7/31/2017 |
|--------------------------------------|-------------------------------|--------------------------------|-------------------------------|
| <b>ASSETS</b>                        |                               |                                |                               |
| Cash in Demand Deposit               | 932,721                       | 644,148                        | \$ 601,593                    |
| Cash in Time Deposits                | 2,558,131                     | 2,681,943                      | \$ 3,664,859                  |
| Petty Cash                           | 1,229                         | 1,229                          | \$ 1,229                      |
| Accounts Receivable--Students        | 2,843,881                     | 3,504,157                      | \$ 2,211,037                  |
| Accounts Receivable--Misc.           | 4,060,702                     | 4,052,652                      | \$ 5,759,305                  |
| Prepaid Expenses                     | 33,278                        | 20,282                         | \$ 27,481                     |
| Due From Other Funds                 | 2,014,534                     | 2,096,874                      | \$ 2,605,133                  |
| Due From Sponsor Governments         | 89,571                        |                                | \$ -                          |
| Due From State Governments           |                               |                                | \$ -                          |
| Due From Other Governments           |                               | 65,563                         | \$ 167,019                    |
| <b>TOTAL ASSETS</b>                  | <b>\$ 12,534,047</b>          | <b>\$13,066,848</b>            | <b>\$ 15,037,656</b>          |
| <b>LIABILITIES AND SURPLUS</b>       |                               |                                |                               |
| Vouchers Payable                     | 0                             | 0                              | \$ 175                        |
| Payroll Liabilities                  | 1,638,296                     | 1,591,433                      | \$ 2,490,288                  |
| Student Financial Aid Liabilities    | 1,003,734                     | 172,412                        | \$ 1,188,691                  |
| Accrued Liabilities                  | 3,695,952                     | 3,730,604                      | \$ 5,561,177                  |
| Due to Other Funds                   | 1,050,998                     | 1,127,908                      | \$ 1,457,339                  |
| Due to State Governments             |                               |                                | \$ -                          |
| Student Tuition Collected in Advance | (87,929)                      | (34,140)                       | \$ (115,812)                  |
| Restatement of Net Position          | 121,807                       | 121,807                        | \$ 237,944                    |
| Board Designated Fund Balance        | 691,697                       | 691,697                        | \$ 593,343                    |
| Undesignated Fund Balance            | 1,468,842                     | 1,468,842                      | \$ 1,369,461                  |
| Revenue Over (Under) Expenditures    | 2,950,650                     | 4,196,285                      | \$ 2,255,050                  |
| <b>TOTAL LIABILITIES AND SURPLUS</b> | <b>\$ 12,534,047</b>          | <b>\$13,066,848</b>            | <b>\$ 15,037,656</b>          |

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**APPROPRIATIONS 2017-2018**  
**FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2018**

|   | PER CENT YEAR              |                            |                                 |                               |                       | 92.00% |
|---|----------------------------|----------------------------|---------------------------------|-------------------------------|-----------------------|--------|
|   | <u>Original<br/>Budget</u> | <u>Modified<br/>Budget</u> | <u>Expenditures<br/>To Date</u> | <u>Unexpended<br/>Balance</u> | <u>%<br/>Expended</u> |        |
| <b>Instruction</b>                                  |                            |                            |                                 |                               |                       |        |
| Personal Services                                   | \$ 9,018,744               | \$ 8,979,076               | 8,383,358                       | \$ 595,718                    | 93.37%                |        |
| Equipment   | \$ -                       | \$ 1,800                   | \$ 1,724                        | \$ 76                         | 0.00%                 |        |
| Contractual Expenses                                | \$ 8,318,116               | \$ 8,320,697               | 8,950,481                       | \$ (629,784)                  | 107.57%               |        |
| Employee Benefits                                   | \$ 4,037,556               | \$ 4,037,556               | 2,678,481                       | \$ 1,359,075                  | 66.34%                |        |
| <b>Total Instruction</b>                            | <b>\$ 21,374,416</b>       | <b>\$ 21,339,129</b>       | <b>\$ 20,014,044</b>            | <b>\$ 1,325,085</b>           | <b>93.79%</b>         |        |
| <b>Academic Support</b>                             |                            |                            |                                 |                               |                       |        |
| Personal Services                                   | \$ 1,612,897               | \$ 1,607,386               | 1,331,531                       | \$ 275,855                    | 82.84%                |        |
| Equipment   | \$ -                       | \$ -                       | 648                             | \$ (648)                      | 0.00%                 |        |
| Contractual Expenses                                | \$ 357,930                 | \$ 345,210                 | 262,879                         | \$ 82,331                     | 76.15%                |        |
| Employee Benefits                                   | \$ 710,004                 | \$ 710,004                 | 429,305                         | \$ 280,699                    | 60.47%                |        |
| <b>Total Academic Support</b>                       | <b>\$ 2,680,831</b>        | <b>\$ 2,662,600</b>        | <b>\$ 2,024,363</b>             | <b>\$ 638,237</b>             | <b>76.03%</b>         |        |
| <b>Libraries</b>                                    |                            |                            |                                 |                               |                       |        |
| Personal Services                                   | \$ 466,614                 | \$ 475,147                 | 426,940                         | \$ 48,207                     | 89.85%                |        |
| Equipment   | \$ -                       | \$ 525                     | 525                             | \$ -                          | 0.00%                 |        |
| Contractual Expenses                                | \$ 170,446                 | \$ 166,188                 | 150,617                         | \$ 15,571                     | 90.63%                |        |
| Employee Benefits                                   | \$ 206,384                 | \$ 206,384                 | 136,621                         | \$ 69,763                     | 66.20%                |        |
| <b>Total Libraries</b>                              | <b>\$ 843,444</b>          | <b>\$ 848,244</b>          | <b>\$ 714,703</b>               | <b>\$ 133,541</b>             | <b>84.26%</b>         |        |
| <b>Student Services</b>                             |                            |                            |                                 |                               |                       |        |
| Personal Services                                   | \$ 3,009,652               | \$ 2,987,723               | 2,782,736                       | \$ 204,987                    | 93.14%                |        |
| Equipment   | \$ -                       | \$ -                       | \$ -                            | \$ -                          | 0.00%                 |        |
| Contractual Expenses                                | \$ 1,507,920               | \$ 1,489,530               | 981,530                         | \$ 508,000                    | 65.90%                |        |
| Employee Benefits                                   | \$ 1,244,452               | \$ 1,244,452               | 892,892                         | \$ 351,560                    | 71.75%                |        |
| <b>Total Student Services</b>                       | <b>\$ 5,762,024</b>        | <b>\$ 5,721,705</b>        | <b>\$ 4,657,158</b>             | <b>\$ 1,064,547</b>           | <b>81.39%</b>         |        |
| <b>Maintenance and Operation of Plant</b>           |                            |                            |                                 |                               |                       |        |
| Personal Services                                   | \$ 1,960,333               | \$ 2,000,986               | \$ 1,868,527                    | \$ 132,459                    | 93.38%                |        |
| Equipment   | \$ -                       | \$ 3,788                   | \$ 4,442                        | \$ 859,158                    | 0.00%                 |        |
| Contractual Expenses                                | \$ 882,388                 | \$ 863,600                 | \$ 639,176                      | \$ 232,299                    | 0.00%                 |        |
| Employee Benefits                                   | \$ 871,475                 | \$ 871,475                 | \$ 598,433                      | \$ 273,042                    | 68.67%                |        |
| <b>Total Maintenance and<br/>Operation of Plant</b> | <b>\$ 3,714,196</b>        | <b>\$ 3,739,849</b>        | <b>\$ 3,110,578</b>             | <b>\$ 1,496,958</b>           | <b>83.17%</b>         |        |
| <b>Institutional Support</b>                        |                            |                            |                                 |                               |                       |        |
| Personal Services                                   | \$ 1,505,250               | \$ 1,500,250               | \$ 1,353,312                    | \$ 146,938                    | 90.21%                |        |
| Equipment   | \$ -                       | \$ 1,222                   | \$ 1,222                        | \$ -                          | 0.00%                 |        |
| Contractual Expenses                                | \$ 272,243                 | \$ 260,271                 | \$ 214,672                      | \$ 45,599                     | 82.48%                |        |
| Employee Benefits                                   | \$ 729,738                 | \$ 729,738                 | \$ 434,708                      | \$ 295,030                    | 59.57%                |        |
| <b>Total Institutional Support</b>                  | <b>\$ 2,507,231</b>        | <b>\$ 2,491,481</b>        | <b>\$ 2,003,914</b>             | <b>\$ 487,567</b>             | <b>80.43%</b>         |        |

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
 APPROPRIATIONS 2017-2018  
 FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2018**

|   | <u>Original<br/>Budget</u> | <u>Modified<br/>Budget</u> | <u>Expenditures<br/>To Date</u> | <u>Unexpended<br/>Balance</u> | <u>PER CENT YEAR</u> | <u>92.00%</u> |
|---|----------------------------|----------------------------|---------------------------------|-------------------------------|----------------------|---------------|
| <b>General Institutional Services</b>           |                            |                            |                                 |                               |                      |               |
| Personal Services                               | \$ 1,978,689               | \$ 2,001,513               | \$ 1,617,941                    | \$ 383,572                    | 80.84%               |               |
| Equipment                                       | \$ 61,714                  | \$ 61,714                  | \$ 36,095                       | \$ 25,619                     | 0.00%                |               |
| Contractual Expenses                            | \$ 1,093,324               | \$ 1,151,814               | \$ 946,944                      | \$ 204,870                    | 82.21%               |               |
| Employee Benefits                               | \$ 842,085                 | \$ 839,905                 | \$ 527,066                      | \$ 312,839                    | 62.75%               |               |
| <b>Total General<br/>Institutional Services</b> | <b>\$ 3,975,812</b>        | <b>\$ 4,054,946</b>        | <b>\$ 3,128,046</b>             | <b>\$ 926,900</b>             | <b>77.14%</b>        |               |
| <b>TOTAL APPROPRIATIONS</b>                     | <b>\$ 40,857,954</b>       | <b>\$ 40,857,954</b>       | <b>\$ 35,652,806</b>            | <b>\$ 6,072,835</b>           | <b>87.26%</b>        |               |

**2017-2018 APPROPRIATIONS**  
**SCHEDULE OF EMPLOYEE BENEFITS**

|                                | <u>Original<br/>Budget</u> | <u>Modified<br/>Budget</u> | <u>Expenditures<br/>To Date</u> | <u>Unexpended<br/>Balance</u> | <u>%<br/>Expended</u> |
|--------------------------------|----------------------------|----------------------------|---------------------------------|-------------------------------|-----------------------|
| Retirement Incentives          | \$ 250,000                 | \$ 250,000                 | \$ 253,938                      | \$ (3,938)                    | 0.00%                 |
| State Employee's Retirement    | \$ 1,005,000               | \$ 1,005,000               | \$ 709,702                      | \$ 295,298                    | 70.62%                |
| State Teacher's Retirement     | \$ 280,000                 | \$ 280,000                 | \$ 190,323                      | \$ 89,677                     | 67.97%                |
| Optional Retirement Fund       | \$ 1,081,884               | \$ 1,081,884               | \$ 1,056,965                    | \$ 24,919                     | 97.70%                |
| Social Security                | \$ 1,488,882               | \$ 1,488,882               | \$ 1,451,253                    | \$ 37,629                     | 97.47%                |
| Workers Compensation           | \$ 167,000                 | \$ 167,000                 | \$ 64,956                       | \$ 102,044                    | 38.90%                |
| Misc Employee Benefits         | \$ 92,000                  | \$ 92,000                  | \$ 45,792                       | \$ 46,208                     | 49.77%                |
| Disability Insurance           | \$ 11,500                  | \$ 11,500                  | \$ 13,590                       | \$ (2,090)                    | 118.17%               |
| Hospital and Medical Insurance | \$ 3,974,428               | \$ 3,974,428               | \$ 4,169,730                    | \$ (195,302)                  | 104.91%               |
| Employee Tuition Benefits      | \$ 105,000                 | \$ 105,000                 | \$ 126,145                      | \$ (21,145)                   | 120.14%               |
| Life Insurance                 | \$ 10,000                  | \$ 10,000                  | \$ 10,480                       | \$ (480)                      | 104.80%               |
| Vacation Benefits              | \$ 120,000                 | \$ 120,000                 | \$ 103,518                      | \$ 16,482                     | 86.27%                |
| Unemployment Insurance         | \$ 56,000                  | \$ 56,000                  | \$ 46,234                       | \$ 9,766                      | 0.00%                 |
| <b>Total Employee Benefits</b> | <b>\$ 8,641,694</b>        | <b>\$ 8,641,694</b>        | <b>\$ 8,242,626</b>             | <b>\$ 399,068</b>             | <b>95.38%</b>         |

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**REVENUE 2017-2018**  
**FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2018**

|  | <b>Budget<br/>Adopted</b> | <b>Modified<br/>Budget</b> | <b>Realized<br/>To Date</b> | <b>To Be<br/>Realized</b> | <b>%<br/>Realized</b> |
|--|---------------------------|----------------------------|-----------------------------|---------------------------|-----------------------|
| <b>Tuition</b>                         |                           |                            |                             |                           |                       |
| Fall & Spring                          | \$16,510,088              | \$16,510,088               | \$ 16,703,713               | \$ (193,625)              | 101.17%               |
| Winter                                 | \$108,400                 | \$108,400                  | \$ 111,090                  |                           |                       |
| Summer                                 | 1,134,293                 | 1,134,293                  | \$ 1,054,761                | \$ 79,532                 | 92.99%                |
| Nonresident Tuition                    | 1,252,350                 | 1,252,350                  | \$ 1,682,235                | \$ (429,885)              | 134.33%               |
| Student Fee Revenue (Tech Fee)         | 1,395,040                 | 1,395,040                  | \$ 1,363,293                | \$ 31,747                 | 97.72%                |
|  |                           |                            | \$ -                        |                           |                       |
| <b>Total Tuition</b>                   | <b>20,400,171</b>         | <b>20,400,171</b>          | <b>\$ 20,915,092</b>        | <b>\$ (512,231)</b>       | <b>102.52%</b>        |
| <b>Government Appropriations</b>       |                           |                            |                             |                           |                       |
| New York State                         | 10,501,648                | 10,501,648                 | \$ 10,508,675               | \$ (7,027)                | 100.07%               |
| Local Sponsors                         | 4,650,364                 | 4,650,364                  | \$ 4,231,831                | \$ 418,533                | 91.00%                |
| Appropriated Cash Surplus              | 4,143,120                 | 4,143,120                  | \$ -                        | \$ 4,143,120              |                       |
| Charges to Other Counties              | 246,503                   | 246,503                    | \$ 4,018,191                | \$ (3,771,688)            | 1630.08%              |
| Board Designated Reserves              | 161,714                   | 161,714                    | \$ 161,714                  | \$ -                      | 100.00%               |
| <b>Total Government Appropriations</b> | <b>19,703,349</b>         | <b>19,703,349</b>          | <b>\$ 18,920,411</b>        | <b>\$ 782,938</b>         | <b>96.03%</b>         |
| <b>Other Revenues</b>                  |                           |                            |                             |                           |                       |
| Service Fees                           | 110,320                   | 110,320                    | \$ 90,673                   | \$ 19,647                 | 82.19%                |
| Interest Earnings                      | 3,000                     | 3,000                      | \$ 3,680                    | \$ (680)                  | 122.67%               |
| Rental of Real Property                | 7,000                     | 7,000                      | \$ 18,905                   | \$ (11,905)               | 270.07%               |
| Contract Courses                       | 97,000                    | 97,000                     | \$ 196,237                  | \$ (99,237)               | 202.31%               |
| Noncredit Tuition                      | 328,000                   | 328,000                    | \$ 134,510                  | \$ 193,490                | 41.01%                |
| Grant Offsets                          | 142,829                   | 142,829                    | \$ 142,203                  | \$ 626                    | 99.56%                |
| Unclassified Revenues                  | 66,285                    | 66,285                     | \$ 75,224                   | \$ (8,939)                | 113.49%               |
| <b>Total Other Revenues</b>            | <b>754,434</b>            | <b>754,434</b>             | <b>\$ 661,432</b>           | <b>\$ 93,002</b>          | <b>87.67%</b>         |
| <b>TOTAL REVENUES</b>                  | <b>\$40,857,954</b>       | <b>\$40,857,954</b>        | <b>\$ 40,496,935</b>        | <b>\$ 363,709</b>         | <b>99.12%</b>         |

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2018**

|  | <u>JULY</u>         | <u>AUGUST</u>       | <u>SEPTEMBER</u>    | <u>OCTOBER</u>      | <u>NOVEMBER</u>     |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b><u>CASH BALANCE - BEGINNING OF PERIOD</u></b>     | <b>\$ 3,327,320</b> | <b>\$ 3,492,080</b> | <b>\$ 1,590,613</b> | <b>\$ 5,019,746</b> | <b>\$ 4,134,746</b> |
| <b><u>RECEIPTS</u></b>                               |                     |                     |                     |                     |                     |
| Student Accounts Receivable                          | \$ 492,454          | \$ 500,000          | \$ 500,000          | \$ 500,000          | \$ 500,000          |
| Student Financial Aid                                | \$ 1,132,737        | \$ -                | \$ 5,000,000        | \$ 2,000,000        | \$ 800,000          |
| Sponsor Payments                                     | \$ 1,162,591        | \$ 418,533          | \$ -                | \$ -                | \$ -                |
| Chargebacks to Other Counties                        | \$ 53,642           | \$ 75,000           | \$ 15,000           | \$ 15,000           | \$ 275,000          |
| State Aid  |                     | \$ -                | \$ 2,614,133        | \$ -                | \$ -                |
| Repayment of Grant Fund Advances                     | \$ 52,955           | \$ -                | \$ -                | \$ -                | \$ 95,000           |
| Repayment of Capital Fund Advances                   | \$ 23,072           | \$ 300,000          | \$ 300,000          | \$ 300,000          | \$ 300,000          |
| Other Receipts                                       | \$ 97,924           | \$ 75,000           | \$ 130,000          | \$ 130,000          | \$ 50,000           |
| <b>Projected Cash Receipts</b>                       | <b>\$ 3,015,375</b> | <b>\$ 1,368,533</b> | <b>\$ 8,559,133</b> | <b>\$ 2,945,000</b> | <b>\$ 2,020,000</b> |
| <b><u>DISBURSEMENTS</u></b>                          |                     |                     |                     |                     |                     |
| Payments to Students                                 | \$ 226,108          | \$ 100,000          | \$ 95,000           | \$ 95,000           | \$ 350,000          |
| Accounts Payable                                     | \$ 1,009,293        | \$ 1,200,000        | \$ 3,000,000        | \$ 1,700,000        | \$ 1,200,000        |
| Payroll and Fringe Benefits                          | \$ 1,615,214        | \$ 1,900,000        | \$ 1,900,000        | \$ 1,900,000        | \$ 1,900,000        |
| Grant Fund Advances                                  | \$ -                | \$ 20,000           | \$ 35,000           | \$ 35,000           | \$ 10,000           |
| Capital Fund Advances                                | \$ -                | \$ 50,000           | \$ 100,000          | \$ 100,000          | \$ 100,000          |
| <b>Projected Cash Disbursements</b>                  | <b>\$ 2,850,615</b> | <b>\$ 3,270,000</b> | <b>\$ 5,130,000</b> | <b>\$ 3,830,000</b> | <b>\$ 3,560,000</b> |
| <b><u>PROJECTED CASH BALANCE - END OF PERIOD</u></b> |                     |                     |                     |                     |                     |
| MONEY MARKET/ SAVINGS                                | \$ 3,442,041        | \$ 1,540,584        | \$ 4,969,716        | \$ 4,084,715        | \$ 2,544,714        |
| CASH IN TIME DEPOSITS                                | \$ 50,039           | \$ 50,029           | \$ 50,030           | \$ 50,031           | \$ 50,032           |
| <b>TOTAL CASH IN TIME DEPOSITS</b>                   | <b>\$ 3,492,080</b> | <b>\$ 1,590,613</b> | <b>\$ 5,019,746</b> | <b>\$ 4,134,746</b> | <b>\$ 2,594,746</b> |



College Forum Report  
Board of Trustees  
October 18, 2018

The first meeting of the College Forum took place on September 14. Sheila Abbey was elected to co-chair with Ashley Ahola.

The noon fall semester meeting dates were approved:

- Friday, September 28
- Friday, October 12
- Friday, October 26
- Friday, November 9
- Friday, December 7

Meetings are open and take place in the Ronald W. Space Board room.

Discussion took place regarding the Middle States feedback and reviewed their recommendations. Ashley Ahola shared information that she secured from Finger Lakes Community College and Monroe Community College regarding their shared governance. Aaron Decker noted that he had spoken with a colleague from Mohawk Valley Community College (MVCC) and that they passed the Middle States review with no shared governance recommendations and they also received the 2018 SUNY Shared Governance Award. Sheila Abbey will reach out to MVCCC's shared governance chair for additional information. The College Forum will also be reviewing their by-laws this year.

Members signed up to assist with the upcoming SUNY Chancellor's/Board of Trustees Excellence Awards.

At the September 28 meeting, Greg McCalley, Vice President of Student Services attended. Members had the opportunity to meet him and learn about his duties at the College. He answered questions about the student activities area transition and the feedback he has received from students. There was discussion about how to connect residence life students and commuter students. Also on how to make commuter students feel like they are part of the college.

Patty Tvaroha, Wellness Council co-chair reviewed the expansion of the Panther Food Pantry. The group visited the newly expanded area and Matt Kiechle, Wellness Council co-chair provided a tour and explained that with the support of the Food Bank of the Southern Tier and the TC3 Farm donating fresh produce, the Food Pantry is able to expand the amount of food a student is able to receive each week.

Two students are interested in serving on the College Forum and we look forward to their participation. We are pursuing Adjunct representation to the College Forum.

Respectfully submitted,

Sheila Abbey and Ashley Ahola  
College Forum co-chairs

Foundation Report  
Board of Trustees  
October 18, 2018

The Coltivare Task Force met on September 25 and a Property Management Committee meeting took place on October 1.

The first direct mail solicitation piece was mailed this week, and the focus was on the Panther Food Pantry.

The fall Scholarship Ceremony took place on October 12. The Foundation awarded 74 scholarships totaling over \$100,000 to 68 students.

A joint Executive Committee and Finance Committee meeting took place on Monday, October 15.

Final plans for the October 25 Foundation Board Retreat are underway.

Our in-house annual campaign kick-off is scheduled for Wednesday, November 14.