

## 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, May 14, 2020

Conducted remotely via Zoom due to COVID19

**5:00 Executive Session – Personnel items with no action to be taken**

**Regular Meeting @ 5:30 P.M.**

### AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Welcome Guests
5. Public Comment\*
6. Approval of Minutes
  - a. April 16, 2020 Regular meeting
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): NONE
9. Information Items:
  - a. Human Resources Updates

10. Consent Agenda (Action Items):
  - a. Capital Payments
  - b. Appointment of Personnel
  - c. Interim CFO's Report – Treasurer's Report (To be added)
  - d. Approval of Risk Management Micro-credential
  - e. Approval of TC3 Institutional Learning Outcomes Policy
  - f. 2020 Chancellor's/Trustees Award for Excellence in Adjunct Teaching – Marjolein Schat
  - g. 2020 Chancellor's/Trustees Award for Excellence in Classified Service – Teri Evener
  - h. 2020 Chancellor's/Trustees Award for Excellence in Professional Service – Jonathan Walz-Koeppel
  - i. 2020 Chancellor's/Trustees Award for Excellence in Teaching – Sandy Moser
  - j. 2020 Chancellor's/Trustees Award for Excellence in Teaching – Kerry Curran
  
11. Standing Reports:
  - a. Provost & Vice President of Academic Affairs – Paul Reifenheiser
  - b. Vice President Student Affairs & Faculty Student Association – Greg McCalley
  - c. Chief Diversity Officer Report – Seth Thompson
  - d. Director of Community Outreach and Engagement – Deb Mohlenhoff
  - e. College Senate – Ashley Ahola & Jonathan Walz-Koeppel
  - f. Tompkins Cortland Community College Foundation, Inc. – Matt McSherry
  - g. Chairman's Report – Raymond Schlather
  - h. Liaison Report (Cortland County) – Kevin Fitch
  - i. Liaison Report (Tompkins County) – Michael Lane
  - j. Student Trustee's Report – Lana Esho
  - k. President's Report (To be added)
  
12. Upcoming Events:

Next Board of Trustees Meeting – June 18, 2020
  
13. 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  
April 16, 2020  
Via Zoom and Conference Call Due to COVID19  
5:30 P.M.**

PRESENT: Roxann Buck, Elizabeth Burns, Judy Davison, Lana Esho, Arthur Kuckes, Schelley  
Michell-Nunn, Raymond Schlather

EXCUSED: Matt McSherry, Bruce Tytler

COUNTY

LIAISONS: Michael Lane

STAFF: Jan Brhel, Bryan Chambala, Sharon Clark, Tim Densmore, Julie Gerg, Greg  
McCalley, Mick McDaniel, Deb Mohlenhoff, Barbara Moose, Orinthia Montague,  
Paul Reifenheiser, Pat Sewell, Bill Talbot, Malvika Talwar, Jason Thayer, Seth  
Thompson, Peter Voorhees

GUESTS: None

1. **Call to Order:** The meeting was called to order at 5:37 p.m. by Chair Schlather in the  
Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Welcome Guests:** None
4. **Approval of Agenda:** Ms. Buck moved that the agenda be approved; seconded by  
Mr. Kuckes; motion carried unanimously.
5. **Public Comment:** None
6. **Approval of Minutes – March 10, 2020 Special Meeting:** Ms. Buck moved that the minutes  
of the March 10, 2020, special meeting be approved as presented; seconded by Ms. Burns;  
motion approved unanimously. **March 24, 2020 Regular Meeting:** Ms. Burns moved that the  
minutes of the March 24, 2020, regular meeting be approved as presented; seconded by Mr.  
Kuckes; motion approved unanimously.
7. **Communications:** None
8. **Presentations (routine, periodic reports or special topics of interest to the Board of  
Trustees):** None
9. **Information Items:**
  - a. **Human Resources Updates** – No discussion.
10. **Consent Agenda (Action Items):** Ms. Buck moved that the Consent Agenda be approved as  
submitted; seconded by Ms. Davison; the motion was called and carried unanimously.
  - a. **Capital Payments** – No discussion.
  - b. **Appointment of Personnel** – No discussion.

- c. **Interim CFO Report** – Bill Talbot discussed his report. In reviewing the February and March financial reports the College be able to finish the year closer to favorable to fund balance than originally predicted. There is a concern for the fall semester with students currently struggling to complete courses and may not be able to complete the work. If there is a drop in numbers due to a lower success levels, students may not come back in the fall as a continuing student and they could lose financial aid. We will need to look at how we get them caught up. If they need to retake the class in the fall, do we charge them? If we don't, there lost revenue. We don't know where we will be with the virus so we could be down students in the dorms. Worst case scenario is a 30% reduction in enrollment which would be a loss of \$3-4 million for fund balance. We could do just fine if there are no limitations and if people locally want to stay local and others who are unemployed may decide to go back to school. We have twice as many applications today as we did last year this time. It should be noted that all community colleges are having the same problem. Next spring enrollments could be up. Cash flow for July and August will be low and the College will be asking New York State for an early payment and the CARES Act should help. SUNY is giving everyone guidance for the CARES Act. There is concern with how we will be restricted in the manner in which we can use the money. The time frame on the release of those dollars is uncertain. Everything is a bit uncertain. Bill Talbot and President Montague will keep the Board of Trustees updated.

In further discussion it was noted there is outreach from Student Success for students who are struggling. Lana Esho said that besides the technology there is a lack of motivation by the students because they are uncomfortable with this type of on-line versus in-person interaction. This view is pervasive in the dorms. Julie Gerg shared the Foundation recently had a donor that expanded the helping hands fund that will cover needs that students have. The information will be relayed to students as to how to apply for the money. With the uncertainty of the COVID19 virus residential life may consider 2 students in a suite instead of 4 so we are able to hold to the social distance restrictions.

- d. **TC3 Sidewalk Project Bid Award** – In answer to questions on why the College needs to spend the money for this sidewalk project at this time, it was noted that during the Fire Department Inspection visit it was noticed that there was nowhere to stand in an emergency exit of the building or allow for a firetruck to get behind the building if there was snow. The College architect is familiar with the contractor for this bid.

## 11. Standing Reports:

- a. **Provost & Vice President of Academic Affairs** – Written Report provided. Faculty are echoing the students' views. Many students who struggled at first are/may slowly come back and be able to complete course work. Faculty have put forth an amazing effort to make this work. All staff have really worked as a team to be able to make this work. When Chair Schlather asked about the fall semester and social distancing in class size, Provost Paul Reifenheiser stated it will be difficult to do in many classrooms, students are already packed in but some of the larger classrooms will be okay. The big focus currently is on getting through this semester and then looking at what we need to do moving forward. Consideration is being given to having a mixed class where some students "web in" and others are seated in the class, such as Hyflex and/or Hybrid classes. We have time to prepare for this for the fall, unlike now where the shift was in mid-semester. Mr. Lane inquired about Global programs. It was noted that the College is bringing in a new coordinator on Monday to be in charge of working with the Global Connections program, and the Summer global program. We saw an increase in new students applying this year and

they would be here for 2 years. However, due to COVID19 they won't be able to be here this summer. There is a possibility of bringing them in the fall instead of the summer. The Disney program was cut short in the middle of this semester. Students in the program are looking at incompletes. These students will be okay as they may be able to do something in August or the fall or next spring. Chair Schlather noted that the Board of Trustees is grateful to the leadership and all the staff for making this work. As a follow up to Bill Talbot's financial report, the College may look at discounting classes for summer for new students who have never taken a class; those who didn't succeed in this spring semester may retake the class; students who did succeed get extra class, etc. We will need to look at if/how we can do this and may have to come back for Board of Trustees approval.

- b. **Faculty Student Association** – No Written report provided.
- c. **Vice President of Student Affairs** – Written report provided. Greg McCalley explained how Virtual rooms for registration and open reception have had a pretty good response from students. Currently registered 492 students. We are trying to figure out how to reach new students. Admissions staff are reaching out virtually to students. All schools are down 25-30%. The Athletic department is continuing to recruit new athletes and current athletes will receive another year of eligibility. At this point it is not sure when/if we will be able to offer camps or where fall sports will begin. Mental Health is seeing an uptick in the number of students they are seeing.
- d. **Chief Diversity Officer** – No Written report provided. Working to reach out to students and retain them and helped with the registration process. Women in Wednesday is being worked on. Man talk series is being done
- e. **Director of Community Outreach and Engagement** – No Written report provided. Finalized plans for a regional no contact drive thru for food on April 24<sup>th</sup>. All the logistics have been worked out – staff here will direct traffic; people need to sign up for this; 3 different stations and the left overs will go to our campus pantry. This will be good exposure for the college and we will let SUNY know what we are doing.
- f. **College Senate** – No Written Report provided.
- g. **Tompkins Cortland Community College Foundation, Inc.** – Written report provided.
- h. **Chairperson's Report** – Chairman Schlather reported he filled out a survey for NYCCT (New York Community College Trustees). He is impressed with the leadership at the College and all the staff, students, and Board members with all the connectivity.
- i. **Liaison Report (Cortland County)** – No report.
- j. **Liaison Report (Tompkins County)** – Mr. Lane said the county is working on the COVID issue like everywhere else. Testing has included from people from other counties. New mask requirement by the Governor will affect everyone. Some people have been donating the stimulus money to the Food Bank. The airport is cutting back on new flights. He thanked President Montague, Bill Talbot and others for attending the Tompkins County budget meeting.
- k. **Student Trustee's Report** – No written report provided. Lana Esho said thank you on behalf of the students to the entire team for making this transition possible.
- l. **President's Report** – Written Report provided. A team of staff went to Cortland County yesterday to discuss where we stand with the budget. It is anticipated that the College will do a zoom meeting for both counties Cortland County at Cortland Extension Center and Ithaca Extension Center for Tompkins County. SUNY Presidents calls will continue every Tuesday and Thursday. They need to recognize the Community College funding model is different than 4-year colleges. There is nothing that currently addresses a refund. We may be able to look at a reduced cost for the fall. There is frustration that the Community College voice isn't being heard. While we are to hold on staff and faculty hiring, we will continue to move forward on the Comptroller position. All faculty and staff have been responsive to the students' needs even when they are

going through losses themselves. Bill Talbot's contract is up August 31, 2020, but we still have more time to work with him in looking forward financially. The College has delayed commencement. Over 600 letters were sent to those students who have applied for graduation. The information has also be put on social media. We will keep them posted on what we are doing as we move forward. It was noted that former and current students and nursing staff went to New York City to help with the hospitals there.

**12. Upcoming Events** – No discussion.

**13. Adjournment:** Ms.Davison moved that the meeting be adjourned; seconded by Ms. Michell-Nunn; motion carried unanimously. The meeting adjourned at 7:12 p.m.

Respectfully submitted,

Jan Brhel  
Clerk of the Board of Trustees

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of May 19, 2020

**UNCLASSIFIED STAFF**

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Comptroller	June 2020	February 25, 2020	March 25, 2020	Conducting Zoom Interviews
Coordinator of Applied Learning Initiatives	Spring 2020	February 14, 2020	March 16, 2020	Accepting Applications
Director of Global Education and Initiatives	March 2020	November 22, 2019	January 6, 2020	Checking References
Instructor of Computer Science/Computer Information Systems	August 24, 2020	February 5, 2020	March 5, 2020	Accepting/Reviewing Applications
School Food Grant Coordinator	February 2020	December 13, 2019	January 13, 2020	Offer in Progress
Technology Support Associate	February 2020	December 18, 2019	January 20, 2020	PAUSE – COVID-19

**CLASSIFIED STAFF**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
None.			

**FACULTY STUDENT ASSOCIATION**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Assistant Coach, Men's Soccer	Athletics & Recreation	July 2020	Accepting Applications
Lifeguard	Athletics & Recreation	July 2020	Accepting Applications; Continuous Recruitment
Graduate Assistant	Residence Life/Student Center	July 2020	Accepting Applications; Continuous Recruitment
Substitute Teacher	Childcare	July 2020	Accepting Applications; Continuous Recruitment
College Health Services Registered Nurse	Health Center	July 2020	Conducting Interviews

**BISTRO**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Banquet Server	TC3 Bistro	May 2020	Accepting Applications
Banquet Bartender	TC3 Bistro	May 2020	Accepting Applications
Banquet Supervisor	TC3 Bistro	May 2020	Accepting Applications
Bartender	TC3 Bistro	May 2020	Accepting Applications
Busser/Food Runner	TC3 Bistro	May 2020	Accepting Applications
Dishwasher	TC3 Bistro	May 2020	Accepting Applications
Line Cook	TC3 Bistro	May 2020	Accepting Applications
Server	TC3 Bistro	May 2020	Accepting Applications
Host/Hostess	TC3 Bistro	May 2020	Accepting Applications



TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of May 19, 2020

**COMPLAINANT**

**SUBJECT**

**DISPOSITION**

None.

**FACULTY ASSOC.**

None.

**PAA**

None.

**TC3 ADJUNCT ASSOC.**

None.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CAPITAL PAYMENTS - MAY 2020**

	<b>AMOUNT</b>	<b>SUBTOTAL</b>	<b>GRAND TOTAL</b>
<hr/>			
<b>Childcare Facility Project</b>			
<b>Design/Architectural Services</b>			
Claudia Brenner Design (PO #31685) Architectural Design & Related Services Invoice #3249	\$1,352.50		
<b>Total Design/Architectural Services</b>		\$1,352.50	
<b>TOTAL CHILDCARE FACILITY PROJECT</b>			\$1,352.50
<b>TOTAL CAPITAL PAYMENTS</b>			\$1,352.50

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2019-2020-49**

**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:**

**SS:**

**COUNTY OF TOMPKINS:**

**I, JAN BRHEL, CLERK** of the Board of Trustees of Tompkins Cortland Community College, **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 14<sup>th</sup> day of May 2020, 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 14<sup>th</sup> day of May 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**Appointment of Personnel**  
**Thursday, April 30, 2020**  
**Presented to the Board of Trustees**

Employee	Department	Title/Rank	Salary	Employment Dates
<b>January</b>				
Collins, Patrick	Contract Amendment - FITN130/230 and NCJA season cancelation due to pandemic	Adjunct	\$588.21	1/20/2020
Archer, Pamela	BUAD203 BL1 CAPS121 BL3 CAPS121 BL2 CAPS121 BL1 CAPS111 M05 CAPS111 BL2	Adjunct	\$9,806.85	1/22/2020 To 5/15/2020
<b>February</b>				
Strauf, Dale	Contract Amendment - FITN120/121 cancelation due to pandemic	Adjunct	\$765.00	2/14/2020
Okaru, Alfie	Contract Amendment - FITN101, FITN/RECR107, FITN216 cancelation due to pandemic (remaining 5 of 10 weeks)	Adjunct	\$2,846.25	2/24/2020
<b>April</b>				
Burns, Frank	HRMG107 M01	Adjunct	\$970.00	4/17/2020 To 4/17/2020

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

May 19, 2020

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Alison Beach	03/20/20	Resignation
J. Beau Saul	03/25/20	Retirement
Leslie Carpenter	06/26/20	Retirement

FACULTY STUDENT ASSOCIATION

Sara Watrous	05/12/20	Resignation
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BISTRO

None.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2019-2020-42**

**APPROVAL OF RISK MANAGEMENT  
MICRO-CREDENTIAL**

**WHEREAS**, as a result of meetings with local employers indicating community interest and employer need, a proposal has been developed for a Risk Management Micro-Credential, and

**WHEREAS**, upon review of this proposal, the College Curriculum Committee, the Faculty (through the level 3 voting process), the College Senate, the Provost, and the President have endorsed the proposal, be it therefore,

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College approves the attached Risk Management Micro-Credential.

<b>STATE OF NEW YORK:</b>	<b>I, JAN BRHEL, CLERK</b> of the Board of
<b>SS:</b>	Trustees of Tompkins Cortland Community College,
<b>COUNTY OF TOMPKINS:</b>	<b>DO HEREBY CERTIFY</b> 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 14 <sup>th</sup> day of May, 2020, 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 14th day of May 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2019-2020-43**

**APPROVAL OF TOMPKINS CORTLAND  
INSTITUTIONAL LEARNING OUTCOMES  
POLICY**

**WHEREAS**, the Academic Assessment Committee and the Curriculum Committee reviewed our Institutional Learning Outcomes and our Core Requirements which had been conjoined into a policy known as the Tompkins Cortland Community College General Education requirements,

**WHEREAS**, as a result of that review, a proposal had been made to separate Institutional Learning Outcomes from the list of Core Requirements at Tompkins Cortland Community College, as this separation will lead to improved academic assessment, and

**WHEREAS**, the Core Requirements policy was approved as Resolution 2019-2020-38, and

**WHEREAS**, a proposal has been made to revise the College’s Institutional Learning Outcomes as this revision will better reflect the outcomes all Tompkins Cortland graduates should achieve in fulfillment of the College Mission, and will also lead to improved academic assessment, and

**WHEREAS**, upon review of the proposal, the College Curriculum Committee, the Faculty (through the level 3 process), the College Senate, the Provost and Vice President of Academic Affairs, and the President have endorsed the revised Institutional Learning Outcomes, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College approves the attached proposal.

**STATE OF NEW YORK:**  
**SS:**  
**COUNTY OF TOMPKINS:**

**I, JAN BRHEL, CLERK** of the Board of Trustees of Tompkins Cortland Community College, **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 14<sup>th</sup> day of May, 2020, 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 14th day of May 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

## **Proposal Background:**

The Academic Assessment Committee and the Curriculum Committee endorsed the following process for the determination of Institutional Learning Outcomes (ILO).

The Faculty, through a level 3 vote, were provided two options for ILOs and asked to choose one. The set of ILOs below garnered the most votes (35-29) and were forwarded for consideration to the College Senate. The College Senate approved the set of ILOs below by a vote of 7-3. This set of ILOs fulfills Middle States requirements and incorporates creativity and sustainability.

## **Tompkins Cortland Institutional Learning Outcomes**

Graduates of Tompkins Cortland Community College will:

1. Communicate effectively, in oral and written forms, taking into consideration audience and purpose.
2. Apply principles and methods of scientific inquiry and quantitative reasoning appropriate to their discipline.
3. Use information, critical thinking, and the creative process to solve problems and reach conclusions.
4. Use technology appropriate to their discipline.
5. Describe the ways in which social, economic, or environmental sustainability depends on their own and the collective contributions of a diversity of ideas and people.

## **Rationale:**

After gathering feedback about our proposed ILOs, the Academic Assessment Committee has not found a clear consensus for either set of ILOs, each of which has its own merits and is viable. Option 1 fulfills Middle States requirements; Option 2 fulfills Middle States requirements and incorporates creativity and sustainability. Thus, the Academic Assessment Committee contends that it would be best for the full Faculty to vote for the option they prefer, in a manner similar to an election. The Committee originally intended to forward one set of ILOs for an up or down vote, but the mixed feedback has made that approach less desirable than allowing the full faculty to determine their choice of ILO.

The Curriculum Committee requested the ability to weigh in on the creation of ILOs and endorsed this approach.



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2019-2020-44**

**2020 CHANCELLOR'S/TRUSTEES' AWARD  
FOR EXCELLENCE IN ADJUNCT TEACHING  
MARJOLEIN SCHAT**

**WHEREAS**, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Adjunct Teaching to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College (.5 FTE or less), and

**WHEREAS**, Marjolein Schat has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in adjunct teaching in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2020 Chancellor's/Trustees' Award for Excellence in Adjunct Teaching to Marjolein Schat.

**STATE OF NEW YORK:**                     **I, JAN BRHEL, 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 14<sup>th</sup> day of May 2020, 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 14<sup>th</sup> day of May 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2019-2020-45**

**2020 CHANCELLOR’S/TRUSTEES’ AWARD  
FOR EXCELLENCE IN CLASSIFIED SERVICE – TERI EVENER**

**WHEREAS**, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Classified Service to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

**WHEREAS**, Ms. Teri Evener has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in classified service, and who has exceeded standards in a creative and innovative fashion, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2020 Chancellor’s/Trustees’ Award for Excellence in Classified Service to Ms. Teri Evener.

<b>STATE OF NEW YORK:</b>	<b>I, JAN BRHEL, CLERK</b> of the Board of
<b>SS:</b>	Trustees of Tompkins Cortland Community College,
<b>COUNTY OF TOMPKINS:</b>	<b>DO HEREBY CERTIFY</b> the foregoing resolution is
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	of Trustees of Tompkins Cortland Community College at a regular meeting of said
	Board on the 14 <sup>th</sup> day of May 2020, 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 14<sup>th</sup> day of May 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2019-2020-48**

**2020 CHANCELLOR’S/TRUSTEES’ AWARD  
FOR EXCELLENCE IN TEACHING – SANDY MOSER**

**WHEREAS**, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Teaching to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

**WHEREAS**, Professor Sandy Moser has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling his responsibilities with evidenced excellence in teaching in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2020 Chancellor’s/Trustees’ Award for Excellence in Teaching to Professor Sandy Moser.

<b>STATE OF NEW YORK:</b>	<b>I, JAN BRHEL, CLERK</b> of the Board of
<b>SS:</b>	Trustees of Tompkins Cortland Community College,
<b>COUNTY OF TOMPKINS:</b>	<b>DO HEREBY CERTIFY</b> the foregoing resolution is
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	of Trustees of Tompkins Cortland Community College at a regular meeting of said
	Board on the 14 <sup>th</sup> day of May 2020, 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 14<sup>th</sup> day of May 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2019-2020-47**

**2020 CHANCELLOR’S/TRUSTEES’ AWARD  
FOR EXCELLENCE IN TEACHING – KERRY CURRAN**

**WHEREAS**, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Teaching to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

**WHEREAS**, Assistant Professor Kerry Curran has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling his responsibilities with evidenced excellence in teaching in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2020 Chancellor’s/Trustees’ Award for Excellence in Teaching to Assistant Professor Kerry Curran.

**STATE OF NEW YORK:**                     **I, JAN BRHEL, 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 14<sup>th</sup> day of May 2020, 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 14<sup>th</sup> day of May 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

Provost Report  
May 2020

**Multiple Measures:** We are moving to a multiple measures model for placement for the Fall. We had to make some shifts in English and Reading, but the faculty were incredibly helpful and understanding. We need to do some significant assessment of our changes, but I believe we are making positive revisions. Thank you to the folks in the meeting: Lisa Ford, Kerry Curran, Anna Regula, Mary Ellen Ensign, Danielle Bethoney, Michelle Nightingale, and Malvika Talwar.

**Fall Instruction:** Malvika and I are pulling together a small group of people to start placing a greater focus on contingency plans for instruction in the Fall. We have been talking about this a lot, but this one will need a much broader discussion than summer did. Summer was a simpler decision in many respects. This is more complicated. NO matter what, our plan is to establish what works best for students and faculty/staff (both from an educational and health and welfare perspective), give reasonable amounts of time for preparation, and provide training and resources for faculty and students alike. The plans of this group will, of course, need to be merged with the broader faculty and the larger plans of the institution as a whole. I know that this is daunting, but I am confident that the hardest parts are behind us. The Fall will happen and we will, at the least, know the rules ahead of time, and we can prepare for possible changes mid-stream. We didn't have that luxury this semester.

**WDI Grant:** We submitted the Workforce Development Grant proposals (two) for their second round of review. I have been writing about these WDI proposals for some time now. No matter how this plays out, I need to thank the following folks: Kate Donohue, Carrie Whitmore, Sophia Geogiakaki, Deb Mohlenhoff, Malvika Talwar, Bill Talbot, Larry Blake. These are big grants, so... fingers crossed.

**Updates from Campus:** I write a weekly update to campus about what has been happening in the Provost's Office. In the past few weeks, I have asked directors of various areas to update campus on their transition to remote work. This report, I am including the following updates for you: Tutoring, Global, Academic Records, and CollegeNow.

### ***Tutoring Services***

All of our tutors have been doing an amazing job of transitioning online through Microsoft Teams to deliver the same high level of tutorial services the Baker Center for Learning is known to offer. Online tutoring (beyond our own BCL tutors) is also available to students through both STAR-NY and Net Tutor by visiting <https://www.tompkinscortland.edu/library/online-tutoring>.

In the Math and Science Center Team, our professional and para professional tutors: Jennifer Kidder, Joanne Cooper, Pinyaphat Srikrishna, Margaret DeGaetano, Amanda Gray and Tracy Miranda have been amazing at adapting to offering successful online tutoring and to mentoring our peer MSC tutors.

In the Writing and Research Center Team, our professional and para professional tutors: Bobbie Jo Weaver, Ashley Montgomery, Anita Scheible, Tazio Asta, Alanna Biata and Marli Hammond have all worked extremely hard to make necessary adjustments for providing online tutoring, and they have done a great job of helping to onboard our peer WRC tutors.

In the Accounting and Business Center Team, our professional tutor, Zenta Sabol, has been doing a great job of accommodating our accounting and business students and of helping to get our peer tutors on board.

Crystal Lyon, our professional Art and Digital Media tutor, is available via email, phone, Zoom and Facebook for those who have technological limitations. She can be reached by visiting <https://www.tompkinscortland.edu/library>. Crystal has been diligent about touching base in a Remote Learning Art Tompkins Cortland CC on Facebook and she has also been added to all of the art classes on Blackboard.

We are excited to be able to continue offering peer assisted learning (PAL) for CSCI 160 with Ken Whitener. Callisto Hess has done an incredible job of transitioning his PAL leader efforts online to effectively help these students. In addition, we have initiated a PAL model for BIOL 100, BIOL 101 and CHEM 101.

Scott Bennett's vision for his team is to appreciate that our students are contending with an unprecedented situation and that the best way to positively impact their well-being and academic success is by genuinely showing care and concern for them as a person, first and foremost.

### **Global:**

*Welcome Karen Miller:* Karen Miller, has been hired as a coordinator of Global Partnerships and Programs. Karen was born in Houston, Texas and raised in a town small enough that escaped cows and tractors were the only cause of traffic jams. Being homeschooled from kindergarten to graduation gave her a fervor for (truly student-focused) education as well as persistent curiosity and a passion for learning.

After earning an associate's degree, Karen went on to get her bachelor's from a state university in Texas in communication studies and sociology before becoming a certified English as a second language teacher and moving to Mexico, where she lived and taught for more than three years. When she returned to the United States, she settled in the northeast, leading language and integration programs for immigrants in Boston and New York City. For the past two years, she has been in Boston completing a master's degree in international higher education at Boston College, where she has focused her research on community colleges in the U.S. and international contexts. She has completed research projects for the American Council on Education, American Association of Community Colleges, and the New England Board of Higher Education, and her current independent projects include analyzing how community college partnerships can serve immigrant communities, the effects of COVID-19 on urban community colleges, and higher education expansion in Pakistan. 2020 marks the 10th year she has been working in international and higher education.

A coffee aficionado, gardening enthusiast, and world explorer, when Karen is not researching she is usually doing something that involves one of those three things. Her ultimate bucket list goal is to become conversational in at least one language in each of the major language families (having learned Japanese and Spanish in the past, she is now working on Urdu). Some fun facts about her: throughout college, she worked for the Texas Department of Criminal Justice in their gang intelligence office, she

has a rubber duck collection of more than 100 different ducks, and her dream is to someday build and live in a tiny house.

*“Global Office”* The past six weeks (SIX weeks?!) have been business *unusual* in the Global office, in particular during the final weeks of March. One day after Walt Disney World closed their parks, the entire Disney College Program (with 40 of our students) was suspended. Angela Martin and Sue Stafford, our current Disney instructors, and Maria and I, in the Global office, quickly began reaching out to our Disney students, international partners, and representatives at Disney to assess and communicate during a very rapidly evolving situation. It became more complicated when two of the countries where over half of our students are from—Honduras and Peru—shut down their borders to all incoming international flights. Luckily, we have a great team and excellent international partners, and we have been able to coordinate our efforts to keep students safe and supported. We still have 10 students in country who have been unable to get home, but we are in regular communication with them and expect they should be able to return in the coming weeks.

*“Study Abroad”* – Old news at this point, but SUNY made the decision to cancel all summer study abroad—our trips to Colombia and Italy included. Sue Stafford and Kelly Wessel have been working hard on creative alternatives for the students on their trips. Sue also continues to serve as the Study Abroad faculty liaison, and she has been monitoring SUNY guidance and supporting faculty leaders with processes for fall trips.

*“Summer Global”* – As you likely read in Paul’s previous post, the summer Global program has been suspended for summer 2020. Our Global students were not interested in a partially (or fully) online program, and there is still substantial uncertainty about visa issuance and international travel. While we are very disappointed not to have them here this summer (as I am sure many of you who work with them are), we are excited about the potential for a fall program. For some time we have talked about doing the program in a regular semester, and we look forward to seeing that happen this year. Maria and I have begun working out the logistics for a fall program, and our new coordinator, Karen, will be taking the lead on this in the coming weeks.

*“Students”* – As always, we are keeping track of our current international students to make sure all are in compliance with visa regulations and receiving the support they need; Maria has continued leading this effort and has been in frequent communication with students. Some international students have chosen to stay in the Residence Halls or in the area and a few others have returned home. Maria is also handling the normal visa processes with students, such as SEVIS updates and OPT. We are in touch with our counterparts in the SUNY system and are monitoring the frequent guidance updates as they are released.

### ***Academic Records***

Katrina Campbell, Lauren Wright, and Julie Ray are keeping everything running behind the scenes in Academic Records as usual. Each of them is going into the office once each week to perform tasks that cannot easily be done from home such as processing paper transcript requests, although there has been an increase in the number of requests that are being processed electronically. It has been encouraging to see a strong volume of transcript requests, indicating that many of our upcoming graduates are still working on their transfer plans for the fall.



As you know, the deadline for AW submissions was extended to May 8, so Lauren continues to process those requests daily. She also continues to upload graduation requests and send out graduation audit letters. To date, we have about 370 requests for May graduation (some of whom are not fully on track for May degree conferral), and requests for August and December graduation are coming in greater numbers as well. Lauren also continues to process National Student Clearinghouse verifications and enrollment files. As time allows, she also works on record cleanup in DocuWare and PowerCampus.

Julie has been working with many faculty members on the development of Curriculum Committee proposals, including dozens of Master Course Syllabus revisions and several new micro-credentials. We have many action items on Monday's Curriculum Committee agenda, and we anticipate a lengthy agenda for the May meeting given the number of proposals in process. Julie also completed updates to the pre-requisite coding in PowerCampus to ensure that we had a smooth Registration Day. Julie continues to work on imaging and indexing records in DocuWare and records verification for other departments, to ensure student records access remains current.

In addition to the support Kat provides for the graduation auditing and curriculum processes, she has been continuing to perform transfer credit evaluations for students who plan to start in the fall. She also processes waiver requests and has been working on creating Fall 2020 degree templates in the Degree Works system, which also feed our online catalog content. Given our need to adapt in many ways, she has stayed connected with her counterparts throughout SUNY to help us in deciding upon the modifications we have made to our deadlines.

### ***CollegeNow***

It has certainly been strange these past 6 weeks: receiving work calls at home, answering emails at all hours, including weekends, and lots of video conferencing. (Brent feels vastly under dressed for these meetings without his tie, but shorts are allowed.) Probably one of the first things we tell instructors and counselors is to stay in contact. And they are definitely reaching out! Also, Rhonda, Vicki, Brent, and I have regular Teams meetings to stay connected while physically apart.

As the end of the college and high school semesters approaches, our office has been busy, both with wrapping up the current term and preparing for summer and next year. I spend much of my time coordinating with Paul, faculty, Rhonda, and Bret Bienvenue to support our school partners with the transition to remote instruction. An important initial task was to develop guidance for academic continuity in alignment with both SUNY and College policies. This guidance helps concurrent enrollment instructors and their principals understand expectations for completing courses this spring, including changes to grading policies (such as the extended time to withdraw or opt for pass/fail grading) and any flexibility in how to meet learning outcomes (especially for labs, studios, and software-dependent classes). CollegeNow instructors are relying heavily on us because our College has lots of experience with online teaching and open educational resources, as well as staff to help with training and these tools (thanks, Bret and Gregg!). To help track recommendations for our instructors, I created a Google Doc that I update regularly with information on Campus Tech and SUNY resources, free online textbooks and lab simulations, remote library and tutoring access, and various educational technologies. Bret and I coordinated with Tony DeFranco and Lumen to extend free access to SUNY's OER content for CollegeNow. Several instructors are now using Blackboard or Lumen for their classes or are considering doing so in the future. Earlier this year, Bret created organizations in Blackboard for each of our discipline areas to facilitate the sharing of information. Now, we are busy copying over OER, test pools,

and other content into these organizations for CollegeNow instructors to use. We are grateful to all the faculty who are sharing course content and remote teaching resources with instructors! These materials not only help our instructors through this difficult transition, but also help assure alignment in course expectations and rigor. Besides using Blackboard to share, some faculty liaisons are sending updates and video conferencing to engage their instructors. Such video conferences may be how we conduct professional development this summer if a campus-based conference in August seems unlikely. Recently, I have been working with departments that require final exams to clarify the expectations for remote administration of such exams or alternative assessment approaches. As districts adjust their own grading policies to eliminate numerical grades and finals for high school courses, it has become very important to emphasize the difference in college expectations, to which they must adhere, while being understanding of the difficult situation they and their students are in.

Rhonda is willing to work odd hours if that helps speed up her VPN connection for PowerCampus, or allows her to stay in touch with the community through a BRAVE dialogue circle. (I honestly don't know how she does it all.) Rhonda is starting to compile data on the number of credits earned by each CollegeNow senior; this information is valuable to schools as they share it in district newsletters and graduation announcements. Rhonda has been preparing the course evaluations for this spring's concurrent enrollment courses; we are adjusting the survey to include questions about what students want to see in remote instruction to help CollegeNow instructors incorporate these suggestions into any remote classes next year. Rhonda is handling requests for incompletes, pass/fail grading, and late withdrawals, all of which will likely be occurring in higher numbers than usual; in expectation of questions about grading, we have developed guidelines to explain when letter grades, pass/fail, withdrawal, or incompletes are appropriate. Soon, Rhonda will send letters to seniors about how to request transcripts, which will probably lead to a flurry of requests to reset myTC3 passwords. She will be sending articulation agreements to districts to begin the process of determining what courses will run in the coming year. Once this information is in hand, Rhonda will enter all the sections in PowerCampus; this will give us our first sense at what enrollment may look like for next year, though she will be fielding inquiries for new instructors and courses throughout the summer. Also in preparation for next year, Rhonda and I are revising our materials, as well as notifying existing instructors of any MCS changes that they need to integrate into their classes.

Vicki is the Queen of Certificates of Residency (COR). Each semester, she is responsible for obtaining COR's for high school students who are registered for Concurrent Enrollment, on-line, and on-campus classes. COR's are incredibly important because this is how the College bills for aid from counties in New York State; more than half of CollegeNow's enrollment is from outside our sponsorship area so these COR's generate a lot in county chargeback revenue each year. This spring, Vicki has already processed over 1850 COR applications, including reviewing them for county specifications, logging and mailing to the appropriate counties, and then entering approved ones into PowerCampus. In addition, Vicki had to enter COR's for the 1200 Tompkins County high school students taking courses this spring. That is a lot of tedious work! When schools closed, we still had 250 students who had not satisfied the COR requirement. Thankfully, the Governor issued Executive Orders to provide more time for obtaining a COR and a process for remote notarization. Vicki has been working closely with County treasurer offices, school counselors, and local notaries to clarify and implement a process to get the remaining COR's. She anticipates this process should be wrapped up within the next two weeks.

Vicki and Brent have worked alongside (figuratively, of course) with Jennica to create Summer and Fall online catalogs to help counselors and homeschool families identify appropriate courses for their students. Unlike our concurrent enrollment courses, which are tuition-free, high school students pay full tuition for online and campus courses. Summer and Fall registration has been slow as many families seem apprehensive about spending money (no financial aid is available to high school students); on top of that, any school districts that cover the tuition for online courses are holding back due to expected budget cuts.

Although we are remote, Brent reminds our area counselors and homeschool families that they can contact him for anything, and they appreciate it. That means lots of emails and Zoom meetings to answer questions regarding certificates of residency, prerequisites, registration, and completing a TC3 degree. Counselors are even connecting Brent with prospective Early Degree students so that he can conduct online presentations about the benefits of beginning their TC3 degree while in high school. If they follow the plan he develops for them, Early Degree students are able to finish their TC3 and high school graduation requirements at the same time and participate in our College's commencement ceremony. Brent notes that some of those he speaks to have forgotten how to use a degree audit sheet to identify required courses (I'm sure Kat and all of the advisors reading this can sympathize).

Vicki and Brent have been communicating regularly with our **60** Early Degree seniors regarding commencement, their cap & gown order, and completing their degree requirements. They are also brainstorming ways to make this commencement a memorable event for what is our largest number of Early Degree seniors yet. (Not that this semester hasn't been one for the books!) These seniors are in the homestretch now, wrapping up their final concurrent enrollment and online TC3 courses to complete degrees in General Studies, Math & Science, Accounting, and Business Administration. When conditions allow, Brent plans to deliver each student's regalia to their respective high schools so that, hopefully, he can get some great photos of them wearing their TC3 green caps and gowns.

Speaking of bittersweet, we would like to celebrate in-person, but will have to make due with online recognition of our amazing student worker, Auburn Noce, who has been selected as a Graduate of Note in Early Childhood. We wish Auburn and all our graduating students well as they continue on their educational journey and future endeavors.

Vice President for Student Services BOT report  
May 2020

Student Services continues to support students in non-traditional means, primarily in an online environment, both for current and prospective students. The Student Services team of Tompkins Cortland Community College remains committed to supporting students during this time and adapting to students needs and expectations.

Below is a department-by-department guide on how they are supporting students.

### **Enrollment Services Center (Room 101)**

As reported previously, Enrollment Services continues to offer virtual office hours to answer student questions about admissions, financial aid, registration, and student billing. Minor adjustments have been made to the rooms, as we adapt to the new technology. The rooms are available, Monday through Friday, 9:00-4:00 pm. In addition, we held our first virtual SUNY Open House, hosted by the Admission Counselors. We will be participating in the system-wide SUNY virtual College Fair on May 14<sup>th</sup> and 16<sup>th</sup>. This fair will be staffed by our Admission recruiters, as well as a representative from Athletics.

Applications for summer and fall continue to be submitted, though we have seen a fairly significant slow-down. Typically, this is the time of year we have recruiters canvassing the state and encouraging applications. In place of visits, we continue with the zoom rooms and other virtual recruitment events discussed above.

There are currently 1764 active student applications for fall 2020, compared to 2206 last year at this time, a decrease of 20%. 1038 new students have been accepted for Fall 2020, vs. 884 accepted for Fall 2019, a 17% increase. Of the accepted students, 947 are eligible to register for Fall. 313 still need transcripts in order to proceed to the next step. Outreach is being done to attempt to secure transcripts, though it can be difficult with school shutdowns. 37 students have withdrawn their applications from consideration.

### **Student Success: Advising, Career & Transfer Services**

Students Success has begun meeting with new students to register for Fall 2020. A total of 350 students have been sent invitations to schedule a START appointment, with 176 filling out the pre-registration survey and 96 of them scheduling their actual appointments, this is in addition to 70 students who had already registered. Outreach continues to this group of students via phone, email and text messaging. It is important to note, this group of 347 students was the first target group, who are not required to take any placement tests.

Beginning this week, START invitations will be sent on a rolling basis to 50 accepted students per day. From that point forward, all accepted students will receive an invite to schedule their appointment the day following their acceptance. Given that we will no longer be using placement testing, new multiple measures placement criteria have been developed for English and Reading course placement in concert with the faculty in these disciplines and after review of pertinent data provided by IR.

The success of current students is being closely monitored and several additional communications have gone out to students to prepare them for the end of the term and next Fall.

## **Athletics and Campus Rec**

Athletics continues to be creative in their outreach to prospective students, and have continued to sign new athletes for the Fall semester. Patrick Arancio, first year men's soccer coach has created new fliers to give to athletes, Coach Echevarria created a virtual tour of a residence hall, each coach is creating his or her own social media accounts for their sport, and Zoom check-in meetings with current teams continue on a regular basis.

Press releases and updates on new athlete signings are updated daily at <https://www.tcpantthers.com/landing/index>

## **Health Services**

Health Services continues to promote students' wellness this semester through online education, opportunities for connection, and individual and group supports. Wellness Wednesday newsletters are delivered each week via email and social media to bring students up-to-date information on COVID-19, TC3 programs and services, student health tips, and Best Life hacks. In addition, the Panther Pantry staff is helping students connect to pantries in the community in addition to ensuring the pantry in the residence halls is fully stocked, and the Health Center continues to manage student immunization records. United Concierge Medicine (telemedicine) is free and continues to be available 24/7 for all enrolled TC3 students. The search for a new Nurse continues.

## **Office of Mental Health Services**

OMHS staff continues to serve students via telephone consultations. Phone consultations with an OMHS clinician are available to students during normal business hours (Monday-Friday, 8:30 a.m - 4 p.m.). Appointments are made through the current OMHS phone number, which has been forwarded to an employee, who answers the calls on her laptop at home.

## Student Life

Student Activities continues programming virtually, so students can stay connected while remaining safe in the comfort of their own home. Now more than ever, it is crucial that we continue building community. In addition to the [STAY IN\(volved\)!](#) site, Student Activities has been partnering with Academic Affairs to create a virtual Stress-Less week. A variety of events are planned and can be accessed at <https://tc3.libguides.com/stressless> .

Student Activities offered the last month include the following:

- 4/10 SGA Meeting Leader
- 4/12 Tik Tok Competition
- 4/13 Student Involvement Meeting Leader
- 4/14 Virtual Caricature Happy Hour
- 4/15 Gift Card Bingo
- 4/17 SGA Meeting Leader
- 4/21 Virtual Social Luncheon
- 4/22 Paint and Sip
- 4/22 Gift Card Bingo
- 4/24 SGA Meeting Leader
- 4/28 Virtual Social Luncheon
- 4/29 Gift Card Bingo
- 5/1 SGA Meeting Leader
- 5/5 Virtual Social Luncheon

Student Government Association (SGA) continues to meet virtually. Casey and Cheyenne meet weekly, as well as the entire E-board. General meetings are open to all students and continue on Fridays at noon. Student Involvement meetings happen every Monday as well as a virtual social hosted by SGA on Tuesdays.

SGA E-board is reviewing applications and interviewing applicants for the Fall 2020 E-board. As of date 3-4 positions will be filled and 2-3 will remain vacant. The vacant positions will be reopened in the Fall, we will encourage new students to apply to balance the turnover of E-board.

## Residence Life

We continue to allow students to live in our dorms. At last count, we have 85 students still on-campus. They continue to be provided their meals by AFV, who delivers the food to the dorms. Students will be moving out of the dorms after finals end, with most being out by May 18<sup>th</sup>.

We have extended an option to students who are taking a summer course to remain the dorms at a cost of \$1850 for ten weeks. However, no food service will be available this summer.

We are still working with Tompkins County to create a plan for students who left campus to return and retrieve their belongings. We are hopeful that we will have the majority of students moved out by mid-June.

**May 2020**

## **Chief Diversity Officer Report to the Board of Trustees**

### **Vector Network Program Scenario Planning**

The ODESS team and I have been running through a number of different scenarios for the Vector Network Summer Institute (VNSI). Some of the scenarios that we've discussed to run the Summer Institute segment of the program are listed below:

- Scenario 1: includes students attending classes on campus following social distancing guidelines over the course of the 5-week Institute (July 20- August 15) and using housing during that time period.
- Scenario 2: includes students attending classes online over the course of the 5-week Institute (July 20- August 15) and using housing the week prior to the start of Fall classes in late August.
- Scenario 3: includes students attending classes online over the course of the 5-week Institute. We would also host students over the course of the 5-week Institute (July 20- August 15) that have no other alternatives for living arrangements or where our environment would be most conducive for their learning success. This option would be granted on a case by case basis.
- Scenario 4: includes forgoing summer programming and envelope the 12 candidates from the Summer Institute into the First-Year Program segment of the Vector Network. All students in the program would participate in a week-long orientation/success program on campus or online. The students would then be enrolled in a cohort model to complete a portion of the coursework.

The VNSI last summer offered those enrolled an opportunity to earn credit for ENGL098 and ENGL100 over a 5-week period. In regards to this summer, we are sharing information as tentative with respect to Campus, SUNY, local, state, and federal guidelines/laws.

### **Community Brave Dialogue**

We have 10 participants from Dryden and the surrounding community. The Brave Dialogue Circle program will take place on Zoom for six-sessions on Tuesday and Thursday evenings from 6:15 pm - 8:00 pm beginning THIS Thursday, April 30th through Tues May 19th. Participants will receive session materials via email prior to each session. BRAVE Dialogue Circles are small groups of 8-16 people (Space is Limited) that are guided by facilitators through six sessions. BRAVE Dialogue Circle participants get to know each other and discuss race, gender, sexuality, economics, and other societal issues from many points of view. The facilitators and group participants create ground rules to keep the discussion progressing. This is an ideal opportunity to develop listening skills so we hear each other's stories and understand one another better, thereby building a stronger more inclusive community. Considering COVID 19, these acquired, and for some, refined skills will be essential in moving forward and opening up our local community.



**May 2020**

**Chief Diversity Officer Report to the Board of Trustees**

**Retention Efforts Continued**

The department has taken to new tools such as texting to interact with current students to gauge potential apprehension and concerns about completing the semester online and other student issues and concerns. In addition, the ODESS team has continued the use of video conferencing tools such as MS Teams/Zoom with students enrolled in the Vector Network Program.

Respectfully submitted by,

Seth A. Thompson

# report

Date: May 4, 2020

To: President Montague

From: Deborah Mohlenhoff  
AVP for College Relations

RE: Monthly Report to the President and Board of Trustees

## **EXTENSION CENTER:**

The Extension Centers remained closed with all staff working remotely. Both daytime and evening staff have been trained and re-purposed so that they are now assisting Enrollment Services with staffing and facilitating the 'Zoom Rooms' as well as making follow up calls to students needing additional follow-up and support.

## **COMMUNITY ENGAGEMENT:**

*Much of our normal work in this area has been suspended to focus on COVID19 related issues.*



**Food Bank of the Southern Tier (FBST):** The College hosted a Drive-Through Food Distribution in our parking lots on April 24<sup>th</sup>. Over 450 clients registered for the food distribution. FBST normally runs 10-12 Mobile Food Pantries per week and have had to suspend all mobile pantry sites since the pandemic began. In an effort to maintain some form of food security for their normal clients and to serve the ever-increasing need, they have moved to 1-2 mega-distributions per month. FBST said that 60% of the clients in the TC3 distribution were new.

Special thanks to many TC3 staff, community leaders, local legislators, and Board Member Roxann Buck who volunteered. We are hosting a second one on campus on May 21.

## **GOVERNMENT RELATIONS:**

I have been representing TC3 at various COVID19 related committees and calls including:

- Economic Recovery Cabinet (led by City of Ithaca and TCAD)
- Tompkins County Re-Opening Task Force (led by the County)

I have also been coordinating COVID 19 updates and planning with both County Legislatures, our other local Higher Ed partners. I have been keeping track of and interpreting the various Executive Orders issued from the Governor's Office and their impact on the College.

We also held an update call with representatives from both counties to review the status of the College Budget.

## **Census 2020:**

The College has been consistently posting Census reminders on our social media. We also will send out an email reminder to our students, faculty, and staff this month to encourage completion of the Census. We submitted the required demographic data so that our students that were in Residence Halls pre-COVID19 were counted properly.

## **LEADERSHIP TOMPKINS AND LEADERSHIP CORTLAND:**

We hosted the first ever combined, virtual program day in April. President Montague talked to both classes about the Challenges of Leading Through Crisis and we then held a workshop on Networking: Virtual & Online. We are still uncertain about the future of the programs. Our May programs are cancelled as are the June graduation receptions. We will be working with the Advisory Boards to determine the best way to wrap up this year and how to structure these programs for the future.

## **WORKS IN PROGRESS:**

***SUNY Applied Learning – Grant Funding:*** This funding has not been pulled, and it cannot be redirected to another purpose, so we are moving forward with the search for a Coordinator of Applied Learning.

## **COLLEGE STRATEGIC PLANNING PROCESS:**

I am working with the Communications Team to build an online Dashboard and to get the Strategic Planning documents presented online. We will then spend the summer collecting updates on the Key Performance Indicators and getting them in as the baseline for the Dashboard.

## **COMMENCEMENT:**

We hoped to hold an in-person ceremony in August but that is looking less likely as we see more information coming from the Governor about re-opening. So as of right now we are planning a short congratulatory video to celebrate our May graduates and then invite them back for a larger ceremony in December.

## **MARKETING & COMMUNICATIONS:**

This team has had to play a crucial role in ensuring that we were getting the best information out amidst the pandemic crisis. Here are several highlights from this team's work:

- Developed shot-from-home promotional video for Student Success | shared to social
- Continued to update COVID page and Student Resource Guide as appropriate
- Grads of note | news story | social for event | ongoing campaign to feature each student and degree program – student response has been strong (15+), faculty response tepid (2). Social interactions are strong (~1,400 viewed on Facebook, 10% interactions), and Jada says the posts are driving traffic to the program webpages
- Shared stories of two groups of nurses headed to NYC with TC3 alum nurses involved
- Continued series of posts about incoming student athletes on their "signing days"
- Promoted registration for and took pictures at Southern Tier Mobile Food Pantry serving ~450 vehicles | ~4,400 post views with no boost
- President named to Gov's re-opening board | news story | social (4,000 reached | 152 likes)
- Helping Hands emergency fund expansion | news story | social
- Assisted Cortland Standard in promoting new nursing scholarship in recognition of Nurses Week

## **TC3.BIZ:**

- To date have secured \$61,765 in SUNY funding for Customized Training programs.
- Cancelled all TCCOG (Tompkins County Council of Government) Academy training for spring 2020. We will reconvene the group in mid-July to plan for fall. This did negatively impact our contract revenue
- Worked with one of our online partners to provide FREE online classes to the community. Ten classes are being offered. Worked with Cortland, Tompkins, Tioga Chambers to get the word out. It was also posted to both listservs, BIZ FB page, email marketing system, and WIBs. As of 11 am 4/28, we have 75 individuals who have registered for one or more classes. We are entering all registrations into power campus so classes will show on transcripts
- There is a new statewide resource (futureskillsx.org) for training opportunities in NYS. We will add all our degree programs, certificate programs, microcredentials and non-credit classes to this database.

College Senate Report  
Board of Trustees  
April 24, 2020

The College Senate was scheduled to meet on both March 20<sup>th</sup> and April 3<sup>rd</sup>. The March 20<sup>th</sup> meeting was cancelled, as the College went into emergency closing for the dates of March 18<sup>th</sup>-20<sup>th</sup>. The April 3<sup>rd</sup> meeting was cancelled given the College had extended Spring Break and the Senate wanted to give the time to instructors to prepare for their newly transitioned online courses.

The College Senate held the first virtual meeting on April 24<sup>th</sup>. The Senate was asked by Paul Reifenheiser to hold two level three votes. The first vote regarded the Institutional Learning Outcomes (ILOs) that were approved by the Curriculum Committee and moved to the faculty voting. Two options were put forward to the faculty and the one that was moved forward to College Senate was approved with a close vote. Much discussion was based on the ILOs with instructor concern and comments from faculty members of the Senate. The ILO vote of seven yes, three no, and one abstention, the vote passed. The second vote was for the Risk Management Micro-Credential, with a vote of eleven yes, and zero no's, the vote passed. Therefore, the College Senate recommends that these two items be moved forward to Board of Trustees.

The College Senate has also reached the time of year where new members are sought as current members that have reached end of their term and completed their time on the Senate. An email was sent to the entire College requesting nominations during the week of April 23<sup>rd</sup>. After nominations were received, Teri Evener prepared a ballot that was emailed to the entire College for the week of May 4<sup>th</sup>-8<sup>th</sup>. After the ballot closes, tallies will be totaled and the new members will be known and announced. The new members will be allowed to participate in the final Senate meeting of the semester to vote for the new Co-Chairs and Secretary. The College Senate had strong interest with five members wishing to continue to a second term and five staff/faculty wishing to join for the first time. Only four seats are available. Based on the bylaws, the "At-Large" group is decreasing from seven members to three.

The College Senate had also had the task of editing and finalizing bylaws this semester. Given the situation that arose, work on the bylaws has been postponed to the summer. College Senate members were asked to participate on a sub-committee and the work will be completed for the Senate to vote on the new bylaws at the first meeting of the Fall semester.

The final College Senate virtual meeting of the semester is scheduled for May 15<sup>th</sup>.

Tompkins Cortland Community College Foundation  
Thursday, May 14, 2020  
Board of Trustees Report

A Foundation Board conference call took place on April 14<sup>th</sup>. The following resolutions were approved:

- Resolution 2019-2020-03/Ratify Approval of 2019 Financial Audit
- Resolution 2019-2020 04 /Approval of 2020-2021 Room Rates (no adjustments from 2019-2020)

The alumni committee held a conference call on April 16<sup>th</sup>, and the members are pleased to share the names of this year's Tompkins Cortland Community College Distinguished Alumni Award recipients:

- Suzanne Burnham, '97, human services
- Michael Catalano, '79, criminal justice
- Julie Fairchild Niederhofer '10, nursing

April 20-April 21, the Board approved Resolution 2019-2020-05/Paycheck Protection Program Authorization for Financing (TC3 Bistro, Inc.) through an online vote. The paperwork was submitted on April 25 to Tompkins Trust.

Julie Gerg and the Foundation Board members are formulating the plans for the Foundation's strategic plan.

### **Communication Pieces**

- 6"x9" postcard sent to appx. 800 friends sharing the College's new strategic plan
- Solicitation email sent to appx. 20k people, and faculty, staff, and adjuncts regarding the revised Helping Hands funds supporting our students for emergency needs
- Direct mail solicitation piece will be sent to 12k people regarding the Helping Hands fund soon

### **Upcoming Meetings**

- Finance Committee meeting is scheduled for May 21, main focus will be the 2020-2021 budget
- Property Management, a date will be confirmed soon, main focus will be the 2020-2021 properties cost centers
- Board Budget meeting is scheduled for June 2