



**Board Members:**  
Roxann Buck, Elizabeth Burns, Judy Davison, Arthur Kuckes, Matt McSherry, Schelley Michell-Nunn, Raymond Schlather, Bruce Tytler

**September 17, 2020**  
**Board of Trustees Meeting**  
**Executive Session @ 5:00 p.m.**  
**Open Session @ ~6:00 p.m.**  
**Via Zoom Meeting Due to COVID19**

<https://us02web.zoom.us/j/85673786734?pwd=cERhYStKc2phNnB1YWN3Rzc2YzNBdz09>

### **Agenda**

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment\*\*
6. Approval of July 16, 2020 Annual Meeting Minutes and Regular Meeting Minutes; August 10, 2020 Special Meeting Minutes
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees)  
Tim Densmore – Technology Updates
9. Information Items:
  - a. Human Resources Updates
10. CFO/Treasurer's Report (Action Items)
11. Consent Agenda (Action Items):
  - a. Appointment of Personnel
  - b. Approval of Position Description – Assistant Provost
  - c. Approval of Title Change – Assistant Vice President of College Relations to Associate Vice President of College Relations
  - d. Approval of Associate Vice President of Student Services/Senior Diversity Officer
12. Standing Reports:
  - a. Provost & Vice President of Academic Affairs
  - b. Vice President of Student Affairs/Faculty Student Association
  - c. Chief Diversity Officer
  - d. Assistant Vice President of College Relations
  - e. College Senate
  - f. Tompkins Cortland CC Foundation, Inc.
  - g. Chairperson's Report
  - h. Liaison Report – Cortland County
  - i. Liaison Report – Tompkins County
  - j. Student Trustee Report
  - k. President's Report
13. Upcoming Events:
14. 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  
ANNUAL MEETING  
July 16, 2020  
Via Zoom Due to COVID19  
Executive Session 5:00 P.M.  
Open Session 6:00 P.M.**

**PRESENT:** Roxann Buck, Elizabeth Burns (was called out of the meeting at 6:00 p.m.), Judy Davison, Lana Esho, Matt McSherry, Schelley Michell-Nunn, Raymond Schlather, Bruce Tytler

**EXCUSED:** Arthur Kuckes

**COUNTY**

**LIAISONS:** Michael Lane

**STAFF:** Jan Brhel, Bryan Chambala, Sharon Clark, Tim Densmore, Julie Gerg, LaSonya Griggs, Greg McCalley, Kathleen McConnell, Deb Mohlenhoff, Orinthia Montague, Paul Reifenheiser, Bill Talbot, Malvika Talwar, Seth Thompson, Peter Voorhees, Carrie Whitmore, Victoria Zeppelin

**GUESTS:** None

1. **Call to Order:** The meeting was called to order at 5:03 p.m. by Chair Schlather.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Executive Session (to discuss a personnel issue – action to be taken) –** It was determined that there was quorum. Ms. Buck moved that the meeting convene in executive session at 5:04 p.m. for discussion of a personnel issue, with action to be taken; seconded by Mr. McSherry; President Montague, Sharon Clark, Bill Talbot, Paul Reifenheiser and Malvika Talwar were invited.

Motion to go back into open session moved by Mr. McSherry seconded by Ms. Davison; approved unanimously. The meeting reconvened in regular session at 5:37 p.m.

**4. ANNUAL MEETING**

- a. **Election of Officers:** Ms. Buck on behalf of the nominating committee moved the following slate of officers for the Board of Trustees for the 2020- 2021 year:
  - **Raymond Schlather – Chairperson**
  - **Judy Davison – Vice Chairperson**
  - **Matt McSherry - Treasurer**
- b. **Appointments:** Ms. Buck moved that Jan Brhel be appointed Clerk of the Board of Trustees and Sharon Clark be appointed Deputy Clerk of the Board of Trustees; seconded by Ms. Michell-Nunn; carried unanimously.
- c. **Meeting Dates**
  - August 2020 – No meeting
  - September 17, 2020
  - October 15, 2020
  - December 3, 2020
  - January 21, 2021

February 11, 2021

March 18, 2021

April 15, 2021

May 20, 2021

June 17, 2021

July 15, 2021

All meetings will be held either in the Ronald W. Space Board Room at the College or via Zoom meetings. Executive Session will be scheduled for 5:00 p.m. with Regular Open Session to follow. Mr. McSherry moved that the proposed meeting dates be approved as presented; seconded by Ms. Davison; approved unanimously.

**5. Other Business: None**

- 6. Adjournment:** Ms. Michell-Nunn moved the Annual Meeting be adjourned; seconded by Ms. Buck; carried unanimously. The Annual Meeting adjourned at 5:45 p.m.

Respectfully submitted,

Jan Brhel

Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**Regular Meeting**  
**July 16, 2020**  
**Via Zoom Due to COVID19**  
**Executive Session 5:00 P.M.**  
**Open Session 6:00 P.M.**

**PRESENT:** Roxann Buck, Elizabeth Burns, Judy Davison, Lana Esho, Matt McSherry, Schelley Michell-Nunn, Raymond Schlather, Bruce Tytler

**EXCUSED:** Arthur Kuckes

**COUNTY**

**LIAISONS:** Michael Lane

**STAFF:** Jan Brhel, Bryan Chambala, Sharon Clark, Tim Densmore, Julie Gerg, LaSonya Griggs, Greg McCalley, Kathleen McConnell, Deb Mohlenhoff, Orinthia Montague, Paul Reifenheiser, Bill Talbot, Malvika Talwar, Seth Thompson, Peter Voorhees, Carrie Whitmore, Victoria Zeppelin

**GUESTS:** None

1. **Call to Order:** The meeting was called to order at 5:46 p.m. by Chair Schlather.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Welcome Guests:** Interim CFO, Bill Talbot, introduced Comptroller, Kathleen McConnell, who started work on June 22, 2020.
4. **Approval of Agenda:** The agenda was amended to add Ratification of Recommendations from the President to the Consent Agenda. Ms. Davison moved that the amended agenda be approved; seconded by Ms. Buck; motion carried unanimously.
5. **Public Comment:** None
6. **Approval of Minutes – June 18, 2020 Regular Meeting:** Ms. Michell-Nunn moved that the minutes of the June 18, 2020, regular meeting be approved as presented; seconded by Ms. Davison; motion approved unanimously.
7. **Communications:** Two emails regarding the reopening of college campuses were received and President Montague will prepare a response to them.
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. **Interim CFO Report** – Written report provided. A Power Point presentation of the 2020-2021 Budget proposals was given by Bill Talbot with discussions among the Board members and explanations from Bill Talbot and Board Treasurer Matt McSherry about the similarities and differences between the Proposed Executive Budget and the Proposed Operating Budget. The

TC3 2019-2021 Fund Balance Adjustments (as of 7/16/2020) was also presented. Both documents are attached to these minutes. Mr. Talbot noted that the June payment from the State of NY was 20% less than the original amount. It was agreed that the vote on the 2020-2021 Operating Budget and Appropriation of Fund Balance would be reviewed and voted on at a later date.

- a. **Approval of Proposed 2020-2021 Executive Budget** - Mr. McSherry moved that the 2020-2021 Executive Budget be approved as submitted; seconded by Ms. Esho; carried unanimously.
  - b. **Approval of Revised Tuition and Fee Schedule 2020-2021** – Ms. Buck moved that the Revised Tuition and Fee Schedule 2020-2021 be approved as submitted; seconded by Ms. Buck; carried unanimously.
11. **Consent Agenda (Action Items):** Ms. Burns moved that the Consent Agenda be approved with the addition of Ratification of Recommendations by the President; seconded by Ms. Michell-Nunn; the motion was called and carried unanimously.
- a. **Capital Payments** – No discussion.
  - b. **Appointment of Personnel** – No discussion.
  - c. **In Appreciation of Diane Morley** – With over 40 years of service to the College, Board members and College staff spoke to what a huge asset Ms. Morley has been and how much she will be missed.
  - d. **Approval of Position Description – VP for Human Resources and Organizational Development**
  - e. **Approval of Position Description – Executive Assistant to the President**
  - f. **Approval of Position Description – VP of Finance and Administration**
  - g. **Recommendations by the President – Promotions, Administrative Appointments, Quality Steps, Continuing Appointments and Awards for Excellence**
12. **Standing Reports:**
- a. **Provost & Vice President of Academic Affairs** – Written Report provided.
  - b. **Vice President of Student Affairs & Faculty Student Association** – Written report provided. Enrollment information was updated.
  - c. **Chief Diversity Officer** – Written Report provided.
  - d. **Asst. VP for College Relations** – Written report provided.
  - e. **College Senate** – No Written Report provided.
  - f. **Tompkins Cortland Community College Foundation, Inc.** – Written report provided.
  - g. **Chairperson’s Report** – Chairman Schlather thanked all the staff and faculty for their efforts during this difficult time as a result of COVID-19.
  - h. **Liaison Report (Cortland County)** – No report.
  - i. **Liaison Report (Tompkins County)** – Mr. Lane stated that like the College, Tompkins County furloughed employees in an effort to help with their budget. He also stated that there needs to be a joint effort for reimaging the police departments. Tompkins County is currently seeking a full-time Director of Human Resources. We should expect to see an increase in the number of COVID cases due to the increase in contract tracing. Mr. Lane again stressed the high level of support by the county for the College.
  - j. **Student Trustee’s Report** – No report. A Student Trustee will be appointed in September when students return to classes.
  - k. **President’s Report** – Written Report provided. President Montague reiterated that she will be crafting a response to the 2 emails she received with regard to the re-opening of Cornell University, Ithaca College and TC3. TC3’s reopening plan has already been approved by SUNY. There was a committee comprised of 45 volunteer faculty and staff led by Deb Mohlenhoff that worked pull this plan together in a short time period. As a member of the AACC (American Association of Community Colleges) the College has been given the opportunity to apply for a NSF grant and would partner with 45 other colleges for a five-year \$3.6 million grant.

- 13. Upcoming Events** – Food Bank Distribution at the College July 22<sup>nd</sup> and August 13.  
Appreciation was expressed for Board members and College employees who help with these endeavors.
- 14. Adjournment:** Ms. Michell-Nunn moved that the meeting be adjourned; seconded by Ms. Davison; motion carried unanimously. The meeting adjourned at 7:13 p.m.

Respectfully submitted,

Jan Brhel  
Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
Special Meeting  
August 10, 2020  
Via Phone Due to COVID19  
8:00 A.M.**

PRESENT: Roxann Buck, Elizabeth Burns, Judy Davison, Matt McSherry, Raymond Schlather, Bruce Tytler

EXCUSED: Arthur Kuckes, Schelley Michell-Nunn

COUNTY LIAISONS: None

STAFF: Jan Brhel, Bill Talbot

GUESTS: None

1. **Call to Order:** The meeting was called to order at 8:00 a.m. by Chair Schlather.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Public Comment:** None
4. **Approval of Resolution 2019-2020-71 Adoption of the Proposed 2020-2021 Operating Budget (attached to these minutes)** Bill Talbot explained the differences in what he presented and discussed at the July 16, 2020 Board meeting and why the changes were made.

Ms. Davison moved that Resolution 2019-2020-71 Adoption of the Proposed 2020-2021 Operating Budget be approved as submitted; seconded by Mr. McSherry; carried unanimously.

5. **Approval of Resolution 2019-2020-69 Appropriation of Fund Balance (attached to these minutes)** Bill Talbot explained with the changes made to the Operating Budget there is a need for an increased amount to be used from the Fund Balance.

Mr. McSherry moved that Resolution 2019-2020-69 Appropriation of Fund Balance be approved as submitted; seconded by Ms. Buck; carried unanimously.

6. **Other Business: None**
7. **Adjournment:** Ms. Davison moved the Special Meeting be adjourned; seconded by Ms. Buck; carried unanimously. The meeting adjourned at 8:18 a.m.

Respectfully submitted,

Jan Brhel  
Clerk of the Board of Trustees



# CAMPUS TECHNOLOGY

Campus Technology provides reliable and secure technology services in support of the academic and administrative needs of the College. Campus Technology explores emerging technologies to provide students and staff with innovative technology services. Campus Technology strives to provide both reliable technology and excellent customer service.





# Campus Tech Operational Teams

- **Tech Support Helpdesk** (3) first line tech support for students and staff. Primary support of most classroom technology
- **Hardware Administrators** (2) deployments of all computers on campus to offices, classrooms and labs, tier 2 tech support.
- **Instructional Technology/Instructional Design** (1) support and training for online and remote instruction
- **Information Systems** (3) database software, programming, integrations
- **Infrastructure** (2) servers, networking, phones, security cameras
- **IT Security and Compliance** (\*)
- **Copy & Mail Center** (1.5)



# Tech Support Helpdesk

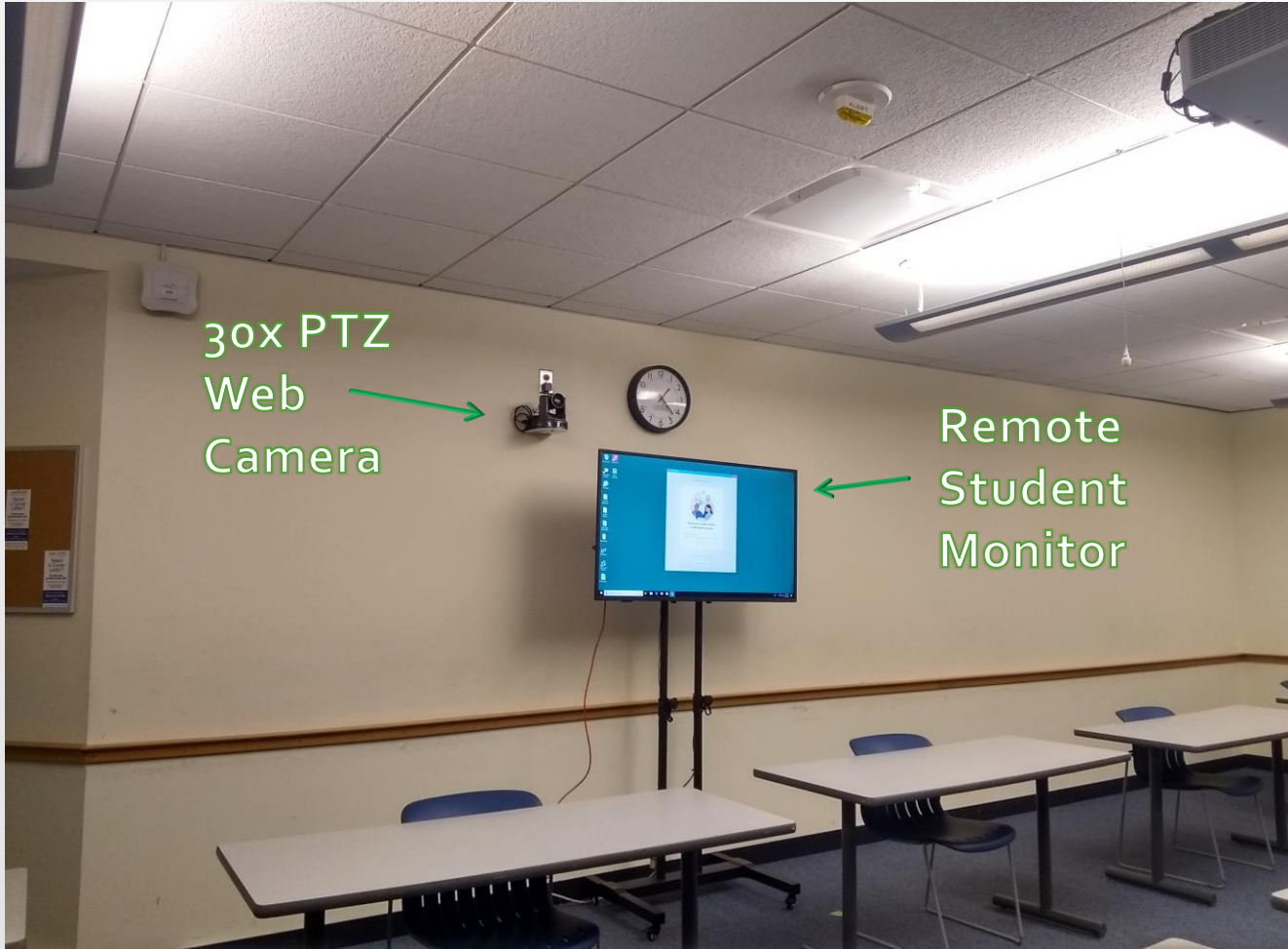
- 17% increase year-over-year for tech support requests, March-September (2827/2418)
- Physical distancing in computer labs, setup of hallway “satellite” academic computer
- Self Check-In Kiosks for Enrollment Services
- Lecture Capture Classroom build-out and support

# Classroom Equipment Staging Area

1 week before classes start



# Classroom 281B





# Hardware Admins

- Deployed 55 laptops to staff and faculty over summer
- Setup of open academic computing labs
- Acquisition and configuration of class lecture-streaming computers
- Involved with multiple methods to grant remote access to specialized software
- VPN – remote install of VPN software on laptops and desktops



# Instructional Technology/Instructional Design

- Blackboard Training
- Microsoft Teams Training
- Training on remote & hybrid teaching approaches
- Continuous support for instructors



# Infrastructure

- VPN – 75 staff working remote over VPN at peak
- Deployed cloud virtual computers for academic and administrative uses
- On-Premise virtual computers for high-demand staff users
- Enabled telephone extensions on laptops (softphones)
- External WiFi in Parking Lot 1
- Firewall Replacement Project



# Information Systems

- Implementation of SMS Texting platform (Mongoose)
- Fast-tracked development of new incidental student online registration process (470 courses registered for /310 individuals)
- Customized course search to show teaching modalities
- Implementation of new Health Center EHR
- Assisted departments in moving business processes to remote/online workflows
- Integration to populate Microsoft Teams with course rosters
- Online Daily COVID Self-Assessment






## Section Search

[▶ Back to Registration](#)

Found **111** results for Keywords = 'engl101' and Registration Type = 'Traditional' and Period = '2020 Fall'.

Session ▼ | 
 Department ▼ | 
 Subtype ▼ | 
 Class Level ▼

Showing 1 - 10 of 111

	Course	Date	Session	Credits	Fees	OER	Registration Info	Schedule	Available Seats	
	Academic Writing I ENGL100/Learning Community/EL01	8/31/2020 - 12/18/2020	2020 Fall 15 Wks	3.00			Live Online & Online Asynchronous Blend	MF 9:00 AM - 9:50 AM; Main, REMOTE WEB 12:00 AM - 12:00 AM; Distance Learning - Web, BBoard	0 of 10	
<b>Instructors:</b> Mike, Rochelle M										
	Academic Writing I ENGL100/Learning Community/EL02	8/31/2020 - 12/18/2020	2020 Fall 15 Wks	3.00			On-Campus & Live Online Meetings Blend	R 9:00 AM - 10:15 AM; Main, REMOTE T 9:00 AM - 10:15 AM; Main, 280D	0 of 10	
<b>Instructors:</b> Tambascio, Theresa A										
	Academic Writing I ENGL100/Learning Community/EL03	8/31/2020 - 12/18/2020	2020 Fall 15 Wks	3.00			On-Campus & Live Online Meetings Blend	M 9:00 AM - 9:50 AM; Main, 121F WF 9:00 AM - 9:50 AM; Main, REMOTE	1 of 8	<input type="button" value="Add"/>

## Already a Student?

This form *should not* be used by students enrolled in a Tompkins Cortland Community College degree program. Current students [register here](#).

## Are You Interested In Earning a Degree?

You will need to [Apply to Tompkins Cortland Community College](#) to get started on your way towards earning a degree.

1

Select Year/Term

2

Search for Courses

3

Personal & Education Information

4

Complete

## Step 1 - Select Year/Term

Select the year and term and then enter the course(s) you would like to take. Use the Search Courses/Sections tool to find the exact course and section.

Select Year/Term

Select Year/Term



Select

# Copy & Mail Center

- Pickup location for student loaner laptop. Worked with Library to ship loaner laptops direct from mailroom to students who requested them. 19 loaned laptops for Fall to date
- Continued mail operations throughout summer and fall – increase in bulk mailings offset drop in typical mail volume
- Currently working with library to provide additional services to them in support of the remote students – e.g. scanning reserve textbooks for electronic sharing.



# IT Security and Compliance

- Completed Comprehensive Security Review with Cyberstone
- Provided Staff IT Security Training
- Met compliance elements for College's financial audit



# Ongoing

- Implementing a redundant internet connection
- Working with Library on digital loan of book reserves
- Working internally to improve IT service management
- Working with library to better identify and combine overlapping services
- Continuing to assisting departments with the implications of remote operations, staffing changes, and realignments



# Challenges and Opportunities Ahead

- Laptops for all staff
- Laptops for all students
- Improving classroom technology
- Investment in IT Security
- Migrate more services to online processing

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of September 8, 2020

**UNCLASSIFIED STAFF**

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION DEADLINE	CURRENT STATUS
Assistant Provost	October 15, 2020	August 18, 2020	September 15, 2020	Accepting Applications
Director of Financial Aid 1-Year temporary	ASAP	August 21, 2020	August 28, 2020	Hired: Colleen Conroy (08/28/20)
Director of Wellness 1-Year temporary	ASAP	August 27, 2020	September 3, 2020	Offer in Progress
Coordinator of Applied Learning Initiatives .75 FTE 1-Year Grant funded	Spring 2020	February 14, 2020	March 16, 2020	Offer in Progress

**CLASSIFIED STAFF**

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Supervising Campus Peace Officer	Campus Police	ASAP	Zoom Interviews Concluded

**FACULTY STUDENT ASSOCIATION**

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Assistant Coach, Men's Soccer	Athletics & Recreation	September 2020	Accepting Applications
Lifeguard	Athletics & Recreation	September 2020	Accepting Applications; Continuous Recruitment
Graduate Assistant	Residence Life/Student Center	September 2020	Accepting Applications; Continuous Recruitment
Substitute Teacher	Childcare	September 2020	Accepting Applications; Continuous Recruitment
College AOD Prevention Coordinator	Health Center	August 2020	Hired: Kevin Broderick (8/3/2020)
Panther Pantry Associate	Health Center	September 2020	Conducting Interviews

**BISTRO**

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



TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of September 17, 2020

**COMPLAINANT**

**SUBJECT**

**DISPOSITION**

None.

**FACULTY ASSOC.**

None.

**PAA**

None.

**TC3 ADJUNCT ASSOC.**

TC3 Adjunct Association and Diane Williams

Article 7.5 – Seniority  
Article 7.7 – Work Assignment  
Article 7.8 – Position vacancies  
Article 7.9 – Preferential Candidate Status

Grievance has been resolved.

## VP of Finance & Administrations Report: September 17, 2020

### **July Close:**

The College closed July \$.4M favorable to budget. The CARES Act Institution funds pulled down in August for spring remote classroom activities will help us achieve the needed \$1.0M needed in 2020-21 to balance that budget. 2019-20 End of Year (EOY) Fund Balance is still projected to be \$1.8M, while the 2020-21 is expected to drop \$1.0M to \$.8M.

Year to Date (YTD) Appropriations are \$1.1M better than budgeted as we close the month at 86.5% Expended YTD compared to the prior year of 89.9%. These expense savings are being realized from College wide initiatives to build the fund balance for 2020-21 through furloughing, extending vacancies, renegotiating/suspending contracts, and natural savings from being remote.

Revenues are down a net \$668K to budget. The largest share, \$572K, is attributed to NYS: \$525K from the 20% withholding of the June payment and an estimated \$47K owed to the College from HESC against the spring semester. Tuition Revenue is down \$244K, with the majority of that being associated with the loss of the Summer Global program.

### **2020-21 Budget**

The 2020-21 Budget was passed by both Sponsoring Counties and we now await SUNY approval, which has been rumored to take place in October rather than September. While there are detailing documents and presentations explaining how the 2020-21 budget was formed, there are some key takeaways:

- Our 2020-21 financial challenges are not created by our cost structure or market issues (enrollment declines), but rather the sudden loss of State Revenue (\$2.4M). This brings down the State's contributions from 30% this year to 24% in 2020-21.
- Students' portions will increase from 38% to 40%. Students residing in the dorms have maxed out their financial aid, requiring the College to subsidize their meal plans at about \$.2M cost to the College.
- Our costs relevant to other community colleges are highly favorable but for the Student Services area, intentionally increased to promote higher retention and graduation rates. While this will not deter the College from leading the colleges to reduce its cost structure, there is always a risk that the cuts unfavorably impact the College, Students and/or Community more than intended.
- Our greatest cost challenge is fringes as both the base of retirees grows and the health care costs continue to rise yearly. Fringes now makes up 25% of our total appropriations.
- There were little funds budgeted for deferred maintenance. The College was not reimbursed for funds spent in 2019-20 and has informed the Sponsoring Counties the College will return with a deferred maintenance plan, it hopes to be funded in 2021.
- \$1.0M of the 2019-20 Fund Balance generated in excess of budget will be drawn back down in 2020-21.
- Our biggest challenges lay ahead of us in 2021-22, as our Enrollment FTEs in 2020-21 decrease, leading to further State funding decreases and the need to fill a \$1.3M gap, no longer covered by a prior year's favorable fund balance and a FSA waived payment.

**Cash Flow:**

The College has requested a “line of credit” from the Sponsoring Counties to cover natural low periods of cash. The latest risks created by the State in which they are delaying or deferring amounts due, with a likelihood of never paying, has resulted in the College building cash through its payable. Since contractals are just 16% of the budget, there are really only three source: the Foundation, Tompkins County and HealthCare Consortium. These are currently being paid on a 90 days delay, creating a cash cushion in the range of \$1.6M to \$3.0M, depending on the period of the year. Currently, we have \$3.1M in our bank and \$1.6M in net payables from these organizations. If the Sponsoring Counties could establish this line of credit, then we would have \$1.4M in the bank and all payables would be current. NOTE: This assumes the State makes their 80% payments on-time.

Our natural low points are in December/January and August/September. Our current cash model predicts that we are NOT in need of a prepayment from the Counties in 2020.

**Risks:**

A little over a week ago, we received a verbal update from SUNY that we were likely not to receive any TAP for first-time TAP students and only 80% for those who had previously drawn down TAP. At this point, only an estimated 2/3rds of the TAP is packaged and/or pending. If the College were to “absorb” a portion of this shortfall in order to keep all students enrolled, the College’s initial incremental expected loss is in the range of \$350K - \$700K. NOTE 1: This assumes all those Students who can take out additional loans to replace the lost TAP will do so and that is has no impact on enrollments. NOTE 2: These losses and/or delays in payments from HESC will require additional cash in December.

The second risk is associated with a permanent move to remote teaching, thereby having an impact on our spring enrollments. The College has responded responsibly to COVID-19 cases and classes have resumed as originally planned. However, unless we can resume a more normal face-to-face instruction for the spring 2021, enrollments may not reach the projected 102% of 2020 actual enrollments budgeted.

TOMPKINS CORTLAND COMMUNITY COLLEGE  
 APPROPRIATIONS 2019-2020  
 FINANCIAL REPORT FOR PERIOD ENDING SATURDAY, JULY 31, 2020

	Modified Budget 2019-20	Expend to Date 2019-20	Unexpend Balance 2019-20	% Expended 2019-20	Total Exp PY 2018-19	YTD Exp PY to Date 2018-19	PY % Expended 2018-19	Fav Var (Unfav Var) to PY	% Variance to PY
<b>Forecasted Dept. Appropriations</b>									
Personal Services	17,694,137	15,744,217	1,949,920	89.0%	18,638,904	16,684,255	89.5%	940,038	5.0%
Equipment	178,821	128,401	50,420	71.8%	106,522	104,973	98.5%	(23,427)	-22.0%
Contractual Expenses	5,405,758	4,353,601	1,052,157	80.5%	4,932,484	4,031,838	81.7%	(321,763)	-6.5%
Employee Benefits	8,679,813	7,687,362	992,451	88.6%	8,230,258	7,870,843	95.6%	183,481	2.2%
<b>Total Forecasted Departmental Appropriations<sup>1</sup></b>	<b>31,958,529</b>	<b>27,913,581</b>	<b>4,044,948</b>	<b>87.3%</b>	<b>31,908,168</b>	<b>28,691,909</b>	<b>89.9%</b>	<b>778,328</b>	<b>2.7%</b>
<b>Scholarships &amp; Awards</b>									
Student Services	380,409	152,138	228,272	40.0%	305,470	305,470	100.0%	153,333	50.2%
Academic Support	3,091,750	3,133,050	(41,300)	101.3%	2,773,601	2,772,131	99.9%	(360,919)	-13.0%
<b>Total Scholarships &amp; Awards</b>	<b>3,472,159</b>	<b>3,285,188</b>	<b>186,972</b>	<b>94.6%</b>	<b>3,079,071</b>	<b>3,077,601</b>	<b>100.0%</b>	<b>(207,586)</b>	<b>-6.7%</b>
<b>Total Forecasted Appropriations<sup>2</sup></b>	<b>35,430,688</b>	<b>31,198,768</b>	<b>4,231,920</b>	<b>88.1%</b>	<b>34,987,239</b>	<b>31,769,510</b>	<b>90.8%</b>	<b>570,742</b>	<b>1.8%</b>
<b>Adjustments to Approved Budget</b>									
Personal Services	207,206		207,206	0.0%			0.0%	0	0.0%
Equipment	0		0	0.0%			0.0%	0	0.0%
Contractual Expenses	239,625		239,625	0.0%			0.0%	0	0.0%
Employee Benefits	(182,000)		(182,000)	0.0%			0.0%	0	0.0%
<b>Total Adjustments to Approved Budget<sup>3</sup> Favorable (Unfav)</b>	<b>264,831</b>	<b>0</b>	<b>264,831</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b>Personnel</b>									
Personnel	17,901,343	15,744,217	2,157,126	87.9%	18,638,904	16,684,255	89.5%	940,038	5.0%
Equipment	178,821	128,401	50,420	71.8%	106,522	104,973	98.5%	(23,427)	-22.0%
Contractual	5,645,383	4,353,601	1,291,782	77.1%	4,932,484	4,031,838	81.7%	(321,763)	-6.5%
Scholarship & Awards Offset	3,472,159	3,285,188	186,972	94.6%	3,079,071	3,077,601	100.0%	(207,586)	-6.7%
Fringe Benefit	8,497,813	7,687,362	810,451	90.5%	8,230,258	7,870,843	95.6%	183,481	2.2%
<b>Total Approved Budget Appropriations<sup>4</sup></b>	<b>35,695,519</b>	<b>31,198,768</b>	<b>4,496,751</b>	<b>87.4%</b>	<b>34,987,239</b>	<b>31,769,510</b>	<b>90.8%</b>	<b>570,742</b>	<b>1.8%</b>

**Explanation of Sub-Totals and Totals:**

1. *Total Forecasted Departmental Appropriations:* Enables an analysis of departmental operating costs.
2. *Total Forecasted Appropriations:* Forecasts the End-of-Year Appropriations for the College.
3. *Total Adjustments to Approved Budget:* Represents the forecasted adjustments to the 2019-20 Appropriations Budget. If positive, less Fund Balance is required. If negative, more Fund Balance is required.
4. *Total Approved Budget Appropriations:* This represents the Approved Budget.

TOMPKINS CORTLAND COMMUNITY COLLEGE  
 APPROPRIATIONS 2019-2020  
 FINANCIAL REPORT FOR PERIOD ENDING SATURDAY, JULY 31, 2020

	Modified Budget 2019-20	Expend to Date 2019-20	Unexpend Balance 2019-20	% Expended 2019-20	Total Exp PY 2018-19	YTD Exp PY to Date 2018-19	PY % Expended 2018-19	Fav Var (Unfav Var) to PY	% Variance to PY
<b>Instruction</b>									
Personal Services	7,919,202	7,482,271	436,931	94.5%	8,596,108	7,936,953	92.3%	454,682	5.7%
Equipment		3,959	(3,959)	0.0%			0.0%	(3,959)	0.0%
Contractual Expenses	1,646,664	1,292,271	354,393	78.5%	1,621,450	1,340,760	82.7%	48,489	3.6%
Employee Benefits	3,866,441	3,467,472	398,969	89.7%	3,790,538	3,604,857	95.1%	137,385	3.8%
<b>Total Instruction</b>	<b>13,432,307</b>	<b>12,245,974</b>	<b>1,186,333</b>	<b>91.2%</b>	<b>14,008,096</b>	<b>12,882,571</b>	<b>92.0%</b>	<b>636,597</b>	<b>4.9%</b>
<b>Public Service</b>									
Personal Services	91,503	112,844	(21,341)	123.3%	92,389	81,831	88.6%	(31,013)	-37.9%
Equipment	0	0	0	0.0%	0	0	0.0%	0	0.0%
Contractual Expenses		1,894	(1,894)	0.0%	4,380	4,360	99.5%	2,466	56.6%
Employee Benefits	44,168	54,199	(10,031)	122.7%	40,740	37,976	93.2%	(16,223)	-42.7%
<b>Total Public Service</b>	<b>135,671</b>	<b>168,937</b>	<b>(33,266)</b>	<b>124.5%</b>	<b>137,509</b>	<b>124,167</b>	<b>90.3%</b>	<b>(44,770)</b>	<b>-36.1%</b>
<b>Academic Support</b>									
Personal Services	1,761,321	1,478,016	283,305	83.9%	1,621,292	1,413,617	87.2%	(64,399)	-4.6%
Equipment		38,842	(38,842)	0.0%	42,361	42,361	100.0%	3,519	8.3%
Contractual Expenses	266,022	202,892	63,130	76.3%	213,544	188,495	88.3%	(14,397)	-7.6%
Employee Benefits	866,163	919,696	(53,533)	106.2%	714,925	705,783	98.7%	(213,913)	-30.3%
<b>Total Academic Support</b>	<b>2,893,506</b>	<b>2,639,446</b>	<b>254,060</b>	<b>91.2%</b>	<b>2,592,121</b>	<b>2,350,255</b>	<b>90.7%</b>	<b>(289,190)</b>	<b>-12.3%</b>
<b>Libraries</b>									
Personal Services	454,562	400,335	54,227	88.1%	514,825	455,663	88.5%	55,328	12.1%
Equipment	1,180	1,179	1	99.9%			0.0%	(1,179)	0.0%
Contractual Expenses	170,750	187,394	(16,644)	109.7%	154,075	147,806	95.9%	(39,588)	-26.8%
Employee Benefits	219,414	195,798	23,616	89.2%	227,017	210,302	92.6%	14,503	6.9%
<b>Total Libraries</b>	<b>845,906</b>	<b>784,707</b>	<b>61,199</b>	<b>92.8%</b>	<b>895,918</b>	<b>813,771</b>	<b>90.8%</b>	<b>29,064</b>	<b>3.6%</b>
<b>Student Services</b>									
Personal Services	2,556,471	2,111,311	445,160	82.6%	2,555,684	2,202,246	86.2%	90,935	4.1%
Equipment		1,152	(1,152)	0.0%	1,672	1,672	100.0%	520	31.1%
Contractual Expenses	777,079	557,283	219,796	71.7%	706,842	621,143	87.9%	63,860	10.3%
Employee Benefits	1,258,979	1,047,406	211,573	83.2%	1,126,954	1,060,076	94.1%	12,671	1.2%
<b>Total Student Services</b>	<b>4,592,529</b>	<b>3,717,152</b>	<b>875,377</b>	<b>80.9%</b>	<b>4,391,151</b>	<b>3,885,138</b>	<b>88.5%</b>	<b>167,986</b>	<b>4.3%</b>
<b>Maintenance and Operations</b>									
Personal Services	1,864,927	1,595,801	269,126	85.6%	2,127,704	1,822,574	85.7%	226,773	12.4%
Equipment	15,769	23,028	(7,259)	146.0%	3,539	1,990	56.2%	(21,038)	-1057.1%
Contractual Expenses	1,058,129	939,668	118,461	88.8%	794,504	733,289	92.3%	(206,379)	-28.1%
Employee Benefits	939,373	763,281	176,092	81.3%	938,232	900,803	96.0%	137,523	15.3%
<b>Total Maintenance and Operations</b>	<b>3,878,198</b>	<b>3,321,778</b>	<b>556,420</b>	<b>85.7%</b>	<b>3,863,979</b>	<b>3,458,657</b>	<b>89.5%</b>	<b>136,879</b>	<b>4.0%</b>
<b>Institutional Support</b>									
Personal Services	1,299,845	1,094,562	205,283	84.2%	1,548,072	1,355,886	87.6%	261,323	19.3%
Contractual Expenses	462,752	361,199	101,553	78.1%	266,950	218,465	81.8%	(142,735)	-65.3%
Employee Benefits	625,824	533,909	91,915	85.3%	682,638	646,838	94.8%	112,929	17.5%
<b>Total Institutional Support</b>	<b>2,388,421</b>	<b>1,989,670</b>	<b>398,751</b>	<b>83.3%</b>	<b>2,497,660</b>	<b>2,221,188</b>	<b>88.9%</b>	<b>231,518</b>	<b>10.4%</b>
<b>General Institutional Services</b>									
Personal Services	1,746,306	1,469,076	277,230	84.1%	1,582,829	1,415,485	89.4%	(53,592)	-3.8%
Equipment	161,872	60,241	101,631	37.2%	58,951	58,951	100.0%	(1,290)	-2.2%
Contractual Expenses	1,024,362	811,000	213,362	79.2%	1,170,739	777,520	66.4%	(33,480)	-4.3%
Employee Benefits	859,451	705,601	153,850	82.1%	709,215	704,208	99.3%	(1,393)	-0.2%
<b>Total General Institutional Services</b>	<b>3,791,991</b>	<b>3,045,918</b>	<b>746,073</b>	<b>80.3%</b>	<b>3,521,734</b>	<b>2,956,163</b>	<b>83.9%</b>	<b>(89,755)</b>	<b>-3.0%</b>
<b>Total Forecasted Departmental Appropriations<sup>1</sup></b>	<b>31,958,529</b>	<b>27,913,581</b>	<b>4,044,948</b>	<b>87.3%</b>	<b>31,908,168</b>	<b>28,691,909</b>	<b>89.9%</b>	<b>778,328</b>	<b>2.4%</b>

2019-2020 APPROPRIATIONS  
 SCHEDULE OF EMPLOYEE BENEFITS  
 Year-To-Date Through Friday, July 31, 2020

	Modified Budget 2019-20	Expend to Date 2019-20	Unexpend Balance 2019-20	% Expended 2019-20	Total Exp PY 2018-19	YTD Exp PY to Date 2018-19	PY % Expended 2018-19	Fav Var (Unfav Var) to PY	% Variance to PY
Retirement Incentive Costs	340,000	588,618	(248,618)	173.1%	250,000	329,060	131.6%	(259,558)	-78.9%
HRA Retiree Benefits		94,769	(94,769)	0.0%	92,444	26,574	28.7%	(68,194)	-256.6%
State Employee's Retirement	1,100,154	911,360	188,794	82.8%	962,066	940,325	97.7%	28,965	3.1%
State Teacher's Retirement	280,000	173,014	106,986	61.8%	550,842	191,445	34.8%	18,430	9.6%
Optional Retirement Fund	1,063,501	807,880	255,621	76.0%	971,772	867,834	89.3%	59,954	6.9%
Social Security	1,387,293	1,196,955	190,338	86.3%	1,385,946	1,234,314	89.1%	37,359	3.0%
Worker's Compensation	140,000	103,226	36,774	73.7%	117,455	117,710	100.2%	14,484	12.3%
Executive Benefits	25,000	36,537	(11,537)	146.1%	25,476	23,299	91.5%	(13,238)	-56.8%
Disability Insurance	11,500	8,873	2,627	77.2%	10,912	9,881	90.5%	1,008	10.2%
Hospital and Medical Insurance	2,719,038	2,599,991	119,047	95.6%	2,878,956	2,668,386	92.7%	68,395	2.6%
Post Retirement Health Insurance	1,501,548	1,315,000	186,548	87.6%	1,331,465	1,170,000	87.9%	(145,000)	-12.4%
Employee Tuition Benefits	100,400	141,668	(41,268)	141.1%	124,844	124,844	100.0%	(16,824)	-13.5%
Life Insurance	10,000	6,947	3,053	69.5%	9,915	9,089	91.7%	2,142	23.6%
Vacation Benefits	100,000	55,000	45,000	55.0%	20,000	20,000	100.0%	(35,000)	-175.0%
Miscellaneous		4,350	(4,350)	0.0%	7,455	5,955	79.9%	1,605	27.0%
Unemployment Insurance	20,000	18,866	1,134	94.3%	3,587	3,587	100.0%	(15,280)	-426.0%
<b>Total Employee Benefits</b>	<b>8,798,434</b>	<b>8,063,054</b>	<b>735,380</b>	<b>91.6%</b>	<b>8,743,134</b>	<b>7,742,303</b>	<b>88.6%</b>	<b>(320,751)</b>	<b>-4.1%</b>

	Modified Budget 2019-20	Revenues to Date 2019-20	Unrealized Balance 2019-20	% Realized 2019-20	Total Rev PY 2018-19	YTD Rev PY 2018-19	PY % Realized 2018-19	Fav Var (Unfav Var) to PY	% Variance to PY
<b>Tuition</b>									
Fall & Spring	11,613,619	11,508,226	105,393	99.1%	11,592,507	11,768,747	101.5%	(260,521)	-2.2%
Winter	85,500	133,570	(48,070)	156.2%	132,090	133,940	101.4%	(370)	-0.3%
Summer	802,125	627,490	174,635	78.2%	660,516	680,057	103.0%	(52,567)	-7.7%
Nonresident Tuition	961,370	964,083	(2,713)	100.3%	972,811	1,213,788	124.8%	(249,705)	-20.6%
Student Fee Revenue	1,135,540	1,120,267	15,274	98.7%	1,171,785	1,203,213	102.7%	(82,947)	-6.9%
<b>Total Tuition</b>	<b>14,598,154</b>	<b>14,353,635</b>	<b>244,519</b>	<b>98.3%</b>	<b>14,529,708</b>	<b>14,999,744</b>	<b>103.2%</b>	<b>(646,109)</b>	<b>-4.3%</b>
<b>Government Appropriations</b>									
New York State	10,479,311	9,906,511	572,800	94.5%	10,663,983	10,671,100	100.1%	(764,589)	-7.2%
Local Sponsors	4,882,882	4,882,882	0	100.0%	4,650,364	4,231,831	91.0%	651,051	15.4%
Appropriated Cash Surplus	500,000	500,000	0	100.0%	345,000		0.0%	500,000	0.0%
Charges to Other Counties	4,584,500	4,632,038	(47,538)	101.0%	4,173,042	4,143,781	99.3%	488,257	11.8%
Board Designated Reserves	61,872	61,872	0	100.0%	400,000		0.0%	61,872	0.0%
<b>Total Govt Appropriations</b>	<b>20,508,565</b>	<b>19,983,303</b>	<b>525,262</b>	<b>97.4%</b>	<b>20,232,389</b>	<b>19,046,712</b>	<b>94.1%</b>	<b>936,591</b>	<b>4.9%</b>
<b>Other Revenues</b>									
Service Fees	98,800	96,780	2,020	98.0%	178,800	120,527	67.4%	(23,747)	-19.7%
Interest Earnings	4,000	4,318	(318)	107.9%	3,458	3,234	93.5%	1,083	33.5%
Rental of Real Property	27,000	15,314	11,686	56.7%	11,467	10,875	94.8%	4,439	40.8%
Cafe Commissions			0	0.0%	68,738	68,738	100.0%	(68,738)	-100.0%
Contract Courses	97,000	115,307	(18,307)	118.9%	79,462	165,563	208.4%	(50,256)	-30.4%
Noncredit Tuition	143,000	113,494	29,506	79.4%	168,518	157,564	93.5%	(44,070)	-28.0%
Grant Offsets	165,000	150,786	14,214	91.4%	154,026	112,768	73.2%	38,018	33.7%
Unclassified Revenues	54,000	194,776	(140,776)	360.7%	100,627	127,165	126.4%	67,611	53.2%
<b>Total Other Revenues</b>	<b>588,800</b>	<b>690,774</b>	<b>(101,974)</b>	<b>117.3%</b>	<b>765,095</b>	<b>766,433</b>	<b>100.2%</b>	<b>(75,659)</b>	<b>-9.9%</b>
<b>TOTAL REVENUES</b>	<b>35,695,519</b>	<b>35,027,712</b>	<b>667,807</b>	<b>98.1%</b>	<b>35,527,192</b>	<b>34,812,889</b>	<b>98.0%</b>	<b>214,822</b>	<b>0.6%</b>
Student Revenue	13,636,784	13,389,553	247,231	98.2%	13,556,898	13,785,957	101.7%	(396,404)	-2.9%
State Revenue	10,479,311	9,906,511	572,800	94.5%	10,663,983	10,671,100	100.1%	(764,589)	-7.2%
Local Revenue	11,017,552	11,169,776	(152,224)	101.4%	10,561,312	10,355,832	98.1%	813,944	7.9%
Use of Fund Balance	561,872	561,872	0	100.0%	745,000	0	0.0%	561,872	0.0%

TOMPKINS CORTLAND COMMUNITY COLLEGE  
 BALANCE SHEET  
 FINANCIAL PERIOD FOR THE PERIOD ENDING FRIDAY, JULY 31, 2020

	Current Month	Previous Month	Previous Year
	7/31/2020 11:59:59 PM	6/30/2020 11:59:59 PM	7/31/2019 11:59:59 PM
<b>ASSETS</b>			
Cash in Demand Deposit	455,908	1,223,545	562,327
Cash in Time Deposits	3,042,663	2,273,054	978,826
Petty Cash	1,229	1,229	1,229
Accounts Receivable-Students	3,051,282	3,241,790	2,965,195
Accounts Receivable-Misc.	10,828,897	10,794,737	5,735,864
Pre-Paid Expenses	30,198	20,847	(8,721)
Due From Other Funds	1,397,805	1,240,691	2,172,202
Due From Other Governments	222,561	201,133	69,186
<b>TOTAL ASSETS</b>	<b>19,030,542</b>	<b>18,997,026</b>	<b>12,476,108</b>
<b>LIABILITIES AND SURPLUS</b>			
Vouchers Payable	1,675,473	2,182,592	0
Payroll Liabilities	2,089,710	1,566,707	986,137
Student Financial Aid Liabilities	93,620	102,608	761,126
Accrued Liabilities	9,490,040	9,492,539	4,238,979
Due to Other Funds	972,668	995,539	1,260,215
Student Tuition Collected in Advance	2,754	(712)	90,360
Reserves	188,001	188,001	200,936
Designated Fund Balance	279,743	279,743	718,430
Restatement of Net Position	121,807	121,807	121,807
Fund Balance	754,750	754,750	1,232,527
Revenue Over (Under) Expenditures	3,361,977	3,313,453	2,865,592
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>19,030,542</b>	<b>18,997,026</b>	<b>12,476,108</b>





**Appointment of Personnel**  
**Wednesday, September 9, 2020**  
**Presented to the Board of Trustees**

Employee	Department	Title/Rank	Salary	Employment Dates
<b>August</b>				
Webb, Marilyn	Adjunct Library Assistant	Adjunct	\$5,760.00	8/25/2020 To 12/24/2020
Weaver, Bobbie	Professional Tutor	Adjunct	\$10,936.64	8/26/2020 To 12/18/2020
Buchanan, Patricia	Ninety-minute ENGL100-098-49 professional development pursuant to SUNY Developmental English Learning Community Grant	Adjunct	\$50.00	8/27/2020
Donohue, Kathryn	Ninety-minute ENGL100-098-49 professional development pursuant to SUNY Developmental English Learning Community Grant	Adjunct	\$50.00	8/27/2020
Hemingway Jones, Kat	Ninety-minute ENGL100-098-49 professional development pursuant to SUNY Developmental English Learning Community Grant	Adjunct	\$50.00	8/27/2020
Potter, Kristi	Ninety-minute ENGL100-098-49 professional development pursuant to SUNY Developmental English Learning Community Grant	Adjunct	\$50.00	8/27/2020
Tambascio, Theresa	Ninety-minute ENGL100-098-49 professional development pursuant to SUNY Developmental English Learning Community Grant	Adjunct	\$50.00	8/27/2020
Weed, Steve	Ninety-minute ENGL100-098-49 professional development pursuant to SUNY Developmental English Learning Community Grant	Adjunct	\$50.00	8/27/2020
Zaia, Heather	Ninety-minute ENGL100-098-49 professional development pursuant to SUNY Developmental English Learning Community Grant	Adjunct	\$50.00	8/27/2020
Conroy, Colleen	Financial Aid	Director of Financial Aid	\$84,894.00*	8/28/2020
Abshire, Christian	BIOL131 M02BIOL131 ME50	Adjunct	\$9,660.00	8/31/2020 To 12/18/2020
Ahmed, Ahmed	CHEM205 ME50	Adjunct	\$6,300.00	8/31/2020 To 12/18/2020
Almann, Nancy	BIOL114 M01BIOL131 M01	Adjunct	\$9,900.00	8/31/2020 To 12/18/2020
Altmann, Herman	BIOL101 M01BIOL102 M01	Adjunct	\$4,800.00	8/31/2020 To 12/18/2020
Anderson, Craig	CONT107 ME50	Adjunct	\$2,760.00	8/31/2020 To 12/18/2020
Archer, Pamela	CAPS111 BL1CAPS121 BL3CAPS121 BL2CAPS121 BL1CAPS111 BL2	Adjunct	\$6,535.20	8/31/2020 To 11/11/2020
Arnold, Melanie	COMM110 ME50	Adjunct	\$1,400.40	8/31/2020 To 10/5/2020
Aspinwall, Breck	BIOL100 BL1BIOL100 M01	Adjunct	\$7,315.00	8/31/2020 To 12/18/2020
Bechtold, Charles	ENSC204 M01MATH120 M02	Adjunct	\$8,400.00	8/31/2020 To 12/18/2020
Bennett, Chauncey	COMM127 HY53COMM135 ME50	Adjunct	\$6,860.00	8/31/2020 To 12/18/2020
Blackman, Patrick	CULI160 V01	Adjunct	\$3,220.00	8/31/2020 To 12/18/2020
Buchanan, Patricia	ENGL098 EL03ENGL201 M03ENGL100 M03ENGL100 EL03	Adjunct	\$10,800.00	8/31/2020 To 12/18/2020
Burgholzer, Benjamin	ENGL102 M03	Adjunct	\$2,760.00	8/31/2020 To 12/18/2020
Cambridge, Jessica	ENGL100 M24	Adjunct	\$3,360.00	8/31/2020 To 12/18/2020
Carr, Kyle	COMM111 M01COMM245 M01COMM120 M01COMM112 M01	Adjunct	\$6,100.80	8/31/2020 To 12/18/2020
Carr, Kyle	Provide coverage for Communications Cage/Tutoring to COMM students	Adjunct	\$4,114.80	8/31/2020 To 12/18/2020
Chapman, Robert	POSC104 M01	Adjunct	\$3,600.00	8/31/2020 To 12/18/2020
Christofferson, Martin	CAPS111 HY1CAPS131 HY2CAPS131 HY1CAPS121 HY2CAPS121 HY1CAPS111 HY2	Adjunct	\$8,402.40	8/31/2020 To 12/18/2020

Employee	Department	Title/Rank	Salary	Employment Dates
Christopher, Renee	BIOL201 ME50	Adjunct	\$5,145.00	8/31/2020 To 12/18/2020
Cicciarelli, Richard	BIOL101 M01BIOL104 M01BIOL101 M04	Adjunct	\$8,621.25	8/31/2020 To 12/18/2020
Coleman, Cynthia	SOCI101 BL1	Adjunct	\$3,600.00	8/31/2020 To 12/18/2020
Corbin, Gemma	PARA215 BL1PARC215 BL1	Adjunct	\$2,940.00	8/31/2020 To 12/18/2020
Cornish, Erin	MATH049 MLC1MATH109 M01MATH098 MLC1MATH098 M01	Adjunct	\$10,800.00	8/31/2020 To 12/18/2020
Cowan, Richard	MATH200 M03MATH200 ME50	Adjunct	\$7,200.00	8/31/2020 To 12/18/2020
Cutter, Elizabeth	MATH090 M04MATH090 ME50	Adjunct	\$7,840.00	8/31/2020 To 12/18/2020
DeFranco, Anthony	BUAD203 BL1	Adjunct	\$3,600.00	8/31/2020 To 12/18/2020
DeGaetano, Margaret	METR101 BL1	Adjunct	\$4,200.00	8/31/2020 To 12/18/2020
DiBartolo, Debra	NURS110-M31 FLD	Adjunct	\$7,840.00	8/31/2020 To 12/18/2020
Doane, Eric	CRJU105 BL1CRJU105 M01	Adjunct	\$5,880.00	8/31/2020 To 12/18/2020
Donohue, Kathryn	ENGL098 EL04ENGL100 M04ENGL100 EL04	Adjunct	\$6,270.00	8/31/2020 To 12/18/2020
Earley, Bernard	ENGL101 BL1ENGL102 BL2	Adjunct	\$7,200.00	8/31/2020 To 12/18/2020
Eckert, Regina	HSTY201 M04	Adjunct	\$3,135.00	8/31/2020 To 12/18/2020
Eisenberg, Seth	PARA101 BL1PARC101 BL1	Adjunct	\$3,600.00	8/31/2020 To 12/18/2020
Emeziem, Cosmas	CRJU104 M02HUMS104 M02	Adjunct	\$2,940.00	8/31/2020 To 12/18/2020
Emmart, Michael	CRJU104 BL1HUMS104 BL1	Adjunct	\$3,360.00	8/31/2020 To 12/18/2020
Epstein, Judith	ENGL201 ME50	Adjunct	\$3,600.00	8/31/2020 To 12/18/2020
Esworthy, Barrett	HSTY101 M01HSTY201 M02HSTY201 M01	Adjunct	\$10,800.00	8/31/2020 To 12/18/2020
Evans, Christine	SPAN101 M02	Adjunct	\$3,360.00	8/31/2020 To 12/18/2020
Falk, Laura	WINE120 V01	Adjunct	\$3,135.00	8/31/2020 To 12/18/2020
Farah, Fred	BIOL101 M04	Adjunct	\$2,400.00	8/31/2020 To 12/18/2020
Feavearyear, Jody	MATH090 M01	Adjunct	\$4,800.00	8/31/2020 To 12/18/2020
Feberwee, Bart	PHIL101 M02	Adjunct	\$2,760.00	8/31/2020 To 12/18/2020
Fussner-Kelly, Shirley	MATH095 ME50	Adjunct	\$4,180.00	8/31/2020 To 12/18/2020
Galezo, David	PHIL101 BL1	Adjunct	\$3,600.00	8/31/2020 To 12/18/2020
Gammage-Sikora, Gina	SPAN101 BL1SPAN102 BL1SPAN101 BL2	Adjunct	\$10,800.00	8/31/2020 To 12/18/2020
Gilbert, Mary	ENGL102 BL3ENGL102 BL4	Adjunct	\$7,200.00	8/31/2020 To 12/18/2020
Goldsberry, Evelyn	NURS208-M30 FLD	Adjunct	\$11,495.00	8/31/2020 To 12/18/2020
Gonzalez Suarez, Jose	CONT202 ME50	Adjunct	\$3,910.00	8/31/2020 To 12/18/2020
Grimm, Mark	ART 214 M01	Adjunct	\$3,920.00	8/31/2020 To 12/18/2020
Grossman, Rick	Learning Specialist	Adjunct	\$3,600.45	8/31/2020 To 12/18/2020
Ha, Lien	DRAF117 ME50	Adjunct	\$4,441.25	8/31/2020 To 12/18/2020
Hamilton, Kathryn	MATH095 M02	Adjunct	\$3,680.00	8/31/2020 To 12/18/2020
Hemingway Jones, Kat	ENGL098 EL12ENGL100 M12ENGL100 EL12	Adjunct	\$6,720.00	8/31/2020 To 12/18/2020
Hollenbeck, Charles	ENGL101 BL2ENGL101 M06	Adjunct	\$6,270.00	8/31/2020 To 12/18/2020
Johnson, John	COMM140 M01	Adjunct	\$3,657.50	8/31/2020 To 12/18/2020
Jones, Paula	BIOL114 BL2	Adjunct	\$3,360.00	8/31/2020 To 12/18/2020
Josef, Keith	CHEM101 HY1	Adjunct	\$1,567.50	8/31/2020 To 12/18/2020
Kalabanka, Hannah	Para-Professional Teaching Assistant (CULI)	Adjunct	\$7,429.50	8/31/2020 To 12/18/2020
Kelly, Kevin	BUAD201 M02	Adjunct	\$2,940.00	8/31/2020 To 12/18/2020
Kidder, Jennifer	MATH090 M03MATH098 M04	Adjunct	\$9,600.00	8/31/2020 To 12/18/2020
Kobre, Michael	BIOL114 BL1BIOL132 HY50	Adjunct	\$9,900.00	8/31/2020 To 12/18/2020
Kyle, John	CAPS111 M02CAPS133 BL1CAPS131 BL3CAPS131 BL2CAPS131 BL1CAPS123 BL1CAPS121 M01	Adjunct	\$9,802.80	8/31/2020 To 12/18/2020
LaFavor, Erik	SOCI101 M02	Adjunct	\$2,760.00	8/31/2020 To 12/18/2020
Lee, In Shik	ART 110 M01ART 120 ME50ART 120 M02	Adjunct	\$12,600.00	8/31/2020 To 12/18/2020

Employee	Department	Title/Rank	Salary	Employment Dates
Lillard, Marketa	CHEM101 HY1CHEM101 M02	Adjunct	\$6,720.00	8/31/2020 To 12/18/2020
Lyon, Crystal	ART 124 M01	Adjunct	\$3,430.00	8/31/2020 To 12/18/2020
Lyon, Crystal	Professional Tutor	Adjunct	\$7,168.00	8/31/2020 To 12/18/2020
Marie, Jill	ENGL102 M06ENGL103 BL1	Adjunct	\$7,200.00	8/31/2020 To 12/18/2020
Mast, Holli	MATH095 M01	Adjunct	\$3,680.00	8/31/2020 To 12/18/2020
McCracken, Kathleen	COMM120 M01COMM127 HY1	Adjunct	\$5,486.25	8/31/2020 To 12/18/2020
McIntyre, David	HRMG105 HY1	Adjunct	\$1,045.00	8/31/2020 To 10/5/2020
McLane, Todd	CULI120 V01ENVS285 HY1ENVS117 F01	Adjunct	\$6,139.38	8/31/2020 To 12/18/2020
McMahon, Maria	ART 120 M01	Adjunct	\$3,920.00	8/31/2020 To 12/18/2020
Meddaugh, Arlene	NURS110-M36 FLD	Adjunct	\$6,860.00	8/31/2020 To 12/18/2020
Millman-Brown, Randi	ART 101 ME50	Adjunct	\$3,600.00	8/31/2020 To 12/18/2020
Miranda, Tracy	Para-Professional Tutor	Adjunct	\$7,924.80	8/31/2020 To 12/18/2020
Mueller, Susan	NURS110-M32 FLD	Adjunct	\$6,860.00	8/31/2020 To 12/18/2020
Need, Barbara	SPAN101 M01	Adjunct	\$3,360.00	8/31/2020 To 12/18/2020
Nobles, Jill	COMM100 M01COMM240 M01COMM115 M01	Adjunct	\$9,200.00	8/31/2020 To 12/18/2020
Nottelman, Andrew	Provide supervision to NURS208-M32 students while administering medications	Adjunct	\$1,708.85	8/31/2020 To 12/18/2020
Opperman, William	ASL 101 M01ASL 101 M02	Adjunct	\$5,880.00	8/31/2020 To 12/18/2020
Parks, Paul	ART 101 M01	Adjunct	\$3,600.00	8/31/2020 To 12/18/2020
Payton, Christine	Provide supervision to NURS208-M30 students while administering medications	Adjunct	\$1,940.90	8/31/2020 To 12/18/2020
Peterson, Rachel	Provide supervision to NURS120-M32 students while administering medications	Adjunct	\$1,708.85	8/31/2020 To 12/18/2020
Pijanowski, Gregory	ASTR101 BL1	Adjunct	\$3,360.00	8/31/2020 To 12/18/2020
Pittsley, Jaclyn	ENGL100 M23ENGL101 M05	Adjunct	\$6,720.00	8/31/2020 To 12/18/2020
Potter, Kristi	ENGL098 EL66ENGL100 EL66ENGL100 CE66	Adjunct	\$5,520.00	8/31/2020 To 12/18/2020
Quick, Raymond	BUAD208 BL1BUAD219 BL1	Adjunct	\$7,200.00	8/31/2020 To 12/18/2020
Read, Kira	Provide supervision to NURS208-M33 students while administering medications	Adjunct	\$1,708.85	8/31/2020 To 12/18/2020
Richards, David	POSC103 M01	Adjunct	\$3,600.00	8/31/2020 To 12/18/2020
Ritz Deutch, Ute	HSTY202 M01	Adjunct	\$3,600.00	8/31/2020 To 12/18/2020
Roche Norris, Heather	NURS108-M33 FLD	Adjunct	\$10,120.00	8/31/2020 To 12/18/2020
Rukavena, Peter	BUAD111 M01	Adjunct	\$3,600.00	8/31/2020 To 12/18/2020
Sabol, Zenta	ACCT101 CE66ACCT101 M02	Adjunct	\$9,600.00	8/31/2020 To 12/18/2020
Schaffer, Patricia	NURS208-M31 FLD	Adjunct	\$12,210.00	8/31/2020 To 12/18/2020
Schat, Marjolein	BIOL102 M01ENVS116 M01ENVS101 M02	Adjunct	\$9,520.00	8/31/2020 To 12/18/2020
Schmid, Joseph	ACCT207 BL1	Adjunct	\$4,800.00	8/31/2020 To 12/18/2020
Schmidt, Kurt	ENVS101 M01	Adjunct	\$3,220.00	8/31/2020 To 12/18/2020
Schultz, Benjamin	PHSC104 ME50	Adjunct	\$4,410.00	8/31/2020 To 12/18/2020
Scofield, Elizabeth	NURS120-ME32 FLD	Adjunct	\$10,120.00	8/31/2020 To 12/18/2020
Sewell, Patrick	President of Adjunct Faculty Association duties	Adjunct	\$2,400.00	8/31/2020 To 12/18/2020
Sewell, Patrick	ENVS105 M01ENVS112 IE62	Adjunct	\$5,600.00	8/31/2020 To 12/18/2020
Seyfried, Matthew	ENGL204 BL1ENGL204 BL2	Adjunct	\$7,200.00	8/31/2020 To 12/18/2020
Sheehan, John	HSTY101 BL1HSTY111 BL1	Adjunct	\$7,200.00	8/31/2020 To 12/18/2020
Sidle, Jason	HRMG206 BL1	Adjunct	\$2,940.00	8/31/2020 To 12/18/2020
Sloan, Cindy	SOCI101 BL2SOCI101 BL3	Adjunct	\$7,200.00	8/31/2020 To 12/18/2020
Snyder, Stephen	BIOL101 BL1	Adjunct	\$3,920.00	8/31/2020 To 12/18/2020
Stanton, Dawn	CDSC201 BL1CDSC201 BL2	Adjunct	\$6,720.00	8/31/2020 To 12/18/2020
Steenburg, Jennifer	NURS120-ME31 FLD	Adjunct	\$11,495.00	8/31/2020 To 12/18/2020

Employee	Department	Title/Rank	Salary	Employment Dates
Suben, Mark	CRJU205 M01	Adjunct	\$2,940.00	8/31/2020 To 12/18/2020
Tambascio, Theresa	ENGL049 EL02ENGL100 M02ENGL100 EL02	Adjunct	\$6,270.00	8/31/2020 To 12/18/2020
Thompson, Jacqueline	NURS110-M34 FLD	Adjunct	\$6,860.00	8/31/2020 To 12/18/2020
Timonin, Michael	HSTY201 M03HSTY202 M02	Adjunct	\$5,880.00	8/31/2020 To 12/18/2020
Vazenios, George	MATH109 CE66MATH109 M02	Adjunct	\$6,720.00	8/31/2020 To 12/18/2020
Veshcherevich, Radmil	RUSN101 M01	Adjunct	\$3,600.00	8/31/2020 To 12/18/2020
Weed, Steve	ENGL098 EL14ENGL100 M14ENGL100 EL14	Adjunct	\$6,720.00	8/31/2020 To 12/18/2020
Wheaton, Justin	ENGL098 EL16ENGL100 M22ENGL100 M16ENGL100 EL16	Adjunct	\$8,280.00	8/31/2020 To 12/18/2020
Whitecraft, Michele	CTC Adjunct Service Coordinator	Adjunct	\$2,400.00	8/31/2020 To 12/18/2020
Whitecraft, Michele	CHEM101 BL1CHEM101 ME50	Adjunct	\$10,800.00	8/31/2020 To 12/18/2020
Whittin, Crystal	Provide supervision to NURS120-M31 students while administering medications	Adjunct	\$1,708.85	8/31/2020 To 12/18/2020
Williams, Diane	BIOL101 M02BIOL101 M03	Adjunct	\$8,400.00	8/31/2020 To 12/18/2020
Wolff, Sarah	ENGL098 EL62ENGL102 M01ENGL100 IE62ENGL100 EL62	Adjunct	\$10,080.00	8/31/2020 To 12/18/2020
Wright, Rachel	NURS208-M32 & M33 FLD	Adjunct	\$11,495.00	8/31/2020 To 12/18/2020
Yavits, Robert	CAPS152 BL1	Adjunct	\$1,400.40	8/31/2020 To 10/23/2020
Young, Tammi	FITN215 M01RECR230 M01	Adjunct	\$4,702.50	8/31/2020 To 12/18/2020
Zaia, Heather	ENGL098 EL06ENGL100 M21ENGL100 M06ENGL100 EL06	Adjunct	\$8,280.00	8/31/2020 To 12/18/2020
Zavaski, John	BIOL112 ME50	Adjunct	\$3,920.00	8/31/2020 To 12/18/2020
Zhao, Jiang	CHEM101 M02CHEM107 M02CHEM107 M01	Adjunct	\$10,290.00	8/31/2020 To 12/18/2020

**September**

Hammond, Marli	Para-Professional Tutor	Adjunct	\$4,572.00	9/8/2020 To 12/18/2020
Sabol, Zenta	Professional Tutor	Adjunct	\$3,857.63	9/8/2020 To 12/18/2020

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

September 17, 2020

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Lindsey Lehman	08/31/20	Civil Service Reasons
Sharon-Kaye Hector	08/28/20	Resignation
Tamara Oliver	09/02/20	Retirement
Susan Dewey	12/25/20	Personal
Lisa Payne	07/23/21	Retirement

FACULTY STUDENT ASSOCIATION

None.

BISTRO

None.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2020-2021-1**

**APPROVAL OF POSITION DESCRIPTION  
ASSISTANT PROVOST**

**WHEREAS**, The College has determined, based on a review and analysis of the functions within the Provost's office that there is a need to create an Assistant Provost position description, and

**WHEREAS**, the attached Assistant Provost position description has been reviewed by the President's Cabinet and is recommended by the President, be it therefore

**RESOLVED**, that the Assistant Provost position description be approved in accordance with the position description attached to this resolution, and be it further

**RESOLVED**, that the Human Resources Department be authorized to forward the management confidential position description to State University of New York for approval.

**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 17<sup>th</sup> day of September 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 17<sup>th</sup> day of September 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**MANAGEMENT CONFIDENTIAL**

**POSITION TITLE**

Assistant Provost

**GRADE**

3

**PAGE**

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**ORGANIZATIONAL UNIT**

Provost's Office

**REPORTS TO**

Associate Provost

**APPROVED BY**

**SUMMARY**

Assists the Provost's Office to continually improve teaching and learning on campus, especially through classroom observations of faculty, intake and handling of student complaints and grade appeals, and review of teaching materials and approaches. The Assistant Provost also supports the Provost's Office the following: review of existing and potential future academic programs, including budget and assessment review; oversight of the College Teaching Center; grant proposals and submissions; assessment of the Academic Plan; coordination of academic events; coordination of communications and contracts; and open educational resources (OER). Responsible for the supervision of the Faculty Suite Secretaries.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Conducts classroom observations to assist Provost's Office with evaluation of faculty as needed. Assists in tracking observations, promotions, and seniority of faculty. Coordinates student evaluation process and reviews results.
2. Performs intake and tracking of student complaints and grade appeals. Meets with students to address academic issues and handle concerns. Works directly with faculty to resolve issues.
3. Assesses and improves instruction methods through review of course outlines (every semester), the Teacher Handbook (annually), course fees (annually), textbook selection process (every semester), and review of course observation tools (as needed). Assists the Provost Office in analyses and continual improvement of remote/online learning.
4. Assists Provost Office in review of academic programs, including budget and assessment. This may include review Program Review documents, annual Chair Reports, and annual assessment outcomes.
5. Assists the Provost Office in review assessment of the Academic Plan, including how it relates to Strategic Planning.
6. Assists in Coordinating grant proposals related to the Provost Office, including Perkins and SUNY grants.
7. Supervises the secretarial support of the faculty suites. Assures the effective use of human resources by recommending, hiring, disciplinary, and other administrative actions, together with training, motivating, evaluating, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local equal employment/affirmative action laws, regulations, and collective bargaining agreements.
8. Acts as OER Liaison for the Provost's Office, including creation of OER contracts.
9. Coordinates communications and contracts from the Provost's Office.
10. Provides review and oversight of the College Honors Program.
11. Coordinates major academic events on campus, including Graduate of Note Ceremony.
12. Responsible for the creation of the Academic Calendar.
13. May assist Provost in review of waivers, appeals for special consideration, and requests for credit overloads.



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
MANAGEMENT CONFIDENTIAL**

**POSITION TITLE**

Assistant Provost

**GRADE**

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**ORGANIZATIONAL UNIT**

Provost's Office

**REPORTS TO**

Associate Provost

**APPROVED BY**

- 14. Provides oversight for the College Teaching Center, including budget review.
- 15. Serves on Academic Council, the Assessment Committee, and other College Committees and performs other related tasks as assigned.

**SUPERVISION**

Types Supervised (check each category):

  X   Classified Staff

       Administrative

       Faculty

       Non-credit adjunct faculty,  
students, etc.

Indicate number in each category:

   2    # of Classified Staff

       # of Administrative

       # of Faculty

       # of Non-credit adjunct faculty,  
students, etc.

**MINIMUM QUALIFICATIONS**

Masters Degree with minimum of 5 years' experience in instruction and academic research or academic administration.

**PREFERRED QUALIFICATIONS**

Doctorate or other terminal degree. Experience with supervision, assessment, strategic planning, grant writing, appropriate software (databases, spreadsheets, etc.), and/or budgeting. Community College administrative and/or teaching experience.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2020-2021-3**

**APPROVAL OF TITLE CHANGE  
ASSOCIATE VICE PRESIDENT FOR COLLEGE RELATIONS**

**WHEREAS**, the College has determined, based on a review and analysis of the organizational nomenclature within the President's Cabinet, to recommend a title change from Assistant Vice President for College Relations to Associate Vice President for College Relations, and

**RESOLVED**, that the Associate President for College Relations title change be approved in accordance with the position description attached to this resolution, and be it further

**RESOLVED**, that the Human Resources Department be authorized to forward the professional service position description to State University of New York for approval.

**STATE OF NEW YORK:**       **I, JAN BRHEL, CLERK** of the Board of Trustees of  
                                  **SS:**               Tompkins Cortland Community College,  
**COUNTY OF TOMPKINS:**   **DO HEREBY CERTIFY** that 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 17<sup>th</sup> of  
September 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 17<sup>th</sup> day of September 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

## TOMPKINS CORTLAND COMMUNITY COLLEGE

### POSITION TITLE

Associate Vice President  
for College Relations

### GRADE

Executive  
Management/Confidential

### PAGE

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### ORGANIZATIONAL UNIT

President's Office

### REPORTS TO

President

### APPROVED BY

### SUMMARY

The position is responsible for serving as the primary liaison to SUNY, the community and with congressional, federal, regional, state and local officials and the community at large. The Associate Vice President (AVP) for College Relations plans and directs the College's policies and objectives for all government and local community relations. The AVP monitors federal, state and local legislation that could impact College operations; represents and promotes the College and facilitates collaborative relationships with a variety of external stakeholders. This position is also responsible for developing and leading service-based programs for the College, emphasizing civic engagement. Provides overall leadership and management responsibility for services, staffing, and programming related to civic and community engagement initiatives on the main campus and at both extension centers. Coordinates efforts across campus to develop, implement, and evaluate an integrated marketing plan. Serves as the main point of contact for community members and organizations to support and cultivate local collaborative initiatives.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Working with executive and senior leadership team, develops and implements a comprehensive outreach strategy to members of Congress, federal, state and local officials, and their staff to advance the College's policy priorities. Advances the College's priorities at the legislative, executive, regional, state, and local levels of government by working with elected and key appointed officials, and their staff to drive and implement the College's policy ideas into policies and legislation.
2. Tracks and reports to the executive and senior management teams on legislative, policy, and political developments within Congress, and federal, regional, state and local governments that affect the work of SUNY and Tompkins Cortland.
3. Coordinates government relations strategies with relevant internal and external stakeholders, including executives, student organizations, employee unions, SUNY's government relations, and government relations staff from other universities and associations. Engages internal and external constituents in support of the College's government and community relations agenda.
4. Develops a wide range of materials in support of the College's government relations agenda, such as talking points, legislative summaries, factsheets, testimony, reports, and letters.
5. Supervises the Communications Department. In collaboration with appropriate College staff, develops and shares information about the external market to help the College develop recommendations and ideas for new strategies, tactics, and programs. Facilitates the development of documents related to strategic planning, economic impact statements and annual report. Works collaboratively with Vice President of Student Services for the department to execute targeted enrollment management communication strategies.

## TOMPKINS CORTLAND COMMUNITY COLLEGE

**POSITION TITLE**

Associate Vice President  
for College Relations

**GRADE**

Executive  
Management/Confidential

**PAGE**

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**ORGANIZATIONAL UNIT**

President's Office

**REPORTS TO**

President

**APPROVED BY**

6. Assists the College president with internal and external communications, crisis communications, and government relations. Serves as the College's government relations officer.
7. Serves as the site manager for the extension centers. Supervises administrative, support staff, and student employees of the Extension Centers and provides oversight for Leadership Tompkins and Leadership Cortland programs.
8. In collaboration with the Director of Continuing Education, supports the mission and goals of the College by providing workforce development programs for area employers and individuals, facilitating access to relevant programs and services, and developing and implementing strategies to meet revenue goals.
9. Plans and implements events and other activities to support the College's external relations goals, such as town halls, campus visits, and other meetings.
10. Consults with the Assistant to the President on scheduling of activities for the President.
11. Coordinates special initiatives as determined by the President.
12. Represents the college at events in the absence of the President.
13. Provides technical assistance to College's faculty and staff on government and community relations issues.
14. Ensures effective use of human resources by recommending hiring, disciplinary, and other administrative actions together with the training, motivating, evaluating, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Employment/Affirmative Action Law, other applicable laws, regulations, and collective bargaining agreements.
15. Ensures efficient use of material resource by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
16. Serves on the President's Cabinet, Executive Council, may serve as a member of the College Negotiations Team, and other College committees. Performs other related tasks as assigned.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Associate Vice President  
for College Relations

**GRADE**

Executive  
Management/Confidential

**PAGE**

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**ORGANIZATIONAL UNIT**

President's Office

**REPORTS TO**

President

**APPROVED BY**

**SUPERVISION**

Types Supervised (check each category):

- Classified Staff
- Administrative
- Faculty
- Adjunct faculty, **students**, etc.
- FSA Staff

Indicate number in each category:

- 1.4 # of Classified Staff
- 3 # of Administrative
- # of Faculty
- 1-2 # of Adj. faculty, **students**, etc.
- # of FSA Staff

**MINIMUM QUALIFICATIONS**

Master's degree in Higher Education or a related field and five years of progressively responsible leadership experience in the higher education, non-profit, and/or public / government sector, including managerial, project management, supervision and strategic planning experience.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2020-2021-4**

**APPROVAL OF POSITION DESCRIPTION  
ASSOCIATE VP OF STUDENT SERVICES/SENIOR DIVERSITY OFFICER**

**WHEREAS**, The College has determined, based on a review and analysis of the functions within the Student Services office that there is a need to create an Associate VP of Student Services/Senior Diversity Officer position description, and

**WHEREAS**, the attached Associate VP of Student Services/Senior Diversity Officer position description has been reviewed by the President's Cabinet and is recommended by the President, be it therefore

**RESOLVED**, that the Associate VP of Student Services/Senior Diversity Officer position description be approved in accordance with the position description attached to this resolution, and be it further

**RESOLVED**, that the Clerk of the Board of Trustees be authorized to forward the professional service position description to State University of New York for approval.

**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  
17<sup>th</sup> day of September 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 17<sup>th</sup> day of September 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
EXECUTIVE/MANAGEMENT CONFIDENTIAL**

**POSITION TITLE**

Associate VP of Student Services/  
Senior Diversity Officer

**GRADE**

**PAGE**

1 of 3

**ORGANIZATIONAL UNIT**

**REPORTS TO**

**APPROVED BY**

President  
VP of Student Services

**SUMMARY**

The Associate Vice President for Student Services is responsible for the administration of a comprehensive student support program, which will inspire, support, and facilitate students' academic, social growth, and lifelong learning. As a member of the college's leadership team, the AVPSS/SDO confers with other members of the leadership team on issues affecting the College. This position participates fully in these discussions and provides information and analysis concerning the implications and consequences of decisions. This position will ensure innovative and quality support services and programs that are consistent with the institutional mission and strategic plans. This includes, but may not be limited to, oversight of the functions for the Office of Diversity Education and Support Services, Residence Life, Student Activities and Student Conduct. The Associate Vice President for Student Services also serves as the Senior Diversity Officer for the campus. In that capacity, this position works strategically with all community stakeholders leading diversity and equity organizational progress. The AVPSS/SDO is responsible for facilitating the development and implementation of strategic diversity and inclusion plans to achieve the College's inclusion and success goals, contributing to the State University of New York's Diversity and Inclusion plan.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Responsible for the supervision and leadership of personnel, activities, program assessment, and programs of the Office of Diversity Education and Support Services, Residence Life, Student Conduct and Community Standards, and Student Activities.
2. Responsible for the coordination of the College's strategic diversity, equity, and inclusion initiatives, including the development and implementation of programs designed to create a sense of community for students, faculty, and staff.
3. Responsible for the strategic planning, overall direction, and effectiveness of Programming supported by ODESS.
4. Provide leadership and work collaboratively with the Department of Residence Life staff to provide student housing that offers a quality living-learning environment for students.
5. Provide leadership and work collaboratively with Student Activities staff relating to the development, administration, and effectiveness of programming funded through the Student Activities Fee.

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6. Provide leadership and work collaboratively with the Director of Student Conduct and Community Standards to understand, interpret, and apply the Student Code of Conduct and Student Bill of Rights policies equitably.
7. Provides consultation to senior administrators, faculty, staff, committees, and councils regarding issues of diversity and serves as a member of the Diversity, Equity, and Action Council (DEAC).
8. Works collaboratively with offices across campus to elevate the concept of inclusiveness and implement best practices related to diversity, equity, and inclusion in the recruitment and retention of students, faculty, and staff hires.
9. Formulates policy recommendations to the Vice President of Student Services concerning such matters as strategic and operational planning, utilization of college facilities cooperative ventures, communication, allocation of resources, personnel considerations, etc.
10. Serve as College's representative to local, state, and national organizations as well as SUNY's systems network of SDO's in support of the College and SUNY's overall diversity and Inclusion plan.
11. Participates in the negotiating process by assisting in the formulation of negotiating strategy, formulating proposals and counterproposals, and advocating management's position.
12. Coordinate bi-annual staff and faculty professional development meetings.
13. Prepares and presents reports and proposals regarding programs and services and
14. Assist the Vice President of Student Services in the selection, orientation, and evaluation of Student Services staff for the appointment, promotion, and retention of staff.
15. Represents the VP of Student Services in their absence as assigned.
16. Actively participates as a member of the President's Cabinet and Executive Council in developing institutional strategic planning, priorities, policies, and procedures.
17. Serves as a Title IX Coordinator for the College.
18. Serves as a resource person for students in addressing their concerns during times of crisis and conflict.



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19. Maintain currency knowledgeable of local, state, and federal laws, regulations, and trends in the field of education related to harassment and other discriminatory practices.
20. Assures the effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivating, evaluating, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Employment/Affirmative Action Laws, other applicable laws, regulation, and collective bargaining agreements.
21. Assures the efficient use of material resources by assessment of department needs, development of budget recommendations, and management of the department(s) within the budgetary constraints imposed by the College.
22. Serves on various committees as appropriate, including President's Cabinet, Executive Committee, DEAC and performs other related tasks as assigned.

**SUPERVISION**

Types Supervised (check each category):

  X   Classified Staff  
  X   Administrative  
  
  X   Faculty  
  X   Adjunct faculty/**students**, etc.

Indicate number of direct reports in each category:

  1   FTE # of Classified Staff  
  2   FTE # of Administrative  
  5   # of FSA  
  2   FTE of Faculty  
  3-4   # of Adj. faculty/**students**, etc.

**MINIMUM QUALIFICATIONS:** Master's Degree with five years of leadership experience at a diverse college campus in Student Affairs, Title VI, VII, IX.

**DESIRED QUALIFICATIONS:** Specific coursework and experience in student development, organizational development, cross-cultural communication, group dynamics, leadership development, human resources, assessment, and evaluation, administrative/managerial experience, such as budget management, grant management, and supervisory experience.

## September 2020 Provost Report

The most important work of this summer for the Provost's Office was to prep for our Academic re-opening. We did that in two main phases. So I have organized this report to focus on those two phases, our opening, and then other items.

### Phase One: Adjust the Schedule, Review Rooms, Review Technology.

**Academic Reopening Work:** Our first step was to work on the schedule. To do that we reached out to academic department chairs and faculty to talk about course modalities and which classes could be offered face-to-face, etc. So let me give a huge shout-out to all the faculty who helped us and responded so quickly despite being off contract. Faculty responded incredibly well and were so receptive. While we were talking with faculty, we worked with Buildings and Grounds folks to help identify 10-12 rooms (and our labs) on campus that would allow for social distancing and still have something close to a typical class size (many on-campus classes will have smaller class sizes than usual to accommodate social distancing). We also worked with IT and Gregg Kiehl to demo and purchase some lecture/audience capture equipment. Then we translated the existing schedule (which had 3 teaching modalities) to a schedule with 6 teaching modalities. Please let me note that this work was nothing short of amazing and unprecedented. Malvika and Teresa and the folks in IT who helped with coding deserve some massive kudos.

**6 Teaching Modalities?** There are three core teaching modes: face-to-face; live online (video-conferencing); and asynchronous online. When you blend those together in different ways, you get three more: face-to-face blended with live online; face to face blended with asynchronous online; live online blended with asynchronous online. We spent a lot of time talking with folks about how best to define those terms, especially thinking about how to describe this to students and the public. Our website has that messaging, and I have more detailed version that describes each modality.

**Zoom and Teams:** I know that many faculty have a preference for Zoom, but Zoom is not fully accessible for our students. We are required to make sure that our video-conferencing services are accessible, and that means they should have synchronous captioning available. However, even if we weren't required to do this, it is something that we should do because closed captioning removes barriers for students and makes our campus more inclusive. Students shouldn't have to request basic accessibility features in our technology or on our campus. Unfortunately, Zoom does not meet basic requirements for accessibility. Zoom requires a third party to do synchronous captioning, and we discovered last week that the costs for good ones (and this isn't an area where you want a bad/inexpensive/ineffective one) are way-too-expensive. I hope that either Zoom realizes that its competitors are offering live-captioning for free (or as part of reasonably priced package) and improves their product, or a viable solution emerges. Unfortunately, that isn't the case right now. We aren't opposed to Zoom per se; we are struggling to find a way to make it accessible for our students at a reasonable price. So we have authorized faculty to use Teams (which we will support through IT) or Google Meet (which we won't support), since both meet accessibility needs.

### Phase Two: Provide Guidance and Training to help faculty prepare for Fall 2020 and beyond.

**Fall 2020 Guidance:** Malvika and I sent out guidance to the Faculty about Fall Instruction, about the

course modalities for Fall, and about accessibility and video-conferencing software. All of the documents can be found in the [Provost Communication Folder in SharePoint](#).

**Course Outline Checklist:** Malvika and I sent out a course outline checklist about new items for Fall 2020. This was requested at a Provosts Hour (see below for what that is). Our guidance document was large, and the checklist helped distill it down to some key changes that needed be on a course outline. That checklist is also available in the [Provost Communication Folder on Sharepoint](#).

### **Surveys and Volunteers and Faculty:**

*Surveys:* We created the guidance after surveying the faculty about some key areas. We also followed up with another survey designed to help provide guidance and help to those who would be teaching face-to-face on campus. We had a good response rate, and they proved helpful as a tool to provide information to faculty and solicit information from them.

*Volunteers:* Rhonda Kowalski, Anna Regula, and Christine Shanks volunteered to help Malvika and I work on the survey and to review some of the language that went into those Guidance Documents. Thank you so much. It was incredibly helpful to have you looking at those documents and pointing out where we could be provide better assistance or address items we may have missed. You each rock!!!!

*Faculty:* Thanks to everyone who did the survey. It really helped to hear from you. Thank you as well to our faculty units for working with us so diligently and well. I continue to be proud to work with our faculty and staff, and I hope you find our guidance helpful. Malvika and I very much want to support you as best we can during this pandemic and beyond.

**Training:** Breton Bienvenue did an absolutely amazing job of providing training to faculty and staff. His work has been outstanding, not only in organizing scheduled training sessions (and recording and disseminating them) but in his ability to answer questions and work one on one with faculty and staff. I can't say enough about the great job he has done and how much it has helped the re-opening.

### Then We Opened:

Despite our switch temporary switch to remote instruction, I am confident that we made the right decision in opening up our campus to students. We did this for the a very good reason: many of our students needed the resources of our campus to succeed. I believe we put in place the proper safety protocols, and I know we adapted incredibly well. Though not perfect, things were going reasonably well over those first few days. I believe also that we went remote for a very good reason. I hopeful that we will return again and help as many students a we can. In the meantime Malvika and I have put out guidance to help faculty work through the switch. We planned for this, and faculty who are teaching on campus had already established back-up plans.

### Stuff Not Related to the Academic Re-Opening:

**Provosts Hour:** Malvika and I have been hosting a Provosts Hour each Thursday @ 12:30 via Teams. Think of this as a virtual office hour for the Provosts. They are informal, don't have agendas, and are open to all. We plan to keep doing them for as long as people keep attending. They have been helpful to us (and I hope those who attend) so far.

**Assistant Provost Position:** Malvika is NOT leaving! *Insert huge sigh of relief here.* You may have seen the APO for the Assistant Provost Position, but that is not Malvika (she is the Associate Provost). I am sorry for any confusion that may have caused. Instead of replacing the Assistant to the Provost (which was Jan's Position), we have worked to create a new position to replace Jan. That position includes some work that Jan used to do, and it also includes some new areas. In particular, Malvika and I – after these two years – have been increasingly aware of where we need help. This position is designed to help us perform some vital work of the Provost's Office that simply is not getting done or not getting done well enough. So we will not be refilling the Assistant to the Provost position and instead will work to fill the Assistant Provost position. Did I mention that Malvika isn't leaving?

Also, please join me in giving Jan some serious kudos for all of her work for the Provost's Office. *Jan:* you are a wealth of knowledge and you were just so very helpful to a new Provost trying to get a feel for TC3! Also, you did nothing short of yeoman's work this past year taking on two jobs. The office won't be the same without you, but at least you are just down the hall when we need you! Thank you. 😊

**Appeals:** We are in the process of piloting an online process for Appeals for Special Consideration. Darese Dosal has created a way to automate this paper process and move it online. We are still piloting it, but I will keep you updated on the progress.

**Tri-College Town Hall:** Greg McCalley and I took part in a Virtual Town Hall for Tompkins County to talk about the re-opening plans for TC3, IC, and Cornell. I spoke about academics. Gregg did a great job of explaining the make-up of our student body, how we work to respond to help them achieve their goals, and how our reopening fits into that. I hope the folks on the video-call learned some about whom we serve and why.

**Faculty Meeting:** We held a Faculty Meeting on the Friday before classes started. We talked about the Voter Registration, the Diversity Plan, the Academic Plan, the Program Review Template, Academic Program Analysis Criteria, and the Assistant Provost Position. We recorded it, [and you can find it here.](#)

Vice President for Student Services BOT report  
September 2020

Student Services continues to be as nimble as possible in our ever changing landscape. All areas of Student Services remain committed to supporting students during this time and adapting to students needs and expectations.

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

## **Health Services**

The Health Services team has taken the lead for Student Services and the College response to the COVID-19 pandemic. Highlights include:

- Coordinating and supporting the College's plans for a safe re-opening for fall 2020, including mask provision and requirements, social distancing, space modification, cleaning, de-densifying, and other risk-reduction strategies.
- Planning and coordinating with Deb Mohlenhoff, Bob Rice, and others, the testing event policies, protocol, and procedural flow for our on-campus testing days on August 18, 23, and 29. This protocol included the Health Services team calling every resident student the day before the testing for a pre-screen, to provide instructions for the day, and to answer any questions and address students' and families' concerns.
- On testing days, Health Services staff welcomed faculty, staff, and students and their families to campus, coordinated traffic flow, screened all testing individuals a second time in 24 hours, distributed masks, sanitizer, and Health Services information and other materials. Health Services staff monitored the testing process and ensured individuals including new residents moved safely through to receive a test and pick up room keys and food (resident students).
- Health Services staff continues to support the Tompkins County Health Department in contact tracing by communicating with commuter and resident students.
- Health Services staff provides Campus Safety Monitor services, a SUNY requirement, to report College data and ensure implementation of the SUNY-approved reopening plan.
- Health Services created QuaranTEAM, an interdepartmental service to support students in quarantine or isolation. The QuaranTEAM facilitates the quarantine and isolation process from initial notification, a move into a quarantine room, to support and services while the student is completing the County quarantine or isolation. Support services provided by the QuaranTEAM include meal delivery, Panther Pantry support, supplying medications (OTC or prescription) when applicable, hygiene supplies, toothpaste,

shampoo, etc, puzzles and games, and guidance for laundry, trash removal, etc. In addition, QuaranTEAM hosts a daily Zoom meeting 7-days a week, for students in quarantine to discuss their thoughts and concerns. Parents are invited to daily meetings as well.

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

As a result of the pandemic and its overall effect on enrollment, the College adjusted its anticipated enrollment to be down 24% from where we were last fall. Our headcount is down 18.7% from fall 2019 and FTE is down 21.6%. As of September 7, 2020, we are above budget goals.

Enrollment of credit bearing students stands at 1728 as of September 7, 2020. We have 459 new students; 895 continuing students; 183 reinstates and 158 transfers. Our biggest decrease was in new students. Last year at this time we had 631 students compared to 459. Our biggest gain this semester was in reinstates. We had 221 reinstates last year compared to 183 this year; a difference of 38 students.

We are marketing delayed start classes. These are 12 week courses scheduled to begin September 22. Students who are full-time in 12 week courses are TAP eligible. New York State Department of Education is allowing students attending institutions with a 12 week semester to receive New York State TAP.

As of September 8, we have 233 students in our residential facilities; 134 new students and 99 returning students.

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

Over the past five months, the Student Success and Admissions teams worked tirelessly to assist both prospective and continuing students. Highlights include:

- Enrolling over 800 students through the START process including 459 new first time in college students, 158 transfer students, and 183 reinstated students who attended TC3 previously but sat out for two or more semesters.
- Over this period, the team also assisted countless continuing students with registration and schedule changes, helped almost 200 students on academic probation or repeat probation through the academic recovery process, and advised 23 students who were approved to return from suspension by the Committee on Academic Status.
- With fluctuations in the fall schedule and course modalities offered, communications were prepared to ready students for the fall semester, including text message

campaigns, all-student emails, and video tutorials on how to understand the course schedule. This included a newly developed student success module for the new student online orientation program.

- Upon returning to on-campus work in mid-August, the Starfish retention tool self-service kiosk and appointment scheduling tool was launched in the Enrollment Services Center. In that short time, 258 office hour blocks were created by faculty and staff and 264 total appointments were created, 91 of which were scheduled by the student. Of the 224 profiles created, this included 218 student profiles and six for new faculty/staff. An additional 61 staff members updated their Starfish profiles, making it easier to connect with our students.
- We welcomed the new SUNY Cortland Transfer Path Advisor, Zachary Wilson, to our team and also trained new faculty advisor David Green. This fall, 70 Pathways Scholarships were awarded to adult students from our sponsoring countries including 52 returning Pathways recipients and 17 new Pathways students. Three virtual Pathways orientation sessions were held to welcome these new students to the TC3 Pathways family.

## **Athletics and Campus Rec**

Athletics continues to work with all appropriate governing bodies to ensure they are able to deliver services in a safe and compliant environment. This week, they have started offering limited outdoor activities to students. Options for students include Yoga, Softball, Basketball, Tennis, Cornhole and Disc Golf.

The Cross Country team has been practicing and will soon start Fall competition. All other varsity teams will be practicing this fall for Spring '21 seasons under NJCAA and NYS guidelines. TC3's Fitness Center, Gymnasium and Fieldhouse all have plans in place for reopening to our students as soon as we get approval. The TC3 pool has been inspected for re-opening and should be available to our students this semester.

The 14<sup>th</sup> Annual Panther Club Golf Outing will be held at Elm Tree on Sunday, 9/27 at 11am. We still have some openings available!

Panthers coaching staff are to be commended for bringing in 75 freshmen and returning 63 sophomores for Fall 2020 despite all but one season being moved to spring competition. We do have several SA's that will join us in January to start their full-time studies and athletic careers with us.

## Student Life

The first Online New Student Orientation launched on August 29. To view the Online New Student Orientation, visit the link below and “enter as guest”.

<https://launch.comevo.com/tompkinscortland/2182>

To view the COVID-19 module that was sent to all students, visit the link below and “enter as guest”.

<https://launch.comevo.com/tompkinscortland/2401>

To date, September 8, 206 students have at least started the NSO module and 117 have completed the entire module. The COVID-19 module has been completed by 56 students. While these numbers seem small, they have exceeded our expectations. Because there is no real “requirement” for students to attend Orientation, it is voluntary for each student. For the in-person Orientation, there are usually about 50 students remaining at the final session.

Welcome Week is underway, so far activities consisted of:

- Panther Pride Day
- Sex, Drugs, and Rock & Roll Trivia (Health Center and Best Life)
- Outdoor Recreation (Athletics)
- Virtual Detective Scavenger Hunt
- Virtual Workshop: How to Navigate Campus Groups
- Ice Cream Trivia (ODESS)
- Gift Card Bingo
- Nick & Joe’s VCR Party
- Outdoor Movie Night: Jumanji (postponed)
- Virtual Hollywood Murder Mystery Party (upcoming)
- Virtual Get Connected Fair (upcoming)
- SGA Open House (upcoming)

To stay up to date with upcoming events, visit: [tompkinscortland.campusgroups.com/events](https://tompkinscortland.campusgroups.com/events)

## Residence Life

We currently have 232 students in the residence hall, down significantly, but not unexpectedly from last fall. We will continue to allow students to move into the halls who are enrolling in our 12-week courses.

The Residence Life staff continues to participate in the QuarantTEAM, and works to support all their student residents. As of this report, we have 20 students in quarantine, and 2 in isolation (Dorm D).



## **Child Care Center**

The child care center is currently running at almost 100% capacity. As soon as we get the old center relicensed we will be able to accept more community members from our waiting list. (The licensor is not allowed by their organization, to be on campus for the inspection until the campus reopens.) Parents are very happy we are open and their child can come to the center while they attend their classes and study.

## **CHIEF DIVERSITY OFFICER REPORT TO THE BOARD OF TRUSTEES | AUGUST 2020**

### **New York Community Colleges Trustees Panel Discussion**

I was invited to participate as one of the three-panel members to discuss SUNY community college campuses' needs to respond to diversity, equity, and inclusion concerns successfully.

### **Louis Stokes Alliances for Minority Participation (LSAMP Program) Development**

Met virtually with Ithaca College, Utica College, SUNY Cortland, Hobart and William Smith Colleges, Herkimer College, SUNY College of Environmental Science and Forestry, and Tompkins Cortland Community College staff to continue the discussion to create a National Science Foundation Louis Stokes Alliance consortium program proposal. Again, this program aims to increase the quality and quantity of students successfully completing science, technology, engineering, and mathematics (STEM) baccalaureate degree programs, and increasing the number of students interested in, academically qualified for and matriculated into programs of graduate study. LSAMP supports sustained and comprehensive approaches that facilitate achievement of the long-term goal of increasing the number of students who earn doctorates in STEM fields, particularly those from populations underrepresented in STEM fields.

### **Campus Strategic Diversity Equity and Inclusion Plan**

Provided an overview session and shared an invitation with faculty at the most recent faculty meeting. Our goal is to have strong participation when the process pursues insight from faculty to develop and implement the upcoming campus strategic diversity, equity, and inclusion plan.

### **Orientation and Opening Activities**

Developed an Orientation video that provided an introduction for the programs, services, and staff available for all students. I also helped with opening activities associated with COVID-19 testing and new student move-in. This year was different, but the process still allowed new students to make those crucial connections with a few campus community members.

### **Supervising Campus Police Officer Position**

Serving as the Diversity Equity and Action Council (DEAC) Representative

**Vector Network**

This summer Priscilla Burke and Tracey Brunner intentionally overhauled and implemented the summer bridge program (20-21 cohort) to address the current challenges we face during these unprecedented times. The program adjustments included using virtual modes to enable participation. In addition we offered content material in the form of two books (Just Mercy and The Hate U Give) that discuss systemic racism, race, power, and justice/injustice to engage students with peers/faculty.

- Program Outcome: The FTFT 19-20 cohort participating (n=30) in the Vector Network program holds a retention rate of 60% this Fall2020.

Respectfully submitted by,

Seth A. Thompson

# report

Date: September 8, 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 have reopened along with the rest of campus. On days without programs or classes, the staff will work remotely. We have implemented some office space changes and reconfiguration of facilities and classrooms to ensure proper social distancing.

## **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 continued to host these Drive Through Food Distribution events through the month of August. The FBST is currently adjusting how they will move forward for the Fall and is working with our staff to create and implement a modified Mobile Pantry that can serve both our students and the Community.

***Dryden School District:*** On July 31<sup>st</sup>, the Dryden High School carried out their drive-in graduation ceremony in our main parking lot. By all accounts, they were very pleased with our support to execute this unprecedented event.

## **GOVERNMENT RELATIONS:**

I continue to represent TC3 at various COVID19 related committees and calls including:

- Economic Recovery Cabinet (led by City of Ithaca and TCAD)
- Tompkins County Reopening Task Force (led by Tompkins County)
- Higher Education Reopening Task Force (led by Tompkins County)
- Higher Education Communications subcommittee (led by Tompkins County)

I have also been coordinating COVID 19 updates and planning with both County Legislatures, SUNY, and 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.

I have a standing weekly meeting with a representative from SUNY Cortland to coordinate reopening efforts.

## **WORKS IN PROGRESS:**

***SUNY Applied Learning – Grant Funding:*** The first year of 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. We did however find out that the 2<sup>nd</sup> year of funding has been eliminated. We have now hired a Coordinator that will focus on developing a Career Development Center for the College. She starts on September 14<sup>th</sup>.

***College Town Halls:*** Coordinated content and facilitated the zoom meeting for the Town Halls in July & August. In August, we featured a panel with the Tompkins County Public Health Director and the Cayuga Medical Center CEO.

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

It was decided to modify Leadership Tompkins and Cortland for the 2021 cohort. This was the message shared about the programs:



It is bittersweet that we are announcing that the Leadership Tompkins and Leadership Cortland programs will take one year off from the traditional cohort-style programming. With the extreme uncertainty ahead, we are erring on the side of caution and not offering the standard class for 2021. We know the important in-person connections that are made through the programs are crucial. We also know the tours of local facilities and businesses are a key component of the program. We don't see a way forward right now with that model but want to get back to those key elements when we can.

However, we are not permanently on pause. The advisory boards for both programs will be designing some modified programs that will be offered either for FREE or at a greatly reduced price for interested community members and alumni of both programs. They will be flexible, unique, and will keep leadership & community as the core focus. They will be open to the entire community.

We will be exploring virtual programming with nationally known speakers, workshops featuring our talented alumni, and special panels highlighting local community leaders.

This will also allow for a year of analysis and assessment of each program so when they return, they will be even stronger and more suited to the needs of today's emerging community leaders.

WHEN LIFE GIVES YOU LEMONS, MAKE LEMONADE.

Stay tuned for more details on the 2021 Leadership & Lemonade series.

## **COMMUNICATIONS:**

- Upped our local advertising to include: WSYR and FOX TV in Syracuse – television ads are now running; Spotify targeted ads; and print/digital ads in the Ithaca Voice, Freeville Shopper, and Finger Lakes Newspapers
- Created ads & campaign specifically for Late Start Classes
- Have been highlighting different features of our COVID-19 safety procedures and our modified movie-in and other services on Social Media
- Developing team of students/student workers to assist in general department and social media photography needs, as regular "candid" campus photography will be a challenge this year
- COVID-109 & REOPENING: developed signage and printed/distributed all new safety protocol and other signs needed for a safer reopening; coordinated and maintained the new Fall Reopening Website; supported the communications needed as we shared Reopening Plans with the public

## **TC3 BIZ:**

- Submitted CNA program application to NYSED and received approval
- Early July 2020 Customized Training program for Tompkins County DSS: Self-Care for Helping Professionals during COVID- 19 and Beyond. 4 sections offered as live webinar
- Coordinated and participated in panel presentation w/ Victoria Zeppelin, Michelle Nightingale, Leah Cazolaio, and Sara Hicks to Tompkins County Youth Employment Program summer students re Why Choose Tompkins Cortland

## ***End of Year (2019-2020) data***

### Customized Training

- Lost over \$95,000 in contracts due to COVID-19
- 521 employees served through customized training
- 14 individual business served, through 22 customized programs for a total of 42 sections of courses

### Open Enrollment Workshops

- 413 online workshop enrollments
- 455 in-person face to face or live webinar enrollments

## **COVID-19 and Fall Reopening**

My primary work focus for the summer has been coordinated the many moving parts of writing, publishing, and implementing our Fall Reopening Plans. I created two main documents – one that met the requirements and mandates from SUNY and the Governor’s office and a second that was an internal policies & procedures document. Many thanks to the staff who served on the reopening committee and have been working tirelessly to ensure a safe opening for the Fall.

SUNY APPROVED PLAN:

<https://www.tompkinscortland.edu/sites/default/files/documents/SUNY-Approved-Reopening-Aug-11.pdf>

CAMPUS POLICIES DOCUMENT:

<https://www.tompkinscortland.edu/sites/default/files/documents/Reopening-Policies-Aug-13.pdf>

### ***Quick Summary of COVID-19 status as of 9/8***

- 3 testing dates, hosted on campus tested 275 people
- Testing was mandatory for resident students, optional for faculty, staff, and commuters
- 1 positive case emerged from our on-campus testing – an off-campus student; had not been to campus
- 1 positive case emerged from a late move-in; that student is in an on-campus isolation room
- 6 other students are positives, all off-campus and connected to a local cluster
- 3 of the 6 attended in-person classes resulting in a precautionary quarantine for 75 people (37 are residential students)
- College moved to remote instruction on 9/3 and extended it through 9/11
- Our move to remote prevented a student who found out they were positive on Friday from coming to an in-person class on Thursday
- QuarantEAM in place to assist students in quarantine and isolation



To: Board of Trustees  
Re: Foundation Report for September 17, 2020 Meeting

The Board of Trustees and Foundation Board reached 100% participation in giving to the Foundation for the 2019-2020 fiscal year. Thank you to all!

The board development committee meeting took place on July 28. Work begins on recruitment of new Board members. A diversity presentation will take place at the October 13 Board meeting.

The 2nd School Food Chef's Academy took place at the TC3 Farm and Coltivare on August 13 & 14. Tompkins County School Districts that participated were: Dryden, Groton, Ithaca City, Lansing, New Roots, Newfield and TST BOCES, along with partnership with the Park Foundation, the Southern Tier Food Bank, and Healthy Harvest from Cornell Co-Op Extension. The twenty eight participants passed their ServSafe class and now have their national certification. Next year's academy will once again take place in August.

The investment committee met on August 19. The Alesco Advisors representative presented on the quarterly report. Strategic planning discussion took place and feedback was provided from committee members.

Communication Pieces: Helping Hands "Ask" piece was mailed to 12,172 people in early August. A School Food Chef's Academy information piece was mailed to 12,172 people late August.

Campus housing bonds work continues with new bond legal counsel of Bond, Schoeneck, and King.

The Foundation Board met on August 26 and approved the TC3 Bistro 2020-2021 budget.

On September 3, the executive committee met and approved the 2020-2021 operating and capital budgets.

The creation of the strategic plan is underway. The board members and each working committee will contribute to the organizational SWOT analysis. The full board will have a working session to refine the SWOT analysis, define working items, and short and long term goals.

#### Upcoming Meetings

Property Management Committee – September 14

Alumni Committee – September 23

Full Board Meeting – October 13

Coltivare Task Force – October 15



TO: Board of Trustees  
FROM: Orinthia Montague, President  
DATE: September 14, 2020  
SUBJECT: Report to the Board

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The month of August had everyone moving full speed ahead at the College. The Enrollment Services Team along with other volunteers pushed really hard to ensure that we could serve students in all aspects. However, even with all the efforts we ended up with a decrease in enrollment. While there is no concrete evidence to support my assumption, I believe our decline this year was due to the COVID-19 pandemic. Simply put, the students we serve are typically bound by multiple priorities. Loss of childcare, remote instruction for secondary learners, reduction in aid, etc. are huge realities for this population.

As you are aware, the College went to remote instruction after a confirmed case of COVID from a commuter student. Our reopening testing protocol was helpful but the work of the Quaranteam guided us through the closure in a seamless way with minor disruption. Thankfully our faculty had also put in contingency plans.

The Chancellor visited the College on 9/13 to discuss our COVID response and have a conversation regarding our needs as an institution. The entire Presidents Cabinet participated. Chancellor Malatras also took the opportunity to commend the College on our reopening plan and response to a confirmed COVID case.

My Office (Jan) has begun a review of Board Policies. We intend to go through each policy and identify opportunities for updates and alignment. She has also begun soliciting information from other institutions to do a comparative analysis.

### **Miscellaneous**

7/17 TC3 Town Hall  
7/23 Participated in Project Vision Meeting  
7/28 Hosted TC3/Cayuga planning meeting  
8/10 BDC Meeting





- 8/11 Ithaca College Board Meeting
- 8/16 Ithaca College Board Meeting
- 8/18 TC3/Cayuga Medical Center Town Hall
- 8/18 Participated in Local Leaders of Color meeting
- 8/19 TC3 Foundation Investment Committee Mtg.
- 8/26 Hosted TC3's budget presentation to the counties
- 8/28 Attended Federal TRIO Grant Webinar
- 9/10 Attended 2020 Annual Chamber Meeting & Celebration
- 9/13 Hosted Chancellor Malatras
- 9/13 Participated in the Alzheimer Association Virtual Walk on campus

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
PROFESSIONAL DEVELOPMENT REPORT  
January 1, 2020 - June 30, 2020**

**LEADERSHIP SKILLS/DEVELOPMENT** - programs primarily geared toward supervisors, department heads, and faculty such as formal leadership development programs, supervisory training, etc.

**Summary - Leadership Skills/Development**

**# of reported events - 4**

**# of employees - 4**

0 - Bistro

0 - Classified

0 - Executive

0 - FSA

1 - Faculty

3 - PAA

0 - Adjuncts

**CONFERENCE/SEMINARS** - includes internal and external conferences, seminars, and workshops.

**Summary - Conference/Seminars**

**# of reported events - 47**

**# of employees - 12**

0 - Bistro

1 - Classified

0 - Executive

1 - FSA

4 - Faculty

6 - PAA

0 - Adjuncts

**JOB SPECIFIC EDUCATION** - Includes technical/Computer training, customer service training, legal/compliance training and other job specific programs.

**Summary - Job Specific Education**

**# of reported events - 43**

**# of employees - 19**

0 - Bistro

4 - Classified

0 - Executive

1 - FSA

5 - Faculty

7 - PAA

2 - Adjuncts

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
PROFESSIONAL DEVELOPMENT REPORT**

January 1, 2020 - June 30, 2020

**DEGREE RELATED PROGRAMS** - list individuals pursuing formal degree programs at TC3 or other institutions.

**Summary - Degree Related Programs**

**# of reported events - 8**

**# of employees - 3**

0 - Bistro

1 - Classified

0 - Executive

0 - FSA

2 - Faculty

0 - PAA

0 - Adjuncts

**OTHER DEVELOPMENT ACTIVITIES** - various other programs attended by employees.

**Summary - Other Development Activities**

**# of reported events - 24**

**# of employees - 11**

0 - Bistro

2 - Classified

0 - Executive

1 - FSA

5 - Faculty

3 - PAA

0 - Adjuncts