



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

**October 15, 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/89030904020?pwd=YVo2WUIYUXJvT1A1Q1ZMSWptUzNQQT09>

### **Agenda**

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment\*\*
6. Approval of September 17, 2020 Regular Board Meeting
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees)
9. Information Items:
  - a. Human Resources Updates
10. CFO/Treasurer's Report
11. Consent Agenda (Action Items):
  - a. Capital Payments
  - b. Appointment of Personnel
  - c. Approval of Position Description – Director of Wellness
  - d. Approval of Discrimination and Harassment Policy
12. Standing Reports:
  - a. Provost & Vice President of Academic Affairs
  - b. Vice President of Student Affairs/Faculty Student Association
  - c. Associate Vice President of Student Services/Senior Diversity Officer
  - d. Associate 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**  
**Regular Meeting**  
**September 17, 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, Matt McSherry, Schelley Michell-Nunn, Raymond Schlather, Bruce Tytler

**EXCUSED:** Arthur Kuckes

**COUNTY LIAISONS:** Michael Lane

**STAFF:** Jan Brhel, Breton Bienvenue, Amber Bouley, Bryan Chambala, Sharon Clark, Tim Densmore, Dave Fish, Julie Gerg, LaSonya Griggs, Greg McCalley, Jim McLain, Kathleen McConnell, Deb Mohlenhoff, Orinthia Montague, Paul Reifeneiser, Ken Reynolds, Bill Talbot, Malvika Talwar, Seth Thompson, Peter Voorhees

**GUESTS:** None

1. **Call to Order:** The meeting was called to order at 5:03 p.m. by Chair Schlather.
2. **Executive Session (to discuss a personnel issue – action to be taken) –** It was determined that there was quorum. Mr. Tytler 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 Ms. Michell-Nunn; President Montague, Sharon Clark, Bill Talbot, and Greg McCalley were invited.

Motion to go back into open session moved by Ms. Buck seconded by Mr. McSherry; approved unanimously at 6:08 p.m.

The meeting reconvened in open session at 6:15 p.m.

3. **Roll Call:** Ms. Brhel called the roll.
4. **Welcome Guests:** None
5. **Approval of Agenda:** Ms. Buck moved that the agenda be approved; seconded by Mr. McSherry; motion carried unanimously. (\*\*The agenda was later in the meeting amended to add Resolution 2020-2021-4 to the Consent Agenda. The motion was made by Ms. Michell-Nunn; seconded by Mr. Tytler; and the motion carried unanimously).
6. **Public Comment:** Julie Gerg, Executive Director of the Foundation thanked the Board of Trustees for 100% of the Board donating to the Foundation.
7. **Approval of Minutes – Annual Meeting July 16, 2020:** Mr. McSherry moved that the minutes of the July 16, 2020, Annual meeting be approved as presented; seconded by Ms. Buck; motion approved unanimously. **Regular Meeting July 16, 2020:** Ms. Davison moved that the minutes of the July 16, 2020, Regular meeting be approved as presented; seconded by Ms. Michell-Nunn; motion approved unanimously. **Special Meeting August 10, 2020:** Ms. Burns moved that the minutes of the August 10, 2020, Special meeting be approved as presented; seconded by Ms. Michell-Nunn; motion approved unanimously.

8. **Communications:** None

9. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): Tim Densmore, Chief Information Officer and IT Department staff.** A PowerPoint presentation (which is attached to these minutes) and demonstration from room 210B was given updating the Board of Trustees to the various aspects of the Campus Technology department. It included the Campus Tech Operational Teams, Tech Support Helpdesk, Classroom updates to accommodate Hybrid classes, Hardware Administrations, Instructional Technology/Instructional Design, Infrastructure, Information Systems, Copy & Mail Center, IT Security & Compliance, Ongoing/Current tasks, and Challenges/Opportunities the College faces ahead. It was agreed that there would be a future update from Tim Densmore and the IT Department.
10. **Information Items:**
  - a. **Human Resources Updates** – No discussion.
11. **Interim CFO Report** – Written report provided including the Financial Report ending July 31, 2020. There was discussion around cash flow concerns and what ramifications that holds with possible upcoming cuts from the State. Bill Talbot has meetings set up with both counties to review possible scenarios/outcomes. The Board shared concerns with TAP and the need to be able to take a stance as a Board on this. The Census date for fall semester is next week, September 21<sup>st</sup>, and that will give us the “official” number of students for the fall semester.
12. **Consent Agenda (Action Items):** Mr. McSherry moved that the Consent Agenda be amended for approval with the addition of Resolution 2020-2021-4 Approval of the position description of Associate VP of Student Services/Senior Diversity Officer; seconded by Ms. Davison; the motion was called and carried unanimously.
  - a. **Appointment of Personnel** – No discussion.
  - b. **Approval of Position Description – Assistant Provost**
  - c. **Approval of Title Change - Assistant VP of College Relations to Associate VP of College Relations**
  - d. **Approval of Position Description – Associate VP of Student Services/Senior Diversity Officer**
13. **Standing Reports:**
  - a. **Provost & Vice President of Academic Affairs** – Written Report provided. Paul Reifenheiser shared that the faculty were supportive of the decision to go remote when there was a small COVID cluster. There has been an uptick in equipment usage and more faculty are receiving additional training on classroom technologies.
  - b. **Vice President of Student Affairs & Faculty Student Association** – Written report provided. Greg McCalley emphasized the creation by Health Services of a Quaranteam consisting of interdepartmental personnel to support students in quarantine or isolation. While there has been a decline in students from the NYC area this semester, it should be noted they are not going to any other school either. When asked by a Board member, he gave a brief overview on Starfish and how that helps the faculty/advisors and students alike.
  - c. **Chief Diversity Officer** – Written Report provided. Ms. Buck thanked Seth Thompson for participating in the NYCCT (New York Community College Trustees) event.
  - d. **Asst. VP for College Relations** – Written report provided. President Montague thanked Deb Mohlenhoff for putting the COVID response plan for SUNY together and working with Cayuga Medical in setting up testing on campus. She gave an update to the current status of COVID incidents on campus and the steps taken to date including the need to submit information to SUNY on a daily basis.
  - 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 Paul Reifenheiser and Greg McCalley for representing the College in the Tompkins County Town Hall with Cornell University & Ithaca College. He reminded the Board members that November was the month for the Board Retreat. He will work with the President and Jan Brhel on the date and topics to discuss.
  - h. **Liaison Report (Cortland County)** – No report.
  - i. **Liaison Report (Tompkins County)** – Mr. Lane stated that similar to the College, Tompkins Count is

also facing budgetary concerns but they fully intend to help the College as much as they can. There have been no “layoffs” but positions have been eliminated and employees in those positions have been offered other jobs. Tompkins County has hired their first Chief Equity & Diversity Officer, Deanna Carrithers, who comes to the County from the state of Kansas.

- j. Student Trustee’s Report** – No report. A Student Trustee will be appointed in time for the October meeting.
- k. President’s Report** – Written Report provided. President Montague stated that she was on a call with SUNY today regarding TAP and budget concerns. She noted that during this difficult time all employees have been doing their best to help out and be understanding.

**14. Upcoming Events** – Board Retreat – November 12<sup>th</sup>

- 15. Adjournment:** Ms. Michell-Nunn moved that the meeting be adjourned; seconded by Ms. Buck; motion carried unanimously. The meeting adjourned at 8:07 p.m.

Respectfully submitted,

Jan Brhel  
Clerk of the Board of Trustees

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of October 1, 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 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	Hired: Caryanne Keenan (09/14/20)

**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	October 2020	Accepting Applications
Lifeguard	Athletics & Recreation	October 2020	Accepting Applications; Continuous Recruitment
Graduate Assistant	Residence Life/Student Center	October 2020	Accepting Applications; Continuous Recruitment
Substitute Teacher	Childcare	October 2020	Accepting Applications; Continuous Recruitment
Panther Pantry Associate	Health Center	September 2020	Hired: Nicholas Kent (9/28/20)

**BISTRO**

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Server	TC3 Bistro	October 2020	Accepting Applications
Banquet Bartender	TC3 Bistro	October 2020	Accepting Applications
Banquet Supervisor	TC3 Bistro	October 2020	Accepting Applications
Bartender	TC3 Bistro	October 2020	Accepting Applications
Busser/Food Runner	TC3 Bistro	October 2020	Accepting Applications
Dishwasher	TC3 Bistro	October 2020	Accepting Applications
Line Cook	TC3 Bistro	October 2020	Accepting Applications
Server	TC3 Bistro	October 2020	Accepting Applications Hired: Christopher Killoran (9/17/20) Emily Klausz (9/22/20)
Host/Hostess	TC3 Bistro	October 2020	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of October 15, 2020

**COMPLAINANT**

**SUBJECT**

**DISPOSITION**

None.

**FACULTY ASSOC.**

None.

**PAA**

None.

**TC3 ADJUNCT ASSOC.**

None.

### **Monthly Close of August & September:**

The training of our new Comptroller, Kathleen, by our retired Comptroller of 40+ years, Diane, is going well. They have both worked together to close July, but given the complexities of closing the year and the need to start feeding our auditors documents, I have reprioritized their focus on the End Of Year transactions. This will delay until next month my forecast for August and September results. I am, however, not aware of any significant changes that would warrant changing the forecast of a \$1.8M ending Fund Balance in 2019-20, other than the Fed's assessment of our CARES Act drawdown. SUNY's guidance in which it allows CARES Act funds to be used to reimburse teachers' salaries and benefits from the spring semester, \$661K, does not appear to be supported by the Feds based on the initial reporting requirements. SUNY is in discussions with the Feds to clarify and/or seek a solution before the end of October, when the first report filing is required.

### **2020-21 Budget:**

The College had developed a 2020-21 budget that reasonably accounted for all the COVID-19 related exposures that might deteriorate revenues, retention, recruitment and cash flow. On Monday, September 21<sup>st</sup>, SUNY had a meeting with the Community College Business Officers Association and outlined a new set of requirements and business/financial risks. These burdens were created so late in the budget cycle and so close to our natural cash flow low point, if all implemented, will create an almost immediate cumulative cash flow challenge in the range of \$2.8M to \$4.5M and loss of revenues in the range of \$1.3M to \$2.5M. They are as follows:

- 1) Two month delay in the State's 1<sup>st</sup> Quarter Payment:** This will create a \$2.0M cash flow challenge for College in October and early November, assuming the State continues to only fund 80%, as it did in June. Our 1<sup>st</sup> Request of SUNY: The College appeals to SUNY and the State Department of Budgets to make a prepayment in the first week of October. Reply: Cannot be considered until SUNY Passes the temporary College budgets in October. Our 2<sup>nd</sup> Request of SUNY: Coordinate with Department of Budgets (DOB) to deliver our payment November 2 in time for the November 6<sup>th</sup> payroll. SUNY's Response: This cannot be firmly committed to until after elections. The funds will be provided as quickly as possible once the Board approves budgets and DOB releases funds. College's Action: Secured pre-payment from Tomkins of \$3.1M and seeking pre-payment from Cortland of \$.9M.
  
- 2) Request that the College prepay TAP to its Students, inclusive of Refunds:** This request will create an additional \$.8M to \$1.0M cash flow challenge for the College. If the payments are later discounted at the same 80% discount applied to State Funding, the College could experience a \$200K revenue shortfall from fall alone. Our Request of SUNY: The College lacks the liquidity to comply with this request and seeks additional guidance as to how to explain the lack of TAP funding to its students. SUNY's Response: On 10/09, SUNY mandated the payments and if liquidity is a problem contact for bridging options. College's Action: The College has not complied, has offered help to students and has requested bridging options. SUNY has sent a set of requirements and the College is working to fulfill.

- 3) Refile Budget to SUNY assuming 100% funding:** SUNY along with others reporting on the State's activities have made it clear that the State is moving on a probable path of only fulfilling 80% of its obligations to fund. Our fiduciary responsibility is to build a budget that aligns with the reality of our environment and capabilities. With the resubmittal at 100% State funding, The College's Chargeback Rates drop causing a \$.8M reduction in revenue and cash. Request of SUNY: The College is willing to bill at the higher Chargeback Rate but only make due the amount at the lower Chargeback rate. If the State funds at 100%, the College will discontinue its collection activities for the outstanding balance and will issue a credit to the Counties. SUNY's Response: SUNY will not approve a budget other than at 100% State funding. SUNY believes they have a strong legal argument to allow for a second adjusted chargeback billing. College's Action: The College has complied.
- 4) Possible Reduction in Proposed Tuition Rates:** The College shares the same opinion as that of SUNY's Board and does not favor Tuition Increases. However the State's likely void is too great to overcome in such a short period of time and the College elected to raise tuition 5%, generating \$640K in new revenues from a smaller base of students. For those residential students who have maxed-out on financial aid, the College is offsetting meal plans, costing the college about \$200K. Request of SUNY: The College will consider freezing tuition the following year if the State resumes prior funding levels. Reply: This is not an issue at the moment, but an ongoing concern.

**Other Relevant Updates Affecting Cash Flow (excluding those outlined above):**

- Fall Core Enrollment: Within 18 FTEs of Budget (Unfavorable \$100K)
- Fall Concurrent Enrollment is currently 5%-7% ahead of plan
- We will see a HealthCare Rate cut in December (Favorable \$450K)
- New retirements may be held vacant as part of the reorganization (Favorable \$200K)
- SUNY is expanding the testing requirements (Unfavorable \$200K a semester)

**Next Steps:**

- Short-Term (now): Maximize Cash Flow by securing funds and building contingency cash-flow plans with Sponsoring Counties and SUNY
- Medium-Term (now to 3 months): Refine 2020-21 budget with "restricted spending without justification" (e.g., OT, College Paid Work Study, etc.) and our investment in the spring 2021 enrollment process
- Longer-Term (now to 1 year): Restructure the College and prioritize/reallocate resources to core business areas in an effort to meet strategic plans with no need to draw on fund balance in 2021-22.

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

	<b>AMOUNT</b>	<b>SUBTOTAL</b>	<b>GRAND TOTAL</b>
<hr/>			
<b>Childcare Facility Project</b>			
<b>Design/Architectural Services</b>			
Claudia Brenner Design (PO #31685)			
Architectural Design & Related Administration			
Invoice #3292	\$2,128.75		
Invoice #3293	\$75.20		
<b>Total Design/Architectural Services</b>		<b>\$2,203.95</b>	
<hr/>			
<b>TOTAL CHILDCARE FACILITY PROJECT</b>			<b>\$2,203.95</b>
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<b>TOTAL CAPITAL PAYMENTS</b>			<b>\$2,203.95</b>
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**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2020-2021-6**

**APPOINTMENT OF PERSONNEL**

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

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

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

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

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

**I, JAN BRHEL, CLERK** of the Board of

Trustees of Tompkins Cortland Community College,

**DO HEREBY CERTIFY** the foregoing resolution is

a true copy of a resolution duly adopted by the Board of

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 15<sup>th</sup> day of October 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 15<sup>th</sup> day of October 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**Appointment of Personnel**  
**Monday, October 5, 2020**  
**Presented to the Board of Trustees**

Employee	Department	Title/Rank	Salary	Employment Dates
<b>August</b>				
Rice, Douglas	ENGL100, 101/OCM BOCES	Adjunct	\$8,820.00	8/21/2020 To 1/29/21
Olson, Richard	Perform engineering duties in the radio studio	Adjunct	\$8,915.40	8/24/2020 To 5/24/2021
Ahmed, Ahmed	Teach online per-student class compensated at independent study rate (CHEM108 - 4 students)	Adjunct	\$3,200.00	8/31/2020 To 12/18/2020
Archer, Pamela	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,689.75	8/31/2020 To 12/18/2020
Cornish, Erin	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,689.75	8/31/2020 To 12/18/2020
Dunham, Peggy	FITN130 M13FITN230 M23	Adjunct	\$1,380.00	8/31/2020 To 12/18/2020
Eckert, Regina	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,689.75	8/31/2020 To 12/18/2020
Evans, Christine	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,689.75	8/31/2020 To 12/18/2020
Evans, Christine	Teach online per-student class compensated at independent study rate (ESL 120 - 3 students)	Adjunct	\$2,400.00	8/31/2020 To 12/18/2020
Evans, Christine	Teach online per-student class compensated at independent study rate (ESL 122 - 3 students)	Adjunct	\$2,400.00	8/31/2020 To 12/18/2020
Farah, Fred	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,689.75	8/31/2020 To 12/18/2020
Galezo, David	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$563.25	8/31/2020 To 12/18/2020
Gilbert, Mary	ENGL102 BL3ENGL204 BL3ENGL102 BL4	Adjunct	\$10,800.00	8/31/2020 To 12/18/2020
Grossman, Rick	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,689.75	8/31/2020 To 12/18/2020
Ha, Lien	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,689.75	8/31/2020 To 12/18/2020
Kidder, Jennifer	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$563.25	8/31/2020 To 12/18/2020
Kobre, Michael	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,126.50	8/31/2020 To 12/18/2020
Marvin, Tracy	Teach online per-student class compensated at independent study rate (ESL 121 - 3 students)	Adjunct	\$2,400.00	8/31/2020 To 12/18/2020
Mast, Holli	MATH095 M01MATH095 M06	Adjunct	\$7,360.00	8/31/2020 To 12/18/2020
Need, Barbara	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,689.75	8/31/2020 To 12/18/2020
Nobles, Jill	COMM100 M01COMM240 M01COMM140 ME50COMM115 M01	Adjunct	\$10,350.00	8/31/2020 To 12/18/2020
Okaru, Alfie	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$563.25	8/31/2020 To 12/18/2020
Richards, David	Teach online per-student class compensated at independent study rate (PARA/PARC/POSC213 - 4 students)	Adjunct	\$2,400.00	8/31/2020 To 12/18/2020
Seyfried, Matthew	Teach online per-student class compensated at independent study rate (SPMT260 - 1 student)	Adjunct	\$600.00	8/31/2020 To 12/18/2020
Srikrishna, Pinyaphat	Professional Tutor	Adjunct	\$10,936.64	8/31/2020 To 12/18/2020
Whitecraft, Michele	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$394.28	8/31/2020 To 12/18/2020
Young, Tammi	Teach online per-student class compensated at independent study rate (RECR285 - 1 student)	Adjunct	\$600.00	8/31/2020 To 12/18/2020
Young, Tammi	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$2,816.25	8/31/2020 To 12/18/2020
<b>September</b>				
Ansbro, Marianne	International/Disney Liaison	Adjunct	\$548.64	9/7/2020 To 12/21/2020
Asta, Tazio	Para-Professional Tutor	Adjunct	\$5,715.00	9/8/2020 To 12/18/2020
Biata, Alainna	Para-Professional Tutor	Adjunct	\$4,572.00	9/8/2020 To 12/18/2020
Donohue, Kathryn	Participation in ENGL049/098/100 Committee for teaching remotely	Adjunct	\$300.00	9/8/2020 To 12/15/2020
Haupt, Michael	Para-Professional Tutor	Adjunct	\$2,857.50	9/8/2020 To 12/18/2020
Hemingway Jones, Kathy	Participation in ENGL049/098/100 Committee for teaching remotely	Adjunct	\$300.00	9/8/2020 To 12/15/2020

Employee	Department	Title/Rank	Salary	Employment Dates
Snyder, Emily	Para-Professional Tutor	Adjunct	\$6,572.25	9/8/2020 To 12/18/2020
Weed, Steve	Participation in ENGL049/098/100 Committee for teaching remotely	Adjunct	\$300.00	9/8/2020 To 12/15/2020
<b>September</b>				
Keenan, Caryanne	College Relations	Coordinator of Applied Learning Initiatives (0.75 FTE, temporary grant-funded)	\$57,362.00	9/14/2020 To 11/29/2021
Reddy, Kyle	Para-Professional Tutor	Adjunct	\$6,438.90	9/21/2020 To 12/18/2020

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

October 15, 2020

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Alicia Maroney	09/25/20	Resignation
Kevin Noterfonzo	10/09/20	Resignation

FACULTY STUDENT ASSOCIATION

Maranda Kinsman	09/16/20	Separation
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BISTRO

None.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2020-2021-5**

**APPROVAL OF POSITION DESCRIPTION  
DIRECTOR OF WELLNESS SERVICES**

**WHEREAS**, the College has determined, based on a review and analysis of the Student Services department, that there is a need to create a Director of Wellness Services position description, and

**WHEREAS**, the attached Director of Wellness Services position description has been reviewed by the Administrative Classification Committee and is recommended by the President, and

**WHEREAS**, the Director of Wellness Services position is a new position created after the restructuring of Health Services and Mental Health Services to create a Wellness Center, and

**WHEREAS**, the Director of Wellness Services will be partially funded by both the Faculty Student Association and the College, and

**WHEREAS**, the Director of Wellness Services will result in a net neutral cost to the College, be it therefore

**RESOLVED**, that the Director of Wellness Services 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 professional service 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 15<sup>th</sup> day of October 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 15<sup>th</sup> day of October 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

## TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Director of Wellness Services	5	1 of 3

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Student Services	Vice President for Student Services	

### SUMMARY

The Director of Wellness Services provides vision and leadership for the physical and mental health program of the College. The Director is responsible for College-wide leadership for the strategic wellness needs including, patient care, compliance and protocol development, health promotion, disease prevention, food insecurity strategies, recovery support, mental health, and general student wellbeing. Essential responsibilities include providing direct student services, supervising and providing guidance to the Health Services and Counseling teams, managing relationships with existing external resources; ensuring department compliance with HIPAA standards and other regulatory requirements; educating students on health issues; and acting as liaison to other College departments.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the overall planning, implementation, and evaluation of Wellness Services comprised of Health Services and the Counseling Center. Coordinates partnerships and work flows between the two areas to unite them under a single vision through the creation of long and short-term departmental plans.
2. Coordinates all phases of students' health care in such areas as general health, substance abuse, mental health, nutrition, and chronic disease.
3. Responsible for the overall planning, implementation, and evaluation of the College health education and wellness promotion services including but not limited to: Health Promotion, OASAS Environmental Strategies Grant-funded alcohol and drug prevention, the College Recovery Program, the Panther Pantry, and the Options Program alcohol and drug education.
4. Ensures compliance with all campus, local, state and federal rules, regulations, and recommendations (OSHA, HIPAA, Department of Health, etc.) and serves as the College liaison to appropriate local, state, and national organizations in support of Health Services and the Counseling Center.
5. Maintains current documentation of problems and observations on medical records.
6. Ensures immunization compliance for the College according to State Public Health Law.
7. Ensures infection control and prevention practices for the college are maintained. Participates in all aspects of the College's pandemic response and planning activities.
8. Maintains open lines of communication between Health Services and the Counseling Center and the clients (to include students and parents as appropriate) to ensure optimal care and positive consumer relations.
9. Develops a cooperative relationship between the varied constituents of the college community (e.g., Access and Equity, Residential Life, Counseling, Public Safety, faculty.) to provide holistic health care.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

<b><u>POSITION TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>PAGE</u></b>
Director of Wellness Services	5	2 of 3

<b><u>ORGANIZATIONAL UNIT</u></b>	<b><u>REPORTS TO</u></b>	<b><u>APPROVED BY</u></b>
Student Services	Vice President for Student Services	

10. Acts as a liaison between Wellness/Counseling Services and the Office of the Vice President for Student Services on issues related to student conduct and enrollment status.
11. Develops a cooperative relationship between the varied constituents of the local community (e.g., local health departments, hospitals, local providers, clinics, insurance) to provide holistic health care.
12. Collaborates with the College’s Coordinator of Access and Equity Services to ensure ADA compliance.
13. Complies with State laws regarding Clinical Laboratory Improvement Amendment (CLIA) waived laboratory site. Ensures on-site laboratory equipment/apparatus are maintained according to CLIA waived standards.
14. Assesses the health education needs of and implement health/wellness education for the campus community. Collaborates with the Wellness Council to establish a wellness education program for the campus community. Coordinates with Residential Life to ensure training of professional and student staff.
15. Supervises and evaluates the job performance of Health Services and Office of Mental Health staff. Assures effective use of human resources by recommending hiring, disciplinary, and other human resource actions, together with the training, motivating, evaluating and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Opportunity/Affirmative Action Laws and other applicable regulations.
16. Assures the efficient use of material resources by assessment of Health Services and Counseling Center needs, development of budget recommendations, and management of the departments within the budgetary constraints imposed by the College.
17. Serves on various committees as appropriate, including the Wellness Council, Pandemic Planning Committee, and performs other job related tasks as assigned.

**SUPERVISION**

Types Supervised (check each category):

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

Indicate number in each category:

- 1 # of Classified Staff
- # of Administrative
- 2 # of Faculty
- 4-6 # of Adj. faculty, students, etc.
- 5 # of FSA Staff

**MINIMUM QUALIFICATIONS**

Masters degree and 10 years of college health experience.

**TOMPKINS CORTLAND COMMUNITY  
COLLEGE RESOLUTION  
2020-2021-07**

**POLICY AGAINST DISCRIMINATION AND HARASSMENT - REVISION**

**WHEREAS**, on April 22, 1982, the Board of Trustees of Tompkins Cortland Community College approved a Sexual Harassment Policy, with revisions to the policy on May 21, 1992, and May 13, 2004, and

**WHEREAS**, on May 13, 2004, the Board of Trustees of Tompkins Cortland Community College approved revisions to the Sexual Harassment Policy to include a title change to the Policy Against Discrimination and Harassment, and

**WHEREAS**, on July 16, 2009, the Board of Trustees of Tompkins Cortland Community College approved revisions to the Policy Against Discrimination and Harassment, and

**WHEREAS**, on December 8, 2011, the Board of Trustees of Tompkins Cortland Community College approved revisions to the Policy Against Discrimination and Harassment due to slight wording modifications necessary as a result of requirements from the Office of Civil Rights at the Department of Education, and

**WHEREAS**, SUNY Guidelines have been updated, and

**WHEREAS**, this policy has been reviewed by the College Senate and is recommended by the President, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby authorizes the administration of the College to execute the attached Policy Against Discrimination and Harassment, and be it further

**RESOLVED**, that the attached policy supersedes the December 8, 2011 Policy Against Discrimination and Harassment.

**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 15th day of October 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 15th day of October 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



## **POLICY AGAINST DISCRIMINATION AND HARASSMENT**

Unlawful discrimination or harassment based on race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status is strictly prohibited by Tompkins Cortland Community College. The College is committed to maintaining an educational and work environment that is free of any discrimination or harassment and to fostering positive business and personal conduct so that everyone, including students, employees, and invitees, is treated with respect and dignity in a non-discriminatory environment. The educational environment shall be considered to include all academic and nonacademic programs and activities.

The College fully complies with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act as Amended, the New York Human Rights Law and all other applicable laws or regulations which prohibit discrimination. Discrimination or harassment of individuals for reasons of race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status is a form of unlawful discrimination.

It also is unlawful to retaliate against a person because they have opposed any illegal discriminatory practices or because they have complained of, or testified or assisted in the investigation of any complaint of discrimination or a proceeding conducted in connection with any such complaint.

It is also the policy of the College to promote employment and opportunity for those who have been convicted of criminal offenses, and to assist such individuals in full rehabilitation and re-integration into society. The College will therefore only consider criminal convictions in making employment decisions where there is a direct relationship between the conviction and the employment and the employment would pose an unreasonable risk of harm as set forth in New York State Correction Law sections 752 and 753.

### **Sexual Harassment**

Sexual harassment is a form of misconduct which undermines an individual's integrity and human dignity. It can originate from a person of either sex against a person of the opposite or same sex, and from co-workers, supervisors, instructors, students, or even

non-employees of the College (i.e., vendors or invitees). It is offensive treatment or behavior which, to a reasonable person, creates an intimidating, hostile or abusive work or educational environment.

All acts of sexual violence shall be considered to be forms of sexual harassment. Sexual violence includes rape, sexual assault, sexual battery, sexual coercion and physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to intellectual or other disability or to the victim's use of drugs or alcohol.

Generally, this harassment falls into either of two categories: (i) "quid pro quo", or (ii) causing or allowing a sexually hostile environment to exist within the work place, classroom, or other College-sponsored program, service or activity.

**"Quid pro quo" harassment includes unwelcome sexual advances, requests for sexual favors, and other physical conduct of a sexual nature when:**

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's educational success (i.e., grades) or employment (i.e., a raise, promotion or assignment); or
- Submission to or rejection of such conduct by an individual is used as the basis for educational or personnel decisions affecting the individual.

**Examples of this form of sexual harassment would include but are not limited to:**

- Any uninvited or unwelcome physical contact, including touching, petting, pinching, persistent and purposeful brushing up against another individual's body, etc.
- Any suggestion to an individual that sexual favors or relationships will result in a favorable grade, promotion, or other education or employment opportunity.
- Any suggestion or implication to an individual that their refusal to provide sexual favors or relationships will result in a poor grade, demotion, discipline, discharge, or will have an adverse impact on employment or educational results.

A sexually hostile environment exists when an individual's conduct has the purpose or effect of unreasonably interfering with another individual's education or work performance or creating an intimidating, hostile or offensive educational or working environment which interferes with or limits a person's ability to participate in or benefit from the college's programs.

**Examples of this type of sexual harassment include, but are not limited to:**

- Sexual innuendos, sexually suggestive comments, offensive language, sexually oriented kidding or teasing, gestures, practical jokes, etc.
- Offensive displays of sexually suggestive pictures, magazines, or other objects (e.g., sexually explicit calendars, posters, cartoons, photographs, or graffiti).

- Touching, pinching, holding, grabbing, hugging, kissing or intentionally and persistently brushing against another person's body.
- Inappropriate social conduct such as pressuring a student, employee or colleague to date or socialize and/or take some adverse action against that person for refusing to do so.
- Any other conduct that ridicules or humiliates an individual because of their gender.

### **Other Unlawful Discrimination/Harassment**

These same guidelines also apply to unlawful discrimination or harassment based on race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status.

### **Examples of such hostile environment, discrimination, or harassment include but are not limited to:**

- Transfer, demotion or termination of employees on the basis of race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status.
- Interference in or denial of opportunities for educational success on the basis of race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status.
- Unwelcome, offensive, or demeaning comments, slurs, language, jokes or gestures related to or referring to an individual's race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status.
- The presence of books, magazines, pictures or other objects that may be reasonably construed as offensive or demeaning based on race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status.
- Creating or contributing to an intimidating, hostile, or offensive working environment on the basis of race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status.

Individuals who believe that they have been harassed or otherwise discriminated against in violation of this policy should follow the College's Discrimination/Harassment Complaint Procedure which designates staff of the College to whom such occurrences may be reported so that they can be promptly and thoroughly considered, investigated and appropriately resolved.

A complaint made in good faith is not considered false merely because the evidence does not ultimately support the allegation of discrimination or harassment. If an investigation results in a finding that a person who has accused another of discrimination or harassment has acted maliciously or has recklessly made false accusations, the reporting party will be subject to appropriate sanctions. It is important to note that due process considerations may limit the ability to investigate or resolve anonymous complaints.

Retaliation in any manner (i.e., coercion, intimidation, retributive acts) against any individual for making or filing in good faith a discrimination or harassment complaint, or for assisting or participating in the investigation of such a complaint is illegal and will not be tolerated. Such retaliation will be treated like any other form of discrimination and the party found to have retaliated shall be subject to appropriate discipline, including dismissal.

Questions regarding this policy and its enforcement should be directed to Sharon Clark, Affirmative Action Officer and Senior Title IX Coordinator, Office of Human Resources, Room 219, 607.844.8222, Ext. 4440, [SCD@tompkinscortland.edu](mailto:SCD@tompkinscortland.edu).

3/13/04

5/10/2007

7/16/09 – Resolution #2009-2010-7: Policy Against Discrimination and Harassment

12/08/11 – Resolution #2011-2012-17

11/10/2016

9/2019

October 2020  
Provost Report

**Serious Kudos:** Please join me in thanking the staff who have been instrumental in making our rooms available for face-to-face instruction and for fitting most of our working rooms with lecture-capture equipment to allow us to simulcast classes. The effort has been heroic. Equipment had to be purchased and tested, wires need to be run, folks had to be trained, desks had to be moved, curtain rods were welded, and a lot of work happened in a short period of time. I believe firmly that the ability to offer HyFlex classes (those that offer a face-to-face and remote option for students) will be the future of higher education when the pandemic has passed. So this is our time to learn this equipment, realize its potential, and to use it to give students greater flexibility. However, before that can happen, the rooms had to be made ready. So I want to give a shout-out to the following folks (in no particular order): The folks in buildings in grounds who had a seriously busy summer: Sam Merrill, Ryan Cochran, Jamie Perkins, and Larry Blake. The crew that helped train people on the new equipment: Don Dunham, Lucy Yang, Marilyn Web, and Gregg Kiehl. All of IT: Breton Bienvenue, Chris Armitage, Dave Underwood, David Fish, Don Perkins, Jim MacLain, Jennifer Knowles (current student & CT project assistant), Jonathan Walz-Koeppel, Keith Hall, Ken Reynolds, Tim Densmore, Kierra Martin, Marie Busby, Mellora Paucke, Patty Van de Bogart, Zack Pudney. Each of these individuals have been amazingly responsive, and the Fall semester simply wouldn't have happened without them. Thank you.

**Guidance:** Malvika and I sent out guidance to faculty about the switch to remote instruction and our resumption of face-to-face classes. Those documents are available in the [Provost Communications Folder on Sharepoint](#).

**Netiquette/Civility Guidelines:** We have had some requests for guidance around netiquette and inappropriate student behavior during video-conference class sessions. We created a document with the following: establishing classroom civility guidelines (including netiquette); when a student may need to be reported for a non-academic student code violation; what to do if students take part in illegal or illicit or harassing activity while on a video-call; and some sample course outline language. That document is available in the [Provost Communications Folder on Sharepoint](#).

**Faculty Meeting:** We held the September Faculty Meeting on 9/18/2020. We talked about Professional Development; the Academic Plan; and the Spring Schedule. You can view the video by [clicking here](#).

**Academic Plan:** We have shared the Academic Plan with Academic Council for a first pass at adding in some results from last year. We will eventually send this out to a wider group for their additions. Then we will work on assessing how we did. This is a vital step in making the academic plan a living document rather than just something that is put out and forgotten. There is too much important work in there for this to not be a guiding factor in how we approach academics on campus. You'll hear more about this throughout the year.

**SUNY Online:** SUNY has been soliciting proposals for courses, micro-credentials, certificates, or programs for SUNY Online. [Open SUNY](#) is a listing of all online programs and courses in the system. [SUNY Online](#) is an attempt to highlight specific online programs and to market them, especially to New Yorkers currently taking online classes out of the state. This is the second round of proposals, and I have been working with faculty on this CFP (Call for Proposals), and we submitted multiple programs/certificates and courses. At this stage they are looking for programs to consider, and we are

not bound by any proposal. If you are interested, there are documents in the [Provost Communications Folder on Sharepoint](#).

**Certified Nursing Assistant Program:** Thank you to Carrie Whitmore for providing the following information: “The college has a NYSED approved Certified Nursing Assistant program! Through the collaboration between BIZ and Nursing Faculty, the college received program approval last week from NYSED. Barbara Moose is the program coordinator and lead facilitator. Thank you to Barbara for the time she spent this summer putting together the curriculum and agreeing to serve in these roles. The thoroughness of her curriculum work allowed our application to be approved within a week of submission. Milagros Cartagena-Cook has also agreed to serve as co-lead instructor—thank you, Milagros! We have secured an affiliation agreement with Cayuga Medical Center to serve as one of our clinical sites. An affiliation agreement with Guthrie Cortland Regional is in the approval process, but we expect to have it in place within the next few months. The plan is to offer our first CNA program January 2021 and we expect to start recruitment fall 2020. Our hope is to offer sessions in January and June/July each year.”

**Provosts Hour:** People keep coming to these! Thank you for that. We talked about a lot of issues in the past few weeks, but two themes have emerged: 1) surveying students and 2) support for lecture/capture technology. *Surveys:* There was a hope that we would reach out to students about their experiences this semester across a wide-range of areas (student life, activities, course modalities, etc). *Support for Technology:* I was so pleased with the discussions because folks were so understanding and appreciative of the help that folks (like IT and Gregg Kiehl) have been providing, but some folks were still struggling. It is important to me that we talk openly about problems we are hitting, and I want to thank those who could take part, those who are trying out new things this semester, and those willing to share their setbacks and their triumphs. I appreciate folks using the Provosts Hour as a means to bring up ideas/concepts like that and get updates. We also had a lot of pets on in recent weeks. That always helps. I think the BOT should have a bring your pet to the BOT virtual meeting month!

**Academic Program Analysis Rubric Committee:** I charged representatives of the Curriculum Committee to bring forward representatives from their constituencies for an Academic Program Analysis Rubric Committee. The purpose of the group is to review methods for analyzing academic programs, especially to determine the health and costs of programs that may need to be discontinued or are in need of significant support to thrive, and to recommend a rubric for the College to use to analyze programs in this manner. The purpose of this sub-committee is not to analyze any programs but to establish a criteria for doing so. Right now, the College lacks a means to review programs to determine their cost and health. Many factors play into these conversations (enrollment, assessment, degree conferrals, equipment, external and internal constituencies, job data, transfer rates, and more) but we don't have an agreed upon method for this determination. This lack makes it difficult to tie assessment results to budget, and it makes it difficult to determine an agreed upon way to note which programs may need extra support. This method of analysis may then be used as a supplement to (and/or as part of) the Program Review Criteria, which is supposed to take place every 5 years. Currently the Program Review Template does not include information about cost or budget.

**Academic Calendar Spring 2021:** There has been some discussion about moving or removing the two day break in February to lessen the number of breaks to reduce potential travel.

**Academic Calendar 21-22:** I've begun working on some models of the 2021-2022 Academic Calendar. As part of that process, I sent out a survey gauging support for Registration Day to help determine if we should keep the day, discontinue it, or replace it with a new approach.

**Scheduling:** Among their many duties, Malvika and Teresa Mix have been working on changes to the Spring Schedule. We had switched to yearlong scheduling, but COVID has forced us/them to make changes in the Fall and Spring to reflect our new reality. It is vital but painstaking work requiring collaborations across campus and with department chairs and faculty. I wanted to note here that the work has been difficult and exemplary.

Vice President for Student Services & FSA BOT report  
October 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**

### Health Center

- 88 students, faculty, and staff received flu vaccines during on-campus clinics in partnership with Wegmans Pharmacy. The next on-campus flu clinic will be October 13<sup>th</sup> from 12:00 to 3:00 in Athletics' Multipurpose Room.
- COVID-19 testing is now available in the Health Center for symptomatic students.
- Health Center staff continue to support Tompkins and Cortland Counties' Health Departments with COVID-19 contact tracing.
- Students are being seen by nurse Angie McComb in-person and via telehealth 8:00 to 4:00 Monday through Friday.

### Counseling

- Counselor John Witkiewicz is providing tele-mental counseling sessions Monday through Friday.
- John is available on campus to meet with students in crisis Tuesday through Thursday and via tele-mental sessions Monday and Friday.
- The electronic health record PyraMED portal is anticipated to go live November 1<sup>st</sup>.
- Counseling is reviewing opportunities to expand and enhance services with SUNY's initiative for comprehensive mental health support for all students.

### Panther Pantry

- Two-year volunteer and TC3 graduate Nick Kent joined Health Services as the Panther Pantry Associate.
- Nick developed a system to support food security for online students utilizing contactless ordering and pick up. 25 families have been served since September 21<sup>st</sup>.
- The Panther Pantry has supported 161 students with our food security efforts reaching an additional 135 people, including 60 children.
- The Pantry continues to use support from the TC3 community and federal and local grant support through our partner agency, Food Bank of the Southern Tier.

- Nick and Pantry student intern Jackie provided food and other items to quarantined student residents as part of the Quaranteam initiative.

### Recovery Program

- Recovery Program Coordinator Ashley Dickson continues to collaborate with Residence Life and other Student Life departments to provide Quaranteam services.
- Ashley participated in a local panel with the Tompkins County Chamber of Commerce regarding the Healthy Workforce Consortium and TC3's role in providing education and support services to students in recovery.
- Ashley also participated in a national panel conducted by the Ohio State University and the Education Center of Alcohol and Drug Misuse Prevention and Recovery on the intersection of Recovery and Identity.

### Alcohol and other Drug (AOD) Prevention, the Options Program, and Health Promotion

- College AOD Prevention Coordinator Kevin Broderick updated the Best Life Social Norms Campaign on Campus Groups and the Best Life website.
- Kevin met with Campus Technology and External Relations regarding opportunities to deliver AOD prevention, social norming, COVID-19 prevention, and mental health messaging via geo-fencing and online educational spaces.
- Kevin is organizing and will convene the Substance Use Council next month.
- Four students have received Options Program educational and motivational interviewing sessions via teleservices.
- Health Services will host Cortland State University Community Health student intern Aaliyah for the Spring 2021 semester.

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

The admissions recruiters are engaging in virtual college fairs and establishing online appointments with counselors and high school seniors, where possible. We're offering information sessions during the evening on academic programs, admissions process and financial aid. The admissions visit page has been updated with all available of visiting the college either virtually or meeting with an admissions representative via Zoom, phone or on campus with an appointment.

As of October 5, 2020, we have 148 applications for the spring 2021 admissions cycle, including 60 that were deferred from fall 2020. Of the 148, 77 have been accepted and 54 need either high school or transcripts. The admissions team is working to help students with incomplete applications get transcripts.

## Student Success: Advising, Career & Transfer Services

The Student Success team is working remotely and in person to assist students. Highlights of our work for September include:

- Fall 2020 Early Progress Reports were submitted by instructors at the end of September for all students in 15-week courses. Faculty and Student Success Advisors are currently following up with students who have S- (below satisfactory) or U (unsatisfactory) early progress reports.
- Planning is underway for the Spring 2021 new student enrollment cycle, with sessions slated to begin the week of November 16, 2020.
- Processed 88 change of degree programs for the Fall 2020 semester.
- The Peer Career Coaches launched a social media campaign on Facebook and have begun meeting with students for job search/resume/cover letter assistance. Careers outreach is taking place in fall courses (new media, nursing, math/science, etc.) and career mapping is being updated in Career Coach.
- Since the beginning of the fall semester, over 460 appointments have been created in Starfish, 194 of which were scheduled by the student.
- Since the start of the semester here is a summary of use for the Starfish Early Intervention/Retention tool:

	# Raised	# Cleared	% Cleared
Academic Concern Flag	185	57	31%
In Danger of Failing Flag	25	10	40%
Attendance Concern Flag	36	27	75%
No Blackboard Login in 14 days Flags	4	2	50%
Kudos (positive feedback)	228	N/A	N/A
Referrals Made (Tutoring, Career planning, Access & Equity)	11	3	27%

## **Athletics and Campus Rec**

All activities for A&R have been running as planned. From bringing our full staff back to campus beginning in the early days of Fall semester, to returning to practice and competition in varsity athletics, to the re-opening of our indoor spaces.

The staff in A&R is focused on serving our campus community throughout this pandemic and through careful steps, has our operations up and running on a daily basis. Over the past two weeks, we have been inspected by Tompkins County Health and are now able to operate the Fitness Center, Pool, Gymnasium and Fieldhouse with reductions in attendance size. This has been no easy process and we are extremely excited to provide healthy activities for our students and staff.

### **Campus Recreation & Aquatics**

We opened for Outdoor Recreation activities on the first day of classes, August 31. With the exception of a few days where campus went to full remote learning to do contact tracing, Outdoor Rec has been operating Monday through Friday Noon to 6pm. As the daylight begins to fade earlier and temperatures drop, we will be moving some of our offerings to indoor spaces within the next two weeks.

The pool reopened for lap swimming on Monday, September 28. Six patrons permitted at one time, using their own lane.

### **Athletics Advisory Board & Captains' Council**

Members are being selected as we develop our varsity teams this fall. The group will begin meeting this month.

### **Intercollegiate Athletics**

Cross Country has been competing since the beginning of the semester. TC3 hosted the first meet in NYS on September 12 and has competed at Finger Lakes, Fulton-Montgomery and just finished in 2<sup>nd</sup> place at Mohawk Valley over the weekend. We are extremely proud of this team and to be competing in the only NJCAA approved sport this fall.

TC3 baseball, lacrosse, soccer, softball teams are practicing under no or low contact conditions. Participation is steady and SA's and coaches are making the most of time together as engagement with our students is so key to their success.

## **Fitness Center**

We open on Monday, October 5 with a limit of 15 participants at this time. When our new MERV-13 filters arrive, we will be able to increase capacity.

Hours of operation along with protocols and touchless electronic registration information found here <https://www.tompkinscortland.edu/campus-life/fitness-center>

## **Special Events**

On Sunday, September 27, we hosted the 14<sup>th</sup> Annual Panther Club Golf Outing at Elm Tree GC in Cortland. We had 36 teams compete which is two more than we had in 2019. Participants in this event include Alumni, TC3 employees, retirees and many friends of Panthers Athletics. Normally this event is held around Memorial Day Weekend, but with such success, we may keep this event in September moving forward.

## **Student Life**

Using our Student Engagement Platform, Campus Groups, we were able to host the first virtual Get Connected Fair (club and resource fair). Student clubs, On-campus departments, and community partners hosted virtual booths. There were also opportunities to chat live, via web chat or video call. Below is a summary of data from the event:

- 29 Groups hosting booths
- 69 Visitors
- 195 Booth visits
- 58 Chat messages with booths
- 16 Video conferences with booths
- 65 students selected "I'm Interested" to at least one booth

Hosted a socially-distanced Outdoor Movie Night watching Jumanji on the softball field. Each student was given a Tompkins Cortland roll-up blanket to sit on. Over 60 students attended this event. Students still desire and prefer in-person events.

Current activities include

- Onboarding offices to Campus Groups
- Prepared for Fall Staff Development Day
- Invitations for the National Society of Leadership and Success went out
- Participated in Student Trustee Interviews, the committee selected a new Student Trustee

- Student Government Association continues to meet weekly
- Working with Dining Services to implement "Green Apron", a meal kit program
- Collaborated with ODESS and Residence Life on a Hispanic Heritage Month event
- Hosted a series of virtual events

Welcome Week concluded, 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
- Virtual Hollywood Murder Mystery Party
- Virtual Get Connected Fair
- SGA Open House

## **Child Care Center**

The old center has been relicensed we have accepted more community members from our waiting list. Both child care centers are currently running at almost 100% capacity.

We have 44 children at new center and 12 at old center.

10 infants

19 toddlers

15 pre-k

Old center:

6 pre-k

6 toddler

## **Residence Life**

Residents as of 10/7:

- We currently have 227 students in housing

RA Staff:

- We are currently accepting applications for the Spring 2021 semester

- We have continued development with the RA group through virtual in-service training. So far, we have featured presentations from the Advocacy Center in Ithaca and the LGBTQ Resource Center in Cortland.

#### Programming:

- Chef Gio has returned as a featured guest in the cafeteria the week of October 5th, in celebration of Hispanic Heritage Month!
- We have reduced programming expectations for RA staff, since more of their time is spent on call with a smaller staff. They are expected to complete “outreach” to each of their residents on a biweekly basis.
- We are excited for a collaboration with ODESS and Student Activities on October 15 for a Sip & Paint! This will feature Hispanic artists, educational information, and a relaxing activity for our students.
- Another upcoming collaboration is Green Apron, which is spearheaded by Student Activities and AFV! It will feature prepared ingredients and instructional videos for students who may prefer to cook their meals in the comfort of their kitchen.

#### Fire Safety:

- The week of September 21, the New York State Fire Inspector was on campus. This year, we noted a significant decrease in documentations, and the inspector complimented how few issues there were.
- Documented issues 2019: 44 Documented issues, 2020: 26

## Faculty Student Association Report to the Board

The Faculty Student Association meeting was held on October 15<sup>th</sup>, 2020 via TEAMS online platform.

The February meeting included a presentation by the Director of Athletics regarding E-Gaming, in addition to the regular updates from the subcommittees.

### Committee Reports:

- *Finance Committee* – Has not met yet this semester. They did meet over the summer to finalize the budget for 2020-2021 that the Executive Committee passed. The PPP Loan helped to create a significant surplus at the end of 2019-2020 year and a portion of that will be used to off-set the amount of money that the FSA gets from the college for this fiscal year only. The number of students for fall 2020 is on target with what the college predicted so there should be no further implications with the FSA budget but they will let us know during the next meeting if something comes up.
- *Human Resource Committee* – HR committee met last month to review the new job description for Panther Pantry Associate. They also had discussions about revising a position in Athletics for the Fitness Center & Recreation as we are sharing staff in those areas and this will be a continued discussion. Health care was talked about and they also reviewed the rate increases that the FSA Executive Committee agreed to over the summer. They will meet again next week.
  - The following resolution was approved: **Resolution #2020-2021-01, Panther Pantry Associate (creation of and job description)**. The FSA Human Resources Committee met to review the proposed Panther Pantry Associate job description and agreed that there is a need for such a position. The FSA Finance Committee met to review the proposed Panther Pantry Associate job description and has budgeted for the creation for a one-year temporary position.
- *Athletic Advisory Board* – Has not formally met yet this semester. There was a group that met during the summer to help them prepare the plans for 7 different ways we could run the fall, winter, and spring programs.
- *Bookstore Advisory Committee* – No report
- a) *Executive Committee* – Has had four meetings since our shutdown in March to approve the following resolutions:

**Resolution #2019-2020-12 FSA Employee Excellence Award for Program Development and Management** (Anthony Isaacs)

**Resolution #2019-2020-13, FSA Employee Excellence Award for Program Support** (Tamara McMullen)

**Resolution #2019-2020-14, FSA Employee Excellence Award for Program Support** (Robert Rice)

**Resolution #2019-2020-15, Authority to Apply for Loans** (due to the financial impact of COVID-19)

**Resolution #2019-2020-16, Authority to Update Bank Account Signers.** We added a person to be able to sign so we are back to 3 signers again.

**Resolution #2019-2020-17, Revisions to the FSA BYLAWS.** The only thing changed in here was a new job title.

**Resolution #2019-2020-18, Salary Increases (Effective September 1, 2020).** There will be a 1% increase for the FSA with the exception of new Child Care Center Staff. Coaching stipends will also increase 1%.

**Resolution #2019-2020-19, One Card Fee.** There will be no increase in the one card fee, it will remain at \$19 per semester.

**Resolution #2019-2020-20 Operating Budget.** The projected operating budget for 2020-2021 year is calling for expenditures of \$2,346,639 which includes an allocation of the undesignated surplus in the amount of \$365,142.

Department Presentation – Casey Goodwin presented on behalf of the Child Care Center. This year the center has a 50/25/25 split between students, faculty/staff, and community members. Enrollment is always left opened for students until the 2<sup>nd</sup> week of the semester and then filled with faculty and staff children and then community members' children. They will continue to enroll throughout the semester to stay at full capacity whenever possible.

They were approved for an apprenticeship program through the department of Labor and also a micro credential at TC3 for Early Childhood. They also partnered with both the local Child Development Council of Tompkins and Cortland Counties to host a 3 day Infant Toddler Pyramid Model training at our facility that had 40 participants.

The center has been able to implement new policies and procedures that will help students who are placed at the center to be able to start their hours sooner in the semester as well as increase the rigor to graduate high quality students who are ready to enter the work force. Due to COVID they will not be able to have student placements at the center for this semester but are hopeful for spring 2021. The child care center employees do however not only consist of TC3 grads but now thanks to apprenticeship they also have employees who are now current TC3 students.

The center received 5 different grants & scholarships during the 2019/2020 year which helped offset the cost of tuition for most of the students. On top of that the center raised over \$4,740 with fundraisers and another \$3,000 in gifts.

Our "old" child care center passed inspection today and is now licensed so that students can move up to that center on Monday and they can enroll more children at both centers. Right now they have 4 spots open in Infant room but cannot fill them until another aide is hired. There is room for one more toddler and one preschooler as well.

The next meeting of the FSA is scheduled for October 15th, 2020.

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

- A steering committee has been established from DEAC membership to connect with the campus community to elicit insights and provide advice for developing the next campus strategic diversity, equity, and inclusion plan.

### **SDO's Recommendation to Indigenous People's Day**

- The accompanying recommendation has been presented to the President's Cabinet and endorsed by the Diversity Equity Action Council's membership. The Indigenous People's Day recommendation will soon be presented to the Student Government Association and the College Senate.

### **Diversity Equity Action Council Session**

- The most recent Diversity Equity Action Council (DEAC) session highlighted a situational case study featuring freedom of speech and academic freedom related to diversity, equity, and inclusion. DEAC collectively reviewed a textual and virtual scenario of concern.

### **College Senate Meeting- Discrimination and Harassment Policy Updates**

- I was invited by the College Senate to respond to follow-up questions that the members had about the edits made at the Board of Trustee's request and also updated new members on questions they had relating to the implementation authorities enforcing the Discrimination and Harassment Policy.

Respectfully,

Seth A. Thompson

# Chief Diversity Officer Recommendation to DEAC and President's Cabinet

## Recommendation Summary

The proposal recommends we replace the legal holiday known as Columbus Day with Indigenous Peoples' day.

## Background

It is known that the Cayuga Nation, one of the five or six tribes which make up the Iroquois confederacy (Cayugas, Senecas, Oneidas, Onondagas, Mohawks, and Tuscaroras), lived throughout Tompkins County and beyond.

We recognize the vast contributions of Italian-American and Spanish-American communities, which communities should be honored. However, we strongly recommend that the College no longer honor Christopher Columbus because of his well-documented crimes against humanity, particularly those of native heritage.

This action is called for regarding a divisive figure whose heinous acts against Indigenous People are divergent to the values of diversity, equity, and inclusion held as foundational pillars at Tompkins Cortland Community College.

## Recommendation

We support to change the recognition of Columbus Day at Tompkins Cortland Community College. We support officially recognizing and designating all College calendars (and other appropriate materials) the second Monday in October each year as "Indigenous Peoples' Day."

## Free Speech Information Sheet

### Free Speech Textual Example



### Remote Learning and Freedom of Speech Example

<https://www.facebook.com/100003946731157/posts/1926364090838463/?extid=gMlx6yowttEhW70E>

### Free Speech HR Guidance

<https://www.cupahr.org/hew/files/Faculty-Staff-Free-Speech.pdf>

### First Amendment: OCR - Dear Colleague Letter

[www2.ed.gov/about/offices/list/ocr/firstamend.html](http://www2.ed.gov/about/offices/list/ocr/firstamend.html)

### Recent Updates

<https://www.ed.gov/news/press-releases/us-secretary-education-betsy-devos-delivers-promise-protect-free-inquiry-and-religious-liberty>

<https://www2.ed.gov/about/offices/list/ope/factsheetreligiouslibertyandfreeinquiry09032020.pdf>

# report

Date: October 6, 2020

To: President Montague

From: Deborah Mohlenhoff  
Associate Vice President for College Relations

RE: Monthly Report to the President and Board of Trustees

## **EXTENSION CENTER:**

The Extension Centers have reopened fully and are in operation to support the in-person classes and tenants in these spaces. All staff in both centers have been supporting the Enrollment Services Zoom Rooms. Staff have also been assisting with a phone campaign to connect with individual students to determine if there are any needs they have regarding their academics, finances, or other supports for a successful Fall.

## **COMMUNITY ENGAGEMENT:**

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

***Community Drive In Movie Event:*** The College has agreed to be a host site for a fundraiser for the Cortland County program 'Shop with a Cop.' The event, planned for the end of October, will be a Halloween themed drive-in movie weekend – with a family movie night and a horror movie night. Proceeds will go to support the purchase of holiday gifts for families in need.

***Moment of Movement:*** On September 26, the College participated in a United Way fundraiser at the Ithaca International Airport to support the Child Development Council and the Ithaca Youth Bureau.

Both Carrie Whitmore and I attended **Future of College Towns: Leveraging Innovation and Entrepreneurship** forum sponsored by Cornell University. We participated in the panel discussion to discuss partnering with local businesses.

## **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:** We have submitted our first progress report to SUNY and all indicators are that this funding will be maintained to support this new position. Caryanne Keenan started on September 24<sup>th</sup> and will begin her assessment of our Applied Learning programs and will be the new point of contact for SUNY on this issue.

**College Town Halls:** Coordinated content and facilitated the zoom meeting for the Town Hall held in September for the college community. September topics were a budget update and an update on our COVID-19 status/reopening.

## LEADERSHIP TOMPKINS AND LEADERSHIP CORTLAND:



We are currently recruiting participants for our ‘Reimagining Leadership’ session to be facilitated by the Chairs of each program from 4pm to 6pm on October 20<sup>th</sup>.

We are also looking for hosts for our “Leadership and Lemonade” series that will replace the 2020-21 program. This will start in January 2020. We will be organizing Zoom meetings with community leaders from both counties telling their best ‘lemonade’ story. These will be made available at a low cost and will be a part of a series. We will begin advertising this in November.

## COMMUNICATIONS:

- Continued to support late start enrollment through web, advertising and social media – all classes filled
- Worked with cabinet to communicate clearly and efficiently regarding COVID updates – utilizing web, social (when needed), and media
- Held a planning retreat to establish priorities and projects for 2020-21
  1. Advertising for enrollment
  2. Website navigation and compliance
  3. Creation of enhanced communications office presence on website including more resources for employees and the public; development of an online request form
- Developed plan to work with students as subjects for photography and video
- Website traffic has expanded significantly this fall – we are serving approximately 88,000 users in September alone with around 1.5M page views.

## TC3 BIZ:

- Finalized DSS contract for NYS. This is a contract between NYS, DSS and the College for funding of tuition, books, fees and training of DSS staff. The three entities have new personnel in the roles handling the contract and we discovered that the last several years of the contract did not have language and documentation needed by the State. Worked with DSS and Budget & Finance to provide additional documentation required.
- Hosted round table event for area massage therapy businesses with Paul Reifenheiser
- **Hands-On Tompkins Virtual Manufacturing Day held 10/2, 12:30 – 2:30 pm.** Approximately 70-80 students from area high schools attended, included PTECH students. Businesses attending: IBEW Local 241 (Electricians Union), Painters and Allied Trades DC 4, Bricklayers and Allied Craftworkers Local 2, Precision Filters, Inc., and Bolton Point. Kevin Ramos gave a 10 minutes presentation to students re TC3 programs and applying to the college

College Senate Report  
Board of Trustees  
October 5, 2020

The College Senate held the first meeting of the semester on September 25<sup>th</sup> via Microsoft Teams. Seven meetings have been scheduled for the semester with the October 2<sup>nd</sup> meeting cancelled for lack of agenda items.

At the September 25<sup>th</sup> meeting, the meeting minutes from May 15<sup>th</sup> were approved via electronic vote. Patty Tvaroha shared that the FCCC committees have been meeting virtually and the Fall Plenary will be taking place October 1<sup>st</sup> and 2<sup>nd</sup>. There has also been discussion of a vote of no confidence for the SUNY Board for a lack of nationwide search to vet candidates to replace the Chancellor. Community Colleges were asked to discuss endorsing the vote of no confidence. The Senate discussed that while there is agreement with the vote, it is also done and over with and the position has been filled.

Seth Thompson was a guest for the Senate and shared two items. The first was for the Staff Development Committee, to be voted on as a standing committee of the College Senate. Via electronic vote, it passed with 11 yes and 3 abstentions. The second item was to review the Policy Against Discrimination and Harassment for new Senate members and ask to have it approved and sent to the Board. There are concerns that the policy could create a difficult situation for the College as far as what is considered appropriate for books, magazines, and videos. Seth informed the Senate that the language mirrors SUNY's policy. The policy passed with a total of 10 yes and 4 abstentions.

The next meeting for the College Senate will be held via Microsoft Teams on October 9<sup>th</sup> at 12:30pm.



## **POLICY AGAINST DISCRIMINATION AND HARASSMENT**

Unlawful discrimination or harassment based on race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status is strictly prohibited by Tompkins Cortland Community College. The College is committed to maintaining an educational and work environment that is free of any discrimination or harassment and to fostering positive business and personal conduct so that everyone, including students, employees, and invitees, is treated with respect and dignity in a non-discriminatory environment. The educational environment shall be considered to include all academic and nonacademic programs and activities.

The College fully complies with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act as Amended, the New York Human Rights Law and all other applicable laws or regulations which prohibit discrimination. Discrimination or harassment of individuals for reasons of race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status is a form of unlawful discrimination.

It also is unlawful to retaliate against a person because they have opposed any illegal discriminatory practices or because they have complained of, or testified or assisted in the investigation of any complaint of discrimination or a proceeding conducted in connection with any such complaint.

It is also the policy of the College to promote employment and opportunity for those who have been convicted of criminal offenses, and to assist such individuals in full rehabilitation and re-integration into society. The College will therefore only consider criminal convictions in making employment decisions where there is a direct relationship between the conviction and the employment and the employment would pose an unreasonable risk of harm as set forth in New York State Correction Law sections 752 and 753.

### **Sexual Harassment**

Sexual harassment is a form of misconduct which undermines an individual's integrity and human dignity. It can originate from a person of either sex against a person of the opposite or same sex, and from co-workers, supervisors, instructors, students, or even

non-employees of the College (i.e., vendors or invitees). It is offensive treatment or behavior which, to a reasonable person, creates an intimidating, hostile or abusive work or educational environment.

All acts of sexual violence shall be considered to be forms of sexual harassment. Sexual violence includes rape, sexual assault, sexual battery, sexual coercion and physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to intellectual or other disability or to the victim's use of drugs or alcohol.

Generally, this harassment falls into either of two categories: (i) "quid pro quo", or (ii) causing or allowing a sexually hostile environment to exist within the work place, classroom, or other College-sponsored program, service or activity.

**"Quid pro quo" harassment includes unwelcome sexual advances, requests for sexual favors, and other physical conduct of a sexual nature when:**

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's educational success (i.e., grades) or employment (i.e., a raise, promotion or assignment); or
- Submission to or rejection of such conduct by an individual is used as the basis for educational or personnel decisions affecting the individual.

**Examples of this form of sexual harassment would include but are not limited to:**

- Any uninvited or unwelcome physical contact, including touching, petting, pinching, persistent and purposeful brushing up against another individual's body, etc.
- Any suggestion to an individual that sexual favors or relationships will result in a favorable grade, promotion, or other education or employment opportunity.
- Any suggestion or implication to an individual that their refusal to provide sexual favors or relationships will result in a poor grade, demotion, discipline, discharge, or will have an adverse impact on employment or educational results.

A sexually hostile environment exists when an individual's conduct has the purpose or effect of unreasonably interfering with another individual's education or work performance or creating an intimidating, hostile or offensive educational or working environment which interferes with or limits a person's ability to participate in or benefit from the college's programs.

**Examples of this type of sexual harassment include, but are not limited to:**

- Sexual innuendos, sexually suggestive comments, offensive language, sexually oriented kidding or teasing, gestures, practical jokes, etc.
- Offensive displays of sexually suggestive pictures, magazines, or other objects (e.g., sexually explicit calendars, posters, cartoons, photographs, or graffiti).

- Touching, pinching, holding, grabbing, hugging, kissing or intentionally and persistently brushing against another person's body.
- Inappropriate social conduct such as pressuring a student, employee or colleague to date or socialize and/or take some adverse action against that person for refusing to do so.
- Any other conduct that ridicules or humiliates an individual because of their gender.

### **Other Unlawful Discrimination/Harassment**

These same guidelines also apply to unlawful discrimination or harassment based on race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status.

### **Examples of such hostile environment, discrimination, or harassment include but are not limited to:**

- Transfer, demotion or termination of employees on the basis of race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status.
- Interference in or denial of opportunities for educational success on the basis of race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status.
- Unwelcome, offensive, or demeaning comments, slurs, language, jokes or gestures related to or referring to an individual's race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status.
- The presence of books, magazines, pictures or other objects that may be reasonably construed as offensive or demeaning based on race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status.
- Creating or contributing to an intimidating, hostile, or offensive working environment on the basis of race, color, creed or religion, national origin, sex, sexual orientation,

gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status.

Individuals who believe that they have been harassed or otherwise discriminated against in violation of this policy should follow the College's Discrimination/Harassment Complaint Procedure which designates staff of the College to whom such occurrences may be reported so that they can be promptly and thoroughly considered, investigated and appropriately resolved.

A complaint made in good faith is not considered false merely because the evidence does not ultimately support the allegation of discrimination or harassment. If an investigation results in a finding that a person who has accused another of discrimination or harassment has acted maliciously or has recklessly made false accusations, the reporting party will be subject to appropriate sanctions. It is important to note that due process considerations may limit the ability to investigate or resolve anonymous complaints.

Retaliation in any manner (i.e., coercion, intimidation, retributive acts) against any individual for making or filing in good faith a discrimination or harassment complaint, or for assisting or participating in the investigation of such a complaint is illegal and will not be tolerated. Such retaliation will be treated like any other form of discrimination and the party found to have retaliated shall be subject to appropriate discipline, including dismissal.

Questions regarding this policy and its enforcement should be directed to Sharon Clark, Affirmative Action Officer and Senior Title IX Coordinator, Office of Human Resources, Room 219, 607.844.8222, Ext. 4440, [SCD@tompkinscortland.edu](mailto:SCD@tompkinscortland.edu).

3/13/04

5/10/2007

7/16/09 – Resolution #2009-2010-7: Policy Against Discrimination and Harassment

12/08/11 – Resolution #2011-2012-17

11/10/2016

9/2019



To: Board of Trustees

Re: Foundation/Alumni and Development Report for October 15, 2020 Meeting

### Foundation Board and Committees

The property management committee met on September 14. Updates were provided regarding the facilities, COVID-19 implementation plans, and financials. Discussion of the Deer Management Program and the Foundation strategic plan took place. The committee met again on September 29 to further discuss the SWOT analysis for the strategic planning.

An alumni committee meeting took place on September 23. The committee discussed ways to recognize the 2020 Distinguished Alumni recipients, webinar topics for alumni, and the Foundation's SWOT analysis for the strategic planning. The committee members will be securing additional alumni stories to highlight.

The board member recruitment process for next year is in process, if you have a suggestion for a Foundation board member please send that information to Julie Gerg.

The strategic plan is being discussed at each committee meeting and a draft will be discussed at the Foundation board meeting in October.

Campus housing bond work continues with our legal team at Bond, Schoeneck & King. We have begun to discuss marketing themes or opportunities to mitigate the potential drop in occupancy we experience in the spring semester.

### Alumni and Development Office

#### Philanthropy

The in-house annual campaign is slated to kick-off in early October. The focus will be on securing funds to assist student success with mobile hot spot devices. Other options to contribute to are the Panther Pantry, scholarships, and unrestricted/greatest need, etc.

Tompkins Cortland Panther face masks are being mailed to friends of the College as a stewardship/cultivation activity. Continual contact with our friends continues to be important to our work.

#### *Annual fundraising data*

	<b>2018 – 2019 campaign year</b>	<b>2019-2020 campaign year</b>
Gifts:\$1 - \$499	\$19,515, 158 gifts	\$21,618, 194 gifts
Gifts: \$500 - \$999	\$10,999, 21 gifts	\$20,685, 37 gifts
Gifts: \$1,000 - \$4,999	\$25,258, 15 gifts	\$59,867, 32 gifts
Gifts: \$5,000 and above	\$192,721, 11 gifts	\$329,491, 11 gifts
Total funds raised	\$248,493*	\$431,663 (42% increase)
Number of gifts	205	274

\*Excludes leadership gifts of \$1,500,000

## **Communications**

A donor communication plan, for this year, has been finalized and includes eight hard copy pieces and nine electronic pieces. Donors will receive six hard copy pieces with the intent of sharing College news and stewarding donors. They will also receive two solicitation pieces. The faculty and staff campaign will be moved to an electronic process this year, including seven electronic communications throughout the fall semester.

Upcoming pieces: An information piece highlighting ke'Lab, the College's first literary and visual arts journal will be the next piece that will be focused to over 12,000 people.

## **Professional development**

Two staff members participated in SUNYCUAD (State University of New York Council for University Advancement) Unconference on September 23 and 24.

## **Other activities/work**

- Fall scholarships and grant awards are being finalized, roughly \$XX to students.
- Additional grant opportunities are being developed and discussed.
- Discussion with auditors about upcoming schedules is being discussed.

## Upcoming Meetings

Full Board Meeting – October 13

Cultivate Task Force – October 15

Alumni Committee Meeting – late October/early November

Investment Committee Meeting – November 18