



**Trustees:**

**Roxann Buck, Sue Dale-Hall, Judy Davison, Arthur Kuckes, Matt McSherry, Schelley Michell-Nunn, Lisa Perfetti, Raymond Schlather, Louis Scholl, Bruce Tytler**

**January 19, 2023 Agenda**

**Regular Board of Trustees Meeting @ 5:30 p.m.**

<https://us02web.zoom.us/j/82585466787?pwd=bEdNeW9KcTVrdzNjbFgvc2taQS80dz09>

1. Call to Order
2. Introduction of Sue Dale-Hall (Tompkins County Governor's Appointee Board Member)
3. Roll Call
4. Welcome Guests
5. Approval of Agenda
6. Public Comment\*\*
7. Approval of November 17, 2022 Board of Trustees Regular Meeting Minutes
8. CFO/Treasurer's Report – Written Report Provided
9. Communications
10. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees)
  - a. Dr. Cindy Whitney, Assistant Professor of Criminal Justice, Coordinator of Social Sciences
11. Information Items:
  - a. Human Resources Updates
12. Consent Agenda (Action Items):
  - a. Appointment of Personnel
  - b. Approval of Window Blinds Replacement
  - c. Approval of Surveying & GIS Equipment
  - d. Approval of Disposal of Surplus Property
  - e. Approval of Micro-Nano Fabrication Safety Credential
  - f. Approval of Job Description – VP of Enrollment Management
  - g. Approval of Job Description – Director of Enrollment Operations
  - h. Approval of Job Description – Workforce Development Coordinator
  - i. Approval of Job Description – Assistant Director of Human Resources
13. Standing Reports:
  - a. Provost & VP of Academic Affairs - Written Report Provided
    - i. SUNY Memo on Academic Programs
  - b. Interim VP of Student Services/Senior Diversity Officer – Written Report provided
  - c. Chief Information Officer – Written Report provided.
  - d. College Senate – No Report this month
  - e. Tompkins Cortland CC Foundation, Inc. – Written Report Provided
  - f. Chairperson's Report
  - g. Liaison Report – Tompkins County
  - h. Liaison Report – Cortland County
  - i. Student Trustee Report – Verbal Report will be given
  - j. President's Report – Written Report provided
14. Upcoming Events:
  - a. Next Board of Trustees Meeting – February 16, 2022
15. Executive Session
16. Adjournment

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

**TOMPKINS CORTLAND COMMUNITY  
COLLEGE BOARD OF TRUSTEES  
Regular Meeting  
Nov. 17, 2022  
Via Zoom & In Person  
Open Session 5:30 P.M.**

**PRESENT:** Roxann Buck, Judy Davison, Arthur Kuckes, Schelley Michell-Nunn, Lisa Perfetti, Louis Scholl, Raymond Schlather, Bruce Tytler

**EXCUSED:** Matt McSherry

**COUNTY**

**LIAISONS:** Mike Lane, Cathy Bischoff (Excused – Cortland County Legislature meeting)

**STAFF:** Jan Brhel, Tim Densmore, Amy Kremenek, Deb Mohlenhoff, Sayre Paradiso, Paul Reifenheiser, Denver Stickrod, Ruth Spencer, Malvika Talwar, Seth Thompson, Susanna Van Sant

1. **Call to Order:** The meeting was called to order at 5:36 p.m. by Chair Davison.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Welcome Guests:** Chair Davison welcomed employees attending the meeting via zoom.
4. **Approval of Meeting Agenda:** Ms. Buck moved the Board of Trustees November 17, 2022 meeting agenda be approved as submitted; seconded by Ms. Perfetti; motion carried unanimously.
5. **Public Comment:** None
6. **Approval of Minutes –** Mr. Schlather moved that the minutes of the October 20, 2022 Board of Trustees meeting be approved as submitted; seconded by Mr. Tytler; motion approved unanimously.
7. **Communications:** NONE.
8. **CFO's Report: Written report was provided.** Mr. Talbot was attending the Cortland County Legislative Meeting to discuss the TC3 budget as it relates to Cortland County budget. A written report was submitted and it was stated that if there were any questions, they could be emailed to him.
9. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): Dr. Denver Stickrod, TC3 Strategic Enrollment Management (SEM) Plan.** The presentation is attached to these minutes. Dr. Stickrod noted that the SEM plan was sent to SUNY and approved in September. A \$1.7 million grant was secured by SUNY for the

30SUNY Community Colleges from the Lumina Foundation to assist with enrollment efforts to include students of color and equity gaps. The TC3 committee that developed the plan was made up of 18 members across the college. There are 4 strategic goals: 1) Recruiting, Outreach, and Enrollment; 2) Student Persistence, Retention and Graduation; 3) College Access and Affordability; 4) Course and Program Offerings. Suggestions and questions from Board members included getting students involved in the communities, assisting students to get off campus, using alumni to assist with recruitment, and look at program offerings. When asked what SUNY's role is, Dr. Stickrod replied they are holding sessions to keep the College informed and moving forward. Student Trustee Scholl would like to attend and have other students be invited to attend recruiting events.

#### 10. Information Items:

a) **Human Resources Updates** – Interim VP for Human Resources, Ruth Spencer, explained the difference between unclassified and classified staff and how this affects searches/filling positions. While some applications for various position are increasing, some such as IT, are not due mainly to lower salaries than 4-year colleges and corporations. Child Care is underpaid not only at TC3 but all around. When asked if we could offer sign-on bonuses for CSEA positions, Ms. Spencer stated that it is not possible as they are administered by the counties.

11. **Consent Agenda:** Mr. Tytler moved that the consent agenda items be approved as submitted; seconded by Mr. Scholl, approved unanimously.

#### a. Appointment of Personnel

#### 12. Standing Reports:

- a) **Provost/VPAA:** Written report provided. Provost Paul Reifenheiser noted that there has been a lot of change over the previous year. Changes are partially TC3 initiated and partially SUNY mandated. SUNY has mandated Gen. Ed. changes and changing from Blackboard to Brightspace. The Assessment process is being moved forward, a new Chair structure is in place that is currently being implemented. In addition, advising expectations were made clearer to assist students that encounter difficulty transitioning from high school to college. When asked about new faculty positions Dr. Reifenheiser noted that some of the new positions are grant funded.
- b) **Interim Vice President of Student Affairs & Senior Diversity Officer** – Written report provided. Mr. Thompson reported that during the week of Road to Registration we currently have 465 out of 520 students registered. Speaking to the EDJI plan that was provided, he noted the college needs to increase diversity in faculty and staff to match the students. The Emerging Scholars program needs to continue but also demonstrates we are retaining those that have gone through this process. The Educational Opportunity Program (EOP) opens up the college to be able to recruit/retain a diverse student population.
- c) **Associate VP for College Relations** – Written report provided. Ms. Mohlenhoff noted that 2 grants were submitted to Tompkins County which will go to the Tompkins Legislature in December. Letters are being sent to newly elected officials. An RFP for digital marketing has been created and there are 7 companies interested. The Director of Strategic Marketing search is underway and interviews are set for after Thanksgiving.

The transportation survey was completed and TCAT and Cortland Transit will be meeting with students to listen to their transportation needs/concerns.

- d) **Chief Information Officer** – Written Report Provided. CIO Tim Densmore shared that this has been a challenging semester just keeping up with changes that began over the summer and have continued through the semester. The “new normal” is more understandably demanding. There have been numerous outages in the network system which frustrates staff and students. Technology equipment funding is needed as the equipment is dated and students notice it is dated. Mr. Densmore has met with SGA and also shared information on what steps are being taken to alleviate the problems with outages/equipment. Staffing in IT is still an issue. 80% of the IT staff are TC3 alums. Competition is fierce and corporate pay is high in comparison to what the college is able to offer. Brightspace was a challenge due to a 9-month mandated change but the college has responded well to the challenge. When asked about grant funding, Mr. Densmore replied there isn’t much, if anything, at the higher ed. level (unlike at the K-12 level). He noted that a donor gave money to the computer science program. When asked about cybersecurity and what type of risk we have Mr. Densmore responded that we received a passing grade on our latest cybersecurity check.
- e) **College Senate** – Written report provided. Ms. Paradiso relayed that there were on-campus meetings today and tomorrow with various constituents of the college with the President and Vice President of Faculty Council of Community Colleges (FCCC) to share their knowledge of shared governance.
- f) **Tompkins Cortland Community College Foundation, Inc.** – Written report provided. Executive Director of the Foundation Julie Gerg was unable to attend the meeting.
- g) **Chairperson’s Report** –Chair Davison reported with the dorm occupancy struggles a residence hall workgroup has been initiated with 3 Board of Trustees members, 3 Foundation Board members and appropriate staff members. Ms. Brhel will be sending out a calendar invitation/email invitation for the initial meeting. Trustees who have agreed to serve on this work group are Roxann Buck, Judy Davison and Matt McSherry. Ms. Davison encouraged all Board members to attend the shared governance training tomorrow with FCCC in the Board room or via teams meeting.
- h) **Liaison Report (Tompkins County)** – Mr. Lane stated Tompkins County had received 232 applications for the Tompkins County Grant. He relayed the sad news of the passing of Henry Granison, former 3<sup>rd</sup> District Legislator for Tompkins County and Paralegal Adjunct Instructor for TC3. The College and County flags were lowered to half-staff in his honor/memory. The Tompkins County Budget passed with no increase in the tax levy. The Ithaca airport is still struggling. He reminded everyone of the new requirements for flying and the need for an enhanced driver’s license.
- i) **Liaison Report (Cortland County)** – Ms. Bischoff was at the Cortland County Legislative meeting where the Cortland County budget was being discussed for approval.
- j) **Student Trustee’s Report** – Verbal report given by Mr. Scholl. Mr. Scholl reported that with the upcoming end of semester and finals, student activities are down a little. Students don’t seem to be panicking and are more prepared for the end of the semester. Road to Registration went well for students. Student enjoyed and appreciated the International Education Week activities. SUNY Chancellor’s Award nomination was submitted to the TC3 selection committee.

- k) **President's Report** – Written report provided. In addition, President Kremenek noted that incoming applications continue to show an increase. She explained we are working on enrollment projections and recognized Malvika Talwar for building up the data reports for this. ASPEN zoom meetings with Executive Council have begun. Board Chair Davison and Board Vice-Chair Buck will participate in these meeting beginning in January. Student small group meetings continue. There was an evening meeting with adult students which was very well received and offered some very good suggestions for the college to consider. A site visit to Cornell's Nanospace facility is set for Monday, November 21<sup>st</sup>. When asked what themes are being seen in the student small groups Dr. Kremenek noted the positives are a caring staff and faculty, small classes, tutoring and writing lab, Panther pantry and Wellness and Best Life Center. Areas students would like to see some change in are the internet, transportation, cafeteria hours, food options, and coffee available

**13. Adjournment:** Ms. Michell-Nunn moved that the meeting be adjourned; seconded by Mr. Schlather; motion carried unanimously. The meeting adjourned at 7:20 p.m.

Respectfully submitted,

Jan Brhel  
Clerk of the Board of Trustees

## VP of Finance & Administrations Report: January 19, 2023

### **December 2022-23 Close**

The College is exceeding budget by an estimated \$400K for 2022-23. Revenue is driving this favorable outcome as student revenue is running \$200K favorable to budget and contract courses are exceeding the total year budget by \$170K. Expenses are also in-line with budget, however are \$779K greater than prior year-to-date.

### **2021-22 EOY results**

The 2021-22 end-of-year results after adjustments to Account Receivable (A/R) and before GASB 68 & 75, while not final, are likely to fund this year's 2022-23 \$1.5M draw on fund balances. Both the \$600K drawn from our general fund balance and the \$933K from designated fund balance will be replenished. These 2021-22 outcomes will provide an extra year of bridge funding to rebuild core enrollments & revenues to cover the current \$1.5M shortfall of expenses to revenues.

Students Accounts Receivables has presented the greatest financial challenge as market conditions and new collection restrictions has made it more difficult to collect what students owe the College. Past practices that allowed student to start a semester and complete their packaging during a semesters has led to student balances being written off at a rate of about 4% of College student revenue each year or \$600K-\$800K a year. The most recent change, disallowing the College to hold back transcripts and diplomas until a balance is paid along with the new 3<sup>rd</sup> party collection constraints, makes efforts to collect outstanding balances much more difficult. This expected reduction in collections requires a change in funding reserves for outstanding balances. The College is changing its assessment methodology from funding at a 10-year average collection rate to an aging methodology that assumes the longer a student is out of school the less likely they will pay their bill. This new methodology will adjust our reserve percentage from 35% to 78% reserve. Said differently, instead of our past collection rates of 65% we expect to only collect only 22% going forward. A new Designated Student Reduction Fund Balance will be established and funded from 2021-22 excesses beyond the replenishments discussed above.

### **Student Balances & Changes in 2022-23 Registration Workflows**

While above we discussed the financial impacts of outstanding student balances to the College, the real focus should be on the student and our "financial packaging" processes. Simply, if we improve the front end we enable students to continue (improves retention rates) while reducing the financial exposure to the College (requiring less reserves and nets greater revenues). This past Fall we began formulating and piloting new workflows and communications. These practices have led to a 38% reduction in Fall balances and the number of students with balances that exceed \$1K. However, we still have \$420K outstanding from 131 students, meaning we must still improve our workflows and communications.

For the Spring we developed a new "Financial Agreement" for new TC3 students. In order for them to receive their schedule they must agree to abide by the Financial Agreement. The agreement welcome them, explains that there are a number of documents required to financially package them and that if they are not acting in good faith to complete these documents they may not be allowed to start or continue classes and/or move into or remain in the dorms. This possible interruption with their education used in the Fall was very helpful to get students' attention and many did visit Registration & Billing. If effective, we will implement for all students in Fall 2023.

One unexpected positive impact from our Fall efforts was the magnitude it has had on the Spring semester. As of January 6th, while we had 484 students with over a \$1K balance carrying \$1.8M in total balances for the Spring semester, it was 50% lower than last year in which we had 943 students with \$3.8M outstanding. A material improvement but we still have much analysis and adjustments to consider over the next few months.

TOMPKINSCORTLAND COMMUNITY COLLEGE  
 2022-2023 APPROPRIATIONS  
 Year-To-Date Through December 31, 2022

	Modified Budget 2022-23	Expend to Date 2022-23	Unexpend Balance 2022-23	% Expended 2022-23	Total Exp PY 2021-22 <sup>5</sup>	YTD Exp PY to Date 2021-22	PY % Expended 2021-22	Fav Var (Unfav Var) to PY	% Variance to PY
<b>Forecasted Dept. Appropriations</b>									
Personal Services	15,850,963	5,578,408	10,272,555	35.2%	15,308,198	5,238,915	34.2%	(339,493)	-2.2%
Equipment	50,000	8,718	41,282	17.4%	102,105	3,028	3.0%	(5,689)	-5.6%
Contractual Expenses	5,721,389	1,549,779	4,171,610	27.1%	4,400,247	1,257,892	28.6%	(291,887)	-6.6%
Employee Benefits	8,544,482	3,143,418	5,401,064	36.8%	8,032,450	3,032,121	37.7%	(111,297)	-1.4%
<b>Total Forecasted Departmental Appropriations<sup>1</sup></b>	<b>30,166,834</b>	<b>10,280,323</b>	<b>19,886,511</b>	<b>34.1%</b>	<b>27,842,999</b>	<b>9,531,956</b>	<b>34.2%</b>	<b>(748,366)</b>	<b>-7.9%</b>
<b>Scholarships &amp; Awards</b>									
Student Services		149,572	(149,572)	0.0%	90,679	68,372	75.4%	(81,200)	(118.8%)
Academic Support	3,439,832	1,134,255	2,305,577	33.0%	3,387,441	1,184,526	35.0%	50,271	4.2%
<b>Total Scholarships &amp; Awards</b>	<b>3,439,832</b>	<b>1,283,827</b>	<b>2,156,005</b>	<b>37.3%</b>	<b>3,478,120</b>	<b>1,252,898</b>	<b>36.0%</b>	<b>(30,929)</b>	<b>(0)</b>
<b>Total Forecasted Appropriations<sup>2</sup></b>	<b>33,606,666</b>	<b>11,564,150</b>	<b>22,042,516</b>	<b>34.4%</b>	<b>31,321,119</b>	<b>10,784,854</b>	<b>34.4%</b>	<b>(779,295)</b>	<b>-7.2%</b>
<b>Adjustments to Approved Budget</b>									
Personal Services	178,810		178,810	0.0%			0.0%	0	0.0%
Equipment									
Contractual Expenses	(119,497)		(119,497)	0.0%			0.0%	0	0.0%
Employee Benefits									
<b>Total Adjustments to Approved Budget<sup>3</sup> Favorable (Unfav)</b>	<b>59,313</b>	<b>0</b>	<b>59,313</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b>Personnel</b>									
Personnel	16,029,773	5,578,408	10,451,365	34.8%	15,308,198	5,238,915	34.2%	(339,493)	-2.2%
Equipment	50,000	8,718	41,282	17.4%	102,105	3,028	3.0%	(5,689)	-5.6%
Contractual	5,601,892	1,549,779	4,052,113	27.7%	4,400,247	1,257,892	28.6%	(291,887)	-6.6%
Scholarship & Awards Offset	3,439,832	1,283,827	2,156,005	37.3%	3,478,120	1,252,898	36.0%	(30,929)	-0.9%
Fringe Benefit	8,544,482	3,143,418	5,401,064	36.8%	8,032,450	3,032,121	37.7%	(111,297)	-1.4%
<b>Total Approved Budget Appropriations<sup>4</sup></b>	<b>33,665,979</b>	<b>11,564,150</b>	<b>22,101,829</b>	<b>34.3%</b>	<b>31,321,119</b>	<b>10,784,854</b>	<b>34.4%</b>	<b>(779,295)</b>	<b>-7.2%</b>

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

1. *Total Forecasted Departmental Appropriations:* Enables an analysis of departmental operating costs.
2. *Total Forecasted Appropriations:* Forecasts the End-of-Year Appropriations for the College.
3. *Total Adjustments to Approved Budget:* Represents the forecasted adjustments to the 2020-21 Appropriations Budget. If positive, less Fund Balance is required. If negative, more Fund Balance is required.
4. *Total Approved Budget Appropriations:* This represents the Approved Budget.
5. Excludes impacts of GASB 68 (OPEB) & 75 (ERS/TRS)

TOMPKINSCORTLAND COMMUNITY COLLEGE  
 2022-2023 APPROPRIATIONS  
 Year-To-Date Through December 31, 2022

	Modified Budget 2022-23	Expend to Date 2022-23	Unexpend Balance 2022-23	% Expended 2022-23	Total Exp PY 2021-22 <sup>5</sup>	YTD Exp PY to Date 2021-22	PY % Expended 2021-22	Fav Var (Unfav Var) to PY	% Variance to PY
<b>Instruction</b>									
Personal Services	6,527,752	2,669,455	3,858,297	40.9%	6,988,522	2,569,039	36.8%	(100,416)	(3.9%)
Equipment		787	(787)	0.0%	228	228	100.0%	(559)	(245.1%)
Contractual Expenses	1,705,935	469,771	1,236,164	27.5%	1,283,579	160,362	12.5%	(309,409)	(192.9%)
Employee Benefits	3,493,400	1,493,091	2,000,309	42.7%	3,676,824	1,448,230	39.4%	(44,861)	(3.1%)
<b>Total Instruction</b>	<b>11,727,087</b>	<b>4,633,103</b>	<b>7,093,984</b>	<b>39.5%</b>	<b>11,949,153</b>	<b>4,177,859</b>	<b>35.0%</b>	<b>(455,244)</b>	<b>(10.9%)</b>
<b>Public Service</b>									
Personal Services	170,439	55,463	114,976	32.5%	186,129	62,075	33.4%	6,612	10.7%
Equipment									
Contractual Expenses	20,000	325	19,675	1.6%	3,772	800	21.2%	475	59.4%
Employee Benefits	88,501	31,059	57,442	35.1%	97,300	36,525	37.5%	5,466	15.0%
<b>Total Public Service</b>	<b>278,940</b>	<b>86,847</b>	<b>192,093</b>	<b>31.1%</b>	<b>287,201</b>	<b>99,400</b>	<b>34.6%</b>	<b>12,553</b>	<b>12.6%</b>
<b>Academic Support</b>									
Personal Services	1,550,750	495,131	1,055,619	31.9%	1,470,589	496,329	33.8%	1,199	0.2%
Equipment			0	0.0%	16,835		0.0%	0	0.0%
Contractual Expenses	260,248	30,408	229,840	11.7%	250,093	29,984	12.0%	(424)	(1.4%)
Employee Benefits	724,696	277,273	447,423	38.3%	765,090	305,567	39.9%	28,294	9.3%
<b>Total Academic Support</b>	<b>2,535,694</b>	<b>802,812</b>	<b>1,732,882</b>	<b>31.7%</b>	<b>2,502,607</b>	<b>831,881</b>	<b>33.2%</b>	<b>29,069</b>	<b>3.5%</b>
<b>Libraries</b>									
Personal Services	552,471	192,253	360,218	34.8%	505,857	171,818	34.0%	(20,435)	(11.9%)
Equipment									
Contractual Expenses	198,200	90,913	107,287	45.9%	163,827	82,952	50.6%	(7,960)	(9.6%)
Employee Benefits	294,488	107,661	186,827	36.6%	265,906	97,085	36.5%	(10,577)	(10.9%)
<b>Total Libraries</b>	<b>1,045,159</b>	<b>390,827</b>	<b>654,332</b>	<b>37.4%</b>	<b>935,591</b>	<b>351,855</b>	<b>37.6%</b>	<b>(38,972)</b>	<b>(11.1%)</b>
<b>Student Services</b>									
Personal Services	1,862,361	677,474	1,184,887	36.4%	1,941,659	611,035	31.5%	(66,439)	(10.9%)
Equipment	1000		1,000	0.0%	30,249	499	1.6%	499	100.0%
Contractual Expenses	729,328	226,619	502,709	31.1%	537,630	176,670	32.9%	(49,949)	(28.3%)
Employee Benefits	1,086,594	403,658	682,936	37.1%	1,009,102	364,105	36.1%	(39,553)	(10.9%)
<b>Total Student Services</b>	<b>3,679,283</b>	<b>1,307,750</b>	<b>2,371,533</b>	<b>35.5%</b>	<b>3,518,640</b>	<b>1,152,309</b>	<b>32.7%</b>	<b>(155,442)</b>	<b>(13.5%)</b>
<b>Maintenance and Operations</b>									
Personal Services	1,813,962	538,204	1,275,758	29.7%	1,618,792	491,450	30.4%	(46,754)	(9.5%)
Equipment			0	0.0%	23,122	1,730	7.5%	1,730	100.0%
Contractual Expenses	962,830	257,774	705,056	26.8%	730,511	215,297	29.5%	(42,477)	(19.7%)
Employee Benefits	966,911	305,616	661,295	31.6%	862,369	310,812	36.0%	5,196	1.7%
<b>Total Maintenance and Operations</b>	<b>3,743,703</b>	<b>1,101,594</b>	<b>2,642,109</b>	<b>29.4%</b>	<b>3,234,795</b>	<b>1,019,289</b>	<b>31.5%</b>	<b>(82,305)</b>	<b>(8.1%)</b>
<b>Institutional Support</b>									
Personal Services	1,533,227	515,702	1,017,525	33.6%	1,222,988	389,275	31.8%	(126,427)	(32.5%)
Equipment									
Contractual Expenses	453,538	133,286	320,252	29.4%	343,703	145,595	42.4%	12,309	8.5%
Employee Benefits	887,055	288,793	598,262	32.6%	637,901	223,802	35.1%	(64,991)	(29.0%)
<b>Total Institutional Support</b>	<b>2,873,820</b>	<b>937,781</b>	<b>1,936,039</b>	<b>32.6%</b>	<b>2,204,592</b>	<b>758,672</b>	<b>34.4%</b>	<b>(179,108)</b>	<b>(23.6%)</b>
<b>General Institutional Services</b>									
Personal Services	1,840,001	434,728	1,405,273	23.6%	1,373,663	447,894	32.6%	13,166	2.9%
Equipment	49,000	7,931	41,069	16.2%	31,670	571	1.8%	(7,360)	(1288.7%)
Contractual Expenses	1,391,310	340,683	1,050,627	24.5%	1,087,130	446,232	41.0%	105,549	23.7%
Employee Benefits	1,002,837	236,267	766,570	23.6%	717,958	245,994	34.3%	9,728	4.0%
<b>Total General Institutional Services</b>	<b>4,283,148</b>	<b>1,019,609</b>	<b>3,263,539</b>	<b>23.8%</b>	<b>3,210,421</b>	<b>1,140,692</b>	<b>35.5%</b>	<b>121,083</b>	<b>10.6%</b>
<b>Total Forecasted Departmental Appropriations<sup>1</sup></b>	<b>30,166,834</b>	<b>10,280,323</b>	<b>19,886,511</b>	<b>34.1%</b>	<b>27,842,999</b>	<b>9,531,956</b>	<b>34.2%</b>	<b>(748,366)</b>	<b>-2.7%</b>



2022-2023 APPROPRIATIONS  
 SCHEDULE OF EMPLOYEE BENEFITS  
 Year-To-Date Through Saturday, December 31, 2022

	2022-23 Mod Bud	2022-23 Actual	2022-23 Uexpended Balance	2022-23 % Unexpended	2021-22 Total Exp PY	2021-22 PY to Date	2021-22 PY % Expended	Variance CY to PY Fav(Unfav)	% Variance CY to PY Fav(Unfav)
Retirement Incentive Costs	160,000	46,436	113,564	29.0%	242,216	163,972	67.7%	117,536	71.7%
HRA Retiree Benefits	75,000	19,298	55,702	25.7%	70,859	26,307	37.1%	7,009	26.6%
State Employee's Retirement	933,091	376,583	556,508	40.4%	932,509	344,019	36.9%	(32,564)	(9.5%)
State Teacher's Retirement	135,000	65,119	69,881	48.2%	139,554	52,883	37.9%	(12,236)	(23.1%)
Optional Retirement Fund	880,000	276,178	603,822	31.4%	844,936	277,443	32.8%	1,265	0.5%
Social Security	1,210,331	440,149	770,182	36.4%	1,163,070	407,987	35.1%	(32,161)	(7.9%)
Worker's Compensation	68,453	27,160	41,293	39.7%	91,438	46,342	50.7%	19,182	41.4%
Executive Benefits	37,000	4,131	32,869	11.2%			0.0%	(4,131)	0.0%
Disability Insurance	9,000	2,762	6,238	30.7%	7,778	2,135	27.5%	(627)	(29.3%)
Hospital and Medical Insurance	3,032,711	931,649	2,101,062	30.7%	2,734,495	1,118,049	40.9%	186,400	16.7%
Post Retirement Health Insurance	1,711,160	480,000	1,231,160	28.1%	1,366,381	540,000	39.5%	60,000	11.1%
Employee Tuition Benefits	103,000	48,647	54,353	47.2%	88,194	51,985	58.9%	3,338	6.4%
Life Insurance	10,000	2,454	7,546	24.5%	7,641	2,514	32.9%	60	2.4%
Vacation Benefits	200,000	22,500	177,500	11.3%	180,693		0.0%	(22,500)	0.0%
Miscellaneous	5,000	825	4,175	16.5%	3,075	625	20.3%	(200)	(32.0%)
Unemployment Insurance	10,910		10,910	0.0%	15,953		0.0%	0	0.0%
<b>Total Employee Benefits</b>	<b>8,580,656</b>	<b>2,743,890</b>	<b>5,836,766</b>	<b>32.0%</b>	<b>7,888,791</b>	<b>3,034,262</b>	<b>38.5%</b>	<b>290,372</b>	<b>9.6%</b>

TOMPKINS CORTLAND COMMUNITY COLLEGE  
YTD REVENUE 2022-2023  
Saturday, December 31, 2022

	Modified Budget 2022-23	Revenues to Date 2022-23	Unrealized Balance 2022-23	% Realized 2022-23	Total Rev PY 2021-22	YTD Rev PY 2021-22	PY % Realized 2021-22	Fav Var (Unfav Var) to PY	% Variance to PY
<b>Student Revenue</b>									
<b>Core Tuition</b>									
Fall	3,333,315	3,485,796	(152,481)	104.6%	3,336,691	3,304,528	99.0%	181,268	5.5%
Spring	2,621,196	2,386,015	235,181	91.0%	2,853,789	2,151,748	75.4%	234,268	10.9%
Winter	59,669	144,036	(84,367)	241.4%	100,000	104,400	104.4%	39,636	38.0%
Summer	510,792	0	510,792	0.0%	524,658	1,267	0.2%	(1,267)	-100.0%
Nonresident Tuition	615,254	1,082,904	(467,650)	176.0%	694,862	975,284	140.4%	107,619	11.0%
Student Fee Revenue	947,269	763,378	183,891	80.6%	904,092	728,269	80.6%	35,109	4.8%
Bad Debt Reserve		(343,000)	343,000	0.0%			0.0%	(343,000)	0.0%
Total Core Student Revenue	8,087,495	7,519,129	568,366	93.0%	8,414,092	7,265,495	86.3%	253,633	8.2%
Concurrent Enrollment Tuition	3,409,068	1,128,199	2,280,869	33.1%	3,406,954	1,193,137	35.0%	(64,938)	-5.4%
<b>Total Student Revenue</b>	<b>11,496,563</b>	<b>8,647,328</b>	<b>2,849,235</b>	<b>75.2%</b>	<b>11,821,046</b>	<b>8,458,632</b>	<b>71.6%</b>	<b>188,695</b>	<b>1.6%</b>
<b>Government Appropriations</b>									
New York State	9,753,019	2,437,505	7,315,514	25.0%	9,753,019	2,438,255	25.0%	(750)	0.0%
Local Sponsors	4,882,882		4,882,882	0.0%	4,882,882		0.0%	0	0.0%
Appropriated Cash Surplus	600,000	600,000	0	100.0%	0		0.0%	600,000	0.0%
Charges to Other Counties	5,418,607	2,231,450	3,187,157	41.2%	5,399,713	2,203,806	40.8%	27,644	1.3%
Federal Aid			0	0.0%	2,120,459	780,700	36.8%	(780,700)	-100.0%
Board Designated Reserves	932,518	932,518	0	100.0%	0		0.0%	932,518	0.0%
<b>Total Govt Appropriations</b>	<b>21,587,026</b>	<b>6,201,473</b>	<b>15,385,553</b>	<b>28.7%</b>	<b>22,156,074</b>	<b>5,422,762</b>	<b>24.5%</b>	<b>778,711</b>	<b>14.4%</b>
<b>Other Revenues</b>									
Service Fees	121,340	45,225	76,115	37.3%	68,895	32,030	46.5%	13,195	41.2%
Interest Earnings		2,558	(2,558)	0.0%	7,133	1,523	21.4%	1,035	67.9%
Rental of Real Property	10,000	3,150	6,850	31.5%	4,955	1,300	26.2%	1,850	142.3%
Contract Courses	100,000	273,634	(173,634)	273.6%	5,555	44,214	796.0%	229,420	518.9%
Noncredit Tuition	100,000	64,177	35,823	64.2%	175,704	72,523	41.3%	(8,346)	-11.5%
Grant Offsets	205,000	47,182	157,818	23.0%	262,731	43,880	16.7%	3,302	7.5%
Unclassified Revenues	46,050	15,761	30,289	34.2%	49,266	26,947	54.7%	(11,187)	-41.5%
Total Other Revenues	582,390	451,688	130,702	77.6%	574,238	222,418	38.7%	229,270	103.1%
<b>TOTAL REVENUES</b>	<b>33,665,979</b>	<b>15,300,488</b>	<b>18,365,491</b>	<b>46.5%</b>	<b>34,551,358</b>	<b>14,103,812</b>	<b>40.8%</b>	<b>1,196,676</b>	<b>3.6%</b>
<b>Student Revenue</b>									
State Revenue	9,753,019	2,437,505	7,315,514	25.0%	9,753,019	2,438,255	25.0%	(750)	0.0%
Local Revenue	10,301,489	2,231,450	8,070,039	21.7%	10,282,595	2,203,806	21.4%	27,644	0.3%
Federal Revenue	0	0	0	0.0%	2,120,459	780,700	36.8%	(780,700)	
Use of Fund Balance	1,532,518	1,532,518	0	100.0%	0	0	0.0%	1,532,518	100.0%
Other	261,050	68,651	192,399	26.3%	324,085	73,651	22.7%	(5,000)	-1.9%
<b>Total</b>	<b>33,665,979</b>	<b>15,300,488</b>	<b>18,365,491</b>	<b>45.4%</b>	<b>34,551,358</b>	<b>14,103,812</b>	<b>40.8%</b>	<b>1,196,676</b>	<b>3.6%</b>

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of January 4, 2023

**UNCLASSIFIED STAFF**

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Admissions & Financial Aid Advisor (2 Positions)	ASAP	October 4, 2022	November 4, 2022	Hired: David Pomeranz (01/03/23)
Assistant Director of Student Success	ASAP	September 13, 2022	October 13, 2022	Hired: Kala Rounds (01/17/23)
Assistant Professor of Electrical Engineering (Grant-Funded)	March 15, 2023	November 29, 2022	January 3, 2023	Accepting Applications
Director of Educational Opportunity Programs & Assistant Diversity Officer	October 1, 2022	July 20, 2022	Immediately	Hired: Lesa Carter (12/05/22)
Director of Enrollment Operations & Auxiliary Services (Interim)	ASAP	September 27, 2022	October 11, 2022	Hired: Patty Van de Bogart (12/05/22)
Director of Strategic Marketing	ASAP	October 5, 2022	November 7, 2022	Interviews Continuing
Institutional Research Analyst II	ASAP	November 29, 2022	January 1, 2023	Accepting Applications
Instructor of Anatomy and Physiology/Healthcare (Grant-Funded)	March 15, 2023	November 29, 2022	January 1, 2023	Accepting Applications
Instructor of Civil Engineering/ Construction Technology	August 21, 2023	November 5, 2022	January 5, 2023	Accepting Applications
Instructor of Mathematics	August 2022	April 6, 2022	May 6, 2022	Hired: Margaret DeGaetano (01/18/23)
Programmer	ASAP	October 6, 2022	November 7, 2022	Hired: Miguel Maldonado (01/04/23)
Technology Support Associate	ASAP	September 22, 2022	October 22, 2022	Accepting Applications
Technology Support Specialist (Part-time, Temporary)	ASAP	December 5, 2022	December 9, 2022	Hired: Brian Ackley (12/19/2022)

**CLASSIFIED STAFF**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Administrative Assistant (1.0 FTE, Permanent)	Provost Office	ASAP	Reviewing Tompkins County Department of Human Resources certified list of eligible candidates
Campus Peace Officer (Part-time, Permanent)	Campus Police	ASAP	Hired: Mikel Fazzary (12/01/22)
Enrollment Services Specialist (1.0 FTE, Permanent)	Workforce/BIZ	ASAP	Tompkins County Department of Human Resources recanvassing certified list of eligible candidates
Maintenance Worker (1.0 FTE, Permanent)	Buildings & Grounds	ASAP	Hired: Blanca Carlton (12/19/22)
Project Assistant (Part-time, Temporary, Grant Funded)	Workforce/BIZ	ASAP	Reviewing Applications via Tompkins County Department of Human Resources

## FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Lifeguard	Athletics & Recreation	January 2023	Accepting Applications; Continuous Recruitment
Graduate Assistant	Residence Life/Student Center	January 2023	Accepting Applications
Substitute Teacher	Childcare	January 2023	Accepting Applications; Continuous Recruitment
Van Driver	Athletics & Recreation	January 2023	Accepting Applications
Assistant Director of Athletics & Recreation	Athletics & Recreation	January 2023	Hired: James Williamson (01/15/23)

### BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Server	TC3 Bistro	January 2023	Accepting Applications Hired: Tatiana David (12/02/22)
Banquet Bartender	TC3 Bistro	January 2023	Accepting Applications
Banquet Supervisor	TC3 Bistro	January 2023	Accepting Applications
Bartender	TC3 Bistro	January 2023	Accepting Applications
Busser/Food Runner	TC3 Bistro	January 2023	Accepting Applications
Dishwasher	TC3 Bistro	January 2023	Accepting Applications
Line Cook	TC3 Bistro	January 2023	Accepting Applications
Server	TC3 Bistro	January 2023	Accepting Applications
Host/Hostess	TC3 Bistro	January 2023	Accepting Applications Hired: Tatiana David (12/02/22)
Executive Chef	TC3 Bistro	January 2023	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of January 4, 2023

**COMPLAINANT**

**SUBJECT**

**DISPOSITION**

**CSEA**

None.

**FACULTY ASSOC.**

None.

**PAA**

None.

**TC3 ADJUNCT ASSOC.**

None.



**Appointment of Personnel**  
**Wednesday, January 4, 2023**  
**Presented to the Board of Trustees**

Employee	Department	Title/Rank	Salary	Employment Dates
<b>August</b>				
Josef, Keith	Develop PHSC105 and PHSC210 curriculum and online modules	Adjunct	\$2,200.00	8/22/2022 To 12/19/2022
Lewis, Justine	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$3,480.90	8/29/2022 To 12/16/2022
McLane, Todd	100k Strong Innovation Fund Grant	Adjunct	\$2,200.00	8/29/2022 To 12/16/2022
Peterson, Komekia	Participation w/ K. Potter in the CTC's New Teaching Mentorship Program	Adjunct	\$417.45	8/29/2022 To 12/16/2022
Potter, Kristi	Participation w/ K. Peterson in the CTC's New Teaching Mentorship Program	Adjunct	\$417.45	8/29/2022 To 12/16/2022
Schat, Marjolein	Participation w/ K. Wessell in the CTC's New Teaching Mentorship Program	Adjunct	\$335.10	8/29/2022 To 12/16/2022
Weed, Steve	Participation w/ A. Palumbo in the CTC's New Teaching Mentorship Program	Adjunct	\$335.10	8/29/2022 To 12/16/2022
<b>October</b>				
Buchanan, Patricia	Professional Development Session To ENGL Developmental Education Teaching	Adjunct	\$50.00	10/26/2022
Krizman, Jeffrey	Professional Development Session To ENGL Developmental Education Teaching	Adjunct	\$50.00	10/26/2022
Potter, Kristi	Professional Development Session To ENGL Developmental Education Teaching	Adjunct	\$50.00	10/26/2022
Weed, Steve	Professional Development Session To ENGL Developmental Education Teaching	Adjunct	\$50.00	10/26/2022
Zaia, Heather	Professional Development Session To ENGL Developmental Education Teaching	Adjunct	\$50.00	10/26/2022
<b>November</b>				
Moore, Paula	Clinical Make-Up at Guthrie Cortland	Adjunct	\$392.59	11/5/2022
<b>December</b>				
Fazzary, Mikel	Campus Police - Campus Peace Officer (Part-time)	Grade J	\$31,003.13*	12/1/2022
Carter, Lesa	Office of Diversity Education and Support Services - Director of Educational Opportunity Programs and Assistant Diversity Officer	Grade 4	\$78,505.00*	12/5/2022
Van de Bogart, Patty	Enrollment Services - Director of Enrollment Operations and Auxiliary Services (Interim)	Grade 4	\$82,611.00*	12/5/2022
<b>December</b>				
Ackley, Brian	Campus Technology - Technology Support Specialist (Part-time/Temporary)	Grade 2	\$75,411.00*	12/19/2022
Carlton, Blanca	Buildings and Grounds - Maintenance Worker	Grade I	\$45,194.76*	12/19/2022
Galezo, David	PHIL101	Adjunct	\$3,747.00	12/21/2022 To 1/20/2023
Gammage-Sikora, Gina	SPAN101	Adjunct	\$3,747.00	12/21/2022 To 1/20/2023
Gilbert, Mary	ENGL102	Adjunct	\$3,747.00	12/21/2022 To 1/20/2023
Johnsen, Laura	ANTH202	Adjunct	\$2,922.00	12/21/2022 To 1/20/2023
Kobre, Michael	BIOL114	Adjunct	\$3,747.00	12/21/2022 To 1/20/2023
Kyle, John	Teach per-student class compensated at independent study rate (CAPS131/4 students)	Adjunct	\$954.72	12/21/2022 To 1/20/2023
Panzer, Nina	SOCI101	Adjunct	\$3,747.00	12/21/2022 To 1/20/2023
Richards, David	BUAD201	Adjunct	\$3,747.00	12/21/2022 To 1/20/2023
Seyfried, Matthew	Teach per-student class compensated at independent study rate (ENGL204/4 students)	Adjunct	\$2,448.00	12/21/2022 To 1/20/2023
Williamson, Mark	ART 101	Adjunct	\$3,747.00	12/21/2022 To 1/20/2023

Employee	Department	Title/Rank	Salary	Employment Dates
<b>January</b>				
Pomeranz, David	Enrollment Services - Admissions and Financial Aid Advisor	Grade 1	\$46,075.00*	1/3/2023
Maldonado, Miguel	Campus Technology - Programmer	Grade 2	\$52,232.00*	1/4/2023
Rounds, Kala	Student Success - Assistant Director of Student Success	Grade 3	\$65,692.00*	1/17/2023
DeGaetano, Margaret	Participation in Fall Day Professional Development Activities To Per Adjunct Assoc. Contract	Adjunct	\$100.00	1/18/2023
DeGaetano, Margaret	Mathematics	Instructor	\$71,658.00*	1/18/2023



**To: Bill Talbot, VP of Finance and Administration**

**From: Kevin Caveney, Purchasing Agent**

**Date: 11/29/2022**

**Re: TC3 Window Blinds Replacement Bid**

In consultation with Facilities Director, August Hennies, we are recommending the award of the Bid for **Window Blinds Replacement** for various areas of the campus to Wilcox Building Specialties of Ithaca, New York. For purposes of establishing a one year contract\*, vendors were asked to submit their bids based on a provided sampling of required sizing and specifications upon which future orders will be based during the period of agreement.

A sealed bid process was conducted per the requirements of New York State General Municipal Law 103. A summary of the bids received is listed below.

The bid was advertised in The Ithaca Journal and The Cortland Standard as well as on the College's website. Bid documents were sent to three local dealers able to supply the desired product specifications. Three bids for sample pricing were received as follows.

Wilcox Building Specialties, \$3,125.00

Design Specialists, \$3,800.00

Draperies, Etc., Inc., \$4,745.00

\* The College is beautifying the College and as part of this project will be replacing shades. Under the \$3.12M Workforce Development grant 6 labs are being renovated and will need shades within the next 12 months. Additional funding from Foundation donations will be used to fund other areas within the College. Our purchasing regulations require that if we intend to purchase in excess of \$20K within a year, we are required to select a vendor either on State Contract or through a sealed bid process. Since there were no existing shade companies on State Contract we proceeded with a sealed bid. Since we also are unaware of our total needs for the year we created a configuration of shades (8 shades w/7 sizes) that account for over 95% of our space. The pricing above is the cost for this configuration.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2022-2023-14  
WINDOW BLINDS REPLACEMENT**

**WHEREAS**, there is a need for Window Blind Replacements in various areas of the campus at TC3 as required, and

**WHEREAS**, the College has complied with New York General Municipal Law Section 103, and solicited sealed bids for Window Blind Replacements, and

**WHEREAS**, Wilcox Building Specialties, Inc. of Ithaca, New York, has provided the lowest responsible bid based on specifications that were distributed to all bidders, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College awards the bid and a 1 year contract for Window Blind Replacements to Wilcox Building Specialties, Inc., based on their low base bid of \$3,125 for a shade configuration of 8 shades inclusive of 7 different sized shades. These 7 sized shades represent the sizes of shades needed by the College in excess of 95% of all windows. Multi-source funding will lead the College purchasing in excess of \$20,000 within the next year, thereby triggering this sealed bid process. The award is subject to the fulfillment of all necessary and appropriate contingencies, including but not limited to verifications by the Facilities Director that the required specifications have been met, approval of all governmental agencies having jurisdiction, the furnishing by contract of required insurance, and acceptable recommendation, be it further

**RESOLVED**, that the Board of Trustees hereby authorizes the Administration to approve budgeted purchases made during the agreement.

<b>STATE OF NEW YORK:</b>	<b>I, JAN BRHEL, CLERK</b> of the Board of Trustee of
<b>SS:</b>	Tompkins Cortland Community College,
<b>COUNTY OF TOMPKINS:</b>	<b>DO HEREBY CERTIFY</b> that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on this 19th day of January 2023 and the same is a complete copy of the whole of such resolution.

<b>IN WITNESS WHEREOF,</b>	I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 19th day of January 2023.
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Clerk of the Board of Trustees  
Tompkins Cortland Community College

**To: Bill Talbot, VP of Finance and Administration**

**From: Kevin Caveney, Purchasing Agent**

**Date: 12/5/22**

**Re: TC3 Surveying & GIS Equipment for Labs**

In consultation with College Faculty, we are recommending the award of the Bid for **Surveying & GIS Equipment**, to Allen Precision Equipment, for the bid amount of \$150,450.00. A sealed bid process was conducted per the requirements of New York State General Municipal Law 103.

The bid was advertised in The Ithaca Journal and The Cortland Standard as well as the College's website. Request for Bids were sent to six suppliers. Only one bid was received. The bid was lower than the expected total amount for this purchase based on preliminary pricing which was obtained

Other vendors contacted were as follows:

Tiger supplies

USA Surveying supplies

TII-USA

FLT Geosystems

Capital Surveying Supplies

This opportunity arose as a result of the \$3.12M Workforce Development Grant in which labs are being renovated and stocked with new equipment.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2022-2023-16  
Surveying and GIS Equipment**

**WHEREAS**, there is a need for Surveying and GIS Equipment for Labs at TC3 as required, and

**WHEREAS**, the College has complied with New York General Municipal Law Section 103, and solicited sealed bids for the Surveying and GIS Equipment, and

**WHEREAS**, Allen Precision Equipment of Duluth, Georgia, has provided the lowest responsible bid based on specifications that were distributed to all bidders, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College awards the bid for Surveying and GIS Equipment to Allen Precision Equipment per their bid of \$150,450.00. The award is subject to the fulfillment of all necessary and appropriate contingencies, including but not limited to verifications by Faculty that the required specifications have been met, approval of all governmental agencies having jurisdiction, the furnishing by contract of required insurance, and acceptable recommendation, be it further

**RESOLVED**, that the Board of Trustees hereby authorizes the Administration to approve any change orders for work that may be necessary to complete this project as long as the changes do not exceed 10% of this work.

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

**I, JAN BRHEL, CLERK** of the Board of Trustee of Tompkins Cortland Community College,  
**DO HEREBY CERTIFY** that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on this 19th day of January 2023 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 19th day of January 2023.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2022-2023-17**

**DISPOSAL OF SURPLUS PROPERTY**

**WHEREAS**, Tompkins Cortland Community College desires to dispose of its surplus property, and

**WHEREAS**, the Administration has identified the equipment on the list attached to this resolution as obsolete, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College authorizes the administration to dispose of the equipment according to appropriate College policies and legal requirements.

**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 19<sup>th</sup> day of January 2023, 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 19<sup>th</sup> day of January 2023.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

December 2022

From: Kevin Caveney, Purchasing  
Re: Disposal of Surplus Items Report

Upon advisement from Campus Technology, and due to equipment replacements and/or upgrades, the following equipment has been determined to be obsolete and/or non-functioning, and of no further use to the College. Equipment determined to have any useful value outside of its original purpose with the college is normally designated for auction or placement with non-profit agencies if feasible. The remaining items are designated for e-waste/ recycling with Regional Computer Recycling and Recovery. Prior to disposal, proper security measures are completed and documented. Designated drives are destroyed and the items to be recycled are done so following appropriate compliance in relation to security and environmental concerns. Upon disposal, items are removed from the College's inventory.

84 Computers  
72 Monitors  
6 Printers  
1 TV  
1 Dock Station  
1 POS Unit

Upon advisement from and in coordination with the Buildings and Grounds Department and the related department(s), due to non-use and declined condition, age, wear, breakage and/or replacement upgrades, the following items were determined to be obsolete and of no further use to the College. The items have been properly disposed of or auctioned (as noted) and removed from the College's inventory.

1 Tensile Testing Machine  
1 Surveyor Transit Theodolite  
1 Wooden Tripod  
1 Group of Surveying Level Rods  
15 Office Chairs  
6 Desks  
22 Lab Chairs (auctioned, sold for \$90.50)  
1 Group of Lab Equipment to include 1 HP Data Acquisition System, 1 Hampden Photovoltaic Installation Trainer, & 1 Hampden Robotic Arm (auctioned, sold for \$500)  
1 Large Group of Lab Equipment and Supply Items to Include 1 Imaging System, 1 Geiger Counter, 5 Microscopes, 7 Spectrophotometers, 1 Electric timer, 7 Oscilloscopes, 1 Universal Counter, 1 Thermosensor, and 1 Refractometer (auctioned, sold for \$500)  
1 Group of Computer Desks & Office Chairs (auctioned, sold for \$21.75)  
67 'Trapezoid' Tables (auctioned, sold for \$25)  
Group of Miscellaneous Desks & Chairs to include 13 'Groton' Desk Chair Units

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2022-2023-18**

**APPROVAL OF MICRO-NANO FABRICATION  
SAFETY CREDENTIAL**

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

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

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College approves the attached Micro-Nano Fabrication Safety Credential.

**STATE OF NEW YORK:**                   **I, JAN BRHEL, CLERK** of the Board of  
  **SS:**                   Trustees of Tompkins Cortland Community College,  
**COUNTY OF TOMPKINS:**               **DO HEREBY CERTIFY** the foregoing resolution is  
  a true copy of a resolution duly adopted by the Board  
of Trustees of Tompkins Cortland Community College at a regular meeting of said  
Board on the 19th day of January 2023, 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 19th day of January, 2023,

Clerk of the Board of Trustees  
Tompkins Cortland Community College



## Micro-Nano Fabrication Safety Credential

Student's Name:

Advisor's Name:

Prior completion of, or concurrent enrollment in, MATH 122 *Technical Mathematics* or equivalent is required for this credential.

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
CHEM 101 OR CHEM 107	Principles of Chemistry I OR General Chemistry I	4			<input type="checkbox"/>
ELEC 128	Fundamentals of Electricity	4			<input type="checkbox"/>
MNT 100	Cleanroom Orientation & Safety	1			<input type="checkbox"/>
MNT 101	Technology & Characterization at the Nanoscale	1			<input type="checkbox"/>

**Minimum Credits Required for Certificate of Completion: 10**

**Notes:**

Required courses completed successfully

Waivers for any required course substitutions approved

Cumulative Tompkins-Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*





## MICRO-CREDENTIAL PROPOSAL FORM

- A micro-credential is a defined set of coursework that should “stack into” an existing degree or certificate, but can stand alone as a valuable career credential.
- All proposed micro-credentials will require campus approval in accordance with the Level III Curriculum Committee process, culminating with Board of Trustees approval.
- A new micro-credential will be active immediately following Board of Trustees approval.
- When developing a micro-credential, please refer to Curriculum Committee *Policies and Procedures* available on Sharepoint and consult with the Provost and the Registrar as needed.

CONTACT PERSON FOR THIS PROPOSAL	CREDENTIAL INFORMATION
<b>Faculty lead:</b> Sophia Georgiakaki	<b>Proposed title:</b> Micro-Nano Fabrication Safety Credential
<b>Department:</b> STEM/Applied Science and Technology AAS	<b>Start date:</b> Spring 2023
<b>Date submitted:</b> 11/7/2022	<b>CIP4:</b> 15.16 - Nanotechnology
<p><b>Identify others who have been involved in the design/development of this credential.</b></p> <p>Ron Olson – CNF Director of Operations            Michael Skvarla – CNF User Program Manager            Tom Pennell – CNF Technical Staff / Education and Outreach Coordinator            Carrie Whitmore – Director of Continuing Education and Workforce Development</p>	<p><b>Brief description:</b> This microcredential is intended to provide students with the fundamental knowledge required to work safely and effectively in the semiconductor cleanroom environment as well as other high-tech scientific facilities.</p>

<b>Business, Company or Agency partner:</b> Cornell NanoScale Facility (CNF) Odyssey Semiconductor, Inc. Calient Technologies, Inc.	<b>Location:</b> Cornell NanoScale Facility – 250 Duffield Hall, Ithaca, NY 14853 Tompkins Cortland Community College – 170 North Street, Dryden, NY 13053		
	<b>Minimum credits required</b> (Minimum = 6; Maximum = 23):  10	<b>Minimum contact hours:</b>  150-230	<b>Can be completed fully on-line:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

<b>Courses: (List course code, title, and credits for each. Include any course choices allowed. Specify any minimum grade requirements. Note sequencing and semesters offered where relevant.)</b>  CHEM101 – Principles of Chemistry I (4 cr.) Fall and Spring Semesters OR CHEM107 – General Chemistry I (4 cr.) Fall and Spring Semesters ELEC128 – Fundamentals of Electricity (4 cr.) Spring Semesters MNT 100 – Cleanroom Orientation and Safety (1 cr.) Fall and Spring Semesters MNT 101 – Technology and Characterization at the Nanoscale (1 cr.) Fall and Spring Semesters	<b>Non-credit components, if any:</b>
<b>CREDENTIAL ALIGNMENT</b>	
<b>Describe how the proposed credential is aligned with or complementary to a current Tompkins Cortland program and/or certificate with respect to institutional priority, and/or expressed workforce need. List program(s)/certificate(s) with which this credential aligns.</b>  The proposed Micro-Nano Fabrication Safety microcredential is complementary to several TC3 degree programs including Applied Science and Technology A.A.S. - Electrical Engineering Technology Pathway, and Engineering Science (A.S). It is directly aligned with strategic workforce development initiatives proposed by the National Science Foundation and the vision of the recently-passed CHIPS for America Act and FABS Act. By establishing this microcredential and associated curriculum, the Cornell NanoScale Facility (CNF) and TC3 will provide students with the fundamental knowledge required to enter into this high-tech work force.	

**What is the expected student population for this credential?**

The expected population includes students in the AST program, P-Tech students in the AST A.A.S. Pathway, students interested in Electrical Engineering Technology, individuals interested in obtaining an entry-level micro-nano fabrication technician position, or currently-employed individuals interested in up-skilling for a better-paying position. Students must be at least 18 years old when they participate in CNF lab courses.

**Explain how this credential meets local and/or regional market demand. Include any available data regarding job outlook. Describe how external partners have contributed to development of the credential, if applicable.**

Tompkins County and the surrounding Upstate NY area are rich in high-tech companies seeking talented employees. Corning Incorporated, Odyssey Semiconductor, and Transonic Systems Inc. are just a few examples of local companies seeking employees that are educated in these skills. With the passing of the aforementioned CHIPS for America and FABS Acts, the number of jobs in this field will increase dramatically in the next five years. Furthermore, with the recent announcement of Micron investing in a \$100 billion megafab facility in Central New York with an estimated creation of 9,000 on-site jobs over the next few years, the regional demand for micro-nano fabrication technicians will undoubtedly increase.

CNF has been in operation on Ithaca's Cornell University campus for 45 years. The facility's two primary objectives are education and research with the former contributing heavily to the success of the latter. CNF leaders and staff have held many discussions with industrial partners about their workforce needs and have an in-depth understanding of the education required to deliver high-quality employment candidates in this highly specialized field.

**Explain the purpose of the proposed credential and list the learning outcomes.**

The purpose of this credential is to give students a fundamental understanding of key concepts relating to working in the micro- and nanofabrication environment.

Student Learning Outcomes: After completion of this Credential, students will be able to:

- 1) Describe chemical processes necessary for proper execution of functions in a clean room.
- 2) Explain physical and electrical properties of material used in micro- and nanofabrication.
- 3) Follow safety protocols and proper practices in a clean laboratory environment.
- 4) Describe and explain the key concepts of microfabrication and nanofabrication including: photolithography, wet etching, plasma etching, electron beam lithography, imaging, and metrology.

If applicable, describe how this credential is aligned to professional standards of a relevant professional organization. List any third-party certifications that students may earn by completing the credential.

CNF New User Safety Certification: This training and certification is required by the local semiconductor industry for all their new hires.

Additional costs above tuition and institutional fees must be identified. (Examples: OER fees, course fees, required supplies or equipment, non-credit component cost.) List any anticipated costs beyond standard institutional tuition and fees.

Textbooks approx.  $\$200 + \$200 = \$400$

Lab Fees  $\$250 + \$250 = \$500$

**Additional comments:**

Prerequisites: Prior completion of, or concurrent enrollment in, MATH 122-*Technical Mathematics* or equivalent or appropriate placement indicators; RDNG 116-*College Reading and Study Skills* or appropriate placement indicators.

#### INSTITUTIONAL SUPPORT

Institutional capacity must be in place for student supports in the areas of advising, registration, tutoring, library resources and any other relevant supports. Please describe the relevant supports needed for the credential.

Supports are available through TC3.BIZ and the Applied Science and Technology A.A.S. academic program chairs and instructors. Concurrent Enrollment students enrolled in any of the courses in the Credential will receive support from their high school. CollegeNow and program chairs will assist with training and communication with high school staff and instructors. Support for CNF courses will be provided by CNF staff and advisors.

Technology supports must be in place as needed. Please identify any specialized technology needs.

**Identify target market audiences for this credential.**

- Traditional and non-traditional students interested in a career in microfabrication and nanofabrication.
- Current employees in the electronics industry interested in obtaining microfabrication and nanofabrication skills.
- High school graduates interested in a technical career related to electronics manufacturing.

**Additional comments:**

## CURRICULUM PROPOSAL FORM

**Name:** Sophia Georgiakaki, Ron Olson, Carrie Whitmore

**Academic Community/Program:** STEM / Applied Science and Technology AAS

**Date:** 11/7/2022

### **TYPE OF SUBMISSION**

*(Check the type of submission and enter the requested information)*

**Change(s) in Degree/Certificate Requirements**

**Program Title:**

**Degree/Certificate Type:**  A.A.S.  A.A./A.S.  Certificate

**Change(s) to Existing Course**

**Course Number and Title:**

**Identify the type of change(s) proposed:**

- Change in Course Title or Number
- Change in Prerequisites, Co-requisites, and/or Basic Skills for Course Success
- Change in Credit Hours
- Change in Instructional Format (Lecture, Laboratory Hours)
- Change in Catalog Description
- Major Change in Course Content
- Change in essential topics/learning outcomes
- Deletion of course from curriculum
- Update to current Master Course Syllabus Template

**New Course**

**Academic Community Proposing/Endorsing Course:**

**Proposed Course Title:**

**Developmental**  **First Year**  (100 level) **Second Year**  (200 level)

**New Degree/Certificate/Microcredential**

**Academic Community Proposing/Endorsing Proposal:** STEM

**Proposed Title:** Micro-Nano Fabrication Safety

**Degree/Certificate:**  A.A.S.  A.A./A.S.  Certificate  **Microcredential**

**Other Curricular Change:**

## II. Proposal Summary and Rationale

*Summarize the proposed curricular change(s) and provide a rationale. Indicate how the proposed change is intended to enhance or improve student learning.*

The Micro-Nano Fabrication Safety Credential provides students with the fundamental knowledge required to work safely and effectively in the semiconductor cleanroom environment as well as other high-tech scientific facilities.

Tompkins County and the surrounding Upstate NY area are rich in high-tech companies seeking talented employees. Corning Incorporated, Odyssey Semiconductor, and Transonic Systems Inc. are just a few examples of local companies seeking employees that are educated in these skills. With the passing of the CHIPS for America and FABS Acts, the number of jobs in this field will increase dramatically in the next five years. The semiconductor industry is projected to produce \$0.5 trillion in revenue over the next 7 years. In addition to the existing industries, with the recent announcement of Micron investing in a \$100 billion megafab facility in Central New York with an estimated creation of 9,000 on-site jobs over the next few years, the regional demand for micro-nano fabrication technicians will undoubtedly increase.

The Cornell NanoScale Facility (CNF) has been in operation on Ithaca's Cornell University campus for 45 years. The facility's two primary objectives are education and research with the former contributing heavily to the success of the latter. CNF leaders and staff have held many discussions with industrial partners about their workforce needs and have an in-depth understanding of the education required to deliver high-quality employment candidates in this highly specialized field. CNF is very interested in partnering with TC3 and acting as our satellite specialized lab for courses in the semiconductor and micro-nano fabrication sector.

We hope that this credential is the beginning of a larger curriculum that we will develop with CNF which will increase the visibility of the industry in our area and support local and regional existing and future partners.

TO: Dr. Amy Kremenek, President  
FROM: Ruth Spencer and Sunday Earle  
RE: Position Descriptions for January 2023 Board Approval  
DATE: January 9, 2023

For the month of January 2023, there are four administrative position descriptions being presented to the Board of Trustees for approval:

Assistant Director of Human Resources

This position is a new job description for the College. There was a need to review the distribution of work assignments within the Human Resources and to reassign responsibilities within the current staff of the department. The current Benefits Coordinator's work is included with the additional duties reassigned within this new title. As a result, the incumbent will be promoted to this position and will assume the additional responsibilities. The expected hiring salary is \$78,661.

Workforce Development Coordinator

This position is a new job description for the College. There was a need to review the organization's needs in the Workforce Development department. A focus of this position is to build relationships with businesses and industries within our community. This is a grant funded position at a grade 2 with an expected hiring salary of \$50,262 to \$62,827.

Director of Enrollment Operations

This position was previously titled as Director of Enrollment Operations and Auxiliary Services. There was a need to review the needs within the Enrollment Services Center. The Bookstore and Cafeteria functions, previously Auxiliary Services, have been reassigned to Finance and Administration. This position will remain a grad 4 position with an expected hiring salary between of \$62,804 to \$78,505.

Vice President for Enrollment Management

This position is a new job description for the College. The Vice President for Enrollment Management will be a member of the President's Executive Council and is designated as a M/C position. This position will have oversight of Admissions, Recruitment, Strategic Marketing, Media and Public Relations Workforce Development and College Now programs. The expected hiring salary between of \$115,000 to \$140,000. This position replaces the previous Associate Vice President of College Relations position that was recently vacated.



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2022-2023-22**

**APPROVAL OF POSITION DESCRIPTION  
VICE PRESIDENT FOR ENROLLMENT MANAGEMENT**

**WHEREAS**, The College has determined, based on a review and analysis of the functions within the President's office that there is a need to create a Vice President for Enrollment Management position description, and

**WHEREAS**, the attached Vice President for Enrollment Management position description has been reviewed by the Executive Council and is recommended by the President, be it therefore

**RESOLVED**, that the Vice President for Enrollment Management position description be approved in accordance with the position description attached to this resolution, and be it further

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

**STATE OF NEW YORK:** I, **JAN BRHEL, CLERK** of the Board of  
**SS:** Trustees of Tompkins Cortland Community College,  
**COUNTY OF TOMPKINS:** **DO HEREBY CERTIFY** the foregoing resolution is  
a true copy of a resolution duly adopted by the Board of  
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the  
19<sup>th</sup> day of January 2023, 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 19<sup>th</sup> day of January 2023.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

# TOMPKINS CORTLAND COMMUNITY COLLEGE

**POSITION TITLE**

VP for Enrollment Management

**GRADE**

Management  
Confidential

**PAGE**

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**ORGANIZATIONAL UNIT**

President's Office

**REPORTS TO**

President

**APPROVED BY**

**SUMMARY**

The Vice President of Enrollment Management is the College's chief enrollment professional who provides leadership, strategic thinking, and in-depth analysis for the College's enrollment planning and management. This person is expected to help reimagine and lead traditional enrollment functions in a modern 21<sup>st</sup> century context. This work will be driven by the development, implementation, evaluation, and continuous improvement of a comprehensive and vigorous strategic enrollment management plan. Leads and manages Admissions, Recruitment, Strategic Marketing, Media and Public Relations, Workforce Development and College Now program. In addition, this position collaborates closely with the Provost's Office on the Global Initiatives program to ensure that recruitment strategies maximize student outcomes and advance the goals of the College.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provides leadership and oversight for all Enrollment Management activities, programs and personnel.
2. Ensures a robust, engaging, and dynamic recruitment program for residential and commuter students alike.
3. Identifies and harnesses market opportunities to sustain enrollment and provide workforce development for graduates with strategic partners in the community.
4. Researches to develop, execute, evaluate and continuously improve on a comprehensive communications and marketing plan that employs traditional and social media to reach intended audiences.
5. Creates a college brand for admissions, recruitment, workforce development, services for local and development partnerships and regional employers that drive enrollment, retention, etc.
6. Plans and provides supportive enrollment services that facilitates ease in the onboarding processes.
7. Provides strategic support and enrollment programs for the extension sites and additional locations.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

VP for Enrollment Management

**GRADE**

Management  
Confidential

**PAGE**

2 of 3

**ORGANIZATIONAL UNIT**

President's Office

**REPORTS TO**

President

**APPROVED BY**

8. Sustains strong enrollment analytics function that leverages information and technology tools to provide predictive modeling and finds solutions to vexing recruitment and enrollment challenges.
9. Provides data to identify opportunities, monitor and track results, and recommend adjustments to advance the mission and goals of the College.
10. Ensures compliance with applicable Federal (e.g. FERPA), State and local laws, policies, and SUNY regulations, Board and College policies, including data as required in response to SUNY surveys, administrative reports for Workforce Development grants, etc.
11. Serves on the Executive Council, other various College committees, and respective councils, participates in such other institutional activities as planning and assessment, and performs other related tasks as assigned.
12. Collaborates actively with the senior leadership team to ensure effective and efficient service coordination.
13. Coordinates effective strategic planning and implementation as to how enrollment management's future melds into the overall strategic plan of the College.
14. Provides leadership of the College Now program, which serves the needs of high school students and school districts, identifying opportunities for partnerships and services that generate enrollment growth, and support equity goals that align with the College's mission.
15. The performance of this work is primarily in-person and on-site. Options for occasional remote work may be available with appropriate approvals.
16. Flexible hours required; some travel may be necessary.

**SUPERVISION**

Types Supervised (check each category):

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

Indicate number of direct reports in each category:

- \_\_\_\_\_ # of Classified Staff
- \_\_\_\_\_ # of Administrative
- \_\_\_\_\_ # of Faculty
- \_\_\_\_\_ # of Adj. faculty, students, etc.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

<b><u>POSITION TITLE</u></b> VP for Enrollment Management	<b><u>GRADE</u></b> Management Confidential	<b><u>PAGE</u></b> 3 of 3
<b><u>ORGANIZATIONAL UNIT</u></b> President's Office	<b><u>REPORTS TO</u></b> President	<b><u>APPROVED BY</u></b>

Indicate number of indirect reports in each  
Category:

- \_\_\_\_\_ Classified Staff
- \_\_\_\_\_ Administrative
- \_\_\_\_\_ Faculty
- \_\_\_\_\_ Adjunct faculty, students, etc.

**MINIMUM QUALIFICATIONS**

A bachelor's degree with at least five years of progressive responsibility in enrollment and management functions within an educational system. Knowledge of FERPA, TITLE IX and other regulatory guidelines applicable to this area of work. Experience working closely with Institutional Research and related data assessment and trend analysis. Demonstrated ability to be a collaborative leader. Ability to perform with a high degree of diplomacy, confidentiality and professionalism. Demonstrated success in supervising multiple components within a complex institution. A forward-thinking leader with a record of successful recruitment strategies, professional diligence, and creative problem solving. Ability to work successfully with diverse populations.

**PREFERRED QUALIFICATIONS**

Master's degree with at least five years of progressive responsibility in enrollment and management functions within higher education, preferably in a community college setting.



## **TOMPKINS CORTLAND COMMUNITY COLLEGE**

<b><u>POSITION TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>PAGE</u></b>
Director of Enrollment Operations	4	1 of 3

<b><u>ORGANIZATIONAL UNIT</u></b>	<b><u>REPORTS TO</u></b>	<b><u>APPROVED BY</u></b>
Enrollment Services	Dean for Enrollment Management	

### **SUMMARY**

The position is responsible for the direction, coordination, supervision, and overall operation of the College's centralized, front-line enrollment services. This includes, but may not be limited to, the reception desk, call center, registration and billing, and campus card services functional areas within the Enrollment Services Center. The Director will ensure the effective implementation of policies, procedures, and protocols established by the Academic Records and Finance Offices, as well as supporting the needs of the other functional areas within the Enrollment Services Center. Ensures students are receiving outstanding customer service from all areas reporting to this position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Directs and provides leadership and oversight for the centralized, front-line services of the Enrollment Services Center, including Card Office services, Call Center, Reception Desk, and Registration & Billing programs and personnel.
2. Responsible for student registration, add/drop, and withdrawal activities within the Enrollment Services Center, including de-scheduling students based on faculty reported attendance data. Ensures that policies, procedures, and protocols established by the Academic Records Office are implemented.
3. Responsible for student billing functions within the Enrollment Services Center, including batch billings, processing certificates of residence, maintaining relevant stop list data, and processing tuition deferrals. Ensures that policies, procedures, and protocols established by the Finance Office are implemented.
4. Responsible for the implementation of fiscal control policies with respect to cash receipts and the distribution of student refund checks in accordance with the guidelines established by the Finance Office.
5. Responsible for Campus Card Services (TC3 Card) which includes managing access to residential housing.
6. Responsible for the data verification processes for all functional areas reporting to this position to maintain a complete and accurate student database.
7. Responsible for creating and maintaining quality and consistency in internal and external communications, including website information, for all functional areas reporting to this position.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

<b><u>POSITION TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>PAGE</u></b>
Director of Enrollment Operations	4	2 of 3

<b><u>ORGANIZATIONAL UNIT</u></b>	<b><u>REPORTS TO</u></b>	<b><u>APPROVED BY</u></b>
Enrollment Services	Dean for Enrollment Management	

8. Responsible for creation and maintenance of assigned departmental budgets. Assures efficient use of material resources by assessment of department needs, development of budget recommendations and management of the department within the budgetary constraints imposed by the College and the Faculty Student Association.
9. Ensures effective use of human resources by recommending hiring, promotion, disciplinary, termination, and other administrative actions, together with training, motivating, evaluation, and counselling of assigned personnel. Conducts all matters in accordance with federal, state and local Equal Opportunity/Affirmative Action Laws, other applicable laws, regulations and collective bargaining agreements.
10. Serves as a member of the Enrollment Services leadership team, serves on various college committees, and performs other duties as assigned.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Director of Enrollment Operations	4	3 of 3

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Enrollment Services	Dean for Enrollment Management	

**SUPERVISION**

Types Supervised (check each category):

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

Indicate number in each category:

5 \_\_\_\_\_ # of Classified Staff  
\_\_\_\_\_ # of Administrative  
\_\_\_\_\_ # of Faculty  
\_\_\_\_\_ # of Adj. faculty, **students**, etc.  
\_\_\_\_\_ # of FSA Staff

**MINIMUM QUALIFICATIONS**

Bachelor's Degree in Business Administration or related field and four years of experience involving the management and delivery of student services in a higher education environment. Two years of supervisory experience.

**PREFERRED QUALIFICATIONS**

Experience with customer billing, call center operations, financial aid, and supervision of employees represented by a union.





## **TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Workforce Development  
Coordinator

**GRADE**

2

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**ORGANIZATIONAL UNIT**

Workforce Development

**REPORTS TO**

Director Of Continuing Education  
& Workforce Development

**APPROVED BY**

**SUMMARY**

This position coordinates and support professional and career workforce preparation (microcredentials, career training, etc.) programs and courses. Manage and support the needs of business and industry partners. Provide support to students, facilitators, community partners and other college departments for the implementation, management and coordination of curriculum, programs, administrative projects and related activities. Coordinate marketing and resources for programs and courses.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Develops, implements, and directs contract education programs with emphasis on collaboration and workforce preparation.
2. Coordinates the development and implementation of education and training programs designed to serve the needs of business and industry, including planning, implementation and reporting and evaluation functions.
3. Represents the College and conducts outreach within the community and the region by attending meetings and networking activities as well as serving on consortia and boards with missions reflective of the workforce investment and workforce development interests of the college.
4. Provides the information for scheduled offerings in the workforce preparation, microcredentials, career development programming, business and industry training, and community partners necessary for the preparation and printing of marketing and resources.
5. Provides web page information to ensure the accuracy and currency of web page information related to the Workforce Development area of responsibility.
6. Works with both Credit and Non-Credit students to assist and facilitate admission and provide connections to wraparound support services, both on and off campus.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Workforce Development  
Coordinator

**GRADE**

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**ORGANIZATIONAL UNIT**

Workforce Development

**REPORTS TO**

Director Of Continuing Education  
& Workforce Development

**APPROVED BY**

**SUPERVISION**

Types Supervised (check each category):

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

Indicate number of direct reports in each category:

- # of Classified Staff
- # of Administrative
- # of Faculty
- # of Adj. faculty, students, etc.

Indicate number of indirect reports in each Category:

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

**MINIMUM QUALIFICATIONS**

A Bachelor's degree and 2 years of experience in related field (higher education, K-12, government or non-profit, peer coaching, internship in a related field, etc.) is required; Ability to work evening and weekends as needed for program support; must have reliable transportation for site visits, etc.; familiarity with Microsoft Office suite, video-conferencing programs, and cloud based file sharing

**DESIRED QUALIFICATIONS**

Demonstrated experience in maintaining community and/or business partnerships, experience with career development, marketing, working with diverse populations and/or non-traditional students

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2022-2023-9**

**APPROVAL OF POSITION DESCRIPTION  
ASSISTANT DIRECTOR OF HUMAN RESOURCES**

**WHEREAS**, the College has determined, based on a review and analysis of the Human Resources Department, that there is a need to create an Assistant Director of Human Resources position description, and

**WHEREAS**, the attached Assistant Director of Human Resources position description is classified as a Management Confidential position, and is recommended by the President, be it therefore

**RESOLVED**, that the Assistant Director of Human Resources 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 19<sup>th</sup> day of January 2023, 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 19<sup>th</sup> day of  
January 2023.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
MANAGEMENT/CONFIDENTIAL**

**POSITION TITLE**

Assistant Director of  
Human Resources

**GRADE**

MC

**PAGE**

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**ORGANIZATIONAL UNIT**

Human Resources

**REPORTS TO**

Vice President for  
Human Resources

**APPROVED BY**

**SUMMARY**

Responsible for the coordination of employee benefit programs for the College and its related organizations. Advises College, FSA, Farm and Bistro employees about salary, terms and conditions of employment and fringe benefits, including health insurance, Worker's Compensation, retirement systems, Social Security/Medicare, employee assistance program, COBRA, and flexible benefits. Responsible for coordination and regulatory employment compliance for Student Employment services. The Assistant Director provides guidance for the recruitment and employment function within the College and related organizations. Works with the College's Finance and Administration Office to provide necessary support for budgetary and benefit reporting.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Responsible for the coordination and administration of benefit programs, including retirement, health, dental, vision, and life insurance, employee assistance, flexible benefits, worker's compensation, and unemployment programs for the College and its related organizations.
2. Guides the recruitment and hiring of College faculty and administrative staff and all staff of College's related organizations. Responsible for the announcement of position openings, placement of advertisements, and provides support and guidance to screening committees. Ensures that College and FSA personnel comply fully with Federal, State and County employment laws.
3. Provides oversight of the student employment program. Provides direction to the student employment team and works collaboratively with Financial Aid staff to ensure the program is in compliance with state and federal regulations.
4. Responsible for administering programs regarding employees' rights, responsibilities, and obligations under the Americans with Disabilities Act as amended in 2008, Section 504 of the Rehabilitation Act, and other legislation as needed.
5. Provides support to the College and its related entities in the area of human resources, including conducting individual and group new employee orientation programs.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
MANAGEMENT/CONFIDENTIAL**

**POSITION TITLE**

Assistant Director of  
Human Resources

**GRADE**

MC

**PAGE**

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**ORGANIZATIONAL UNIT**

Human Resources

**REPORTS TO**

Vice President for  
Human Resources

**APPROVED BY**

6. Assists with various specialized surveys, statistical reports. May assist the Finance and Administration department with year-end Workers Compensation audit, RDS audit, payroll audit and monthly payroll reconciliation.
7. Responsible for the coordination of monthly and annual vendor visits including the coordination of the annual benefits fair, annual NYS ERS consultations and monthly vendor visits including TIAA. Maintains a database of vendor contact information.
8. Prepares salary placements, calculates annual salary increases and provides comparative salary and benefit data for various surveys and reports.
9. Responsible for the preparation and submission of retirement reports to TIAA, NYS Employees Retirement System (NYS ERS) and Teachers Retirement System (NYS TRS).
10. Responsible for the College and related organization's annual OSHA compliance reporting.
11. Serves as a College liaison between the Tompkins County Municipal Health Insurance Consortium and the College. Serves as a member of the Consortium's Joint Committee on Plan Structure and Design, attends the Consortium Board meetings, and participate in review and selection committees for the Consortium's benefit managers.
12. Assists with the development of human resources policies and procedures for the College and its related organizations. Reviews and makes recommendation for departmental human resources practices and procedures.
13. Directs the staff involved with the Student Employment function of the Human Resources Department. Assures the effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivating, evaluating, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Employment/Affirmative Action Laws, other applicable laws, regulation, and collective bargaining agreements.
14. Assures the efficient use of material resources by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
MANAGEMENT/CONFIDENTIAL**

**POSITION TITLE**

Assistant Director of  
Human Resources

**GRADE**

MC

**PAGE**

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**ORGANIZATIONAL UNIT**

Human Resources

**REPORTS TO**

Vice President for  
Human Resources

**APPROVED BY**

15. Serves on various committees as appropriate, including DEAC, PAA and FSA Classification committees, and performs other job related tasks as assigned.

**SUPERVISION**

Types Supervised (check each category):

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

Indicate number in each category:

- # of Classified Staff
- # of Administrative
- # of Faculty
- # of Adj. faculty, students, etc.

**MINIMUM QUALIFICATIONS**

Bachelor's degree and five years of experience administering Human Resource programs in a business or educational institution. Experience in areas including compensation, benefits, classification, health and safety, hiring and recruitment.

**PREFERRED QUALIFICATION**

Human Resources certifications.

Provost's Report  
January 2023

**Microcredential Creation:** Please see the resolution requesting approval of a new Micro-Nano Fabrication Safety Credential, which has been approved by the Curriculum Committee, the Faculty, and the College Senate.

**Program Discontinuation:** Please see the memo I crafted to explain the program discontinuations included in the BOT packet this month.

**December Faculty Meeting:** This was held on 12/9/2022. The agenda items were the following: Grades/ Assessment SLO Form; an overview of the College's Printing Project; Micro-Nano Fabrication Safety Credential; Community Coordinator Updates; a request for a list of committees on which faculty are serving ; a reminder to clear out classrooms; a review of the Gen Ed Assessment Cycle and a draft of the Program Review Cycle.

**Academic Plan:** Each year we assess the College's Academic Plan over the summer. We start with Academic Council, then we ask for feedback from Executive Staff, and then we roll it out to the Campus Community as a whole to ask for feedback. We have received all of our feedback and the final plan is now in the Provost Communications Folder. Thank you to all who took part in this.

**Report Templates:** The Provost's Office is working with key groups to review four important forms:

- 1) A draft of a new template for our Academic Program Reviews, which are performed on 5-year cycle. The new template is based on Robert C. Dickeson's *Prioritizing Academic Programs and Services*. This is an extension of the Program Review Subcommittee that met last year under the purview of the Curriculum Committee. We are finalizing a draft to share with chairs.
- 2) The form for annual assessment reporting by chairs for Academic Programs (we have a draft created in conjunction with the Assessment Committee).
- 3) The form for SUNY General Education Assessment to be reported on a 3 year cycle (we have yet to create a draft, but it will be similar to the one in #2).
- 4) A draft of a template for Chairs and Coordinators (2 separate forms) to fill out at the end of each year, which should build towards the program review noted in #1.

**Inclusive Teaching Practices:** Anndrea Mathers, and Eric Jenes (who heads up the College Teaching Center) have been working with a group of faculty to earn the Diversity, Equity, & Inclusion in Teaching and Learning Certificate from the SUNY Center for Professional Development and to help us create a repository of material to disseminate to faculty across the campus. We have also been working with Seth on this project, and we are looking into bringing a speaker to campus connected this.

**Middle States:** The Provost's Office has been working with Professor Travis Vande Berg (previous co-chair of Middle States Accreditation Team), who was provided release time to help us organize our Middle States Work this year. We are laying the core groundwork for our self-study for 2026-27: establishing priorities in each area, collecting public disclosure information, gathering evidence, reviewing how to organize our self-study. Travis has provided excellent recommendations, and we will be working on how best to catalog the work we have accomplished in the seven standards areas in the past four years since our last self-study. Spoiler Alert: we have done a lot, but it is time to begin thinking more intentionally about how we will present that work to our accreditors.





TO: Judy Davison, Chair of the Board of Trustees  
 Amy Kremenek, President  
 FROM: Paul Reifenheiser, Provost/VPAA  
 DATE: 1/9/2023  
 RE: Discontinued Programs

All programs at TC3 are approved by the College, SUNY, and NYSED (New York State Education Department). The latter keeps an [active registry](#) of currently approved programs for each academic institution. Our registry listing was not currently up-to-date, as the College has not consistently informed SUNY and NYSED when a program was discontinued, even though the College had approved the discontinuation internally. Therefore, the Provost’s Office has taken the steps to make our registry up-to-date by formally discontinuing 20 programs. We have informed SUNY and NYSED of the following programs that have been discontinued, and NYSED formally approved the discontinuation for each program as of 12/19/2022. The list below includes programs that were discontinued between 1990 and 2019.

1. Advtg: Graphic Design/Computer Graphics AAS	Internally discontinued per College governance in a prior year, but not formally submitted to SUNY/NYSED for discontinuance. Last degrees awarded 2007-2008
2. Advtg: Graphic Design/Computer Graphics CERT	Internally discontinued per College governance in a prior year, but not formally submitted to SUNY/NYSED for discontinuance. Last degrees awarded 1994-1995
3. Aviation Science AS	Internally discontinued per College governance in a prior year, but not formally submitted to SUNY/NYSED for discontinuance. Last degrees awarded 2007-2008
4. Business: Advertising & Communication AS	Internally discontinued per College governance in a prior year, but not formally submitted to SUNY/NYSED for discontinuance. Last degrees awarded 2001-2002
5. Business: Office Technology – Info/Word Processing AAS	Internally discontinued per College governance in a prior year, but not formally submitted to SUNY/NYSED for discontinuance. Last degrees awarded 1992-1993
6. Business: Retail Business Management AAS	Internally discontinued per College governance in a prior year, but not formally submitted to SUNY/NYSED for discontinuance. Last degrees awarded 1992-1993
7. Computer Forensics AAS	Internally discontinued per College governance in a prior year, but not formally submitted to SUNY/NYSED for discontinuance. Last degrees awarded 2017-2018
8. Electrical Tech: Electron and Computer Sys CERT	Internally discontinued per College governance in a prior year, but not formally submitted to SUNY/NYSED for discontinuance. Last degrees awarded 1995-1996
9. Electrical Tech: Electronics and Computer Systems AAS	Internally discontinued per College governance in a prior year, but not formally submitted to SUNY/NYSED for discontinuance. Last degrees awarded 2015-2016

10. Electrical Technology: Electronics & Computer Systems – Level I CERT	Internally discontinued per College governance in a prior year, but not formally submitted to SUNY/NYSED for discontinuance. Last degrees awarded 2014-2015
11. Electrical Technology: Electronics & Computer Systems – Level II CERT	Internally discontinued per College governance in a prior year, but not formally submitted to SUNY/NYSED for discontinuance. Last degrees awarded 2013-2014
12. Executive Office Assistant CERT	Internally discontinued per College governance in a prior year, but not formally submitted to SUNY/NYSED for discontinuance. Last degrees awarded 2018-2019
13. Hotel Technology AAS	Internally discontinued per College governance in a prior year, but not formally submitted to SUNY/NYSED for discontinuance. Last degrees awarded 1999-2000
14. Labor Studies AS	Internally discontinued per College governance in a prior year, but not formally submitted to SUNY/NYSED for discontinuance. Last degrees awarded 1994-1995
15. Manufacturing Management Technology CERT	Internally discontinued per College governance in a prior year, but not formally submitted to SUNY/NYSED for discontinuance. Last degrees awarded 2010-2011
16. Mechanical Technology AAS	Internally discontinued per College governance in a prior year, but not formally submitted to SUNY/NYSED for discontinuance. Last degrees awarded 1989-1990
17. Office Management & Administration AAS	Internally discontinued per College governance in a prior year, but not formally submitted to SUNY/NYSED for discontinuance. Last degrees awarded 2016-2017
18. Travel and Tourism AAS	Internally discontinued per College governance in a prior year, but not formally submitted to SUNY/NYSED for discontinuance. Last degrees awarded 2005-2006
19. Web Design AAS	Internally discontinued per College governance in a prior year, but not formally submitted to SUNY/NYSED for discontinuance. Last degrees awarded 2016-2017
20. Word Processing CERT	Internally discontinued per College governance in a prior year, but not formally submitted to SUNY/NYSED for discontinuance. Last degrees awarded 1990-1991



# Proposal to Deactivate and/or Discontinue a Program

**Form 5**

Version 2014-11-17

To propose to deactivate and/or discontinue a registered academic program, a campus Chief Executive or Chief Academic Officer must submit a **signed a cover letter and this completed form** to the SUNY Provost at [program.review@suny.edu](mailto:program.review@suny.edu). This form may be modified as needed for multiple programs.

Section 1. General Information							
<b>a) Institutional Information</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px 5px;">Institution's 6-digit <a href="#">SED Code</a>:</td> <td style="padding: 2px 5px;">278400</td> </tr> <tr> <td style="padding: 2px 5px;">Institution's Name:</td> <td style="padding: 2px 5px;">Tompkins Cortland Community College</td> </tr> <tr> <td style="padding: 2px 5px;">Address:</td> <td style="padding: 2px 5px;">PO Box 139 170 North St., Dryden, NY 13053</td> </tr> </table>	Institution's 6-digit <a href="#">SED Code</a> :	278400	Institution's Name:	Tompkins Cortland Community College	Address:	PO Box 139 170 North St., Dryden, NY 13053
Institution's 6-digit <a href="#">SED Code</a> :	278400						
Institution's Name:	Tompkins Cortland Community College						
Address:	PO Box 139 170 North St., Dryden, NY 13053						
<b>b) Campus Contact</b>	<p>Name and title: Katrina M. Campbell, Registrar</p> <p>Telephone and email: 607-844-8222 Ext. 4305    <a href="mailto:KMC@tompcortland.edu">KMC@tompcortland.edu</a></p>						
<b>c) Chief Executive or Chief Administrative Officer Approval</b>	<p><b>Signature affirms that the proposal has met all applicable campus administrative and shared governance procedures for consultation.</b></p> <p>Name and title: Paul Reifenheiser, Provost and Vice President of Academic Affairs</p> <div style="text-align: center; margin: 10px 0;"> </div> <p>Signature and date: <span style="float: right;">12/6/2022</span></p> <div style="background-color: #e1eef6; padding: 5px; margin: 5px 0;"> <p>For <b>programs that are registered jointly</b> with another institution, all participating institutions must confirm their support of the deactivation and/or discontinuance.</p> </div> <p>Partner institution's name and 6-digit <a href="#">SED Code</a>:</p> <p>Name, title, and signature of partner institution's CEO (or <b>append</b> a signed letter indicating approval of this proposal):</p>						

**General Notes**

1. Each deactivation and discontinuance must be approved by the SUNY Provost.
2. If a proposed discontinued program is the sole program in a [HEGIS disciplinary area](#) at a campus, discontinuance [requires approval of the SUNY Board of Trustees](#), but the campus retains its master plan authority in that HEGIS disciplinary area, and the re-introduction of programs in that HEGIS disciplinary area would not require a Master Plan Amendment.

**Definitions**

**Deactivation:** A campus decides not to admit any new students to a program but wishes to maintain the program's registration. This may be done to reassess the need for the program or restructure the program or allow currently enrolled students to graduate. This action is internal to SUNY and limited in duration to no more than three years, by which time the program must be reactivated or discontinued.

**Deactivation Effective Date:** The first regular admission date for which new students will no longer be permitted to enroll in the program.

**Discontinuance:** A campus decides to stop offering a program and awarding a credential for its completion. After SUNY's review and approval, the program is removed from the State Education Department's *Inventory of Registered Programs* after all continuing students have completed it.

**Discontinuance Effective Date:** The last graduation date for which a credential for completion of the program is awarded. (SOURCE: [Memorandum to Presidents](#), Vol. 83, No. 11, dated August 26, 1983)

Please complete Parts I, II and III.

**Part I. REQUEST**

Specify the request for approval by checking (X) the appropriate box(es).

- Deactivate a program:** The institution will not accept new students into the program as of the deactivation effective date entered in the table in Part II. The institution will contact the SUNY Provost at [program.review@suny.edu](mailto:program.review@suny.edu) within three years of the deactivation effective date to officially discontinue or reactivate the program.
- Deactivate and Discontinue a program:** The institution will not accept new students into the program as of the deactivation effective date entered in the table in Part II, and all continuing students will have completed the program by the later discontinuance effective date entered in the table in Part II. *NOTE: If a campus finds that all continuing students will not have completed the program by the discontinuance effective date in the table in Part II, the campus will contact the SUNY Provost at [program.review@suny.edu](mailto:program.review@suny.edu) to revise the discontinuance effective date.*
- Discontinue a program:** The institution is prepared to discontinue the program on the discontinuance effective date entered in the table in Part II, at which time there will be no students enrolled in the program.

**Part II. PROGRAM LIST**

Complete the table below, expanding it as needed for more programs.

PROGRAM TITLE	AWARD (E.G., B.A.)	SED PROGRAM CODE	HEGIS CODE	<u>DEACTIVATION</u> EFFECTIVE DATE	<u>DISCONTINUANCE</u> EFFECTIVE DATE
1. Advtg: Graphic Design/Computer Graphics	AAS	87522	5012		Immediately
2. Advtg: Graphic Design/Computer Graphics	CERT	87521	5012		Immediately
3. Aviation Science	AS	24758	5302		Immediately
4. Business: Advertising & Communication	AS	21262	5008		Immediately
5. Business: Office Technology – Info/Word Processing	AAS	80245	5005		Immediately
6. Business: Retail Business Management	AAS	01671	5004		Immediately
7. Computer Forensics	AAS	22889	5505		Immediately
8. Electrical Tech: Electron & Computer Sys	CERT	79428	5310		Immediately
9. Electrical Technology: Electronics & Computer Systems	AAS	79360	5310		Immediately
10. Electrical Technology: Electronics & Computer Systems - Level I	CERT	26856	5310		Immediately
11. Electrical Technology: Electronics & Computer Systems - Level II	CERT	26857	5310		Immediately
12. Executive Office Assistant	CERT	01674	5005		Immediately
13. Hotel Technology	AAS	20974	5010		Immediately
14. Labor Studies	AS	89272	5099		Immediately
15. Manufacturing Management Technology	CERT	21404	5099		Immediately
16. Mechanical Technology	AAS	77206	5315		Immediately

17. Office Management & Administration	AAS	01673	5005		Immediately
18. Travel and Tourism	AAS	79358	5011		Immediately
19. Web Design	AAS	29254	5103		Immediately
20. Word Processing	CERT	01675	5005		Immediately

### Part III. REASON(S) FOR REQUEST(S)

Provide reason(s) for requesting each deactivation and/or discontinuance. Address local, regional and System impact and, if applicable, describe any extenuating circumstances that may require additional accommodations for enrolled students (e.g., providing a teach-out agreement with another institution).

PROGRAM TITLE	REASON
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December 14, 2022

Emily Sutherland, Director  
Office of College and University Evaluation  
New York State Education Department  
89 Washington Avenue - 969 EBA  
Albany, New York 12234

Dear Director Sutherland,

The following curricular matter is approved by this office for the State University of New York:

Discontinuance of Existing Programs

Tompkins Cortland Community College

<b>Program Title</b>	<b>Award</b>	<b>SED Code</b>	<b>Effective Date</b>
Executive Office Assistant	Cert	01674	Immediately
Word Processing	Cert	01675	Immediately
Manufacturing Management Technology	Cert	21404	Immediately
Electrical Technology: Electronics and Computer Systems – Level I	Cert	26856	Immediately
Electrical Technology: Electronics and Computer Systems – Level II	Cert	26857	Immediately
Electrical Technology: Electronics and Computers Systems	Cert	79428	Immediately
Advtg: Graphic Design / Computer Graphics	Cert	87521	Immediately
Business: Retail Business Management	A.A.S.	01671	Immediately
Office Management & Administration	A.A.S.	01673	Immediately
Hotel Technology	A.A.S.	20974	Immediately
Business: Advertising & communication	A.S.	21262	Immediately
Computer Forensics	A.A.S.	22889	Immediately
Aviation Science	A.S.	24758	Immediately
Web Design	A.A.S.	29254	Immediately
Mechanical Technology	A.A.S.	77206	Immediately
Travel and Tourism	A.A.S.	79358	Immediately
Electrical Technology: Electronics and Computer systems	A.A.S.	79360	Immediately
Business: Office Technology –	A.A. S.	80245	Immediately

Info/Word Processing			
Advtg: Graphic Design/Computer Graphics	A.A.S.	87522	Immediately
Labor Studies	A.S.	89272	Immediately

Please remove these programs from the Inventory of Registered Programs effective as noted above. For informational purposes, a copy of the campus request is attached.

If you have any questions, please let us know.

Sincerely,



David T Cantaffa, Ph.D.  
Interim Senior Associate Provost, Academic Affairs

cc: President Kremenek  
Provost Reifeneiser  
Dr. Hawkins  
Dr. Moeckel

To Learn  
To Search  
To Serve

## THE BOARD OF TRUSTEES REPORT

Interim VP of Student Affairs and Senior Diversity Officer

January 2023

### Athletics and Recreation

Out of 69 student-athletes, they collectively carried a 2.70 Overall GPA, and 16 (23%), student-athletes earned their place on the Dean's List. Also, in addition to bringing Jazzercise to Campus this fall, we have recently signed agreements with the Ithaca United Soccer Club and Dryden Recreation Department. Ithaca United will have an adult Futsal (indoor soccer) league on Sunday afternoons in the Fieldhouse while Dryden Recreation brings baseball, softball, and lacrosse training to TC3 for area youth. Finally, Panthers Basketball finished the fall semester in great shape, with the women's team in a tie for 5th place in Region III competition and the men standing alone in 7th position. The teams return to Campus on January 3, with the first games scheduled for January 10 at Monroe CC in Rochester.

**Men's Basketball Link -** <https://www.tcpanters.com/sports/mbkb/index>

**Women's Basketball Link -** <https://www.tcpanters.com/sports/wbkb/index>

### Campus Police

Campus Police will be working with Residence Life staff to sponsor a March Madness basketball viewing event for residence life students this spring. Also, Campus Police will provide pizza and soft drinks in an effort to bring students and Campus Police staff together under circumstances that help build trust and rapport. Campus Police's provisional full-time peace officer hire is currently attending the Syracuse City Police Academy, with an expected graduation date of late July 2023. We still await a firm test date from Tompkins County for the peace officer civil service exam.

### Child Care

No Report.

### Health and Wellness Services

The Health Center continues to have rapid COVID antigen tests available. HC plans to offer Don't Cancel That Class- Health and Success for the spring semester to connect with and educate students, especially commuters and non-traditional students. Also, Health and Wellness Services is planning to partner with Recreation Services for an on-campus 5K in the spring. The Health Center continues to receive vaccine information for incoming students. The Pantry and Closet are pleased to have cookware and dishes available now due to student Zach Lee's capstone project.

### Office of Diversity Education and Support Services

The Office of Diversity Education and Support Services (ODESS) staff on December 13 attended the Tompkins Area Guidance Counselor Association (TACA) meeting to share upcoming EOP/LSAMP opportunities to raise awareness and applicants.



## **Residence Life**

Residence Life is projecting to have 215-plus students actively living in housing. In the Connection, tabling for additional Spring registration will be held on December 8. Consequently, Residence Life staff have been engaged in an outreach to returners through calls and emails to confirm student occupancy for Spring 2023. Building maintenance is ongoing in all buildings in the quad.

## **Student Conduct, CARE Team & Title IX**

For December, there were 6 conduct incidents involving 6 students. None of these will result in conduct boards or more severe charges like Removal, suspension, or expulsion. Also, during December, there were no Title IX-related issues reported. However, student-athletes on men's and women's basketball teams received their title ix training. The Violence Prevention Committee is planning for programming in February (Teen Dating Violence Awareness Month), including our annual Yards for Yeardeley program (2/28), and for April (Sexual Assault Awareness Month). Also, information on stalking behaviors will be distributed in late January for Stalking Awareness Month. The CARE team serves as the College's behavioral intervention team – During December, there were 2 additional students referred to the group.

## **Student Life**

With the collaboration of co-chairs Peter Voorhees and Maria Barrero, we coordinated a successful December Graduation ceremony. SGA President, Logan Nordman, was the student speaker for the event. The Forum was packed full of family and friends of December graduates. Also, we held monthly club officer luncheons, Student Activities is in the process of creating online training modules for club officers and advisors. Beyond student clubs, the department will spend January focusing on program planning and student leader training. Student Activities is planning Spring New Student Orientation, which will be held on Monday, January 23rd. Welcome Week will follow with programming every day from January 24th to February 3rd. The Get Connected Club and Resource Fair will be held on Wednesday, February 8<sup>th</sup>.

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

Student Success continues to focus on spring 2023 advisement and registration for continuing students and the new student enrollment cycle. We have implemented the Slate CRM for the new student onboarding process, including completing the advisement survey, scheduling START appointments (virtual and in-person), and tracking students throughout the cycle. Registration Data and Summary: As of Monday, January 10 - 968 continuing students were registered. That is 10% above our student headcount last year at this time. New students (9) registrations are reporting only slightly down. However, Transfer (17) and Reinstates (25) are trending behind last year. That said, 35 the new, transfer, reinstate students' academic schedules are in progress.

## **My Desk**

- Participating in the interview process for the next SUNY system Chief Diversity Officer
- Once a month this spring, the IVP of Student Affairs/Senior Diversity officer will host a Reality Check Student Forum
- Participated in the Chancellor Awards for Student Excellence Selection Committee

Respectfully,

CIO Report to Board of Trustees – Jan 10th, 2022

### **Staffing**

Finding qualified candidates to fill our open IT positions continues to be a challenge. We are currently still searching for a Technology Support Associate position that has been vacant since the start of Fall 22. However, we have had two recent successes:

In December, Brian Ackley joined Campus Technology on a part-time, temporary basis to cover the vacancy left when Patty Van De Bogart moved to Enrollment Services. You may recognize Brian as our former Director of Tech Support – Brian first retired from the College in 2018.

He brings a lot of experience and knowledge, and we are glad to have him back at this time.

Campus Technology also welcomed Miguel Maldonado in the Programmer position on Jan 4th. Miguel graduated from TC3's Computer Science program in 2019 and has worked here previously as a tutor. Most recently, he has worked at BAE Systems in Endicott.

### **IT Network Replacement Project**

The Network replacement project hit a significant milestone when the old network core went offline Monday, Jan 9th, and all traffic was migrated to the new core. As the name suggests, the core is the heart of the network. The old core was installed over ten years ago and truly was on its last leg. Our campus is and will experience some performance issues while the remaining work is completed. The next significant, impactful change will be the wi-fi system replacement. The installation phase of the project is still on schedule for completion by the end of February (pending on-time equipment delivery). I expect fine-tuning to continue for a month after that.

### **Slate Admissions CRM Integration with Power Campus Student Information System**

The technical groundwork for the integration is complete. We expect the data integration to be live in February/March. When that happens, it will eliminate a lot of manual data entry that the admissions staff currently has to perform. The integration will also allow the Admissions department to utilize data from other systems, such as the Financial Aid system, right within Slate to maximize the potential of this tool.

### **Support Tickets**

Campus Tech utilizes a support ticket tracking system to manage incidents and requests. At the start of Fall 22, there was a surge of tickets - up from a daily average of 300 to over 600. The

increase was due primarily to the new Bright Space learning management system and the increased support needs of students in general. The Campus Team battled to get this number down, and every day they would close between 20-30 requests, and every day 20-30 new requests would be opened. We are currently down to around 440 open requests, very close to the 300-400 range that is our typical daily range. I want to thank the staff for their hard work to catch up with demand over these past four months.

### **Thank You**

This will be my last report to the Board. I would like to express my gratitude to the institution that is Tompkins Cortland Community College: Thank you for the opportunity to work within an exciting and dynamic IT team for over twenty-two years. Thank you for the privilege of being allowed to serve on the leadership team as CIO for the past seven years. Most of all, thank you for my degree in Computer Science, which I earned as a reinstated independent adult student who was quite uncertain where he was headed, but quite certain that the education he received from the incredible faculty at TC3 would be an invaluable asset.

Respectfully,  
Tim Densmore '00  
CIO



To: Board of Trustees  
January 19, 2023 Meeting

### **Foundation Board and Committees**

An executive committee meeting took place on December 13. The focus of the meeting was discussion on the upcoming annual meeting, which is scheduled for January 10.

Currently the audit is underway with The Bonadio Group, once completed a meeting will be scheduled for finance/audit/investment committee.

The campus housing bond work continues with our legal team at Bond, Schoeneck & King.

### **Strategic Plan**

Work continues on the strategic plan.

### **Upcoming Meetings**

January 24 – Property Management Committee

### **Foundation Board Members (as of January 10, 2023)**

Tom Van Derzee, chair (Tompkins County)  
Regina Grantham, vice chair (Cortland County)  
Amy Lanzilotta, Secretary/Treasurer (Tompkins County)  
Doug Bentley, alum (Cortland County)  
Amanda Bisson, Faculty Liaison  
Clint Brooks (Cortland County)  
Rich Cunningham, (Cortland County)  
Dale Davis, alum (Cortland County)  
Bob Haight (Cortland County)  
Amy Kremenek, College President  
Matt McSherry, Board of Trustees Liaison  
Gary Stewart (Tompkins County)  
Mary Stoe (Tompkins County)  
Jennifer Turck (Cortland County)  
Kansas Underwood (Cortland County)  
Paula Younger (Tompkins County)

## **Retiring Foundation Board Members (as of January 10, 2023)**

Leslie Danks Burke (Tompkins County)

Brian Fuller (Tompkins County)

Walt Priest (Cortland County)

Deb Raupers (Tioga County)

## **Philanthropy**

Meetings and calls with donors continue.

The stewardship plan is currently being revised.

An internal audit of restricted funds is being completed.

## **Communications**

An email highlighting the New Microcredential in Semiconductor Field will be sent to over 18,000 people at the end of January.

## **Tompkins Harvest**

The last scheduled Food Service Director's meeting on December 15<sup>th</sup> was cancelled because of the weather. The scheduled guest speaker, Lizzy Cooper, CNY Farm to School Coordinator at Cornell Cooperative Extension shared virtual drop in hours the following week on December 20<sup>th</sup> and 22<sup>nd</sup> and also additional drop in hours on January 10<sup>th</sup> and 12<sup>th</sup> to provide support for the Local Food for Schools Application. We are in the process of scheduling the January Food Service Director Meeting. Local schools have been highlighted in the recent School Nutrition Association publication "Fresh Bites". The link to the article is: <https://publications.nyschoolnutrition.org/view/855064505/38-39/>



TO: Tompkins Cortland Community College Board of Trustees  
FROM: Amy Kremenek, DM, and President  
DATE: January 12, 2023  
SUBJECT: President's Update

We begin this calendar year with progress achieved during the fall semester and continued efforts and plans before us in the spring. Please see below for an update relative to the President's goals for 2022-23:

1. **STUDENTS: ENROLLMENT AND RETENTION:** Stabilize and begin to build TC3's core (non-high school) enrollment back to pre-pandemic levels.
  - Spring registration opened on 11/14/22 and we are currently tracking ahead in terms of headcount and FTE. Progress continues to be strong for continuing students which are up 10.1% in headcount and 9.0% in FTE. We are currently tracking behind in terms of new students (down 14.6% or 10 students), transfer students (down 23.2% or 16 students), and reinstate students (down 31.2% or 24 students). The overall enrollment for spring 2023 is currently up 2.9% in terms of headcount and 3.5% in terms of FTE. With two weeks to go until the start of the semester, our full attention is set to ensure that we start off strong, including completion of enrollment processes necessary to register applied students.
  - Application activity continues to be a strength, with 587 applications (up 33 percent) in hand for spring, and 778 applications (up 98 percent) in hand for fall.
  - The leadership of Student Success and Enrollment Management recently worked with me and Interim Vice President of Student Affairs Seth Thompson to map the current process from applied to enrolled student. The next steps are to identify any gaps that need to be addressed and additional opportunities to strengthen our conversion processes to serve and enroll students.
  - The Strategic Enrollment Management Plan was finalized this fall and the first quarterly report was received 12/31/22. The core team responsible for the deliverables identified in the SEM Plan continue to meet and document progress. In addition to the Board of Trustees and Executive Council, the plan was also presented to President's Cabinet and College Senate, with regular updates to be provided as work progresses.
  - My engagement with the Aspen New President's Fellowship continues and we have now entered the phase where each President receives a "Data Workbook" that contains institution-specific data focused on your college's current performance, needs and opportunities, and the groundwork for the development of vision and priorities. In addition to institution-provided data, the analysis from Aspen and nationally recognized data experts from Lightcast, we will receive our specific data gathered from the National Student Clearinghouse, the U.S. Census, and the Department of Labor. I will be in Virginia at the end of January for the first in-person session with the Aspen Institute which includes in-depth work relative to our data results in collaboration with my assigned coach, Dr. Karen Stout, President and CEO of Achieving the Dream.

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2. **CAMPUS COMMUNITY: ENGAGEMENT AND PARTICIPATION:** Actively engage with the campus community to foster a healthy and inclusive climate and effective participatory and shared governance.
- With the start of the spring semester on January 25<sup>th</sup>, we will welcome back to campus our faculty colleagues on January 18<sup>th</sup> with the campus tradition of “Opening Day.” The program will include opening remarks, an update on the budget and the 2023-24 process, a briefing on Middle States and efforts that will take place this year, an introduction of new faculty and staff, and the opportunity to reconnect over breakfast and conversation.
  - One of my goals in the spring is to conduct a Campus Climate Survey to provide baseline data as to the state of campus, overall engagement, and opportunities to improve. With a continued tightened job market and high competition for talent, this data will help us to identify areas to strengthen TC3 as top quality workplace in this area. We will be engaging with an outside service to gather and analyze our data as well as provide context and recommendations.
  - Relative to planning, the major plans such as the Strategic Plan and related master plans such as SEM, EDJI (Equity, Diversity, Justice and Inclusion), IT, and Academic have been identified and reviewed. The next steps are to develop a timelines and reporting mechanisms, as well as the necessary divisional plans and connection to individual annual goals, providing a clear framework for overall planning and assessment that involves the entire campus community.
3. **EXTERNAL COMMUNITY: PARTNERSHIPS & COLLABORATION:** Develop and advance College partnerships and increase engagement with businesses, organizations, community leaders, and residents.
- The College’s “Report to the Community” for 2022 has been completed. The report, issued jointly by the College and the TC3 Foundation, provides an update on our progress over the past year focused on four areas: Advances in Academics and Enrollment; Prioritizing Student Success In and Out of the Classroom; Growing and Strengthening Partnerships; and Facilities and Infrastructure to Support Growing Needs. This report will be mailed this month to approximately 200 community leaders and college supporters as well as available on our website.
  - The College was awarded two grants from the Tompkins Community Recovery Fund to support renovations to the Child Care Center and Food Pantry (\$19,500) and tuition support for Tompkins County students enrolled in one of 12 microcredential programs (\$111,000), which are currently ineligible for financial aid. We are extremely grateful to Tompkins County for their support of both proposals.
  - I met virtually with newly elected State Senator Lea Webb on 12/20 to introduce TC3 and to update her on our progress and priorities in 2023. She noted that as a community college alumna (SUNY Broome), she is very receptive and in tune with our needs. The visit by newly elected Congressman Marc Molinaro that was originally scheduled for December has been moved to 1/17/23.



- Finally, I received a delightful call from newly appointed SUNY Chancellor Dr. John King and we discussed a number of TC3 related items. His four stated priorities are: Student Success; Diversity, Equity & Inclusion; Research & Scholarship; and Economic Development & Upward Mobility. Dr. King also has pledged to visit all SUNY campuses during the spring semester. I look forward to welcoming Dr. King and supporting these priorities on behalf of TC3 and our students.