



**Agenda**  
**December 20, 2023**  
**Board of Trustees Meeting @ 5:30 p.m.**

<https://us02web.zoom.us/j/83026973482?pwd=bngyYTdzM0ZQUWR5a2dxUmZDK21Fz09>

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment\*\*
6. Approval of November 15, 2023 Board of Trustees Meeting Minutes
7. Chair's Report
  - a. Christopher Callahan – Charles A. Burns Outstanding Adult Learner Award (West Region and State-wide Recipient) Continuing Education Association of NY
  - b. Board Self-Evaluation
8. CFO/Treasurer's Report
9. Student Trustee's Report
10. County Liaison Reports
  - a. Cortland County
  - b. Tompkins County
11. College Senate Report
12. Committee and Affiliate Reports
  - a. TC3 Foundation
  - b. Auxiliary Operations
  - c. New York Community College Association of Presidents (NYCCAP/SUNY)
  - d. New York Community College Trustees (NYCCT)
13. President's Report
  - a. President's Update
  - b. Vice President for Enrollment Management, Richard Floyd, will give an update.
14. Consent Agenda
  - a. Appointment of Personnel



- b. Approval of Position Description – Career Navigator
- c. Approval of Position Description – Coordinator of Testing & Assistive Technology
- d. Approval of Position Description – Chief Policy & Compliance Officer
- e. Approval of Legal Services Firm

15. Discussion Items

- a. Carolyn Boone, Coordinator of Access & Equity
  - i. Access & Equity Services Summary

16. Adjournment

17. Informational Items

- a. Next Board of Trustees Meeting, Wednesday, January 17, 2024
- b. January 17, 2024 Board Presentation – Patty Tvaroha and Cindy Whitney – FCCC (Faculty Council of Community Colleges)

***\*\*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.***



Board of Trustees Regular Meeting  
November 15, 2023  
Open Session @ 5:30 p.m.

Present: Roxann Buck, Dean Corbin, Sue Dale-Hall, Judy Davison, Seth Peacock, Romneya Quennell

Excused: Arthur Kuckes, Matt McSherry, Schelley Michell-Nunn, Lisa Perfetti

County Liaisons: Cathy Bischoff, Mike Lane (Excused)

Staff: Scot Beekman, Jan Brhel, Bill Cheetham, Sophia Darling, Amy Faben-Wade, Richard Floyd, John Geer, Amy Kremenek, Will Mathy, Sayre Paradiso, Paul Reifenheiser, Susanna Van Sant

1. **Call to Order:** The meeting was called to order at 5:42 p.m. by Chair Davison.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Welcome Guests:** Chair Davison welcomed everyone in the Board Room as well as those participating on Zoom. Bill Cheetham, Interim Director of Admissions, was introduced and he gave a brief biographical background.
4. **Approval of Agenda:** Ms. Buck moved the Board of Trustees November 15, 2023 meeting agenda be approved as submitted; seconded by Mr. Peacock; motion carried unanimously.
5. **Public Comment:** There were no requests for public comment.
6. **Approval of Board of Trustees Meeting Minutes:** Ms. Quennell moved that the minutes from the October 18, 2023 Board of Trustees Meeting be approved as submitted; seconded by Ms. Dale-Hall; motion approved unanimously.
7. **Chair's Report:** Chair Davison noted the Board Self-Evaluation has been distributed by Jan. This evaluation is important for the Board, in terms of continuing to strengthen our Board, planning for the future, and for Middle States. Please complete by the end of the month and the results will be compiled for discussion in January. Please note that hard copy evaluations are available for anyone who has trouble accessing the link. The December Nursing Graduate Ceremony will be held on Friday, December 8<sup>th</sup>, at 3:00 p.m. in the Forum. The December Graduation Ceremony will be held on Friday, December 8<sup>th</sup> at 6 p.m. in the Forum. All Board members are invited to attend.
8. **CFO/Treasurer's Report:** Sophia Darling reported that financially the college is steady and a little ahead of the budget projections. She is working on developing a budget calendar to include all departments. Ms. Darling attended the CCBOA (Community College Business Officers Association) meeting in Albany. She is continuing to work with AFV (American Food & Vending) and some of the challenges they have been facing. The Fireside Café is now fully staffed and open daily in the mornings through noon. The College Bookstore has a new manager. When asked about charge back amounts that are made to other counties, Ms.



Darling provided a brief overview and stated she would provide additional information for the Board.

9. **Student Trustee's Report:** Romneya Quennell reported a 2<sup>nd</sup> Karaoke event was held with the same enthusiasm as the first. There was an off-campus Leadership Retreat held at Greek Peak October 20<sup>th</sup> & 21<sup>st</sup> which was a good learning experience for all. The retreat was a combination of educational and recreational events. October 24<sup>th</sup> she attended the Pathways Scholarship luncheon. She noted she had a conversation with Board of Trustee member Arthur Kuckes. Along with 4 other TC3 Board members she attended the NYCCT Conference. She was invited to be a member of the Governance Legislative Panel (with 3 other student trustees). College Senate is looking for nominations from students for faculty awards. College Senate is also looking for input on the role of student government for Middle States. She noted all students are looking forward to Thanksgiving Break.

10. **County Liaison Reports:**

- a. Cortland County - Ms. Bischoff relayed there will be some changes in County Legislators following the elections. The vote on redistricting passed so there will eventually be 15 legislators instead of 17. The Housing Group met and Cortland County partnered with Tompkins and Tioga Counties for a \$5 million grant. The county is applying for another housing grant which would include units for incarcerated people to be able to get back into the community. Dialogue continues with Cortland employers regarding the migrant population downstate. \$2 million has been allocated to add a hangar at the Cortland airport.
- b. Tompkins County – Mr. Lane was unable to attend this Board meeting.

11. **College Senate Report:** A written report was provided. Sayre Paradiso introduced Assistant Professor Amy Faben-Wade as the newly elected co-chair to the College Senate. The TC3 College Senate will be using the FCCC (Faculty Council of Community Colleges) rubric to see where TC3 Senate is doing well and where they can continue to improve.

12. **Committee and Affiliate Reports**

- a. TC3 Foundation: President Kremenek reported that the TC3 Foundation is actively pursuing a new Executive Director. Dr. Kremenek will be meeting with the Foundation Board on November 16<sup>th</sup>. It would be helpful to have someone who knows and understands Tompkins and Cortland Counties.
- a. Auxiliary Operations: CFO Sophia Darling noted the Foundation Annual Budget is being reviewed. Infrastructure is being worked on at the Ithaca Extension Center. Upgrades are being performed at the residence halls. Coltivare is in the final stage for the Executive Chef and Director of Operations.
- b. New York Community College Trustees (NYCCT): Trustee Buck reported that at the Board of Directors meeting they want to advocate for closing the financial gap between the 4 year and 2 year SUNY schools. NYCCT Foundation is looking at scholarships and an Education Badge program. Ms. Buck noted that TC3 Student Trustee Romneya Quennell participated in a panel discussion and represented the college well. Sayre Paradiso gave a presentation on TC3's food pantry at the Saturday morning session. Trustee Peacock noted it was a great introduction to SUNY/the role a BOT member and also a good learning experience.



13. **President's Report:** President Kremenek highlighted that the housing feasibility study was presented on October 26<sup>th</sup> in person in the forum and also via zoom. The purpose of the study is to consider adult students with families and the need for housing. The Park Foundation funded the initial study and will possibly fund phase 2 of the study. The NYS Governor released enrollment numbers earlier today. President Kremenek sent the announcement to TC3 Board of Trustees members. She noted that TC3 is in the top 6 SUNY schools with in enrollment increases. When asked by Trustee Peacock what is pushing the increase, VP for Enrollment Management Richard Floyd replied an increase in marketing, focus closer to home, more aggressive with technology and better customer service. Trustee Dale-Hall stated she met a parent of an incoming student who noted how easy it was to go through the process. Trustee Buck noted that CUNY has joined NYCCT so this might help with downstate students interested in enrolling at TC3. Trustee Corbin asked if the Board could receive an historical view of enrollment at TC3. President Kremenek provided this to Board members via email.
14. **Consent Agenda:** Ms. Buck moved the Consent Agenda be approved as submitted; seconded by Mr. Thompson; motion carried unanimously.
  - a. Appointment of Personnel
  - b. Approval of Position Description – Director of Enrollment Management Systems& Slate Captain
15. **Discussion Items:**

Interim CIO, Scott Beekman gave an update/presentation on the Campus Technology ITEC Assessment which is attached to the minutes and was also a part of the Board packet. He noted the ITEC team spent 3 days on the TC3 campus to understand what worked well and what didn't. As an additional note, Mr. Beekman shared with Board members that Ken Reynolds, Sr. Systems Analyst, had recently passed away. The decision was made to begin with the most critical issues and move forward from there.
16. **Informational Items**
  - a. December Graduate Recognition ceremony – December 8, 2023 @ 6:00 p.m.
  - b. Next Board of Trustees Meeting, Wednesday, December 20, 2023
  - c. December 20, 2023 Board Presentation – Carolyn Boone, Director of Access & Equity
  - d. January 17, 2024 Board Presentation – Patty Tvaroha and Cindy Whitney – FCCC (Faculty Council of Community Colleges)
17. **Executive Session:** Mr. Corbin moved that the meeting convene into Executive Session with no action to be taken and no further business expected at 7:08 p.m.; seconded by Mr. Peacock. President Kremenek and John Geer were invited to join Executive Session.

Motion to go back into open session at 7:22 p.m. moved by Mr. Corbin; seconded by Mr. Peacock; approved unanimously.
18. **Adjournment:** Ms. Buck moved the meeting be adjourned at 7:23 p.m.; seconded by Mr. Peacock; approved unanimously.

**\*\*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.*

## VP of Finance & Administration Report:

### November 2023 Close

#### **Budget and Finance**

The Budget and Finance Office is currently working with our Auditors on providing all the necessary information for the annual audit. The Auditors were on site in November and will return in December to finalize the Audits for the College and the Foundation. The expected audit presentation to the Board of Trustees is February 2024.

Revenues are favorable as compared to prior year mainly due to the elevated enrollments. Spring enrollments have opened in mid-November and we are currently tracking this data.

Expenses appear to be running on target with budget. We are continuously monitoring expenses and will report upon any deviations from the budget.

#### **Financial Aid**

Financial aid is busy packaging students for the spring semester and loading anticipated aid to student accounts. The department is currently engaged in outreach efforts to students who are registered for spring 24 and who do not have a FAFSA to encourage and assist in filing, as needed. Financial Aid is also working with the auditors on the single audit and anticipated to be completed soon.

This is the time of year where the financial aid department works with students regarding their financial aid status once grades are posted and provides assistance with the appeal and warning process.

#### **Registration and Billing**

Registration and Billing is assisting students with delinquent accounts so that they may register for classes. The department is also registering students for the winter and spring semesters.

The department has introduced a "Past Due Payment Plan" for students. This plan will assist any student with a past due balance, with specific emphasis on those students who have historical past due balances who wish to return and have not had a mechanism to help with the previous balance.

It is also worthy to note that the number of students who owe a larger balance, and are unable to register for classes, is the lowest that is has been in recent years.

	Modified Budget 2023-24	Expend to Date 2023-24	Unexpended Balance 2023-24	% Expended 2023-24	Total Exp PY 2022-23	YTD Exp PY to Date 2022-23	PY % Expended 2022-23	Fav Var (Unfav Var) to PY	% Variance to PY
Forecasted Dept. Appropriations									
Personal Services	16,565,316	3,797,332	12,767,984	22.9%	15,824,044	3,650,645	23.1%	(146,687)	-0.9%
Equipment	130,000	2,491	127,509	1.9%	59,031	7,931	13.4%	5,440	9.2%
Contractual Expenses	5,921,866	1,317,868	4,603,998	22.3%	4,948,914	1,014,662	20.5%	(303,206)	-6.1%
Employee Benefits	8,489,828	2,128,500	6,361,328	25.1%	8,948,385	2,064,750	23.1%	(63,750)	-0.7%
<b>Total Forecasted Departmental Appropriations<sup>1</sup></b>	<b>31,107,010</b>	<b>7,246,191</b>	<b>23,860,819</b>	<b>23.3%</b>	<b>29,780,374</b>	<b>6,737,988</b>	<b>22.6%</b>	<b>(508,203)</b>	<b>-7.5%</b>
Scholarships & Awards									
Student Services	-	261,955	(261,955)	0.0%	176,086	126,316	71.7%	(135,639)	(107.4%)
Academic Support	3,439,832	1,196,455	2,243,377	34.8%	3,247,763	1,131,095	34.8%	(65,360)	(5.8%)
Total Scholarships & Awards	3,439,832	1,458,410	1,981,422	42.4%	3,423,849	1,257,411	36.7%	(200,999)	-16.0%
<b>Total Forecasted Appropriations<sup>2</sup></b>	<b>34,546,842</b>	<b>8,704,601</b>	<b>25,842,241</b>	<b>25.2%</b>	<b>33,204,223</b>	<b>7,995,399</b>	<b>24.1%</b>	<b>(709,202)</b>	<b>-8.9%</b>
Adjustments to Approved Budget									
Personal Services	(233,850)		(233,850)	0.0%			0.0%	-	0.0%
Equipment									
Contractual Expenses	550,000		550,000	0.0%			0.0%	-	0.0%
Employee Benefits									
<b>Total Adjustments to Approved Budget<sup>3</sup> Favorable (Unfav)</b>	<b>316,150</b>	<b>-</b>	<b>316,150</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
Personnel	16,331,466	3,797,332	12,534,134	23.3%	15,824,044	3,650,645	23.1%	(146,687)	-0.9%
Equipment	130,000	2,491	127,509	1.9%	59,031	7,931	13.4%	5,440	9.2%
Contractual	6,471,866	1,317,868	5,153,998	20.4%	4,948,914	1,014,662	20.5%	(303,206)	-6.1%
Scholarship & Awards Offset	3,439,832	1,458,410	1,981,422	42.4%	3,423,849	1,257,411	36.7%	(200,999)	-5.9%
Fringe Benefit	8,489,828	2,128,500	6,361,328	25.1%	8,948,385	2,064,750	23.1%	(63,750)	-0.7%
<b>Total Approved Budget Appropriations<sup>4</sup></b>	<b>34,862,992</b>	<b>8,704,601</b>	<b>26,158,391</b>	<b>25.0%</b>	<b>33,204,223</b>	<b>7,995,399</b>	<b>24.1%</b>	<b>(709,202)</b>	<b>-8.9%</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 2023-24 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), GASB 75 (ERS/TRS) & GASB 87 (Lease Liability)



	Modified Budget 2023-24	Expend to Date 2023-24	Unexpended Balance 2023-24	% Expended 2023-24	Total Exp PY 2022-23	YTD Exp PY to Date 2022-23	PY % Expended 2022-23	Fav Var (Unfav Var) to PY	% Variance to PY
<b>Instruction</b>									
Personal Services	6,767,853	1,883,274	4,884,579	27.8%	7,027,288	1,783,557	25.4%	(99,717)	(5.6%)
Equipment	-	-	-	0.0%	7,296	-	0.0%	-	0.0%
Contractual Expenses	1,734,045	412,714	1,321,331	23.8%	1,516,044	187,163	12.3%	(225,551)	(120.5%)
Employee Benefits	3,437,293	1,045,702	2,391,591	30.4%	4,006,964	995,825	24.9%	(49,877)	(5.0%)
<b>Total Instruction</b>	<b>11,939,191</b>	<b>3,341,689</b>	<b>8,597,502</b>	<b>28.0%</b>	<b>12,557,591</b>	<b>2,966,544</b>	<b>23.6%</b>	<b>(375,144)</b>	<b>(12.6%)</b>
<b>Public Service</b>									
Personal Services	-	-	-	0.0%	94,853	37,154	39.2%	34,984	94.2%
Equipment	-	-	-	0.0%	0	0	0.0%	0	0.0%
Contractual Expenses	-	-	-	0.0%	1,096	325	29.7%	325	100.0%
Employee Benefits	-	-	-	0.0%	53,204	20,806	39.1%	19,591	94.2%
<b>Total Public Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>149,153</b>	<b>58,285</b>	<b>39.1%</b>	<b>54,901</b>	<b>94.2%</b>
<b>Academic Support</b>									
Personal Services	1,662,853	361,005	1,301,848	21.7%	1,551,654	332,731	21.4%	(28,274)	(8.5%)
Equipment	-	-	-	0.0%	34,056	-	0.0%	-	0.0%
Contractual Expenses	246,611	30,150	216,461	12.2%	191,585	25,922	13.5%	(4,229)	(16.3%)
Employee Benefits	713,057	210,047	503,010	29.5%	881,722	186,329	21.1%	(23,717)	(12.7%)
<b>Total Academic Support</b>	<b>2,622,521</b>	<b>601,202</b>	<b>2,021,319</b>	<b>22.9%</b>	<b>2,659,016</b>	<b>544,982</b>	<b>20.5%</b>	<b>(56,220)</b>	<b>(10.3%)</b>
<b>Libraries</b>									
Personal Services	578,376	134,604	443,772	23.3%	557,625	128,298	23.0%	(6,306)	(4.9%)
Equipment	-	-	-	0.0%	1,612	-	0.0%	-	0.0%
Contractual Expenses	289,876	75,908	213,968	26.2%	275,521	71,498	26.0%	(4,410)	(6.2%)
Employee Benefits	289,759	75,378	214,381	26.0%	311,628	71,847	23.1%	(3,531)	(4.9%)
<b>Total Libraries</b>	<b>1,158,011</b>	<b>285,891</b>	<b>872,120</b>	<b>24.7%</b>	<b>1,146,386</b>	<b>271,644</b>	<b>23.7%</b>	<b>(14,247)</b>	<b>(5.2%)</b>
<b>Student Services</b>									
Personal Services	2,345,163	492,499	1,852,664	21.0%	1,991,287	415,002	20.8%	(75,328)	(18.2%)
Equipment	-	389	(389)	0.0%	550	-	0.0%	(389)	0.0%
Contractual Expenses	696,125	156,839	539,286	22.5%	596,965	188,501	31.6%	31,661	16.8%
Employee Benefits	1,069,142	280,572	788,570	26.2%	1,132,050	255,618	22.6%	(23,739)	(9.3%)
<b>Total Student Services</b>	<b>4,110,430</b>	<b>930,300</b>	<b>3,180,130</b>	<b>22.6%</b>	<b>3,720,852</b>	<b>859,120</b>	<b>23.1%</b>	<b>(67,794)</b>	<b>(7.9%)</b>
<b>Maintenance and Operations</b>									
Personal Services	1,869,836	329,023	1,540,813	17.6%	1,834,543	322,526	17.6%	(6,497)	(2.0%)
Equipment	100,000	-	100,000	0.0%	7,586	-	0.0%	-	0.0%
Contractual Expenses	890,057	216,037	674,020	24.3%	999,564	187,791	18.8%	(28,246)	(15.0%)
Employee Benefits	951,381	187,363	764,018	19.7%	1,033,440	183,836	17.8%	(3,526)	(1.9%)
<b>Total Maintenance and Operations</b>	<b>3,811,274</b>	<b>732,422</b>	<b>3,078,852</b>	<b>19.2%</b>	<b>3,875,133</b>	<b>694,153</b>	<b>17.9%</b>	<b>(38,270)</b>	<b>(5.5%)</b>
<b>Institutional Support</b>									
Personal Services	1,707,247	345,204	1,362,043	20.2%	1,539,097	342,730	22.3%	(2,474)	(0.7%)
Equipment	-	-	-	0.0%	-	-	0.0%	-	0.0%
Contractual Expenses	433,513	82,376	351,137	19.0%	475,721	102,899	21.6%	20,523	19.9%
Employee Benefits	872,808	193,668	679,140	22.2%	864,294	192,641	22.3%	(1,026)	(0.5%)
<b>Total Institutional Support</b>	<b>3,013,568</b>	<b>621,247</b>	<b>2,392,321</b>	<b>20.6%</b>	<b>2,879,112</b>	<b>638,270</b>	<b>22.2%</b>	<b>17,023</b>	<b>2.7%</b>
<b>General Institutional Services</b>									
Personal Services	1,633,988	251,723	1,382,265	15.4%	1,227,698	288,646	23.5%	36,924	12.8%
Equipment	30,000	2,101	27,899	7.0%	7,931	7,931	100.0%	5,829	73.5%
Contractual Expenses	1,631,639	343,844	1,287,795	21.1%	892,418	250,564	28.1%	(93,280)	(37.2%)
Employee Benefits	1,156,388	135,772	1,020,616	11.7%	665,084	157,847	23.7%	22,076	14.0%
<b>Total General Institutional Services</b>	<b>4,452,015</b>	<b>733,440</b>	<b>3,718,575</b>	<b>16.5%</b>	<b>2,793,131</b>	<b>704,989</b>	<b>25.2%</b>	<b>(28,451)</b>	<b>(4.0%)</b>
<b>Total Forecasted Departmental Appropriations<sup>1</sup></b>	<b>31,107,010</b>	<b>7,246,191</b>	<b>23,860,819</b>	<b>23.3%</b>	<b>27,502,873</b>	<b>6,737,988</b>	<b>24.5%</b>	<b>(508,203)</b>	<b>-1.8%</b>

2023-2024 APPROPRIATIONS

SCHEDULE OF EMPLOYEE BENEFITS

Year-To-Date Through November 30, 2023

	Modified Budget 2023-24	Expended to Date 2023-24	Uexpended Balance 2023-24	% Unexpended 2023-24	Total Exp PY 2022-23	YTD Exp 2022-23	PY % Expended 2022-23	Fav(Unfav) (Unfav Var) to PY	% Variance To PY
Retirement Incentive Costs	179,068	182,038	(2,970)	101.7%	134,625	46,436	34.5%	(135,602)	(292.0%)
HRA Retiree Benefits	83,119	27,105	56,014	32.6%	90,191	12,760	14.1%	(14,345)	(112.4%)
State Employee's Retirement	1,095,738	288,218	807,520	26.3%	1,040,994	239,875	23.0%	(48,343)	(20.2%)
State Teacher's Retirement	182,355	42,502	139,853	23.3%	167,868	43,576	26.0%	1,074	2.5%
Optional Retirement Fund	792,864	187,287	605,577	23.6%	754,334	179,350	23.8%	(7,937)	(4.4%)
Social Security	1,270,482	298,907	971,575	23.5%	1,203,160	282,529	23.5%	(16,379)	(5.8%)
Worker's Compensation	94,558	(121)	94,679	(0.1%)	118,641	19,495	16.4%	19,616	100.6%
Executive Benefits	37,000	-	37,000	0.0%	4,131	4,131	100.0%	4,131	100.0%
Disability Insurance	8,418	1,934	6,484	23.0%	8,782	2,762	31.5%	828	30.0%
Hospital and Medical Insurance	2,957,372	688,741	2,268,631	23.3%	2,653,108	676,265	25.5%	(12,476)	(1.8%)
Post Retirement Health Insurance	1,540,800	360,000	1,180,800	23.4%	1,440,000	360,000	25.0%	-	0.0%
Employee Tuition Benefits	128,104	49,208	78,896	38.4%	87,830	37,677	42.9%	(11,531)	(30.6%)
Life Insurance	7,513	1,919	5,594	25.5%	7,907	2,454	31.0%	535	21.8%
Vacation Benefits	93,600	22,500	71,100	24.0%	82,500	22,500	27.3%	-	0.0%
Miscellaneous	3,237	425	2,812	13.1%	3,475	325	9.4%	(100)	(30.8%)
Unemployment Insurance	15,600	-	15,600	0.0%	(729)	-	0.0%	-	0.0%
<b>Total Employee Benefits</b>	<b>8,489,828</b>	<b>2,150,663</b>	<b>6,339,165</b>	<b>25.3%</b>	<b>7,796,818</b>	<b>1,930,134</b>	<b>24.8%</b>	<b>(220,529)</b>	<b>(11.4%)</b>

TOMPKINS CORTLAND COMMUNITY COLLEGE

YTD REVENUE 2023-2024

November 30, 2023

	Modified Budget 2023-24	Revenues to Date 2023-24	Variance 2023-24	% Realized 2023-24	Total Rev PY 2022-23	YTD Rev PY 2022-23	PY % Realized 2022-23	Fav Var (Unfav Var) to PY	% Variance to PY
<b>Student Revenue</b>									
<b>Core Tuition</b>									
Fall	3,883,694	3,889,831	(6,137)	100.2%	3,508,660	3,492,711	99.5%	397,120	11.4%
Spring	3,368,684	1,864,620	1,504,064	55.4%	3,099,824	1,588,067	51.2%	276,553	17.4%
Winter	127,690	132,484	(4,794)	103.8%	138,120	110,172	79.8%	22,312	20.3%
Summer	614,585	(138)	614,723	0.0%	516,961	-	0.0%	(138)	0.0%
Nonresident Tuition	508,938	1,165,635	(656,697)	229.0%	746,555	896,161	120.0%	269,474	30.1%
Student Fee Revenue	1,012,926	727,962	284,964	71.9%	931,574	658,603	70.7%	69,359	10.5%
Bad Debt Reserve	-	-	-	0.0%	(376,000)	(133,000)	35.4%	133,000	-100.0%
Total Core Student Revenue	9,516,517	7,780,394	1,736,123	81.8%	8,565,694	6,612,714	77.2%	1,167,680	17.7%
Concurrent Enrollment Tuition	3,222,850	1,195,191	2,027,659	37.1%	3,247,690	1,125,039	34.6%	70,152	6.2%
Total Student Revenue	12,739,367	8,975,585	3,763,782	70.5%	11,813,384	7,737,753	65.5%	1,237,832	16.0%
<b>Government Appropriations</b>									
New York State	9,763,019	2,440,700	7,322,319	25.0%	9,766,304	2,437,505	25.0%	3,195	0.1%
Local Sponsors	4,882,882	-	4,882,882	0.0%	5,344,961	-	0.0%	-	0.0%
Appropriated Cash Surplus	1,003,562	1,003,562	-	100.0%	600,000	600,000	100.0%	(600,000)	-100.0%
Charges to Other Counties	5,891,772	2,274,589	3,617,183	38.6%	5,649,776	2,231,450	39.5%	43,139	1.9%
Federal Aid	-	-	-	0.0%	88,753	-	0.0%	-	0.0%
Board Designated Reserves	-	-	-	0.0%	932,518	932,518	100.0%	(932,518)	-100.0%
Total Govt Appropriations	21,541,235	5,718,851	15,822,384	21.9%	22,382,312	6,201,473	27.7%	(1,486,184)	-24.0%
<b>Other Revenues</b>									
Service Fees	121,340	47,031	74,310	38.8%	96,446	37,474	38.9%	9,556	25.5%
Interest Earnings	-	4,629	(4,629)	0.0%	9,007	2,217	24.6%	2,412	108.8%
Rental of Real Property	10,000	100	9,900	1.0%	11,035	3,350	30.4%	(3,250)	-97.0%
Contract Courses	100,000	59,189	40,811	59.2%	81,289	73,635	90.6%	(14,446)	-19.6%
Noncredit Tuition	100,000	30,379	69,621	30.4%	174,870	60,242	34.4%	(29,863)	-49.6%
Grant Offsets	205,000	-	205,000	0.0%	179,219	(514)	-0.3%	514	-100.0%
Unclassified Revenues	46,050	40,220	5,830	87.3%	446,845	13,846	3.1%	26,375	190.5%
Total Other Revenues	582,390	181,548	400,842	31.2%	998,711	190,251	19.0%	(8,702)	-4.6%
TOTAL REVENUES	34,862,992	14,875,984	19,987,008	42.7%	35,194,407	14,129,477	40.1%	(257,055)	-1.8%
<b>Student Revenue</b>									
Student Revenue	13,060,707	9,112,183	3,948,524	69.8%	12,165,989	7,909,104	65.0%	1,203,079	15.2%
State Revenue	9,763,019	2,440,700	7,322,319	25.0%	9,766,304	2,437,505	25.0%	3,195	0.1%
Local Revenue	10,774,654	2,274,589	8,500,065	21.1%	10,994,737	2,231,450	20.3%	43,139	1.9%
Federal Revenue	-	-	-	0.0%	88,753	-	0.0%	-	0.0%
Use of Fund Balance	1,003,562	1,003,562	-	100.0%	1,532,518	1,532,518	100.0%	(1,532,518)	-100.0%
Other	261,050	44,950	216,100	17.2%	646,106	18,899	2.9%	26,050	137.8%
Total	34,862,992	14,875,984	19,987,008	42.7%	35,194,407	14,129,477	40.1%	(257,055)	-1.8%

## **Student Trustee Report, 12/20/2023**

As the semester draws to a close, the number of events often dwindles; this was somewhat the case for this month, but there were still some things to note:

Thanksgiving Break began on the 22<sup>nd</sup> of November, and ended that Sunday. (It was rather tricky for students to make the decision to come back after the lovely break from school... I personally was quite tempted to stay at home for the foreseeable future, but restrained myself.)

The 29<sup>th</sup> of November was a busy day for the campus; the student art sale was held in the morning, the Student Government Association hosted an event to work on the SOAP Project that evening, and the day finished with a drag show put on by local performers. These events received positive feedback and were well-attended.

I attended a presentation on Research Experiences for Undergraduates (REUs) on the 30<sup>th</sup> of November; Dr. Jacobs organized for Delaney Sickler, from the Boyce Thompson Institute, to come to our campus and provide an overview of the requirements and process to interested students. It was quite informative and useful; I certainly came away with many good ideas and suggestions, and it seemed that the other students felt the same!

On December 8<sup>th</sup>, the Nursing Recognition Ceremony and the Winter Graduation Ceremony were held; I attended the latter, alongside our own Judy Davison, Roxann Buck and Sue Dale-Hall. It was heartening to see the room packed full of people who came out to support the graduates, and I know I can speak for each and every one of us when I say I cannot express how proud I am of everyone who walked. Many of my own friends and acquaintances are graduating and leaving, so it was also bittersweet, but I know they will move on and continue to thrive.

And last but decidedly not least, finals week was December 11 to 15; I imagine you all know the trials and tribulations that always befall students at this time, but we made it through and intend to take a well-deserved winter break!

**To:** TC Board of Trustees/ President Kremenek

**From:** College Senate/ Sayre Paradiso –Co-Chair

College Senate Report December 11, 2023

- Seats and positions remain unfilled (main focus)
  - Call for nominations amended
    - NEEDED:
      - One Classified Staff member
      - One FSA member
      - One Faculty member
      - One At-Large
      - Two Non-Teaching or Administrative Professional Staff
  
- Chancellor's award process for the academic year
  - Chancellor's Award for Excellence in Faculty Service, Librarianship, Professional Service, Scholarship and Creative Activities, and Teaching
    - Nomination due to 1/18/2024
    - Due to SUNY 2/20/2024
  
- President Kremenek presented to Senate
  - Explained the NYCCT and NYCCP legislative asks
  
- First meeting of Spring 2024 set for 1/19/2024



To: Board of Trustees  
From: Sheila Abbey, Administrative Assistant  
Date: December 7, 2023

### **Foundation Board and Committees**

The Board held a special meeting on November 16<sup>th</sup> to discuss the next steps for the vacant executive director position.

The board development committee met on December 4<sup>th</sup>. Committee members are securing proposed Board members for the 2024-2027 term.

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

An internal audit of restricted funds is being completed.

External audit is currently underway.

### **Upcoming Meetings**

Executive Committee, December 12  
Board, January 9 (annual and regular)

### **Philanthropy**

2023-2024 (09/01/2023-08/31/2024) revenue raised: \$284,495

Donor Activity	Face-to-Face	Calls	Emails	Other
November	0	3	17	1
Fiscal Year Total	10	19	118	3

Year-end solicitation were sent to 950 people.

Previous 30 days goal update: nursing program appeal is in the design phase, holding on a possibility of a matching grant.

### **Scholarships**

Fall scholarships and grants totaling \$267,767 were awarded to 285 students.  
Selection for spring scholarships and grants will begin this month.

Student Emergency Funds assisted students with car insurance, rent, car repairs, and gasoline.

A private donor established an Arts Initiative Program. English 210 students attended the opera, Rusalka at the Hangar Theater on November 10.

## **Events**

Spring 2024

- In-house campaign
- Thank you event
- Retiree event
- Pathways luncheon
- Spring scholarship luncheon

## **Communications**

- A direct mail solicitation piece will be sent to nursing alumni for nursing lab updates in December.
- Working with True Creative, marketing firm to create upcoming solicitation pieces.

## **Foundation Board Members**

Tom Van Derzee, chair (Tompkins County), alum  
Regina Grantham, vice chair (Cortland County)  
Amy Lanzilotta, secretary/treasurer (Tompkins County), alum  
Doug Bentley, alum (Cortland County), alum  
Amanda Bisson, Faculty Liaison  
Clint Books (Cortland County)  
Rich Cunningham (Cortland County)  
Dale Davis, alum (Cortland County), alum  
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 (Tompkins County), alum  
Paula Younger (Tompkins County)



TO: Tompkins Cortland Community College Board of Trustees  
FROM: Amy Kremenek, DM, President  
DATE: December 11, 2023  
SUBJECT: President's Update

The following update reflects progress toward the President's goals approved by the Board of Trustees. The goals are organized by the following four focus areas: Student Enrollment and Retention, Campus Institutional Resources and Assets, Campus Community Engagement and Participation, and External Community Partnerships and Collaboration.

#### **STUDENTS: ENROLLMENT AND RETENTION**

- As we close out the fall 2023 semester, core enrollment is currently up 13.2% with 1,687 core students enrolled. This represents a 12.8% increase in FTE. Enrollment by continuing and new students is up by 6.1% and 13% respectively, compared to this same time in fall 2022. This represents positive progress as we climb back from the enrollment troughs that were evident prior to, and exacerbated by, the pandemic.
- We currently have 518 applications currently in-hand for spring 2024, a 31% increase over this same time in 2023. For fall 2024, applications are currently up 28% with 663 received.
- The College continues to engage with outside resources, including those from SUNY, to address technical issues with the previous implementation of Slate, the College's Customer Relationship Management (CRM) system. In addition, we have engaged Ruffalo Noel Levitz, a well-regarded enrollment management consultant, to assist with needed modifications to the Strategic Enrollment Management Plan that was initially developed last August.
- A student input session to review and add to the campus' work from the student retention-focused World Café was held virtually on November 15. A subsequent in-person session will be held with students during Welcome Week in January.
- The College is working with the Park Foundation to utilize existing funding for phase II to continue the work on the possibility of Adult Student Housing. This work coincides with the recently completed Adult Learner Study which revealed numerous opportunities for TC3 to serve the growing local and regional population of adult learners, many of whom are impacted by the well-documented affordable and available housing and transportation challenges in our region.
- A coordinated effort on the part of Campus Technology, Student Affairs, and Finance/Facilities are spearheading the effort to readdress continued problems with the automatic doors in the residence halls and the Main Building day care. A quote for service and installation of necessary equipment has been secured and approved.

#### **CAMPUS: INSTITUTIONAL RESOURCES AND ASSETS**

- The position description for the Executive Director of the TC3 Foundation has been updated to emphasize leadership responsibilities relative to fundraising as well as Foundation Board



management responsibilities. The position was posted this week, and the goal is to complete the search by April.

- Human Resources has been charged with reviewing and streamlining our internal processes to fill approved positions on campus. This has been a well-voiced source of frustration which has been exacerbated due to the competitiveness of the job market and need to move quickly to secure needed talent.
- The process to issue a Request for Proposal for a firm to work with the College to develop a Facilities Master Plan is underway. The plan, which will encompass all of the College and auxiliary operations' physical plant, is necessary to document and plan for maintenance needs, future requirements to support teaching, learning and services to students, and lay the groundwork to secure public and philanthropic funding.
- The Legal Services RFP process is complete. Three firms submitted and each was interviewed by the President, CFO, and VP of Human Resources. Bond, Schoneck & King was selected due to their demonstrated bandwidth to support myriad needs. A review of the College's Centralized Policy Manual and associated practices will be among the first priorities to begin in January.

#### **CAMPUS COMMUNITY: ENGAGEMENT AND PARTICIPATION**

- The campus community contributed generously to a "Sock Tree" and pet food collection located in the President's office. Adult and children's socks will be delivered to the Cortland County Community Action to assist people in need; pet food will be delivered to local shelters. The campus has been invited to a Holiday Cookie Social hosted by the President's office on December 15.
- I provided an update on December 8 to the College Senate regarding the 2024 Advocacy effort being spearheaded by NYCCT and NYCCAP. The Senators asked excellent questions and extended their support in the effort to gain more equitable funding for community colleges in order to advance our collective goals.
- We celebrated the December Graduates and Nursing Graduates in two ceremonies held in the Forum on December 8. Many faculty and staff attended the ceremonies, along with families and friends, to celebrate the success of our students.

#### **EXTERNAL COMMUNITY: PARTNERSHIPS & COLLABORATION**

- Congratulations letters on behalf of the TC3 campus community have been sent by the President's office to all newly and re-elected officials in Cortland County, City of Ithaca, and Town of Dryden.
- I have been invited by Ithaca Area Economic Development (IAED) to be reappointed to the Board of Directors in 2024, which I have accepted. In addition, I continue to serve on the Cortland Business Development Corporation Board of Directors.
- Director of Facilities August Hennies and I provided a tour of the College's new science and construction management labs to the members of the Dryden Rotary on November 30. Dryden Rotary meets on Thursday mornings at 7 a.m. at the TC3 Community Room, and their members were extremely interested and pleased to see TC3's progress.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2023-2024-16**

**APPOINTMENT OF PERSONNEL**

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

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

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

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

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

**I, JAN BRHEL, CLERK** of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 20<sup>th</sup> day of December 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 20<sup>th</sup> day of December 2023.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**Appointment of Personnel  
Monday, December 4, 2023  
Presented to the Board of Trustees**

Employee	Department	Title/Rank	Salary	Employment Dates
<b>August</b>				
Woloszyn, Alexander	CollegeNow Faculty Liaison	Adjunct	\$3,585.30	8/28/2023 To 12/15/2023
<b>October</b>				
Cruz-Miazga, Libby	HLTH111 MO1, HLTH112 MO1	Adjunct	\$6,925.50	10/3/2023 To 12/15/2023
Young, Tammi	FITN170 M02 INDP	Adjunct	\$312.00	10/3/2023 To 12/15/2023
Thompson, Jacki	FITN170 M02 INDP	Adjunct	\$170.01	10/12/23
<b>November</b>				
Blanco, Robert	CAPS121 BL4	Adjunct	\$1,200.42	11/8/2023 To 12/15/2023

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustees

December 20, 2023

Resignations/Retirements/Separations

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE</u>	<u>REASON</u>
None.				

FACULTY STUDENT ASSOCIATION

None.

BISTRO

None.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2023-2024-12**

**APPROVAL OF POSITION DESCRIPTION  
CAREER NAVIGATOR**

**WHEREAS**, the College has determined, based on a review and analysis of the Enrollment Management unit, that there is a need to create a Career Navigator position description, and

**WHEREAS**, the attached Career Navigator position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

**RESOLVED**, that the Career Navigator 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 20<sup>th</sup> day of December 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 20<sup>th</sup> day of December 2023

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Career Navigator

**GRADE**

2

**PAGE**

Page 1 of 1

**ORGANIZATIONAL UNIT**

Enrollment Management

**REPORT TO**

Director Of Continuing Education  
& Workforce Development

**APPROVED BY**

**SUMMARY:**

The Career Navigator is a passionate and resourceful advocate for students and actively leads and contributes to further improve graduation, retention rates, and career placement of students and alums at Tompkins Cortland Community College, with a special focus on supporting students participating in the Increasing Tourism Career Pathways initiative through the Appalachian Regional Commission.

The Career Navigator manages a caseload of students by providing academic, career, and personal support and will work closely with participating regional employers sponsoring the students in this program. The position will support students both on campus and onsite at partner employers, with the majority of time spent in the field.

The Career Navigator will support and advise students through the program and provide guidance for students to continue on a career path in the tourism industry. This position reports to the Director of Workforce Development and Continuing Education and collaborates closely with all members of the Workforce Development Career team, Student Services, as well as members of faculty and Academic Affairs, Enrollment Management, and regional employers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Work with faculty and the Workforce Development Office to host information sessions for partner employees in the tourism industry and beyond.
2. Plan time accordingly to support partners and students onsite through Tompkins, Cortland, and Tioga Counties.
3. Work closely with individuals to enroll them in academic programming and identify possible barriers to success.
4. Support and advise students throughout their program and beyond graduation.
5. Identify additional educational opportunities to continue to support students along their career pathways.
6. Assist students as they design their own educational experience to gain skills for higher-level jobs.
7. Engage in meaningful training and adhere to best practice guidelines for student career development and NACE career readiness competencies.
8. Collaborate with the Workforce Development Office to develop programming for industry partners that support best practices for recruitment and retention.
9. Help students engage in meaningful career exploration and identify career goals and additional educational opportunities where appropriate.
10. Assist with job/internship search preparation, interviewing, and enrollment into additional educational programs as appropriate.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Career Navigator

**GRADE**

2

**PAGE**

Page 2 of 2

**ORGANIZATIONAL UNIT**

Enrollment Management

**REPORT TO**

Director Of Continuing Education  
& Workforce Development

**APPROVED BY**

11. Work with business partners to identify job openings for program graduates and work with those graduates to secure promotion opportunities.
12. Support events and initiatives related to career development.
13. Co-manage Handshake, the college's job and internship online search platform.
14. Keep current on all aspects of related academic programs, student information and career tracking systems, enrollment processes, enrollment procedures, college policies, and our mission.
15. Perform other related duties as assigned.

Post-PILOT program completion, this position will:

1. Continue to work with industry partners to identify employees to enroll in non-credit, microcredentials, certificate, or degree programming at the College. They will work with employees to identify career goals and possible barriers to success and support them throughout, as modeled by their actions in the pilot program.
2. Continue to secure additional industry partners and offer best practices for recruitment and retention training sessions for employers.
3. The position may be extended beyond the grant cycle (ending February 2025) pending further funding.

**SUPERVISION:**

Types Supervised (check each category):

- Classified Staff
- Administrative
- Faculty
- Adjunct Faculty
- Students

Indicate number in each category:

- # of Classified Staff
- # of Administrative
- # of Faculty
- # of Adjunct Faculty
- # of Students

**MINIMUM QUALIFICATIONS:**

- A bachelor's degree with a background in secondary education, higher education administration, employer relations, direct client support, social work, counseling, or special education is required.
- A demonstrated sensitivity to understanding the needs and concerns of a diverse student population--including legal system-involved populations, first-generation college students, adult students, and underrepresented populations--is essential to the hired candidate's success.
- One to three years of professional experience in a direct support role in advising, coaching, counseling, teaching, or consulting.
- Excellent oral and written communication and strong presentation skills with demonstrated ability to develop interpersonal and organizational relationships.
- Proficient with Microsoft Office suite.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Career Navigator

**GRADE**

2

**PAGE**

Page 3 of 3

**ORGANIZATIONAL UNIT**

Enrollment Management

**REPORT TO**

Director Of Continuing Education  
& Workforce Development

**APPROVED BY**

- Self-motivated with the ability to work in a fast-paced, team-focused, detail-oriented environment. Excellent leadership and teamwork skills with the ability to work independently, determine priorities, and meet multiple deadlines.
- Willingness to travel regionally.

**DESIRED QUALIFICATIONS:**

- Master's degree in Student Affairs Administration, Higher Education Leadership, or related degree program.
- Demonstrated professional experience in a higher education setting focusing on student success and/or advising.
- Proven experience leading collaborative efforts between multiple constituencies, including faculty, staff, students, and local community members.
- Understanding of student career development and employer relations best practices.
- Knowledge of student information systems, such as Slate and Brightspace, and familiarity with online career platforms such as Handshake.

**PHYSICAL SKILLS AND ABILITIES:**



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2023-2024-11**

**APPROVAL OF POSITION DESCRIPTION  
COORDINATOR OF TESTING CENTER AND ASSISTIVE TECHNOLOGY**

**WHEREAS**, the College has determined, based on a review and analysis of the Baker Center for Learning, that there is a need to create a Coordinator of Testing Center and Assistive Technology position description, and

**WHEREAS**, the attached Coordinator of Testing Center and Assistive Technology position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

**RESOLVED**, that the Coordinator of Testing Center and Assistive Technology 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:** 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  
20<sup>th</sup> day of December 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 20<sup>th</sup> day of  
December 2023

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Coordinator of Testing Center and  
Assistive Technology

**GRADE**

2

**PAGE**

Page 1 of 2

**ORGANIZATIONAL UNIT**

Baker Center for Learning

**REPORT TO**

Coordinator Of Access  
And Equity Service

**APPROVED BY**

**SUMMARY:**

The Coordinator of Testing Center and Assistive Technology will provide services through the Baker Center for Learning, encompassing the proctoring of accommodations testing, make-up tests, and community members' proctoring needs. The Coordinator will also provide assistive technology support, training, and provision of this technology for students with disabilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Supervise and administer accommodated testing; coordinate with Access & Equity Services to accommodate scheduling of students requiring accommodations in the Testing Center.
2. Develop, review, and maintain testing center and assistive technology policies and procedures.
3. Work collaboratively and communicate effectively with other College departments to maintain comprehensive testing services in accordance with College policies.
4. Incrementally develop and expand the Testing Center as a site for administering and proctoring academic exams for the College and other higher education institutions, professional association exams, etc.
5. Maintain integrity and security of the testing environment and testing conditions.
6. Establish and coordinate testing schedules in collaboration with College departments and external organizations.
7. Oversee testing materials, including ordering and security management of files.
8. Select, assign, train, and supervise the work of Testing Center staff, including part-time adjunct and support staff, to ensure adherence to established policies, procedures, and standards. Provide performance evaluations for staff members as appropriate.
9. Develop and manage the Testing Center and Assistive Technology portions of the Baker Center for Learning's budget.
10. Work with Campus Technology to update revised versions of assessment instruments, maintain computer-viewing software, and identify and address technical issues.
11. Develop and implement testing center operations schedule, including evenings and weekends, to provide comprehensive services to registered, potential, and prospective students and test candidates.
12. Work with Access Coordinators, faculty, and students to determine potential accessibility obstacles related to coursework (in person and online) and determine appropriate technology to address these barriers.
13. Implement students' auxiliary aids and services referrals for assistive technology, equipment loans, and requests for electronic books and alternate format course materials (i.e., Braille, e-text, audiobooks)

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Coordinator of Testing Center and  
Assistive Technology

**GRADE**

2

**PAGE**

Page 2 of 2

**ORGANIZATIONAL UNIT**

Baker Center for Learning

**REPORT TO**

Coordinator Of Access  
And Equity Service

**APPROVED BY**

14. Coordinate the maintenance and upgrading of assistive technology and software and train any College staff assisting students using this technology/software.
15. Assist the student with installing assistive technology on students' computers tablets and train students with disabilities on equipment, software, hardware, applications, and technologies.
16. Coordinate the office's response to all alternate format text requests.
17. Ensure assistive technology requests are fulfilled in a timely and effective manner.
18. Maintain status reports and data for the testing center, assistive technology usage, loans, etc.
19. Perform other related duties, as assigned, which may include evening or weekend hours

**SUPERVISION:**

Types Supervised (check each category):

Classified Staff  
 Administrative  
 Faculty  
 Adjunct Faculty  
 Students

Indicate number in each category:

# of Classified Staff  
 # of Administrative  
 # of Faculty  
 1-4 # of Adjunct Faculty  
 # of Students

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Education, Social Sciences, Human Services, Information Technology, or a closely related field; two years' experience in postsecondary education in an office/program area that provides direct service to students

**DESIRED QUALIFICATIONS:**

Master's degree, especially in a related field; four years' experience in postsecondary education in an office/program area that provides direct service to students; 1-year supervisory experience and/or completion of a recognized leadership program; two years' experience in postsecondary education in an office/program area that provides direct service primarily to students with disabilities.

**PHYSICAL SKILLS AND ABILITIES:**

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2023-2024-18**

**APPROVAL OF POSITION DESCRIPTION  
CHIEF POLICY & COMPLIANCE OFFICER**

**WHEREAS**, the College has determined, based on a review and analysis of the President's office, that there is a need to create a Chief Policy & Compliance Officer position description, and

**WHEREAS**, the attached Chief Policy & Compliance Officer position description is classified as a Management Confidential position, and is recommended by the President, be it therefore

**RESOLVED**, that the Chief Policy & Compliance officer 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 20<sup>th</sup> day of December 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 20<sup>th</sup> day of December 2023.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

## **TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Chief Policy & Compliance Officer

**GRADE**

M/C

**PAGE**

1 of 3

**ORGANIZATIONAL UNIT**

President's Office

**REPORTS TO**

President

**APPROVED BY**

**SUMMARY**

Provides leadership, direction, and integration of policy and compliance activities to fulfill Tompkins Cortland Community College's and auxiliary unit needs according to industry, local, state and federal regulations. Advises and works in concert with the President and senior leadership, directing the formulation of strategic policy and compliance planning in support of the college's vision, mission and values. Aligns with senior leadership the integrated implementation and evaluation of policy and compliance initiatives and on-going associated activities. Interfaces with faculty, staff, and government and legal officials in the representation and development of various strategic compliance programs, policies, services and initiatives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provides integrated leadership and strategic direction at the institutional level as a member of the senior leadership team.
2. Provides strategic guidance and recommendations to leadership on governmental and legal requirements, including, but not limited to, the areas of civil rights, affirmative action, equal opportunity, Title IX, reporting obligations under the Clery Act, health and safety, and other required reporting and related areas as may be identified in the future.
3. Provides leadership and oversees the development, maintenance, and review of College and affiliate policies to ensure compliance with legal and government requirements, manage risk, and maintain best practices.
4. Directs and oversees the College's integrated strategic compliance planning process, to include short and long term strategic plan development, review, approval, implementation and evaluation.
5. Leads the development, implementation and review of procedures related to the various compliance areas of oversight in alignment with government laws and regulations and best practices.
6. Provides expert guidance, collaboration and support to the implementation process for key compliance strategies, initiatives and action plans.
7. Plans, develops, monitors, revises and implements compliance initiatives in response to changes in the law; consults with various representatives as necessary to ensure effectiveness.
8. Directs and collaborates in the development of multifaceted compliance educational and training programs so that employees and management are knowledgeable of institutional policies and pertinent standards.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Chief Policy & Compliance Officer

**GRADE**

M/C

**PAGE**

2 of 3

**ORGANIZATIONAL UNIT**

President's Office

**REPORTS TO**

President

**APPROVED BY**

9. Oversees compliance reviews in collaboration with constituent divisions, departments, and units.
10. Interacts with senior leadership, faculty, staff and/or government agency officials, to represent and promote the development of strategic compliance programs to further College and/or auxiliary unit awareness on related initiatives.
11. Directs the development of periodic compliance reports of the areas of oversight to other senior leadership members and various committees.
12. Develops an ongoing campaign to heighten awareness of the various College campus compliance programs, disseminates compliance information and collects employee feedback as appropriate.
13. Leads the development of internal reviews to assess College compliance with applicable laws and regulations.
14. Ensures that adequate record maintenance and processes are in place to document compliance efforts.
15. Assists the President with institutional planning and resource allocation.
16. May serve on the Negotiations Team during collective bargaining and assist with labor-management committee discussions in collaboration with union representatives.
17. Serves on the Executive Council, President's Cabinet, and other College committees. Serves as representative of the President as directed.
18. Performs 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**

- Master's degree; at least 10 years of related experience.
- Demonstrated ability to use independent, professional judgment in managing and imparting confidential information.
- Demonstrated experience with interpreting and managing policies, legislation, guidelines and standards. Demonstrated commitment to maintain currency of knowledge and practice relative to same.
- Demonstrated ability to develop institutional policies and procedures.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Chief Policy & Compliance Officer

**GRADE**

M/C

**PAGE**

3 of 3

**ORGANIZATIONAL UNIT**

President's Office

**REPORTS TO**

President

**APPROVED BY**

- Strong critical thinking skills and the ability to research, analyze, summarize, and effectively present data and information.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

**DESIRED QUALIFICATIONS**

Certification/Licensure Certified Public Accountant (CPA), Certified Internal Auditor (CIA) or Juris Doctor (JD).

Professional experience in a higher education setting.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2023-2024-17**

**LEGAL SERVICES FIRM**

**WHEREAS**, a Request for Proposal was sent to three Legal firms for services,  
and

**WHEREAS**, the Request for Proposals were reviewed and each responder interviewed by the Vice President for Human Resources, the Vice President for Finance and Administration and the President of Tompkins Cortland Community College, and

**WHEREAS**, based on demonstrated experience and expertise in legal matters relative to the needs of higher education and community colleges, be it therefore

**RESOLVED**, that the Board of Trustees accepts the recommendation to retain legal services provided by Bond, Schoeneck & King effective January 1, 2024, with periodic reviews of services to occur according to the College's needs.

**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 20<sup>th</sup> day of December 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 20<sup>th</sup> day of December 2023.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



## **Provost Report December 2023**

**November Faculty Meeting:** We held a [faculty meeting on 11/17/23](#). Agenda items included the following: Chancellor's Awards; World Café Updates; General End-of Semester Due Dates; Chair and Coordinator Updates; Advising (discussion segment); Guided Pathways (discussion segment). Some highlights are below:

*Advising:* We asked faculty to discuss with each other strategies that have been working (or not) in regards to having students register for the Spring. We discussed also the impact of the removal of the Administrative Withdrawal (AW) Policy and the extending of the deadline for students to withdraw.

*Guided Pathways:* In Spring of 2018, the Faculty voted to adopt the [Guided Pathways model](#), which is an over-arching approach to organizing a community college to make it more student centered. We are five (+) years into this work, and we have been asked about its implementation and assessment. We polled the faculty about guided pathways, how they find out about the work on campus, and their sense of the efficacy of the work. Then we held a discussion around work accomplished and work left to accomplish in Pillar 4. This is the first of multiple conversations around this work that we plan to hold at Faculty meetings, as there is much to discuss in all the pillars and with guided pathways generally.

**Assessment:** Below is an update on our academic assessment process for the year.

*Closing the Loop and ILO #3:* Last year we focused on Institutional Learning Outcome # 3, which emphasizes critical and creative thinking. The chairs provided Program Learning Outcome (PLO) reports for each academic program related to ILO #3, which included assessment data and next steps for improving teaching and learning. I've been working with the chairs to get updates on their progress on the identified next steps and organize the material. I'll use this to produce a report on our progress on ILO#3 and to identify steps moving forward.

*Looking Ahead to ILO#5:* While the Fall was focused on closing the loop for ILO #3, the Spring will be a time to look ahead to ILO#5, which focuses on sustainability and diversity. The chairs will be asked provide a PLO report for all programs after the semester, and we'll use next Fall to focus on closing the loop on ILO #5.

*Gen Ed Cycle:* Each year we focus on four different SUNY Gen Ed Areas. Last year our SUNY Gen Ed Assessment focus was on Critical Thinking, Information Literacy, World Languages, and the Arts. This year we will focus on Social Sciences; Communication (Oral and Written); World/Global; and Diversity. Kelly Wessell, the Assessment Committee Chair, is taking the lead in working with faculty on these assessments.

*Program Review Cycle:* We have committed to performing a comprehensive program review on all academic programs over a five year cycle. Last year we had program reviews in Entrepreneurship, Hotel and Restaurant Management, and Graphic Design; the next step for last year's program reviews is an analysis by the executive committee. This year we will perform reviews in the following areas: Sports Management; Sustainable Farming; Recreation; New Media; Computer Science; Lib Arts Social Science; Early Childhood

## **Enrollment Management Board Report December 2023**

With a new director now onboard, the Strategic Marketing Department has several exciting updates to share from the last month. A marketing RFP to handle Google services has been distributed to potential vendors, with responses due by the end of December. The Slate CRM system is receiving a critical audit from a marketing and communications lens, with extensive updates to email workflows and campaigns in the works. While the admissions team is working hard to review and accept Spring 2024 and Fall 2024 applicants, marketing has broken ground on redoing our student acceptance packets for an anticipated launch in Spring 2024. Graphics has produced our annual holiday card, the President's annual report, and some strategic promotional pieces for the Global Initiatives office. Public Information has been busy planning the December Graduates Recognition Ceremony, managing sports information, and assembling stories for the annual report.

With the increase in advanced manufacturing in Central New York that includes the arrival of Micron, Cortland area superintendents, OCM BOCES, and TC3 are developing a Career and Technical Education (CTE) program for juniors and seniors that will prepare students for entry-level technician positions in these industries. Students will earn college credits and have the potential to complete up to two microcredentials (in Electrical Engineering Technician Level I and Micro-Nano Fabrication Safety). Students may apply these credits towards the Applied Science and Technology degree at TC3 or transfer them to colleges elsewhere. Cornell's Nanoscale Facility is partnering with us to support the program, which will launch in Fall 2024.

In response to the dire teacher shortage in New York we have partnered with SUNY Cortland on applications for two teacher development grants. One grant would support upskilling of Teaching Assistants and the other grant would be for career changers. Each grant may be for up to \$1 million across 5 years, with the bulk of the monies going to participant costs (tuition, advisement, etc.). Under the grants, participants will complete required 100-200 level coursework at TC3 before continuing on to SUNY Cortland and receive mentorship support throughout. In addition, TC3 will develop microcredentials to meet NYSED certification requirements for Teaching Assistants. Three area BOCES (TST, OCM, and CiTi) have signed on to the grants as well.

The kick off meeting for the College's new Applied Learning Subcommittee was held in the past month. Priorities and action items were set for 23-24 academic year. The mission of the subcommittee is to support the integration of Applied Learning experiences and Career Development programming across the campus, to provide guidance on best practices for incorporating meaningful Applied Learning experiences into courses, and to actively engage all students in their personal career development through participation in Applied Learning.

Workforce development and continuing education staff met with four of the five Academic Communities to present on ways to engage with employers in the classroom, and encouraged

early scheduling of spring visits. Two employer classroom visits here hosted—one for Chemical Dependency and one for Recreation. Employer outreach continues on a regular basis to make additional connections to strengthen the programs.

The hiring committee for the Adult Student Admissions Advisor position is in the process of reviewing applications and selecting individuals for first round interviews. The hiring process of our new UI/UX Front-End Developer and Web Captain is also nearing completion. Finalist interviews are happening this month, and the College hopes to have new hires for both of these positions completed early in the New Year. In the New Year, we also plan to begin the interview process for applicants to the new Director of Enrollment Management Systems and Slate Captain position.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of December 7, 2023

**UNCLASSIFIED STAFF**

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION REVIEW BEGINS	CURRENT STATUS
Academic Affairs Operations Manager	ASAP	October 17, 2023	November 17, 2023	Accepting Applications
Adult Student Admissions Advisor (Grant Funded)	ASAP	October 3, 2023	November 3, 2023	Reviewing Applications
Director of Enrollment Management Systems & Slate Captain	ASAP	October 20, 2023	December 20, 2023	Accepting Applications
Nursing Faculty	January 2024	October 25, 2023	November 8, 2023	Conducting On-Campus Interviews
Programmer	January 2024	October 30, 2023	November 30, 2023	Reviewing Applications
Student Success Advisor	ASAP	October 6, 2023	November 6, 2023	Scheduling Zoom Interviews
User Interface/User Experience (UI/UX) Front-End Developer & Web Captain	ASAP	September 28, 2023	October 30, 2023	Conducting On-Campus Interviews

**CLASSIFIED STAFF**

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Cleaner (Perm.) 2 Positions (1.0 FTE)	Buildings & Grounds	ASAP	Accepting Applications via Tompkins County Department of Human Resources
Cleaner (Temp.) (1.0 FTE)	Buildings & Grounds	ASAP	Concluded Not to Fill
Enrollment Services Specialist (1.0 FTE)	Enrollment Services	ASAP	Scheduling Zoom Interviews
Senior Cleaner (1.0 FTE)	Buildings & Grounds	ASAP	Applications received via Tompkins County Department of Human Resources

**FACULTY STUDENT ASSOCIATION**

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Assistant Director and Education Coordinator	Childcare	ASAP	Accepting Applications
Assistant Teacher	Childcare	ASAP	Accepting Applications
Head Coach, Varsity Golf	Athletics & Recreation	ASAP	Accepting Applications
Head Teacher	Childcare	ASAP	Accepting Applications
Lifeguard	Athletics & Recreation	July 2023	Accepting Applications; Continuous Recruitment
Resident Director	Residence Life	ASAP	Accepting Applications
Substitute Teacher	Childcare	July 2023	Accepting Applications; Continuous
Teacher Aide	Childcare	ASAP	Accepting Applications
Van Driver	Athletics & Recreation	July 2023	Accepting Applications

**BISTRO**

<b>POSITION</b>	<b>DEPARTMENT</b>	<b>DESIRED EMPLOYMENT DATE</b>	<b>CURRENT STATUS</b>
Banquet Bartender	TC3 Bistro	July 2023	Accepting Applications
Banquet Server	TC3 Bistro	July 2023	Accepting Applications
Banquet Supervisor	TC3 Bistro	July 2023	Accepting Applications
Bartender	TC3 Bistro	July 2023	Accepting Applications
Busser/Food Runner	TC3 Bistro	July 2023	Accepting Applications
Director of Operations	TC3 Bistro	July 2023	Accepting Applications
Dishwasher	TC3 Bistro	July 2023	Accepting Applications
Executive Chef	TC3 Bistro	July 2023	On-Site Interviews Concluded/ Accepting Applications
Host/Hostess	TC3 Bistro	July 2023	Accepting Applications
Line Cook	TC3 Bistro	July 2023	Accepting Applications
Server	TC3 Bistro	July 2023	Accepting Applications
Sous Chef	TC3 Bistro	July 2023	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of December 7, 2023

<b>COMPLAINANT</b>	<b>SUBJECT</b>	<b>DISPOSITION</b>
<b>CSEA</b>		
CSEA-Campus Police Officer	Termination due to violation of Code of Conduct.	Post Hearing Briefs Submitted December 1, 2023

**FACULTY ASSOC.**

None.

**PAA**

None.

**TC3 ADJUNCT ASSOC.**

None.

# BOARD OF TRUSTEES REPORT

Vice President of Student Affairs and Senior Diversity Officer  
December 2023

## Athletics and Recreation

Gabby Foley and Hannah Forehand named [MSAC All-Stars for Women's Soccer](#). Also, Adin Philips was named [All-Conference](#) for Men's Soccer in their freshman soccer season. On the Hardwood, the [Women's Basketball](#) sits at 3-1 on the season, winning three in a row, and [Men's Basketball](#) runs to second place (out of 16) in Region III.

## Campus Police

In November, Campus Police staff completed annual low-light firearms qualifications for duty pistol and patrol rifle. All officers met or exceeded established NYS Municipal Police Training Council standards for accuracy, proficiency and safety under the direct supervision of the Department's NYS Department of Criminal Justice Services certified firearms instructor. Campus Police staff also completed required annual training in Combatting Sexual Harassment in the Workplace and Information Security Awareness. Campus Police administration has begun making rounds to all main building and athletic facility office suites to ensure that offices have the necessary awareness and resources to effectively and efficiently perform lockdown protocols in the unlikely event that the campus experiences an active threat/active shooter event.

## Childcare

The Child Care Center conducted an open house along with the college. We had two(2) families stop by during this time. We hired a new Pre-k teacher aide, Grace Snyder-Hall. She started on 11/13. The Child Care Center is also recruiting for an Education Coordinator/Assistant Director. In addition, we were asked by SUNY to partner with them in a \$1,000 grant opportunity to help parents learn about WIC and SNAP. We will be hosting a tableting event for this at the center on 11/30 in the afternoon.

## Health and Wellness (HWS)

The HWS team supported our global and international students during their cultural festival on November 15th. The Health Center received 300 COVID tests from SUNY. They are available to faculty, staff, and students upon request. HWS Counseling continues to be able to accommodate walk-in/same-day appointments and see clients within a quick turnaround time. In November, HWS Counseling saw students in 51 regular appointments (including six new) and six walk-in or crisis appointments. Office and Panty Manager Sayre presented to SUNY Community College Board members about college students' food insecurity needs and strategies to address them. Additionally, 70 students used the Best Life Lounge during more than 244 visits from November 1st to the 27th.

## Office of Diversity Education and Support Services (ODESS)

This month has been hectic helping students re-commit to their courses and their own selves. We have added a chalkboard to the office space highlighting positive sayings/phrases that students view when entering ODESS. This small addition is minute in size, but students have communicated its far-reaching effectiveness when they visit. In addition, we had a dinner gathering to celebrate and encourage students to focus their energies on their exams and coursework. We are communicating with financial aid to identify first-time, full-time students for the spring semester. We want to run a winter bridge program, but as of today, we do not have viable candidates for the EOP or the LSAMP programs. We participated in Open House and actively worked on recruiting students.

## Residence Life

As the semester comes to a close, we are focused on winter closing. Winter break closing will be modeled on our successful Thanksgiving Break closing. For the Thanksgiving Break, we waived the traditional fee to stay on campus and had 41 students remain in the halls. Students requiring housing for Winter break should register on Campus Groups by December 11th. Our next RHA program will be Destress Fest on December 7th, hosted in the A/B connection. Students will have both active and passive activity options to provide a study break and promote mental health and well-being. Interviews for spring RAs have begun and will conclude on December 1. We are utilizing both individual and group interviews as part of the process and have a cross-campus committee assisting with selection.

## Student Activities

Student Activities continued partnering with Student Success during their Road 2 Registration campaign to promote Spring 2024 registration through the Don't Wing Registration event. Over 71 students interacted with advisors from Student Success to learn about Spring 2024 registration dates. The event was moved to the cafeteria and featured a mechanical chicken wing for students to ride. Event feedback was positive, and students were followed up with the link to the Road to Registration page and information on how to contact their advisors.

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

November was full of Road to Registration (R2R) initiatives. The two-week period leading up to the opening of registration windows is designed to promote student retention, early registration, and proactive student behaviors (e.g., meeting with advisors, creating/reviewing a degree plan, etc.). Success advisors visited 27 classes, tabled during peak times at the main entrance and in the cafeteria, visited the Best Life Lounge, and interacted with about 400 students during this time. About 85% of the students they interacted with in classrooms could schedule an advising appointment on the spot. During the R2R three-week period, 786 advising meetings were held (672 of which were scheduled). Additional follow-up efforts by advisors will take place until the end of the term to improve our continuing student enrollment and retention further.

## Interm Dean of Student Affairs Office

In November, there were 27 conduct incidents involving 48 students. Of these, 10 had alcohol-related charges, and 3 had marijuana charges. Other incidents included having unapproved animals in the buildings (only Emotional Support Animals approved by Access and Equity are allowed,) some recharges for students who hadn't completed sanctions, health and safety violations found by the follow-up visit from the state fire inspector, and a physical assault which is going to a hearing board on 12/1. There were 3 Title IX-related reports sent to our staff this month. In all cases, students are being followed up with and informed of procedural options and resources. Most of the new students have completed the online TitleIX training to comply with NY Ed. Law 129-B. This is being tracked, and we are working to get to 100%.

## My Desk

I am working with an FSA committee on recommending a Student-Athlete/ Leader Absence policy. The recommendation will begin to chart its way through the College Governance structure next semester. I also attended the Cortland City Police Coffee with a Cop meeting. In addition, I have participated in meetings at the end of the semester, including my attendance at the SUNY Diversity, Equity, and Social Justice Curriculum Conference and the Middle States Commission on Higher Education Conference.

Respectfully,

Seth A. Thompson



# **Campus Technology**

## **Report to Board of Trustees**

### **December 2023**

#### **Personnel**

##### **Work Completed**

- Reviewed applicants for the posted Programmer position, interviews will be scheduled for December 2023
- Obtained Executive Council approval to move forward with 3 positions for Campus Technology, Technology Support Associate, Systems Administrator, and IT Infrastructure Manager
- Ken Reynolds, Senior Systems Administrator, passed away unexpectedly on November 7, 2023

##### **Work in Progress**

- Review and update remaining existing job descriptions
- Send Technology Support Associate, Systems Administrator & IT Infrastructure Manager positions through processes for Financing, Board of Trustees Approval (December 2023 meeting), obtain signed requests to fill, post, and hire positions
- Evaluate Chief Information Security Officer position as a service option from different partners

#### **Hardware/Software**

##### **Work Completed**

- Received, programmed, and delivered IEC security equipment
- Received remaining Main Campus security equipment. Transferred project to new team.
- Extensive discovery process of campus network documentation, assets, credentials, etc
- Considerable time spent meeting with TouchNet/OneCard and beginning to resolve the myriad of issues with those systems, creating and executing a plan that is secure, sustainable & stable
- Engineered replacement plan for remaining end of life fiber optics
- Installed, configured and engaged Dell Live Optics on all Virtual Machines to determine usage and replacement needs

##### **Work in Progress**

- Obtain and revise exterior door access control quotes
- Complete Toshiba/Pharos rollout for Academics
  - Modify solution as necessary
- Program and implement remaining campus safety equipment

- Obtain quote for next 4 fiber optic replacements
- Bid, purchase and implement server replacement solution
- Bid, purchase and implement permanent backup Solution
- Integrate Clockwork to PowerCampus

## **Support**

### **Work Completed**

- Visited Coltivare – met staff, built relationships, resolved issues
- Collected, decommissioned and returned Wifi Hotspots from Residence Hall F

### **Work In Progress**

- Consider extending help desk open hours to meet campus needs
- Implementing standard equipment purchases for laptop, monitors, etc.
- Implementing department wide cloud credential storage solution

## **Administrative**

### **Work Completed**

- Attended SUNY Council of Chief Information Officers face to face meeting
- Attended SUNY Wizard Conference
- Provided evidence to Bonodio regarding audit and GASB 96 implementation
- Reviewed fire inspection report and engineered solution to door access issues

### **Work in Progress**

- Working with Mellora to understand 23/24 budget
- Update department strategic plan
- Complete Beazeley Cyberinsurance application
- Revise Incident Response Plan
- Develop Business Continuity Plan
- Develop Disaster Recovery Plan
- Document current procedures
- Attend ITIL Training
- Attend ITSM Training

## **Security**

### **Work Completed**

- Met with Grey Castle Security to discuss current posture and compliance and discuss next steps.
- Investigated and delivered mandatory employee cybersecurity training

### **Work To Be Done**

- Revisit cybersecurity gap analysis and solidify plan for gap resolution

Respectfully,

Scot Beekman  
Interim CIO