



Tompkins
Cortland
Community
College

BOARD OF TRUSTEES
THURSDAY, OCTOBER 29, 2009
BOARD ROOM – 5:30 P.M.

AGENDA

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment*
6. Approval of Minutes – September 24, 2009
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):
 - a. Sabbatic Presentation – Ken McEwan
9. College-wide Goals (there will be a special presentation highlighting each of two goals per meeting):
 - a. External Relationships – Update on TC3.biz – Martha Hubbard
 - b. Resources – Construction and Facility Update – Jim Turner
10. Vice Presidents' Reports (highlight Consent Agenda items and updates on major initiatives):
 - a. Provost and Vice President of the College
 - i. Resources
 1. Human Resources Updates
 2. Compliance Report – to be distributed at meeting
 3. Annual Contracts
 - b. Vice President for Global Initiatives
 - i. China Trip
 - ii. ESOL – Cornell – Update
 - iii. Disney - Update

VISION

*To see strengths
and unique
potential in
every person.
To inspire people
to make the
courageous
choice to learn,
grow, and serve.*

MISSION

*We serve our
community
by meeting
educational
needs, creating
an environment
for student
success, and
preparing our
students and
ourselves for
citizenship
in a global
community.*

VALUES

*Learning
Excellence
Opportunity
Innovation
Relationships
Diversity*

12. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Appointment of Personnel
 - c. Approval of Classified Staff Position – Secretary
13. Standing Reports:
 - a. College Forum – Co-Chairs, Sophia Georgiakaki and Leah MacLeod
 - b. Faculty Student Association – Beverly Baker
 - c. Tompkins Cortland Community College Foundation, Inc. – Ray Dalton
 - d. Chairperson’s Report – Roxann Buck
 - i. Board Retreat Agenda
 - e. Liaison Report (Cortland County) – John Troy
 - f. Liaison Report (Tompkins County) – Duane Randall
 - g. Student Trustee’s Report – Evan Gaetano
 - h. President’s Report
14. Upcoming Events:
 - a. Board of Trustees Retreat – November 5, 2009, Ithaca Country Club
 - b. Thanksgiving Holiday – College Closed – November 26/27, 2009
 - c. Next Meeting – December 3, 2009
 - d. Graduation Ceremony – December 11, 2009
15. 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
SEPTEMBER 24, 2009
BOARD ROOM**

PRESENT: Beverly Baker, Roxann Buck, Elizabeth Burns, Ray Dalton, Judy Davison,
and Raymond Schlather

ABSENT: Kay Breed, John Daniels, Evan Gaetano, and William Raynor

COUNTY
LIAISONS: None

STAFF: Brian Ackley, Ali Beach, Carolyn Boone, Judy Brooks, Katrina Campbell,
Milagros Cartagena, Susan Dewey, Sophia Georgiakaki, Amber Gilewski,
Carl Haynes, Sharon Karwowski, Gregg Kiehl, Matt Kiechle, Leah
MacLeod, Patrick Mercer, Cathy Northrop, Tammy Oliver, Carl Penziul,
Walter Poland, Amy Trueman, Jim Turner, Travis Vande Berg, Peter
Voorhees, Marilyn Webb, Khaki Wunderlich, and Frieda Zuckerberg

GUESTS: Scott Conroe, *The Cortland Standard*

1. **Call to Order:** The meeting was called to order at 6:10 p.m. by Chairperson Buck in the Board Room at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Chairperson Buck welcomed guests.
4. **Approval of Agenda:** Ms. Davison moved that the agenda be approved as presented; seconded by Dr. Dalton; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes -** Mr. Schlather moved that the minutes of the July 16, 2009, Annual Meeting, the minutes of the July 16, 2009 Regular Meeting, and the minutes of the August 20, 2009, Executive Committee Meeting all be approved as presented; seconded by Ms. Burns; carried unanimously.
 - a. **July 16, 2009, Annual Meeting:** No discussion.
 - b. **July 16, 2009, Regular Meeting:** No discussion.
 - c. **August 20, 2009, Executive Committee Meeting:** No discussion.

7. **Introduction of New Employees** – The following new employees attended the meeting and were introduced to the Board: Tammy Oliver, Associate Director of Financial Aid; Frieda Zuckerberg, LEAP Coordinator; Ali Beach, Counselor filling in for Joan Donovan while on sabbatic; Judy Brooks, Principal Account Clerk and FSA Business Coordinator who was the bursar here at the college several years ago; Matt Kiechle, FSA Health Educator; Patrick Mercer, faculty member for recreation leadership and outdoor recreation; Travis Vande Berg, faculty member for sociology; Milagros Cartagena, nursing faculty member; Amber Gilewski, faculty member for psychology; and Katrina Campbell, who is not new to the College, but has changed positions and is now the Coordinator of Advisement Services.
8. **Communications:** President Haynes reported that TC3 was approved for \$97,000 of the SUNY Workforce Grant Funding for 2009. The following are the recipients of the training grant funds: Hope Lake Lodge, \$4,453; Consortium for Health Care Providers \$56,400; Pall Cortland, \$13,829; Franziska Racker Centers with Challenge Industries and the Advocacy Center, \$13,400; and Elmira Savings Bank \$9,739. The College has also been approved for a NYSERDA grant for photovoltaic cells.
9. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** None.
10. **College-wide Goals:**
 - a. **Teaching – Status Report on New Classrooms** – Dean Penziul provided information on the 9 new classrooms that have been built and are being used beginning this fall semester. On Monday, Wednesday, and Friday for this fall semester, all 9 classrooms are used from 9:00 a.m. – 3:00 p.m., and on Tuesday and Thursday, all of the 9 new classrooms are used from 9:00 a.m. – 5:00 p.m. With these 9 new classrooms this semester, we are not using either of the two new classrooms in the residence life buildings. Fifty-three sections of classes were added this semester with approximately 2/3 of those being pre-college classes. Thirty-six new adjunct faculty were hired for the fall semester, with 18 full-time administrative staff members teaching a course. There are 252 adjunct faculty in our employ teaching from 1-3 classes, and all of the 36 new adjuncts are enrolled in *AdjunctSuccess.net*. We were actually given a break in the cost of using *AdjunctSuccess.net* because of the usage factor. There were 131 full online initiatives last year and there are 147 this fall. We have gone from 2 hybrid courses last year to 9 this year and we have doubled the web-enhanced courses from 122 to 254. Mr. Schlather asked if the College encourages administrative staff to teach. Dean Penziul said it is not something that we are necessarily encouraging, but the College does find their experience helpful. Mr. Schlather asked what it is telling us and are we happy about the fact that 2/3 of the 53 new sessions are pre-college courses? President Haynes said the number of pre-college courses may be in connection with the number of

students who are just coming back to college after having been out of school for 10-15 years and not necessarily related to recent high school graduates.

- b. Learning – Baker Commons Initiatives** – Gregg Kiehl and Marilyn Webb spoke about academic support services in the Baker Commons and many of the new initiatives. In the first 14 days of this semester, student visits for assistance with math and science have increased compared to previous semesters. As part of the Perkins Grant, a new textbook initiative began where we were able to purchase 100 new textbooks for use by students. Mr. Schlather asked if there is a formal orientation program for students to learn what is offered in the Baker Commons. Dean Wunderlich said that student orientation leaders and faculty provide information about the services offered in the Baker Commons. Ms. Webb said the staff of the Baker Commons do visit classrooms to explain the benefits of going to the Baker Commons and encourage students to do homework in their spaces. Mr. Ackley said we do offer to provide technical support for students in a variety of spaces in the Baker Commons.

11. Vice Presidents' Reports (highlight Consent Agenda items and updates on major initiatives):

- a. Provost and Vice President of the College** – Provost Conners reported that 4 full-time faculty members are retiring this year (nursing, hotel & restaurant management, business, and art/photography). Given the numbers of students we are dealing with and the need to maintain momentum in some of our programs, we have discussed the possibility of hiring 5 or 6 faculty members to replace the retiring faculty. We are looking at reaccreditation in our Nursing Program in another year, so it would be helpful to get another faculty member in that area to be able to help with reaccreditation. It is important to maintain a reasonable percentage of credits taught by full-time faculty.
 - i. Human Resources Updates:** No discussion.
 - ii. Professional Development Report:** No discussion.
 - iii. Report on Budget Transfers:** No discussion.
 - iv. Curricular Initiatives:** We are looking at the feasibility of developing degree programs in entrepreneurship and in the performing arts. An ad hoc group of faculty has been looking at support and venues for the performing arts degree program.
 - v. H1N1 Preparation:** An ad hoc committee has been meeting since March to coordinate all of our efforts on campus regarding planning around the H1N1 issue. Shari Shapleigh has made presentations to the Leadership Council and faculty about our planning efforts (i.e. faculty absences, student absences, etc.). An Angel platform has been made available to be used for possible H1N1 issues. The committee has also been considering how to develop coverage if staff/faculty are absent. Dean Penziul said it is interesting that we have been able to engage a lot of adjunct faculty in the conversations. Mr. Schlather asked if there had been many flu-related

absences. It is suggested that there will be more flu-related absences in the spring semester than in the fall semester. President Haynes reported that the Chancellor is requesting all SUNY campuses provide a daily report regarding the number of flu-related illnesses.

- vi. **Multicultural Office Relocation:** The Multicultural Office is primarily for service to minority and international students and provides multicultural opportunities for all students. The Multicultural Office is currently located in room 230. The Global Office is also located in room 230. More office space is needed for the Global Office and we are looking for an office space for the Multicultural Office that is more visible for students. Over the summer, we looked at the construction costs to renovate room 187 for a Multicultural Office. Because of construction costs, we also looked at the student club rooms in the Student Center as possibilities to be used for the Multicultural Office. Students did not like the idea that the College wanted to take student space to use as an administrative office. Students did meet with President Haynes and Dean Hull to discuss this issue. The students decided to hold a silent march/protest to show their dislike of turning student space into offices. We were able to modify the needs for the renovation of room 187 to cut the construction costs in half and, therefore, we will not be using any of the Student Center space.

b. Vice President for Global Initiatives –

- i. **State Department Grant – Update:** Vice President Poland reported there are students from six countries represented, with a total of 21 students attending TC3 as part of the State Department grant. An interesting new piece of information is that out of the 21 students, within a year, 6 of them will qualify for a degree because of prior credit earned in their country.
- ii. **ESOL Project at Cornell:** There are currently between 80-100 graduate students in the ESOL Project at Cornell. There will be a 6-week period to decide whether or not these graduate students will be continuing. Cornell is quite pleased with this program.
- iii. **Global/Disney – Update:** Vice President Poland reported Disney has instituted a cutback in the international portion of the college internship program and expanded their offering of the domestic portion of the program. This is primarily in response to the economic conditions in the United States. There is the expectation that when the economy returns to a more robust state, that this will shift again. This will mean a loss of about 1/3 of our ability to enroll students in the program. We have been working with Disney to work with partner schools and the issue is almost fully resolved. There has also been the need to change the program from a 7-month to a 6-month program with some modifications to the academic portion. When the economy returns, we will expect to grow enrollment a bit, but we will not expect as aggressive increases in enrollment for this type of program.

Vice President Poland reported that approximately 100 people attended the Global student lunch and it was quite a success. He also reported that there

will be visitors from Guatemala on campus next week via Dr. Flaten's study abroad. The visitors will visit classes and provide learning opportunities for the on campus and in the community.

12. **Consent Agenda (Action Items):** Highlights of the Consent Agenda were discussed during the meeting. Mr. Schlather moved that the Consent Agenda be approved; seconded by Ms. Burns; carried unanimously.
 - a. **Capital Payments** – No discussion.
 - b. **Treasurer's Report – July 31, 2009** – No discussion.
 - c. **Appointment of Personnel** – No discussion.
 - d. **Request for Budget Transfers** – No discussion.
 - e. **Approval of Position Description – Director of Public Safety** – This is just a redefinition of a current position description to bring the duties more in line with what is being done.
 - f. **Kitchen/Cafeteria Alterations and Additions – Amendment to Budget for General Construction** – No discussion.

13. **Standing Reports:**
 - a. **College Forum** – Co-chairs Sophia Georgiakaki and Leah MacLeod reported that membership on the College Forum is complete, except for student members. They are waiting for the election of the SAB in order to fill the student positions. A subcommittee has been formed to work on revising the College Forum Bylaws to include establishment of electronic voting procedures, establishment of access rights to the College Forum discussion area on the portal, and inclusion of FSA employees in the College Forum membership. Membership for the Chancellor's/Trustees' Awards is being filled. A discussion area in the TC3 portal is being created for the College Forum. The College Forum will be facilitating College-wide discussion with employee groups and student groups regarding the tobacco-free campus proposal, including preparation for, and enforcement of, any resulting policy. The College Forum will also be reviewing proposals for a couple of new academic programs.

 - b. **Faculty Student Association** – Vice President Poland reported that the FSA held its first meeting of the season. He stated that this meeting was mostly organizational, with a review of annual evaluations of the FSA directors being held during executive session.

 - c. **Tompkins Cortland Community College Foundation, Inc.** – Dr. Dalton reported on the Foundation meeting on September 1. He reported that the Tioga Street property is fully rented, including the basement. The Foundation Board agreed to the purchase of property in Cortland. Some of the Foundation Board members took a tour of Building G at Residence Life and all agree it is a wonderful facility. Dr. Dalton said the suites there are larger than the west campus housing on Cornell's campus. He said the Residence Life facilities are at 100 percent occupancy, and he said he was impressed with the diversity of

the student population living in Residence Life. The Scholarship event is scheduled for September 29. The next Foundation Board meeting will be December 1 with election of officers at that time.

- d. Chairperson's Report** – Chairperson Buck reported on the disc golf annual campaign kickoff event for the TC3 Foundation. She also reported that she, Ms. Davison, Mr. Gaetano, and President Haynes attended the NYCCT conference. Ms. Davison said she did meet with some of the student representatives from some of the other colleges and that she was impressed with the number of students who were in attendance. One item that was discussed was the Oath of Office for Board members and to make sure that everyone had an Oath on file.
 - e. Liaison Report (Cortland County)** – No report.
 - f. Liaison Report (Tompkins County)** – No report.
 - g. Student Trustee's Report** – No report.
 - h. President's Report** – President Haynes mentioned his written report. He did add that it appears enrollment is going to exceed 4,000 FTEs this year.
- 14. Upcoming Events** – The Board Retreat will be held at the Ithaca Country Club on November 5, 2009.
- 15. Adjournment:** Ms. Burns moved that the meeting be adjourned; seconded by Mr. Schlather; carried unanimously. The meeting adjourned at 8:18 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

SABBATICAL LEAVE REPORT

OF

KENNETH P. MCEWAN

August 21, 2009

Background

The College's Mission states:

We serve our community by meeting educational needs, creating an environment for student success, and preparing our students and ourselves for citizenship in a global society.

Over the past 28 years I have added value to the College in part, by establishing experiential opportunities for those candidates seeking the AAS degree in Human Services by establishing field placements in the Republic of Ghana, West Africa, Kerala, India, and London, England. During the spring 2006 semester our first international Human Service student conducted her internship at the Sachabu Care Foundation, an orphanage located in the Hohoe District in the Volta Region in Ghana, West Africa. During the spring 2007 semester another AAS degree candidate completed her internship at the Police Hospital HIV/AIDS Clinic in Accra, Ghana. Currently, I am negotiating to have our third Human Services intern placed in the United Kingdom at the Hastings and St. Leonards Excellence Cluster in London.

All of these educational opportunities embrace not only the Mission of the College but its Vision which is:

To see strengths and unique potential in every person. To inspire people to make the courageous choice to learn, grow, and serve.

Purpose of the Sabbatical Leave

The purpose of the sabbatical leave is to improve myself professionally and establish learning opportunities abroad for students and college community members, which will add value to the College and sponsoring counties. In relationship to these purposes the sabbatical leave will include planned travel, study, and course development.

Professional Goals of the Sabbatical Leave

Given the rapidly changing nature of delivering human services both stateside and in other countries, it is essential that direct care providers, advocates, and educators keep abreast of new developments in terms of skills, insight, and increasing their knowledge base.

My goals for this planned professional development are to:

- Enhance helping skills and establish service learning opportunities at one or more health clinics in the Dominican Republic.
- Establish internship placements for Human Services AAS degree candidates for the capstone course entitled HUMS 230: Human Service Internship.
- Enhance opportunities for students to develop global citizenship.
- Provide opportunity for students to practice helping skills to people in need in a culture other than their own.

- Assist students in understanding another culture which will enable them to gain perspective as a practitioner in American culture.
- Upgrade my skills in providing psychiatric evaluations and treatment to indigenous populations in the Dominican Republic.
- Establish service learning opportunities for faculty, administrators, students, and staff to work at medical/health clinics.

Methodology in Achieving Professional Goals

1. Planned Travel/Professional Work Experience

Preliminary arrangements have been initiated through the Global Connections Program with Jorge Huayhuaca, to negotiate with Ms. Gonzalez, a social worker in Santiago, Dominican Republic to establish field placements for Human Services AAS degree candidates. I will meet with Ms. Gonzalez to develop learning opportunities for the intern to practice helping skills in this country. I will become familiar with the mental health delivery system and support interns before, during, and after their return to the United States. Included in this planned travel would be establishing travel, housing (room and board) and supervision. *(Human Service Program Outcome #5: Demonstrate the ability to work with diverse populations (i.e. racial, gender social class, ethnic, age groups), and possess knowledge of the impact of racism, poverty, and sexism upon individuals, families, groups, and communities.)*

Prior to research in the Dominican Republic I met with Jorge Huayhuaca, Director TC3 Global Program Development to obtain contacts in Santiago and at PUCMM. This greatly enhanced my research in establishing internships for Human Services degree candidates and in developing service learning opportunities for TC3 community members. Professor Huayhuaca was most helpful in introducing me to Professor Carmen Luisa Gonzalez, a professor and a social worker teaching at PUCMM Santiago. Professor Gonzalez works with international students from the United States and she introduced me to a number of professionals working in orphanages and welfare offices which will facilitate placements for TC3 interns in the future. She has also assisted me in understanding the social welfare delivery system, educational opportunities for Dominican students, and various needs of identified groups of citizens who are in need of assistance and the challenges the country faces in providing this assistance.

Other internship placement possibilities were established through CIEE (Council on International Educational Exchange) with the help of Elaine Acacio, Service Learning Coordinator, International Study Program. Ms. Acacio possesses not only a vast knowledge of internship placements but in a wide variety of locations throughout the Dominican Republic including border towns with Haiti. She has lists for student housing including a home where I stayed in Santiago within walking distance of the main street

of Santiago and PUCMM. The owner of this property is:

**Negra Vargas
Calle 8 Numero 28
Zurza, Segunda
Santiago, DR**

Given the large extended family of Ms. Vargas many cultural learning opportunities exist throughout the day and night as family, friends, and students stop by or join in communal meals. Her grown children are established in many professions in Santiago which created a great expanse of learning opportunities and excursions.

In the northern town of Cabarete, Tricia Suriel, former Executive Director and founder of The DREAM Project, assisted me in establishing internships at schools, orphanages, and neighborhood community centers that will add a great deal to the offerings to TC3 Human Service interns. Given the rural nature of Cabarete the experiences for interns will be different in this seaside village from those practicing in the urban center of Santiago.

2. International Education/Program Development

In light of our learning community at the College I will establish volunteer and service learning opportunities for students, faculty, staff and other community members in the Dominican Republic. This will enable all community members an opportunity to enhance their insights, skills, and knowledge base at being global citizens. Most volunteer opportunities will include health clinics to assist in delivery of needed health and mental health services.

From December 30, 2009 through May 8, 2010 I will guide a Service Learning Project to the Dominican Republic which will include community projects, leisure activities and cultural exchanges aimed at assisting families in poverty and learning more about the culture of the Dominican Republic. This Service Learning Project will be open to all members of the TC3 college community as well as to students for credit. This project is designed to continue our good will to the citizens of the Dominican Republic, help families in need of assistance, and enable TC3 community members to enhance their insight, skills, and knowledge base and to become more enlightened global citizens. (See Attached Itinerary)

3. College Service

The image of the college will be enhanced by the provision of human services to people in the Dominican Republic and add to our growing assortment of international opportunities for students, faculty, staff and community members. Information will be provided to the college community announcing international initiatives and opportunities to serve in the Dominican Republic.

By establishing Human Service internships and Service Learning Projects in the Dominican Republic we will enhance our image locally as well as nationally and internationally. Given our mission at the college to "prepare our students and ourselves for citizenship in a global society," these learning opportunities for our workforce at the college will place our college community members in a better position to help those students who matriculate at the college and to serve them better. Our college's cultural literacy will be enhanced which in turn will provide all students at the college more opportunities to grow, learn, and actualize their college goals.

As in previous sabbatical leaves to India, the Republic of Ghana, West Africa, and the United Kingdom, my experience of learning in the Dominican Republic has enhanced my ability to teach and to help students become culturally literate not only in foreign countries but in the United States as well. Traveling to other countries has enabled me to gain a greater insight into our own culture as well as our social mores, socially-reinforced behaviors, and delivering human services which benefit students with learning opportunities. Identification of personal strengths and shortcomings has always been an integral part of these sabbatical leaves whereby personal introspection is a common endeavor. The most recent learning opportunity in the Dominican Republic will add greatly to the mission of the college and the core objectives of the Human Services Program. I am grateful to have had this chance to become a more effective instructor.

Program to be Followed

By October 1, 2008 finalize travel arrangements to the Dominican Republic to Santo Domingo and Santiago. **Completed.**

By January 7 – 14, 2009 work as a psychiatric social worker on the Somos Amigos Medical Mission located in the Naranjito, Dominican Republic. This clinic provides health/mental health services to rural people in the mountains of the Dominican Republic. **Interviewed RN who worked in both clinics.**

By February 1, 2009 establish negotiations in Santiago and Santo Domingo for internship and service learning opportunities. **Completed.**

By May 1, 2009 complete research and write a final report of learning opportunities in the Dominican Republic including approximate cost of travel, housing, (room and board) and expenses. **Completed.**

By June 15, 2009 begin advertising, marketing, and establish contacts with interested individuals who desire this international experience. **In progress.**

Benefits to the College

The College will benefit by the establishment of opportunities for students, faculty, staff and community members to study and experience Dominican culture first hand which will enhance community member's global citizenship development.

The College will benefit by the value added in relationship to my professional development for students matriculated in the Human Services degree program, one of the most cost effective programs at the College over the past 30 years.

The College will benefit by the development of a credit bearing course delivered in a foreign country.

The College will benefit by enhancing its image in the community demonstrating its commitment to international culture and global citizenship.

Granting the requested sabbatical leave will benefit me directly:

As an educator:

By increasing and enhancing my ability to create an environment in which students may acquire knowledge, develop helping skills, and learn about themselves as contributing members of a global society.

As a social worker:

By developing cross-cultural helping and communication skills, so that I may enhance my ability to deliver services to people in need. (*Human Service Program Outcome #3: Integrate basic concepts of psychological development into helping relationships, and to understand human behavior in the context of social environments.*)

As a member of the learning community:

By expanding my experience as a senior faculty member of the College incorporating those values embraced by the College.

Tompkins County Community College Winter Service Trip Itinerary

Wednesday, December 30, 2009

- 2:00 pm Arrival into Puerto Plata International Airport
Transfer via air-conditioned bus to Cabarete
- 3:30 pm Check in, unpack, & settle-in to Hotel Villa Taina, a beautiful bed and breakfast located on the beach in the center of Cabarete
Optional walk on the beach to shake of the stress of travel
- 5:00 pm Welcome drink and orientation at Villa Taina
- 7:00 pm Dinner at Villa Taina and question and answer session with in-country guides

Thursday, December 31, 2009

- 7:30 am Scrumptious buffet breakfast at Villa Taina
- 8:30 am Depart on foot for work site
- 9:00 am Community tour and orientation: We will wander through the local community, visiting the public school as well as the homes of the Dominican children who attend them.
Throughout the next 10 days we will learn to understand the meaning of family and neighbors as viewed through the eyes of Dominicans and Haitians. We will learn how their homes are built and the significance of the fruit trees and coconut palms that grow around them.
- 10:00 am Begin work on service project
- 12:00pm Dominican lunch at local home
- 1:00 pm Continue project work
- 4:00 pm Free-time (we recommend you take advantage of the free beach chairs and water sports equipment or just rinse off the hard days work with a dip in the crystal blue Caribbean waters)
- 8:00 pm New Years Eve dinner party at Villa Taina

Friday, January 1st, 2010

- 7:30 am Scrumptious buffet breakfast at Villa Taina
- 8:30 am Depart on foot for work site
- 9:00 am Continue project work
- 12:00pm Typical Dominican lunch at Mercedes
- 1:00 pm Nature hike in El Choco National Park
- 4:00 pm Free-time
- 7:00 pm Typical Dominican holiday dinner of "Sancocho"

Saturday January 2, 2010

- 7:30 am Scrumptious buffet breakfast at Villa Taina
- 8:30 am Depart on foot for work site
- 9:00 am Continue project work
- 12:00pm Dominican lunch at local home
- 1:00 pm Continue project work
- 7:00 pm Beach barbeque and bonfire

Sunday, January 3, 2010

Santiago Day Tour

- 7:30 am Breakfast

8:30 am Depart in air-conditioned bus for Santiago
10:00 am Tour Museo Centro Leon (Museum of Dominican History and Culture)
11:30 am Tour Leon Jimenez tobacco factory and museum
12:00 pm Lunch at La Parillita
1:00 pm Visit important Santiago monuments
3:00 pm Retrace the steps of the Miribal sisters
7:00 pm Mountaintop dinner overlooking the stunning Cibao Valley at El Molino
9:00 pm Arrive in Cabarete

Monday January 4, 2010

8:30 am Scrumptious buffet breakfast at Villa Taina
Day Off: Activity options include fishing, hiking, mountain biking, surfing, windsurfing, kitesurfing, snorkeling, etc are available. You are also welcome to simply soak up the sun with a book poolside or in a hammock on the beach. We are happy to help you to arrange any type of activity.
For lunch and dinner you are free to choose from the variety of International and Dominican restaurants that Cabarete has to offer. Your in-country tour guides are more than happy to offer suggestions that will satisfy your taste buds and your pocketbook.

Tuesday January 5, 2010

7:30 am Scrumptious buffet breakfast at Villa Taina
8:30 am Depart for work site
9:00 am Continue project work
12:00 pm Dominican lunch at local home
1:00 pm Continue project work
4:00 pm Free-time
7:00 pm Seafood smorgasbord of succulent shrimp, fresh grilled fish, and ceviche

Wednesday January 6, 2010

7:30 am Scrumptious buffet breakfast at Villa Taina
8:30 am Depart for work site
9:00 am Continue project work
12:00 pm Typical Dominican lunch at Barrio Latino
1:00 pm Continue project work
4:00 pm Free-time
7:00 pm "Día de los Niños" party with Dominican families

Thursday, January 7, 2010

7:30 am Scrumptious buffet breakfast at Villa Taina
8:30 am Depart for work site
9:00 am Continue project work
12:00 pm Dominican lunch at local home
1:00 pm Continue project work
4:00 pm Free-time
7:00 pm Dressy farewell dinner on the beach

Friday, January 8, 2010

7:30 am Scrumptious buffet breakfast at Villa Taina
8:30 am Finish up any loose ends of the work project and say goodbye
12:00pm Sandwich lunch at Cabarete Coffee Company
1:30 pm Transportation in air-conditioned bus to Puerto Plata International Airport

Cabarete Coffee Company

"Working to build sustainable communities in the Dominican Republic"

SERVICE TRIPS AND COUNTRY TOURS

Tompkins County Community College Winter Service Trip Important Info

Cabarete Service Tour Overview:

Situated in the rural north coast of the Dominican Republic, Cabarete is home to two distinct and interdependent cultures. Cabarete is world renowned for its prevailing winds providing some of the best windsurfing, kitesurfing, and sailing in the world. These conditions coupled with its breathtaking snorkeling, mountain biking, and hiking attract a plethora of international visitors year-round. On the other hand, Cabarete is also home to a community of over 5,000 Dominican and Haitian men, women, and children who live in abject and extreme poverty. These families struggle daily to put food on the table. The education system historically has been abysmal and continues to fail the community's children. Through our service tours we look to unite these two seemingly divergent communities by encouraging those who were offered more opportunities to reach out a hand and help to lift up those who are struggling. By choosing to participate in a community service project, you are ensuring a unique and life-changing experience. You will have access to a side of the community not seen by traditional visitors. You will see, hear, touch, smell, and feel things that you have never known before. You will leave knowing that you have touched a life and made a difference.

Trip Highlights:

- Create meaningful friendships with Dominican and Haitian families while helping them to improve their quality of life through a service project
- Unwind while residing in the oceanside luxury of Hotel Villa Taina in Cabarete, world-renowned site for kitesurfing and windsurfing
- Savor a truly Dominican-style meal with a Dominican family at their kitchen table
- Trace the footsteps of the legendary Mirabal sisters who courageously fought to overthrow the torturous dictatorship of Rafael Leondras Trujillo
- Travel through the scenic Dominican countryside and explore the history and culture of the second largest urban center, Santiago de los Caballeros

Trip Details:

- Trip Dates: December 30, 2009 to January 8, 2010
- Full accommodations at Hotel Villa Taina in Cabarete, Dominican Republic
- All meals included except one lunch and one dinner
- Service project of painting homes and building Caribbean style composting systems to be completed in Cabarete's most impoverished Dominican and Haitian neighborhoods

The Communities:

Barrio Blanco

Barrio Blanco is situated in the center of Cabarete, just off the main road, and next to luxurious hotel and condos. However, it is strategically hidden from the untrained eye due to its reputation as the most impoverished area of town. Barrio Blanco is home to about 40 Dominican and Haitian families.

El Callejón de la Loma

El Callejón de la Loma or "the alley of the hills" is a much larger community of Dominican and Haitian families, with roughly 750 homes. This dirt road, leading back Cabarete's town center is home to approximately 3,000 men, women, and children. El Callejón de la Loma is also home to one of the town's

two public schools, Escuela Colonia Nueva. Like many schools in developing countries, this school faces a plethora of challenges including overcrowding and the lack of basic supplies such as pencils, paper, and chalk.

While most of the homes in these two communities have electricity (albeit inconsistent), they lack many of the necessities we often take for granted such as indoor plumbing, flush toilets, solid walls, un-leaky roofs, cement floors, access to quality affordable medical care, and access to safe drinking water. However, more worrisome to the local residents than these daily inconveniences is the reality that many are unemployed or their employment doesn't pay enough to meet their basic daily needs for food, health care, and school uniforms for their children, etc. Furthermore, lack of proper means for trash disposal is a big community issue. Many families dump their trash into the lagoon which runs behind the neighborhood, damaging the natural habitat, while others burn their trash, emitting poisonous gases.

The Service Project:

We will be pre-select 4-5 motivated families from Barrio Blanco and El Callejon de la Loma who will become model homes to hopefully help others. Working alongside the family members, we will build composting bins and paint their homes. The composting bins will help reduce the trash problem and provide an additional source of income (from selling the rich soil they create) or provide nutrient rich soil to start their own vegetable gardens. While a coat of paint may not solve some of the underlying problems, it can help a family to feel more confident and comfortable in their home. It will help to give the neighborhood a much needed makeover. Smaller side projects will include trash-pickups and educational roundtables discussions for the community members on proper disposal of waste and proper functioning of their compost system. Over time we will follow up with these families to see how their composting systems are working, provide pointers, answer questions, and help them to start their own vegetable gardens with their soil.

Accommodations:

While in the Dominican Republic, we house our guests at Hotel Villa Taina, a beautiful, 57 room bed and breakfast boutique hotel located right on the beach in the center of Cabarete. Hotel Via Taina offers hot water, air-conditioning, a mini-bar/refrigerator, cable TV, and a spacious terrace in each room. The hotel also boasts a professionally maintained pool, an in-hotel bar and restaurant, nighttime security guards, and many more amenities. Our guests find Via Taina comfortable, safe, and elegant. Hotel guests are also welcome to use beach chairs and water sports equipment including kayaks, windsurfing gear, and snorkeling equipment free of charge. Trip pricing is based on double occupancy. If single occupancy is preferred please let us know and be aware that extra charges may apply.

Dining:

Eating is a big part of traveling as we experience the culture through our most primal senses of smell and taste. While travelling with Cabarete Coffee Company, you will experience the vast array of wonderful food that is available in the Dominican Republic. Our groups tend to eat almost all meals together to enable you to taste a larger variety of dishes while enjoying each other's company. At these group meals, food is plentiful, made from the freshest local ingredients, and prepared with both your taste buds and wellness in mind. We include lots of fresh and local tropical fruits including pineapple, mango, papaya, banana, etc. We also ensure that you always start your day with a cup of fresh, piping hot, delicious Dominican coffee. Finally, we take care to provide a variety of dining settings, a including luxurious seaside restaurant, the home of a Dominican family, and even a barbeque on Cabarete Beach.

Nature Hike in El Choco National Park:

The park's forty-eight square miles of lagoon, pasture land, low mountains, rainforest, and caves is one of the newest nationally protected areas in the Dominican Republic. This unique landscape, tectonically, as opposed to volcanically formed, is known as Caribbean Karst. Escarpments of towering coral reefs are found miles inland from the present sea shore. The mountains are predominately limestone and, due to their porous nature, serve as giant subterranean reservoirs that provide water to a complex web of lush plant,

animal and human populations within and near the park. The hike will also be a treasure hunt in search of edible tropical plants, such as the Mango, Passion Fruit, Grapefruit, Sour Orange, Guava, Pineapple, Mamón, Lime, Coconut Palm, Almond, Banana, and Plantain. Many other plants have been used by the indigenous people as medicines, building materials or for other purposes. Royal Palm, Jabilla, Cerva, Sour Cane, and Higuero are abundant here and your guide will explain how these have been, and still are, used. The Vervain Hummingbird (*Mellisuga Minima* in Spanish), the second smallest humming bird in the world may also be found here.

Suggested Reading:

In the Time of the Butterflies, Julia Alvarez

Why the Cocks Fight, Michele Wucker

The Farming of the Bones, Edwidge Danticat

A Day Exploring the History and Culture of Santiago de los Caballeros

Chasing the Butterflies & The Mirabal Museum:

A tour that was inspired from the Julia Alvarez book *In the Time of the Butterfly* (highly recommended pre-trip read). Alvarez conveys their courage and their desperation, and the full import of their tragedy in her book.

From 1930-1961 the Dominican people were repressed under the power of Rafael Leónidas Trujillo. During the last days before Trujillo's assassination, three young women who were committed to the revolutionary overthrow of the regime, were ambushed and assassinated as they drove back from visiting their jailed husbands. Thus martyred, the Mirabal sisters have become mythical figures in their country, where they are known as *las mariposas* (the butterflies), from their underground code names. Each of the girls--Patria, Minerva and Maria Terese Mirabal, and their surviving sister, Dede, endure the arrests of their husbands, their own imprisonment and Trujillo's revenge.

On this unforgettable journey we will trace the steps of the sisters on the last day of their lives. As we travel by bus from Puerto Plata to Salcedo, we will visit the jail, their homes, their graves, the Mirabal Museum and we may even meet some of the family. This not to be missed tour, gives you the best insight to the history, culture, scenery and life in the Dominican Republic.

Museo Centro Leon

The Centro Leon Museum is one of the most complete cultural centers in the Caribbean and all of Latin America. The museum's anthropological collection represents 5,000 years of history and daily life including objects that pre-date the arrival of Christopher Columbus, and objects from Colonia and contemporary periods. The displays allow the visitors to trace the rich social history through the course of the diverse cultures that have developed on the island of Hispaniola. The museum also boasts an impressive collection of paintings, drawings, sculptures, and photos from notable Dominican and International artists.

Museum of Tobacco

This museum traces the history of the five-century-old tobacco industry in the DR. Santiago serves as the main transport point for tobacco from the Cibao Valley, which is shipped here and then on to ports such as Puerto Plata and Santo Domingo. You can also see a demonstration of how cigars are hand rolled and skillfully crafted.

Monument to the Restoration

Built in 1940 on the highest point in the city and visible throughout, this tower honors the heroes who restored the country's independence during the War of Restoration against Spain in the 1860s. Originally honoring the vainglorious dictator Rafael Trujillo, it was changed after his assassination in 1961. Make the somewhat arduous but worthwhile climb to the top, the tower offers panoramic views overlooking the city and the fertile Cibao Valley. Inside is a mural painted by the Spanish social-realist artist Vela Zanetti, who was forced into exile by Trujillo after Zanetti dared to depict peasants struggling for freedom.

TOMPKINS CORTLAND COMMUNITY COLLEGE
 Human Resources Updates - Status of Open Positions
 as of October 20, 2009

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Global Initiatives Coordinator	August 2009	July 2009	August 2009	Final Interviews Scheduled
Associate Director of Admissions	October 2009	July 2009	August 2009	Final Interviews Scheduled

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
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TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of October 20, 2009

COMPLAINANT	SUBJECT	DISPOSITION
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CSEA

None

FACULTY ASSOC.

None

PAA

None

TO: Blixy Taetzsch
FROM: Kevin Caveney
DATE: October 21, 2009
RE: 2009-2010 Annual Contractual Agreements

Annually the administration provides the Board of Trustees with a list of contracts that will be generated each year. The contractual agreements for the fiscal year 2009-2010 are outlined below.

I. Outside Groups Using Tompkins Cortland Facility:

A. Tompkins Community Action (Head Start Programs)

Dryden Head Start has leased the Farm House facility since 1979. In 2006 we renewed the five-year contract with annual increases equal to the CPI for our region. Rental income for 2008-2009 was \$7,048.51. The CPI for our region is 3.8% for the past period of 12 months. The charge for September 1, 2009 through August 31, 2010 is \$7,316.35.

B. Food and Vending Services

Due to the investment and collaboration by American Food and Vending in the implementation of a student food plan and the remodeling of the food services area, the contract for Food and Vending Services has been extended by 12 years. A summary of the original agreement is stated below.

In FY 05-06 RFPs were solicited by the College for a five-year Food and Vending Services Contract. Five proposals were received and after initial review, three of the vendors were invited to make formal presentations. After evaluations, site visits, reference checks, and presentations, the recommended vendor was American Food and Vending. The Board of Trustees made the award to American Food and Vending (Resolution # 2005-2006-50). The original period of this contract was June 1, 2006 through May 31, 2011.

II. Other:

A. EMT/AEMT Program

The College has contracted with North Area Volunteer Ambulance Corps, and Rural Metro Medical Services to permit faculty coordinator, members, and students in the EMT/AEMT programs to use educational experiences relative to the objectives of the EMT/AEMT courses. The agencies are to provide clinical field experience. The period of these contracts will be for the current fiscal/scholastic year.

B. Employee Assistance Program

The College has contracted with the Family and Children's Service of Ithaca, the Employee's Assistance Program for twenty years. In 2008-2009 the College paid \$8,994.60 for 263 employees. The contract for 2009-2010 will increase to \$9,363.60 for 270 employees. This takes into account a 1.5% rate increase. The new rate is \$2.89 per employee per month.

C. Trash Removal

The College will contract with Feher Rubbish Removal of Syracuse, New York for trash services in 2009-2010, at an approximate estimated cost of \$26,730.00 as opposed to \$20,307.50 in 2008-2009. The estimated amount includes a \$7,500.00 increase from the original estimate, based on increased usage and an additional dumpster added during the first weeks of the Fall 2009 semester. Five RFQs were sent to Tompkins and Cortland County vendors, plus one to the Syracuse vendor in response to their request to provide a quote. Of the six vendors contacted, two vendors responded.

<u>Base Quote:</u>	Feher Rubbish Removal
2 6 yd dumpsters Emptied 5 days/wk	\$15,600
Recycling glass, Metal, plastic	\$ 780
Recycle cardboard 25yd roll-off container	\$ 2,850 - estimated
Additional dumpster	\$ 7,500
	<u>Total: \$26,730.00- estimated</u>

Last year we began looking at the feasibility of a composting program in partnership with Cayuga Compost and Tompkins County in an attempt to offset costs and to help meet the sustainability objectives of the College. Our Food Services vendor has begun a composting program with positive results.

D. Snow Removal

We will again contract with Becker Industries for snow removal. The charges will be \$60/hour for a plow truck and \$70/hour for a front-end loader. A salt spreader at \$70 per hour may be used as alternate equipment, but not in lieu of base equipment specified. Each of these per hour charges is \$5 lower than last year. The College spent \$6,382.51 for snow removal in the winter of 2008-2009. Seven RFQ's were mailed to Tompkins and Cortland County vendors; Becker Industries and Haynes Backhoe Service responded. Becker represented better overall pricing. The other vendors did not submit quotes.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL PAYMENTS
OCTOBER 2009**

		Amount	Subtotal	Grand Total
Athletic Facility 1B				
11 75	American Sign and Engraving (PO #26907) Invoices #1700 & 1709, Signage Lettering	\$104.96		
	Total Athletic Facility 1B		\$104.96	
Cafeteria Renovations Project				
11 76	Climate Control Technologies (PO #26503) Application #4, HVAC	\$6,119.00		
11 77	Dryden Agway Invoice #760540, Parts for New Freezer	\$15.85		
11 78	Paul Yaman Construction (PO #26571) Invoice #09-123, Cabinetry	\$138,848.00		
77 79	Shisler Electrical Contractor, Inc. (PO #26502) Application #4, Electrical	\$6,219.41		
	Total Cafeteria Renovations Project		\$151,202.26	
New Classrooms Project 2009				
77 80	Beardsley Design Assoc. (PO #26248) Invoice # 0028619, Design Services	\$5,095.05		
77 81	G.R. Noto (PO #26452) Application #4, Electrical	\$9,690.00		
77 82	S.J. Thomas Co., Inc. (PO #26453) Application #6, General Construction	\$53,969.94		
	Total New Classrooms Project 2009		\$68,754.99	
October 2009 Grand Total				\$220,062.21

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2009-2010-13**

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, CATHY A. NORTHROP, 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 29th day of October 2009, 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 29th day of October 2009.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
October 20, 2009
Presented to the Board of Trustees

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
May 2009					
Gammage-Sikora, Gina	Concurrent Enrollment Foreign Language Dept.	Adjunct	N/A	\$416.00	6/08/09 - 9/28/09
Rattray, Jamie	Concurrent Enrollment Health Department	Adjunct	N/A	\$166.40	6/08/09 - 9/28/09
Sinclair, Lorraine	Concurrent Enrollment English Department	Adjunct	N/A	\$332.80	6/08/09 - 9/28/09
Stremlin, Tatiana	Concurrent Enrollment Music Department	Adjunct	N/A	\$166.40	6/08/09 - 9/28/09
August 2009					
Drake, James	BUAD 261-GC8 Disney Program	Adjunct	N/A	\$4,416.00	8/16/09 - 01/17/10
Anderson, Susan	Independent Study ART 282-M48	Adjunct	N/A	\$405.00	8/27/09 - 12/18/09
Blom, Ronna	Nursing 110 Faculty Meetings	Adjunct	N/A	\$736.00	8/27/09 - 12/18/09
Brenner, Mary	Additional Lab due to high enrollment	Adjunct	N/A	\$755.00	8/27/09 - 12/15/09
Drake, Melvin	Independent Study MUSI 118-MO1, 128-MO1	Adjunct	N/A	\$1,890.00	8/20/09 - 12/18/09
Esworthy, Barrett	Independent Study HSTY 225	Adjunct	N/A	\$1,620.00	8/20/09 - 12/18/09
Lee, In Shik	TC3 SUNY GREENS NY Program	Coordinator	N/A	\$1,035.76	8/20/09 - 08/31/09
Gammage-Sikora, Gina	Interpretation Services for Guatemalan students	Adjunct	N/A	\$168.84	9/28/09 - 10/03/09
George, David	Cornell AESP Program	Adjunct	N/A	\$4,830.00	8/27/09 - 12/18/09
Gillis, Andrew	Independent Study ART 290-M46	Adjunct	N/A	\$405.00	8/27/09 - 12/18/09
Heffenden, Trena	Cornell AESP Program	Adjunct	N/A	\$3,775.00	8/27/09 - 12/18/09
Lee, In Shik	Independent Study ART 280-M49	Adjunct	N/A	\$405.00	8/27/09 - 12/18/09
Littell, Harry	Independent Study ART 290-M58	Adjunct	N/A	\$3,645.00	8/27/09 - 12/18/09
Meyer, Denise	Independent Study ART 276-M49	Adjunct	N/A	\$1,215.00	8/27/09 - 12/18/09
Perkins, Donald	Engineering Duties in Radio Studio	Adjunct	N/A	\$1,400.00	8/27/09 - 12/18/09
Price, S. Lee	EMT Program Chair duties	Adjunct	N/A	\$2,220.00	8/27/09 - 12/18/09
Rodzai, Ann	Independent Study ESOL 095	Adjunct	N/A	\$1,080.00	8/27/09 - 10/20/09
Salon, Elizabeth	Nursing 110 Faculty Meetings	Adjunct	N/A	\$736.00	8/27/09 - 12/18/09
Sloan, Cindy	SOCI 101-AL2 - Additional Student	Adjunct	N/A	\$50.00	8/27/09 - 12/18/09
Smith, Adrienne	Independent Study ART 288-M49	Adjunct	N/A	\$1,620.00	8/27/09 - 12/18/09
Stremlin, Tatiana	Independent Study MUSI 115, 127, 130	Adjunct	N/A	\$3,645.00	8/27/09 - 12/18/09
Vescherevich, Radmila	English for academic NC courses at Cornell	Adjunct	N/A	\$4,600.00	8/27/09 - 12/18/09
Hall, Michael	Public Safety Full-Time, Temporary Campus Peace Officer		J	*41,393.30	8/27/09 - 11/21/09
September 2009					
Hassett, Joseph	Courier Service to Ithaca Extension Center	Adjunct	N/A	\$1,926.65	9/01/09 - 08/31/10
Heffner, William	Temporary Admissions Advisor	Adjunct	N/A	\$10,420.65	9/01/09 - 12/18/09
Olson, Richard	Engineering Duties in Radio Studio	Adjunct	N/A	\$13,000.00	9/01/09 - 08/31/10
Tucker, W. Craig	Seasonal Recruitment Advisor	Adjunct	N/A	\$8,005.80	9/08/09 - 11/06/09
Barber, Jennifer	Enrollment Service Center	Enrollment Services Specialist	G	*\$33,412.57	09/14/09
Saul, J. Beau	Public Safety	Director of Public Safety	6	*\$85,000.00	9/25/09 - 08/31/10
October 2009					
Curtis, Ben	Basic Construction Math/Estimating workshop	Adjunct	N/A	\$720.00	10/01/09 - 10/19/09
Curtis, Ben	Basic Construction Management workshop	Adjunct	N/A	\$540.00	10/20/09 - 10/28/09
Pask, Margery	FileMaker Pro 8.0 Level 1 workshop	Adjunct	N/A	\$720.00	10/16/09 - 11/06/09
Ahola, Ashley	Campus Technology	Part-time Receptionist	B	*\$27,101.59	10/19/09
Schifilliti, Jessica	Multicultural Services	Part-Secretary	G	*\$33,412.57	10/19/09

*Annual salary to be prorated

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustees

October 20, 2009

Resignations/Retirements/Separations

NAME	EFFECTIVE DATE	REASON
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None		
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**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2009-2010-12**

**APPROVAL OF CLASSIFIED STAFF POSITIONS
SECRETARY**

WHEREAS, the Human Resources Administrator has reviewed, in concert with the Tompkins County Commissioner of Personnel, a request to create two Secretary positions, Labor Grade G, Competitive Class, and

WHEREAS, monies have been allocated in the 2009-2010 operating budget, be it therefore

RESOLVED, that the request to create two Secretary positions, Labor Grade G, Competitive Class, be approved.

STATE OF NEW YORK:
SS:
COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, 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 29th day of October 2009, 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 29th day of October 2009.

Clerk of the Board of Trustees
Tompkins Cortland Community College

THE CHRONICLE

of Higher Education

Student Affairs

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October 5, 2009

At Transfer Time in California, Thousands of Students Hit a Dead End

By Josh Keller

San Jose, Calif.

One of the most productive pipelines in California higher education starts with six community colleges spread among the quiet, space-age suburbs of Silicon Valley. Every year the colleges send thousands of their students to the region's public university, San Jose State.

The community colleges here are a prime source of high-quality students, supplying nearly a third of the graduates at San Jose State, the oldest campus in the California State University system. For generations of local two-year students looking to transfer to a university, San Jose State has been both a top prize and an obvious choice.

Jessica S. Perez, an Evergreen Valley College student, wants to transfer to San Jose State to continue on her path to becoming a therapist. Sharon Grimaldi, a West Valley College student, wants in because it is one of only a few places where she can study speech pathology. In 1970 the future novelist Amy Tan, then a San Jose City College student, transferred to the university to study English and learn how to become a writer.

That pipeline is now closed for at least a semester, part of the fallout from California's deep fiscal problems. For the first time in memory, the roughly 1,300 community-college students who expected to transfer to San Jose State next spring are having to make other plans.

California's community-college system is by far the largest college system in the country, with nearly three million students. And transfer students from two-year colleges here play an unusually large role in the state system of higher education. They make up nearly half of those who graduate from Cal State or the University of California with bachelor's degrees, and they tend to be a more diverse group than their nontransfer counterparts. For decades, regional transfer pipelines in San Jose, Sacramento, San Diego, Long Beach, and elsewhere have been central to the state's promise

of upward mobility.

But California's budget crisis has damaged those pipelines and exacerbated long-known problems with the transfer process, such as a poor statewide transfer rate and a confusing set of requirements. A landmark came in June when Cal State announced that it would reduce its total enrollment by 40,000 students, or 9 percent, forcing nearly all 23 of its campuses to essentially close admissions during the spring, when transfer students typically arrive.

In the long term, that decision may alter the flow of students among colleges in the state, with unintended consequences for community colleges, private colleges, and the University of California. In the short term, it has made for a brutal summer for community-college students like Ms. Grimaldi and Ms. Perez, who had intended to transfer next spring.

The transfer problems in Silicon Valley are a microcosm of the pressure California's budget crisis is putting on students: Public colleges in the state plan to cut an estimated 300,000 students from their classrooms during the next year and a half. The decisions Ms. Perez and her fellow students make in response will help determine the ultimate direction of higher education in the state.

Option 1: Stay in 2-Year College

Ms. Perez, 22, fell in love with psychology during her first psych class at Evergreen Valley College. "Everything that you learn is crazy," she says: the stages of sleep, the ways that a child's brain develops. Last year, her second on the campus, she started counseling preteens at a local clinic, and she sees herself becoming a therapist.

Ms. Perez had been in regular contact with Evergreen counselors about transferring to San Jose State. But she didn't learn about the enrollment restrictions until June, when she was browsing online and was about to apply for the spring semester. Her first reaction was disbelief.

"We had done everything," she says. "I was ready. We had heard talk about enrollment [issues], but I didn't really believe it, because I was hoping. I was thinking, I want to transfer. I need to get out of here."

At first her counselor told her to consider a second choice, Cal State-East Bay, about 30 miles north of San Jose, so she sent in an application. But a week later, a representative of the university e-mailed back to say that it, too, had closed its admissions for the spring.

The only option for Ms. Perez is to stay at Evergreen for an extra

eight months, she says, even though there is not much more she can accomplish there. She called San Jose State to ask if she could take any more classes at Evergreen that would count toward her degree, but was told no, she says. Next semester she plans to take a Spanish class and reapply to San Jose State for the fall of 2010.

Having students like Ms. Perez hanging around is a major problem for the community colleges, which are seeing a burst of demand even as they cut courses and fire part-time instructors in response to cuts in state support. The demand is so high at neighboring De Anza College that a record 8,400 students, a third of the student population, are on a waiting list for at least one class this fall, and 2,300 students—about one in 10—have not been able to get into any classes at all.

That means students who are unable to transfer out take up spots that other students might need to complete their own transfer requirements. Those students, in turn, may stick around longer, preventing others from enrolling. Some higher-education observers call this phenomenon "the cascade": Enrollment cuts in one system result in a chain of displaced students elsewhere.

Brian Murphy, president of De Anza College, says he fears that current sophomores at his campus might be held up by students unable to transfer. That reality is lost on state lawmakers, he says: "The system is reasonably fine-tuned, and I don't think Sacramento has any understanding of how delicate some of these relationships are."

Ms. Perez now worries that she may not get in when she reapplies in the fall. A representative from San Jose State recently met with Evergreen students to talk about admissions, but Ms. Perez no longer trusts the process.

"He was like, 'Oh, don't worry,'" she says. "You can't tell us, 'Oh, don't worry' if you're just going to let us down again."

Option 2: Go Private

San Jose State is on a short list of public universities in Northern California that offer a major in speech pathology, and it is the best option for Ms. Grimaldi, a second-year student at West Valley College. The program is not especially competitive, and student advisers told her that if she completed the requirements for her intended major and kept her grade-point average above 2.0, her admission would be a lock.

The bad news came in June, in an e-mail message from West Valley's transfer adviser: San Jose State was out.

East Bay, another university that offers speech pathology, initially

encouraged Ms. Grimaldi to apply for the spring of 2010. But then "they started to get indecisive," she says. The university hedged and offered her an application for summer instead; a few weeks later, even that option was gone.

Staying in community college was not an option, she says, because she is tired of waiting. "I've taken everything that I could," she says.

Like many two-year-college students, Ms. Grimaldi is not able to easily pick up and move to another part of California or to another state. She is undergoing jaw surgery next year and needs to stay close to her dentists, and her parents couldn't afford to support her away from home, she says.

So she chose what is becoming an increasingly attractive option for frustrated transfer students: a private college.

Many two-year students in California are unable to afford private colleges, but for those who can, the recession has made private institutions look better in comparison with the state's public universities. Both Cal State and the University of California are expected to respond to cuts in state support by raising tuition more than 30 percent, narrowing the cost gap between public and private colleges.

Ms. Grimaldi chose Notre Dame de Namur University, a Roman Catholic institution in Belmont, 30 minutes up the freeway from San Jose State. Notre Dame does not offer speech pathology, "so I'll have to give up that dream for now," she says. But she is happy to leave the Cal State system behind.

"I understand that it's not their fault, and there's nothing they can really do at this point," she says. But "I can't just wait."

She will have plenty of company at Notre Dame: Officials there say its enrollment of transfer students from two-year colleges, while still small, is growing quickly during the state's downturn.

Rejeetha M. Gort, director of admissions, says the university hopes to see at least a 6- to 7-percent increase in enrollment next spring, driven in large part by students who were shut out of Cal State. Notre Dame is making a big marketing push for those students, she says, holding specialized open houses for the first time and advertising heavily in the student newspapers of Silicon Valley community colleges.

"We're letting them know that we may not be a CSU or UC, but we're still taking students in for the spring," Ms. Gort says.

Officials at several other private colleges in the state report similar

numbers and say they are happy to serve the students shut out of the public systems. At National University, which enrolls about 24,000 students at more than a dozen campuses throughout California, officials expect enrollment of transfer students to increase by 3 to 5 percent this year.

But others warn that while private colleges will see increased interest, they will be unable to handle the hundreds of thousands of students turned away from public institutions, which enroll about 85 percent of the state's college students.

"Most of the privates don't have unused capacity," says Patrick M. Callan, president of the National Center for Public Policy and Higher Education, based in San Jose. "Anyone who thinks that's going to provide substantial relief is badly mistaken. That's no knock on the privates, it's just a capacity issue."

Option 3: Drop Out, for Now

Edesa Betkolia, a communications student at West Valley, is proud of her progress there but angry that her work has been interrupted. "I struggled between work, family, friends, and school. I somehow managed it. I took winter-session classes, I took summer-session classes. I overloaded. And all of a sudden [San Jose State] is just not accepting any students."

Cal State's restrictions have already led her to take classes that will not help her transfer, including a math class this semester that she doesn't need. Reaching for a campus at the University of California, which is planning for 500 more transfer students this year while it cuts freshman enrollment, would be too expensive, she believes.

If nothing changes, Ms. Betkolia says she will probably drop out of school in the spring to work full time, and then apply to San Jose State again for the fall of 2010. "I honestly hate that. I'd rather be a student full time until I get my degree, and not have to work," she says. "But I guess that if there's really no other option, I have to."

California college officials say they don't know how many students will respond to roadblocks in the state's transfer process by simply dropping out. But given the state's continued budget troubles, they say it is likely that thousands more spots will be lost before any are regained, intensifying the cascade of displaced students and denying many students a chance to graduate.

Officials and researchers warn that leaving college, even with a plan to come back, can be problematic for a student who has already completed two years of transfer requirements. Many would-be transfer students must return to community college to complete more courses, and they no longer get high priority when signing up

for classes that they missed.

Judy C. Miner, president of Foothill College, a two-year institution, recommends to students that they continue to take courses even if they are ready to transfer. "There's a lot to be said for continuous enrollment," she says. When students drop out, "it is so easy to just be attracted to other ways of spending your time."

Ms. Betkolia says the most frustrating part has been dealing with the "constant rejection" as she learned that Cal State campuses would no longer be considering applications. In waiting for San Jose State to open up again, she says, "you kind of just gradually waste your time."

Thousands of Students Lose Spots at California State U.

Some 40,000 students will be unable to attend the California State University system in the next year and a half because of enrollment cutbacks. The following seven Cal State campuses are each predicting a 10.8-percent enrollment decline, the highest among the system's 23 institutions. The map shows numbers of full-time-equivalent spots lost.

San Diego	3,065
Long Beach	3,044
Fullerton	2,945
Northridge	2,787
San Francisco	2,537
Sacramento	2,488
San Jose	2,433

Source: California State University system

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