



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*

BOARD OF TRUSTEES

**THURSDAY, APRIL 21, 2011
RONALD W. SPACE 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 – March 17, 2011
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): None
9. Vice Presidents' Reports (highlight Consent Agenda items and updates on major initiatives):
 - a. Provost and Vice President of the College
 - b. Vice President for Global Initiatives
10. Information Items:
 - a. Human Resources Updates
11. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Appointment of Personnel
 - c. Disposal of Surplus Property
 - d. Approval of Smart Classroom Bid Award (to be distributed prior to the meeting)
 - e. Approval of Position Description – Associate Dean for Curriculum and Academic Records
 - f. Maintenance of Academic Standards – Revision

12. Standing Reports:
 - a. College Forum – Co-Chairs, Amy Edmond and Olivia Hersey
 - b. Faculty Student Association – Camille Gonzalez
 - c. Tompkins Cortland Community College Foundation, Inc. – Ray Dalton
 - d. Chairperson’s Report – Roxann Buck
 - i. Friend of the College
 - e. Liaison Report (Cortland County) – John Troy
 - f. Liaison Report (Tompkins County) – Michael Lane
 - g. Student Trustee’s Report – Camille Gonzalez
 - h. President’s Report
13. Dialogue Session
 - a. Task Force on the Future of TC3
14. Upcoming Events:
 - a. Next Board Meeting with Budget Discussion beginning at 5:00 p.m. – May 19, 2011
 - b. Budget Meeting with Counties – May 20, 2011
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
MARCH 17, 2011
RONALD W. SPACE BOARD ROOM**

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

ABSENT: Camille Gonzalez, William Raynor

COUNTY

LIAISONS: Michael Lane

STAFF: John Conners, Susan Dewey, Darese Doskal-Scaffido, Sophia Georgiakaki, Carl Haynes, Olivia Hersey, Cathy Northrop, Miguel Piery, Walter Poland, Blixty Taetzsch, and Peter Voorhees

GUESTS: Taylor Cogswell, Student Intern; and Scott Conroe, *The Cortland Standard*

- 1. Call to Order:** The meeting was called to order at 5:36 p.m. by Chairperson Buck in the Ronald W. Space 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. Burns moved that the agenda be approved as presented; seconded by Ms. Davison; carried unanimously.
- 5. Public Comment:** None.
- 6. Approval of Minutes:** Mr. Daniels moved that the January 20, 2011, regular meeting minutes be approved as presented; seconded by Dr. Dalton; carried unanimously. Ms. Burns moved that the minutes of the February 17, 2011, Executive Committee meeting be approved as presented; seconded by Mr. Daniels; carried unanimously.
- 7. Communications:** Chairperson Buck announced that Trustee Baker will be honored by receiving the Marvin A. Rapp Award at the NYCCT Conference in Rochester in April. Please let Ms. Northrop know if you would like to attend the conference and/or the award dinner presentation. President Haynes mentioned that Marty Christofferson, Dean of Campus Technology, was asked to attend a summit of chief information officers sponsored by the Digital Center for Education. This is especially notable as there were only 20 people from around the country who were selected to attend.

8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):

- a. Sabbatic Leave Presentation – Miguel Piery:** Miguel Piery thanked President Haynes, Provost Conners and members of the Board of Trustees for the opportunity for his sabbatic leave. He spoke to his PowerPoint presentation. Mr. Schlather asked how many students are expected to participate in the program in Salamanca. Associate Professor Piery said a minimum of ten students will participate. Mr. Schlather asked if students who participate in this study abroad experience in Salamanca all come from TC3 or if students from other area colleges participate. Associate Professor Piery responded that we have had students from other area colleges participate on other study abroad trips. Because of our good relationships with institutions in Colombia, Mr. Schlather suggested that if the Instituto Cervantes has a center in Colombia, we might be able to introduce some of our partner institutions to the Instituto Cervantes.

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

- a. Provost and Vice President of the College –** Provost Conners spoke briefly to his written report. Mr. Schlather asked if there had been any adverse affects for students because we have cut the number of course sections being offered. Provost Conners said that faculty advisors have found relatively few concerns raised by students regarding not being able to register for a course. There are a few students that have had some difficulty, and these students are offered an option for an independent study. Dr. Dalton asked why we would make an academic progress decision about courses not really going toward graduation. Provost Conners said in the past and currently, it is possible for students to take two or three semesters of classes before falling under academic standards concerns because the students may have been taking several developmental courses, and it becomes an issue with financial aid. This assures that we are able to alert the student that there could be an issue with financial aid in future semesters and provide us the opportunity to intervene before it is too late..
- b. Vice President for Global Initiatives –** Vice President Poland spoke to his written report. He mentioned that the College has heard from the Department of State regarding our application for designation for J1 visas and they informed us that our application has been under review and we are currently meeting the standards to qualify.

10. Information Items:

- a. Human Resources Updates –** No discussion.
- b. Professional Development Report –** President Haynes pointed out that this is a reminder for the Board of all that is being done for professional development,

even with some of the budget cutbacks we have had to make. He stated that we did not ban all travel because of all of the professional opportunities that are available for our faculty and staff. Provost Conners mentioned that there was a cut in the travel line of the budget from \$40,000 to \$30,000 and faculty have worked together to figure out ways to cut costs for attending conferences, etc. (i.e. carpooled rather than taking flights). Ms. Northrop mentioned that Martha Hubbard had actually presented at one of the conferences she had attended and that had been inadvertently omitted from the information.

- 11. Consent Agenda (Action Items):** Highlights of the Consent Agenda were discussed during the meeting. Mr. Daniels moved that the Consent Agenda be approved; seconded by Ms. Davison; carried unanimously.
- a. **Ratify Executive Committee Action of February 17, 2011** – No discussion.
 - b. **Treasurer’s Report – January 31, 2011** – No discussion.
 - c. **Treasurer’s Report – February 28, 2011** – No discussion.
 - d. **Appointment of Personnel** – No discussion.
 - e. **Amendment to Agreement Between Tompkins Cortland Community College and Tompkins Cortland Community College Foundation, Inc.** – President Haynes mentioned that this has been a routine item, but was at one point brought to the Board for approval. We have simplified the Foundation contracts with the College (one between the College and the Foundation and one between the College and the FSA). We will provide a series of services for residence life.

12. Standing Reports:

- a. **College Forum** – Olivia Hersey, co-chair of the College Forum, reported that the Forum had held an open hearing in February for the College community to discuss the two new proposed academic programs – Recreation: Exercise Studies, and Digital Cinema. The Forum voted and recommended the programs be forwarded to the Board of Trustees for approval. As an update on the Tobacco Free Policy, it is expected that the policy language will be simplified. The Forum will be scheduling open hearings for some of the Future of TC3 subcommittee work.
- b. **Faculty Student Association** – No report.
- c. **Tompkins Cortland Community College Foundation, Inc.** – Dr. Dalton reported that the Spring Scholarship Ceremony will be held on Tuesday, March 29 at 11:45 a.m. in the Forum and everyone is invited to attend. The Shaw Legacy Society spring event is scheduled for Wednesday, April 6 and eight new members will be recognized.
- d. **Chairperson’s Report** – Chairperson Buck mentioned that she had been excused from the January TC3 Board meeting, as she was attending an NYCCT meeting on the same date in Albany. At that meeting Chairperson Buck learned

more about the Chancellor's request to review the community college presidents and be part of the evaluation process. At this point, it has been decided that it will be necessary for each community college to submit a report to the Chancellor letting her know how they are implementing the SUNY Strategic Plan. President Haynes and Chairperson Buck went to Albany on March 8 for the lobby day to meet with legislators. Chairperson Buck also mentioned that Carl Hayden will be the opening speaker at the NYCCT conference in Rochester in April.

- i. Friend of the College – Chairperson Buck asked the Board to think about possibilities for an individual to receive the Friend of the College award. Please let her know of any suggested names prior to the April Board meeting, as we would like to reach a decision at that time. Ms. Northrop will send out the guidelines and a list of those who have previously received the award.

e. Liaison Report (Cortland County) – No report.

f. Liaison Report (Tompkins County) – Mr. Lane said the Legislature is waiting to see what the State budget will be. A new public health director has been hired. Mr. Lane also thanked President Haynes for providing the annual report of the College to the Legislature. Mr. Lane felt the presentation was well prepared and even though President Haynes discussed the fact that the College has had some pretty tough times, he highlighted his presentation with ten good things happening with the College.

g. Student Trustee's Report – No report.

h. President's Report – President Haynes spoke to his written report and mentioned that since he had drafted the report, Senator Seward had called and it sounds favorable that there will be some restoration to the cut proposed by the Governor. Ms. Baker mentioned said that President Haynes' speech at Rotary was wonderful.

13. Dialogue Session – Task Force on the Future of TC3: President Haynes introduced Darese Doskal-Scaffido and Sophia Georgiakaki, co-chairs of Task Force on the Future of TC3. They provided a brief overview of the process that has been underway since last fall and the discussions/presentations at the mid-winter day. They also discussed the three big ideas for input from the Board. The schedule is to provide a report to the President in April. The co-chairs spoke to the PowerPoint presentation they provided. Mr. Schlather asked if the focus of the transition programming is on students in need of developmental assistance. The transition group focused on early intervention, which could mean students in developmental courses, but the plan is not to focus totally on students taking developmental courses. Mr. Schlather said he would like to see some type of program which would reach out and include students who are doing well. He also would like to see us reach out to more high schools for more "AP" courses. Ms.

Doskal-Scaffido said that the main focus of the group is to increase retention, so we are focusing on students who are in need of help. Community connections will include internships, service learning, and anything to link our students with community groups, businesses, people, etc. to establish some type of relationship with the local communities, as well as study abroad, etc. Ms. Davison asked where the adult learner is addressed in these initiatives. There are bridge programs and special interest institutes that could target adult students. Mr. Schlather asked if e-portfolios currently exist. There are software programs available to purchase and the group is looking at that. President Haynes said we have a strong relationship with Nova Scotia Community College, and they mandate e-portfolios for all of their students. A former president of Nova Scotia Community College will be on campus to meet with the Executive Council to discuss how they have mandated these e-portfolios at their college. Ms. Burns said she is impressed in all that has been accomplished in such a short period of time. Dr. Dalton said it will be important to look at the implementation and how to move this forward. President Haynes said that the reason we hoped to have some of the recommendations so quickly is that we would like to have a sense of the initiatives so they can be included in the budget process. Mr. Schlather encouraged TC3 to use our international experiences to further our study abroad experiences for TC3 students and possibly students from other colleges.

14. Upcoming Events: No discussion.

15. Adjournment: Ms. Burns moved that the meeting be adjourned; seconded by Mr. Daniels; carried unanimously. The meeting adjourned at 7:33 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

To: Board of Trustees

From: John R. Connors

Date: April 8, 2011

Re: April report

Academic standards and implementation – As I reported last month, we have delayed implementation of the College's new and more stringent standards for academic progress. Implementation plans are now in place and the faculty has overwhelmingly endorsed a proposal to include consideration of a student's performance in developmental courses.

At the April faculty meeting, I reviewed the proposed modification to the calculation of the earned/attempted ratio, which will include equivalent credit hours from developmental courses. With strong faculty support, I recommend that we proceed with implementation in Fall 2011.

Kaleidoscope project – The College recently received a significant grant to develop our expertise in the use of open source materials. Such materials are available to faculty and students through electronic means and are either free or very inexpensive in comparison to textbooks and other commercially-available materials. Any efforts such as this hold the promise of reducing costs to students and, as a consequence, providing greater access to higher education to those with limited means.

We are part of a seven-college consortium that will receive a grant of \$750,000 for this purpose, with approximately \$70,000 of the total allocated to TC3 to support faculty participation, support from technical and learning support personnel, and general institutional costs. The grant is from Next Generation Learning Challenges, itself a consortium of organizations such as Educause and the League for Innovation, and funded primarily by the Bill and Melinda Gates and the William and Flora Hewlett Foundations. This is our first successful effort in obtaining funding from these important and prominent foundations, and as such may hold the promise of similar success in the future.

Electrical Engineering Technology program – This is one of our low-enrollment programs that I have discussed with you in the recent past. Despite its low enrollment numbers, this is a very high-quality program whose graduates have become vital contributors to the success of several local manufacturing companies. A group of us (including faculty and administrators) have met with colleagues from those companies and taken steps to modify our approach to attract and retain greater numbers of students. We have also raised funds from the business community to provide supplementary financing of the program while we work to raise program enrollment to a sustainable level.

TO: TC3 Board of Trustees

FROM: Walter Poland, Vice President for Global Initiatives

DATE: April 12, 2011

SUBJECT: Global Initiatives Report to the Board of Trustees for April

- Cundinamarca Agreement: The University of UNIMINUTO and TC3 have received approval from the Governor's Office to fund CERES and University faculty to attend the 2011 Summer Professional Development Intensive ESL Institute at TC3 to a maximum of \$50,000 USD (approximately 11 faculty).
- Summer 2011 Intensive ESL Institute: The Summer 2011 Intensive ESL Institute for faculty now includes the six Red Mutis Universities and approximately 75 faculty.
- Study Abroad: Professor Kelly Wessell, Ph.D., traveled to Cali and Ibague, Colombia to complete the arrangements for new short-term study abroad courses in Colombian ecology and history. He will be collaborating with an internationally known expert in ecology, especially that of Colombia.
- Cornell ESL for Graduate Students Project: Contract development for the third year of this offering is currently under way between the Global Office and the School of Continuing Education and Summer School at Cornell.
- J-1 Visa Designation Update: There is no new information regarding this process with the Department of State. I completed the Level II J-1 essentials training conducted by International Education Training Services in New York City. Preparation for implementation of the TC3 designation by the Department of State continues with the expectation that it is only a question of time.
- Red Mutis: The Red Mutis Group will have its annual meeting at TC3 on June 29, 30, and July 1. Planning for the meeting is currently under way.

TOMPKINS CORTLAND COMMUNITY COLLEGE
 Human Resources Updates - Status of Open Positions
 as of April 12, 2011

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Instructor of English	August 2011	November 2010	Review to begin 1/19/10	Conducting on-campus interviews
Instructor of Mathematics	August 2011	November 2010	Review to begin 1/19/10	Offer in process

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Campus Peace Officer, permanent, part-time, seasonal	Public Safety	April 2011	Canvassing civil service list

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of April 12, 2011

COMPLAINANT	SUBJECT	DISPOSITION
CSEA Membership	Medco – Change in provider diminished prescription plan benefits	CSEA requested a waiver to time requirement to move to Stage 3 of grievance process while waiting for a response from Tompkins County.
Sylvia Ganoë	MedCo - Change in provider changed prescription co-pay.	Would like matter fully researched by Tompkins County.
FACULTY ASSOC.		
Faculty Association Membership	MedCo – change in prescription program changed copays, limits on quantities delivered.	Faculty Association agree to extend time requirement while waiting for a response from Tompkins County.
PAA		
PAA Membership	MedCo – change in prescription program changed copays, limits on quantities delivered.	PAA requested a waiver to time requirement to move to Stage 3 of the grievance process while waiting for response from Tompkins County.
Marcia Waffner	College violated Articles 50 and 51.4, employment security, salary periods and appointment years.	Arbitration scheduled for May 2011.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL PAYMENTS
APRIL 2011**

		Amount	Subtotal	Grand Total
NEW CLASSROOMS (Cortland Extension Center)				
79 47	Gannett Central NY Newspapers Bid Notice for Smart Classrooms	\$94.50		
	Total NEW CLASSROOMS (Cortland Extension Center)		\$94.50	
ADMINISTRATIVE (New Master Plan)				
79 48	HOLT Architects, P.C. Invoice 210098001, Design Services	\$10,271.35		
	Total ADMINISTRATIVE (New Master Plan)		\$10,271.35	
<hr/>				
	Grand Total			\$10,365.85

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-29**

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 21st day of April 2011, 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 21st day of April 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Tompkins Cortland Community College
Appointment of Personnel

Presented to the Board of Trustees
January 2011

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Farah., Fred	Concurrent Enrollment Physics and Astronomy Dept.	Adjunct	N/A	1990.19	1/18/11 - 3/25/11
Ricker, Joseph	Concurrent Enrollment English Department	Adjunct	N/A	1903.66	1/18/11 - 3/25/11
Stremlin, Tatiana	Concurrent Enrollment Music Department	Adjunct	N/A	432.65	1/18/11 - 3/25/11
Westlake, Winfield	Concurrent Enrollment Business Admin. Department	Adjunct	N/A	173.06	1/28/11 - 3/25/11
Wells, Patricia	Dr. Lucille S. Baker Commons	Tutor	N/A	369.75	1/25/11 - 2/06/11
Edgecomb, Patricia	CAPS 123-AL1	Adjunct	N/A	1032.80	1/26/11 - 3/01/11
Salisbury, Lance	Additional Students in PARA/PARC 130-AL1	Adjunct	N/A	150.00	1/27/11 - 5/20/11

March 2011

Perkins, Donald	Audio needs - Chancellors visit/mid-winter day	Adjunct	N/A	348.00	3/02/11 - 3/05/11
Drake, Melvin	Independent Study MUSI 128-M01	Adjunct	N/A	278.00	3/17/11 - 5/20/11
Rines, Ronald	Coverage for HSTY 202	Adjunct	N/A	88.50	03/15/11
McPheron, MaryLu	ID & Report Child Abuse/Maltreatment workshp	Adjunct	N/A	185.00	03/29/11
Pask, Margery	FileMaker Pro 8.90 Level II workshop	Adjunct	N/A	720.00	3/31/11 - 4/28/11

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

April 12, 2011

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Patti Walts	4/8/11	Non-renewal

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-30**

DISPOSAL OF SUPPLUS PROPERTY

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

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

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

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 21st day of April 2011, 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 21st day of April 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

To: Blixy Taetzsch

From: Kevin Caveney

Date: April 5, 2011

Re: Disposal of Surplus Items

Upon advisement, and with the coordination of the Department of Public Safety, due to equipment upgrade/replacement, the following security equipment was determined to be of no further use to the College and disposed of through means of public auction through Auctionsinternational.com. The items were sold to the highest bidders. This equipment will be removed from the College's inventory.

Sold via auction:

- 1 Rack Mount Bracket
- 2 Digital Video Multiplexers
- 2 Digital Video Recorders
- 1 Time Lapse Video recorder
- 2 Enclosure units
- 3 CCD Cameras
- 1 CCTV Camera

Upon advisement of the Buildings and Grounds Department, and coordination with the departments using these items, the following have been determined to be obsolete and of no further use to the College. The items were unusable due to non-repairable breakage, wear, and/or age or obsolescence, have been or will be appropriately disposed of, and will be removed from inventory.

Disposed of:

- 1 Chair
- 1 Postage Meter
- 1 Oscilloscope
- 1 Teletypewriter
- 1 Stacking Chair
- 1 Lab Stool
- 1 Oak Dining Chair
- 1 Photo Scanner
- 3 Film Strip Adapters
- 1 Whirlpool Washing Machine
- 1 Carpet Extractor

Upon advisement of Campus Technology, and in coordination and request by the Photography Department, due to equipment upgrades, the following computer equipment has been determined to be of no further use to the College. It has been determined that this equipment is suitable for placement with a non-profit agency, and is to be donated to Village at Ithaca. Prior to removal of this equipment, proper security measures are completed and documented. Two additional computers have also been designated by Campus Technology for disposal. These items are to be removed from the College's inventory.

Donated to non-profit agency:

5 eMac Computers

Disposed of:

2 Computers

Upon advisement and coordination with the Baker Center for Learning, the following items were determined to be of no further use to the College and designated for donation to Unity House, a non-profit agency.

Donation to non-profit agency:

1 Television (1996?) with Cart

1 Laser Disc Player

Upon advisement, and in coordination with the Buildings and Grounds Department, and due to cafeteria renovations, the following item has been determined to be of no further use to the College. This item has been designated for attempted sale through public auction with AuctionsInternational.com.

To be sold via auction (or donated or disposed of if sale unsuccessful):

1 Large Cashier's Stand

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-31**

SMART CLASSROOM EQUIPMENT BID AWARD

WHEREAS, Tompkins Cortland Community College requires the purchase and installation of equipment for the smart classrooms and Board Room for the new Cortland Extension Center, and

WHEREAS, the College has complied with General Municipal Law Section 103 and solicited sealed bids for smart classroom equipment, and

WHEREAS, Presentation Concepts Corporation of Binghamton, New York provided the lowest responsible bid in the amount of \$103,700.00; be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby awards the Smart Classroom Bid to Presentation Concepts Corporation in an amount not to exceed \$103,700.00.

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 21st day of April 2011, 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 21st day of April 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

To: Blixy Taetzsch

From: Kevin Caveney

Date: April 20, 2011

Re: Bid for Smart Classroom Equipment

In consultation with Director of Facilities, Jim Turner, we are recommending the award for Smart Classroom Equipment for the new Cortland Extension Center Classrooms and Board Room to Presentation Concepts Corporation in the amount of \$103,700.00.

The bid was advertised in The Ithaca Journal and The Cortland Standard. Bid documents were sent to six vendors. Presentation Concepts was the only vendor to submit a bid. One other vendor responded stating they would be unable to submit a bid due to prior commitments.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Associate Dean for Curriculum and Academic Records	5	1 of 3

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Academic Support	Dean of Instruction	

SUMMARY

In collaboration with the faculty and the Dean of Instruction, provides administrative leadership in support of the College's academic programs and is responsible for the maintenance and the integrity of all student academic records. Facilitates faculty innovation and academic improvement by streamlining the processes through which curriculum is developed, reviewed, and revised. Advises administrators and academic department chairs in the development of proposals for new degree programs and articulation agreements. Authorizes system access for the registration process, and maintains oversight of graduation policies and procedures. Ensures College compliance with FERPA (Family Educational Rights and Privacy Act) regulations. Assists in the development and implementation of information systems protocol.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, organizes, and directs both the faculty development of proposals for new certificates and degree programs and the revision of existing certificates and programs.
2. Initiates, designs, and conducts studies on potential new academic programs and courses in collaboration with faculty and institutional research.
3. Verifies required academic records. Certifies student eligibility for the Dean's List, President's Citation, Academic Status, PTK, and intercollegiate athletics. Audits student graduation eligibility, certifies degree completion, and maintains an online academic planning/degree audit module, including program changes for matriculated students.
4. Supervises the research and dissemination of information regarding social, economic, and educational trends affecting the development of existing curriculum.
5. Leads the review and revision process for both master course syllabi and new course proposal development and advises the academic department chairs in the program review process.
6. Coordinates the maintenance of the master course syllabi database and curriculum-related portal activities with the Campus Technology Group.
7. Prepares and submits required documents concerning program and course changes to SUNY System Administration and the New York State Education Department. Directs and implements curriculum maintenance and development efforts to ensure compliance with College policies, SUNY, NYSED, and federal regulations.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Associate Dean for Curriculum and Academic Records	5	2 of 3

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Academic Support	Dean of Instruction	

8. Chairs the College's Curriculum Committee.
9. Leads the development of new articulation agreements and the administration of current agreements, in collaboration with administrators and faculty members, both within the College and at other colleges and universities.
10. Assists the Dean of Instruction with the coordination of adjunct faculty support services as necessary.
11. Facilitates the completion of student degree audits. Coordinates the approval process with the Dean of Instruction and supervises the incorporation of approved waivers into the student's graduation requirements.
12. Establishes the equivalency of course work from other institutions for transfer credit.
13. Coordinates and implements the preparation of the final exam schedules, including classroom assignments. Coordinates the preparation and ensures the accuracy of the academic regulations and procedures, academic program requirements, and the course descriptions as published in the online College catalog.
14. In accordance with the recommendations and regulations of accrediting agencies American Association of College Registrar and Admissions Officers Organization (AACRAO), New York State Education Department (NYSED), and New York State Archive Records Administration (SARA), collects, maintains, and ensures the accuracy of permanent student records in both digital and hard copy format.
15. Coordinates the teaching faculty attendance data and final grade reporting processes.
16. Ensures compliance with FERPA regulations. Verifies the accuracy of staff requests and issues access to on-line academic information.
17. Issues official transcripts to authorized personnel, institutions, and agencies.
18. Responsible for enrollment and degree reporting to the National Student Clearinghouse.
19. In concert with Campus Technology, establishes and reviews setup and protocol of the Academic Records databases, including reliability and integrity assurance, and with additional collaboration with Enrollment Services and Student Success Services, ensures that related technological applications provide student-focused services.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Associate Dean for Curriculum
and Academic Records

GRADE

5

PAGE

3 of 3

ORGANIZATIONAL UNIT

Academic Support

REPORTS TO

Dean of Instruction

APPROVED BY

20. Assures the efficient use of material resources by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College. Assures the effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivation, evaluation, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Employment Affirmative Action Laws, other applicable laws, regulations, and collective bargaining agreements.
21. Serves on various College committees and performs other related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

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

Indicate number in each category:

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

MINIMUM QUALIFICATIONS

Master's degree AND a minimum of five years' experience within a college environment.

DESIRED QUALIFICATIONS

Ability to exercise independent judgment in the interpretation of academic regulations.
Knowledge about and experience with the management of complex information management systems.
Experience in student records, computer information systems, curriculum development, academic administration, or teaching.

Minimum Standards of Academic Performance

The requirements stated below represent the minimum quality of academic performance expected at Tompkins Cortland Community College. Each student's academic progress will be evaluated with respect to these standards at the end of each semester in order to determine his/her current academic standing.

GPA Credits*	Minimum Grade Point Average (GPA)
12+	2.0

Attempted Credits**	Earned Credits
0 – 11	0
12+	50%

*GPA credits are assessed for college level courses with course numbers of 100 or higher for which students have been assigned letter grades excluding, but not limited to, the following: P (Pass), AW (Administrative Withdrawal), W (Withdrawal), WP (Withdrawal, Passing), and MW (Withdrawal for not meeting immunization requirement).

** Attempted credits are assessed for both credit bearing and **credit equivalent courses** (modified calculation) and include, but are not limited to the following: P, AW, W, WP, and MW.