



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, SEPTEMBER 15, 2011

CORTLAND EXTENSION CENTER 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
 - a. July 21, 2011 – Board of Trustees – Annual Meeting
 - b. July 21, 2011 – Regular Board of Trustees
 - c. August 25, 2011 – Executive Committee Meeting
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):
 - a. Cortland Extension Center – Tour
9. College-wide Goal – Student Success
(There will be one or two short presentations per Board meeting on the College-wide Goal to focus on one or both of these topics. The major purpose is to provide the Board with updates on how the College is progressing to achieve Student Success)
 - a. Student Success – Revised Student Orientation Program
 - b. Organizational Capacity
10. 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

11. Information Items:
 - a. Human Resources Updates
12. Executive Session for Discussion of a Personnel Issue (action to be taken)
13. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Treasurer's Report – July 31, 2011
 - c. Appointment of Personnel
 - d. Smart Classroom Equipment Bid Award
 - e. Professor Emeritus Designation (Action to be taken after Executive Session)
 - f. Ratification of August 25, 2011 Executive Committee Action
14. Standing Reports:
 - a. College Forum – Co-Chairs, Amy Edmund and Olivia Hersey
 - b. Faculty Student Association – Beverly Baker
 - c. Tompkins Cortland Community College Foundation, Inc. – Ray Dalton
 - d. Chairperson's Report – Elizabeth Burns
 - e. Liaison Report (Cortland County) – John Troy
 - f. Liaison Report (Tompkins County) – Michael Lane
 - g. Student Trustee's Report – Alicia Smith
 - h. President's Report
15. Upcoming Events:
 - a. TC3 Foundation Disc Golf Event – September 29, 2011
 - b. TC3 Foundation Disc Golf Event (Rain Date) – October 6, 2011
 - c. Fall Day – October 11, 2011
 - d. Next Meeting – REMINDER – Changed to October 27, 2011
 - e. Board of Trustees Retreat – November 3, 2011
16. Adjournment

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

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
ANNUAL MEETING
JULY 21, 2011
RONALD W. SPACE BOARD ROOM**

PRESENT: Beverly Baker, Roxann Buck, Elizabeth Burns, Ray Dalton, John Daniels, and Joanne Florino

ABSENT: Kay Breed, Judy Davison, Raymond Schlather, and Alicia Smith

COUNTY

LIAISONS: Mike Lane

STAFF: John Conners, Susan Dewey, Carl Haynes, Cathy Northrop, Walter Poland, Blixy Taetzsch, Peter Voorhees

GUESTS: Scott Conroe, the *Cortland Standard*; and Miles Cigolle and Steve Hugo from HOLT Architects.

- 1. Call to Order:** Chairperson Buck called the annual meeting to order at 5:35 p.m. in the Ronald W. Space Board Room at the College. She introduced Joanne Florino, newly appointed member of the Board of Trustees.

Roll Call: Ms. Northrop called the roll.

- 2. Election of Officers:** Ms. Baker, Chair of the Nominating Committee, moved the following slate of officers for the Board of Trustees for the 2011 – 2012 year:

Elizabeth Burns, Chairperson

Raymond Schlather, Vice Chairperson

Judy Davison, Treasurer

Roxann Buck, Member of the Executive Committee

Motion was seconded by Mr. Daniels; carried unanimously.

- 3. Appointments –** Ms. Burns moved that Cathy Northrop be appointed Clerk of the Board of Trustees and Lisa Doran be appointed Deputy Clerk of the Board of Trustees; seconded by Mr. Daniels; approved unanimously.

3.1 Clerk of the Board of Trustees: No discussion.

3.2 Deputy Clerk of the Board of Trustees: No discussion.

4. Meeting Dates: The proposed dates for the Board of Trustees' meetings for the 2011– 2012 year is as follows: September 15, 2011 (to be held at the Cortland Extension Center); October 20, 2011; December 1, 2011; January 26, 2012; February 16, 2012; March 15, 2012; April 19, 2012; May 17, 2012; June 21, 2012; and July 19, 2012. All meetings will be held in the TC3 Ronald W. Space Board Room and will begin at 5:30 p.m. except when otherwise noted.

The suggestion was made to make the following changes:

- Change the December 1 meeting date to December 8, and
- Change the Board Retreat from November 10 to November 3 (to be held in Tompkins County – Ms. Baker will reserve a location)

Mr. Daniels moved the proposed meeting dates be approved with these changes; seconded by Ms. Burns; approved unanimously.

5. Other Business: None.

6. Adjournment: Mr. Daniels moved that the annual meeting be adjourned; seconded by Dr. Dalton; carried unanimously. The annual meeting adjourned at 5:42 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
JULY 21, 2011
RONALD W. SPACE BOARD ROOM**

PRESENT: Beverly Baker, Roxann Buck, Elizabeth Burns, Ray Dalton, John Daniels, Joanne Florino, and Raymond Schlather

ABSENT: Kay Breed, Judy Davison, and Alicia Smith

COUNTY

LIAISONS: Mike Lane

STAFF: John Conners, Susan Dewey, Carl Haynes, Cathy Northrop, Walter Poland, Blix Taetzsch, Peter Voorhees

GUESTS: Scott Conroe, the *Cortland Standard*; and Miles Cigolle and Steve Hugo from HOLT Architects.

1. **Call to Order:** The meeting was called to order at 5:43 p.m. by Chairperson Burns in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Mr. Schlather joined the meeting after the roll was called for the annual meeting.
3. **Welcome Guests:** Chairperson Burns welcomed guests.
4. **Approval of Agenda:** Ms. Buck moved that the agenda be approved as presented; seconded by Mr. Daniels; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes:** Dr. Dalton moved that the June 16, 2011, meeting minutes be approved as presented; seconded by Mr. Daniels; carried unanimously.
7. **Communications:** President Haynes reported that at the recent SUNY Community College Deans and Vice President's meeting, TC3 was honored twice: TC3 received a \$1,000 scholarship (our second such award) because of the success of last year's blood drives and the calculated efforts of the staff in Student Activities scheduling the maximum allowed drives for the year; and Becky Clark and Matt Kiechle submitted the 'TC3 Options program' for recognition in the Joseph Isadore SUNY Community College Chief Student Affairs Best Practices. Their proposal was accepted and will be included in a SUNY publication later this year. Mick McDaniels was awarded Athletic Director of the year for the northeast region. There was an article in *The Cortland Standard* about the new Cortland Extension Center building, with the grand opening scheduled for September 16. Reminder - the September Board of Trustees meeting will be held at the new Cortland Extension Center on the evening of September 15th.

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

- a. Campus Master Plan – Status:** President Haynes introduced Miles Cigolle and Steve Hugo from HOLT Architects. A contract to work with HOLT on ideas for a future Master Plan was approved in February by the Board. Since that time, HOLT has been working with Jim Turner and staff for guidance to develop a plan. The primary fact going forward is that we don't have the resources to work toward a Master Plan of the magnitude such as our last. However, the State does require us to update and submit a new Master Plan for the campus. Our main concerns are the capacity to provide more classroom space over the foreseeable future, together with any critical maintenance issues that might come up. Preliminary ideas have been discussed and we are hopeful that the high priority needs can be supported by the State. We will come back to the Board for more detailed discussion on this item in September or October. President Haynes said there is no time pressure and we are not going to push the need for a Master Plan to get into this year's capital budget cycle. On the other hand, for us to begin the approval process, there will need to be action by the TC3 Board, both county Legislatures, and the SUNY Board to be able to move forward a year from now and get our process in the State budget for 2013. It is hoped that these shorter term needs (rehabbing existing classrooms and creating some existing pods, etc.) could begin in the summer of 2013, which would then, with the most idealic situations, bring new classrooms onboard in 2015. Mr. Daniels asked if we are to move forward with additional classrooms if we have the capacity to handle electrical/mechanical needs. Mr. Turner said that we did provide for additional needs when the electrical/mechanical upgrades were made. Mr. Schlather discussed the issues of redesign with movable walls. That is an option, but does provide less acoustic performance. There was discussion about addressing the classroom shortage by extending the hours when classes are offered either earlier in the day and/or later in the day, with the possibility of adding weekend classes. President Haynes said that the College has provided opportunities for classes during earlier/late times, but that the market doesn't respond particularly well to those early/late classes and there isn't a critical mass of local students to make weekend classes effective. President Haynes said we can always try those alternatives again. The suggestion was made to price classes differently for those enrolling in the earlier/late/weekend classes. Dean Taetzsch said that we are allowed to offer differential tuition for different off-hour classes for part time students and this has been done for students taking EMT classes. However, it is challenging because it won't make a difference for our traditional student getting financial aid. Ms. Florino asked about renting space at the College for local businesses and/or schools. She also said she feels an 8:00 a.m. class at the extension centers would be ideal for individuals who work. President Haynes said that building/providing specialized labs that could be used for businesses to do research is another possibility.

9. **College-wide Goals:** No reports for July.
10. **Vice Presidents' Reports (highlight Consent Agenda items and updates on major initiatives):**
 - a. **Provost and Vice President of the College** – Provost Conners spoke to his written report.
 - b. **Vice President for Global Initiatives** – Vice President Poland spoke to his written report.
11. **Information Items:**
 - a. **Human Resources Updates** – No discussion.
 - b. **Budget Transfer Report** – No discussion.
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 Mr. Daniels; carried unanimously.
 - a. **Capital Payments** – No discussion.
 - b. **Treasurer's Report – June 30, 2011** – No discussion.
 - c. **Request for Budget Transfers** – No discussion.
 - d. **Appointment of Personnel** – No discussion.
 - e. **Approval of Position Description – Assistant Director of Budget and Finance** - Dean Taetzsch mentioned that this position description came about due to additional responsibilities that have been taken on by this position due to the restructuring. Chairperson Burns asked if there is a salary range for the position grades. Dean Taetzsch said that the grades and salary ranges are listed in the Professional Administrators Association contract which can be found on the web site. Two of the proposed new job descriptions had no change in grade, but two did have a change in grade.
 - f. **Approval of Position Description – Coordinator of TC3.biz** – Dean Taetzsch mentioned that this position is in the External Relations area and is being made to reflect the change in duties and responsibilities.
 - g. **Approval of Position Description – Director of Adult Learning and Training** – Dean Taetzsch mentioned that this is also a position within External Relations and is also being made to reflect the change in duties and responsibilities.
 - h. **Approval of Position Description – Development Coordinator** – This reflects a major change in responsibilities due to the fact that the number of staff in this area has been cut to half the size of a year ago because of the restructuring due to the budgetary issues.
 - i. **2011-2012 Trash/Waste Removal Services Bid Award** – Chairperson Burns was concerned about not having a lot of people provide bid proposals for either of these bids. Dean Taetzsch said she feels that the lack of proposals for trash/waste removal service had a lot to do with our location.
 - j. **2011-2012 Duplicating Paper Bid Award** – Dean Taetzsch said she feels that one of the primary reasons for the few bids for this service is because a requirement of the bid is that the bidder store and deliver the paper as we need

it, because we don't have enough storage space for the amount of paper being ordered. She said a lot of these companies don't have the storage space, either, which makes it impossible to participate in the bid.

13. Standing Reports:

- a. College Forum – No report.**
- b. Faculty Student Association – No report.**
- c. Tompkins Cortland Community College Foundation, Inc. –** Dr. Dalton reported that the Property Management Committee met on Tuesday, July 19 at the new Cortland Extension Center. The center has a modern look with room for future growth. The Investment Committee held a meeting on Wednesday, July 20. As of June 30 the combined accounts totaled \$9,729,587. The asset allocation was 2.5% in cash, 29.3% in fixed income, and 68.2% in equities. The next Foundation Board meeting will take place on Tuesday, September 6.
- d. Chairperson's Report –** Ms. Buck reported that the Foundation/Development "disc golf" event will be held on September 29 and she will "Captain" the Board Team. She asked for volunteers to join her on the team. Dr. Dalton, Ms. Florino, and Mr. Schlather volunteered for the team. Ms. Buck also reported on the NYCCT Institute that will be held in September. She said the NYCCT has made the decision to discontinue the spring conference. Therefore, the only meeting, conference, and institute for next year will be in fall 2012. Chairperson Burns mentioned that there will need to be a meeting of the Executive Committee of the Board of Trustees in August to approve Capital Payments.
 - i. Board Evaluation/Retreat –** Ms. Northrop mentioned that the Board evaluation will be sent out via "Survey Monkey" in the near future.
- e. Liaison Report (Cortland County) – No report.**
- f. Liaison Report (Tompkins County) –** Mr. Lane reported that a number of Tompkins County legislators are meeting with Cortland County legislators to talk about issues/concerns, particularly in light of these times of serious budget problems. The first of those meetings will be held July 28 at the A1 Restaurant in Dryden.
- g. Student Trustee's Report – No report.**
- h. President's Report –** President Haynes spoke to his written report.

- 14. Executive Session for Discussion of Personnel Items (action to be taken):** Mr. Schlather moved that the meeting convene in executive session for discussion of the personnel items with action to be taken; seconded by Ms. Buck; carried unanimously. The meeting convened into executive session at 7:05 p.m.

The meeting reconvened in regular session at 7:48 p.m.

Ms. Baker moved that the Board ratify President Haynes' recommendations regarding continuing appointments, promotions, administrative appointments, quality step increases, and awards for excellence as listed below; seconded by Ms. Buck; carried unanimously.

a. Recommendations for Promotions and Continuing Appointments for 2011-2012 Academic Year

To the Rank of Full Professor

Keith Millman

To the Rank of Associate Professor

Sophia Georgiakaki

Tim McCabe

Paula Moore

To the Rank of Assistant Professor

Gary Ford

Amber Gilewski

Christine Guest

Kimari Johnson

Anna Regula

Mary Sheldon

Lucy Yang

Continuing Appointment

Danielle Bethoney

Sophia Georgiakaki

Carol Sammis

Kelly Wessell

b. Recommendations for Quality Step Increases and Administrative Appointments for 2011-2012 Academic Year

To Quality Step 1

Brian Ackley

Diane Morley

John Petrella

Brandon Wood

Renee Hollenbeck

To Quality Step 2

Gerry McDonough

Peter Voorhees

Administrative Appointment

Colleen Conroy
Sharon Dovi
Bob Edgecomb
James Janke
Gregg Kiehl
Jennica Petrella-Baum
Jenna Lenhardt
Beau Saul
James Turner

c. Recommendations for Awards for Excellence for 2011

Rick Grossman
Bill Kleitz
Ken McEwan
Ron Starmer

15. Upcoming Events: No discussion.

16. Adjournment: **Mr. Daniels** moved that the meeting be adjourned; seconded by Dr. Dalton; carried unanimously. The meeting adjourned at 7:50 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE
EXECUTIVE COMMITTEE MEETING
BOARD OF TRUSTEES
AUGUST 25, 2011
PRESIDENT'S OFFICE**

EXECUTIVE COMMITTEE
AND BOARD MEMBERS

PRESENT: Roxann Buck, Elizabeth Burns, Judy Davison

EXCUSED: Ray Schlather

STAFF: John Conners, Susan Dewey, Carl Haynes, Cathy Northrop, Walter Poland, and
Blix Taetzsch

GUESTS: None

1. **Call to Order:** The meeting was called to order in the President's Office at the College at 4:35 p.m. by Chairperson Burns.
2. **Roll Call:** The roll was called.
3. **Approval of Agenda:** Ms. Buck moved that the agenda be approved as presented; seconded by Ms. Davison; carried unanimously.
4. **Consent Agenda (Action Items):** Ms. Buck moved that the Consent Agenda be approved; seconded by Ms. Davison; approved unanimously.
 - a. **Capital Payments:** Dean Taetzsch said that these payments were for classroom equipment at the new Cortland Extension Center. Purchase of the equipment had previously been approved, the money had been budgeted, and the equipment has been delivered. Ms. Davison asked if we went out to bid for the equipment. Dean Taetzsch said that Kevin Caveney will be able to provide documentation as to whether or not this was done through a bid process or under state contract.
5. **Adjournment:** Ms. Buck moved that the meeting be adjourned; seconded by Ms. Davison; carried unanimously. The meeting adjourned at 4:40 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

To: Board of Trustees
From: John R. Connors
Date: September 7, 2011
Re: September report

Digital Catalog – Our digital catalog and course listings are now fully operational and in use. It is worth noting that the Center for Digital Education recently gave an Honorable Mention award to the catalog and throughout the College both the catalog and the course listings have been very well-received.

Semester Start-up – All indications are that our summer registration and orientation processes have continued to improve and to operate more effectively and efficiently than ever, in large measure because of the outstanding work of the Student Success office (Katrina Campbell, Michelle Nightingale, and Helen Lang) in collaboration with the entire staff of the Enrollment Center. In addition, our decision to offer fewer sections of certain courses has led to two significant results: larger average class enrollments (though still within the usual class maximums we have used for many years) and a much smaller number of late cancellations of sections. Since such cancellations can lead to serious disruptions for the students involved, as well as considerable effort on the part of staff who must reschedule them, this reduction in the number of sections cancelled represents an important step forward.

Academic Standards – We are now using the more demanding standards for academic performance, which will likely result in larger numbers of students on academic probation and suspension at the end of this semester. All advisors and staff who will be involved in working with these students are preparing for the increased workload in January. On a related note, it is perhaps significant that the Committee on Academic Status received many fewer appeals for reinstatement this semester, and thus approved many fewer suspended students' registration.

TO: TC3 Board of Trustees
FROM: Walter Poland, Vice President for Global Initiatives
DATE: September 9, 2011
SUBJECT: Global Initiatives Report to the Board of Trustees for September

- Cornell

There are 79 current registrations for the Academic English for Graduate Students at Cornell. The add/drop period is still open for enrollment, and final numbers will be available at the end of September. This is the third year of TC3 providing this ESL service to Cornell.

- Fall Enrollment

53 visa holding students from 21 countries are enrolled for the fall semester. 55 Permanent Residents makes our total international student population 108 from 46 unique countries. This includes 13 new and returning summer Global Connections students who have extended their program.

- Study Abroad

Fall 2011 short-term faculty led trips are going to Ireland, Ecuador, and Nicaragua. We have one Fall 2011 Human Services student participating in an intensive five-week internship program in Ghana this September-October.

- Global Graduation

59 students from the Dominican Republic, Colombia, and Honduras graduated from the summer Global Connections program.

- Intensive English Summer Institute

There were 55 faculty from Colombia and Turkey who had a very successful 5-week intensive language and professional development experience here this summer.

- Red Mutis

Jorge Huayhuaca and I are attending the September Board of Directors' meeting of the Red Mutis being held in Bucaramanga, Colombia.

TOMPKINS CORTLAND COMMUNITY COLLEGE
Human Resources Updates - Status of Open Positions
as of September 6, 2011

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
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CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Project Assistant, PT, temp.	Global Initiatives	August 2011	Hired Maria Barrero 9/2/11

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of September 6, 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.

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

	Amount	Subtotal	Grand Total
<u>NEW CLASSROOMS</u>			
79 71 Cortland Standard Bid Notice - Smartclassrooms (Main Bldg)	\$89.32		
79 72 Gannett Central NY Newspapers Bid Notice - Smartclassrooms, Invoice #0001478744 (Main Bldg)	\$85.76		
79 73 Sit-On-It Seating (PO #28212) Chairs, Invoice #685499-1 (New Cortland Ext Center)	\$581.28		
<u>TOTAL NEW CLASSROOMS</u>		\$756.36	
<u>NEW MASTER PLAN</u>			
79 74 HOLT Architects (PO #28056) Master Plan Study, Invoice #210098006	\$3,155.79		
<u>TOTAL NEW MASTER PLAN</u>		\$3,155.79	
<hr/>			
GRAND TOTAL			\$3,912.15

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

JULY 31, 2011

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

JULY 31, 2011

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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$3,418,709 in a money market savings account averaging .20% interest earnings for July and \$321,336 in savings. The maximum amount available for investment will fluctuate with a peak of \$2,800,000 available over the next five months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$2,347,274 is down from 2,648,792. Student receivables are underwritten by various funding agencies such as TAP, PELL, TRA, Student Loan and local employers.

DUE FROM STATE GOVERNMENTS - (PAGE 3)

DUE FROM OTHER GOVERNMENTS AND FUNDS - (PAGE 3)

Out of county chargebacks have an outstanding balance of \$151,472. The interfunds account balance of \$1,970,077 consists of federal, state grant and capital payments made by the current operating fund. Reimbursement from other funds is in transit at the end of each period.

LIABILITIES - (PAGE 3)

Payroll Liabilities include amounts due to retirement systems (New York State Retirement and the TIAA-CREF), governmental agencies for payroll-related liabilities, and accrued vacation. Student Financial Aid Liabilities primarily consists of NYS TAP rosters received, and not yet disbursed. Accrued Liabilities represents miscellaneous liabilities such as amounts due to FSA, and various reserves.

Due to State governments represents overpayment of state aid in the prior year.

FUND BALANCE - (PAGE 3)

The current fund balance represents surplus revenues over expenditures from prior years.

TOTAL EXPENDITURES - (PAGES 4-6)

As of July 31, total expenditures amounted to \$31,383,445 or 88.7% of the 2010-2011 budget. Comparable expenditures for period two last year were \$32,052,397 or 92.6% of the 2009-2010 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$34,978,179 are 98.83% of the revenue budget. Prior year revenues were \$34,952,990 are 100.9% of total budgeted revenue

CAPITAL FUNDS - (PAGE 9)

The 1994-95 Capital Construction project remaining open is the Campus Master Plan with an amended budget of \$ 7,439,572. To date, \$7,439,572 has been committed for the Campus Master Plan.

The 2000-2001 Capital Construction Budget totals \$7,071,250 for the HVAC System Replacement and Campus Master Plan Update. To date, \$7,068,658 has been committed for 2000-2001 projects.

The 2002-2009 Capital Construction Budget totals \$34,653,376. As of July 2011, \$34,397,936 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
JULY 2011**

	Current Month <u>7/31/2011</u>	Previous Month <u>06/30/2011</u>	Previous Year <u>06/30/2010</u>
ASSETS			
Cash in Demand Deposit	\$321,336	\$344,285	\$322,811
Cash in Time Deposits	3,418,709	2,585,155	1,728,315
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	2,347,274	2,648,792	2,668,632
Accounts Receivable--Misc.	691,247	842,136	858,798
Prepaid Expenses	(103,108)	(133,092)	(73,877)
Due From Other Funds	1,994,683	1,789,638	1,450,024
Due From Sponsor Governments	0	0	0
Due From State Governments	0	2,981,338	2,761,550
Due From Other Governments	\$151,472	\$366,785	\$366,580
	<u>\$8,823,343</u>	<u>\$11,426,767</u>	<u>\$10,084,563</u>
TOTAL ASSETS			
LIABILITIES AND SURPLUS			
Vouchers Payable	\$33,100	\$80,523	\$0
Payroll Liabilities	1,868,812	1,183,609	905,622
Student Financial Aid Liabilities	130,281	123,698	109,881
Accrued Liabilities	1,739,378	2,222,570	1,971,190
Due to Other Funds	51,760	51,266	13,251
Due to State Governments	0	0	0
Student Tuition Collected in Advance	484,959	(2,181)	73,998
Fund Balance	1,317,741	1,317,741	1,086,971
Revenue Over (Under) Expenditures	3,197,312	6,449,541	5,923,650
	<u>\$8,823,343</u>	<u>\$11,426,767</u>	<u>\$10,084,563</u>
TOTAL LIABILITIES AND SURPLUS			

TOMPKINS CORTLAND COMMUNITY COLLEGE
APPROPRIATIONS 2010-2011
FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2011

	PER CENT YEAR					92.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>	
Instruction						
Personal Services	9,255,973	9,271,866	8,784,326	487,540	94.74%	
Equipment	16,950	15,350	57,174	(41,824)	0.00%	
Contractual Expenses	3,647,987	3,614,041	3,603,911	10,130	99.72%	
Employee Benefits	<u>3,413,430</u>	<u>3,456,953</u>	<u>3,062,819</u>	<u>394,134</u>	88.60%	
Total Instruction	<u>16,334,340</u>	<u>16,358,210</u>	<u>15,508,230</u>	<u>849,980</u>	<u>94.80%</u>	
Public Service						
Personal Services	44,844	44,844	14,580	30,264	32.51%	
Equipment				0	0.00%	
Contractual Expenses	475	475	0	475	0.00%	
Employee Benefits	<u>13,008</u>	<u>12,711</u>	<u>5,103</u>	<u>7,608</u>	40.15%	
Total Public Service	<u>58,327</u>	<u>58,030</u>	<u>19,683</u>	<u>38,347</u>	<u>33.92%</u>	
Academic Support						
Personal Services	1,607,543	1,602,543	1,372,065	230,478	85.62%	
Equipment				0	0.00%	
Contractual Expenses	269,510	266,670	198,368	68,302	74.39%	
Employee Benefits	<u>507,133</u>	<u>508,717</u>	<u>479,981</u>	<u>28,736</u>	<u>94.35%</u>	
Total Academic Support	<u>2,384,186</u>	<u>2,377,930</u>	<u>2,050,414</u>	<u>327,516</u>	<u>86.23%</u>	
Libraries						
Personal Services	566,627	566,627	513,525	53,102	90.63%	
Equipment			600	(600)	0.00%	
Contractual Expenses	154,778	160,246	133,151	27,095	83.09%	
Employee Benefits	<u>178,250</u>	<u>178,019</u>	<u>179,734</u>	<u>(1,715)</u>	<u>100.96%</u>	
Total Libraries	<u>899,655</u>	<u>904,892</u>	<u>827,010</u>	<u>77,882</u>	<u>91.39%</u>	

APPROPRIATIONS 2010-2011 (Cont.)

PER CENT YEAR

92.00%

	<u>Original Budget</u>	<u>Original Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Student Services					
Personal Services	3,045,743	3,014,958	2,761,420	253,538	91.59%
Equipment	0	255	1,278	(1,023)	0.00%
Contractual Expenses	1,275,815	1,401,410	945,100	456,310	67.44%
Employee Benefits	<u>961,265</u>	<u>946,721</u>	<u>972,314</u>	<u>(25,593)</u>	<u>102.70%</u>
Total Student Services	<u>5,282,823</u>	<u>5,363,344</u>	<u>4,680,112</u>	<u>683,232</u>	<u>87.26%</u>
Maintenance and Operation of Plant					
Personal Services	2,351,855	2,353,355	2,036,335	317,020	86.53%
Equipment	19,000	6,000	6,317	(317)	0.00%
Contractual Expenses	1,349,492	1,350,292	802,860	547,432	59.46%
Employee Benefits	<u>763,675</u>	<u>746,775</u>	<u>715,295</u>	<u>31,480</u>	<u>95.78%</u>
Total Maintenance and Operation of Plant	<u>4,484,022</u>	<u>4,456,422</u>	<u>3,560,807</u>	<u>895,615</u>	<u>79.90%</u>
Institutional Support					
Personal Services	1,436,238	1,436,238	1,234,490	201,748	85.95%
Equipment	0	0	299	(299)	0.00%
Contractual Expenses	367,271	367,729	252,458	115,271	68.65%
Employee Benefits	<u>471,977</u>	<u>466,750</u>	<u>432,643</u>	<u>34,107</u>	<u>92.69%</u>
Total Institutional Support	<u>2,275,486</u>	<u>2,270,717</u>	<u>1,919,890</u>	<u>350,827</u>	<u>84.55%</u>
General Institutional Services					
Personal Services	1,888,891	1,893,176	1,655,581	237,595	87.45%
Equipment	104,050	119,650	8,688	110,962	0.00%
Contractual Expenses	1,069,065	986,382	562,670	423,712	57.04%
Employee Benefits	<u>609,961</u>	<u>602,053</u>	<u>590,361</u>	<u>11,692</u>	<u>98.06%</u>
			0		
Total General Institutional Services	<u>3,671,967</u>	<u>3,601,261</u>	<u>2,817,300</u>	<u>783,961</u>	<u>78.23%</u>
TOTAL APPROPRIATIONS	<u>35,390,806</u>	<u>35,390,806</u>	<u>31,383,446</u>	<u>4,007,360</u>	<u>88.68%</u>

2010-2011 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

PER CENT YEAR 92.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	280,000	280,000	244,726	0	0.00%
State Employee's Retirement	685,000	693,932	819,646	(125,714)	118.12%
State Teacher's Retirement	172,000	175,000	169,307	5,693	96.75%
Optional Retirement Fund	1,060,000	1,060,000	1,047,993	12,007	98.87%
Social Security	1,535,340	1,523,408	1,378,688	144,720	90.50%
Workers Compensation	120,000	120,000	186,782	(66,782)	155.65%
Misc Employee Benefits	130,000	130,000	94,472	35,528	72.67%
Disability Insurance	13,000	13,000	10,599	2,401	81.53%
Hospital and Medical Insurance	2,705,359	2,705,359	2,637,074	68,285	97.48%
Employee Tuition Benefits	133,000	133,000	133,635	(635)	100.48%
Life Insurance	10,000	10,000	9,511	489	95.11%
Vacation Benefits	60,000	60,000	55,000	5,000	91.67%
Unemployment Insurance	15,000	15,000	52,324	(37,324)	348.83%
Total Employee Benefits	<u>6,918,699</u>	<u>6,918,699</u>	<u>6,839,757</u>	<u>43,668</u>	<u>98.86%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2010-2011
FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2011**

PER CENT YEAR 83.00%

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
Tuition					
Fall & Spring	\$15,193,985	\$15,193,985	14,837,011	356,974	97.65%
Summer	1,159,208	1,159,208	1,040,090	119,118	89.72%
Nonresident Tuition	1,206,960	1,206,960	1,147,213	59,747	95.05%
Student Fee Revenue (Tech Fee)	1,100,000	1,100,000	1,105,021	(5,021)	100.46%
Total Tuition	<u>18,660,153</u>	<u>18,660,153</u>	<u>18,129,335</u>	<u>530,818</u>	<u>97.16%</u>
Government Appropriations					
New York State	9,140,135	9,140,135	9,123,007	17,128	99.81%
Local Sponsors	4,254,915	4,254,915	3,861,336	393,579	90.75%
Appropriated Cash Surplus			0	0	
Charges to Other Counties	<u>2,700,400</u>	<u>2,700,400</u>	<u>3,304,540</u>	<u>(604,140)</u>	<u>122.37%</u>
Total Government Appropriations	<u>16,095,450</u>	<u>16,095,450</u>	<u>16,288,883</u>	<u>(193,433)</u>	<u>101.20%</u>
Other Revenues					
Service Fees	147,700	147,700	151,505	(3,805)	102.58%
Interest Earnings	15,000	15,000	6,826	8,174	45.51%
Rental of Real Property	26,500	26,500	2,000	24,500	7.55%
Contract Courses	105,000	105,000	79,972	25,028	76.16%
Noncredit Tuition	135,000	135,000	200,086	(65,086)	148.21%
Grant Offsets	171,000	171,000	105,501	65,499	61.70%
Unclassified Revenues	<u>35,003</u>	<u>35,003</u>	<u>126,092</u>	<u>(91,089)</u>	<u>360.23%</u>
Total Other Revenues	<u>635,203</u>	<u>635,203</u>	<u>671,982</u>	<u>(36,779)</u>	<u>105.79%</u>
TOTAL REVENUES	<u>\$35,390,806</u>	<u>\$35,390,806</u>	<u>\$35,090,200</u>	<u>\$300,606</u>	<u>99.15%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CURRENT OPERATING FUND - CASH FORECAST
JULY 2011 TO NOV 2011**

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>	<u>OCTOBER</u>	<u>NOVEMBER</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$2,931,170	\$3,749,097	\$2,889,097	\$2,636,314	\$891,314
<u>RECEIPTS</u>					
Student Accounts Receivable	\$645,414	\$1,600,000	\$500,000	\$525,000	\$525,000
Student Financial Aid	\$771,395	\$350,000	\$8,000,000	\$4,500,000	\$1,350,000
Sponsor Payments	\$0	\$0	\$0	\$0	\$0
Chargebacks to Other Counties	\$188,193	\$110,000	\$110,000	\$200,000	\$950,000
State Aid	\$2,398,781	\$0	\$2,197,217	\$0	\$0
Repayment of Grant Fund Advances	\$70,347	\$100,000	\$75,000	\$100,000	\$60,000
Repayment of Capital Fund Advances		\$0	\$0	\$0	
Other Receipts	<u>\$275,871</u>	<u>\$175,000</u>	<u>\$175,000</u>	<u>\$50,000</u>	<u>\$75,000</u>
Projected Cash Receipts	<u>\$4,350,001</u>	<u>\$2,335,000</u>	<u>\$11,057,217</u>	<u>\$5,375,000</u>	<u>\$2,960,000</u>
<u>DISBURSEMENTS</u>					
Payments to Students	\$315,744	\$85,000	\$7,500,000	\$4,000,000	\$700,000
Accounts Payable	\$1,606,735	\$1,500,000	\$2,200,000	\$1,500,000	\$1,100,000
Payroll and Fringe Benefits	\$1,487,954	\$1,600,000	\$1,600,000	\$1,600,000	\$1,600,000
Grant Fund Advances	\$121,641	\$10,000	\$10,000	\$20,000	\$4,531
Capital Fund Advances		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Projected Cash Disbursements	<u>\$3,532,074</u>	<u>\$3,195,000</u>	<u>\$11,310,000</u>	<u>\$7,120,000</u>	<u>\$3,404,531</u>
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>					
MONEY MARKET/ SAVINGS	\$3,699,095	\$2,839,097	\$2,586,314	\$841,314	\$396,783
CASH IN TIME DEPOSITS	<u>\$50,002</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>
TOTAL CASH IN TIME DEPOSITS	\$3,749,097	\$2,889,097	\$2,636,314	\$891,314	\$446,783

TOMPKINS CORTLAND COMMUNITY COLLEGE
 CAPITAL FUND SUMMARY
 FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2011

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Expenditures To Date</u>	<u>Encumbrances</u>	<u>Total Committed</u>	<u>Uncommitted Budget</u>
<u>CAPITAL CONSTRUCTION 1994-95</u>						
Campus Master Plan	8,689,572	7,439,572	7,439,572	0	7,439,572	0
TOTAL	8,689,572	7,439,572	7,439,572	0	7,439,572	0
<u>CAPITAL CONSTRUCTION 2000-2001</u>						
HVAC System Replacement	5,571,250	7,071,250	7,068,658	0	7,068,658	2,592
TOTAL	5,571,250	7,071,250	7,068,658	0	7,068,658	2,592
<u>CAPITAL CONSTRUCTION 2002-2009</u>						
Administrative Costs	1,236,384	3,671,657	3,588,204	0	3,588,204	83,453
Site Improvements (Phase 1A)	1,332,100	1,854,054	1,854,054	0	1,854,054	0
Athletic Facility Construction (Phase 1B)	15,546,945	15,854,487	15,664,691	0	15,664,691	189,796
Interior Renovations (Phase 2A)	2,411,195	2,531,654	2,531,654	0	2,531,654	0
Interior Renovations (Phase 2B)	5,667,505	6,485,024	6,485,024	0	6,485,024	0
Interior Renovations (Phase 2C)	2,307,885	2,419,883	2,419,048	0	2,419,048	835
Office Renovations	135,395	137,113	137,113	0	137,113	0
Field Irrigation/Water Conservation	177,000	246,701	246,750	0	246,750	-49
Furniture Fixtures & Equipment	1,452,803	1,452,803	1,471,398	0	1,471,398	-18,595
TOTAL	30,267,212	34,653,376	34,397,936	0	34,397,936	171,987
CLASSROOM PROJECT 2008-2009	2,000,000	2,000,000	1,325,423	0	1,325,423	674,577
ELECTRICAL PANEL PROJECT 2009-2010	1,600,000	606,000	370,087	0	370,087	235,913
<u>CAPITAL CASH SUMMARY</u>						
<u>CASH BALANCE - JULY 1, 2011</u>						
Campus Master Plan Money Market	51,351					
Cash in time Deposits	1,361,551					
		\$1,412,902				
<u>DISBURSEMENTS</u>						
Athletic Facility						
Savings Reimburse Advance from Operat					0	
Debt Service Payment					0	
MM Reimburse Advane from Oper					0	
HVAC Replacement					0	
Campus Master Plan					0	
					0	
<u>CASH BALANCE -JULY 31, 2011</u>						
Campus Master Plan Money Market					51,360	
Cash in Time Deposits					1,388,671	
		\$27,129				\$1,440,031
<u>CASH RECEIPTS</u>						
County Payment - Campus Master Plan	0					
State Aid	0					
Reimburse from interfunds	0					
Investment Income - Savings	0					
Investment Income - CMP	9					
Chargeback Revenue	27,120					

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2011-2012-9**

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 15th day of September 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 15th day of September 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
September 6, 2011

Presented to the Board of Trustees

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Cattan, Charmain	ACCT101 M02 BUAD261 GC1	Adjunct	N/A	6,405.00	7/10/11 - 12/16/11
Abbiati, Silvia	ITAL101 HY1	Adjunct	N/A	2,745.00	8/25/11 - 12/16/11
Ahmed, Ahmed	CHEM205 ME50 CHEM108 ME50	Adjunct	N/A	9,555.00	8/25/11 - 12/16/11
Almann, Nancy	BIOL201 ME50	Adjunct	N/A	5,512.50	8/25/11 - 12/16/11
Altmann, Herman	BIOL101 ME52 BIOL102 M01 BIOL102 M02	Adjunct	N/A	11,025.00	8/25/11 - 12/16/11
Amici, Gina	RDNG099 ME50	Adjunct	N/A	3,220.00	8/25/11 - 12/16/11
Anderson, Susan	ART 120 ME50	Adjunct	N/A	3,675.00	8/25/11 - 12/16/11
Andrews, Patricia	PSYC103 M10 PSYC101 M05 PSYC101 M04	Adjunct	N/A	9,450.00	8/25/11 - 12/16/11
Arnold, Melanie	M01	Adjunct	N/A	6,270.57	8/25/11 - 12/16/11
Azmera, Luam	MATH090 M13 MATH090 M17	Adjunct	N/A	6,440.00	8/25/11 - 12/16/11
Barrett, Allison	ENGL099 M19 ENGL220 ME50 ENGL101 M13	Adjunct	N/A	8,550.00	8/25/11 - 12/16/11
Baumbach, Christen	RDNG099 M08 RDNG099 M02	Adjunct	N/A	6,440.00	8/25/11 - 12/16/11
Bechtold, Charles	MATH100 M18 MATH100 M14 MATH109 M07	Adjunct	N/A	9,450.00	8/25/11 - 12/16/11
Bieber, Erin	HSTY101 ME50 HSTY201 M07 HSTY201 M06	Adjunct	N/A	8,820.00	8/25/11 - 12/16/11
Bierce, Rose	MATH090 M04	Adjunct	N/A	3,220.00	8/25/11 - 12/16/11
Bischoff, Mark	MATH100 M09 MATH095 M07	Adjunct	N/A	6,405.00	8/25/11 - 12/16/11
Boden, Brandy	SOCE150 M02 RECR215 M01 RECR150 M02	Adjunct	N/A	5,557.50	8/25/11 - 12/16/11
Booth, Mark	CHEM101 M01 CHEM101 M02	Adjunct	N/A	8,235.00	8/25/11 - 12/16/11
Brechbiel, George	FITN116 M01	Adjunct	N/A	1,282.50	8/25/11 - 10/21/11
Bronfenbrenner, Mary	ENGL100 M12 ENGL100 M13	Adjunct	N/A	4,830.00	8/25/11 - 12/16/11
Brown, Stan	MATH200 ME50	Adjunct	N/A	3,150.00	8/25/11 - 12/16/11
Buchanan, Patricia	ENGL099 M09 ENGL099 M10	Adjunct	N/A	8,400.00	8/25/11 - 12/16/11
Buzzard, Michelle	ENGL099 M26 ENGL099 M04	Adjunct	N/A	6,440.00	8/25/11 - 12/16/11
Cameron, Andrew	MATH090 M02 MATH090 M07 MATH100 M08	Adjunct	N/A	9,405.00	8/25/11 - 12/16/11
Candela-Jordan, Michel	RDNG116 M02	Adjunct	N/A	2,415.00	8/25/11 - 12/16/11
Capani, Jennifer	HSTY202 M03	Adjunct	N/A	2,415.00	8/25/11 - 12/16/11
Carpenter, Regina	ECHD110 M01 ECHD110 ME50 ECHD125 IE62 HUMS125 IE62	Adjunct	N/A	8,820.00	8/25/11 - 12/16/11
Carr, Jack	RDNG116 M10 RDNG116 M09 RDNG116 M06	Adjunct	N/A	9,450.00	8/25/11 - 12/16/11
Carr, Kyle	COMM112 M01 COMM245 M01 COMM111 ME50 COMM111 M01	Adjunct	N/A	4,275.86	8/25/11 - 12/16/11
Carter, Michele	PSYC205 M01 PSYC207 M01 PSYC205 M02	Adjunct	N/A	7,695.00	8/25/11 - 12/16/11
Chapman, Robert	RDNG116 M12 RDNG116 M15 POSC104 M01	Adjunct	N/A	8,235.00	8/25/11 - 12/16/11
Clay, Merryn	ENGL100 M36 ENGL100 M02 ENGL100 M11	Adjunct	N/A	7,245.00	8/25/11 - 12/16/11
Cloutier, Scott	MATH090 I30 MATH090 M01	Adjunct	N/A	6,440.00	8/25/11 - 12/16/11
Coleman, Cynthia	SOCI101 AL1 SOCI205 AL1 SOCI101 M13	Adjunct	N/A	9,450.00	8/25/11 - 12/16/11
Connors, John	MATH090 M10	Adjunct	N/A	3,660.00	8/25/11 - 12/16/11
Cook, Lisa	MATH095 M09 MATH100 I30	Adjunct	N/A	6,405.00	8/25/11 - 12/16/11
Cooper, Joanne	MATH095 M01 MATH095 M04 MATH100 M10	Adjunct	N/A	9,405.00	8/25/11 - 12/16/11
Copelan, Summer	ENGL101 M05	Adjunct	N/A	2,415.00	8/25/11 - 12/16/11
Cornish, Erin	MATH090 M08 MATH109 M01 MATH095 M10	Adjunct	N/A	9,405.00	8/25/11 - 12/16/11
Cowan, Richard	MATH201 IE35 MATH109 M06	Adjunct	N/A	7,350.00	8/25/11 - 12/16/11
Crandall, Leo	ENGL135 M01 ENGL135 M02	Adjunct	N/A	1,610.00	8/25/11 - 12/16/11
Curtis, Benjamin	CONT107 M01	Adjunct	N/A	2,940.00	8/25/11 - 12/16/11
Daehn, James	MATH109 AL1	Adjunct	N/A	5,130.00	8/25/11 - 12/16/11
Davis, Andrew	HLTH126 M02 FITN230 M20 FITN130 M10	Adjunct	N/A	2,137.50	8/25/11 - 12/16/11
Davis, Scott	MATH090 M06	Adjunct	N/A	3,660.00	8/25/11 - 12/16/11
Decker, Aaron	ENGL101 M04 ENGL101 M03 ENGL099 M11	Adjunct	N/A	8,550.00	8/25/11 - 12/16/11
DeGaetano, Margaret	METR101 M01	Adjunct	N/A	3,430.00	8/25/11 - 12/16/11
DeRado, Dennis	SPAN101 M04	Adjunct	N/A	4,410.00	8/25/11 - 12/16/11
Dickerson, Nancy	HUMS114 M01 SOCI201 ME50 HUMS110 M01	Adjunct	N/A	8,820.00	8/25/11 - 12/16/11
Doliner, R	MATH090 M16	Adjunct	N/A	3,420.00	8/25/11 - 12/16/11
Dragone, Nicholle	ENGL101 M09 ENGL101 M11	Adjunct	N/A	5,130.00	8/25/11 - 12/16/11

Appointment of Personnel
September 6, 2011

Presented to the Board of Trustees

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Drake, Melvyn	MUSI103 M01	Adjunct	N/A	1,372.50	8/25/11 - 12/16/11
Drumluk, Amy	PSYC103 ME51	Adjunct	N/A	2,415.00	8/25/11 - 12/16/11
Earley, Bernard	ENGL100 AL1 ENGL101 AL3	Adjunct	N/A	6,300.00	8/25/11 - 12/16/11
Edgecomb, Patricia	CAPS141 AL1 CAPS123 AL1	Adjunct	N/A	2,135.61	8/25/11 - 11/04/11
Eisenberg, Seth	PARC101 AL2 PARA101 AL2	Adjunct	N/A	2,940.00	8/25/11 - 12/16/11
Eller, Dawn	BIOL131 ME50	Adjunct	N/A	4,803.75	8/25/11 - 12/16/11
Emilian, Catherine	DRAF107 M01 DRAF117 M01	Adjunct	N/A	6,412.50	8/25/11 - 12/16/11
Emmart, Michael	CRJU104 M02	Adjunct	N/A	7,245.00	8/25/11 - 12/16/11
Estep, Nancy	HUMS125 AL1 HUMS225 CE66	Adjunct	N/A	7,245.00	8/25/11 - 12/16/11
Esworthy, Barrett	HSTY111 M01 HSTY201 M04 HSTY101 M03	Adjunct	N/A	8,235.00	8/25/11 - 12/16/11
Farah, Fred	BIOL125 M01 GEOL125 M01 BIOL101 M03 BIOL101 M04	Adjunct	N/A	10,535.00	8/25/11 - 12/16/11
Finn, Bradley	HLTH208 AL1	Adjunct	N/A	3,150.00	8/25/11 - 12/16/11
Galezo, David	PHIL101 M02 PHIL101 M03 PHIL201 AL1	Adjunct	N/A	9,450.00	8/25/11 - 12/16/11
Garrighan, Patricia	ENGL201 ME50 ENGL201 M06 ENGL201 M05	Adjunct	N/A	9,450.00	8/25/11 - 12/16/11
Garrity, Kathleen	FITN205 M01 FITN204 M01	Adjunct	N/A	1,575.00	8/25/11 - 12/16/11
Gesin, Jonathan	CRJU105 M03	Adjunct	N/A	2,415.00	8/25/11 - 12/16/11
Gifford, Kristina	EMT 220 M73	Adjunct	N/A	8,977.50	8/25/11 - 03/15/12
Gilbert, Mary	ENGL102 AL3 ENGL102 AL1 ENGL102 AL2	Adjunct	N/A	9,450.00	8/25/11 - 12/16/11
Gillis, Andrew	ART 111 M03 ART 111 M04	Adjunct	N/A	6,860.00	8/25/11 - 12/16/11
Goldberg, Norma	RDNG116 M08 RDNG116 M11	Adjunct	N/A	4,830.00	8/25/11 - 12/16/11
Granison, Henry	PARC101 AL1 PARA101 AL1	Adjunct	N/A	2,940.00	8/25/11 - 12/16/11
Grant, Elizabeth	ENGL100 M15 ENGL100 M10	Adjunct	N/A	5,880.00	8/25/11 - 12/16/11
Grimm, Mark	ART 214 M01	Adjunct	N/A	2,992.50	8/25/11 - 12/16/11
Grove, Kyle	ENGL099 M12 ENGL099 M27	Adjunct	N/A	6,440.00	8/25/11 - 12/16/11
Gustafson, Wayne	PSYC101 M03 PSYC101 M01 PSYC101 M02	Adjunct	N/A	7,695.00	8/25/11 - 12/16/11
Gutchess, Elizabeth	ENGL225 AL1	Adjunct	N/A	3,150.00	8/25/11 - 12/16/11
Gutierrez, Norma	ART 117 M02 ART 270 M01 ART 109 ME50	Adjunct	N/A	8,977.50	8/25/11 - 12/16/11
Haaland, Andrew	BUAD104 AL1 CAPS121 AL2 CAPS121 AL1 CAPS111 AL2 CAPS131 AL2 CAPS131 AL1 CAPS121 AL3 CAPS111 AL1	Adjunct	N/A	11,727.45	8/25/11 - 12/16/11
Hall-Thurnheer, Kitty	ENGL201 M02	Adjunct	N/A	2,415.00	8/25/11 - 12/16/11
Hammond, Rachel	HUMS125 M03 ECHD125 M03	Adjunct	N/A	2,415.00	8/25/11 - 12/16/11
Han, Man-Young	SPMT255 M01	Adjunct	N/A	2,565.00	8/25/11 - 12/16/11
Hassett, Joseph	HLTH205 M01 FITN102 M01 FITN101 M01	Adjunct	N/A	5,880.00	8/25/11 - 12/16/11
Haynes, Susan	ACCT101 IE62 ACCT101 M01	Adjunct	N/A	8,400.00	8/25/11 - 12/16/11
Hazard, Andrea	BIOL104 M02	Adjunct	N/A	4,488.75	8/25/11 - 12/16/11
Hesse, Ralph	PSYC103 M04 PSYC103 M07 PSYC101 M06	Adjunct	N/A	9,450.00	8/25/11 - 12/16/11
Hillis, Patrick	PSYC101 ME50 PSYC103 M16	Adjunct	N/A	4,830.00	8/25/11 - 12/16/11
Hinkle, Janice	BUAD203 M01 OFFC203 M01 BUAD203 M02	Adjunct	N/A	9,800.00	8/25/11 - 12/16/11
Hoffmann, Carolyn	PARA226 AL1 PARC226 AL1	Adjunct	N/A	2,565.00	8/25/11 - 12/16/11
Hopkins, Marshall	ART 117 M01	Adjunct	N/A	2,817.50	8/25/11 - 12/16/11
Iacobucci, Christine	FSS 131 M02 SOCI101 M05 SOCI101 M06	Adjunct	N/A	7,695.00	8/25/11 - 12/16/11
Janik, Carol	MATH200 M03 MATH200 M04	Adjunct	N/A	6,300.00	8/25/11 - 12/16/11
Jones, Kathy	ENGL100 M37	Adjunct	N/A	2,565.00	8/25/11 - 12/16/11
Jones, Maxine	MATH095 M08 MATH100 M02 MATH095 M06	Adjunct	N/A	10,065.00	8/25/11 - 12/16/11
Jones, Paula	BIOL101 ME50	Adjunct	N/A	3,202.50	8/25/11 - 12/16/11
Kaplan, Susan	ENGL099 M23 ENGL099 M18	Adjunct	N/A	7,320.00	8/25/11 - 12/16/11
Kidder, Jennifer	GEOL101 M02 GEOL101 M01	Adjunct	N/A	6,405.00	8/25/11 - 12/16/11
Kirk, Benjamin	MATH109 ME50	Adjunct	N/A	2,415.00	8/25/11 - 12/16/11
Klimaszewski, Nicolai	ART 111 M01 ART 111 M02	Adjunct	N/A	6,860.00	8/25/11 - 12/16/11
Kobre, Michael	BIOL114 AL1 BIOL114 ME50	Adjunct	N/A	9,450.00	8/25/11 - 12/16/11

Appointment of Personnel
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Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Kyle, John	CAPS131 M04 CAPS121 M07 CAPS131 M06 CAPS111 M05 CAPS121 M06 CAPS111 M07 CAPS111 M06 CAPS131 M05 CAPS121 M05	Adjunct	N/A	11,028.15	8/25/11 - 12/16/11
Labuff, Cynthia	RDNG116 M19 RDNG116 M17 RDNG116 M16	Adjunct	N/A	7,245.00	8/25/11 - 12/16/11
Lafaye, Hobit	FITN208 AL1	Adjunct	N/A	1,282.50	8/25/11 - 12/16/11
Lamey, Timothy	FITN213 ME50 HLTH206 M03 HLTH206 M04 FITN213 M01	Adjunct	N/A	8,235.00	8/25/11 - 12/16/11
Lane, Becky	ENGL200 M02	Adjunct	N/A	2,565.00	8/25/11 - 12/16/11
Lange, Shirley	MATH090 ME50	Adjunct	N/A	3,220.00	8/25/11 - 12/16/11
Lanning, David	ACCT101 AL2	Adjunct	N/A	4,200.00	8/25/11 - 12/16/11
LaRosa, Laura	ENGL099 M25	Adjunct	N/A	3,420.00	8/25/11 - 12/16/11
Lattimore, Kathy	ENGL101 IE62 ENGL101 AL4	Adjunct	N/A	6,300.00	8/25/11 - 12/16/11
Lawless, Jeannie	BIOL114 I30 BIOL114 M01 BIOL114 CE66	Adjunct	N/A	8,820.00	8/25/11 - 12/16/11
Lee, In Shik	ART 110 M02	Adjunct	N/A	3,430.00	8/25/11 - 12/16/11
Less, Deborah	ENGL204 M03 ENGL204 M01	Adjunct	N/A	5,490.00	8/25/11 - 12/16/11
Lillard, Marketa	CHEM101 M03 BIOL101 M02 BIOL101 M01	Adjunct	N/A	9,618.75	8/25/11 - 12/16/11
Lipa, Thomas	CDSC101 AL1	Adjunct	N/A	3,150.00	8/25/11 - 12/16/11
Lloyd, Evan	MATH090 M15 CAPS131 M09 CAPS121 M10	Adjunct	N/A	5,098.87	8/25/11 - 12/16/11
Loomis, Lisa	HUMS105 M03	Adjunct	N/A	2,745.00	8/25/11 - 12/16/11
Loop, Jill	ENGL204 M02 ENGL100 M28	Adjunct	N/A	4,830.00	8/25/11 - 12/16/11
Lovelace-Ross, Kristin	MATH109 M04 MATH109 M05 MATH095 IE35	Adjunct	N/A	9,150.00	8/25/11 - 12/16/11
MacDowell, Gary	HLTH206 M02	Adjunct	N/A	3,150.00	8/25/11 - 12/16/11
Macier, Karen	BUAD204 ME50	Adjunct	N/A	2,565.00	8/25/11 - 12/16/11
MacRae, Austin	ENGL102 M06	Adjunct	N/A	2,940.00	8/25/11 - 12/16/11
Maffia, Joseph	SOCI207 ME50	Adjunct	N/A	3,150.00	8/25/11 - 12/16/11
Manfredo, Irene	HLTH208 M01	Adjunct	N/A	2,565.00	8/25/11 - 12/16/11
Manning, Kaeti	PHIL101 M01 PHIL201 M01	Adjunct	N/A	4,830.00	8/25/11 - 12/16/11
Marie, Jill	ENGL103 M01 ENGL100 M23 ENGL201 M09	Adjunct	N/A	9,450.00	8/25/11 - 12/16/11
Markins, Jason	ENGL099 M03 ENGL101 M15	Adjunct	N/A	5,635.00	8/25/11 - 12/16/11
Martin, Angela	ESL 101 M01	Adjunct	N/A	6,440.00	8/25/11 - 12/16/11
McCabe, Thomas	ENGL256 M01 ENGL102 M09 ENGL100 M06	Adjunct	N/A	8,820.00	8/25/11 - 12/16/11
McGory, Randy	BIOL101 M07	Adjunct	N/A	3,202.50	8/25/11 - 12/16/11
Meyer, Denise	ART 130 M01 ART 130 ME50 ART 130 M02	Adjunct	N/A	11,025.00	8/25/11 - 12/16/11
Miller, Paul	HSTY201 M01 HSTY201 M02	Adjunct	N/A	5,490.00	8/25/11 - 12/16/11
Millman-Brown, Randi	ART 104 ME50 ART 101 IE62	Adjunct	N/A	5,490.00	8/25/11 - 12/16/11
Miroiu, Mihai	FREN101 IE62 FREN101 M01	Adjunct	N/A	6,300.00	8/25/11 - 12/16/11
Mitrani, Michele	ENGL100 ME51	Adjunct	N/A	2,415.00	8/25/11 - 12/16/11
Moose, Barbara	NURS135 M01 HLTH135 M01	Adjunct	N/A	1,710.00	8/25/11 - 12/16/11
Morris, Kathy	ART 106 M01	Adjunct	N/A	3,675.00	8/25/11 - 12/16/11
Murphy, Karina	RECR210 M01	Adjunct	N/A	2,415.00	8/25/11 - 12/16/11
Muschko, John	SOCI101 M12 FSS 131 M01 SOCI101 M10	Adjunct	N/A	7,245.00	8/25/11 - 12/16/11
Nadge, Renee	RDNG099 M03 RDNG099 M01	Adjunct	N/A	6,440.00	8/25/11 - 12/16/11
Need, Barbara	ENGL099 M06 ENGL100 M04 ENGL099 M14	Adjunct	N/A	9,405.00	8/25/11 - 12/16/11
Ochs, Janet	CAPS121 M04 CAPS121 M08 CAPS123 M01 CAPS121 M03 CAPS111 M03 CAPS131 M03 CAPS111 M04 CAPS131 M02	Adjunct	N/A	9,149.28	8/25/11 - 12/16/11
Okaru, Alfred	FITN230 M22 FITN130 M12	Adjunct	N/A	1,207.50	8/25/11 - 12/16/11
Pace, Robert	CRJU105 M05	Adjunct	N/A	2,940.00	8/25/11 - 12/16/11
Parks, Paul	ART 101 M01 HUMN232 M01	Adjunct	N/A	5,880.00	8/25/11 - 12/16/11
Parry, Stephen	MATH100 ME50 MATH100 M17 MATH100 M15	Adjunct	N/A	7,245.00	8/25/11 - 12/16/11
Pastalan, Gregory	MATH100 M06 MATH100 M07 MATH100 M12	Adjunct	N/A	8,235.00	8/25/11 - 12/16/11
Patterson, Robert	ENGL100 M14	Adjunct	N/A	3,150.00	8/25/11 - 12/16/11
Perkins, Donald	COMM230 HY1 COMM285 HY1	Adjunct	N/A	10,500.00	8/25/11 - 12/16/11

Appointment of Personnel
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Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Pittsley, Jaclyn	ENGL100 M29 ENGL100 M22 ENGL101 M08	Adjunct	N/A	7,695.00	8/25/11 - 12/16/11
Plumeau, Margaret	MATH100 M01 MATH100 M04 MATH095 M05	Adjunct	N/A	9,150.00	8/25/11 - 12/16/11
Pospisil, Pamela	MATH109 M02	Adjunct	N/A	2,745.00	8/25/11 - 12/16/11
Prabhakar, Vinita	ENGL101 M01	Adjunct	N/A	2,565.00	8/25/11 - 12/16/11
Price, S Lee	EMT 225 M73	Adjunct	N/A	6,440.00	8/25/11 - 01/19/12
Quick, Raymond	BUAD219 AL1	Adjunct	N/A	6,300.00	8/25/11 - 12/16/11
Raethka, Timothy	HLTH205 ME50	Adjunct	N/A	2,565.00	8/25/11 - 12/16/11
Rhea, Robert	BUAD106 M04	Adjunct	N/A	2,745.00	8/25/11 - 12/16/11
Rice, Robert	FITN130 M11 FITN230 M21	Adjunct	N/A	1,207.50	8/25/11 - 12/16/11
Richards, Daphne	ENGL100 ME50	Adjunct	N/A	2,565.00	8/25/11 - 12/16/11
Richards, David	BUAD201 AL2 POSC103 M01 POSC104 M02	Adjunct	N/A	8,820.00	8/25/11 - 12/16/11
Ricker, Joseph	ENGL099 M15 ENGL102 M04 ENGL100 M40	Adjunct	N/A	8,550.00	8/25/11 - 12/16/11
Rines, Ronald	HSTY101 M04 HSTY101 M05 HSTY111 M02 HSTY110 M01	Adjunct	N/A	9,607.50	8/25/11 - 12/16/11
Ritz Deutch, Ute	HSTY252 ME50	Adjunct	N/A	2,745.00	8/25/11 - 12/16/11
Rogala, Matthew	MATH090 M03 MATH109 M03 MATH100 M05	Adjunct	N/A	8,050.00	8/25/11 - 12/16/11
Rogers, Deborah	ENGL100 M17	Adjunct	N/A	2,415.00	8/25/11 - 12/16/11
Rolston, Simon	ENGL100 M05 ENGL100 M07 ENGL100 M03	Adjunct	N/A	7,695.00	8/25/11 - 12/16/11
Rosekrans, Linda	ENGL100 AL2 ENGL100 CE43	Adjunct	N/A	6,300.00	8/25/11 - 12/16/11
Rossiter, Judith	PARA205 AL1 PARC220 AL1 PARC205 AL1 PARA220 AL1	Adjunct	N/A	6,300.00	8/25/11 - 12/16/11
Rukavena, Peter	BUAD106 M05 BUAD106 M06 BUAD111 M01	Adjunct	N/A	8,820.00	8/25/11 - 12/16/11
Ryan, Jessica	SOCE201 M01 SOCI101 M11 SOCI101 M09	Adjunct	N/A	7,695.00	8/25/11 - 12/16/11
Ryan, Patrick	PSYC101 AL1	Adjunct	N/A	3,150.00	8/25/11 - 12/16/11
Salisbury, Lance	PARA130 AL2 PARA130 AL1 PARC130 AL1 PARC130 AL2	Adjunct	N/A	5,130.00	8/25/11 - 12/16/11
Sananikone, Kathy	BIOL101 M06 BIOL101 M08	Adjunct	N/A	5,985.00	8/25/11 - 12/16/11
Sanders, David	MATH100 M13 MATH090 M11 MATH095 M17	Adjunct	N/A	9,405.00	8/25/11 - 12/16/11
Savoie, Raymond	ENGL100 M27 ENGL100 M33	Adjunct	N/A	5,490.00	8/25/11 - 12/16/11
Schabowski, John	ELEC207 M01 MATH095 M16	Adjunct	N/A	5,947.50	8/25/11 - 12/16/11
Schettino, Joseph	PHSC104 M01 PHSC104 ME50	Adjunct	N/A	9,450.00	8/25/11 - 12/16/11
Schrag, Kimberly	ART 120 M02 ART 110 M01 ART 120 M01	Adjunct	N/A	11,025.00	8/25/11 - 12/16/11
Schultz, Shirley	SOCI101 M02 SOCI101 M01 SOCI101 M03	Adjunct	N/A	9,450.00	8/25/11 - 12/16/11
Scott, Lory	ENVS101 M02 ENVS101 CE66	Adjunct	N/A	5,130.00	8/25/11 - 12/16/11
Sewell, Patrick	ENVS102 M01 POSC107 M01 ENVS107 M01 ENVS105 M01	Adjunct	N/A	7,245.00	8/25/11 - 12/16/11
Seyfried, Matthew	SPMT260 M01 ENGL204 AL1 ENGL204 AL2	Adjunct	N/A	8,820.00	8/25/11 - 12/16/11
Sheehan, John	POSC230 SLC1 ANTH201 M01 HSTY230 SLC1 HSTY110 M01	Adjunct	N/A	9,310.00	8/25/11 - 12/16/11
Sinclair, Lorraine	ENGL100 M24 ENGL100 M18 ENGL201 C33	Adjunct	N/A	8,235.00	8/25/11 - 12/16/11
Sloan, Cindy	SOCI101 AL2 SOCI101 MLC1 SOCI101 CE66	Adjunct	N/A	10,065.00	8/25/11 - 12/16/11
Smith, Adrienne	ART 115 M01 ART 120 M04	Adjunct	N/A	6,860.00	8/25/11 - 12/16/11
Smith, Richard	ACCT102 ME50	Adjunct	N/A	4,200.00	8/25/11 - 12/16/11
Smith, Susan	ENGL100 IE62 ENGL101 ME50	Adjunct	N/A	5,130.00	8/25/11 - 12/16/11
Sneva, Jacob	RDNG116 ME50	Adjunct	N/A	2,565.00	8/25/11 - 12/16/11
Snyder, Stephen	BIOL101 HY1	Adjunct	N/A	1,830.00	8/25/11 - 12/16/11
Speicher, Joanne	NURS104 M01 HLTH104 M01	Adjunct	N/A	2,415.00	8/25/11 - 12/16/11
Squires, Daniel	HLTH126 M01	Adjunct	N/A	855.00	8/25/11 - 09/28/11
Stanton, Dawn	CDSC201 AL1	Adjunct	N/A	2,565.00	8/25/11 - 12/16/11
Stivers, Joan	HLTH207 M01	Adjunct	N/A	3,150.00	8/25/11 - 12/16/11
Stone, Kathryn	ENGL100 M34 ENGL100 M35 ENGL102 ME50	Adjunct	N/A	7,695.00	8/25/11 - 12/16/11
Straub, William	PSYC103 M03 PSYC103 M01 PSYC103 M09	Adjunct	N/A	8,820.00	8/25/11 - 12/16/11
Strauf, Dale	FITN149 M01 FITN108 M01 FITN141 M01 FITN120 M01	Adjunct	N/A	5,490.00	8/25/11 - 12/16/11
Stremelin, Tatiana	MUSI101 M01 MUSI108 M01	Adjunct	N/A	6,300.00	8/25/11 - 12/16/11
Sutton, Jaclyn	BUAD208 AL1 SPMT195 M01 SPMT190 M01	Adjunct	N/A	5,205.13	8/25/11 - 12/16/11

Appointment of Personnel
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Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Svensson, John	BUAD212 AL1 HRMG100 ME50 HRMG101 M01	Adjunct	N/A	8,235.00	8/25/11 - 12/16/11
Swinnich, James	HSTY201 M03	Adjunct	N/A	2,745.00	8/25/11 - 12/16/11
Tackill, Sherry	ENGL099 M20 ENGL101 M14 ENGL101 M07	Adjunct	N/A	8,550.00	8/25/11 - 12/16/11
Tambascio, Theresa	RDNG099 M04 RDNG099 M07	Adjunct	N/A	6,440.00	8/25/11 - 12/16/11
Tkachuck, Richard	BIOL100 M01 BIOL101 HY1 BIOL101 M03 BIOL101 M05	Adjunct	N/A	10,500.00	8/25/11 - 12/16/11
Tutino, Andrew	ENGL100 M38 ENGL100 M01 ENGL101 M02	Adjunct	N/A	7,245.00	8/25/11 - 12/16/11
Tvarooha, Patricia	HUMS229 M01	Adjunct	N/A	2,415.00	8/25/11 - 12/16/11
Underwood, Rehema	PSYC205 AL1	Adjunct	N/A	2,745.00	8/25/11 - 12/16/11
Vazenios, George	BUAD103 AL1	Adjunct	N/A	2,745.00	8/25/11 - 12/16/11
Veshcherevich, Radmila	RUSN101 M01	Adjunct	N/A	2,940.00	8/25/11 - 12/16/11
Waffner, Marcia	HRMG101 ME50 HRMG101 M02 BUAD212 M01	Adjunct	N/A	7,245.00	8/25/11 - 12/16/11
Walters, Kathleen	COMM120 M01, M02, M03, M04	Adjunct	N/A	5,635.00	8/25/11 - 12/16/11
Ward, Laura	PSYC103 M12 PSYC103 M17	Adjunct	N/A	4,830.00	8/25/11 - 12/16/11
Wavle, Sharon	CAPS131 AL6 CAPS133 AL2 CIS 223 AL1 CAPS133 AL1 CAPS131 AL4 CSCII60 AL1	Adjunct	N/A	10,944.64	8/25/11 - 12/16/11
Weatherby, Gregg	ENGL099 M21 ENGL102 CE43 ENGL099 M17	Adjunct	N/A	10,065.00	8/25/11 - 12/16/11
Webster, Claire	FITN106 M01	Adjunct	N/A	1,470.00	8/25/11 - 12/16/11
Wells, Frances	CAPS111 M08 CAPS111 AL5 CAPS121 M09 CAPS121 AL5 CAPS111 AL4 CAPS111 M01	Adjunct	N/A	6,861.96	8/25/11 - 12/16/11
Westlake, Winfield	BUAD103 ME50 SOCI101 ME50 SOCI101 C33	Adjunct	N/A	9,450.00	8/25/11 - 12/16/11
Westlund, Michael	WINE120 ME50 WINE200 ME50	Adjunct	N/A	5,490.00	8/25/11 - 12/16/11
Whitcraft, Michele	CHEM101 ME51 CHEM101 ME50	Adjunct	N/A	8,820.00	8/25/11 - 12/16/11
Whitenack, Claire	ENGL099 M02	Adjunct	N/A	3,420.00	8/25/11 - 12/16/11
Williams, Diane	BIOL101 ME51 ASTR101 AL1	Adjunct	N/A	9,975.00	8/25/11 - 12/16/11
Williamson, Mark	ART 101 M02	Adjunct	N/A	2,940.00	8/25/11 - 12/16/11
Winnett, Monique	PSYC207 ME50	Adjunct	N/A	2,565.00	8/25/11 - 12/16/11
Wolff, Christopher	ART 120 M03 ART 110 M03	Adjunct	N/A	6,860.00	8/25/11 - 12/16/11
Woodams, William	ART 111 M05 ART 111 ME51	Adjunct	N/A	5,635.00	8/25/11 - 12/16/11
Woods, Timothy	MATH095 M15 MATH090 M09	Adjunct	N/A	7,840.00	8/25/11 - 12/16/11
Yavits, Elizabeth	ENGL099 M13 ENGL201 CE66 ENGL099 M01	Adjunct	N/A	10,780.00	8/25/11 - 12/16/11
Zallnick, Anthony	MATH095 M11 MATH095 M13	Adjunct	N/A	6,840.00	8/25/11 - 12/16/11
Barrera, Maria	Global Initiatives	Project Assistant	N/A	*30,337.34	09/01/11
Briggs, Jennifer	MATH100 IE62 MATH100 CE66	Adjunct	N/A	4,830.00	9/06/11 - 12/16/11
Cassidy, Joseph	ENGL099 IE62	Adjunct	N/A	3,420.00	9/06/11 - 12/16/11
Dafoe, Nancy	ENGL099 CE66	Adjunct	N/A	3,220.00	9/06/11 - 12/16/11
Decker, Jessica	RDNG116 IE35	Adjunct	N/A	2,415.00	9/06/11 - 12/16/11
Donlick, Christel	MATH095 CE66	Adjunct	N/A	3,660.00	9/06/11 - 12/16/11
Eldred, Kent	BUAD106 CE66	Adjunct	N/A	2,415.00	9/06/11 - 12/16/11
Feavearyear, Jody	ASTR101 IE62	Adjunct	N/A	2,940.00	9/06/11 - 12/16/11
Gammage-Sikora, Gina	SPAN101 HY2 SPAN101 HY1	Adjunct	N/A	9,450.00	9/06/11 - 12/16/11
Jones, Stephen	SOCI101 I30	Adjunct	N/A	3,150.00	9/06/11 - 12/16/11
Loop, Mead	ENGL201 IE62	Adjunct	N/A	2,940.00	9/06/11 - 12/16/11
Panzer, Nina	SOCI101 IE62	Adjunct	N/A	2,940.00	9/06/11 - 12/16/11
Perfetti, Margaret	ENGL102 C33 ENGL101 C33	Adjunct	N/A	6,300.00	9/06/11 - 12/16/11
Ross, Ronald	BUAD108 CE66	Adjunct	N/A	2,745.00	9/06/11 - 12/16/11
Ruoff, Guy	HSTY201 I30 HSTY101 C33 HSTY201 C33	Adjunct	N/A	7,245.00	9/06/11 - 12/16/11
Schmid, Joseph	ACCT101 CE66	Adjunct	N/A	4,200.00	9/06/11 - 12/16/11
Schoneman, Ronald	HUMS105 IE62	Adjunct	N/A	3,150.00	9/06/11 - 12/16/11
Sperry, George	BUAD106 IE62	Adjunct	N/A	3,150.00	9/06/11 - 12/16/11
Whitlow, Carol	PSYC103 IE62	Adjunct	N/A	2,415.00	9/06/11 - 12/16/11
Yelverton, Debra	RDNG116 CE43	Adjunct	N/A	2,565.00	9/06/11 - 12/16/11
You, Min	CHIN101 IE30	Adjunct	N/A	3,847.50	9/06/11 - 12/16/11

*Annual salary to be prorated

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

September 6, 2011

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Darlene Finn	October 31, 2012	Retirement

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2011-2012-10**

SMART CLASSROOM EQUIPMENT BID AWARD

WHEREAS, Tompkins Cortland Community College requires the purchase of Equipment and Installation for Technology/Smart Classrooms, and

WHEREAS, the College has complied with General Municipal Law Section 103 and solicited sealed bids for Technology/Smart Classrooms, and

WHEREAS, Visual Technologies of Endicott, New York provided the lowest responsible bid in the amount of \$21,519.00; be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby awards the Technology/Smart Classroom Bid to Visual Technologies in the amount of \$21,519.00

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 15th day of September 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 15th day of September 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

To: Blixy Taetzsch

From: Kevin Caveney

Date: September 12, 2011

Re: Bid for Smart Classrooms Equipment

In consultation with Director of Facilities, Jim Turner, and Director of Technology Support, Brian Ackley, we are recommending the award for Smart Classrooms Equipment, to Visual Technologies, Inc. of Endicott, New York for the amount of \$21,519.00.

The bid was advertised in The Ithaca Journal and The Cortland Standard, as well as on the TC3 Website. Bid documents were sent to nine vendors. Two vendors requested site visits per the specifications, and both submitted bids. Visual Technologies was the lower of the two bids submitted.

SMARTCLASSROOMS BID FOR CORTLAND EXTENSION CENTER - SEPTEMBER 12, 2011

Vendor	Bid Amount	Non-Collusion Statement	Insurance Rider	Corporate Resolution
Audio-Video Corp.	\$34,000.00	Yes	Yes	Yes
AV Sound & Electronics				
Com-Tech, Inc.				
Ithaca HiWay Hi-Fi				
Presentation Concepts				
York Telecom				
Visual Technologies	\$21,519.00	Yes	Yes	Yes
Education Intelligence				
Nickerson Corp.				

PROFESSOR EMERITUS
9/2011

Mr. Chuck Bechtold
Ms. Nancy Craft
Ms. Linda Frank
Ms. Mary Gilbert
Mr. Nick Klimaszewski
Mr. John Martindale
Mr. Charles McMullen
Ms. Janet Morgan
Ms. Carol Morris
Mr. James Nichols
Ms. Donna Nielsen
Ms. Nancy Siemon
Ms. Taf Squires
Mr. Ted Szymanski
Ms. Carole Tuohy

Alicia Smith
September 14, 2011
Board of Trustees

As the school year is quickly progressing; it is off to an exciting start. Within the past two weeks there have been many different things going on that are offered to students to get more involved or to meet other people. As a first time member on the Board of Trustees, I never knew what it meant to be the "voice" of the student body or to speak up in front of my fellow classmates. My first experience was at the welcoming orientation. During that time I realized how hard it was to gain students attentions when trying to fill them with knowledge they would need to know to succeed. It became irritated, but as a student I know how it feels to listen to a bunch of others speak. Overall orientation was well put together. Student leaders took time out to participate with it, to try and make it more exciting using different fun methods for the new students to get involved. I thought using other students to run the orientation was a great idea.

Step This Way:

Since classes have begun, the Student Center has held multiple events thanks to CEB setting different programs up. As an employee of the Student Center, I have witnessed the fun and excitement it has brought to people. On August 31st, the Center held the Activities Fair where there was great attendance of students who came out to see what it was all about. It gave students a better understanding about how school clubs operate and to GET INVOLVED. Another program mentioned, was the Panther Passport. The Panther Passport is a quick, easy, yet educational way to set students up for a successful experience at TC3. Students also have enjoyed other events that CEB has put together such as the Hypnotist, Luau party, and more to come.

Athletics:

The fall season of sports have begun and are off to a great start. This year both girls and boys soccer teams feel very confident in the remainder of the season. The girls, 3-2 overall fighting for every win has positive attitudes and beliefs that they have a chance at being the National Champions by the end of the season. The boys are ranked 9th in the Nation with a 2-1 overall ranking this season after losing to Mohawk who is now ranked 8th in the Nation. The girls Volleyball team have also won 3 games and believe that overall there team is working together pretty well.

Along with the sports teams doing great, athletics are not all about being part of a team. The field house has been open, offering students to attend to participate in many different sports. Overall the director of Recreation is very pleased with how the semester is going so far. It is a privilege to participate there and attitudes are great. The pool numbers are up and the college swim from 8-10pm on Tuesdays have exploded. Also the Recreation Center is offering flag football, basketball, and floor hockey within the next few weeks.

Cafeteria:

After speaking with workers in the cafeteria, it was said that they were doing everything they could to satisfy the students. They have improved ways of getting food to students quicker and giving different options on different days. The improvements are all positive, yet students still have their issues. As an on-campus student you receive eight meal plans a week, but could purchase more if needed/wanted. TC3 residents feel this is not enough meals for one week, and that it should at least be 10 meals. Other students have considered getting more meals but some are financially unstable to do so. Also, the student body feels they should be able to use their meals plans whenever they would like to instead of keeping it at one meal for lunch, breakfast, and dinner. Although students have kitchens in their dorms and are eligible to cook on the weekends, students would still like us to try and come up with a plan to help them over the weekends.

Off-Campus Residents/Living:

As the semester goes on it is safe to say that Judicial Reports will increase due to students not following the rules and regulations giving to them. This can and will become an issue. Students are not following the student conduct and are taking advantage of living "on their own". With this said, after one or two write ups kids are being banned from TC3 campus where they are ending up at the College Suites in Cortland. As a resident of the College Suites, I can say it does not give a positive look for a great majority of TC3 students who live there. Kids are disrespectful, fighting, and damaging things that do not belong to them. Unlike TC3, the college suites discipline is not as strict for the residents. But yet the College Suites are not just filled with negatives. The employees work together to keep a safe and fun environment. Like the Student Center and CEB they also put together activities for the residents to engage in. Also, the bus transportation has been up to par with getting students to and from classes at the times needed. I believe if the College Suites and TC3 joined together under judicial reviews it could make a more fun and safer environment for both the Suites and TC3 campus.

Aside from all the opportunities given to students at TC3, I know students still have issues or ideas they want heard. As the Student Trustee, I know it is my job to help these students' ideas to be heard. As the semester goes on I will be coming up with ideas to get students feedbacks in easier ways. Some ideas I have are questionnaires, surveys, or even just taking the time out to familiarize myself with all the students and talk to them one on one in free time. Doing this, will give the Board and myself a better understanding on how the students feel about the college they are attending.

TO: Board of Trustees
FROM: Carl E. Haynes
DATE: September 13, 2011
SUBJECT: President's Report to the Board

ENROLLMENT

Our enrollment for the fall semester appears to be flat or slightly down compared to last year. Several community colleges around the state are down significantly with some in the double-digit range. While a few are up by one to three percent, we feel pretty good by comparison in that our enrollment is generally flat for the fall semester. We remain optimistic that we will be near budget when the entire year is accounted for.

CORTLAND EXTENSION CENTER

Our new Cortland Extension Center is now open and fully operational. On Friday of this week we will be hosting a community-wide open house. We will also be hosting a public open house from 12:00 noon to 5:00 p.m. with representatives from admissions and financial aid available. Although we are offering more sections, our overall enrollment numbers at the Center held steady. We anticipate growth in the spring as we undertake marketing efforts in our area.

OTHER MATTERS

On July 23 – 25, I traveled to Cedar Rapids, Iowa, as Kirkwood Community College was hosting this year's Community Colleges for International Development (CCID) summer conference. I attended the CCID Board meeting during which a number of new initiatives were presented. Walter Poland also accompanied me and attended several sessions.

On July 27, we hosted Sherman Bodner, Publisher of *The Ithaca Journal*, to a luncheon meeting to learn about TC3. John Connors and Bruce Ryan attended the meeting, which also included a tour of our facilities.

From August 1 to August 16, I was on family vacation. During this time, however, I did participate in our Global Connections graduation program that was held on August 5.

On August 18, we welcomed back our faculty with a College-wide meeting that introduced new faculty/staff and recognized all of our employees who have been honored with some type of recognition during this past academic year.

On August 22, we held our CollegeNow professional development day and awards luncheon that brought together over 100 high school faculty who teach in our concurrent

enrollment program, as well as our own faculty who serve as liaisons in the various school districts. I provided brief welcoming remarks for over 150 people in attendance. It was a daylong program coordinated by Karl Madeo and his staff and included several concurrent session meetings with the high school faculty and TC3 faculty, along with a recognition ceremony as part of the luncheon program.

On September 8, I traveled to New York City to attend the Chancellor's meeting with all SUNY presidents. The agenda included discussions of the new shared services initiative, a brief discussion on the consolidation of three presidencies, a new SUNY branding initiative, and time for each of the respective sectors to meet to discuss lobbying/budgeting ideas.

On September 11, I joined Presidents Skorton and Rochon, along with several other people from the community, in providing brief remarks in recognition of the 10th anniversary of 9/11. This "Thanks and Remembrance" program was held at the Ithaca fire department on Green Street and was attended by approximately 200 people from the community.

Also on September 11, Sue and I hosted our annual picnic to honor all of our employees who had received some special recognition throughout the past year. Approximately 65 people attended, including members of their respective families.