



## **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 13, 2012**  
**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
  - a. July 19, 2012 – Board of Trustees – Annual Meeting
  - b. July 19, 2012 – Regular Board of Trustees
7. Introduction of New Employees
8. Communications
9. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): None
10. 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 – Peer Mentor Program– Seth Thompson
  - b. Organizational Capacity – Services for Students with Disabilities – Carolyn Boone
11. 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

12. Information Items:
  - a. Human Resources Updates
  - b. Compliance Report
  - c. Professional Development Report
  
13. Consent Agenda (Action Items):
  - a. Appointment of Personnel
  - b. Approval of Position Description – Coordinator of Information Delivery Services
  - c. Approval of Classified Staff Position – Campus Technology Services Coordinator
  - d. Approval of Classified Staff Position – Curriculum Coordinator
  
14. Standing Reports:
  - a. College Forum – Victoria Zeppelin
  - b. Faculty Student Association – Jacqueline Matza
  - c. Tompkins Cortland Community College Foundation, Inc. – Ray Dalton
  - d. Chairperson’s Report – Elizabeth Burns
  - e. Liaison Report (Cortland County) – Anthony Pace
  - f. Liaison Report (Tompkins County) – Michael Lane
  - g. Student Trustee’s Report – Jacqueline Matza
  - h. President’s Report
  
15. Upcoming Events:
  - a. Dinner with Rod Risley – October 8, 2012
  - b. Fall Day – October 9, 2012
  - c. Next Meeting – October 25, 2012
  - d. Board of Trustees Retreat – November 15, 2012
  
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 19, 2012  
RONALD W. SPACE BOARD ROOM**

**PRESENT:** Elizabeth Burns, John Daniels, Judy Davison, Joanne Florino, Matt McSherry, and Raymond Schlather

**ABSENT:** Roxann Buck, Ray Dalton, Dammi Herath, and Jacqueline Matza

**COUNTY  
LIAISONS:** Mike Lane and Tony Pace

**STAFF:** Bryan Chambala, John Conners, Sharon Dovi, Carl Haynes, Cathy Northrop, Walter Poland, Blixty Taetzsch, Seth Thompson

**GUESTS:** Scott Conroe, the *Cortland Standard*

- 1. Call to Order:** Chairperson Burns called the annual meeting to order at 5:50 p.m. in the Ronald W. Space Board Room at the College. She introduced Matt McSherry, newly appointed member of the Board of Trustees.

**Roll Call:** Ms. Northrop called the roll.

**Agenda:** Mr. Daniels moved that the agenda be approved as presented; seconded by Ms. Davison; carried unanimously.

- 2. Election of Officers:** Ms. Florino of the Nominating Committee moved the following slate of officers for the Board of Trustees for the 2012 – 2013 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 –**

- 3.1 Clerk of the Board of Trustees:** Mr. Schlather moved that Cathy Northrop be appointed Clerk of the Board of Trustees; seconded by Mr. Daniels; carried unanimously.

- 3.2 Deputy Clerk of the Board of Trustees:** Mr. Daniels moved that Lisa Doran be appointed Deputy Clerk of the Board of Trustees; seconded by Ms. Davison; carried unanimously.

**4. Meeting Dates:** The proposed dates for the Board of Trustees' meetings for the 2012– 2013 year is as follows: September 13, 2012; October 25, 2012; December 13, 2012; January 17, 2013; February 21, 2013; March 21, 2013; April 18, 2013; May 16, 2013; June 20, 2013; and July 18, 2013. 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.

Mr. Schlather moved the proposed meeting dates be approved; seconded by Mr. Daniels; approved unanimously.

**5. Other Business:** None.

**6. Adjournment:** Mr. Daniels moved that the annual meeting be adjourned; seconded by Mr. McSherry; carried unanimously. The annual meeting adjourned at 5:55 p.m.

Respectfully submitted,

Cathy A. Northrop  
Clerk of the Board

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
JULY 19, 2012  
RONALD W. SPACE BOARD ROOM**

**PRESENT:** Elizabeth Burns, John Daniels, Judy Davison, Joanne Florino, Matt McSherry, and Raymond Schlather

**ABSENT:** Roxann Buck, Ray Dalton, Dammi Herath, and Jacqueline Matza

**COUNTY**

**LIAISONS:** Mike Lane and Tony Pace

**STAFF:** Bryan Chambala, John Connors, Sharon Dovi, Carl Haynes, Paula Moore, Cathy Northrop, Carl Penziul, Walter Poland, Blixxy Taetzsch, Seth Thompson, and Amy Trueman

**GUESTS:** None

1. **Call to Order:** The meeting was called to order at 5:56 p.m. by Chairperson Burns in the Ronald W. Space Board Room at the College.
2. **Roll Call:** The roll call remained the same as the annual meeting.
3. **Welcome Guests:** Chairperson Burns welcomed guests.
4. **Approval of Agenda:** Mr. Daniels moved that the agenda be approved as presented; seconded by Ms. Davison; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes:** Ms. Davison moved that the June 14, 2012, meeting minutes be approved as presented; seconded by Mr. Daniels; carried unanimously.
7. **Communications:** President Haynes reported on his attendance at the Cortland Legislative Workshop.
8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):**
  - a. **Diversity –** President Haynes spoke to the Diversity Initiatives memo and highlighted the proposed faculty diversification initiative which is similar to an initiative at Schenectady County Community College. Discussion included ways to encourage minorities to take the tests for Civil Service positions. Mr. Lane is a member of the Tompkins County Diversity Committee and mentioned that the County is working to expand the diversity of those taking the Civil Service tests. Sharon Dovi did make connections with Marcia Fort, Director of the Greater Ithaca Activities Center, in the hope that she will be able to encourage individuals to take the test. Ms. Fort does provide guidance on how to fill out the

application to take the test, which does make it more accessible for individuals to apply. Another idea would be for TC3 to offer test prep sessions for Civil Service tests. Mr. Schlather mentioned that there are members of the Ithaca community who are willing to provide the training to help these individuals. He feels it is important to be very proactive in our approach to increase the number of candidates from diverse backgrounds for Civil Service positions. Ms. Davison mentioned the two career centers and how they work with individuals and high schools and other community organizations about civil service opportunities and how to go forward with those opportunities. Mr. Schlather suggested we encourage our students to routinely take the Civil Service exams. Provost Conners spoke with his counterpart at Schenectady who said they have had modest success with their initiative. Provost Conners talked about hiring from our adjunct pool and if we can increase the numbers of minorities who are adjunct faculty, that will provide a larger pool of diverse applicants. He said there are currently team teaching and mentoring arrangements in place. Mr. Schlather did suggest we have College counsel review the Proposed Faculty Diversification Initiative. President Haynes said he feels it is important to keep the Board informed about employee diversity, as the results in hiring minorities does not show the efforts put forth by the College. We are hoping to put the proposed Faculty Diversification Initiative into practice beginning with the fall 2013 semester. Mr. Thompson said the initiatives underway and in discussion are leading us in the right direction toward developing a more diverse staff.

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. Daniels moved that the Consent Agenda be approved; seconded by Mr. Schlather; carried unanimously.
  - a. **Capital Payments** – No discussion.
  - b. **Treasurer's Report – May 31, 2012** – No discussion.
  - c. **Treasurer's Report – June 30, 2012** – No discussion.
  - d. **Appointment of Personnel** – No discussion.
  - e. **2012-2013 Duplicating Paper Bid Award** – No discussion.

- f. **Study Abroad Program Scholarship** – Vice President Poland mentioned that this will be a scholarship through the College and not the Foundation. It is for funds received by Paula Moore through a grant to help students.
- g. **Insurance Contract Award** – Dean Taetzsch spoke to the comprehensive process used in recommending the insurance contract award.
- h. **Rigging for Turf Field Lighting Bid Award** – Mr. Schlather asked why we received only one bid. There were a couple of other companies interested, but because of the limited timeframe in completing the project, this project could not be fit into their schedule.

### 13. Standing Reports:

- a. **College Forum** – No report.
- b. **Faculty Student Association** – No report.
- c. **Tompkins Cortland Community College Foundation, Inc.** – No report.
- d. **Chairperson’s Report** – Chairperson Burns and President Haynes attended the Cortland Legislative Workshop and participated in a very good discussion. Chairperson Burns thanked Mr. Pace for the opportunity to attend the workshop. She also mentioned the August 3 Global Commencement.
- i. **Board Evaluation/Retreat** – Ms. Northrop mentioned that the Board evaluation has been sent out via “Survey Monkey” and will need to be completed by next week.

This year’s retreat will be in Cortland County and Mr. McSherry agreed to talk with the Cortland Country Club to see about the possibility of holding our retreat there.

- e. **Liaison Report (Cortland County)** – Mr. Pace reported that the master plan was approved by the County Budget and Finance Committee today. He also reported that at their legislative workshop, the members of the Legislature directed the County Administrator to stay within the tax gap 3.9% levy.
- f. **Liaison Report (Tompkins County)** – Mr. Lane reported on the unanimous votes by the Legislature on the TC3 budget and master plan. He said there was some discussion of the increase in student tuition and would like to see the counties provide more funding so student tuition does not go up. He said that hopefully the two counties can look at this early next year and come up with some additional help for the College. Ms. Florino did mention it is important that charitable incentives are preserved in the tax code to help with private funding and donations which is also helpful for the College.
- g. **Student Trustee’s Report** – No report.
- h. **President’s Report** – No report.

**14. Executive Session for Discussion of Personnel Items (action to be taken):**

Ms. Florino moved that the meeting convene in executive session for discussion of personnel items with action to be taken; seconded by Mr. Daniels; carried unanimously. The meeting convened into executive session at 7:04 p.m.

The meeting reconvened in regular session at 8:07 p.m.

**Mr. Schlather 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 Mr. Daniels; carried unanimously.**

**a. Recommendations for Promotions and Continuing Appointments for 2012-2013 Academic Year**

To the Rank of Full Professor

James Jacob  
Kathleen McDonough  
Tim Putnam  
Melissa Schmidt  
Tammy Smith

To the Rank of Associate Professor

Danielle Bethoney  
Milagros Cartagena  
Susan Cerretani  
Darlene Gold  
Travis VandeBerg

To the Rank of Assistant Professor

Katrina Campbell  
Rebecca Clark  
Harry Littell  
Patrick Mercer

Continuing Appointment

Kimari Johnson  
Sandra Moser  
Eric Sambolec  
David Snyder  
Susan Stafford  
Ken Whitener  
Lucy Yang



**b. Recommendations for Quality Step Increases and Administrative Appointments for 2012-2013 Academic Year**

To Quality Step 1

Karl Madeo

Seth Thompson

To Quality Step 2

Timothy Densmore

Lisa Payne

David Underwood

To Quality Step 3

Sharon Karwowski

Administrative Appointment

William Finnerty

Tamara Oliver

Kar-Leam Toxey

**c. Recommendations for Awards for Excellence for 2012**

Matty Hamel

Heather Stevens

Janet Swinnich

**15. Upcoming Events:** No discussion.

**16. Adjournment:** Mr. Daniels moved that the meeting be adjourned; seconded by Ms. Davison; carried unanimously. The meeting adjourned at 8:08 p.m.

Respectfully submitted,

Cathy A. Northrop  
Clerk of the Board of Trustees

TO: Board of Trustees  
FROM: John R. Conners  
DATE: September 4, 2012  
SUBJECT: September report

Kaleidoscope – The Kaleidoscope consortium has submitted to Next Generation Learning Challenges a proposal for continuing grant funding; we should learn the status of the proposal within the next month or so. Meanwhile, we continue to experiment with the use of open source materials, and I have had preliminary discussions with one Chair about having all introductory courses in that discipline use only open source materials; we will continue these discussions this semester.

Sabbaticals – In light of our current financial challenges, after consultation with the President I informed colleagues that we will not be able to fund sabbatical or administrative leaves in 2013-2014. While we will continue our commitment to provide funding for a variety of professional development initiatives, leaves such as these require a very substantial commitment of resources. We do intend to resume our commitment to sabbaticals and administrative leaves once we have achieved greater financial stability.

New Standards for Academic Progress – Fall 2012 is the first semester to experience the implementation of our more exacting standards of academic progress. This implementation has contributed substantially to the enrollment decline we have experienced. Nevertheless, the establishment of these standards will, I believe, help us both to keep students focused and to use our resources more effectively.

Meeting with Congressman Reed – At the invitation of Joanne Florino, I substituted for Carl in representing the College in a meeting on August 23 with Congressman Tom Reed, whose redrawn district will include Tompkins County. The meeting, which included representatives of a dozen or so not-for-profits in his district, was focused on the importance of charitable contributions to these organizations and the need to maintain the federal income tax deduction to encourage such giving. At the end of the meeting, I gave the congressman a letter from Carl addressing this issue.

## **REPORT TO THE BOARD OF TRUSTEES**

Global Initiatives

Walter L. Poland, Vice President

September 7, 2012

- The Summer Global Connections Summer Intensive English Institute and Summer English for Executives all successfully concluded with the August 3, 2012 Global Commencement graduation. Planning has already started for summer 2013.
- On August 17, the Global Initiatives staff met in a retreat at the Cortland Extension Center to review 2011-2012 and look forward to 2012-2013. All major programs were reviewed and preliminary planning for next summer and the recruiting schedule for fall 2012 were discussed in detail. We anticipate continued growth and development in each major program.
- The fall 2012 semester is under way with a successful orientation for new international students.
- The Academic English for Graduate Students at Cornell has begun and is slowly filling available sections. It is anticipated that fall 2012 will see another 60-70 international graduate students participating in this unique offering of ESL support.
- On the weekend of September 6-10, President Haynes, Jorge Huayhuaca, and I are traveling to the Dominican Republic to participate in the official celebration of the 50<sup>th</sup> Anniversary of the founding of the Pontifical Catholic University (PUCMM). In addition while in Santo Domingo, we will also meet with the Rectors of INTEC and UNAPEC (Radhames Mejia) to discuss Global Connections and other possible collaborations.

TOMPKINS CORTLAND COMMUNITY COLLEGE  
Human Resources Updates - Status of Open Positions  
as of September 6, 2012

**UNCLASSIFIED STAFF**

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Collection Development/ Acquisitions Librarian	August 2012	May 23, 2012	June 2012	Accepting applications
Pathways Advocate Part-time, permanent	August 16, 2012	May 9, 2012	June 1, 2012	Hired Patricia Tvaroha 8/16/12

**CLASSIFIED STAFF**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Sr. Clerk Part-time, temporary	Academic Records	9/4/12	Hired Renee Brehm 9/4/12

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of September 6, 2012

<b>COMPLAINANT</b>	<b>SUBJECT</b>	<b>DISPOSITION</b>
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.
<b>FACULTY ASSOC.</b>		
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**

TO: Members of the Board of Trustees  
 FROM: Carl E. Haynes, President  
 DATE: September 7, 2012  
 RE: September 2012 Compliance Report

Attached is the September 2012 Compliance Report. As you can see, we are in compliance with all items this year except the CTEA-1 formerly VTEA (Vocational and Applied Technology Education Act) Performance Reports (Part 1) and SUNY SIRIS Student Revenue File. Both are pending.

The table below provides you with a summary of the time and money devoted to achieving compliance with the laws and regulations listed in this report. Note that compared to last year the hours decreased approximately 1.5 percent from 27,851.55 to 27,422.55 and the dollars increased by about 2.3 percent from \$864,053.75 to \$883,751.25. We have also added four new requirements this year, CTEA-1 formerly VTEA (Vocational and Applied Technology Education Act) Performance Reports, Middle States Substantive change request for a new additional location or branch campus-reclassification of an existing site or relocation of an existing additional location or branch campus, Net Price Calculator, and Program Integrity Compliance. Eight requirements were removed, ABT (Ability to Benefit) Form 1, Academic Competiveness, Automated Degree File, Catalog Request, Census and End of Term Student Data Files, NYCCAP (New York Community College Association of Presidents), NYSED & NYS Office of Emergency Management – Contact Information, and SUNY Economic Development Survey.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
 COMPLIANCE REPORT  
 SUMMARY BY DEPARTMENT  
 SEPTEMBER 2012**

<b>Department</b>	<b>Hours/Year</b>	<b>\$ /Year</b>
Academic Records	6,277.00	\$165,925.00
Baker Center for Learning	1.00	\$35.00
Budget and Finance	1,733.00	\$83,955.00
Buildings and Grounds	8.00	\$280.00
Campus Activities	37.00	\$3,015.00
Campus Technology	230.00	\$7,500.00
CollegeNow	8.00	\$280.00
Counseling & Career Services	208.00	\$5,410.00
Dean of Operations & Enrollment Mgmt.	140.00	\$4,900.00
Dean of Students Life	2,749.80	\$72,765.00
Development/Foundation/Alumni	60.00	\$11,800.00
Faculty/Department Chairs	50.00	\$6,250.00
Financial Aid Office	13,587.00	\$440,245.00
Human Resources	65.75	\$2,188.75
Institutional Research	1,437.50	\$47,325.00
Library	30.00	\$750.00
Nursing Department	200.00	\$7000.00
Office of Provost/VP of the College	10.00	\$350.00
Public Safety	518.50	\$21,257.50
Organizational Success & Learning	72.00	\$2,520.00
<b>Grand Total</b>	<b>*27,422.55</b>	<b>\$883,751.25</b>

\*This is equivalent to approximately fourteen (14) full-time staff per year devoted to performing compliance work.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COMPLIANCE REPORT - BY DEPARTMENT  
SEPTEMBER 2012**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
Academic Records	Records Retention	State Education Dept. Regulation	College is mandated to permanently archive student academic records. To comply, records are being imaged and microfilmed. To comply, records are imaged; access to and review of previously microfilmed records may be necessary on occasion.	Yes		2,275 hours/year \$56,875/year
	Enrollment and Attendance Verification	Federal and State Regulations	No-show data is collected from faculty within the first several weeks of each semester for all credit courses and entered in the student records database. This data must be verified against final grades and is reported to TAP, Higher Education Services Corp. and related agencies.	Yes		550 hours/year \$13,750/year
	FERPA	Federal Regulations	In order to be in compliance with FERPA regulations, the Academic Records Office is requiring staff to request access and sign a release form for access to student records either through PowerCampus or IQ.Web. This information is then forwarded to the IT Department for them to set up the staff's profile/access.	Yes		500 hours/year \$13,500/year
	SUNY General Education Requirements/Transcript	SUNY Regulations	SUNY is now requiring that a SUNY General Education Transcript Addendum(SUNY GETA) be sent with every transcript that goes to a SUNY college. Also, the SUNY GETA is cumulative so each SUNY GETA that is received must be evaluated and credit accepted towards the student's SUNY Gen. Ed. Requirements.	Yes		600 hours/year \$21,000/year
	NYS High School Graduation Requirement to Receive Degree	State Education Department	NYS Education Department requires that all students must have a HS diploma or its equivalent prior to receiving their degree. There has been an increased number of audits and certifications for GEDs.	Yes		150 hours/year \$3,750/year
	National Student Loan Clearinghouse (NSLC)		Four file enrollment and one or two degree transfers per term to the NSLC. The NSLC does loan certifications for TC3, which makes the information readily available for lenders and keeps us in compliance with regulations regarding notification of a student's enrollment status.	Yes		900 hours/year \$22,500/year
Budget and Finance	Rental/Lease Summary Agreements	State University of New York Construction Fund	Submit summaries by June 30 each year.	Yes	Hasn't been done like this in years - SUNY asks for dollar amount via email.	
	Annual Report	Article 3, Section 30 General Municipal Law	Submit year-end financial report to the Office of State Comptroller by November 1 each year.	Yes		30 hours/year \$1,050/year
	Operating Budget Request	State University of New York	Submit operating budget request to University Budget Office by September 1 each year.	Yes		30 hours/year \$1050/year
	IPEDS Survey	Title IV Higher Education Act	Submit year-end financial report to the US Department of Commerce of IR at SUNY by January each year.	Yes		10 hours/year \$350/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COMPLIANCE REPORT - BY DEPARTMENT  
SEPTEMBER 2012**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	Single Audit	Single Audit Act & OMB Circular A-133	Submit audit to the following: County sponsors with calculation of annual contribution included (Tompkins County: Deputy County Administrator and County Administrator; Cortland County: Budget Officer and Treasurer); State University of New York (University Comptroller and University Auditor); New York State Comptroller's Office; New York State Education Department; United States Department of Education; National Clearinghouse for Single Audit Reports	Yes		750 staff hours/year \$26,250/year plus Audit Fee of \$27,500 \$53,750/year (total)
	EZ-Audit	Title IV Higher Education Act	Electronic process for submitting financial aid statements and compliance audits.	Yes		8 hours/year \$280/year
	Disclosure of Foreign Payments Received	Section 1209, 20U.S.C. 1145d	Submit disclosure statement by September 1 each year	Yes		Nominal
	Payroll Reports --990 Quarterly Reports --Federal and State Tax Deposits --State New Hire Reporting --Annual W-2's	IRS New York State	Submit reports	Yes		CPP Fee \$4,500
	Reports to TRS		Submit semi-annual reports	Yes		20 hours/year \$500/year
	Reports to ERS		Submit monthly reports	Yes		20 hours/year \$500/year
	1099 Form	IRS	Send 1099s by February 28 each year to contractors paid in excess of \$600 in calendar year.	Yes		40 hours, postage, forms, etc.; \$1,200/year
	1042 Form	IRS	Send 1042s by February 28 each year to non-residential aliens receiving payment for benefits other than tuition.	Yes	None sent this year.	
	Form 5500 Pension Tax Return for Flex Benefit Plan	IRS	Submit 5500 by July 31 each year	Yes		Filing requirements temporarily suspended
	All federal, state and local grants and contracts cash requests		Submit report monthly, quarterly and annually	Yes		750 hours/year \$18,750/year
	Perkins/CTEA Final Grant year accounting (FS-10-F)	IRS	Submit final grant year expenditures by major effort and expenditure code	Yes		75 hours/year \$2,025/year (B&F) 10 hours/year \$350/year (OS&L)
Buildings & Grounds	New York State DEC Pesticide Applicator Certifications & Business Registration	Article 33 of Environmental Conservation Law	Renewal of Certification every 3 years Recertification every 6 years	Yes		1 hour/year \$35/year
	New York State DEC Hazardous Waste	27-923 Environmental Conservation Law	No forms to file as we do not generate any hazardous materials.	Yes		



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COMPLIANCE REPORT - BY DEPARTMENT  
SEPTEMBER 2012**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
Campus Activities	On-campus Voter Registration Opportunities	State University of New York	Provide voter registration information to students each year in August, September and January	Yes	Provide registration information to students each year in August, September, and January. Send with new student information, provide forms in orientation packets, information table/recruitment, work with faculty in class distribution, publicize and promote availability of forms throughout campus.	25 hours/year \$675/year
	Licensing Agencies BMI (Broadcast Music, Inc.)	New York State Law	Quarterly reports regarding on-campus musical presentations (air play) re: royalties	Yes		4 hours/year; annual fee \$140/year; License \$830
	ASCAP (American Society for Composers, Authors, and Publishers)	New York State Law	Quarterly reports regarding on-campus musical presentations (air play) re: royalties	Yes		4 hours/year; annual fee \$140/year; License \$860
	SESAC	New York State Law	Quarterly reports regarding on-campus musical presentations (air play) re: royalties	Yes		4 hours/year; annual fee \$140/year; License \$230
Counseling, Career and Transfer Services	Graduate Follow-Up Survey Report	State University of New York	Report as part of IR Report Note: Last report published in Spring 2006	Yes		80 hours (Counseling) \$2,050/year printing and staff time
	PACE Monthly Attendance - Quarterly Billing		Reports and bills to Tompkins County	Yes		28 hours/year \$860/year
Campus Technology	Gramm-Leach-Bliley Act Effective May 23, 2003		The Computer and Information Security Policy has been approved by the Board of Trustees. Computer Use Protocol which defines the procedures necessary to comply with this act has been approved, published on the web, and staff have been notified.	Yes	Document management team will be meeting with each office to help find better ways to manage documents in line with records retention policies, Gramm-Leach, and utilize our Docuware imaging system. Cost should remain the same.	25-50 hours per year. \$1,500/year
CollegeNow	Student Accountability Forms for the Section 203 Indicators of Performance: Secondary & Post Secondary Level; Student Accountability Forms for the Section 113 Indicators of Performance. (Responsible: CollegeNow and IR)	NY State Education Dept.	Aggregate report of title II students who completed a secondary CTE program, their postsecondary education status, and State or Industry-recognized certification or licensure ; Aggregate report of title II students who completed a postsecondary CTE program , their employment or postsecondary education status, and State or Industry-recognized certification or licensure.	Yes		8 hours/year \$280/year
Dean of Operations and Enrollment Management	1098T	IRS	Annual report due 1/31 each year to students taking credit courses and 3/31 to the IRS each year.	Yes		80 hours/year \$2,800/year

*Italic text - new items*

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COMPLIANCE REPORT - BY DEPARTMENT  
SEPTEMBER 2012**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
Dean of Student Life	New York State Post-Secondary Institution Immunization Survey	New York State Public Health Law 2165	Annual Form Reporting	Yes	Student Reporting Report Filing	2,309.80 hours/year \$57,755/year
	Full Opportunity Plan	State University of New York; Chapter V, Section 601.6	Annual Report - Update	Yes	Submit Report	10 hours/year \$310/year
	Sexual Assault Prevention Information	Section 1-a, Chapter 737; Laws of NYS	Form Reporting	Yes	Programs held during orientation and during the year. Information is included in the college catalog.	60 hours/year \$2000/year
	Drug Abuse Prevention Education	Title IV of Education Law	Annual notice to all staff and students of College policy, penalties and programs.	Yes	Combination of college catalog, web site, and Health Center, Options Program, and Counseling materials.	125 hours/year \$4125/year
	NJCAA Reports	NJCAA	Provide eligibility status for all student athletes each semester.	Yes	Information compiled by Athletic Director	225 hours/year \$7875/year Daily enrollment status checks done manually due to TC3 system inability to generate automated reports regarding change in status to athletes' full time-time enrollment.
	Equity in Athletics Disclosure Report	Federal Government	Annual Report	Yes	Information compiled by Athletic Director	20 hours/year \$700/year Increased hours as more detailed information requested each year.
Development/ Foundation/Alumni	Audit	New York State	Submit audit to the Foundation Board of Directors and all donors.	Yes		Total audit fee this year was \$10,000 60 hours/year \$1,800/year
Financial Aid Office	Audit/E-Z Audit	Title IV of Education Law	Annual Audit	Yes	Support CPA requests	30 hours/year \$750/year
	Support PELL Payment System	Title IV of Education Law	Daily electronic transmission of origination and payments, by student, within 30 days; reconciliation monthly.	Yes		75 hrs/week or 3,900 hours/year \$123,500/year
	Fiscal Operations Report Application for Funding	Title IV of Education Law	Annual FISAP Report	Yes		200 hrs/year \$6,500/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COMPLIANCE REPORT - BY DEPARTMENT  
SEPTEMBER 2012**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	Default Management which includes Inrance Interviews, EMPNs, and Exit Interviews	Title IV of Education Law	Required management of student loan programs. Manage loan entrance and exit interviews, confirm linked EMPNs.	Yes	Federal Direct Student Loans have required a lot more of the schools to be in compliance.	1500 hrs/year \$52,500/year
	Direct Student Loan	Title IV of Education Law	Federal Direct Student Loans have requirements for the school to process and be in compliance. This effects Subsidized, Unsubsidized student loans and Parent Loan (PLUS).	Yes	Previously our Lender partners did the compliance work.	1500 hrs/year \$52,500/year
	Records Maintenance	Title IV of Education Law	Maintain records for 3-5 years from last date of attendance; maintain Pell records in electronic format. Campus Technology maintains the electronic backups.	Yes		30 hours/year (CT) \$750/year
	TAP & APTS Certification (Offices Responsible: Financial Aid and Assistant to the Dean for Enrollment Management)	NYSED	Periodic reporting of student eligibility to HESC; reconciliation.	Yes		550 hours/year (Fin Aid & Asst to Dean for Enroll Mgmt) \$19,250/year
	VA Certification	Veterans Affairs	Biweekly reporting of eligibility and attendance increased required reporting for Chpt 33.	Yes		500 hours/year \$17,500/year
	Academic Progress	Title IV and SED	Semester review of grades progress performed by committee that included Dean of Student Life, Assistant to the Dean and Director of Financial Aid. Electronic review performed by campus tech.	Yes		1,000 hours/year \$35,000/year
	Misc Surveys	SED, Title IV, SUNY, SIRIS & Federal Gov't.	Providing student-related data for VATEA, student financial aid surveys, IPEDS, considerably more complicated, info usually sent to IR for collation.	Yes	Greatly increased reporting requirements more than previous year.	200 hours/year \$7,000/year
	Student Employment	Title IV	NextGen/Time Ex software and management of Title IV student workstudy employment requirements.	Yes	All student employment is now managed through Finanical Aid and the NextGen system.	1000 hours/year \$3,500/year
	Refund Calculations	Title IV and SED	Review of attendance and attendance dates, calculate refunds owed by students.	Yes		2050 hours/year \$51,250/year Increased due to enrollment increase
	Financial Aid Software Setup	Title IV	Setup Powerfaids with federal compliance requirements.	Yes	Increasing number of updates that require testing before implamentation.	300 hours/year \$9,500/year
	<i>Program Integrity Compliance</i>	<i>Title IV</i>	<i>Review and evaluate compliance of campus wide requirements. Includes Gainful Employment and other specific requirements.</i>	Yes	<i>Increase reporting requirements.</i>	<i>600 hours/year \$21,000/year</i>
Human Resources	NYS Dept. of Labor Log & Summary of Occupational Injuries and Illnesses	Commissioner of Labor Rules & Regulations (12NYCRR Part 801)	Complete log and summary. Post the summary no later than February 1 and remain posted for the entire month. (This report is completed for both the College and FSA - separate reports for each)	Yes		11.25 hours/year \$281.25/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COMPLIANCE REPORT - BY DEPARTMENT  
SEPTEMBER 2012**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	NYS Dept. of Labor	Occupational Employment Survey of Educational Services	Employees Occupation and Wages (These reports are separate reports for the college and FSA)	Yes		22.50 hours/year \$787.50/year
	Classified Staff Payroll Certification	Civil Service	Report wages, name, title, and grade.	Yes		4 hours/year \$140/year
	Health Insurance Portability and Accountability Act (HIPAA) Compliance Report	SUNY Requirement	Report assessing HIPAA compliance activities.	Yes		2 hour/year \$70/year
	IPEDS	SUNY Requirement	Report statistical data on employees such as salary, tenure and race/ethnicity.	Yes		15 hours/year \$525/year
	Middle States Annual Profile	Accreditation Requirement	Report statistical data on employees	Yes		2 hours/year \$70/year
Institutional Research	Integrated Postsecondary Educaton Data System (IPEDS) Institutional Characteristics	20 U.S.C. 1094(a)(17)	Annual report of institutional characteristics.	Yes		7 hours/year \$175/year
	IPEDS Completions	20 U.S.C. 1094(a)(17)	Annual survey of graduates by program and race/ethnicity.	Yes		26 hours/year \$660/year
	IPEDS Human Resources (Offices Responsible: IR & HR)	20 U.S.C. 1094(a)(17)	Faculty and staff by primary occupational activity, race/ethnicity, salary level, benefits. Combines former IPEDS Fall Staff, IPEDS Salaries & Employees by job classification & IPEDS Employees by Assigned Position surveys	Yes		3 hours/year \$75/year
	IPEDS Enrollment, Fall	20 U.S.C. 1094(a)(17)	Enrollment by age, gender, primary residence, race/ethnicity.	Yes		11 hours/year \$375/year
	IPEDS Graduation Rates and Graduation Rate 200% Overview	20 U.S.C. 1094(a)(17)	Completers within 150%, transfers, graduation rates. Additionally, report 151-200% of completers, transfers & graduation rates.	Yes		9 hours/year \$265/year
	IPEDS Finance	20 U.S.C. 1094(a)(17)	Assets, liabilities, revenues, expenses	Yes		1 hours/year \$25/year
	IPEDS Student Financial Aid (Offices Responsible: IR & Fin. Aid)	20 U.S.C. 1094(a)(17)	Student financial aid for fall cohort.	Yes	With increased detailed reporting requirements, transitioned the majority of the analysis work to Financial Aid	8 hours/year (IR) \$280/year 37 hours/year (Fin. Aid) \$1,295/year
	IPEDS 12-Month Enrollment	20 U.S.C. 1094(a)(17)	Unduplicate enrollment numbers by age, gender, primary residence, race/ethnicity.	Yes		30 hours/year \$750/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COMPLIANCE REPORT - BY DEPARTMENT  
SEPTEMBER 2012**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	CTEA-1 formerly VTEA (Vocational and Applied Technology Education Act) Performance Reports (Part 1) Offices responsible: IR & Organizational Success and Learning)	Perkins Career and Technical Education Act of 2006	Outcome data for vocational and applied technology degree and certificate programs including retention and graduation data along with transfer/employment status subsequent to enrollment at TC3 .	Pending	Programming currently being adjusted. Anticipate submission by 7/30/12.	40 hours/year (IR) \$1,400/year 4 hours/year (OSL) \$140/year
	Perkins/CTEA Institutional Profile (Offices responsible: IR & Organizational Success and Learning)	Carl D. Perkins Vocational Act of 1998	Fall semester enrollments in vocational/applied technology programs broken down by full/part-time status, gender, disability, economic and educational disadvantaged and limited English proficiency status.	Yes		20 hours/year (IR) \$700/year 4 hours/year (OSL) \$140/year
	Enrollment Data for Perkins Allocation	Carl D. Perkins Vocational Act of 1998	Unduplicated enrollment in vocational/applied technology degree and certificate programs over prior 12-month period. In addition, the number of students certified as economically disadvantaged students is required. This information is used to determine the VATEA allocation for	Yes		8 hours/year \$280/year
	Academic Preparation of First-Time, Full-Time Students (NYSED 1)	Commissioner's Regulations-NY State Education Dept.	Annual data for first-time students regarding high school grade point average and ACT/SAT scores.	Yes		14 hours/year \$350/year
	Institutional Activity Report (NYSED 2R)	Commissioner's Regulations-NY State Education Dept.	Twelve-month report of credit/contact hours generated by college-level and remedial instruction. In addition, remedial course outcome data are required by subject area, course completion rates, and student retention.	Yes		45 hours/year \$1,125/year
	SUNY SIRIS Course Data File (Offices Responsible: IR and Academic Records. CT involved in programming)	SUNY Requirement	Reports information about the courses a campus offers, e.g., Course Catalog.	Yes		6 hours/year (IR) \$210/year 50 hours/year (Academic Records) \$1,750/year 25 hours/year (CT) \$875/year
	SUNY SIRIS Term/Section Summer and Fall/Spring files (Offices Responsible: IR and Academic Records. IT involved in programming)	Suny Requirement	File containing the enrollment and resulting grades for each year/term. This file will replace the current SDF/EOT files.	Yes	Time continue to be spent by IR, Academic Records, CT and Dean of Operations and Enrollment Management to tweak programming as needed.	200 hours/year (IR) \$7,000/year 50 hours/year (Academic Records) \$1,750/year 25 hours/year (CT) \$875
	SUNY SIRIS Early Student file and SUNY SIRIS End-of-Term files (Responsible: IR & Academic Records. CT involved in programming)	SUNY Requirement	Beginning fall 2010, submit a census file and end-of-term file of demographic, education and enrollment data for TC3 students enrolled in credit courses. Early Student files for Fall and Spring semesters. EOT files for Fall, Winter, Spring and Summer semesters.	Yes	This new reporting requirement replaced the former SUNY SDF (Student Data file) and EOT (end of term) file as of fall 2010. Time continue to be spent by IR, Academic Records, CT and Dean of Operations and Enrollment Management to tweak	375 hours/year (IR) \$13,125/year 100 hours/year (Academic Records) \$2,500/year 25 hours/year (CT) \$875/year

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Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	SUNY SIRIS Degree Summer and Fall/Spring files (Responsible: IR & Academic Records. IT involved in programming)	Federal, SUNY and NY State Education Dept.	Official degree and certificate files are submitted each year with individual graduate records including demographic information and academic characteristics	Yes		20 hour/year (IR) \$700/year 1,100 hours/year (Academic Records) \$28,500/year 25 hours/year (CT) \$875/year
	SUNY SIRIS Financial Aid file (Responsible: IR, Financial Aid and Operations and Enrollment Management. CT involved in programming)	SUNY and Federal	Annual file of students who have been awarded merit and/or need-based financial aid by award year.	Yes	Time is being spent by Financial Aid, Dean of Operations of Enrollment Management, CT and IR to determine business rules and verify data elements and adjusting programming as needed.	35 hour/year (IR) \$1,225/year 20 hours/year (Fin Aid) \$700/year 30 hours/year (Dean of Operations and Enrollment Management) \$1,050/year 25 hours/year (CT) \$875/year
	SUNY Basic Student Charges	Federal, NY State Education Dept., SUNY Regulations	Annual data regarding tuition and fees; types and amounts of financial aid awards.	Yes		9 hours/year \$225/year
	SUNY SIRIS Student Revenue file (Responsible: IR, Budget & Finance and Operations of Enrollment Management. CT involved in programming)	SUNY and Federal	Bi-annual file of students who have a billing/charge.	Pending	New reporting requirement. First of several historical files has been submitted. However, awaiting SUNY file approval before able to proceed with other submissions.	50 hour/year (IR) \$1,750/year 30 hours/year (Operations of Enrollment Management) \$1,050/year 25 hours/year (CT)
	<i>SUNY Report Card</i>	<i>SUNY Requirement</i>	<i>Survey of a broad range of topics. Results to be used for SUNY Report Card.</i>	Yes		<i>29 hours/year \$975/year</i>
	Higher Education Coordinators Survey (NYSED-SUR1)	NY State Education Dept. Requirement	Annual update of college officials by designated function and/or responsibilities	Yes		0.5 hours/year \$12.50/year
	Instructional Calendar Survey	SUNY along with federal and state Mandates	Annual report regarding length of instruction and exam periods for fall, spring, and summer terms	Yes		1 hour/year \$25/year
	Non-Credit Instructional Activities (NCIA)	SUNY Requirement	Non-credit enrollment report covering 12-months with details on types of instructional activities, number of students enrolled, and equivalent credits generated.	Yes		30 hours/year \$1,050/year
	Preliminary Enrollment Survey, Fall	SUNY Requirement	Preliminary enrollment report with details on the numbers of first time and transfer students enrolled as of the census date	Yes		6 hours/year \$210/year
	Off Campus Instructional Locations (NYSED-8)	SUNY Requirement	Report by location of all off-campus credit courses including dual high school.	Yes		14 hours/year \$350/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COMPLIANCE REPORT - BY DEPARTMENT  
SEPTEMBER 2012**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	Community College Enrollment Plan (formerly called Enrollment Planning Update)	SUNY Requirement	Five-year headcount and FTE projections by full and part-time status and enrollment status (new, transfer, reinstate and continuing)	Yes		25 hours/year \$875/year
	NYSED Disability Survey (NYSED-2H-2) (Offices Responsible: IR and Baker Center for Learning)	SUNY and NY State Education Dept.	Annual report of number of students enrolled by type of disability; graduation data; and admissions and identification procedures; student advisement, and tutorial services; facilities, equipment, and other special accommodations and services available to disabled students.	Yes		1 hour/year (IR) \$25/year 1 hour/year (Baker Center) \$35/year
	Special Auditors Survey (Form 18) (Offices Responsible: IR and Academic Records)	SUNY Requirement	Enrollment of senior citizen auditors for each semester	Yes		3 hours/year (IR) \$105/year 2 hours/year (Academic Records) \$50/year
	State Aidable Auditors (Form 26)	SUNY Requirement	Report on auditors including credit hours eligible for state aid reimbursement. Filed each semester.	Yes		3 hours/year \$105/year
	State Aidable Remedial Instruction (Form 24) and Non Credit Remedial Enrollment	SUNY Requirement	Equivalent credit hours generated by students enrolled in non-credit state aidable activities such as remedial courses, tutorial assistance activities, and continuing ed pre-approved remedial workshops. Filed each semester.	Yes		3 hours/year \$105/year
	Annual Survey of Graduates (Offices Responsible: IR with phone calling assistance from Counseling, Career & Transfer Services)	Federal Right-to-Know Legislation and Perkins Grant	Follow-up data on employment and transfer status of graduates is gathered and compiled by individual degree/certificate program	Yes		200 hours/year (IR) \$7,000/year 100 hours/year \$2,500/year (Counseling, Career & Transfer Services)
	Middle States Institutional Profile	Accreditation Requirement	Annual report on student characteristics, degrees awarded, tuition and fees, faculty characteristics by full- v. part-time, tenure status, gender, and ethnicity; characteristics of administrator and support staff groups; library collections and transactions, special library programs; distance learning offerings and services; current fund revenues and expenditures- unrestricted and restricted; significant institutional changes for past and current academic years.	Yes		30 hours/year \$1,050/year
	Middle States Accreditation Records	Commission on Higher Education of the Middle States Association of Colleges & Secondary Schools, Accreditation Requirement	Need to provide documentation and assist with the institution's self-examination process that ensures TC3 meets the eligibility requirements and standards in order to continue accreditation status. To comply, records are being scanned and filed for later use.	Yes		15 hours/year \$375/year
	NYSED 4.1 Student Financial Aid Survey	State Ed and SUNY Requirement	Annual report on recipients and dollars awarded for grants, loans and non-workstudy (Office responsible: IR & Operations and Enrollment Management.	Yes		1 hours/year \$25/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COMPLIANCE REPORT - BY DEPARTMENT  
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Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	Administrative Salaries and Faculty Workload of Community Colleges. (Offices Responsible: IR and Human Resources)	SUNY Requirement	Part 1: salary data provided by Human Resources. Part 2: workload data provided by IR. Survey submitted by IR.	Yes		8 hours/year (IR) \$200/year 1 hour (HR) \$35/hour
	AAUP (American Association of University Professors) FACULTY COMPENSATION (Offices responsible: IR and Human Resources)	SUNY Requirement	Aggregate data on rank, tenure, gender, salaries & benefits of instructional faculty	Yes		3 hours/year (IR) \$75/year 8 hours/year (HR) \$280/year
	NYSED 2.9 Graduation Rates	SUNY Requirement	Data uploaded by SUNY but each campus has to verify	Yes		0.5 hours/year \$12.50/year
	PRR (Periodic Review Report) for Middle States	Commission on Higher Education of the Middle States Association of Colleges & Secondary Schools, Accreditation Requirement	Interim report to update last Middle States self-study report. Provide support to various PRR committees.	Yes	Final report is due Spring 2013.	55 hour/year (IR) \$1,375/year
	NCCBP (National Community College Benchmarking Project)	SUNY	Survey of Institutional effectiveness, community & workforce development, students & student outcomes.	Yes		37 hours/year \$925/year
	Gainful Employment (Offices responsible: IR and Financial Aid)	Federal Title IV	Student enrollment and financial aid data on non-degree, certificate title IV eligible-programs.	Yes		25 hours/year (IR) \$725/year 200 hours/year (Fin. Aid) \$7000/year
	<i>Net Price Calculator</i>	<i>NYS Education Dept.</i>	<i>Title IV institutions have to have interactive estimated cost of attendance data available on campus website.</i>	Yes	<i>Several different offices including IR met to assure the compliant deadline in Oct. 2011.</i>	<i>5 hours/year \$155/year</i>
	<i>Middle States Substantive Change Request Accreditation Requirement for a new Additional Location or Branch Campus, reclassification of an existing site, or relocation of an existing Additional Location or Branch Campus</i>		<i>Submit a Substantive Change request that includes the address of the new location.</i>	Yes		<i>25 hour/year \$875/year</i>
Library	College and University Library Survey	Federal, SUNY, and Middle States regulations	Annual data on staff, operating expenditures, collections, loan transactions and library services per typical week.	Yes		30 hours/year \$750/year
Nursing Faculty	National League for Nursing	Nursing Accreditation Requirement	Aggregate data of nursing students and graduates by ethnicity and gender	Yes	Reduced time requirement once accreditation process completed in Spring 2011.	200 hours/year \$7,000/year
Organizational Success & Learning	NYSED ATB Form 2	NY State Education Dept.	Annual report on prospective and enrolled non high school graduate students required to take ATB Testing	Yes	Dean of Organizational Success & Learning identifies cohort, analyzes data and submits report.	20 hours/year \$700/year



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SEPTEMBER 2012**

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	Perkins /CTEA Interim Annual Report	NY State Education Dept.	Reporting on activities and articulation agreements with secondary and post-secondary institutions.	Yes		4 hours/year \$140/year
	Perkins/CTEA Final Report	NY State Education Dept.	Reporting on grant year activities, expenditures and outcomes assessment.	Yes		30 hours/year \$1,050/year
Provost and VP of the College and department chairs	Program Review	SUNY Requirement	Report of enrollment and graduate demographics by program	Yes	Each year several programs are selected for analysis	10 hours/year (Office of Provost & VP of College) \$350/year 50 hrs/year (dept. chairs) \$1,750/year plus \$4,500
Public Safety	Lockout/Tagout (Offices Responsible: Public Safety and Buildings and Grounds)	OSHA /29CFR 1910.1030	Standard requires that the employer develop procedures for the control of potentially hazardous energy. This includes written procedures, annual training, and audits.	Yes	Annual refresher training for maintenance personnel. Periodic audits of program's use and effectiveness.	3 hours/year (Public Safety) \$75/year 1 hour/year (B&G) \$35/year
	Hazardous Materials Response	OSHA/29CFR 1910.120	Training provided to security department personnel in defensive actions to be taken during a hazardous material incident. Training includes emergency alerting, safe distance and places of refuge, control, first aid/emergency medical treatment & response, critique and response follow-up.	Yes	Procedures reviewed annually and updated as necessary. Updated spill procedure and clean-up protocol developed in 2011. Updated plan scheduled for Fall 2012.	12 hours/year \$420/year
	Right-To-Know	New York State Labor Law, Article 29	Training provided so that all employees are informed of the toxic effects of hazardous chemicals used in the workplace. Employer is required to establish a written hazard communication program, maintain material safety data sheets for hazardous chemicals used in the workplace, maintain record of employees who are routinely exposed to hazardous chemicals. Applicable to numerous departments.	Yes	Training for all employees instituted. Refresher training annually. Program reviewed/updated annually. Chemical inventories reviewed/updated annually.	2 hours/week or approx. 100 hours/year \$2,500/year
	Hearing Conservation	OSHA/29 CFR 1910.95	Protection measures to guard against the effects of noise exposure; applicable to grounds personnel. Protective measures include monitoring noise levels, establishing audiometric testing program, providing employees with hearing protection, training employees in the use of hearing protection.	Yes	Annual tests for personnel for hearing loss. Initial training/testing for new employees.	8 hours/year \$200/year plus \$300 for tests and equipment
	Rabies Protection	Public Health Law/Section 225	Applicable to grounds personnel who may have an occupational exposure to live or dead animals suspected of having rabies. Protection involves utilization of engineering controls and personal protective equipment. Reporting procedures to report rabid animals or persons who have been bitten.	Yes	The Grounds crew has gloves, safety glasses, shovels and bags for removal of animal carcasses found on campus.	8 hours/year \$200/year

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	Personal Protection Equipment (Offices Responsible: Public Safety and Buildings and Grounds)	OSHA/29CFR 1910.132	Applicable to grounds department, maintenance department, cleaning department, and shipping and receiving. Employer shall assess workplace to determine if hazards are present, or are likely to be present, which necessitates the use of personal protection equipment (PPE). If hazards are present or likely to be present employer shall select and have affected employee use the type of PPE that will protect the affected employee from the hazards identified.	Yes	All PPE assessments and training complete. Annual review to be done during 2012/2013 Winter Break.	14 hours/year (Public Safety) \$350/year 5 hours/year (B&G) \$175/year
	Bloodborne Pathogens	OSHA/29CFR 1910.1030	Applicable to security, maintenance, and cleaning staff who may have an occupational exposure to blood or other potentially infectious material. Train employees in engineering and work practice controls to eliminate or minimize exposure. Provide employees with appropriate personal protection equipment. Offer employees vaccination for Hepatitis B. Make clean up kits available.	Yes	Annual training for affected personnel. Hep B vaccination offered annually to those not already vaccinated. Biology lab faculty, nursing faculty, student health center staff to be included.	20 hours/year \$500/year plus \$150 per employee vaccination
	Laboratory Safety	OSHA/29CFR 1910.1450	Applicable to employees in Biology and Chemistry Labs. Employer to determine and implement control measures to reduce employee exposure to hazardous chemicals. Requirements include: development of chemical hygiene plan, appointment of chemical hygiene officer, use of personal protection equipment, information and training on the safe use of hazardous materials.	Yes	Chemical Hygiene Officer appointed. Chemical hygiene plan reviewed annually. Waste chemicals disposed of periodically.	180 hours/year \$6,300/year \$4,500 - waste disposal
	Annual College Fire Inspection	New York State Education Law	Coordinate annual college fire inspection for submission to Albany. Fire Inspection to be conducted by certified code inspector. Accompany Inspector on tour of building. Submit completed reports to Albany.	Yes	Pre-inspect college buildings; accompany inspector on audit tour.	15 hours/year \$375/year
	Annual Personal Safety Report	State University of New York	Complete annual personal safety report for submission to Chancellor's Office. Compile minutes from health and safety committee meetings held during the academic year.	Yes	Report submitted.	8 hours/year \$200/year
	Clery Act	Public Law 101-542	Publish and distribute an annual report containing campus security/policies and procedures, status of security personnel, description of crime prevention/drug and alcohol abuse programs available on campus, and reporting of crime statistics.	Yes	Information posted to the Department of Education for posting on their web page.	25 hours/year \$875/year
	Confined Space (Offices responsible: Public Safety and Buildings and Grounds)	OSHA 29CFR 1910	Training provided to maintenance personnel. Program reviewed and updated annually. Inventory of confined spaces on site reviewed and updated annually. Warning signage audited periodically.	Yes	Annual refresher training for affected personnel. Annual audit of identified confined spaces.	8 hours/year (Public Safety) \$200/year 1 hour/year (B&G)

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	Workplace Violence Protection Act	New York State Workplace Violence Protection Act (October 2006)	Establish a Workplace Violence Prevention Program and a Workplace Violence Advisory Team to implement the various components of the program. The major components of the Workplace Violence Prevention Program include: Workplace Violence Policy Statement, Establishment of a Workplace Violence Advisory Team, Records Review, Hazard Assessment, Workplace Security Analysis, Workplace Survey and Employee Education and Training.	Yes	Workplace Violence Protection Program has been developed and a Workplace Violence Prevention Advisory Team has been established. Implementation began in the spring 2010. The three year records review, Workplace Hazard Assessment, Security Analysis and Workplace Survey have all been completed. Training was started in 2011 and is ongoing. Annual review to make sure that programs are kept up-	80 hours/year \$2,800/year
	Campus Fire Safety and Right-To-Know Act	Campus Fire Safety and Right-To-Know Act	Statistics for each on-campus student housing facility, including the number of fires and causes; number of injuries and deaths related to fires; and the value of property damage caused by fires. Descriptions of each on-campus student housing facility's fire safety systems and the number of mandatory, supervised fire drills. Policies or rules on portable electronic appliances; smoking and open flames; evacuation procedures; fire safety education and training programs provided to students, faculty and staff. Plans for future fire safety improvements, if needed and an annual report to the campus community.	Yes	Information updated annually and posted on the Public Safety/Campus Police web page. Annual statistics are also included with Clery Act requirements and provided to the Department of Education for posting on their web site.	37.5 hrs/per year. \$1,312.50

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**PROFESSIONAL DEVELOPMENT REPORT**  
**January - June 2012**

**LEADERSHIP SKILLS/DEVELOPMENT** - programs primarily geared toward supervisors, department heads, and faculty such as formal leadership development programs, supervisory training, etc.

<b>DATE</b>	<b>EMPLOYEE</b>	<b>PROGRAM</b>	<b>LOCATION</b>
1/1/12-6/30/12	Nightingale, Michelle	NODA Two-Year College Network Co-Chair	
1/12/12	McDaniel, Mick	2012 NJCAA Executive Council on Eligibility	Colorado Springs, CO
2/8/12	Edmond, Amy	Workplace Safety	TC3
4/9/12	Dovi, Sharon	Cultural Competency in Hiring	TC3
4/9/12	Boone, Carolyn	Cultural Competency in Hiring	TC3
4/9/12	Brown, Hal	Cultural Competency in Hiring	TC3
4/9/12	Chase, Larry	Cultural Competency in Hiring	TC3
4/9/12	Doskal-Scaffido, Darese	Cultural Competency in Hiring	TC3
4/9/12	Georgiakaki, Sophia	Cultural Competency in Hiring	TC3
4/9/12	Gold, Darlene	Cultural Competency in Hiring	TC3
4/9/12	Guest, Chrissy	Cultural Competency in Hiring	TC3
4/9/12	Hamel, Matty	Cultural Competency in Hiring	TC3
4/9/12	Lang, Helen	Cultural Competency in Hiring	TC3
4/9/12	Madeo, Karl	Cultural Competency in Hiring	TC3
4/9/12	Pasto, Linda	Cultural Competency in Hiring	TC3
4/9/12	Payne, Lisa	Cultural Competency in Hiring	TC3
4/9/12	Sammis, Carol	Cultural Competency in Hiring	TC3
4/9/12	Slawson, Melinda	Cultural Competency in Hiring	TC3
4/9/12	Thompson, Seth	Cultural Competency in Hiring	TC3
4/9/12	Trueman, Amy	Cultural Competency in Hiring	TC3
4/9/12	Van de Bogart, Patty	Cultural Competency in Hiring	TC3
4/9/12	Webb, Marilyn	Cultural Competency in Hiring	TC3
4/9/12	Wunderlich, Khaki	Cultural Competency in Hiring	TC3
4/9/12	Yang, Lucy	Cultural Competency in Hiring	TC3
5/29/12	Hubbard, Martha	HR Training, Evaluation Systems	TC3
6/8/12	Nightingale, Michelle	Strengths Summit	TC3
6/10/12-6/12/12	Karwowski, Sharon	Eastern Association of Financial Aid Administrators retreat for Board members- Chair of Professional development/mentoring	Saratoga Springs, NY

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
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January - June 2012**

**CONFERENCE/SEMINARS** - includes internal and external conferences, seminars, and workshops.

<b>DATE</b>	<b>EMPLOYEE</b>	<b>PROGRAM</b>	<b>LOCATION</b>
Jan 2012-May 2012	Jacob, James	"BioInformatics Workshop Cohort II"	Webinar, TC3
1/1/12	Davis, Andrew	National Soccer Coaches Association Annual Mtg & Seminars	Kansas City, MO
1/1/12	Rice, Robert	National Soccer Coaches Association Annual Mtg & Seminars	Kansas City, MO
1/1/12	Thompson, Seth	Managing an Inclusive, Multicultural Organization	Ithaca, NY
1/1/12-3/4/12	Nightingale, Michelle	Conference Co-Host NODA Regional Conference	
1/2/12-1/6/12	Gilewski, Amber	National Institute of the Teaching of Psychology	St. Pete Beach, FL
1/6/12	Nightingale, Michelle	NODA Region IX Conference Planning Committee Meeting	Troy, NY
1/10/12	Dovi, Sharon	SHRMTC - Smart Work, Process Improvement Through Human Capital Engagement	Ithaca, NY
1/12/2012	Lenhardt, Jenna	Managing an Inclusive, Multicultural Organization	Ithaca, NY
1/12/12	Madeo, Karl	HSC Workshop Series: Managing and Inclusive, Multicultural Organization	Ithaca, NY
1/12/12	Thompson, Seth	HSC Workshop Series: Managing and Inclusive, Multicultural Organization	Ithaca, NY
February 2012	Donenko, Wendy	PowerFaiDs Software training	Webinar
February 2012	Karwowski, Sharon	PowerFaiDs Software training	Webinar
February 2012	Oliver, Tammy	PowerFaiDs Software training	Webinar
2/3/12	Sammis, Carol	Presenter - "Week by Week; Observing and Recording Behavior of Young Children". Program by ACCESS	Saratoga Springs, NY
2/10/12	Janke, James	State-Wide Training	Le Moyne College
2/17/12	Wright, Lauren	Room Optimization-More than an Automation of Scheduling Tasks	TC3
2/17/12-2/21/12	Jacob, James	Community College Undergraduate Research Initiative (CCURI) - Training new cohort of comm colleges on integrating CCURI into their institution.	Austin, TX
2/21/12-2/24/12	Hubbard, Martha	Marketing to Adult Students	San Francisco, CA
2/23/12-2/26/12	Cameron, Jeanne	Eastern Sociological Society Conference	NYC, NY
2/28/2012	Janke, James	Decoding CDR Reports, Appeals, Challenges	Webinar
March 2012	Doneko, Wendy	PowerFaiDs Software training	Webinar
March 2012	Oliver, Tammy	PowerFaiDs Software training	Webinar
3/1/12	Campbell, Katrina	Community College Attrition, Retention and Completions	Webinar
3/1/12	Cowart, Stacy	NEACUHO Spring Drive In Conference	Cobleskill, NY
3/1/12	Eldridge, Kristen	NEACUHO Spring Drive In Conference	Cobleskill, NY
3/1/12-3/4/12	Nightingale, Michelle	NODA Region IX Conference	Burlington VT
3/2/12	Madeo, Karl	Moving Toward a Culturally Competent Organization	TC3
3/2/12	Thompson, Seth	Moving Toward a Culturally Competent Organization	TC3
3/2/12	Conroy, Colleen	NYSFAAA Statewide Training - Review of 2011 Personal Tax return, Tax Filing Status Rules, 2012-13 Verification	Webinar
3/2/12	Hicks, Sarah	NYSFAAA Statewide Training - Review of 2011 Personal Tax return, Tax Filing Status Rules, 2012-13 Verification	Webinar

3/2/12	Janke, James	NYSFAAA Statewide Training - Review of 2011 Personal Tax return, Tax Filing Status Rules, 2012-13 Verification	Webinar
3/2/12	Oliver, Tammy	NYSFAAA Statewide Training - Review of 2011 Personal Tax return, Tax Filing Status Rules, 2012-13 Verification	Webinar
3/12/12	McDaniel, Mick	NJCAA Regional and National Eligibility & By Laws Conference	Colorado Springs, CO
3/15/12	Moore, Paula	Midwest Conference for International Education	St. Louis, MO
3/20/12-3/23/12	Campbell, Katrina	NACADA Region I Conference	Connecticut
3/21/12-3/23/12	Dewey, Susan	2012 EACUBO Annual Workshop "Capitizing on Creativity"	Providence, RI
3/22/12	Hammond, Jane	FERPA From AACRAO	TC3
3/22/12	Edmond, Amy	FERPA From AACRAO	TC3
3/22/12	Boyd, Kathleen	FERPA From AACRAO	TC3
3/22/12	Wright, Lauren	FERPA From AACRAO	TC3
3/22/12	Sturzick, Corrina	FERPA From AACRAO	TC3
3/22/12	Yavits, Robert	Ed Tech Day	Ithaca College, Ithaca, NY
3/24/12	Mercer, Patrick	University of Scouting	Chenango, NY
3/26/12-3/29/12	Caveney, Kevin	Chair Academy Conference	Atlanta, GA
3/27/12-3/29/12	Madeo, Karl	Chair Academy International Conference	Atlanta, GA
3/30/12	Janke, James	Region 3 NYSFAAA Meeting at "Say Yes" Syracuse	Syracuse, NY
3/30/12-4/4/12	Hammond, Jane	AACRO Conference-Using Astra Reports to Support Capacity Mgmt and	Philadelphia, PA
3/31/12	Gilewski, Amber	Presented - Active Minds New York State Regional Summit	Ithaca, NY
April 2012	Donenko, Wendy	PowerFails Software training	Webinar
April 2012	Karowski, Sharon	PowerFails Software training	Webinar
April 2012	Oliver, Tammy	PowerFails Software training	Webinar
4/1/12-4/3/12	Webb, Marilyn	NY College Learning Skills Association (NYCLSA)	Saratoga Springs, NY
4/1/12	Sturmer, Tova	NACCU Conference	Seattle, WA
4/1/12	Cartagena-Cook, Milagros	ATI National Nurse Educator Summit	Scottsdale, AZ
4/2/12	Densmore, Timothy	Ellucian Summit / PowerCampus Users Conference	Las Vegas, NV
4/2/12	Christofferson, Marty	Ellucian Summit / PowerCampus Users Conference	Las Vegas, NV
4/2/12	MacLain, James	Ellucian Summit / PowerCampus Users Conference	Las Vegas, NV
4/9/12	Lang, Helen	Cultural Competency in Hiring	TC3
4/11/12 - 4/13/12	Christofferson, Marty	Society for College and University Planning	NYC, NY
4/12/12	Dovi, Sharon	SHRMTC - Disabilities in the Workplace	Ithaca, NY
4/12/12	Ochs, Scott	Criminal Justice Educators Assoc. of NYS Annual Exec Meeting	Latham, NY
4/15/12	Pastorello, Karen	Upstate New York Women's History Organization Conference	Binghamton, NY
4/18/12-4/20/12	Zeppelin, Victoria	WACTE Conference	Appleton, WI
4/19/12-4/20/12	Hicks, Sarah	SUNYFAP Conference	Corning, NY
4/20/12	McDonough, Kathleen	Wrongful Convictions Conference	Rochester, NY
4/21/12	Webb, Marilyn	Annual Conference of Peer Tutors & Supervisors, TACT (Training Assoc. of College Tutors)	BCC, Binghamton, NY
4/24/12	Janke, James	Default Prevention	Webinar
4/24/12	Karowski, Sharon	Default Prevention	Webinar

4/24/12	Jacob, James	"Education Renovation: Overhauling Undergraduate STEM Programs" American Association for the Advancement of Science	Webinar, TC3
4/25/12	Janke, James	NSLDS Delinquent Borrowers Report Webinar	Webinar
4/25/12-4/28/12	Sheldon, Mary	NCTM Annual Meeting & Exposition	Philadelphia, PA
4/26/12-4/27/12	Lenhardt, Jenna	Council on International Education (hosting campus) SUNY Group	Dryden, NY
4/27/12	Zeppelin, Victoria	ACRES Conference	TC3
5/1/12	Cartagena-Cook, Milagros	EKG Conference	Syracuse, NY
5/4/12	Conroy, Colleen	NYSFAAA Regional Training	Auburn, NY
5/4/12	Hicks, Sarah	NYSFAAA Regional Training	Auburn, NY
5/4/12	Janke, James	NYSFAAA Regional Training	Auburn, NY
5/4/12	Karwowski, Sharon	NYSFAAA Regional Training	Auburn, NY
5/4/12	Oliver, Tammy	NYSFAAA Regional Training	Auburn, NY
5/10/12	Zeppelin, Victoria	"Teaching in the Real World" Conference	SUNY Cortland, NY
5/10/12	Hammond, Jane	Clearinghouse	Syracuse, NY
5/10/12	Wright, Lauren	Clearinghouse	Syracuse, NY
5/15/12	Burk, Joyce	Chamber Educational Facebook Seminar	Cortland, NY
5/16/12-5/18/12	Gerg, Julie	CASE Conference for Senior Annual Giving Professionals	Portland, OR
5/17/12	Hicks, Sarah	NYSFAAA - 2012-2013 Verification Guide	Webinar
5/17/12	Janke, James	NYSFAAA - 2012-2013 Verification Guide	Webinar
5/29/12 - 6/2/12	Thompson, Seth	NCORE - National Conference on Race and Ethnicity	NYC, NY
5/28/12-6/1/12	Jacob, James	Community College Undergraduate Research Initiative (CCURI), Training a new cohort of comm colleges on integrating CCURI into their institution	Minneapolis, MN
5/29/12-5/30/12	Keichle, Matt	ACHA Annual Meeting	Chicago, IL
5/29/12-5/30/12	Shapleigh, Shari	ACHA Annual Meeting	Chicago, IL
5/30/12-6/1/12	Donovan, Joan	SUNY Career Development Organization Annual Conference	Port Jefferson, NY
5/30/12-6/1/12	Yavits, Robert	SUNY CIT	Stony Brook University
5/31/12	Dovi, Sharon	SHRMTC - Conference - The State of Human Resources	Ithaca, NY
6/1/12	Campbell, Katrina	Community College Institution - Technology	Bucks County CC, PA
6/1/12	Cartagena-Cook, Milagros	Innovations in Teaching: An Aces Workshop	Connecticut, NY
6/1/12	Penziul, Carl	Faculty of the Future	Newtown, PA
6/5/12-6/9/12	Cowart, Stacy	NEACUHO Annual Conference	Boston, MA
6/5/12-6/9/12	Eldridge, Kristen	NEACUHO Annual Conference	Boston, MA
6/6/12-6/8/12	Kobritz, Barbara	SUNYLA Annual Conference	NYC, NY
6/6/12-6/8/12	Van Sant, Susanna	SUNYLA Annual Conference	NYC, NY
6/6/12-6/8/12	Yang, Lucy	SUNYLA Annual Conference	NYC, NY
6/8/12	Ansbro, Mimi	Regional StrengthsQuest Conference	TC3
6/8/12	Campbell, Katrina	StrengthsQuest Workshop	TC3
6/9/12-6/15/12	Reynolds, Kenneth	N. American Tech Ed Conf./Microsoft Technet Conference	Orlando, FL
6/12/12	McMinn, Glenna	Innovations in Teaching: An ACES workshop	Plantsville, CT
6/12/12-6/13/12	Kobritz, Barbara	Academic Librarians Conference sponsored by NYS Regional Libraries Councils	Syracuse University
6/12/12-6/14/12	Drumluk, Sandy	SUNYCAP Conference and Director's of Admissions Meeting	Tarrytown, NY

6/13/12-6/15/12	Armstrong, Colleen	SUNYCAP Conference	Tarrytown, NY
6/13/12-6/15/12	Streb, Tom	SUNYCAP Conference	Tarrytown, NY
6/13/12-6/15/12	Toxey, Kar-Leam	SUNYCAP Conference	Tarrytown, NY
6/13/12-6/14/12	Abbey, Sheila	SUNYCUAD Conference	Syracuse, NY
6/13/12-6/14/12	Gerg, Julie	SUNYCUAD Conference	Syracuse, NY
6/13/12-6/15/12	Burk, Joyce	SUNYCUAD Conference	Syracuse, NY
6/13/12-6/15/12	Chambala, Bryan	SUNYCUAD Conference	Syracuse, NY
6/13/12-6/15/12	Edgecomb, Bob	SUNYCUAD Conference	Syracuse, NY
6/13/12-6/15/12	Petrella-Baum, Jennica	SUNYCUAD Conference	Syracuse, NY
6/13/12-6/15/12	Ryan, Bruce	SUNYCUAD Conference	Syracuse, NY



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**JOB SPECIFIC EDUCATION** - Includes technical/Computer training, customer service training, legal/compliance training and other job specific programs.

<b>DATE</b>	<b>EMPLOYEE</b>	<b>PROGRAM</b>	<b>LOCATION</b>
Jan-June 2012	Burk, Joyce	Leadership Cortland	Several Cortland County
1/1/12	Cosgrove, Israel	Reality Based / Active Shooter	Ithaca, NY
1/1/12	Kessler, Kim	ACUHO-I How to Respond to the Needs of International Students	Webinar
1/1/12	Kessler, Kim	ACUHO-I What Makes a Truly Great Residence Life/Housing Program	Webinar
1/4/12	Payne, Lisa	SUNY OBIEE ANSWERS Training	Syracuse, NY
1/4/12	Thompson, Lyn	SUNY OBIEE ANSWERS Training	Syracuse, NY
1/11/12	Kobritz, Barbara	Virtual Reference Webinar (South Central Regional Library Council)	Online
1/11/12	Gilewski, Amber	Applying Quality Matters Rubric Training	Syracuse, NY
1/17/12	Hammond, Jane	Degree Works Follow Up, NSC & Adademic Plan Consulting	TC3
1/24/12	Gebo, John	CPR/AED	TC3
1/24/12	Jerome, Joseph	CPR/AED	TC3
1/25/12-1/27/12	Gilewski, Amber	Carnegie Mellon Open Learning Initiative Workshop	Austin, TX
1/26/12	Edmond, Amy	Powercampus to TreQ	TC3
1/26/12-1/27/12	Connery, Doug	Certified Pool Operator Training	Syracuse, NY
1/27/12	Hammond, Jane	Credential Solutions/call with Sungard	TC3
February 2012	Midgley, Ruth	Ed2Go, Excel II	Online
February 2012	Kessler, Kim	ACUHO-I What Should I Be Reading As a Professional	Webinar
February 2012	Kessler, Kim	ACUHO-I Training: Latest Trends in Training Paraprofessional Staff	Webinar
2/2/12	Hammond, Jane	Transcript Fulfillment Service, Credential Solutions	TC3
2/2/12	Edmond, Amy	Transcript Fulfillment Service, Credential Solutions	TC3
2/8/12	Thompson, Lyn	SUNY SIRIS Non-Banner Conference Calls	Syracuse, NY
2/12/12	Okaru, Alfred	Red Cross Water Safety Instructor Certification	Ithaca, NY
2/15/12	Hicks, Sarah	Cortland BOCES Fin Aid Night	Cortland, NY
2/15/12	Karwowski, Sharon	Cortland BOCES Fin Aid Night	Cortland, NY
2/15/12	Oliver, Tammy	Cortland BOCES Fin Aid Night	Cortland, NY
2/16/12	Pastorello, Karen	Served on Discussion Panel on the Movie <i>The Help</i>	Ithaca, NY
2/22/12	Yavits, Robert	Proctor U Live - Online Course Proctoring Service	TC3
2/22/12	DeFranco, Tony	Proctor U Live - Online Course Proctoring Service	TC3
2/26/12	Cochran, Ryan	Bloodborne Pathogens Training	TC3
2/26/12	Fairand, Kevin	Bloodborne Pathogens Training	TC3
2/26/12	Gebo, John	Bloodborne Pathogens Training	TC3
2/26/12	Genson, Michelle	Bloodborne Pathogens Training	TC3
2/26/12	Howard, Michael	Bloodborne Pathogens Training	TC3

2/26/12	Kelly, Jake	Bloodborne Pathogens Training	TC3
2/26/12	Mawson, James	Bloodborne Pathogens Training	TC3
2/26/12	Thornton, Michael	Bloodborne Pathogens Training	TC3
2/26/12	Walters, Scott	Bloodborne Pathogens Training	TC3
2/26/12	Cochran, Ryan	Hazard Communication	TC3
2/26/12	Fairand, Kevin	Hazard Communication	TC3
2/26/12	Gebo, John	Hazard Communication	TC3
2/26/12	Genson, Michelle	Hazard Communication	TC3
2/26/12	Howard, Michael	Hazard Communication	TC3
2/26/12	Kelly, Jake	Hazard Communication	TC3
2/26/12	Mawson, James	Hazard Communication	TC3
2/26/12	Thornton, Michael	Hazard Communication	TC3
2/26/12	Walters, Scott	Hazard Communication	TC3
2/27-3/23/12	Van Sant, Susanna	Fundamentals of Acquisitions (ALCTS)	Online
2/29/12	DeFranco, Tony	Kentucky Community & Technical College System Online Learning Initiative	TC3
March 2012	Kessler, Kim	ACUHO-I The Future of the Profession	Webinar
March 2012	Kessler, Kim	CURC Beyond Reuse, Reduce, Recycle: Sustainability Initiatives at UBC	Webinar
3/1/12-4/11/12	Lang, Helen	CAPS 121	TC3
3/2/12	Yavits, Robert	SLN Workshop - Applying the Quality Matters Rubric	TC3
3/2/12	DeFranco, Tony	SLN Workshop - Applying the Quality Matters Rubric	TC3
3/2/12	Moore, Paula	SLN Workshop - Applying the Quality Matters Rubric	TC3
3/5/12	Gilewski, Amber	Replacing the Textbooks with a Collaborative Wiki	TC3
3/5/12	Yavits, Robert	Replacing the Textbooks with a Collaborative Wiki	TC3
3/7/12	Pastorello, Karen	Attended Lori Ginsburg - Elizabeth Cady Stanton and Race	Ithaca, NY
3/7/12-3/9/12	Yavits, Robert	SUNY Online Learning Conference	TC3
3/9/12	Avery, Julie	1 program on Carpet Care & 1 Program on Restroom Care	Dryden, NY
3/9/12	Cochrane, John	1 program on Carpet Care & 1 Program on Restroom Care	Dryden, NY
3/9/12	Conway, Theresa	1 program on Carpet Care & 1 Program on Restroom Care	Dryden, NY
3/9/12	Ellis, Robert	1 program on Carpet Care & 1 Program on Restroom Care	Dryden, NY
3/9/12	Ganoe, Billy	1 program on Carpet Care & 1 Program on Restroom Care	Dryden, NY
3/9/12	Ganoe, Sylvia	1 program on Carpet Care & 1 Program on Restroom Care	Dryden, NY
3/9/12	Henson, Deb	1 program on Carpet Care & 1 Program on Restroom Care	Dryden, NY
3/9/12	Hill, Lawrence	1 program on Carpet Care & 1 Program on Restroom Care	Dryden, NY
3/9/12	Hollenbeck, Bob	1 program on Carpet Care & 1 Program on Restroom Care	Dryden, NY
3/9/12	Janke, Emil	1 program on Carpet Care & 1 Program on Restroom Care	Dryden, NY
3/9/12	Norton, Patty	1 program on Carpet Care & 1 Program on Restroom Care	Dryden, NY
3/9/12	Relyea, Josh	1 program on Carpet Care & 1 Program on Restroom Care	Dryden, NY
3/9/12	Sutfin, Gene	1 program on Carpet Care & 1 Program on Restroom Care	Dryden, NY
3/9/12	VanAtta, David	1 program on Carpet Care & 1 Program on Restroom Care	Dryden, NY
3/9/12	Warner, Robert	1 program on Carpet Care & 1 Program on Restroom Care	Dryden, NY
3/9/12	Warner, William	1 program on Carpet Care & 1 Program on Restroom Care	Dryden, NY
3/9/12	Weber, William	1 program on Carpet Care & 1 Program on Restroom Care	Dryden, NY
3/9/12	Wood, Alan	1 program on Carpet Care & 1 Program on Restroom Care	Dryden, NY

3/14/12	Cosgrove, Israel	Bloodborne Pathogens	TC3
3/14/12	Cosgrove, Israel	Hazard Communication	TC3
3/14/12	Jacob, James	Navigating the Grant Funding Process	TC3
3/15/12	Joseph Jerome	Glock Armour Training	Ithaca, NY
3/15/12	Pastorello, Karen	Exhibit on First 50 Years of Photographic History	TC3
3/23/12	Jacobs, Dale	Green Pro Operations & Maintenance	Ithaca, NY
3/27/12	Yavits, Robert	Creating Open Education Friendly Policies on your Campus	TC3
3/28/12	Zeppelin, Victoria	NISOD Webinar- College Readiness Assessments	TC3
3/29/12	DeFranco, Tony	Using the McGraw-Hill Campus Tutorial Resource Nugget in ANGEL	TC3
April 2012	Kessler, Kim	ACUHO-I Crisis Management for College Housing	Webinar
April 2012	Kessler, Kim	CURC An Introduction to LEED for Existing Buildings: Operations and Maintenance	Webinar
4/4/12	Ansbro, Mimi	Effective Use of Outlook Email and Scheduling	TC3
4/4/12	Yavits, Robert	Effective Use of Outlook Email and Scheduling	TC3
4/5/12	Hicks, Sarah	Groton High School Presentation	Groton, NY
4/6/12	Dovi, Sharon	NYS Pension Reform	Webinar
4/11/12	Ansbro, Mimi	Teaching Web-Enhanced, Hybrid and Fully Online Courses	TC3
4/11/12	DeFranco, Tony	Teaching Web-Enhanced, Hybrid and Fully Online Courses	TC3
4/12/12	Jerome, Joseph	Active Shooter	Ithaca, NY
4/12/12	Pastorello, Karen	Attended Jane S. DeHart - Writing Bio of Justice Ruth Bader Ginsburg	Ithaca, NY
4/13/12-5/18/12	Lang, Helen	CAPS 131	TC3
4/15/12	Pastorello, Karen	Spoke on Local Women's Suffrage	Ithaca, NY
4/16/12	Yavits, Robert	Interactive Books: Collaborating with Students to Author Immersive Textbooks	TC3
4/18/12	Eldridge, Kristen	Human Services Coalition Workshop on Constructive Feedback	Ithaca, NY
4/18/12	Cowart, Stacy	Human Services Coalition Workshop on Constructive Feedback	Ithaca, NY
4/25/12	Pastorello, Karen	Attended Carl Zeige - Race and Labor History	Binghamton, NY
4/25/12	Jacob, James	External Review - B.S. Biotechnology and A.A.S. Biological Technology Programs for SUNY Cobleskill	Cobleskill, NY
May 2012	Kessler, Kim	NASPA Attitudes Towards Campus Alcohol Policy Among Entering First-Year Students	Webinar
5/1/12	Echevarria, Rich	Nike Basketball Coaches Clinic	Utica, NY
5/1/12	Carroll, Brian	Nike Basketball Coaches Clinic	Utica, NY
5/2/12	Yavits, Robert	Improving the Integrity of Online Assessments	TC3
5/3/12	Zeppelin, Victoria	USDOE Webinar on Dropout Prevention in Rural Areas	TC3
5/9/12	Yavits, Robert	eText Strategies: Creating a Path to Digital	TC3
5/11/12-5/13/12	Mercer, Patrick	Wilderness EMT Recertification	Gettysburg, NY
5/18/12	Webb, Marilyn	Advisor Training	TC3
5/22/12	Hicks, Sarah	Cortland Exten. Center Training	Cortland
5/23/12	Gilewski, Amber	Reviewed Student Papers for Social Science Capstone	Cortland, NY
June 2012	Kessler, Kim	CURC Creating Recycling Habits: Learning From Behavioral-Based Research and Practice	Webinar
6/7/12-6/8/12	Madeo, Karl	NYCEP (NY Concurrent Enrollment Partnerships) Meeting	Binghamton, NY
6/7/12-6/8/12	Zeppelin, Victoria	NYCEP (NY Concurrent Enrollment Partnerships) Meeting	Binghamton, NY
6/8/12	Doskal-Scaffido, Darese	Strengths Quest Meeting	TC3
6/9/12-6/16/12	Jacob, James	Ad Hoc Review - Educational Testing Service, AP Biology Reader	Kansas, MO
6/12/12	Voorhees, Amy	Trainer, Red Cross First Aid & CPR for the Professional Rescuer	TC3

6/16/12	Voorhees, Amy	CPR/AED for Professiona Rescuers and Health Care Providers	TC3
6/12/12	Brown, Jacob	Red Cross First Aid & CPR for the Professional Rescuer	TC3
6/12/12	Davis, Andrew	Red Cross First Aid & CPR for the Professional Rescuer	TC3
6/12/12	Freeman, Paige	Red Cross First Aid & CPR for the Professional Rescuer	TC3
6/12/12	Griffin, Marcia	Red Cross First Aid & CPR for the Professional Rescuer	TC3
6/12/12	McDaniel, Mick	Red Cross First Aid & CPR for the Professional Rescuer	TC3
6/12/12	Okaru, Alfred	Red Cross First Aid & CPR for the Professional Rescuer	TC3
6/12/12	Squires, Daniel	Red Cross First Aid & CPR for the Professional Rescuer	TC3
6/12/12	Stevenson, David	Red Cross First Aid & CPR for the Professional Rescuer	TC3
6/12/12	Sutton, Jaclyn	Red Cross First Aid & CPR for the Professional Rescuer	TC3
6/12/12	Voorhees, Megan	Red Cross First Aid & CPR for the Professional Rescuer	TC3
6/12/12	Young, Tammi	Red Cross First Aid & CPR for the Professional Rescuer	TC3
6/13/12	Cosgrove, Israel	Firearms Training	IPD Range
6/13/12	Scott, Ray	Sports Turf Maintenance Seminar	Cortland, NY
6/13/12-6/14/12	Connery, Doug	Boiler Operation & Maintenance	Syracuse, NY
6/13/12-6/14/12	Jacobs, Dale	Boiler Operation & Maintenance	Syracuse, NY
6/20/12	Jerome, Joseph	Bloodborne Pathogens Training	TC3
6/20/12	Jerome, Joseph	Hazard Communication	TC3
6/26/12	Yavits, Robert	A Practical Response to Massive Open Online Courses (MOOCs)	TC3
6/27/12	Dovi, Sharon	Overview of FMLA	Webinar/Teleconference
6/27/12-6/29/12	Lenhardt, Jenna	Education USA Forum	Washington, DC
Spring 2012	Yavits, Robert	Bi-Weekly Conference Calls with SUNY Learning Network Instructional Designers Group	TC3
On-Going	Pastorello, Karen	Serve on Dryden Board of Education	Dryden, NY
On-Going	Pastorello, Karen	Act as the Social Studies Liaison for Concurrent Enrollment	TC3
On-Going	Voorhees, Amy	NATA Certification Courses for Athletic Trainers	Cornell University & Online

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
PROFESSIONAL DEVELOPMENT REPORT  
January - June 2012**

**DEGREE RELATED PROGRAMS** - list individuals pursuing formal degree programs at TC3 or other institutions.

<b>DATE</b>	<b>EMPLOYEE</b>	<b>PROGRAM</b>	<b>LOCATION</b>
Spring 2012	Ahola, Ashley	Paralegal Certificate - Completed	TC3
Spring 2012	Burk, Joyce	BUAD 212 Quality Customer Service	TC3
Spring 2012	Burk, Joyce	A.A.S. Business Administration Degree - Completed	TC3
Spring 2012	Densmore, Timothy	Ethical & Legal Considerations in Information Technology - Graduate Course	Capella University
Spring 2012	Dovi, Sharon	CEN 580 - Assessment of Socio-Technological Problems/Issues	SUNY Stonybrook
Spring 2012	Dovi, Sharon	CES 526 - Job Evaluations and Compensation Systems	SUNY Stonybrook
Spring 2012	Finn, Darlen	Business Ethics	Delhi
Spring 2012	Hersey, Olivia	Management Information Systems	Empire State College
Spring 2012	Hersey, Olivia	Granted 6 credits for prior learning experience in Project Management	Empire State College
Spring 2012	Wood, Brandon	Educational Planning	Empire State College
Spring 2012	Wood, Brandon	Business Ethics	Empire State College
Spring 2012	Hill, Cynthia	Enrolled in Associate Degree Program	TC3
Jan-March 2012	Lenhardt, Jenna	Leadership in Higher Education	Capella University
Jan-March 2012	Lenhardt, Jenna	Foundations of Theory and Practice in Doctoral Study	Capella University
2/1/12	Davis, Andrew	Bachelor's Degree in Sports & Coaching - Coaching	N/A
April-June 2012	Lenhardt, Jenna	Grant Writing for Higher Education	Capella University
April-June 2012	Lenhardt, Jenna	The History of Higher Education	Capella University
April-June 2012	Lenhardt, Jenna	Educational Research Methods	Capella University
6/12/12	Shapleigh, Shari	Recertification, National Boards AANP (requires minimum of 120hrs of cont. ed)	
Current	Rice, Robert	Pursuing Master's of Counseling Degree	Online
Current	Arsenault, Sarah	Pursuing B.S. in Nursing,	Suny Delhi

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
PROFESSIONAL DEVELOPMENT REPORT  
January - June 2012**

**OTHER DEVELOPMENT ACTIVITIES** - various other programs attended by employees.

<b>DATE</b>	<b>EMPLOYEE</b>	<b>PROGRAM</b>	<b>LOCATION</b>
1/12/12	Carroll, Brian	Fundraising Seminar + Rules & Regulations	TC3
1/12/12	Carroll, Patrick	Fundraising Seminar + Rules & Regulations	TC3
1/12/12	Davis, Andrew	Fundraising Seminar + Rules & Regulations	TC3
1/12/12	Doane, Brent	Fundraising Seminar + Rules & Regulations	TC3
1/12/12	Fey, James	Fundraising Seminar + Rules & Regulations	TC3
1/12/12	Freeman, Paige	Fundraising Seminar + Rules & Regulations	TC3
1/12/12	Little, Chuck	Fundraising Seminar + Rules & Regulations	TC3
1/12/12	McCabe, Timothy	Fundraising Seminar + Rules & Regulations	TC3
1/12/12	McDaniel, Mick	Fundraising Seminar + Rules & Regulations	TC3
1/12/12	Okaru, Alfred	Fundraising Seminar + Rules & Regulations	TC3
1/12/12	Rice, Robert	Fundraising Seminar + Rules & Regulations	TC3
1/12/12	Riker, Jeffery	Fundraising Seminar + Rules & Regulations	TC3
1/12/12	Stevenson, Dave	Fundraising Seminar + Rules & Regulations	TC3
1/12/12	Sutton, Jaclyn	Fundraising Seminar + Rules & Regulations	TC3
1/12/12	Zambito, Daniel	Fundraising Seminar + Rules & Regulations	TC3
Jan-May 2012	Hubbard, Martha	Monthly Leadership Cortland Sessions, Facilitator (1 day per month)	Various locations in Cortland County
Jan-May 2012	Munson, Gail	Monthly Leadership Cortland Sessions	Cortland
Jan-June 2012	Greener, Susan	Monthly Leadership Tompkins Sessions, Facilitator (1 day/month)	Various locations in Tompkins County
Jan-June 2012	Sanford, Sharon	Monthly Leadership Tompkins Sessions	Ithaca, NY
1/26/12	Greener, Susan	Annual Tompkins Chamber Meeting	Ithaca, NY
1/26/12	Hubbard, Martha	Annual Tompkins Chamber Meeting	Ithaca, NY
1/28/12	Hubbard, Martha	Cortland Memorial Foundation Board Retreat, Facilitator	Cortland, NY
2/12/12	Stevenson, David	Region III Basketball Coaches Assoc. Meetings	Watertown, NY
2/12/12	Sutton, Jaclyn	Region III Basketball Coaches Assoc. Meetings	Watertown, NY
2/15/12	Yavits, Robert	Teaching in the Creative Arts	TC3
March 2012	Nightingale, Michelle	Served on Search Committee for Programmer Positions	TC3
3/2/12	Lawrence, Janice	Midwinter Day - Sexual Assault Education & Prevention	TC3
3/2/12	Payne, Lisa	Mid-Winter Day	TC3
3/2/12	Thompson, Lyn	Mid-Winter Day	TC3
3/7/12	Lawrence, Janice	Sound System Training	TC3
4/9/12	Lawrence, Janice	Study Abroad Fall 2011 Trips	TC3
4/9/12	Payne, Lisa	Cultural Competency	TC3

4/12/12	Payne, Lisa	Advisement Updates	TC3
4/13/12	Hubbard, Martha	Family Health Network Board Strategic Planning Session, Facilitator	Cortland, NY
4/28/12	Fey, James	Region III Lacrosse Coaches Assoc. Meetings	Herkimer, NY
May 2012	Carroll, Patrick	Secretary - Region III Baseball Coaches Assoc. Meetings	Little Falls, NY
5/2/12	Doskal-Scaffido, Darese	Presented at Corning Community College on adding Residence halls	Corning, NY
5/3/12	Hubbard, Martha	TC3.biz Human Resource Dialogue Session	Ithaca, NY
5/3/12	Greener, Susan	TC3.biz Human Resource Dialogue Session	Ithaca, NY
5/3/12	Hubbard, Martha	CEANY Regional Meeting and SUNY BEST Meeting	SUNY Binghamton
5/4/12	DeFranco, Tony	ITEC Elluminate/Collaborate contract update	TC3
5/10/12	Hubbard, Martha	Executive Forward	Hope Lake Lodge, Virgil, NY
5/12/12	Doane, Brent	Region III Softball Coaches Assoc. Meetings	Ithaca, NY
5/12/12	McCabe, Timothy	NJCAA Golf Coaches Annual Meeting	Chautauqua, NY
5/30/12	Webb, Marilyn	STAR-NY Annual Supervisors Meeting	SUNY Cortland
June 2012	Nightingale, Michelle	Served on Search Committee for Student Success Advisor Position	TC3
6/5/12	DeFranco, Tony	IITG SUNY Grant Information Session	TC3
6/12/12	DeFranco, Tony	TC3 QSI Review Committee Recommendations Meeting	TC3
6/14/12	Hubbard, Martha	Leadership Tompkins Graduation Celebration	Ithaca, NY
6/26/12	Lawrence, Janice	Windows 8 Features - Getting Started	TC3
6/21/12-6/22/12	Hubbard, Martha	CEANY Board Meeting	Albany, NY
Spring 2012	Doskal-Scaffido, Darese	Community College Committee Chair for ACUHO-I	
Spring 2012	Eldridge, Kristen	Board Member - NEACUHO Organization	
Spring 2012	Sheldon, Mary	Art 212: Digital Photography	TC3-Webinar

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2012-2013-6**

**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 13<sup>th</sup> day of September 2012, 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 13<sup>th</sup> day of September 2012.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



Tompkins Cortland Community College  
Appointment of Personnel  
September 5, 2012  
Presented to the Board of Trustees

**June 2012**

<b>Employee</b>	<b>Department</b>	<b>Title/Rank</b>	<b>Grade</b>	<b>Salary</b>	<b>Employment Dates</b>
Plumeau, Margaret	Borg Warner Math Review	Adjunct	N/A	80.00	6/27/12
Donlick, Christel	Borg Warner Math Review	Adjunct	N/A	80.00	6/28/12

**July 2012**

Williams-Debottis, Brandy	Student Success Services	Student Success Advisor	N/A	53721.00	
Bieber, Erin	Independent Study HSTY 202	Adjunct	N/A	429.00	7/05/12 - 8/03/12
McGee, Andrew	Independent Study HSTY 202	Adjunct	N/A	1287.00	7/05/12 - 8/03/12
Scott, Lory	Independent Study ENV5 102	Adjunct	N/A	1287.00	7/05/12 - 8/03/12
Cattan, Charmain	BUAD261 GC2 ACCT101 M02	Adjunct	N/A	6885.00	7/08/12 - 1/04/13
Richards, David	POSC103 M01	Adjunct	N/A	12262.50	7/08/12 - 1/04/13
Cowan, Richard	Independent Study MATH 249	Adjunct	N/A	71.50	7/16/12 - 8/03/12
Anderson, Christopher	ESL Cornell Program Instructor	Adjunct	N/A	1794.00	7/23/12 - 8/08/12
Tobias, lee	ESL Cornell Program Instructor	Adjunct	N/A	2392.00	7/23/12 - 8/08/12
Tackill, Sherry	ESL Cornell Program Instructor	Adjunct	N/A	1905.54	7/23/12 - 8/08/12

**August 2012**

Gifford, Christine	EMT 730-M73 refresher course	Adjunct	N/A	750.00	8/03/12 - 3/14/13
Perkins, Donald	Provide audio needs for Global Summer Program	Adjunct	N/A	116.00	8/03/12
Raethka, Tim	CRP for nursing students refresher workshops	Adjunct	N/A	736.00	8/8, 9, 11, 15/12
Hodack, Dianne	Instructor of Graphic Design	N/A	N/A	49483.00	8/16/12
McCabe, T. Paul	Instructor of English	N/A	N/A	46820.00	8/16/12
Tvaroha, Patricia	Counseling, Career and Transfer Services	Pathways Advocate	N/A	33119.00	8/16/12
Wendt, Donna	Technical Specialist Biology Labs/Chemical Hygiene Officer		N/A	40397.00	8/16/12
Williams-Debottis, Brandy	Student Success Services	Student Success Advisor	N/A	56201.00	8/16/12
Janik, Carol	Academic Advisement	Adjunct	N/A	1089.90	8/16/12 - 8/22/12
Buchanan, Patricia	CTC Adjunct Service Coordinator	Adjunct	N/A	3270.00	8/18/12 - 12/18/11
Carr, Kyle	Coverage for Communications cage and tutoring	Adjunct	N/A	4068.80	8/18/12 - 12/18/11
McPherson, MaryLu	ID & Report Child Abuse/Maltreatment workshop	Adjunct	N/A	185.00	8/20/12
Dickerson, Nancy	SAVE Training workshop for Cornell University	Adjunct	N/A	100.00	8/21/12
Abbiati, Silvia	ITAL101 HY1	Adjunct	N/A	2850.00	8/23/12 - 12/14/12
Ahmed, Ahmed	CHEM205 ME50 CHEM108 ME50	Adjunct	N/A	10627.50	8/23/12 - 12/14/12
Almann, Nancy	BIOL201 ME50	Adjunct	N/A	5722.50	8/23/12 - 12/14/12
Altmann, Herman	BIOL102 M02 BIOL101 ME52 BIOL101 M01	Adjunct	N/A	11445.00	8/23/12 - 12/14/12
Andrews, Patricia	PSYC101 M04 PSYC103 M15 PSYC101 M03	Adjunct	N/A	9810.00	8/23/12 - 12/14/12
Archer, Pamela	BUAD203 M01 BUAD203 M02	Adjunct	N/A	5010.00	8/23/12 - 12/14/12
Arnold, Melanie	COMM115 M01	Adjunct	N/A	8392.30	8/23/12 - 12/14/12
Barker, Jaime	BIOL101 M03 BIOL132 ME50	Adjunct	N/A	6007.50	8/23/12 - 12/14/12
Barrett, Allison	ENGL220 ME50 ENGL099 M19 ENGL101 M14	Adjunct	N/A	0.00	8/23/12 - 12/14/12
Bartlett, Heather	ENGL100 ME50	Adjunct	N/A	2670.00	8/23/12 - 12/14/12
Bechtold, Charles	MATH109 M07 MATH100 M17	Adjunct	N/A	6540.00	8/23/12 - 12/14/12
Bernard, Joshua	ENGL099 M15 ENGL101 M06 ENGL099 C33	Adjunct	N/A	9185.00	8/23/12 - 12/14/12
Bieber, Erin	HSTY101 M04 HSTY201 M04	Adjunct	N/A	6120.00	8/23/12 - 12/14/12
Bischoff, Mark	MATH095 M06 MATH100 M09 MATH132 CE43	Adjunct	N/A	10200.00	8/23/12 - 12/14/12
Blackburn, Erika	PSYC207 M01 PSYC205 M01	Adjunct	N/A	5010.00	8/23/12 - 12/14/12
Blum, Ronna	NURS 208-M23 FLD	Adjunct	N/A	10450.00	8/23/12 - 12/14/12
Boden, Brandy	RECR215 ME50	Adjunct	N/A	3115.00	8/23/12 - 12/14/12
Bronfenbrenner, Mary	ENGL100 M18 GERM101 M01	Adjunct	N/A	5010.00	8/23/12 - 12/14/12
Brown, Stan	MATH200 ME50	Adjunct	N/A	3270.00	8/23/12 - 12/14/12
Buchanan, Patricia	ENGL099 M09 ENGL099 M10	Adjunct	N/A	8720.00	8/23/12 - 12/14/12
Buzzard, Michelle	ENGL099 M21 ENGL100 M36 ENGL100 M34	Adjunct	N/A	8350.00	8/23/12 - 12/14/12
Cambridge, Jessica	ENGL099 M19	Adjunct	N/A	2729.63	8/23/12 - 12/14/12
Carella, Katharina	MATH095 M02	Adjunct	N/A	3340.00	8/23/12 - 12/14/12
Carpenter, Regina	ECHD110 M01 HUMS125 I30 ECHD125 I30	Adjunct	N/A	6120.00	8/23/12 - 12/14/12

**August 2012**

<b>Employee</b>	<b>Department</b>	<b>Title/Rank</b>	<b>Grade</b>	<b>Salary</b>	<b>Employment Dates</b>
Carr, Carla	BIOL100 M02	Adjunct	N/A	3115.00	8/23/12 - 12/14/12
Carr, Kyle	COMM120 M03	Adjunct	N/A	5711.13	8/23/12 - 12/14/12
Caughey, Elizabeth	HSTY202 M02 ENGL201 M02 ENGL100 M03	Adjunct	N/A	7515.00	8/23/12 - 12/14/12
Chapman, Robert	RDNG116 M17 RDNG116 M12 POSC104 M01	Adjunct	N/A	8550.00	8/23/12 - 12/14/12
Clay, Merryn	ENGL100 M14 ENGL100 M02 ENGL100 M07	Adjunct	N/A	7515.00	8/23/12 - 12/14/12
Coleman, Cynthia	SOCI101 AL1 SOCI205 AL1 SOCI205 M01	Adjunct	N/A	9810.00	8/23/12 - 12/14/12
Conners, John	MATH090 M11 MATH090 M14	Adjunct	N/A	8160.00	8/23/12 - 12/14/12
Cooper, Joanne	MATH095 M03 MATH100 M11 MATH095 M01	Adjunct	N/A	9790.00	8/23/12 - 12/14/12
Copelan, Summer	ENGL101 M05	Adjunct	N/A	2505.00	8/23/12 - 12/14/12
Cornish, Erin	MATH095 M09 MATH095 M07 MATH100 M03	Adjunct	N/A	9790.00	8/23/12 - 12/14/12
Cowan, Richard	MATH109 M06 MATH201 IE35 MATH132 M04	Adjunct	N/A	10900.00	8/23/12 - 12/14/12
Curran, Kerry	ENGL099 M12	Adjunct	N/A	3340.00	8/23/12 - 12/14/12
Curtis, Benjamin	CONT107 M01	Adjunct	N/A	3060.00	8/23/12 - 12/14/12
Daehn, James	MATH109 AL1	Adjunct	N/A	2850.00	8/23/12 - 12/14/12
Davis, Andrew	M10	Adjunct	N/A	3800.00	8/23/12 - 12/14/12
Decker, Aaron	ENGL099 M11 ENGL101 M03 ENGL101 M04	Adjunct	N/A	8900.00	8/23/12 - 12/14/12
DeGaetano, Margaret	METR101 M01	Adjunct	N/A	3570.00	8/23/12 - 12/14/12
DeRado, Maria	RDNG116 M11	Adjunct	N/A	2505.00	8/23/12 - 12/14/12
DiBartolo, Debra	NURS 208-M22 FLD	Adjunct	N/A	9790.00	8/23/12 - 12/14/12
Dickerson, Nancy	HUMS114 M01 HUMS110 M01 SOCI201 ME50	Adjunct	N/A	9180.00	8/23/12 - 12/14/12
Down, Rachel	ECHD125 M02	Adjunct	N/A	5010.00	8/23/12 - 12/14/12
Earley, Bernard	ENGL100 AL1 ENGL101 AL3	Adjunct	N/A	6540.00	8/23/12 - 12/14/12
Eckert, Regina	HSTY201 M06 HSTY111 M02 HSTY201 M07	Adjunct	N/A	7515.00	8/23/12 - 12/14/12
Eisenberg, Seth	PARA101 AL2 PARC101 AL2	Adjunct	N/A	3060.00	8/23/12 - 12/14/12
Eller, Dawn	BIOL131 ME50 BIOL114 M01	Adjunct	N/A	7837.50	8/23/12 - 12/14/12
Emmart, Michael	CRJU104 M01 CRJU105 AL1	Adjunct	N/A	7515.00	8/23/12 - 12/14/12
Epstein, Judith	ENGL099 M14	Adjunct	N/A	4360.00	8/23/12 - 12/14/12
Estep, Nancy	HUMS225 AL1	Adjunct	N/A	5340.00	8/23/12 - 12/14/12
Esworthy, Barrett	HSTY201 M03 HSTY201 M02 HSTY111 M01	Adjunct	N/A	9180.00	8/23/12 - 12/14/12
Farah, Fred	M01	Adjunct	N/A	11717.50	8/23/12 - 12/14/12
Finn, Bradley	HLTH208 AL1	Adjunct	N/A	3270.00	8/23/12 - 12/14/12
Frey, Kim	PSYC103 M06 PSYC103 M17 PSYC103 M09	Adjunct	N/A	7515.00	8/23/12 - 12/14/12
Gaetano, Linda	MATH090 M01	Adjunct	N/A	3340.00	8/23/12 - 12/14/12
Galezo, David	PHIL101 M03 PHIL101 M02 PHIL201 AL1	Adjunct	N/A	9810.00	8/23/12 - 12/14/12
Gammage-Sikora, Gina	SPAN102 IE35 SPAN101 M04 SPAN101 HY1	Adjunct	N/A	9810.00	8/23/12 - 12/14/12
Garrighan, Patricia	ENGL201 ME50 ENGL201 M05 ENGL201 M06	Adjunct	N/A	9810.00	8/23/12 - 12/14/12
Garrity, Kathleen	FITN204 M01	Adjunct	N/A	1635.00	8/23/12 - 12/14/12
Gesin, Jonathan	CRJU105 M01 CRJU105 M02	Adjunct	N/A	5010.00	8/23/12 - 12/14/12
Ghia, Frank	WINE120 ME50	Adjunct	N/A	2670.00	8/23/12 - 12/14/12
Gifford, Kristina	EMT 220 M73	Adjunct	N/A	9345.00	8/23/12 - 3/14/12
Gilbert, Mary	ENGL102 AL2 ENGL102 AL1 ENGL102 AL3	Adjunct	N/A	9810.00	8/23/12 - 12/14/12
Gillis, Andrew	ART 111 M03 ART 111 M04	Adjunct	N/A	7140.00	8/23/12 - 12/14/12
Goldberg, Norma	RDNG116 M16 RDNG116 M13	Adjunct	N/A	5010.00	8/23/12 - 12/14/12
Granison, Henry	PARC101 AL1 PARA101 AL1	Adjunct	N/A	3060.00	8/23/12 - 12/14/12
Grant, Elizabeth	ENGL100 M16 ENGL100 M11 ENGL100 M05	Adjunct	N/A	9180.00	8/23/12 - 12/14/12
Grimm, Mark	ART 214 M01	Adjunct	N/A	3115.00	8/23/12 - 12/14/12
Gustafson, Wayne	PSYC101 MLC3 PSYC101 M02 PSYC101 M01	Adjunct	N/A	9790.00	8/23/12 - 12/14/12
Gutchess, Gary	ENGL245 AL1	Adjunct	N/A	3060.00	8/23/12 - 12/14/12
Haaland, Andrew	AL2 CAPS111 AL1 CAPS121 AL2 CAPS131 AL3	Adjunct	N/A	8904.21	8/23/12 - 12/14/12
Hafer, Christine	RDNG116 M02 RDNG116 M06	Adjunct	N/A	5010.00	8/23/12 - 12/14/12
Han, Man-Young	SPMT255 M01	Adjunct	N/A	2670.00	8/23/12 - 12/14/12
Haralson, Annemiek	NURS 110-M22	Adjunct	N/A	5845.00	8/23/12 - 12/14/12
Hassett, Joseph	FITN102 M01 FITN101 M01 HLTH205 M01	Adjunct	N/A	6120.00	8/23/12 - 12/14/12
Haynes, Susan	ACCT101 M01 ACCT101 IE62	Adjunct	N/A	8720.00	8/23/12 - 12/14/12
Hazard, Andrea	CHEM101 HY1 CHEM101 M03 BIOL104 M02	Adjunct	N/A	10012.50	8/23/12 - 12/14/12
Hemingway Jones, Kathy	ENGL101 M14	Adjunct	N/A	2047.00	8/23/12 - 12/14/12

**August 2012**

<b>Employee</b>	<b>Department</b>	<b>Title/Rank</b>	<b>Grade</b>	<b>Salary</b>	<b>Employment Dates</b>
Hesse, Ralph	PSYC103 M03 PSYC103 M02	Adjunct	N/A	6540.00	8/23/12 - 12/14/12
Hillis, Patrick	PSYC101 M05 PSYC103 M16 PSYC101 ME50	Adjunct	N/A	7515.00	8/23/12 - 12/14/12
Hinkle, Janice	OFFC203 HY1	Adjunct	N/A	4080.00	8/23/12 - 12/14/12
Hollenbeck, Charles	ENGL100 M19 ENGL101 M01 ENGL100 M13	Adjunct	N/A	7515.00	8/23/12 - 12/14/12
Hopkins, Marshall	ART 117 M01 ART 117 M02	Adjunct	N/A	6230.00	8/23/12 - 12/14/12
Horn, Lucinda	PSYC205 M02	Adjunct	N/A	2505.00	8/23/12 - 12/14/12
Hughes, Michael	CHEM101 M02 CHEM101 M01	Adjunct	N/A	8550.00	8/23/12 - 12/14/12
Iacobucci, Christine	ANTH202 M03 ANTH202 M01	Adjunct	N/A	5340.00	8/23/12 - 12/14/12
Janik, Carol	MATH200 M02 MATH200 M03	Adjunct	N/A	6540.00	8/23/12 - 12/14/12
Jenes, Eric	Adjunct Tutor/Librarian	Adjunct	N/A	9567.86	8/23/12 - 12/14/12
Jones, Maxine	MATH100 M06 MATH100 M08 MATH100 M02	Adjunct	N/A	8550.00	8/23/12 - 12/14/12
Jung, Tae	ACCT101 M05	Adjunct	N/A	3560.00	8/23/12 - 12/14/12
Kaplan, Susan	ENGL099 M18 ENGL099 M23	Adjunct	N/A	7600.00	8/23/12 - 12/14/12
Kaufman, Rachel	ENGL100 M17	Adjunct	N/A	2505.00	8/23/12 - 12/14/12
Keane, Renee	RDNG099 M05 RDNG099 M04 RDNG116 M09	Adjunct	N/A	9185.00	8/23/12 - 12/14/12
Kempf, Catherine	HSTY101 M05 HSTY101 M06	Adjunct	N/A	5340.00	8/23/12 - 12/14/12
Kidder, Jennifer	GEOL101 M01 GEOL101 M02	Adjunct	N/A	6650.00	8/23/12 - 12/14/12
Kirk, Benjamin	MATH109 ME50	Adjunct	N/A	2505.00	8/23/12 - 12/14/12
Klimaszewski, Nicolai	ART 111 M02 ART 112 M01	Adjunct	N/A	7140.00	8/23/12 - 12/14/12
Kobre, Michael	BIOL114 AL1 BIOL114 ME50	Adjunct	N/A	9810.00	8/23/12 - 12/14/12
Kuck, Carol	NURS 208-M23 FLD	Adjunct	N/A	1764.10	8/23/12 - 12/14/12
Kyle, John	M05 CAPS131 M06 CAPS121 M07 CAPS111 M07	Adjunct	N/A	10176.24	8/23/12 - 12/14/12
Labuff, Cynthia	RDNG116 M15 RDNG116 M19 FSS 131 M03	Adjunct	N/A	8010.00	8/23/12 - 12/14/12
LaFontaine, Joanne	RDNG099 M02 RDNG099 M06	Adjunct	N/A	6680.00	8/23/12 - 12/14/12
Lamey, Timothy	HLTH206 M02 FITN147 M01 FITN213 M01	Adjunct	N/A	5700.00	8/23/12 - 12/14/12
Lane, Becky	ENGL200 M02 ENGL135 M02	Adjunct	N/A	3560.00	8/23/12 - 12/14/12
Lange, Shirley	MATH090 ME50	Adjunct	N/A	3340.00	8/23/12 - 12/14/12
LaRosa, Laura	RDNG099 MLC4 RDNG116 M08 ENGL099 MLC4	Adjunct	N/A	9790.00	8/23/12 - 12/14/12
Lattimore, Kathy	ENGL101 AL4 ENGL101 IE62	Adjunct	N/A	6540.00	8/23/12 - 12/14/12
Lee, In Shik	ART 110 M02	Adjunct	N/A	3570.00	8/23/12 - 12/14/12
Less, Deborah	ENGL201 M01 ENGL204 M01 ENGL204 M02	Adjunct	N/A	8550.00	8/23/12 - 12/14/12
Lillard, Marketa	CHEM101 HY1	Adjunct	N/A	2850.00	8/23/12 - 12/14/12
Lipa, Thomas	HLTH207 IE62 CDSC101 AL1	Adjunct	N/A	6540.00	8/23/12 - 12/14/12
Loop, Jill	ENGL204 M03 ENGL100 M30 ENGL101 M13	Adjunct	N/A	7515.00	8/23/12 - 12/14/12
Lovelace-Ross, Kristin	MATH200 M04 MATH109 M04 MATH095 M08	Adjunct	N/A	9500.00	8/23/12 - 12/14/12
MacDowell, Gary	HLTH206 M01 FITN215 M01	Adjunct	N/A	4905.00	8/23/12 - 12/14/12
Macier, Karen	BUAD204 ME50	Adjunct	N/A	2670.00	8/23/12 - 12/14/12
MacRae, Austin	ENGL102 M05	Adjunct	N/A	3060.00	8/23/12 - 12/14/12
Manier, Donna	ART 117 M03	Adjunct	N/A	3815.00	8/23/12 - 12/14/12
Manning, Kaeti	PHIL101 IE62 PHIL101 M01	Adjunct	N/A	5010.00	8/23/12 - 12/14/12
Marie, Jill	ENGL100 M25 ENGL201 M09 ENGL103 M01	Adjunct	N/A	9810.00	8/23/12 - 12/14/12
Martin, June	ENGL099 M01	Adjunct	N/A	3560.00	8/23/12 - 12/14/12
McCabe, Lindsey	ENGL101 M09 ENGL101 I30 ENGL101 M11	Adjunct	N/A	7515.00	8/23/12 - 12/14/12
McDonough, Katherine	MATH090 M17 MATH090 M18	Adjunct	N/A	6680.00	8/23/12 - 12/14/12
Meyer, Denise	ART 130 ME50 ART 130 M02 ART 130 M01	Adjunct	N/A	11445.00	8/23/12 - 12/14/12
Millman-Brown, Randi	ART 101 IE62 ART 104 ME50	Adjunct	N/A	5700.00	8/23/12 - 12/14/12
Miroiu, Mihai	FREN101 M01	Adjunct	N/A	3270.00	8/23/12 - 12/14/12
Monen, Joost	BIOL101 M05	Adjunct	N/A	3115.00	8/23/12 - 12/14/12
Moose, Barbara	HLTH135 M01 NURS135 M01	Adjunct	N/A	1780.00	8/23/12 - 12/14/12
Moose, Barbara	NURS 110-M23	Adjunct	N/A	6230.00	8/23/12 - 12/14/12
Morris, Kathy	ART 106 M01	Adjunct	N/A	3815.00	8/23/12 - 12/14/12
Murphy, Karina	RECR210 M01	Adjunct	N/A	2505.00	8/23/12 - 12/14/12
Need, Barbara	ENGL099 M06 ENGL099 MLC3	Adjunct	N/A	8900.00	8/23/12 - 12/14/12
Ochs, Janet	CAPS121 M04 CAPS111 M03 CAPS131 M02 CAPS111 M04 CAPS123 M01 CAPS131 M03 CAPS121 M03	Adjunct	N/A	8332.38	8/23/12 - 12/14/12
Okaru, Alfred	FITN230 M22 FITN130 M12	Adjunct	N/A	1252.50	8/23/12 - 12/14/12

**August 2012**

<b>Employee</b>	<b>Department</b>	<b>Title/Rank</b>	<b>Grade</b>	<b>Salary</b>	<b>Employment Dates</b>
Pace, Robert	CRJU105 M05	Adjunct	N/A	3060.00	8/23/12 - 12/14/12
Palmer, Lauren	MATH090 M02 MATH090 M08	Adjunct	N/A	6680.00	8/23/12 - 12/14/12
Parks, Paul	HUMN232 M01 ART 101 CE66 ART 101 M01	Adjunct	N/A	9180.00	8/23/12 - 12/14/12
Parry, Stephen	MATH100 ME50 MATH100 M16	Adjunct	N/A	5010.00	8/23/12 - 12/14/12
Pastalan, Gregory	MATH100 IE62 MATH100 CE66 MATH090 M16	Adjunct	N/A	9500.00	8/23/12 - 12/14/12
Patterson, Robert	ENGL100 M15	Adjunct	N/A	3270.00	8/23/12 - 12/14/12
Payton, L. Christine	NURS 208-M20 FLD	Adjunct	N/A	9185.00	8/23/12 - 12/14/12
Perkins, Donald	COMM230 HY1 COMM285 HY1	Adjunct	N/A	10900.00	8/23/12 - 12/14/12
Pijanowski, Gregory	ASTR101 AL2	Adjunct	N/A	2850.00	8/23/12 - 12/14/12
Pittsley, Jaclyn	ENGL100 M24 ENGL100 M31	Adjunct	N/A	5340.00	8/23/12 - 12/14/12
Plumeau, Margaret	MATH100 M04 MATH095 M04 MATH100 M01	Adjunct	N/A	10200.00	8/23/12 - 12/14/12
Plutta, Jennifer	Forum Secretary	Adjunct	N/A	868.76	8/23/12 - 12/14/12
Price, Colleen	EMT 225 M73	Adjunct	N/A	6680.00	8/23/12 - 3/14/12
Quick, Raymond	BUAD219 AL1	Adjunct	N/A	6540.00	8/23/12 - 12/14/12
Reinbolt, Gary	COMM101 M03	Adjunct	N/A	2850.00	8/23/12 - 12/14/12
Rhea, Robert	BUAD109 M03 BUAD109 M02	Adjunct	N/A	6120.00	8/23/12 - 12/14/12
Rice, Robert	FITN130 M11 FITN230 M21	Adjunct	N/A	1252.50	8/23/12 - 12/14/12
Richards, Daphne	RDNG099 M07	Adjunct	N/A	3560.00	8/23/12 - 12/14/12
Ritz Deutch, Ute	HSTY252 ME50	Adjunct	N/A	2850.00	8/23/12 - 12/14/12
Rogala, Matthew	MATH090 M03 MATH100 M05 MATH109 M03	Adjunct	N/A	8900.00	8/23/12 - 12/14/12
Rolston, Simon	ENGL099 M02 ENGL099 M16 ENGL100 M04	Adjunct	N/A	9790.00	8/23/12 - 12/14/12
Rombach, Kathleen	MATH132 M03 MATH109 M05	Adjunct	N/A	5340.00	8/23/12 - 12/14/12
Rosekrans, Linda	ENGL100 AL4 ENGL100 AL2 ENGL100 CE43	Adjunct	N/A	9810.00	8/23/12 - 12/14/12
Ross, Ronald	BUAD106 M06 BUAD106 M03	Adjunct	N/A	5700.00	8/23/12 - 12/14/12
Rossiter, Judith	PARA220 AL1 PARC205 AL1 PARA205 AL1 PARC220 AL1	Adjunct	N/A	6540.00	8/23/12 - 12/14/12
Rukavena, Peter	BUAD106 M04 BUAD106 M05 BUAD111 M01	Adjunct	N/A	9180.00	8/23/12 - 12/14/12
Ryan, Jessica	SOCI101 M05 SOCE201 M01 SOCI101 M04	Adjunct	N/A	8010.00	8/23/12 - 12/14/12
Ryan, Patrick	PSYC101 AL1 PSYC103 AL4	Adjunct	N/A	6540.00	8/23/12 - 12/14/12
Sananikone, Kathy	BIOL101 M04 BIOL101 M06	Adjunct	N/A	6230.00	8/23/12 - 12/14/12
Sanders, David	MATH100 M12 MATH100 M13 MATH095 M16	Adjunct	N/A	8900.00	8/23/12 - 12/14/12
Sandy, Paul	SOCI207 ME50	Adjunct	N/A	2670.00	8/23/12 - 12/14/12
Sanford, Thomas	DRAF117 M01 DRAF107 M01	Adjunct	N/A	7125.00	8/23/12 - 12/14/12
Savoie, Raymond	ENGL101 M02 ENGL100 M01	Adjunct	N/A	5700.00	8/23/12 - 12/14/12
Schabowski, John	MATH095 M15 ELEC207 M01	Adjunct	N/A	6175.00	8/23/12 - 12/14/12
Schaffer, Patricia	NURS 208-M21 FLD	Adjunct	N/A	10450.00	8/23/12 - 12/14/12
Schettino, Joseph	PHSC104 M01 PHSC104 ME50	Adjunct	N/A	9810.00	8/23/12 - 12/14/12
Schoneman, Ronald	HUMS104 ME50 CRJU104 ME50 HUMS105 IE62	Adjunct	N/A	6540.00	8/23/12 - 12/14/12
Schrag, Kimberly	ART 120 M02 ART 110 M01 ART 120 M01	Adjunct	N/A	11445.00	8/23/12 - 12/14/12
Schultz, Shirley	SOCI101 M03 SOCI101 M01 SOCI101 M02	Adjunct	N/A	9810.00	8/23/12 - 12/14/12
Scott, Lory	ENVS101 CE66 ENVS101 M01	Adjunct	N/A	5340.00	8/23/12 - 12/14/12
Sewell, Patrick	ENVS105 M01 ENVS102 M01	Adjunct	N/A	5340.00	8/23/12 - 12/14/12
Seyfried, Matthew	ENGL204 AL2 SPMT260 M01 ENGL204 AL1	Adjunct	N/A	9180.00	8/23/12 - 12/14/12
Sheehan, John	HSTY110 M01 HSTY230 SLC1 POSC230 SLC1	Adjunct	N/A	8160.00	8/23/12 - 12/14/12
Shimizu, Mitsuru	PSYC103 M08	Adjunct	N/A	2670.00	8/23/12 - 12/14/12
Sinclair, Lorraine	ENGL100 M26 ENGL201 C33 ENGL100 M20	Adjunct	N/A	9180.00	8/23/12 - 12/14/12
Sinclair, Lorraine	Grading Assistant - English Professor	Adjunct	N/A	1748.40	8/23/12 - 12/14/12
Sloan, Cindy	SOCI101 CE66 SOCI101 MLC2 SOCI101 AL3	Adjunct	N/A	11220.00	8/23/12 - 12/14/12
Smith, Adrienne	ART 115 M01 ART 120 M04	Adjunct	N/A	7140.00	8/23/12 - 12/14/12
Smith, Susan	ENGL101 ME50 ENGL100 IE62	Adjunct	N/A	5700.00	8/23/12 - 12/14/12
Snyder, Stephen	BIOL101 HY1	Adjunct	N/A	3325.00	8/23/12 - 12/14/12
Speicher, Joanne	HLTH104 M01 NURS104 M01	Adjunct	N/A	2670.00	8/23/12 - 12/14/12
Spence, Jeff	ENGL100 M12 FSS 131 M02 ENGL100 M08	Adjunct	N/A	9180.00	8/23/12 - 12/14/12
Squires, Daniel	RECR230 M01 HLTH126 M01	Adjunct	N/A	3560.00	8/23/12 - 12/14/12
Stanton, Dawn	CDSC201 AL1	Adjunct	N/A	2670.00	8/23/12 - 12/14/12
Steenburg, Jennifer	NURS 208-M22 FLD	Adjunct	N/A	1550.90	8/23/12 - 12/14/12

**August 2012**

<b>Employee</b>	<b>Department</b>	<b>Title/Rank</b>	<b>Grade</b>	<b>Salary</b>	<b>Employment Dates</b>
Stevenson, David	SPMT195 M01 SPMT190 M01	Adjunct	N/A	771.63	8/23/12 - 12/14/12
Stewart, Steven	MATH090 M10 MATH090 M12	Adjunct	N/A	6680.00	8/23/12 - 12/14/12
Stipetic, Korana	BIOL101 M02 BIOL100 M01	Adjunct	N/A	6230.00	8/23/12 - 12/14/12
Stivers, Joan	HLTH208 M01 HLTH207 M01	Adjunct	N/A	6540.00	8/23/12 - 12/14/12
Stone, Kathryn	ENGL101 M10 ENGL102 M08 ENGL100 M35	Adjunct	N/A	8010.00	8/23/12 - 12/14/12
Strauf, Dale	FITN141 M01 FITN120 M01	Adjunct	N/A	2850.00	8/23/12 - 10/19/12
Stremlin, Tatiana	MUSI101 M01 MUSI108 M01	Adjunct	N/A	6540.00	8/23/12 - 12/14/12
Sullivan, Cynthia	NUR 110-M21	Adjunct	N/A	6230.00	8/23/12 - 12/14/12
Sutton, Jaclyn	SPMT190 M01 SPMT195 M01 BUAD208 AL1	Adjunct	N/A	2950.89	8/23/12 - 12/14/12
Svensson, John	HRMG101 M01 HRMG206 AL1 BUAD212 AL1	Adjunct	N/A	9180.00	8/23/12 - 12/14/12
Tackill, Sherry	ENGL101 M07 ENGL101 M15 ENGL099 M20	Adjunct	N/A	8900.00	8/23/12 - 12/14/12
Tambascio, Theresa	RDNG099 M08 RDNG099 M03	Adjunct	N/A	6680.00	8/23/12 - 12/14/12
Underwood, Rehema	PSYC205 AL1	Adjunct	N/A	2850.00	8/23/12 - 12/14/12
Vazenios, George	MATH100 M07 BUAD103 AL1 MATH109 M02	Adjunct	N/A	8550.00	8/23/12 - 12/14/12
Veshcherevich, Radmila	RUSN101 M01	Adjunct	N/A	3060.00	8/23/12 - 12/14/12
Waffner, Marcia	HRMG101 ME50 BUAD212 M01 HRMG101 M02	Adjunct	N/A	7515.00	8/23/12 - 12/14/12
Walters, Kathleen		Adjunct	N/A		8/23/12 - 12/14/12
	COMM120 M01 COMM120 M03 COMM120 M02			4383.75	
Ward, Laura	PSYC103 M11 PSYC218 M01	Adjunct	N/A	5010.00	8/23/12 - 12/14/12
Wavle, Sharon	CAPS133 AL2 CAPS131 AL1 CAPS131 AL2 CAPS133 AL1 CSCI160 AL1 CIS 223 AL1	Adjunct	N/A	11391.36	8/23/12 - 12/14/12
Weatherby, Gregg	ENGL102 CE43 ENGL099 M17 ENGL100 M33	Adjunct	N/A	9500.00	8/23/12 - 12/14/12
Webster, Claire	FITN106 M01	Adjunct	N/A	1530.00	8/23/12 - 12/14/12
Wells, Frances	CAPS111 AL4 CAPS111 M01 CAPS121 M10 CAPS121 M09 ENGL250 SLC1 CAPS111 AL5 CAPS121 AL5	Adjunct	N/A	9812.18	8/23/12 - 12/14/12
Westlake, Winfield	SOCI101 C33 SOCI101 M08 BUAD103 ME50	Adjunct	N/A	9810.00	8/23/12 - 12/14/12
Whitaker, John	MATH090 M06 MATH090 M05	Adjunct	N/A	6680.00	8/23/12 - 12/14/12
Whitecraft, Michele	CHEM101 ME51 CHEM101 ME50	Adjunct	N/A	9810.00	8/23/12 - 12/14/12
Williams, Diane	ASTR101 AL1 BIOL101 ME50 BIOL101 ME51	Adjunct	N/A	10900.00	8/23/12 - 12/14/12
Williamson, Mark	ART 101 M02	Adjunct	N/A	3060.00	8/23/12 - 12/14/12
Wilson, Valerie	NURS 208-M23 FLD	Adjunct	N/A	1652.95	8/23/12 - 12/14/12
Wolff, Christopher	ART 120 ME50 ART 120 M03	Adjunct	N/A	7140.00	8/23/12 - 12/14/12
Wolff, Sarah	ENGL101 M16 ENGL099 M03	Adjunct	N/A	5845.00	8/23/12 - 12/14/12
Woodams, William	ART 111 M01 ART 111 M05	Adjunct	N/A	5845.00	8/23/12 - 12/14/12
Woods, Timothy	MATH090 M09 MATH090 M13	Adjunct	N/A	8160.00	8/23/12 - 12/14/12
Zallnick, Anthony	MATH095 M14 MATH095 M10	Adjunct	N/A	7120.00	8/23/12 - 12/14/12
Chaudhry, Zaira	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	2407.07	8/27/12 - 12/14/12
DeGaetano, Margaret	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	8968.32	8/27/12 - 12/14/12
Grimm, Mark	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	4008.48	8/27/12 - 12/14/12
Hartwell, Leon	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	553.35	8/27/12 - 12/14/12
Iacobucci, Alaina	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	2656.08	8/27/12 - 12/14/12
Parry, Stephen	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	1336.16	8/27/12 - 12/14/12
Rozek, Rebecca	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	9615.58	8/27/12 - 12/14/12
Sabol, Zenta	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	10618.74	8/27/12 - 12/14/12
Swirski, Rachel	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	1660.05	8/27/12 - 12/14/12
Williams, Heather	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	8136.26	8/27/12 - 12/14/12
Wyatt, Simon	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	4031.55	8/27/12 - 12/14/12

**September 2012**

Brehm, Renee	Academic Records	part-time, temporary Senior Clerk	E	37766.05	9/04/12
Anderson, Kimberly	ENGL099 CE66	Adjunct	N/A	3340.00	9/04/12 - 12/14/12
Beebe, Ilse	Transitioning new Technical Specialist - Biology Labs	Adjunct	N/A	6556.50	9/04/12 - 12/14/12
Candela-Jordan, Michelle	RDNG116 CE66	Adjunct	N/A	2505.00	9/04/12 - 12/14/12
Cassidy, Joseph	ENGL099 IE62	Adjunct	N/A	3800.00	9/04/12 - 12/14/12
Cloutier, Scott	MATH095 IE35 MATH090 I30	Adjunct	N/A	6680.00	9/04/12 - 12/14/12
Donlick, Christel	MATH095 CE66 MATH095 C33	Adjunct	N/A	7600.00	9/04/12 - 12/14/12
Eldred, Kent	BUAD106 CE66	Adjunct	N/A	2505.00	9/04/12 - 12/14/12

<b>Employee</b>	<b>Department</b>	<b>Title/Rank</b>	<b>Grade</b>	<b>Salary</b>	<b>Employment Dates</b>
Estler, Jennifer	MATH100 I30	Adjunct	N/A	2505.00	9/04/12 - 12/14/12
Feavearyear, Jody	ASTR101 IE62	Adjunct	N/A	3060.00	9/04/12 - 12/14/12
Fuller, Harold	ASTR101 CE66	Adjunct	N/A	2505.00	9/04/12 - 12/14/12
Jones, Paula	BIOL114 CE66	Adjunct	N/A	2850.00	9/04/12 - 12/14/12
Kotler, Seth	RDNG116 IE35	Adjunct	N/A	2505.00	9/04/12 - 12/14/12
Loop, Mead	ENGL201 IE62	Adjunct	N/A	3060.00	9/04/12 - 12/14/12
Martin, Jason	BIOL114 I30	Adjunct	N/A	2670.00	9/04/12 - 12/14/12
Mitrani, Michele	ENGL101 CE66	Adjunct	N/A	2505.00	9/04/12 - 12/14/12
Panzer, Nina	SOCI101 IE62 SOCI101 AL2	Adjunct	N/A	6120.00	9/04/12 - 12/14/12
Perfetti, Margaret	ENGL101 C33	Adjunct	N/A	3270.00	9/04/12 - 12/14/12
Pospisil, Pamela	MATH109 IE35	Adjunct	N/A	3060.00	9/04/12 - 12/14/12
Ruoff, Guy	HSTY101 C33 HSTY201 C33 HSTY201 I30	Adjunct	N/A	8010.00	9/04/12 - 12/14/12
Schmid, Joseph	ACCT101 CE66	Adjunct	N/A	4360.00	9/04/12 - 12/14/12
Sperry, George	BUAD106 IE62	Adjunct	N/A	3270.00	9/04/12 - 12/14/12
Whitlow, Carol	PSYC103 IE62	Adjunct	N/A	2670.00	9/04/12 - 12/14/12
Yavits, Elizabeth	ENGL201 CE66	Adjunct	N/A	3060.00	9/04/12 - 12/14/12
Carter, Lesa	SOCI101 M12	Adjunct	N/A	2670.00	9/27/12 - 12/14/12

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

September 6, 2012

Resignations/Retirements/Separations

NAME	EFFECTIVE DATE	REASON
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None

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2012-2013-9**

**APPROVAL OF POSITION DESCRIPTION  
COORDINATOR OF INFORMATION DELIVERY SERVICES**

**WHEREAS**, the College has determined, based on a review and analysis of the functions in the Baker Commons, that there is a need to revise the Circulation Services Coordinator position description and title, and

**WHEREAS**, the attached Coordinator of Information Delivery Services position description has been reviewed by Provost's Council and is recommended by the President, be it therefore

**RESOLVED**, that the Coordinator of Information Delivery Services position description be approved in accordance with the position description attached to this resolution, and be it further

**RESOLVED**, that the Human Resources Department be authorized to forward the professional service position description to State University of New York for approval.

**STATE OF NEW YORK:** I, **CATHY A. NORTHROP, CLERK** of the Board of  
**SS:** Trustees of Tompkins Cortland Community College,  
**COUNTY OF TOMPKINS:** **DO HEREBY CERTIFY** the foregoing resolution is  
a true copy of a resolution duly adopted by the Board of  
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the  
13<sup>th</sup> day of September 2012, 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 13<sup>th</sup> day of September  
2012.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



## TOMPKINS CORTLAND COMMUNITY COLLEGE

**Faculty Position Title:** Coordinator of Information Delivery Services

**Page:** 1 of 1

**Organizational Unit:**

Baker Commons

**Reports to:**

Library Director

**Approved by:**

Board of Trustees

### **SUMMARY:**

Provides leadership and supervision for all operational aspects of the library's service desk, course reserves, electronic reserves, interlibrary loan, purchase-on-demand, video-on-demand and document delivery services. Responsible for setting the standard for service desk services in the Baker Commons Library. Plans, coordinates, develops, interprets, and implements policies and procedures for all information delivery services. As part of the library's centralized information services model, coordinates the routing of all communications to appropriate faculty and staff members and coordinates the delivery of information resources to all distance populations. Compiles statistics and generates reports on the use of the physical collection, interlibrary loan and document delivery services. Utilizes and troubleshoots the variety of software used in the department.

### **NATURE AND SCOPE:**

1. Administers and provides leadership to all areas of Information Delivery Services including circulation, traditional and electronic course reserves, media and other on-demand services, interlibrary loan, document delivery and extension center, Concurrent Enrollment, and community resident information delivery services.
2. Serves as the main point of contact for questions and communications as the coordinator of the centralized information services model via chat, text, email, phone, and in-person communications. Also, participates in the cataloging and processing of physical and electronically received materials.
3. Develops short- and long-range plans to provide new and/or revised information delivery services to meet the teaching and information needs of the College, its extension centers and the community. Performs ongoing assessment and periodic comprehensive evaluations of these services to assure the effectiveness of operations and the delivery of quality services.
4. Responsible for the development and implementation of training programs for Information Delivery Services staff and student workers in the area of circulation services.
5. Responsible for compiling statistics and generating detailed reports using ILLiad, Aleph, Excel and Access as required by the Library Director and various consortia.
6. Establishes and maintains borrowing and lending relationships with other libraries and information resource sharing organizations.
7. Represents the library in resource sharing conferences, workshops and committees on local, state, national and international levels.
8. Utilizes, troubleshoots and reports problems for the following circulation services applications: ILLiad, Aleph, Angel e-reserve presence, scanning and other image processing applications.
9. Locates, retrieves and processes full-text database articles for interlibrary loan requests.
10. Directs the staff of the Information Delivery Services area, including significant numbers of students. Assures effective use of human resources by recommending, hiring, evaluating, disciplinary, and other administrative actions, together with the training, in accordance with federal, state, and local equal employment/affirmative action laws, regulations, and collective bargaining agreements.
11. Serves on various College committees and performs other related tasks as assigned.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**Faculty Position Title:** Coordinator of Information Delivery Services

**Page:** 1 of 2

**Organizational Unit:**  
Baker Commons

**Reports to:**  
Library Director

**Approved by:**  
Board of Trustees

**REQUIRED QUALIFICATIONS:**

Bachelor's Degree and four years of related experience. Demonstrates commitment to equal opportunity and success for all students, regardless of possible barriers, including, but not limited to, race, gender, socio-economic class, culture, age, ability or life experience.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2012-2013-7**

**APPROVAL OF CLASSIFIED STAFF POSITION  
CAMPUS TECHNOLOGY SERVICES COORDINATOR**

**WHEREAS**, the Human Resources Administrator has reviewed, in concert with the Tompkins County Commissioner of Personnel, a request to create one Campus Technology Services Coordinator position, Labor Grade J, Competitive Class, and

**WHEREAS**, monies have been allocated in the 2012-2013 operating budget, be it therefore

**RESOLVED**, that the request to create one Campus Technology Services Coordinator position, Labor Grade J, Competitive Class, be approved.

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

**I, CATHY A. NORTHROP, CLERK** of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 13<sup>th</sup> day of September 2012, 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 13<sup>th</sup> day of September 2012.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2012-2013-8**

**APPROVAL OF CLASSIFIED STAFF POSITION  
CURRICULUM ASSISTANT**

**WHEREAS**, the Human Resources Administrator has reviewed, in concert with the Tompkins County Commissioner of Personnel, a request to create one Curriculum Assistant position, Labor Grade I, Competitive Class, and

**WHEREAS**, monies have been allocated in the 2012-2013 operating budget, be it therefore

**RESOLVED**, that the request to create one Curriculum Assistant position, Labor Grade I, Competitive Class, be approved.

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

**I, CATHY A. NORTHROP, CLERK** of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 13<sup>th</sup> day of September 2012, 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 13<sup>th</sup> day of September 2012.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

TO: Board of Trustees  
FROM: Carl E. Haynes  
DATE: September 12, 2012  
SUBJECT: President's Report to the Board

## **ENROLLMENT**

Our enrollment for the Fall semester is down from budget by approximately 5+%. Early debriefing on this seems to indicate that a variety of factors are influencing this: changes in the financial aid regulations that limit eligibility; our implementation of revised academic standards that took effect this year; and the overall economy and its impact on family finances – anecdotally we are seeing increasing numbers of parents who have been rejected for federal parent loans – will have more detail on this next month; and related to the later point, several students who were planning on attending here changed their mind in August to live home and attend their home community colleges. We've seen some of that here, as well, with local students coming to TC3. However, of course the numbers are not off setting.

We have taken steps to address the budget impact of all this. We have significantly reduced the number of sections offered without impacting students' ability to take their required courses. When projected for Spring semester as well this will save about a third of our projected shortfall.

As we continue to analyze our enrollment figures, we will have a more complete report for you next month. Additionally, we are working on a 3 year budget plan that will incorporate both enrollment projections and budget implications of various expense and revenue changes/assumptions. I'll be reviewing this with the College community next month and will share in draft form with the Board during the October meeting.

Other community colleges are also down, but I don't know the extent of that at this time. While comforting to know we're not the only college experiencing this current downturn, it doesn't change the reality of needing to deal with these ongoing challenges. Fortunately, the steps we've taken in recent years will go far in helping us cope with this current situation and any further reduction in staff is **not** an option at this time. I affirmed this to faculty and staff during our opening day gathering. Of course some additional belt tightening will be necessary and use of some additional fund balance may be needed to help us bridge to the three year plan we're developing.

## **CAPITAL BUDGET REQUEST--TC3 FIVE YEAR MASTER PLAN**

During July we received approval of our master plan from both county sponsors. It was unanimous in Tompkins County and received 2 dissenting votes in Cortland County.

The next step is to forward the master plan to SUNY and, with their endorsement, on to the Division of Budget for inclusion in the Governor's budget for next year.

In the Chancellor's meeting with SUNY Presidents last week, we were advised that we should not expect "business as usual" this year regarding funding for capital projects. However, in a private conversation with Bob Haelen, Vice Chancellor for Capital Facilities & General Manager of the Construction Fund, he mentioned that community college projects with local approvals would be forwarded on to the Division of Budget. Not sure what will happen next, but if the Division of Budget/Governor does not include it in the State budget proposal, we'll need to seek support from our State Legislators, which I'll be doing in any case during the interim.

### **FARM TO BISTRO**

Both our farm consultant and our culinary consultant have been working on their respective projects. We have an Assessment Report from our culinary consultant, which I'll share under separate e-mail for discussion in Executive Session tomorrow night.

### **OTHER MATTERS**

On July 18, Chairperson Burns and I attended a work session of the Cortland County Legislature to discuss our proposed Master Plan. We answered several questions and got a generally favorable response.

On July 26, I attended the Cortland County Legislature to seek approval for our Master Plan, which was approved with 2 dissenting votes. The Legislature had approved our operating budget at their June meeting.

From July 30 through August 15, I was on vacation with the exception of a couple of days for various commitments.

On August 16, we welcomed back our faculty and staff.

On August 17, I hosted Hank Dullea, whom most of you know well and has recently been appointed by Governor Cuomo to the SUNY Board of Trustees. We toured the campus and discussed several current topics of concern to community colleges.

On August 21, I provided brief welcoming remarks during our Adult Student Orientation, attended by approximately 45 students.

On August 23 to 25, I was at Mesa Community College in Phoenix, Arizona, participating on a committee to interview finalists for the Executive Director position for the International Chair Academy, which is hosted on their campus. The Chair Academy paid the expenses for this trip.

On August 28 through 30, we hosted our culinary consultant, Scott Gilkey, to campus. Sue Stafford and Cathy helped to arrange several meetings with community groups. Scott's report will provide you with significant detail on his meetings and assessment regarding our ideas.

On September 5, Congressman Richard Hanna visited campus and met with faculty and students regarding a proposal he is drafting to provide tax incentives for students pursuing STEM related degrees. Faculty and students both offered opinions. We then traveled to the Cortland Extension Center for a tour.

On September 5, I traveled to New York City to participate in the Chancellor's meeting with SUNY Presidents on Thursday. We received updates on several matters.

On September 7 to 10, I traveled to the Dominican Republic and was joined by Walter Poland and Jorge Huayhuaca. While the primary purpose of our visit was at the invitation of PUCUM to help celebrate their 50th anniversary (they generously handled all of our in-country expenses), we also visited other partners, the details of which will be in Vice President Poland's report.