



## 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, MAY 16, 2013  
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 – April 25, 2013
7. Communications
  
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): None
  
9. College-wide Goal – Student Success  
(There will be one or two short presentations per Board meeting on the College-wide Goal to focus on one or both of these topics. The major purpose is to provide the Board with updates on how the College is progressing to achieve Student Success)
  - a. Student Success –  
  
Student experience with the Community College Undergraduate Research initiative – Dr. Jake Jacob and Students  
  
Panther Pride – Amy Trueman
  
  - b. Organizational Capacity – None
  
10. Vice Presidents' Reports (highlight Consent Agenda items and updates on major initiatives):
  - a. Provost and Vice President of the College
  
  - b. Vice President for Global Initiatives
  
11. Information Items:
  - a. Human Resources Updates

12. Consent Agenda (Action Items):
  - a. Appointment of Personnel
  - b. Approval of Position Description – Coordinator of Multicultural Services
  - c. 2013 Friend of the College Award
  - d. In Appreciation of Carmella Compagni
  - e. In Appreciation of Emil “Sal” Janke
  - f. In Appreciation of John Reynolds
  
13. Standing Reports:
  - a. College Forum – Victoria Zeppelin, Chair
  - b. Faculty Student Association – Walter Poland
  - c. Tompkins Cortland Community College Foundation, Inc. – Ray Dalton
  - d. Chairperson’s Report – Elizabeth Burns
    - i. President’s Evaluation
  - 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
  
14. Upcoming Events:
  - a. Retiree Event – May 22, 2013
  - b. Nursing Recognition Ceremony – May 21, 2013
  - c. Commencement – May 23, 2013
  - d. Next Board Meeting – June 20, 2013
  
15. Dialogue Session – Business and Industry Leaders  
(to begin at approximately 6:30 p.m.)
  
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  
APRIL 25, 2013  
RONALD W. SPACE BOARD ROOM**

PRESENT: Elizabeth Burns, John Daniels, Judy Davison, Dammi Herath, Jacqueline Matza, Matt McSherry, and Raymond Schlather

ABSENT: Roxann Buck, Ray Dalton

COUNTY

LIAISONS: Mike Lane

STAFF: Kris Altucher, Teresa Behm, Susan Cerretani, Marty Christofferson, John Conners, Vicki Dann, Carl Haynes, Paula Moore, Janita Moricette, Cathy Northrop, Walter Poland, Blixy Taetzsch, Peter Voorhees, Jonathan Walz, Khaki Wunderlich, and Victoria Zeppelin

GUESTS: Corey Stevens, Student; Amy Barone, *The Cortland Standard*

1. **Call to Order:** The meeting was called to order at 6:23 p.m. by Chairperson Burns in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Chairperson Burns welcomed guests. Amy Barone, the new reporter for *The Cortland Standard*, was introduced to the Board.
4. **Approval of Agenda:** Mr. McSherry moved that the agenda be approved as presented; seconded by Mr. Daniels; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes – February 21, 2013:** Mr. Schlather moved that the minutes of the February 21, 2013, meeting be approved as presented; seconded by Dr. Herrath; carried unanimously.
7. **Introduction of New Employees:** Marty Christofferson, Dean of Campus Technology, introduced new employees in Campus Technology, Teresa Behm and Jonathan Walz. Blixy Taetsch, Dean of Operations and Enrollment Management, introduced Vicki Dann of the Human Resources Department and Janita Moricette of the Enrollment Service Center.
8. **Communications:** None.
9. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):**

- a. **Nicaragua Service Learning Course** – Paula Moore, Associate Professor of Nursing, and student Corey Stevens provided a presentation on the study abroad course in Nicaragua. This year will be the 20<sup>th</sup> year the College will be providing this opportunity. Ms. Stevens showed a video of photos taken while on the trip, which included photos of the clinic, children from the area, interpreters and others with whom the group worked, and visitors to the clinic. Our students and staff helped to provide health education, teaching CPR and the Heimlich maneuver. The trip consists of 12 days on the Atlantic coast working in clinics and teaching in the communities and then two and a half days of “R & R” on the west coast prior to returning to the United States. In the 19 years of going to the same place, our faculty and students have been able to make close ties with the community. There are approximately 10–12 (of approximately 60) nursing students who participate in this study abroad trip each year. Associate Professor Moore spoke about a project we are undertaking with the Cortland Lunch Rotary Club to help provide equipment and medication to a NICU in Nicaragua. The cost of this study abroad trip is \$1,800 plus airfare. The TC3 Foundation has some scholarship funding for 4-5 students. Financial aid funding does help some students. This is one of the lower cost study abroad trips. Associate Professor Moore currently is a member of the Global Initiatives Council which is looking at ways to find more scholarship funding for these study abroad trips.

## 10. College-wide Goal – Student Success:

- a. **Student Success** – None.
- b. **Organizational Capacity – Institutional Effectiveness** – Kris Altucher, Associate Dean of Institutional Research and Organizational Learning, spoke to the power point presentation. She stated that assessment is a cycle using newly found information to make appropriate changes toward improving. Three committees were developed to report to the Institutional Effectiveness Council. These committees were able to draw on the work the College Planning and Assessment Committee (CPAC) had done a few years earlier, coming up with indicators of success and potential sources of evidence. This was the groundwork for the work of the committees. It’s also important to note that just as CPAC was part of our reaccreditation efforts a few years ago, the Periodic Review Report was partially the impetus for getting the institutional assessment ball rolling. The Middle States Commission on Higher Education, along with the other accrediting bodies, places an ever increasing emphasis on assessment, both of student learning, as well as operations throughout the institution. Recommendations for improvements have been made and will be taken to the College community for review and then the process will be to bring recommendations to President Haynes and then, ultimately, to the Board of Trustees. President Haynes mentioned that five years ago, Middle States applauded us for the work we do on assessment and SUNY used us as an example for “best practices” for assessment work. We are now assessing our assessment process in preparation for our next Middle States visit. Mr. Lane said he was pleased to report that Dr. Altucher has recently become a member of the Tompkins County Public Library Board of Trustees.

**11. 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. He also mentioned that the College has been awarded a grant from SUNY in support of High Need Programs. Our proposal, “Using an Early-College Program to Improve Interest in Technology Studies,” will be funded with \$134,600 over a two-year period beginning Fall 2013. The program will provide high school juniors and seniors with an introduction to college-level STEM learning, support the purchase and use of a Lab-Volt Servo Robot System and development of robotics instruction, and support exploration and development of a possible new A.A.S. Program in General Technology/Technology Skills. Provost Conners mentioned that Rod Risley, Executive Director of Phi Theta Kappa, recommended that we consider such a program as a key element in regional economic development. Carl Penziul chaired the committee that developed this proposal and was joined in this effort by Jane Hammond, Martha Hubbard, Jake Jacob, Bill Kleitz, and Victoria Zeppelin.
- b. Vice President for Global Initiatives** – Vice President Poland spoke to his written report.

**12. Information Items:**

- a. Human Resources Updates** – No discussion.
- b. Professional Development Report** – No discussion.

**13. 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. McSherry; carried unanimously.

- a. Appointment of Personnel** – No discussion.
- b. Treasurer's Report – January 31, 2013** – No discussion.
- c. Treasurer's Report – February 28, 2013** – No discussion.
- d. Treasurer's Report – March 31, 2013** – No discussion.
- e. Disposal of Surplus Property** – No discussion.
- f. Bus Transportation Services for Summer ESL Institute and Global Connections Program 2013 Bid Award** – No discussion.
- g. 2013 Trustees' Award for Excellence in Adjunct Teaching** – No discussion.
- h. 2013 Chancellor's/Trustees' Award for Excellence in Classified Service** – No discussion.
- i. 2013 Chancellor's/Trustees' Award for Excellence in Professional Service – Alexis Dengel** – No discussion.
- j. 2013 Chancellor's/Trustees' Award for Excellence in Professional Service – Seth Thompson** – No discussion.
- k. 2013 Chancellor's/Trustees' Award for Excellence in Faculty Service** – No discussion.
- l. 2013 Chancellor's/Trustees' Award for Excellence in Scholarship and Creative Activities** – No discussion.
- m. 2013 Chancellor's/Trustees' Award for Excellence in Teaching – Robin Moss Hinchcliff** – No discussion.
- n. 2013 Chancellor's/Trustees' Award for Excellence in Teaching – Anna Regula** – No discussion.

#### 14. Standing Reports:

- a. **College Forum** – Victoria Zeppelin, Chair of the College Forum, reported that the College Forum is currently in the process of voting on an amendment to the bylaws to add 2 adjunct and/or contract employee seats for representation to the forum. By adding 2 seats, membership will increase to 23 members. With the approval of the amendment, the seats will be filled in the fall semester for a one-year term. An amendment to the bylaws requires a 2/3 majority of votes cast to then go forward to the President, who in turn brings it to the Board of Trustees. Another petition has also been opened for another amendment to the bylaws to develop a process for handling vacancies that open up or to remove members from the Forum who are not able to fulfill their duties. The Forum is looking to charge a task force to make moderate changes to any of the amendments that come before the Forum. They are also looking for a protection clause in the bylaws to help people feel they can vote or abstain without any potential retaliation for position taken. It is hoped to be able to bring the amendment to add 2 adjunct/contract employee seats to the Board for action at the May meeting, with the latter amendment to come before the Board at the June meeting.
- b. **Faculty Student Association** – Vice President Poland reported that the FSA held their monthly meeting today, with a vast majority of the meeting focusing on the 2013-2014 budget. It is hoped that the vote on the FSA budget will be held next week.
- c. **Tompkins Cortland Community College Foundation, Inc.** – President Haynes reported that a recap of the 2007-2012 Foundation's Strategic Map accomplishments was shared at the March 5<sup>th</sup> meeting. Resolutions passed at that meeting were: Acceptance of Property from Attorney Edward Mazza, Authorization for the Executive Committee to Approve the Design Bid for Renovations on Residence Life Buildings A and B, and Authorization for the Executive Committee to Secure a Board Retreat Facilitator. The Spring Scholarship ceremony took place on March 13. Forty-nine people attended to see 23 students receive scholarships. A joint meeting with the Property Management Committee and the Finance Committee will take place on April 30 to review bids on the renovation project at Residence Life, as well as review the 2013-2014 budget. The Shaw Legacy Society 2013 spring event will take place on April 30 at the Country Club of Ithaca. The next Foundation Board meeting will take place on June 4.
- d. **Chairperson's Report** – No report.
  - i. **Friend of the College** – The criteria for the award was included in the Board information, along with the previous recipients. It was recommended that we designate Joanne Florino as the Friend of the College. Her tenure on the Board of Trustees was short, but she has been a real advocate for TC3 and community colleges for a long time. She was a student here and her son

attended TC3. There was consensus that President Haynes follow-up with Ms. Florino to see if she will be available to attend commencement.

- e. **Liaison Report (Cortland County)** – No report.
  - f. **Liaison Report (Tompkins County)** – No report.
  - g. **Student Trustee’s Report** – Ms. Matza provided a brief report. The SGA has started their voting process for next year’s slate of officers. The Hotel Restaurant Management Association, together with the SGA, held a carnival “fund raiser” to raise funds for those impacted by Hurricane Sandy.
  - h. **President’s Report** – President Haynes spoke to his written report. He drew attention to the first page of his report describing all of the new requirements and said he will keep the Board informed on this issue more as time goes on.
- 15. Upcoming Events:** Mr. Schlather and Ms. Davison are unable to attend the budget discussion with the Counties on May 10. Ms. Burns, Mr. Daniels, Ms. Matza, and Mr. McSherry will attend the May 10<sup>th</sup> budget discussion.
- 16. Dialogue Session – Periodic Review Report** – Associate Professor Susan Cerretani, Co-Chair of the Periodic Review Report with Professor Kathleen McDonough who was unable to attend, provided information about the PRR process. She said the PRR reflects all of the changes and accomplishments that have taken place at the College since the Middle States Team visit in 2008. Even with the increase in enrollment in the first three years and the decline in enrollment for the last two years, along with budgetary constraints, the College has still had significant accomplishments. We have also dealt with the twenty-four recommendations from the Middle States visit. We have been in the PRR process for three years. The Co-Chairs of the PRR attended a workshop to learn about the PRR process in Philadelphia. Many staff who develop the PRR from other institutions are administrators, and there was surprise that TC3 had two faculty members doing this work. However, it proved to be extremely helpful, as a number of staff across the College came together to review what is happening at the College and have gained a much greater understanding and have learned a great deal about the College. Ms. Cerretani thanked Dean Taetzsch, Susan Dewey, and Associate Dean Altucher for their help with the process. She also wished to thank Lyn Thompson for her help with organizing the PRR document and Dean Taetzsch also thanked Ms. Thompson for her helpful support for the project. Ms. Cerretani provided a brief overview of the outline for the PRR with a summary of the major institutional changes and developments, major accomplishments, challenges, and opportunities. A regular feature of Middle States is an organized and sustained process to assess institutional effectiveness and student learning. Mr. Schlather asked how we assure that assessment of our academic programs happens seamlessly. Provost Conners said that every year the College reviews the outcomes of one or two programs, with a full program review completed every five years. We are currently in a round of program reviews that will be completed in 2017, which will be just prior to the Middle States Team visit. President Haynes mentioned that for all of our career programs, there are new reporting requirements

that we will need to start doing next year when we will need to document the partnerships we have with respective businesses, that the programs have advisory boards who hire our students, and provide data on salary and job availability for respective positions. Ms. Cerretani said that Middle States wants to know about our deficiencies and how we are working to make improvements, as well as information on our accomplishments, and this report covers both very well. President Haynes mentioned the great job that Co-Chairs Cerretani and McDonough have done in leading this project.

- 17. Executive Session – Discussion of Collective Bargaining (no action to be taken)** – Mr. Daniels moved that the meeting convene in executive session for discussion of collective bargaining, with no action to be taken; seconded by Mr. McSherry; carried unanimously. The meeting convened into executive session at 8:15 p.m.

The meeting reconvened in regular session at 8:50 p.m.

- 18. Adjournment:** Mr. Daniels moved that the meeting be adjourned; seconded by Ms. Matza; carried unanimously. The meeting adjourned at 8:51 p.m.

Respectfully submitted,

Cathy A. Northrop  
Clerk of the Board of Trustees

TO: Board of Trustees  
FROM: John R. Conners  
DATE: May 6, 2013  
SUBJECT: May Report

Student PRIDE Awards – On May 1, the Student Activities Office held an event in honor of many individual students and student organizations that have throughout the year exemplified the values embodied in the PRIDE pledge (perseverance, responsibility, integrity, dialogue, and equality). The event was well-attended and highlighted the contributions to campus life of a large number of highly-dedicated students.

Periodic Review Report – The PRR is in the final stages of editing and will be submitted to Middle States by the end of May. Accompanying it will be another required report, providing information on the College's compliance with several provisions of the Higher Education Opportunity Act of 2008. I am completing this report with the assistance of a large number of colleagues. The specific issues addressed include on-line programming, assignment of credit hours, transfer of credits, and student loan default rates.

Mandates – I have spent the last two faculty meetings and the most recent meeting of the Leadership Council reviewing a number of mandates with which we must comply over the next year and beyond. Among them are the SUNY Seamless Transfer resolution (requiring, in addition to other items, all A.A. and A.S. programs to require completion of all 30 credits of SUNY general education), SUNY GAP (a new approach to developmental education), Open SUNY, and a standardized SUNY financial aid award letter. In every case there will be substantial work to be done both to comply with the mandates and to ensure that this compliance is performed in a way that serves our students most effectively. I will be reporting periodically to the Board on our progress in doing so over the next few years.

Global Initiatives  
Walter Poland, Vice President  
Report to the Board of Trustees  
May 16, 2013

- Summer 2013 is quickly approaching and registration is underway for Global Connections (SGC) and Summer Intensive English Institute (SIEI) for Faculty.
  - SGC – 177 head count (114 new and 63 returning)
  - SIEI – 58 participants from 6 Mutis Universities and 1 Peruvian University
- In addition to the students, there will also be four liaisons traveling and living with the SGC students. Two of them will be from PUCMM and the other two will be from UNITEC.

There will also be three visitors – one each from PUCMM, INTEC, and UTB staying for various periods and working with Global staff on program development concerns.

- Academic English for Graduate Students at Cornell is looking quite positive for next academic year. A recent meeting with an Assistant Dean of the Graduate School reviewing the 2012-13 year as well as an overview of the past four years was informative and positive. The Graduate School is hiring a Director of Services for graduate students and the AEGS program will be coordinated through this office.

TOMPKINS CORTLAND COMMUNITY COLLEGE  
Human Resources Updates - Status of Open Positions  
as of May 9, 2013

**UNCLASSIFIED STAFF**

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Instructor of Wine Marketing	August 15, 2013	November 27, 2012	January 16, 2013	Hired Brandon Seager 8/15/13
Librarian, .8 FTE	August 15, 2013	November 27, 2012	January 16, 2013	Scheduling Interviews
Counselor	August 15, 2013	April 9, 2013	April 25, 2013	Scheduling Interviews
Computer Support Associate	May 20, 2013	April 8, 2013	May 1, 2013	Reviewing Applications

**CLASSIFIED STAFF**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Receptionist, FT, Permanent	Campus Technology	4/29/13	Hired Deborah Fedenko 5/16/13
Cleaner, FT, Temporary	Buildings and Grounds	5/9/13	Thomas Waterman transferring from second shift to first shift
Cleaner, FT, Temporary	Buildings and Grounds	5/13/13	Reviewing applications
Cleaner, FT, Temporary	Buildings and Grounds	5/13/13	Reviewing applications

**FACULTY STUDENT ASSOCIATION**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Residence Director	Residence Life	Summer 2013	Accepting Applications
Office Operations Coordinator	Athletics	4/1/13	Hired Andy Davis 4/29/13
Substitute Teacher, PT, Temp.	Daycare	As needed basis	Accepting applications
Medical Office Assistant/ NYSIIS Coordinator	Student Health Center	June 2013	Accepting applications
Assistant to the Director of Residence Life, FT, Temp.	Residence Life		Laticia Caza transferred from Office Assistant

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of May 9, 2013

<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.
Buildings and Grounds	Distribution of work on athletic fields for grounds-keeping staff.	The College has issued a response to the Buildings and Grounds and Athletics Departments recommending a communication protocol to avoid future concerns.
<b>FACULTY ASSOC.</b>		
Faculty Association Membership	MedCo – change in prescription program changed copays, limits on quantities delivered.	The Faculty Association agrees to extend time requirement while waiting for a response from Tompkins County.

**PAA**

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2012-2013-34**

**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 16<sup>th</sup> day of May 2013, 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 16<sup>th</sup> day of May 2013.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

Tompkins Cortland Community College  
 Appointment of Personnel  
 May 9, 2013  
 Presented to the Board of Trustees

January 2013						
Employee	Department	Title/Rank	Grade	Salary	Employment Dates	
Moose, Barbara	24 Nursing level meetings	Adjunct	N/A	610.32	January - April	
Waffner, Marcia	Independent Study WINE 220-M49C	Adjunct	N/A	882.00	1/24/13 - 5/17/13	
February 2013						
Seyfried, Matthew	Additional students in ENGL 102-AL1	Adjunct	N/A	100.00	2/28/13 - 5/17/13	
March 2013						
Woods, Timothy	Independent Study FITN/RECR 165-M01	Adjunct	N/A	441.00	3/25/13 - 5/17/13	
April 2013						
Squires, Daniel	Additional student in HLTH 126-AL3	Adjunct	N/A	50.00	4/12/13 - 5/17/13	
Riker, Barbara	Buildings and Grounds	Cleaner	B	*33,733.60	4/30/13	
May 2013						
Decker, Aaron	ENGL 101-M15	Adjunct	N/A	356.00	5/6/13 - 5/17/13	
Martin, June	ENGL 099-M02	Adjunct	N/A	474.37	5/6/13 - 5/17/13	
Stone, Kathryn	ENGL 101-M16 and 102-M10	Adjunct	N/A	712.00	5/6/13 - 5/17/13	
August 2013						
Seager, Brandon	Academics	Instructor of Wine Marketing	N/A	45,674.00	8/15/2013	

\*Annual salary to be prorated

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

May 9, 2013

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Sharon Karwowski	May 6, 2014	Retirement

FACULTY STUDENT ASSOCIATION

Sarah Vogel	May 31, 2013	Other employment
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TOMPKINS CORTLAND COMMUNITY COLLEGE

**Faculty Position Title: Coordinator of Multicultural Services**

**Organizational Unit:**

Student Life

**Reports to:**

Director of Multicultural Services

**Approved by:**

Board of Trustees

**SUMMARY:**

In collaboration with the Director of Multicultural Services, the Coordinator will develop and deliver programs to foster a diverse and inclusive living and learning environment. The Coordinator will address the needs of a diverse multicultural student body, through the implementation of effective leadership development activities, educational forums, and community programming. The Coordinator is also responsible for transition advisement for the Peer Mentor Program to improve the success and involvement of students from underrepresented populations and first generation students.

**NATURE AND SCOPE:**

1. Works closely with Student Life departments to develop and deliver cross-cultural programs that explore issues of diversity, personal identity, leadership development, and multicultural education to support the College's value of diversity.
2. Develops and delivers student workshops and programming to cultivate greater cultural competency and sense of community on campus.
3. Serves as a resource and assists students in utilizing the full range of resources of the campus community to improve retention and academic success from underrepresented groups.
4. Assists in the coordination of the Peer Mentor Program including communication, program assessment, and one-on-one and group transition advisement for students enrolled in the Peer Mentor Program.
5. Collaborates with faculty and staff to plan and implement programs to celebrate the cultural diversity of all members of the community (i.e., Black History Month, Women's History Month, etc.) and to provide resources and workshops.
6. Assists the Director to assess environmental conditions, propose interventions, and facilitate student interaction and conflict resolution in a living and learning environment.
7. Serves as resource to appropriate multicultural student organizations and their advisors.
8. Serves as a contributing member of the Diversity Equity Action Council.
9. Demonstrates cultural competency skills and a 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.
10. Serves on various college committees and performs other related tasks as assigned.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree and one year of experience working with under-represented populations.

**PREFERRED QUALIFICATIONS:**

Master's degree in related field and professional experience working in support programs for students from under-represented populations and/or first generation students in a college environment.







