



## **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, JULY 18, 2013**

**RONALD W. SPACE BOARD ROOM – 5:30 P.M.**

**NOTICE OF ANNUAL MEETING:** The Annual Meeting of the Board of Trustees of Tompkins Cortland Community College will be held in the Ronald W. Space Board Room at the College at 5:30 p.m. on Thursday, July 18, 2013. The regular July monthly meeting will commence immediately following the adjournment of the Annual Meeting.

### **AGENDA**

1. Call to Order
2. Election of Officers
3. Appointments
  - 3.1 Clerk of the Board of Trustees
  - 3.2 Deputy Clerk of the Board of Trustees
4. Meeting Dates
5. Other Business
6. Adjournment

### **AGENDA**

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment\*
6. Approval of Minutes – June 20, 2013
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):
  - a. Default Rate – Blixxy Taetzsch
9. College-wide Goals (there will be a special presentation highlighting each of two goals per meeting): 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
  - b. Vice President for Global Initiatives and FSA President - No Report

11. Information Items:
  - a. Human Resources Updates
  
12. Consent Agenda (Action Items):
  - a. Capital Payments
  - b. Treasurer's Report – June 30, 2013
  - c. Appointment of Personnel
  - d. 2013-2014 Duplicating Paper Bid Award
  - e. 2013-2014 Trash/Waste Removal Services Bid Award
  - f. 2013 LED Lighting Fixtures Bid Award
  - g. Approval of Position Description – Assistant Director of Admissions – Transfer Coordinator
  - h. Approval of Position Description – Assistant Director of Financial Aid – Campus Student Employment Coordinator
  - i. Approval of Position Description – Assistant Director of Financial Aid – Veteran's Benefits Certifying Officer
  
13. Standing Reports:
  - a. College Forum – No Report
  - b. Faculty Student Association – Walter Poland
  - c. Tompkins Cortland Community College Foundation, Inc. – Ray Dalton
  - d. Chairperson's Report – Elizabeth Burns
    - i. Board Evaluation/Retreat
  - e. Liaison Report (Cortland County) – Anthony Pace
  - f. Liaison Report (Tompkins County) – Michael Lane
  - g. Student Trustee's Report – Cheyenne Gorton
  - h. President's Report
  
14. Executive Session (to discuss personnel and collective bargaining items – action to be taken)
  - a. Recommendations for Promotions and Continuing Appointments for 2013-2014 Academic Year
  - b. Recommendations for Quality Step Increases and Administrative Appointments for 2013-2014 Academic Year
  - c. Recommendations for Awards for Excellence for 2013
  
15. Upcoming Events:
  - a. Global Connections Commencement – August 2, 2013
  - b. Faculty Return – August 15, 2013
  - c. Classes Begin – August 22, 2013
  - d. Labor Day – College Holiday – September 2, 2013
  - e. Next Meeting – September 12, 2013
  - f. NYCCT Trustee Institute – September 19 – 21, 2013
  
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.

TO: Members of the Board of Trustees

FROM: Elizabeth Burns, Chair  
TC3 Board of Trustees

DATE: July 18, 2013

SUBJECT: Proposed Board Meeting Dates and Other Important Dates

The following is the proposed list of the meetings of the Board of Trustees of Tompkins Cortland Community College for 2013-2014. All meetings will be held at 5:30 p.m. in the Board Room at the College unless otherwise specified.

### **BOARD OF TRUSTEES MEETINGS**

August 2013 – No meeting  
September 12, 2013  
October 17, 2013  
December 5, 2013  
January 16, 2014  
February 20, 2014  
March 20, 2014  
April 17, 2014  
May 15, 2014  
June 19, 2014  
July 17, 2014

### **OTHER IMPORTANT DATES FOR THE 2013-2014 ACADEMIC YEAR**

<b>Global Commencement</b>	<b>August 2, 2013</b>
<b>NYCCT Institute</b>	<b>September 19 - 21, 2013</b>
<b>Board of Trustees Retreat</b>	<b>November 7, 2013</b>
<b>December Graduate Ceremony</b>	<b>December 6, 2013</b>
<b>Nursing Pinning Ceremony</b>	<b>May 20, 2014</b>
<b>Commencement</b>	<b>May 22, 2014</b>

cc: Media Personnel  
Liaisons  
County Board Clerks  
County Attorneys  
County Budget Officers  
College Faculty and Staff

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
JUNE 20, 2013  
RONALD W. SPACE BOARD ROOM**

**PRESENT:** Roxann Buck, Elizabeth Burns, Ray Dalton, John Daniels, Judy Davison, Arthur Kuckes, and Raymond Schlather

**ABSENT/**

**EXCUSED:** Dammi Herath, Jacqueline Matza, and Matt McSherry

**COUNTY**

**LIAISONS:** Mike Lane and Tony Pace

**STAFF:** Susan Dewey, Carl Haynes, Jorge Huayhuaca, Janice Lawrence, Cathy Northrop, Walter Poland, Bruce Ryan, Blixxy Taetzsch, Amy Trueman, Peter Voorhees, and Khaki Wunderlich

**GUESTS:** Tyrone Heppard, *The Cortland Standard*; Cheyenne Gorton, 2013-2014 Student Trustee

1. **Call to Order:** The meeting was called to order at 5:32 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. She reported that Arthur Kuckes is the newly appointed Trustee from Tompkins County who will be completing the term of Joanne Florino who left the Board earlier in the spring. She introduced Cheyenne Gorton, the new student Trustee for 2013-2014.
4. **Approval of Agenda:** Mr. Schlather asked that the agenda be reordered to hold the Executive Session just prior to the consent agenda item. Mr. Daniels moved that the agenda be approved with this modification; seconded by Ms. Buck; carried unanimously.
5. **Public Comment:** Janice Lawrence spoke about the resolution on the agenda for the position description for the Assistant Director of Student Activities and the Student Center. Ms. Lawrence spoke on behalf of Robin Slocum who held the support staff position for Student Activities for over 35 years. She spoke about the unease felt by employees at the realignment of the Student Activities Office structure and the elimination of Ms. Slocum's position, at which time Ms. Slocum chose to retire.
6. **Approval of Minutes – May 16, 2013:** Mr. Daniels moved that the minutes of the May 16, 2013, meeting be approved as presented; seconded by Ms. Davison; carried unanimously.
7. **Communications:** None.
8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** None.

**9. College-wide Goal – Student Success:**

**a. Student Success – None**

**b. Organizational Capacity – Global Initiatives** – Vice President Poland spoke to a power point presentation on global initiatives at TC3. He also introduced Jorge Huayhuaca, Director of TC3 Global Program Development. Mr. Huayhuaca is a key staff member working with our global connections initiatives. Vice President Poland provided an update on the current summer global connections program. He said there are 180 headcount students enrolled this summer, which is an increase over last year of 35 headcount students. Enrollment in the Summer Intensive ESL is at about same level as last summer. Enrollment in the Cornell program has increased from 130 last year to 150 this year. We have approximately 100 traditional international students, from 50 different countries, who attend during the regular academic year. Study abroad programs are available and approximately 100 students participate. The Disney Program enrollment is capped at 100 per year. We have a total of 588 international students enrolled through the auspices of global initiatives. Vice President Poland said the maximum enrollment we could handle for the summer global program is approximately 400, with the limitation being availability of rooms in the residence halls. Each summer four of the seven residence halls are available. With our connection to international colleges and universities, our students can choose to attend one of our partner institutions for a semester study abroad which financial aid will pay for. Vice Chair Schlather said that our summer global program is a great opportunity for students from other countries to come to the United States. He said he feels it distinguishes our college and is important to the community.

**10. Vice Presidents’ Reports (highlight Consent Agenda items and updates on major initiatives):**

**a. Provost and Vice President of the College** – A written report was provided with the Board materials. Provost Conners was not in attendance.

**b. Vice President for Global Initiatives** – Vice President Poland provided a written report.

**11. Information Items:**

**a. Human Resources Updates** – No discussion.

**12. Executive Session for Discussion of a Personnel Issue (no action to be taken) and the President’s Evaluation (action to be taken in regular session) – (Mr.**

Kuckes joined the meeting during the executive session. Chairperson Burns left after voting on the consent agenda and the Extension of the President.) Mr. Daniels moved that the meeting convene in executive session for discussion of a personnel issue, with no action to be taken, and the President’s evaluation, with action to be taken in regular session; seconded by Ms. Buck; carried unanimously. The meeting convened into executive session at 6:08 p.m.

The meeting reconvened in regular session at 6:48 p.m.

- 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 Ms. Buck; carried unanimously.
- a. **Treasurer's Report – April 30, 2013** – No discussion.
  - b. **Treasurer's Report – May 31, 2013** – No discussion.
  - c. **Adoption of Proposed 2013-2014 Operating Budget** – No discussion.
  - d. **2013-2014 Tuition and Fee Schedule** – No discussion.
  - e. **Appointment of Personnel** – No discussion.
  - f. **In Appreciation of Jacqueline Matza** – No discussion.
  - g. **Appropriation of Surplus Funds** – No discussion.
  - h. **Approval of Position Description – Assistant Director of Student Activities and the Student Center** – No discussion.
- 14. Extension of the Appointment of the President** – Ms. Buck moved that Resolution 2012-2013-36, Extension of the Appointment of the President be approved; seconded by Dr. Dalton; carried unanimously.
- 15. Standing Reports:**
- a. **College Forum** – No report.
  - b. **Faculty Student Association** – No report.
  - c. **Tompkins Cortland Community College Foundation, Inc.** – Dr. Dalton reported that The Executive Committee awarded the TC3 Residence Halls (Renovations to Buildings A and B) Bid to William H. Lane, Incorporated. Strategic Financial Services representatives attended the June 4 Foundation Board meeting and reported that as of May 15, the combined total of the five accounts is \$15,231,138 and asset allocations are within the investment policies guidelines. Action Taken: Approval of securing Kathy Cole from West Wind Consulting to organize and facilitate a Board retreat; authorization for President Haynes to enter into agreements for the next phase of the Farm to Bistro Project; approval of the 2013-2014 budget and the 2013-2014 restricted funds budget. A donor thank you reception was held at the home of Carl and Susan Haynes on June 17 with 55 people in attendance. Study abroad students provided a presentation on their recent trip to Italy that focused on cuisine and culture, followed by remarks from President Haynes. The Annual Campaign has raised \$152,030 with 403 donors and 477 gifts. The campaign cycle is from September 1 through August 31. 100% participation from our Board of Trustees demonstrates continued support of our students and their future and members were asked to make a gift if they had not already done so. Pledge cards were available for those wanting to make a donation. The next Foundation Board meeting will take place September 3.
  - d. **Chairperson's Report** – No report.
    - i. **Nominating Committee** – Having taken over the meeting when Chairperson Burns left after voting on the consent agenda and the extension of the President, Vice Chair Schlather said the current slate of officers is willing to continue for next year and asked if the Trustees felt the need to go through the process of appointing a nominating committee. There was consensus that a

nominating committee was not necessary. At the annual meeting in July we will proceed with nominations from the floor for the current slate of officers.

**j. Liaison Report (Cortland County)** – Mr. Pace provided a report on the activities of the Cortland County Legislature and mentioned that the Legislature has begun discussion of next year’s budget. He also mentioned that the Cortland County Budget and Finance Committee approved the TC3 budget and he feels there won’t be any issue with approval of the TC3 budget with the full Legislature.

**k. Liaison Report (Tompkins County)** – Mr. Lane reported that the Tompkins County Legislature has appointed Arthur Kuckes to fulfill the vacant Trustee seat on the TC3 Board of Trustees. He said they had advertised in the local papers for the opening and had received several applications. Vice Chair Schlather asked that the record reflect Mr. Kuckes was introduced and welcomed to the Board during the Executive Session. Mr. Lane said the Legislature is also waiting to hear more about the Governor’s “tax free” proposal.

**l. Student Trustee’s Report** – No report.

**m. President’s Report** – President Haynes spoke to his written report. He also mentioned that he had just returned from the NYCCAP annual meeting where he had learned that there is currently a bill in the Legislature that is not expected to pass in this session, but may possibly go forward next year. This proposed bill will exclude county sponsor support for community colleges from the 2 percent cap. Also, the Governor’s “Tax Free New York” initiative is now called “Start Up NY.” NYCCAP had received a draft of the details of what has been agreed to with the Legislature for “Start Up NY.” Matt Driscoll was here on campus to discuss the proposal. With respect to any property that is not college-owned but is within the zone around the college, it is not an assumption that would come off the tax role. However, the company would still be eligible for sales tax and income tax relief. Another interesting point is that our Foundation land/property (i.e. extension centers) could be included. There will be a defined process to get approval within the “Start Up NY.”

**16. Upcoming Events:** Ms. Buck spoke about the New Trustee Institute and the Annual Conference of the NYCCT which will be held September 19-21, 2013 in Saratoga. She said it is a good way, especially for new trustees, to meet other trustees from across the State. Please let me Ms. Northrop know if you would like to attend and she will make that arrangements to attend.

**17. Adjournment:** Mr. Daniels moved that the meeting be adjourned; seconded by Ms. Buck; carried unanimously. The meeting adjourned at 7:10 p.m.

Respectfully submitted,

Cathy A. Northrop  
Clerk of the Board of Trustees

TO: Board of Trustees  
FROM: John R. Conners  
DATE: July 2, 2013  
SUBJECT: July Report

Dean's List – At the conclusion of Spring 2013, 514 students were named to the Dean's List, the second-largest number in recent years. This represents 21.8% of full-time matriculated students. Here is our recent history:

<u>Semester</u>	<u># FT matric. Students</u>	<u># on Dean's List</u>	<u>Percentage</u>
Fall 2010	2,935	529	18.0
Spring 2011	2,610	491	18.8
Fall 2011	2,807	490	17.5
Spring 2012	2,523	485	19.2
Fall 2012	2,581	482	18.7
Spring 2013	2,355	514	21.8

It is important to note that part-time students are eligible for the Dean's List as well, so this is not an exact calculation. I cite these numbers, however, to give you at least a sense of the level of accomplishment of our students.

Summer Session – Summer enrollment has been down from last year by 6.5%. The summer session, through the years, has been subject to greater enrollment volatility than Fall or Spring because of a variety of factors that influence students in their decision-making. Fortunately, some of this loss has been offset by the growth of Winter Session.

SUNY Grants received – In the past two months we have received funding from SUNY; in each case, our proposal emerged from a competitive process with high marks and received the full funding requested. The first, under the leadership of Carl Penziul, will fund Early College initiatives in the STEM disciplines, in partnership with local school districts. The other, led by Marty Christofferson, will fund a SUNY-wide conference, hosted on our campus, designed to introduce other SUNY institutions to the concept of Open Educational Resources.

Middle States – We recently received notice of Middle States' approval of our Cortland Extension Center. We had hosted a Middle States official for a formal review visit in March. Also, the PRR was submitted before the June 1 deadline. We should receive some early feedback in August, with final action by Middle States in November.



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

**UNCLASSIFIED STAFF**

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Librarian, .8 FTE	August 15, 2013	November 27, 2012	January 16, 2013	Scheduling interviews
Coordinator of Multicultural Services .6 FTE	August 1, 2013	May 13, 2013	June 14, 2013	Phone interviews scheduled
Assistant Director of Student Activities and the Student Center	August 2013	June 19, 2013	July 8, 2013	Accepting applications

**CLASSIFIED STAFF**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Cleaner, Full-time, Permanent	Buildings and Grounds	7/1/13	Robert Darling, Jr. transferred from temporary position
Cleaner, Full-time, Temporary	Buildings and Grounds	July 2013	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
Substitute Teacher, PT, Temp.	Child Care Center	As needed basis	Accepting applications
Medical Office Assistant/ NYSIIS Coordinator	Student Health Center	June 2013	Hired Christine Hendrick 7/15/13
Summer Camp Counselor (2)	Child Care Center	July 2013	Hired Epiphany Munoz 7/9/13

Open Positions July 2013

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of July 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.
<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  
CAPITAL PAYMENT  
JULY 2013**

<b>New Master Plan - Administrative</b>	<b>Amount</b>	<b>Subtotal</b>	<b>Total</b>
HOLT Architects, P.C.			
Master Plan Design Services, PO #29384	\$32,861.46		
Total New Master Plan - Administrative		\$32,861.46	
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<b>Total</b>			<b>\$32,861.46</b>

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

JUNE 30, 2013

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

JUNE 30, 2013

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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$2,926,579 in a money market savings account averaging .20% interest earnings for June and \$809,704 in savings. The maximum amount available for investment will fluctuate with a peak of \$5,500,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$3,477,504 is a decrease from \$4,448,983. Student receivables are underwritten by various funding agencies such as TAP, PELL, TRA, Student Loan and local employers.

DUE FROM OTHER GOVERNMENTS AND FUNDS - (PAGE 3)

Out of county chargebacks have an outstanding balance of \$405,910. The interfunds account balance of \$1,630,099 consists of federal, state grant and capital payments made by the current operating fund. Reimbursement from other funds is in transit at the end of each period.

LIABILITIES - (PAGE 3)

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

FUND BALANCE - (PAGE 3)

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

TOTAL EXPENDITURES - (PAGES 4-6)

As of June 30, total expenditures amounted to \$31,129,807 or 83.04% of the 2012-2013 budget. Comparable expenditures for period one last year were \$30,064,404 or 83.7% of the 2011-2012 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$36,560,074 are 97.53% of the revenue budget. Prior year revenues were \$35,700,902 are 99.4% of total budgeted revenue

CAPITAL FUNDS - (PAGE 9)

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

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

The 2002-2011 Capital Construction Budgets totals \$37,259,376. As of June 2013, \$36,441,704 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
BALANCE SHEET  
FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2013**

	Current Month 6/30/2013	Previous Month 5/31/2013	Previous Year 6/30/2012
<b>ASSETS</b>			
Cash in Demand Deposit	\$460,268	\$809,704	\$337,411
Cash in Time Deposits	3,477,504	2,926,579	1,560,792
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	2,980,698	4,164,930	3,171,025
Accounts Receivable--Misc.	621,266	63,331	881,890
Prepaid Expenses	(20,029)	(15,834)	(99,506)
Due From Other Funds	1,630,099	1,785,011	2,093,054
Due From Sponsor Governments	0	0	0
Due From State Governments	1,006,626	1,006,626	2,902,248
Due From Other Governments	405,910	400,209	62,692
	<hr/>	<hr/>	<hr/>
<b>TOTAL ASSETS</b>	<b>\$10,564,072</b>	<b>\$11,142,286</b>	<b>\$10,911,336</b>
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<b>LIABILITIES AND SURPLUS</b>			
Vouchers Payable	\$0	\$0	\$2,297
Payroll Liabilities	1,675,613	1,481,576	1,482,542
Student Financial Aid Liabilities	133,090	134,378	133,422
Accrued Liabilities	819,440	901,503	2,505,388
Due to Other Funds	1,547,815	2,428,378	131,749
Due to State Governments	0	0	0
Student Tuition Collected in Advance	72,327	58,376	108,707
Fund Balance	1,496,822	1,496,822	1,487,168
Revenue Over (Under) Expenditures	4,818,965	4,641,253	5,060,063
	<hr/>	<hr/>	<hr/>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>\$10,564,072</b>	<b>\$11,142,286</b>	<b>\$10,911,336</b>
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**TOMPKINS CORTLAND COMMUNITY COLLEGE  
 APPROPRIATIONS 2012-2013  
 FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2013**

	PER CENT YEAR					83.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>	
<b>Instruction</b>						
Personal Services	9,794,981	9,812,600	5,944,759	3,867,841	60.58%	
Equipment	0	8,925	1,103	7,822	0.00%	
Contractual Expenses	4,444,993	4,361,672	4,285,567	76,105	98.26%	
Employee Benefits	<u>4,689,986</u>	<u>4,689,986</u>	<u>2,080,595</u>	<u>2,609,391</u>	44.36%	
<b>Total Instruction</b>	<u>18,929,960</u>	<u>18,873,183</u>	<u>12,312,024</u>	<u>6,561,159</u>	<u>65.24%</u>	
<b>Public Service</b>						
Personal Services	18,347	18,347	6,470	11,877	35.26%	
Equipment	0	0	0	0	0.00%	
Contractual Expenses	475	150	0	150	0.00%	
Employee Benefits	<u>6,055</u>	<u>6,055</u>	<u>2,264</u>	<u>3,791</u>	37.39%	
<b>Total Public Service</b>	<u>24,877</u>	<u>24,552</u>	<u>8,734</u>	<u>15,818</u>	<u>35.57%</u>	
<b>Academic Support</b>						
Personal Services	1,587,808	1,614,468	883,690	730,778	54.74%	
Equipment	0	62,000	0	62,000	0.00%	
Contractual Expenses	272,660	242,292	159,927	82,365	66.01%	
Employee Benefits	<u>507,014</u>	<u>507,014</u>	<u>309,298</u>	<u>197,716</u>	<u>61.00%</u>	
<b>Total Academic Support</b>	<u>2,367,482</u>	<u>2,425,774</u>	<u>1,352,915</u>	<u>1,072,859</u>	<u>55.77%</u>	
<b>Libraries</b>						
Personal Services	429,489	441,244	229,381	211,863	51.99%	
Equipment	0	2,331	2,330	1	0.00%	
Contractual Expenses	165,491	154,949	121,649	33,300	78.51%	
Employee Benefits	<u>141,731</u>	<u>141,731</u>	<u>80,283</u>	<u>61,448</u>	<u>56.64%</u>	
<b>Total Libraries</b>	<u>736,711</u>	<u>740,255</u>	<u>433,643</u>	<u>306,612</u>	<u>58.58%</u>	

**APPROPRIATIONS 2012-2013(Cont.)**

PER CENT YEAR

75.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
<b>Student Services</b>					
Personal Services	3,070,757	3,133,500	1,772,855	1,360,645	56.58%
Equipment	0	0	0	0	0.00%
Contractual Expenses	1,379,482	1,375,456	646,225	729,231	46.98%
Employee Benefits	<u>983,347</u>	<u>983,347</u>	<u>620,564</u>	<u>362,783</u>	<u>63.11%</u>
<b>Total Student Services</b>	<b><u>5,433,586</u></b>	<b><u>5,492,303</u></b>	<b><u>3,039,644</u></b>	<b><u>2,452,659</u></b>	<b><u>55.34%</u></b>
<b>Maintenance and Operation of Plant</b>					
Personal Services	2,273,617	2,290,880	1,243,444	1,047,436	54.28%
Equipment	0	11,277	5,669	5,608	0.00%
Contractual Expenses	1,085,476	1,015,924	397,608	618,316	39.14%
Employee Benefits	<u>748,357</u>	<u>748,357</u>	<u>435,205</u>	<u>313,152</u>	<u>58.15%</u>
<b>Total Maintenance and Operation of Plant</b>	<b><u>4,107,450</u></b>	<b><u>4,066,438</u></b>	<b><u>2,081,926</u></b>	<b><u>1,984,512</u></b>	<b><u>51.20%</u></b>
<b>Institutional Support</b>					
Personal Services	1,606,982	1,601,751	820,945	780,806	51.25%
Equipment	0	0	0	0	0.00%
Contractual Expenses	327,039	288,537	137,871	150,666	47.78%
Employee Benefits	<u>528,144</u>	<u>528,144</u>	<u>287,331</u>	<u>240,813</u>	<u>54.40%</u>
<b>Total Institutional Support</b>	<b><u>2,462,165</u></b>	<b><u>2,418,432</u></b>	<b><u>1,246,147</u></b>	<b><u>1,172,285</u></b>	<b><u>51.53%</u></b>
<b>General Institutional Services</b>					
Personal Services	1,811,382	1,698,595	983,831	714,764	57.92%
Equipment	142,549	80,549	29,365	51,184	0.00%
Contractual Expenses	894,167	1,090,248	478,974	611,274	43.93%
Employee Benefits	<u>576,755</u>	<u>576,755</u>	<u>351,996</u>	<u>224,759</u>	<u>61.03%</u>
<b>Total General Institutional Services</b>	<b><u>3,424,853</u></b>	<b><u>3,446,147</u></b>	<b><u>1,844,166</u></b>	<b><u>1,601,981</u></b>	<b><u>53.51%</u></b>
<b>TOTAL APPROPRIATIONS</b>	<b><u>37,487,084</u></b>	<b><u>37,487,084</u></b>	<b><u>22,319,199</u></b>	<b><u>15,167,885</u></b>	<b><u>59.54%</u></b>

**2012-2013 APPROPRIATIONS**  
**SCHEDULE OF EMPLOYEE BENEFITS**

PER CENT YEAR 83.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	200,000	200,000	149,848	50,152	0.00%
State Employee's Retirement	1,125,000	1,125,000	967,883	157,117	86.03%
State Teacher's Retirement	250,000	250,000	221,138	28,862	88.46%
Optional Retirement Fund	1,200,000	1,200,000	946,379	253,621	78.86%
Social Security	1,542,223	1,542,223	1,292,341	249,882	83.80%
Workers Compensation	160,000	160,000	172,827	(12,827)	108.02%
Misc Employee Benefits	110,000	110,000	102,777	7,223	93.43%
Disability Insurance	13,000	13,000	6,635	6,365	51.04%
Hospital and Medical Insurance	3,254,000	3,254,000	2,708,092	545,908	83.22%
Employee Tuition Benefits	165,000	165,000	115,098	49,902	69.76%
Life Insurance	10,000	10,000	7,830	2,170	78.30%
Vacation Benefits	60,000	60,000	50,000	10,000	83.33%
Unemployment Insurance	35,000	35,000	15,644	19,356	0.00%
<b>Total Employee Benefits</b>	<b>8,124,223</b>	<b>8,124,223</b>	<b>6,756,492</b>	<b>1,367,731</b>	<b>83.16%</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**REVENUE 2012-13**  
**FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2013**

PER CENT YEAR 75.00%

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
<b>Tuition</b>					
Fall & Spring	\$15,078,029	\$15,078,029	15,757,832	(679,803)	104.51%
Winter	\$0	\$0	47,775		
Summer	1,363,794	1,363,794	1,114,939	248,855	81.75%
Nonresident Tuition	1,286,500	1,286,500	1,471,621	(185,121)	114.39%
Student Fee Revenue (Tech Fee)	1,200,000	1,200,000	1,260,716	(60,716)	105.06%
<b>Total Tuition</b>	<b><u>18,928,323</u></b>	<b><u>18,928,323</u></b>	<b><u>19,652,883</u></b>	<b><u>(676,785)</u></b>	<b><u>103.83%</u></b>
<b>Government Appropriations</b>					
New York State	9,432,480	9,432,480	9,427,152	5,328	99.94%
Local Sponsors	4,297,464	4,297,464	3,223,097	1,074,367	75.00%
Appropriated Cash Surplus				0	
Charges to Other Counties	4,086,000	4,086,000	<u>3,720,491</u>	365,509	<u>91.05%</u>
<b>Total Government Appropriations</b>	<b><u>17,815,944</u></b>	<b><u>17,815,944</u></b>	<b><u>16,370,740</u></b>	<b><u>1,445,204</u></b>	<b><u>91.89%</u></b>
<b>Other Revenues</b>					
Service Fees	154,865	154,865	110,491	44,374	71.35%
Interest Earnings	6,000	6,000	6,678	(678)	111.30%
Rental of Real Property	20,000	20,000	24,611	(4,611)	123.06%
Contract Courses	118,000	118,000	41,055	76,945	34.79%
Noncredit Tuition	259,436	259,436	192,850	66,586	74.33%
Grant Offsets	136,033	136,033	123,587	12,446	90.85%
Unclassified Revenues	48,483	48,483	37,179	11,304	76.68%
<b>Total Other Revenues</b>	<b><u>742,817</u></b>	<b><u>742,817</u></b>	<b><u>536,451</u></b>	<b><u>206,366</u></b>	<b><u>72.22%</u></b>
<b>TOTAL REVENUES</b>	<b><u>\$37,487,084</u></b>	<b><u>\$37,487,084</u></b>	<b><u>\$36,560,074</u></b>	<b><u>\$974,785</u></b>	<b><u>97.53%</u></b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CURRENT OPERATING FUND - CASH FORECAST  
JUNE 2013 TO OCTOBER 2013**

	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>	<u>OCTOBER</u>
<b><u>CASH BALANCE - BEGINNING OF PERIOD</u></b>	<b>\$3,738,012</b>	<b>\$3,939,502</b>	<b>\$3,706,352</b>	<b>\$1,493,867</b>	<b>\$5,548,564</b>
<b><u>RECEIPTS</u></b>					
Student Accounts Receivable	\$683,895	\$1,200,000	\$500,000	\$250,000.00	\$1,000,000.00
Student Financial Aid	\$299,102	\$750,000		\$5,000,000.00	\$2,500,000.00
Sponsor Payments	\$397,515	\$676,850	\$397,515		
Chargebacks to Other Counties	\$57,835	\$30,000	\$10,000		\$600,000.00
State Aid	\$2,350,570			\$2,479,697.00	\$0.00
Repayment of Grant Fund Advances	\$0	\$50,000	\$50,000	\$50,000.00	\$50,000.00
Repayment of Capital Fund Advances					
Other Receipts	\$34,061	\$200,000	\$100,000	\$100,000.00	\$100,000.00
	\$0				
<b>Projected Cash Receipts</b>	<b><u>\$3,822,978</u></b>	<b><u>\$2,906,850</u></b>	<b><u>\$1,057,515</u></b>	<b><u>\$7,879,697</u></b>	<b><u>\$4,250,000</u></b>
<b><u>DISBURSEMENTS</u></b>					
Payments to Students	\$48,289	\$175,000	\$10,000	\$10,000.00	\$4,200,000.00
Accounts Payable	\$1,947,477	\$1,200,000	\$1,500,000	\$2,000,000.00	\$2,500,000.00
Payroll and Fringe Benefits	\$1,581,091	\$1,750,000	\$1,750,000	\$1,800,000.00	\$1,800,000.00
Grant Fund Advances	\$44,631	\$15,000	\$10,000	\$15,000.00	\$15,000.00
Capital Fund Advances					
<b>Projected Cash Disbursements</b>	<b><u>\$3,621,488</u></b>	<b><u>\$3,140,000</u></b>	<b><u>\$3,270,000</u></b>	<b><u>\$3,825,000</u></b>	<b><u>\$8,515,000</u></b>
<b><u>PROJECTED CASH BALANCE - END OF PERIOD</u></b>					
<b>MONEY MARKET/ SAVINGS</b>	<b>\$3,889,495</b>	<b>\$3,656,345</b>	<b>\$1,443,860</b>	<b>\$5,498,557</b>	<b>\$1,233,556</b>
<b>CASH IN TIME DEPOSITS</b>	<b><u>\$50,007</u></b>	<b><u>\$50,007</u></b>	<b><u>\$50,007</u></b>	<b><u>\$50,007</u></b>	<b><u>\$50,008</u></b>
<b>TOTAL CASH IN TIME DEPOSITS</b>	<b>\$3,939,502</b>	<b>\$3,706,352</b>	<b>\$1,493,867</b>	<b>\$5,548,564</b>	<b>\$1,283,564</b>

TOMPKINS CORTLAND COMMUNITY COLLEGE  
 CAPITAL FUND SUMMARY  
 FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2013

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Expenditures To Date</u>	<u>Encumbrances</u>	<u>Total Committed</u>	<u>Uncommitted Budget</u>
<b><u>CAPITAL CONSTRUCTION 1994-95</u></b>						
Campus Master Plan	<u>8,689,572</u>	<u>7,439,572</u>	<u>7,439,572</u>	<u>0</u>	<u>7,439,572</u>	<u>0</u>
TOTAL	<u>8,689,572</u>	<u>7,439,572</u>	<u>7,439,572</u>	<u>0</u>	<u>7,439,572</u>	<u>0</u>
<b><u>CAPITAL CONSTRUCTION 2000-2001</u></b>						
HVAC System Replacement	<u>5,571,250</u>	<u>7,071,250</u>	<u>7,068,658</u>	<u>0</u>	<u>7,068,658</u>	<u>2,592</u>
TOTAL	<u>5,571,250</u>	<u>7,071,250</u>	<u>7,068,658</u>	<u>0</u>	<u>7,068,658</u>	<u>2,592</u>
<b><u>CAPITAL CONSTRUCTION 2002-2009</u></b>						
Administrative Costs	1,236,384	3,671,657	3,588,204	0	3,588,204	83,453
Site Improvements ( Phase 1A)	1,332,100	1,854,054	1,854,054	0	1,854,054	0
Athletic Facility Construction ( Phase 1B)	15,546,945	15,854,487	15,664,691	0	15,664,691	189,796
Interior Renovations ( Phase 2A)	2,411,195	2,531,654	2,531,654	0	2,531,654	0
Interior Renovations ( Phase 2B)	5,667,505	6,485,024	6,485,024	0	6,485,024	0
Interior Renovations ( Phase 2C)	2,307,885	2,419,883	2,419,048	0	2,419,048	835
Office Renovations	135,395	137,113	137,113	0	137,113	0
Field Irrigation/Water Conservation	177,000	246,701	246,750	0	246,750	-49
Furniture Fixtures & Equipment	1,452,803	1,452,803	1,471,398	0	1,471,398	-18,595
TOTAL	<u>30,267,212</u>	<u>34,653,376</u>	<u>34,397,936</u>	<u>0</u>	<u>34,397,936</u>	<u>171,987</u>
CLASSROOM PROJECT 2008-2009	<u>2,000,000</u>	<u>2,000,000</u>	<u>1,601,779</u>	<u>0</u>	<u>1,601,779</u>	<u>398,221</u>
ELECTRICAL PANEL PROJECT 2009-2010	<u>1,600,000</u>	<u>606,000</u>	<u>441,989</u>	<u>0</u>	<u>441,989</u>	<u>164,011</u>
<b><u>CAPITAL CASH SUMMARY</u></b>						
<b><u>CASH BALANCE -JUNE 1, 2013</u></b>						
Campus Master Plan Money Market	50,406					
Cash in time Deposits	<u>1,122,370</u>					
		<u>\$1,172,776</u>				
<b><u>CASH RECEIPTS</u></b>						
County Payment - Campus Master Plan	0					
State Aid	0					
Reimburse from interfunds	0					
Investment Income - Savings	49					
Investment Income - CMP	9					
Chargeback Revenue	<u>7,480</u>					
		<u>\$7,538</u>				
<b><u>DISBURSEMENTS</u></b>						
Athletic Facility						
Savings Reimburse Advance from Operat					0	
Debt Service Payment					0	
MM Reimburse Advane from Oper					0	
HVAC Replacement					0	
Campus Master Plan					0	
					<u>0</u>	
<b><u>CASH BALANCE -JUNE 30, 2013</u></b>						
Campus Master Plan Money Market					50,415	
Cash in Time Deposits					<u>1,129,899</u>	
						<u>\$1,180,314</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2013-2014-1**

**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 18<sup>th</sup> day of July 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 18<sup>th</sup> day of July 2013.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

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

May 2013

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Olson, Richard	Engineering duties in the radio studio	Adjunct	N/A	3750.00	5/24/13 - 8/14/13
Rossen, Jonathan	ANTH274 M15	Adjunct	N/A	9,180.00	5/28/13 - 6/28/13
Ahmed, Ahmed	CHEM107 M15	Adjunct	N/A	4,905.00	5/29/13 - 6/28/13
Almann, Nancy	BUAD215 M15	Adjunct	N/A	3,270.00	5/29/13 - 6/28/13
Anderson, Christopher	ESL 103 M16	Adjunct	N/A	6,680.00	5/29/13 - 8/02/13
Archer, Pamela	BUAD203 ME 25 ME58 M15	Adjunct	N/A	7,515.00	5/29/13 - 8/02/13
Brown, Stan	MATH200 ME58	Adjunct	N/A	3,270.00	5/29/13 - 7/23/13
Buchanan, Patricia	ENGL201 ME58	Adjunct	N/A	3,270.00	5/29/13 - 7/23/13
Cambridge, Jessica	ENGL100 M19	Adjunct	N/A	2,670.00	5/29/13 - 8/02/13
Carella, Katharina	MATH095 ME58 MATH100 M25	Adjunct	N/A	5,845.00	5/29/13 - 8/02/13
Carr, Kyle	Independent Study COMM 240-M49C	Adjunct	N/A	441.00	5/29/13 - 8/02/13
Coleman, Cynthia	SOCI205 AL1	Adjunct	N/A	3,270.00	5/29/13 - 7/23/13
Cornish, Erin	MATH132 M15 MATH095 M25	Adjunct	N/A	6,230.00	5/29/13 - 8/02/13
Davis, Andrew	HLTH126 AL1	Adjunct	N/A	950.00	5/29/13 - 6/28/13
Dickerson, Nancy	HUMS110 M15	Adjunct	N/A	0.00	5/29/13 - 7/23/13
DiMattei, Michael	DRAF118 M15	Adjunct	N/A	3,782.50	5/29/13 - 8/02/13
Drake, Melvin	Independent Study MUSI M49	Adjunct	N/A	294.00	5/29/13 - 8/02/13
Earley, Bernard	ENGL101 AL3 ENGL101 AL2	Adjunct	N/A	6,540.00	5/29/13 - 8/02/13
Eisenberg, Seth	PARA101 AL1	Adjunct	N/A	0.00	5/29/13 - 8/02/13
Finegold, Brandon	ESL 103 M17	Adjunct	N/A	6,680.00	5/29/13 - 8/02/13
Gaetano, Linda	MATH100 ME58	Adjunct	N/A	2,505.00	5/29/13 - 7/23/13
Gammage-Sikora, Gina	SPAN101 M25 SPAN101 IE61	Adjunct	N/A	9,810.00	5/29/13 - 8/02/13
Garrighan, Patricia	ENGL204 M15	Adjunct	N/A	3,270.00	5/29/13 - 6/28/13
Gillis, Andrew	ART 111 ME58	Adjunct	N/A	0.00	5/29/13 - 7/23/13
Golden, Joseph	BUAD217 M16 M 25 M26	Adjunct	N/A	9,180.00	5/29/13 - 8/02/13
Grimm, Mark	COMM111 M15	Adjunct	N/A	1,038.63	5/29/13 - 6/28/13
Jung, Ken	HUMN232 AL1	Adjunct	N/A	0.00	5/29/13 - 8/02/13
Kobre, Michael	BIOL112 M15 M25 BIOL114 AL1	Adjunct	N/A	10,900.00	5/29/13 - 8/02/13
Kyle, John	BUAD212 M25 BUAD111 M 15 M16	Adjunct	N/A	9,810.00	5/29/13 - 8/02/13
Lattimore, Kathy	ENGL101 IE61	Adjunct	N/A	0.00	5/29/13 - 7/23/13
Lovelace-Ross, Kristin	MATH200 IE61	Adjunct	N/A	3,060.00	5/29/13 - 7/23/13
McCabe, Lindsey	ENGL100 AL2	Adjunct	N/A	2,670.00	5/29/13 - 8/02/13
Morris, Kathy	ART 106 M15	Adjunct	N/A	3,815.00	5/29/13 - 6/28/13
Morris, Kathy	Independent Study ART 290-M49	Adjunct	N/A	441.00	5/29/13 - 8/02/13
Parks, Paul	ART 102 M15	Adjunct	N/A	0.00	5/29/13 - 6/28/13
Perkins, Donald	Independent Study COMM 230-M49	Adjunct	N/A	441.00	5/29/13 - 8/02/13
Richards, David	BUAD201 M16 M25 POSC103 AL1	Adjunct	N/A	9,810.00	5/29/13 - 8/02/13
Rogala, Matthew	MATH090 M15	Adjunct	N/A	0.00	5/29/13 - 6/28/13
Rosekrans, Linda	ENGL100 AL1	Adjunct	N/A	3,270.00	5/29/13 - 8/02/13
Ross, Ronald	BUAD106 M15 108 M15 215 M25	Adjunct	N/A	8,550.00	5/29/13 - 8/02/13
Rukavena, Peter	BUAD204 M15 BUAD215 ME58	Adjunct	N/A	6,120.00	5/29/13 - 6/28/13
Sabol, Zenta	ACCT101 M15	Adjunct	N/A	4,360.00	5/29/13 - 6/28/13
Savoie, Raymond	ENGL101 M17 ENGL100 M20	Adjunct	N/A	6,120.00	5/29/13 - 8/02/13
Schettino, Joseph	PHSC105 M25 PHSC104 M15	Adjunct	N/A	9,810.00	5/29/13 - 8/02/13
Schultz, Shirley	SOCI101 M15	Adjunct	N/A	3,270.00	5/29/13 - 6/28/13
Scott, Lory	BIOL104 M15	Adjunct	N/A	4,987.50	5/29/13 - 6/28/13
Sewell, Patrick	ENVS102 M15	Adjunct	N/A	2,670.00	5/29/13 - 6/28/13
Seyfried, Matthew	ENGL204 AL2 ENGL204 AL1	Adjunct	N/A	6,540.00	5/29/13 - 8/02/13



May 2013 continued

Seyfried, Matthew	Additional students in ENL 204-AL1	Adjunct	N/A	100.00	5/29/13 - 8/02/13
Sheehan, John	GEOG120 M15 M25 HSTY110 AL1	Adjunct	N/A	9,180.00	5/29/13 - 8/02/13
Sinclair, Lorraine	ENGL100 M16 ENGL101 M15	Adjunct	N/A	6,120.00	5/29/13 - 8/02/13
Sloan, Cindy	SOCI101 AL1 SOCI101 ME58	Adjunct	N/A	6,120.00	5/29/13 - 7/23/13
Snyder, Stephen	BIOL101 HY1	Adjunct	N/A	0.00	5/29/13 - 6/28/13
Souchet, Theresa	ESL 103 M19	Adjunct	N/A	7,120.00	5/29/13 - 8/02/13
Stone, Kathryn	ENGL101 M16 M18 ENGL101 M16	Adjunct	N/A	8,010.00	5/29/13 - 8/02/13
Strauf, Dale	HLTH126 M15	Adjunct	N/A	0.00	5/29/13 - 6/28/13
Svensson, John	Independent Study HRMG 201-M49	Adjunct	N/A	441.00	5/29/13 - 8/02/13
Tackill, Sherry	ESL 103 M15	Adjunct	N/A	7,600.00	5/29/13 - 8/02/13
Tkachuck, Richard	BIOL101 M15	Adjunct	N/A	3,815.00	5/29/13 - 6/28/13
Underwood, Rehema	PSYC205 AL1	Adjunct	N/A	3,060.00	5/29/13 - 7/23/13
Waffner, Marcia	Independent Study HRMG 205-M49	Adjunct	N/A	441.00	5/29/13 - 8/02/13
Watts, Andrew	COMM210 M15	Adjunct	N/A	3,115.00	5/29/13 - 6/28/13
Westlake, Winfield	GEOG120 ME58	Adjunct	N/A	3,270.00	5/29/13 - 7/23/13
Whitecraft, Michele	CHEM101 M25 CHEM101 M15	Adjunct	N/A	9,810.00	5/29/13 - 8/02/13
Williams, Diane	BIOL105 M25 132 M25 ASTR101 AL1 AL2	Adjunct	N/A	17,985.00	5/29/13 - 8/02/13
Yantz, Patricia	ENGL102 AL1 AL2 ENGL103 AL1	Adjunct	N/A	9,810.00	5/29/13 - 6/28/13
Zaman, Hanan	ESL 101 M15	Adjunct	N/A	6,680.00	5/29/13 - 8/02/13

June 2013

Loop, Jill	ENGL100 M15 M17 M18	Adjunct	N/A	7,515.00	6/03/13 - 8/02/13
Stipetic, Korana	BIOL131 M15	Adjunct	N/A	2,031.87	6/05/13 - 6/18/13
McPherson, MaryLu	ID & Report Child/Maltreatment workshop	Adjunct	N/A	185.00	6/6/13
Clay, Merryn	Summer Intensive ESL Institute	Adjunct	N/A	3,817.60	6/11/13 - 7/11/13
Dizzia, Ellen	Summer Intensive ESL Institute	Adjunct	N/A	3,340.40	6/11/13 - 7/11/13
Evans, Christine	Summer Intensive ESL Institute	Adjunct	N/A	3,817.60	6/11/13 - 7/11/13
Kim, Ahyoung (Alicia)	Summer Intensive ESL Institute	Adjunct	N/A	1,398.65	6/11/13 - 7/11/13
Need, Barbara	Summer Intensive ESL Institute	Adjunct	N/A	2,415.85	6/11/13 - 7/11/13
vander Veur, Shirley	Summer Intensive ESL Institute	Adjunct	N/A	4,068.80	6/11/13 - 7/11/13
Waffner, Marcia	Farm to Bistro Project	Adjunct	N/A	2,670.00	6/15/13 - 8/15/13
Almann, Nancy	BIOL 131-M15 Coverage for faculty member	Adjunct	N/A	250.70	6/20/13

July 2013

Andrews, Patricia	PSYC103 M25	Adjunct	N/A	3,270.00	7/01/13 - 8/02/13
Arnold, Melanie	COMM110 M25	Adjunct	N/A	1,108.65	7/01/13 - 8/02/13
Bonetti, Rodolfo	CONT107 M25	Adjunct	N/A	2,850.00	7/01/13 - 8/02/13
Carr, Kyle	COMM112 M25 COMM245 M25	Adjunct	N/A	3,958.65	7/01/13 - 8/02/13
Cowan, Richard	MATH202 M25	Adjunct	N/A	4,360.00	7/01/13 - 8/02/13
Darling, Jr. Robert	Buildings and Grounds	Cleaner	B	*33,733.60	7/01/13
Edgecomb, Patricia	CAPS131 AL1	Adjunct	N/A	1,190.34	7/01/13 - 8/02/13
Galezo, David	PHIL101 AL1 PHIL201 AL1	Adjunct	N/A	6,540.00	7/01/13 - 8/02/13
Gilbert, Mary	ENGL102 AL3	Adjunct	N/A	3,270.00	7/01/13 - 8/02/13
Jones, Paula	BIOL101 M25	Adjunct	N/A	3,570.00	7/01/13 - 8/02/13
Lipa, Thomas	HLTH208 AL1	Adjunct	N/A	3,270.00	7/01/13 - 8/02/13
Marie, Jill	ENGL103 M25	Adjunct	N/A	3,270.00	7/01/13 - 8/02/13
Pitcher, David	BUAD111 M25	Adjunct	N/A	3,060.00	7/01/13 - 8/02/13
Pospisil, Pamela	MATH200 M25	Adjunct	N/A	3,060.00	7/01/13 - 8/02/13
Quick, Raymond	BUAD103 AL1	Adjunct	N/A	3,270.00	7/01/13 - 8/02/13
Squires, Daniel	HLTH126 M25	Adjunct	N/A	950.00	7/01/13 - 8/02/13

\*Annual salary to be prorated

Appt of Personnel July 2013

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

July 9, 2013

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Thomas Keane	August 30, 2013	Retirement
Robin Slocum	October 9, 2013	Retirement

FACULTY STUDENT ASSOCIATION

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2013-2014-6**

**2013-2014 DUPLICATING PAPER BID AWARD**

**WHEREAS**, Tompkins Cortland Community College requires the purchase of duplicating paper, and

**WHEREAS**, the College has complied with General Municipal Law Section 103 and solicited sealed bids for duplicating paper, and

**WHEREAS**, Hummel's Office Supply Company of Mohawk, New York, and Lindenmeyr Munroe Company of Rochester, New York provided the lowest pricing in the total amount of \$22,585.70; be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby awards the 2013-2014 Duplicating Paper Bid to Hummel's Office Supply Company in the amount not to exceed \$20,075.00, and to Lindenmeyr Munroe Company in an amount not to exceed \$2,510.70.

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 18<sup>th</sup> day of July 2013, and the same is a complete copy of the whole of such resolution.

**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

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 18<sup>th</sup> day of July 2013.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**To: Blixxy Taetzsch**

**From: Kevin Caveney**

**Date: July 1, 2013**

**Re: Duplicating Paper Bid**

In consultation with Dan Paolangeli, Duplicating and Print Department Supervisor, we are recommending the award of the Bid for Duplicating Paper for 2013-2014 to Hummel's Office Supply Company of Mohawk, New York in the amount of \$20,075.00 (Item #1)\*, and to Lindenmeyr Munroe Company of Rochester, New York in the amount of \$2,510.70 (Items #2 through 7)\*.

The bid was advertised in The Ithaca Journal and The Cortland Standard, and posted on the College's website. Bid documents were sent to four vendors. Three bids were received. The above vendors provided the best overall pricing.

\*A summary of the bids is attached.

Paper Bid Summary 2013-14

Thursday, June 27, 2013

2:00 PM

	Vendor	Staples, Rochester, NY	Lindenmeyer Munroe, Rochester, NY	WB Mason, Syracuse, NY	Hummel's, Mohawk, NY
ITEM #					
1	550 cases (5000 sheets each case) White Copy Paper 8.5 x 11, 20lb. 100% recycled __\$_____	No Bid	\$21,312.50	\$21,554.50	<b>\$20,075.00</b>
2	5 cases (1250 sheets each case) Hammermill or Mohawk Digital Color Copy 60lb.cover 11x17 (No Substitutions) __\$_____	No Bid	<b>\$290.50</b>	\$319.75	\$350.00
3	5 cases (1250 sheets each case) Hammermill or Mohawk Digital Color Copy 60lb. cover 12x18 (No Substitutions) __\$_____	No Bid	<b>\$335.50</b>	\$369.75	\$400.00
4	10 cases (1000 sheets each case) Hammermill or Mohawk Digital Color Copy 80lb. cover 12x18 (No Substitutions) __\$_____	No Bid	<b>\$716.50</b>	\$798.80	\$840.00
5	8 cases (2000 sheets each case) Hammermill or Mohawk Digital Color Copy 28lb. text 11x17 (No Substitutions) __\$_____	No Bid	<b>\$493.20</b>	\$519.04	\$544.00
6	5 cases (1500 sheets each case) Hammermill or Mohawk Digital Color Copy Gloss pure white 100 text 11x17 (No Substitutions) __\$_____	No Bid	<b>\$352.75</b>	\$493.75	\$405.00
7	5 cases (1500 sheets each case) Hammermill or Mohawk Digital Color Copy Gloss pure white 100 cover 8.5 x 11 (No Substitutions) __\$_____	No Bid	<b>\$322.25</b>	\$383.75	\$390.00
	<b>TOTAL BID (*Phased delivery) \$-----</b>	No Bid	\$23,823.20	\$24,439.34	\$23,004.00
	Non-Collusion Statement				

NOTES

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2013-2014-5**

**2013-2014 TRASH/WASTE REMOVAL SERVICES BID AWARD**

**WHEREAS**, Tompkins Cortland Community College requires Trash/Waste Removal Services, and

**WHEREAS**, the College has complied with General Municipal Law Section 103 and solicited sealed bids for Trash/Waste Removal Services, and

**WHEREAS**, Casella Waste Services of Newfield, New York provided the lowest overall bid in the amount of \$15,300.00; be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby awards the 2013-2014 Trash/Waste Removal Services Bid to Casella Waste Services in an amount not to exceed \$15,300.00.

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 18<sup>th</sup> day of July 2013, and the same is a complete copy of the whole of such resolution.

**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

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 18<sup>th</sup> day of July 2013.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**To: Blixy Taetzsch**

**From: Kevin Caveney**

**Date: July 1, 2013**

**Re: Trash/Waste Removal Services Bid**

In consultation with Facilities Director, James Turner, we are recommending the award of the Bid for Trash/Waste Removal Services for 2013-2014, to Casella Waste Services of Newfield, New York for the estimated amount of \$15,300.00. This bid request included the option to extend the services through 2014-15, for which Casella has bid the same amount with no increases.

Casella was the lowest overall bidder.

The bid was advertised in The Ithaca Journal and The Cortland Standard, and listed on the Purchasing link of the TC3 Website. Bid documents were sent to four vendors. Two bids were returned. One vendor stated that they could not provide the required frequency of service in our area at this time. The other did not respond. A summary of the bids is attached.

Bid Sheet for Waste Removal Services

June 28, 2013 2:00 PM

Vendor	Casella	Feher	Waste Management	Doug's Trash Removal
Three 6 Yd Trash Containers emptied each weekday				
9/1/13-8/31/14 \$ Per Week	\$287.50	\$457.50	No Bid	No Bid
*9/1/14-8/31/15 \$ Per Week	\$287.50	\$457.50	No Bid	No Bid
9/1/13-8/31/14 \$ Per Year	\$13,800.00	\$23,790.00	No Bid	No Bid
*9/1/14-8/31/15 \$ Per Year	\$13,800.00	\$23,790.00	No Bid	No Bid
Five 95-Gal. Toters for Plastic/Glass/Metal Recycling emptied once per week				
9/1/13-8/31/14 \$ Per Week	\$11.75	\$15.00	No Bid	No Bid
*9/1/14-8/31/15 \$ Per Week	\$11.75	\$15.00	No Bid	No Bid
9/1/13-8/31/14 \$ Per Year	\$564.00	\$780.00	No Bid	No Bid
*9/1/14-8/31/15 \$ Per Year	\$564.00	\$780.00	No Bid	No Bid
Two 8 Yd Containers for Cardboard/Paper Recycling emptied once per week				
9/1/13-8/31/14 \$ Per Week	\$19.50	\$375.00	No Bid	No Bid
*9/1/14-8/31/15 \$ Per Week	\$19.50	\$375.00	No Bid	No Bid
9/1/13-8/31/14 \$ Per Year	\$936.00	\$19,500.00	No Bid	No Bid
*9/1/14-8/31/15 \$ Per Year	\$936.00	\$19,500.00	No Bid	No Bid
Additional Environmental/Fuel Costs/Fees	None			
Estimated Totals for Fiscal Years 2013-14	<b>\$15,300.00</b>	<b>\$44,070.00</b>	No Bid	No Bid
Estimated Totals for Fiscal Years 2014-15	<b>\$15,300.00</b>	<b>\$44,070.00</b>	No Bid	No Bid
Other Additional Charges (Overflow, <b>extra pick up</b> )	\$87.00			
	\$18.00			
	\$30.00			
Non-Collusion Statement				

Notes



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2013-2014- 7**

**2013 LED LIGHTING FIXTURES BID AWARD**

**WHEREAS**, Tompkins Cortland Community College requires the purchase of LED Lighting Fixtures, and

**WHEREAS**, the College has complied with General Municipal Law Section 103 and solicited sealed bids for LED Lighting Fixtures, and

**WHEREAS**, Cortland Wholesale Electric of Cortland, New York, provided the lowest pricing in the total amount of \$33,121.66; be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby awards the Bid for LED Lighting Fixtures to Cortland Wholesale Electric in an amount not to exceed \$33,121.66.

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 18<sup>th</sup> day of July 2013, and the same is a complete copy of the whole of such resolution.

**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

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 18<sup>th</sup> day of July 2013.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**To: Blixy Taetzsch**

**From: Kevin Caveney**

**Date: July 8, 2013**

**Re: LED Lighting Fixtures Bid**

In consultation with Director of Facilities, James Turner, we are recommending the award of the Bid for LED Lighting Fixtures, to Cortland Wholesale Electric of Cortland, New York, in the amount of \$33,121.66.

Per James Turner, NYSERDA will provide a rebate to the college in the amount of \$30,000 for this project, resulting in an actual cost to the college of \$3,121.66.

The bid was advertised in The Ithaca Journal and The Cortland Standard, and posted on the College's website. Bid documents were sent to three local vendors. Two bids were received. Cortland Wholesale Electric provided the best overall pricing.

A summary of the bids is attached.

LED Lighting Fixtures Bid  
 July 8, 2013 2:00 PM

<b>Vendor</b>	Cortland Wholesale Electric	Skyline Electric	Fingerlakes Electric			
Bid Amount	\$33,121.66	No Bid	\$35,940.00			
Non-Collusive Cert.	Yes	No Bid	Yes			
Corporate Resolution	Yes	No Bid	Yes			



## TOMPKINS CORTLAND COMMUNITY COLLEGE

**POSITION TITLE**

Assistant Director of Admissions -  
Transfer Coordinator

**GRADE**

3

**PAGE**

1 of 2

**ORGANIZATIONAL UNIT**

Operations and Enrollment  
Management

**REPORT TO**

Director of Admissions

**APPROVED BY**

Board of Trustees

**SUMMARY**

Responsible for the initial assessment of applicants' credentials, making acceptance decisions and providing initial academic advisement. Advises students, parents, faculty, staff and community groups regarding admission. Responsible for the review and evaluation of all incoming transfer student applications and potential transfer credit. Assists with the development and implementation of the high school recruiting plan, working with school counselors to identify and recruit traditional first-time students to the programs of the College.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Conducts initial assessment of applicants' credentials, makes acceptance decisions, and provides initial academic advisement for new, transfer, and reinstated students.
2. Provides information to applicants regarding admission criteria, academic programs, financial aid, transfer, career opportunities, and student services.
3. Responsible for overseeing and reviewing all of the incoming transfer applications to the College. Works with Campus Technology to ensure appropriate systems and procedures are in place to effectively manage the transfer application process.
4. Responsible for the evaluation of transfer credits from college transcripts submitted by prospective students looking to transfer to TC3. This includes transcripts from domestic, international, global and military institutions as well as online universities, including credits for foreign, military, academy (police), Advanced Placement, IB, Experiential, ACE and CLEP exams.
5. When necessary, conducts a review of the accreditation of individual colleges (both private and public), technical schools, community colleges, and universities.
6. Collaborates with Academic Records to conduct a thorough review of each college course submitted for transfer that is not currently in the transfer policy.
7. Oversees and trains the admissions ambassadors, who are responsible for giving campus tours to prospective students and their families and performing day-to-day jobs within the office.
8. Responsible for developing and maintaining effective relationships with high school counselors to facilitate the admission of students within a specified region.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Assistant Director of Admissions -  
Transfer Coordinator

**GRADE**

3

**PAGE**

2 of 2

**ORGANIZATIONAL UNIT**

Operations and Enrollment  
Management

**REPORT TO**

Director of Admissions

**APPROVED BY**

Board of Trustees

9. Works with high school counselors to identify and recruit traditional students to the College and is responsible for interviewing and advising students and parents regarding the criteria for admission. Assists in the recruitment of nontraditional students.
10. Represents the College to individuals and groups that influence prospective students, including business, industry, parents, high school athletic directors, coaches, guidance counselors, and other appropriate groups.
11. Assures the effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivation, evaluation, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Employment Affirmative Action Laws, other applicable laws, regulations, and collective bargaining agreements.
12. Serves on various college committees and performs other duties as assigned.

**SUPERVISION**

Types Supervised (check each category):

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

Indicate number of direct reports in each category:

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

**MINIMUM QUALIFICATIONS**

Bachelor's Degree and 2 years of related experience.

**PHYSICAL SKILLS AND ABILITIES**

This position requires evening and weekend work as well as extensive travel often requiring overnight stays.



## TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Assistant Director Financial Aid - Campus Student Employment Coordinator	2	1 of 2
<u>ORGANIZATIONAL UNIT</u>	<u>REPORT TO</u>	<u>APPROVED BY</u>
Operations and Enrollment Management	Director of Financial Aid	Board of Trustees

### SUMMARY

Responsible for counseling, packaging, and meeting with students, parents, faculty, and community groups. Responsible for the Campus Student Employment program and Federal Direct Student Loan program processing. Works closely with Campus Technology in the administration of the Student Employment Program. Coordinates Third Party benefits with other financial aid awards.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Advises and counsels students and parents, faculty, staff and community groups regarding financial aid options, planning, eligibility standards and forms completion in a variety of internal and outreach activities.
2. Responsible for determining and updating the financial status of students, analyzes the financial status of a student and /or family to determine eligibility for financial aid. Develops a financial aid package to meet the needs of the individual student within available resources.
3. Responsible for administering all student employment on campus, both Federal and College funded. Ensures compliance with federal and state requirements for employment.
4. Maintains student employment database, working closely with outside service provider and Campus Technology.
5. Develops and maintains relationships with off campus Workstudy student employers to develop and promote jobs for students.
6. Trains college staff and students in the use of the student employment software.
7. Responsible for Federal Direct Student Loan processing. Maintains quality controls to ensure the accuracy and timeliness of student loan awards.
8. Responsible for coordination of benefits with Third Party grants and scholarships; ensures students are not overawarded.
9. Develops and maintains documentation of policy and procedure for the Campus Student Employment and Federal Direct Loan programs.
10. Compiles data for Director's use in preparation of applications and reports under Title IV regulations.



**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Assistant Director Financial Aid -  
Campus Student Employment Coordinator

**GRADE**

2

**PAGE**

2 of 2

**ORGANIZATIONAL UNIT**

Operations and Enrollment  
Management

**REPORT TO**

Director of Financial Aid

**APPROVED BY**

Board of Trustees

11. Develops and provides financial aid presentations to the campus and public as requested.
12. Assures the effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivation, evaluation, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Employment Affirmative Action Laws, other applicable laws, regulations, and collective bargaining agreements.
13. Serves on various college committees and performs other duties as assigned.

**SUPERVISION**

Types Supervised (check each category):

Classified Staff  
Administrative  
Faculty  
Adjunct faculty, students, etc .

Indicate number in each category:

\_\_\_ # of Classified Staff  
\_\_\_ # of Administrative  
\_\_\_ # of Faculty  
\_\_\_ # of Adj. faculty, students, etc.

**MINIMUM QUALIFICATIONS**

Bachelor's degree and a minimum of 2 years of experience administering financial aid.

Must not be in default on any federal student or parent loan.

Must not be convicted of, or have entered an Alford Plea or plea of nolo contendere or guilty to, a crime involving the acquisition, use, or expenditure of federal, state, or local government funds, -or- be administratively or judicially determined to have committed fraud or any other material violation of law involving federal, state, or local government funds.



## TOMPKINS CORTLAND COMMUNITY COLLEGE

**POSITION TITLE**

Assistant Director Financial Aid -  
Veteran's Benefits Certifying Officer

**GRADE**

2

**PAGE**

1 of 2

**ORGANIZATIONAL UNIT**

Operations and Enrollment  
Management

**REPORT TO**

Director of Financial Aid

**APPROVED BY**

Board of Trustees

**SUMMARY**

Responsible for counseling, packaging, verifications, and meeting with students, parents, faculty, and community groups. Responsible for all Veteran benefit certifications and the development of policies and procedures to meet student needs and ensure compliance with state and federal regulatory initiatives. Responsible for Student Loan Default Management programming to include monitoring, developing programming, and communicating to students and staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Advises and counsels students and parents, faculty, staff and community groups regarding financial aid options, planning, eligibility standards and forms completion in a variety of internal and outreach activities.
2. Responsible for determining and updating the financial status of students, analyzes the financial status of a student and /or family to determine eligibility for financial aid. Develops a financial aid package to meet the needs of the individual student within available resources.
3. Advises student veterans on which Veteran chapters they qualify for and helps them determine the best benefit for their educational plans.
4. Administers all chapters of Veteran's benefits to students and coordinates with other College functions and personnel. Serves as the compliance officer for all veteran certifications.
5. Manages the Student Loan Default Management plan, including working with outside vendors, delinquent student loan borrowers, and financial literacy initiatives. Assists with campus wide default management efforts, including the development of procedures to identify at risk students.
6. Responsible for federally required verification of federal processor selected applications for financial aid.
7. Maintains electronic policies and procedures manual as it pertains to veteran's benefits. Reviews and updates forms and procedures to comply with changing laws and regulations and maintains updated information on the web or other forms of communication to students regarding veteran's benefits.
8. Compiles data for the Director's use in preparation of applications for funds under Title IV and prepares periodic reports required by the College, state and federal agencies.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Assistant Director Financial Aid -  
Veteran's Benefits Certifying Officer

**GRADE**

2

**PAGE**

2 of 2

**ORGANIZATIONAL UNIT**

Operations and Enrollment  
Management

**REPORT TO**

Director of Financial Aid

**APPROVED BY**

Board of Trustees

9. Assures the effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivation, evaluation, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Employment Affirmative Action Laws, other applicable laws, regulations, and collective bargaining agreements.
10. Serves on various college committees and performs other duties as assigned.

**SUPERVISION**

Types Supervised (check each category):

Classified Staff  
Administrative  
Faculty  
Adjunct faculty, students, etc .

Indicate number in each category:

\_\_\_ # of Classified Staff  
\_\_\_ # of Administrative  
\_\_\_ # of Faculty  
\_\_\_ # of Adj. faculty, students, etc.

**MINIMUM QUALIFICATIONS**

Bachelor's degree and a minimum of 2 years of experience administering financial aid.

Must not be in default on any federal student or parent loan.

Must not be convicted of, or have entered an Alford Plea or plea of nolo contendere or guilty to, a crime involving the acquisition, use, or expenditure of federal, state, or local government funds, -or- be administratively or judicially determined to have committed fraud or any other material violation of law involving federal, state, or local government funds.

**PREFERRED QUALIFICATIONS**

Veteran of the United States armed services. Experience certifying Veterans' benefits.