



## **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, FEBRUARY 20, 2014**  
**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 – January 16, 2014
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 – Degree Works – Carl Penziul
  - b. Organizational Capacity – Farm to Bistro Update – Blixy Taetzsch
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
  - b. Professional Development Report
  
12. Consent Agenda (Action Items):
  - a. Appointment of Personnel
  - b. Capital Payments
  - c. Treasurer's Report – December 31, 2013
  - d. Treasurer's Report – January 30, 2014
  - e. Approval of Position Description – Director of Strategic Corporate and Community Partnerships
  - f. Disposal of Surplus Property
  
13. Standing Reports:
  - a. College Forum – Corrina Struzick
  - b. Faculty Student Association – Walter Poland
  - c. Tompkins Cortland Community College Foundation, Inc. – Ray Dalton
  - d. Chairperson's Report – Elizabeth Burns
  - e. Liaison Report (Cortland County) – Kevin Whitney
  - f. Liaison Report (Tompkins County) – Michael Lane
  - g. Student Trustee's Report – Cheyenne Gorton
  - h. President's Report
  
14. Upcoming Events:
  - a. Mid-winter Day – February 28, 2014
  - b. SUNY Community College Day – March 5, 2014
  - c. Next Meeting – March 20, 2014
  
15. Executive Session (to discuss a personnel issue – no action to be taken)
  
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  
JANUARY 16, 2014  
RONALD W. SPACE BOARD ROOM**

PRESENT: Roxann Buck, Elizabeth Burns, Ray Dalton, Judy Davison, Cheyenne Gorton, Arthur Kuckes, Matt McSherry, and Raymond Schlather

ABSENT: John Daniels, Dammi Herath

COUNTY

LIAISONS: Mike Lane

STAFF: John Conners, Susan Dewey, Cathy Northrop, Walter Poland, Melissa Schmidt, Corrina Struzick, Blixey Taetzsch, Amy Trueman, Peter Voorhees, and Khaki Wunderlich

GUESTS: Matt Leader, *The Cortland Standard*; Jerry Mickelson and Colleen Stannard of Ciaschi, Dietershagen, Little, Mickelson & Company

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 mentioned that President Haynes is ill and not able to attend and Provost Conners will fill in for President Haynes at this meeting.
4. **Approval of Agenda:** Ms. Buck moved that the agenda be approved as presented; seconded by Mr. Schlather; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes** – Mr. McSherry moved that the minutes of the December 5, 2013, Board of Trustees' 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):**
  - a. **2012-2013 Audit** – Mr. Mickelson presented the audit report. He stated that the primary responsibility of his firm is to render an opinion and the college's responsibility is to have an internal control structure with appropriate levels of

checks and balances and the separation of duties and responsibilities of those in the financial office. The College received an unqualified opinion on financial statements and there were no instances of non-compliance, no material weaknesses, no significant deficiencies, and no comments. He said that this is a credit to the financial aid office and its leadership. Mr. Schlather stated it is a great audit and a pleasure sitting on this Board and getting these good results. He asked if there is anything that the College could do to streamline the audit and make it easier. Mr. Mickelson said there are planning meetings prior to the audits to set out time parameters and to coordinate the federal financial student aid cluster testing during the audit. Mr. Lane asked if there are any significant legal claims or liabilities that we should be concerned with. Mr. Mickelson said that there is nothing that needed disclosure. Mr. Schlather thanked our administration and our staff and said how the Board very much appreciates the great employees.

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

**a. Student Success – None.**

**b. Organizational Capacity – Faculty Council of Community Colleges –**

Provost Connors introduced Dr. Melissa Schmidt, Professor of Nursing, one of the two representatives to the Faculty Council of Community Colleges. Tina Stavenhagen-Helgren, Professor of Sociology, is the College's alternate delegate to the FCCC. Dr. Schmidt said the FCCC meets every fall and spring for a couple of days and both she and Professor Stavenhagen-Helgren attend. There is also a listserv that is used for sharing information/updates between meetings. The delegates share perspectives from the different campuses. The FCCC is the official agency through which faculty can engage with the governance of SUNY. The FCCC focuses on the mission of community colleges and views community colleges as democracy's colleges. As a faculty governance group, their priorities are determined by the principles of academic excellence, academic freedom, and sound shared governance practices. The charge to the group is to focus on matters relating to faculty, students, and system wide policy. The group is made up of faculty from all disciplines from all across the system. Provost Connors said that Dr. Schmidt is invaluable at faculty meetings by providing the FCCC perspective. Mr. Schlather asked for an example of an issue that has gone before the FCCC. Dr. Schmidt said that the timetable on implementing seamless transfer is one issue and having a unified front in responding to issues such as this can make a difference. The SUNY Board of Trustees does take into account the input from the FCCC when there is an issue that is academic in nature. Mr. Kuckes asked for information on seamless transfer. Seamless transfer is the ability for every student who graduates from a community college to transfer to any 4-year institution with all of their community college credits accepted, so our students will be able to transfer into the 4-year with full Jr. status. SUNY is trying to improve that process. The chair of the FCCC sits as a non-voting member on the SUNY Board of Trustees.

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

- a. Provost and Vice President of the College** – Provost Connors spoke to his written report. He spoke in more detail about enrollment. The budgeted enrollment deficit is approximately 3%. Dean Taetzsch said the community colleges do communicate with each other to analyze what is happening with enrollment across the state. She also mentioned that while Dean Wunderlich was working with current data, she noticed that the dollar amount of parent loans we issued went down 35% in one year. Mr. Kuckes asked if there has been any indication of the impact the Farm to Bistro initiative might have on enrollment. Dean Taetzsch said that the inquiries in the Culinary and Sustainable Farming programs are significant. There is a lot of interest, and she thinks this will have a positive impact on enrollment for the fall semester.
- b. Vice President for Global Initiatives** – Vice President Poland spoke to his written report. He also mentioned that TC3 applied to the Fulbright Visiting Scholars Program and passed the first hurdle in terms of review of the proposal. Our proposal has been moved on to the final review process. We have high hopes that Dr. Jorge Orejuela, internationally known ecologist from UAO in Cali, Colombia, if funded by Fulbright commission, will spend a semester with us next fall. This will be the first visiting scholar we have hosted. Up to this point it has mostly been 4-year universities that get involved in the Fulbright Scholar Programs.

**11. Information Items:**

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

**12. Consent Agenda (Action Items):** Highlights of the Consent Agenda were discussed during the meeting. Ms. Davison moved that the Consent Agenda be approved; seconded by Mr. Schlather; carried unanimously.

- a. Capital Payments** – No discussion.
- b. Treasurer's Report – October 31, 2013** – No discussion.
- c. Treasurer's Report – November 30, 2013** – No discussion.
- d. Appointment of Personnel** – No discussion.
- e. 2012-2013 Audit** – Discussed during the presentation at the beginning of the meeting.

**13. Standing Reports:**

- a. College Forum** – Corrina Struzick, Chair of the College Forum, said there is no report, as the group has not held its first meeting of the semester.
- b. Faculty Student Association** – No report.
- c. Tompkins Cortland Community College Foundation, Inc.** – Dr. Dalton reported that as of September 1, 2013, \$76,989 has been contributed to the

Foundation, excluding Mr. Arthur Kuckes' generous gift of \$2,000,000 designated to the Farm to Bistro project. The Investment Committee is scheduled to meet on January 23 and the Stewardship Committee is due to meet on February 14. The Spring Scholarship Ceremony will be held on Friday, March 14. There will be a meeting on January 28 to seek approvals on everything to implement the Farm to Bistro project.

- d. **Chairperson's Report** – No report.
  - e. **Liaison Report (Cortland County)** – Mr. Pace is no longer on the Legislature. Chairperson Burns will contact Susan Briggs, newly elected Chair of the Cortland County Legislature, for a liaison for our Board.
  - f. **Liaison Report (Tompkins County)** – Mr. Lane reported that he is the new Chair of the Tompkins County Legislature. Jim Dennis is the Vice Chair. They are in the process of reorganizing the committees. He mentioned that they are concerned about the Ithaca airport and were glad to learn that there should be funding for the tower. He said they are very concerned about the proposal in Governor Cuomo's budget having to do with real property taxes and the cap. At the present time, they estimate that 78% of real property taxes in Tompkins County pay the cost of unfunded state mandates and 22% to discretionary state spending. He said that if the county doesn't maintain the tax cap the first year, then the proposed rebate to the property tax payers will not happen. The second year, the proposed rebate to the property tax payers will not happen either and there will be efforts toward consolidation. If the county does not maintain the tax cap for a third (or more) year, they don't know what would be proposed.
  - g. **Student Trustee's Report** – No report.
  - h. **President's Report** – Provost Connors thanked Mr. Kuckes for his donation for the Farm to Bistro initiative.
14. **Board Dialogue – Marketing/Recruitment Strategies** – Bryan Chambala, College Editor; Bob Edgecomb, Web Communications Manager; and Sandy Drumluk, Director of Admissions joined the meeting for this topic. They spoke to marketing and recruitment strategies – How we promote the College; Assessment & Tracking; Engagement; and Admissions Recruiting Practices. The College recruits outside of our sponsoring counties because of our residence halls and the College does get out of county chargebacks for students outside Tompkins and Cortland Counties. There was concern about the lower numbers of students attending from Ithaca and it was mentioned that the College has been working to build better relationships with students from Ithaca. We recently entered into an agreement with WSYR television in Syracuse who will be placing a weather camera on our building. WSYR will have one of these cameras in each region that they cover and we will be the camera for the Tompkins County region. We have talked with Time Warner and YNN about advertising and it is still a little expensive. We are talking with YNN

about 10-second lead-ins for the weather as an option. Some of the initiatives with CollegeNow include concurrent enrollment visit days, instant admit days, and group visits to campus. We may be looking at using an external source to provide us with information/expertise with marketing via social media. Mr. Drumluk mentioned that we provide a lot of targeted presentations at BOCES and we have a strong connection with business and industry and opportunities for their employees at TC3. We work closely with local workforce investment boards, as well.

**15. Upcoming Events** – No discussion.

**16. Adjournment:** Ms. Davison moved that the meeting be adjourned; seconded by Mr. Schlather; carried unanimously. The meeting adjourned at 7:28 p.m.

Respectfully submitted,

Cathy A. Northrop  
Clerk of the Board of Trustees

TO: Board of Trustees  
FROM: John R. Conners  
DATE: February 10, 2014  
SUBJECT: February Report

NCLEX results – One more indicator of the successful work of our Nursing faculty is the performance of our students on the NCLEX exam. In 2013, the national pass rate was 83.04%, while for New York State it was 78.14%. The performance of recent TC3 graduates was significantly higher, as 89.47% passed the exam. While this is only one indicator of quality among many, since passing the NCLEX is a requirement for entry into the profession it is a very significant one.

Extension of Kaleidoscope initiative – In late Fall 2013, the College and the Faculty Association signed a Memorandum of Agreement that set forth the obligations of those faculty members who will adopt Open Educational Resources (OER) methods in their classes and the compensation for engaging in this creative work. It is important to note that this compensation will not represent an additional budgetary expense, as it will be equivalent to the reimbursement for internet expenses eliminated from the current contract. Furthermore, three of our faculty members – Larry Chase, Kevin Haverlock, and Marsha Powell – are collaborating with colleagues at partner institutions in the creation of new courses in the Kaleidoscope program; their compensation is supplied by funding provided to the College by the grant.

Seamless Transfer update – In November 2013, SUNY's Interim Provost agreed that full implementation of the Seamless Transfer Policy would be deferred to Fall 2015. Thus implementation of the major provisions of the policy – a reduction of all associate degree programs to no more than 64 credits (unless a waiver is granted); the requirement that all A.A. and A.S. programs include 30 credits of general education courses in at least seven disciplines; and the establishment of transfer paths, a series of courses in the discipline into which a student may transfer – will not be as hurried as it might have been. Many of our faculty members are participating in transfer path discussions with a view toward having the specific needs of our students considered as final determinations are made.

Faculty early retirements – The deadline for Faculty Association members to take advantage of the current contract's special retirement incentive is in mid-February. A number of our colleagues have already decided to take advantage of the offer, with several others giving it consideration. Though the loss of talent and experience will be considerable, as it has every time such an offer has been made available, the changes will provide us with an opportunity to make strategic hiring decisions that will shape the faculty for decades to come. Once we have greater clarity, I will discuss with you in more detail the challenges and opportunities we will face in reshaping the full-time faculty.



TOMPKINS CORTLAND COMMUNITY COLLEGE  
Human Resources Updates - Status of Open Positions  
as of February 12, 2014

**UNCLASSIFIED STAFF**

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Director of Financial Aid	April 2014	November 2013	December 2, 2013	On-campus interviews
Associate Director of CollegeNow	April 2014	December 2013	January 14, 2014	Reviewing applications

**CLASSIFIED STAFF**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Enrollment Services Specialist FT, Perm.	Enrollment Services	February 2014	Reviewing applications

**FACULTY STUDENT ASSOCIATION**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Substitute Teacher, PT, Temp.	Child Care Center	As needed basis	Continuous recruitment
Residence Director	Residence Life	January 2014	Offer in process
Assistant Coach, Men's Baseball	Athletics	Spring 2014	Hired Anthony Siracusa 2/3/14
Assistant Coach, Men's Lacrosse	Athletics	Spring 2014	Matthew Dugan 2/3/14

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of February 12, 2014

**COMPLAINANT**

**SUBJECT**

**DISPOSITION**

CSEA Membership

Medco – Change in provider  
diminished prescription plan  
benefits

CSEA requested a waiver to time  
requirement to move to Stage 3 of  
grievance process while waiting for a  
response from Tompkins County.

Sylvia Ganoë

MedCo - Change in provider  
changed prescription co-pay.

Would like matter fully researched by  
Tompkins County.

**FACULTY ASSOC.**

Faculty Association Membership

MedCo – change in prescription  
program changed copays, limits  
on quantities delivered.

The Faculty Association agrees to extend time  
requirement while waiting for a response  
from Tompkins County.

**PAA**

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**PROFESSIONAL DEVELOPMENT REPORT**  
 July 1, 2013 - December 31, 2013

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

DATE	EMPLOYEE	PROGRAM	LOCATION
	Cartagena, Milagros	Nursing Documentation	Webinar
7/29/2013	Doskal, Darese	Mentor Program Training	TC3
8/23/2013	Doskal, Darese	SUNY Title IX and Clery Compliance Training	Saratoga Springs, NY
8/2013-12/2013	Hubbard, Martha	Leadership Cortland	Cortland, NY
8/2013-12/2013	Greener, Susan	Leadership Tompkins	Ithaca, NY
9/9/2013	Cartagena, Milagros	2013 NCSBN NCLEX Conference	Chicago, IL
9/12-9/13/13	Hubbard, Martha	NYS CEANY Board meeting	Saratoga Springs, NY
10/11/2014	Gilewski, Amber	Fall Day Presented "Using Open Educational Resources to Improve Student Success"	
11/1-3/2013	Jacob, Jake	"CCURI Regional Colloquium"	Montgomery County Community College, PA
11/18/2013	Ray, Juliene	Juggling Competing Priorities	TC3, Dryden, NY
12/6-8/2013	Jacob, Jake	CCURI Business meeting, site visit and planning grant conference	Lake Las Vegas, NV

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
PROFESSIONAL DEVELOPMENT REPORT**

July 1, 2013 - December 31, 2013

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

DATE	EMPLOYEE	PROGRAM	LOCATION
7/1/2013	Hendrick, Christine	SUNY Regional Health Insurance Meeting	Syracuse, NY
7/11-7/19/2013	Conroy, Colleen	NASFAA/Powerfaids Conference	Las Vegas, NV
7/26/2013	Block, Karla	"Libraries and Health Insurance: Preparing for October 1," OCLC WebJunction, webinar	online
7/30/2013	Greener, Susan	TC3.biz Retreat - Beyond Barriers and Stress Mngmnt/Ergonomics	Ithaca, NY
7/30/2013	Hubbard, Martha	TC3.biz Retreat - Beyond Barriers and Stress Mngmnt/Ergonomics	Ithaca, NY
7/30/2013	Lopez, Michele	TC3.biz Retreat - Beyond Barriers and Stress Mngmnt/Ergonomics	Ithaca, NY
7/30/2013	Maus, Maureen	TC3.biz Retreat - Beyond Barriers and Stress Mngmnt/Ergonomics	Ithaca, NY
7/30/2013	Munson, Gail	TC3.biz Retreat - Beyond Barriers and Stress Mngmnt/Ergonomics	Ithaca
7/30/2013	Sanford, Sharon	TC3.biz Retreat - Beyond Barriers and Stress Mngmnt/Ergonomics	Ithaca, NY
7/30/2013	Whitmore, Carrie	TC3.biz Retreat - Beyond Barriers and Stress Mngmnt/Ergonomics	Ithaca, NY
7/31/2013	Yang, Lucy	IDS All Regional User Group Meeting	Syracuse, NY
7/31-8/3/2013	Gilewski, Amber	American Psychological Association Convention, Presented symposium titled: Open Pedagogy---How Open Educational Resources Influence Classroom Instruction	Honolulu, Hawaii
8/1-2/2013	Hernandez, Edania	IDS Conference	Syracuse, NY
8/1-2/2013	Yang, Lucy	IDS Conference	Syracuse, NY
8/15/2013	Brown, Hal	Orientation/CommUNITY Program	TC3
8/16/2013	Kowalski, Rhonda	CollegeNow Professional Development Conference	TC3
8/16/2013	Madeo, Karl	CollegeNow Professional Development Conference	TC3
8/16/2013	Moore, Renae	CollegeNow Professional Development Conference	TC3
8/16/2013	Schmidt, Melissa	Faculty Council for Community Colleges-Fall Planning Session	Albany, NY
8/16/2013	Zeppelin, Victoria	CollegeNow Professional Development Conference	TC3
8/22/2013	Thompson, Lyn	The Clearinghouse Academy- National Student Clearinghouse	Syracuse, NY
September 2013	McDaniel, Mick	NJCAA Region III Fall Conference	Cooperstown, NY
9/3-4/2013	Kiehl, Gregg	SUNY Council of Library Directors fall meeting	SUNY Purchase
9/9/2013	Cartagena, Milagros	National Council of State Boards of Nursing 2013 NCLEX Conf	Chicago, IL
9/9/2013	McMinn, Glenna	National Council of State Boards of Nursing 2013 NCLEX Conf	Chicago, IL
9/13/2013	McMinn, Glenna	National Leaguefor Nursing Iten Writing Workshop	TC3
9/14-9/15/2013	Okaru, Alfred	APCA Conference	Syracuse, NY
9/25-27/2013	Trueman, Amy	SUNY Council of Community College - Chief Student Affairs Officers	Auburn, NY
9/26/2013	Conroy, Colleen	NYSFAA Region III Meeting	Oswego, NY

9/26/2013	Hendrick, Christine	NYS Adult Immunization Coalition Conference	Syracuse, NY
9/26/2013	Oliver, Tammy	NYSFAAA Regional Meeting	SUNY Oswego
9/27/2013	James Janke	Region 3 NYSFAAA Meeting	SUNY Oswego Campus
10/1/2013	Drumluk, Sandy	Finger Lakes CC Op-Inform	Canandaigua, NY
10/1/2013	Penziul, Carl	Degree Works Training	Syracuse, NY
10/2-3/2013	Abbey, Sheila	CASE Community College Advancemnet Conference	San Diego, CA
10/2-4/2013	Dovi, Sharon	SUHRA - SUNY HR Directors Conference	Buffalo, NY
10/2-4/2013	Gerg, Julie	CASE Community College Advancemnet Conference	San Diego, CA
10/3/2013	Toxey, Kar-Leam	SUNY ESF Operation Inform	SUNY ESF
10/4/2013	Doane, Brent	SUNY Broome Op-Inform	Binghamton, NY
10/4/2013	Drumluk, Sandy	SUNY Broome Op-Inform	Binghamton, NY
10/5/2013	Ensign, Mary Ellen	NYSMATYC Region 2 Conference	TC3
10/5/2013	Webb, Marilyn	Training Assoc. of College Tutors Annual Conference	TC3, Dryden, NY
10/5/2013	Putnam, Nancy	NYSMATYC Region 2 Conference	TC3
10/5/2013	Putnam, Timothy	NYSMATYC Region 2 Conference	TC3
10/5/2013	Sheldon, Mary	NYSMATYC Region 2 Conference	TC3
10/6-9/2013	Dewey, Susan	EACUBO Annual Meeting	Baltimore, MD
10/6-9/2013	Taetzsch, Blix	EACUBO Professional Conference	Baltimore, MD
10/8/2013	Toxey, Kar-Leam	SUNY Maritime Operation Inform	SUNY Maritime
10/9/2013	Doskal, Darese	Presented Webinar on Community College Housing	PaperClip Communications
10/11/2013	Carroll, Pat	Fall Day	TC3
10/11/2013	Cowart, Stacy	Safe Zone training	Rochester, NY
10/11/2013	Doskal, Darese	Fall Day	TC3
10/11/2013	Eldridge, Kristen	Safe Zone Training	Rochester, NY
10/11/2013	Thompson, Seth	Fall Day	TC3
10/11/2013	Yavits, Bob	FACT <sup>2</sup> Campus Representative Meeting	
10/11/2013	Abbey, Sheila	TC3 Fall Day	Dryden, NY
10/11/2013	Campbell, Katrina	Fall Day	TC3
10/11/2013	Kowalski, Rhonda	Fall Day - presenter	Dryden NY
10/11/2013	Eldridge, Kristen	Safe Zone Training	Rochester, NY
10/11/2013	Thompson, Lyn	TC3 Fall Day	TC3
10/11/2013	Carroll, Pat	Fall Day	TC3
10/11/2013	Thompson, Seth	Fall Day	TC3
10/11/2013	Cowart, Stacy	Safe Zone training	Rochester, NY
10/11/2013	Taetzsch, Blix	Fall day retreat	TC3
10/12/2013	Gerg, Julie	TC3 Fall Day	Dryden, NY
10/13-17/2013	Hubbard, Martha	EMSI Users Conference	Coeur d'Alene, Idaho
10/15/2013	Toxey, Kar-Leam	Dutchess Community College Operation Inform	Dutchess Community College
10/16/2013	Hersey, Olivia	NYS Archives Worskshop - Legal Aspects of Records Management	Norwich, NY
10/16-17/13	Altucher, Kris	EMSI conference	Moscow, Idaho
10/17/2013	Doane, Brent	SUNY Cobleskill Op-Inform	Cobleskill, NY

10/17/2013	Piery, Miguel	Instituto Cervantes Conference	NYC
10/17/2013	Schmidt, Melissa	Faculty Council for Community Colleges-Fall Plenary	Newburgh, NY
10/19/2013	Putnam, Nancy	FCCC Workshop	OCC
10/19/2013	Putnam, Timothy	FCCC Workshop	OCC
10/19/2013	Zeppelin, Victoria	NACEP Accreditation Institute	Jacksonville, FL
10/20-10/22/13	Madeo, Karl	NACEP Conference	Jacksonville, FL
10/20-10/22/13	Zeppelin, Victoria	NACEP Conference	Jacksonville, FL
10/22/2013	Yang, Lucy	IDS Western User Group Meeting	Fairport, NY
10/23-25/2013	Ochs, Scott	NYS Criminal Justice Educators Assoc Annual Conf and Board meeting	Latham, NY
10/24/2013	Hersey, Olivia	Records Management Conference	Saratoga Springs, NY
10/25/2013	Brown, Hal	Creating Experiential Learning Using Social Media	TC3
10/25/2013	Donovan, Joan	LinkedIn Workshop by SUNY CDO	Syracuse, NY
10/28-30/13	Altucher, Kris	SUNY Big Data conference	New York, New York
10/30-31/2013	Cameron, Jeanne	American Educational Studies Association – Annual Conference	Baltimore, MD
10/31/2013	Vande Berg, Travis	Annual Conference of the American Educational Studies Assoc	Baltimore, MD
10/2013-12/2013	Lopez, Michele	Using Social Media in Business	Online, ed2go
10/2013-12/2013	Sanford, Sharon	Intro to Excel 2010	Online, ed2go
November 2013	McDaniel, Mick	Women's National Soccer Coaches Meeting	Virgil, NY
11/1/2013	McDaniel, Mick	Men's Soccer Annual Coaches Meetings	Herkimer, NY
11/2/2013	Block, Karla	LibGuides 2: Next Generation Sneak Peek, SpringShare	online
11/4/2013	Pastorello, Karen	Working Women and Suffrage in Upstate NY	Rochester, NY
11/6/2013	Hernandez, Edania	Essential Skills for Supervisors	Cortland, NY
11/7/2013	Lopez, Michele	Women in Business	Owego, NY
11/7/2013	Whitmore, Carrie	Women in Business	Owego, NY
11/8/2013	Brown, Hal	NYSTAA Central NY Meeting	
11/13/2013	Spencer, Rebecca	Annual Respiratory Care Congress	Anaheim, CA
11/16/2013	Stevens, Heather	Faculty Council of Community Colleges/FCCC One-Day Conference - "Shared Governance and Seamless Transfer"	Onondaga Community College
11/16/2013	Brown, Hal	SUNY Faculty Conference - "Seamless Transfer Initiative"	OCC
11/16/2013	Campbell, Katrina	FCCC - "Shared Governance & Seamless Transfer"	Onondaga Community College
11/16/2013	Stavenhagen-Helgren, Tina	Faculty Council for Community Colleges	OCC
11/18/2013	Hersey, Olivia	SUNY TOA Meeting	SUNY Oswego
11/18/2013	Brown, Hal	SUNY Upstate Medical Visit and Lecture	
11/21/2013	Piery, Miguel	Annual Convention on Teaching of Foreign Languages (ACTFL)	NYC
12/5/2013	Kiehl, Gregg	Open SUNY Summit for SUNY Libraries	Albany, NY
12/9/2013	James Janke	Veterans Administration "Veterans Benefits" Webinar	TC3 Campus
12/11/2013	Conroy, Colleen	NYSFAA Region III Meeting	Syracuse, NY
12/11/2013	Oliver, Tammy	NYSFAAA Regional Meeting	Syracuse, NY
12/12/2013	Brown, Hal	Intervention Advisement	TC3
12/13/2013	Oliver, Tammy	SUNY Directors Meeting	SUNY Albany
12/19/2013	Zeppelin, Victoria	Responding to Skepticism in the World of Concurrent Enrollment	webinar

11/14-15/2013	Pastorello, Karen	Presented- "A Long Way in Coming"	
11/19-20/2013	Wood, Brandon	CCIO Fall Wizard 2013	Syracuse, NY
11/19-24/13	Whitmore, Carrie	LERN Annual Confernce	San Francisco, CA
11/6-8/2013	Gilewski, Amber	Open Education Conference	Park City, UT
11/6-9/1203	Hubbard, Martha	2013 CEANY Annual Conference	Ellensville, NY
11/7-8/2013	Mercer, Patrick	Cortland Recreation Conference	Cortland, NY
12/2 & 12/19/2013	Penziul, Carl	SUNY (TAACCCT) Webinar on Prior Learning Assessment	Webinar
	Spencer, Rebecca	Managing Challenging Behaviors - PESI Educational offerings	Webinar

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**PROFESSIONAL DEVELOPMENT REPORT**  
 July 1, 2013 - December 31, 2013

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

DATE	EMPLOYEE	PROGRAM	LOCATION
7/3/2013	Yavits, Bob	Blackboard xpLor Information Session Webinar	Online
7/9-11/2013	Boyd, Kathleen	Degree Works Training	Fulton, NY
7/9-11/2013	Hammond, Jane	Degree Works Training	Fulton, NY
7/9-11/2013	Ray, Juliene	Degree Works Training	Fulton, NY
7/9-11/2013	Wright, Lauren	Degree Works Training	Fulton, NY
7/10/2013	Kelly, Jacob	Right to Know Hazardous	TC3
7/10/2013	Kelly, Jacob	Blood Borne Pathogen	TC3
7/10/2013	Saul, Beau	Blood Borne Pathogen	TC3
7/10/2013	Yavits, Bob	SLN Mtg. (streaming online) from Blackboard Word	Online
7/15/2013	DeFranco, Tony	SLN Blackboard Learn Webinar #1 and Webinar 2	Online
7/15/2013	Van Sant, Susanna	EDS: Searching Overview	Webinar
7/15/2013	Yavits, Bob	SLN Blackboard Learn Webinar #1 and Webinar 2	Online
7/16/2013	DeFranco, Tony	SLN Blackboard Learn Webinar #3 and Webinar 4	Online
7/16/2013	Mawson, James	CPR/AED	Delphi Falls Fire Dept.
7/16/2013	Van Sant, Susanna	Understanding and Preparing for RDA	CLRC-Syracuse, NY
7/16/2013	Yavits, Bob	SLN Blackboard Learn Webinar #3 and Webinar 4	Online
7/17/2013	DeFranco, Tony	SLN Blackboard Learn Webinar #5	Online
7/17/2013	Van Sant, Susanna	EDS: Gathering Statistics	Webinar
7/17/2013	Van Sant, Susanna	Gale Admin Tool	Webinar
7/17/2013	Yavits, Bob	SLN Blackboard Learn Webinar #5	Online
7/18/2013	Van Sant, Susanna	EBSCO Admin Basics Overview	Webinar
7/18/2013	Van Sant, Susanna	EBSCO Admin Advanced Features	Webinar
7/22/2013	Wendt, Donna	24 Hour Boot Camp Laboratory Safety Short Course	Ithaca, NY
7/25/2013	Carroll, Pat	RD leadership skills training	TC3
7/25/2013	Cowart, Stacy	RD leadership skills training	TC3
7/25/2013	Doskal, Darese	RD leadership skills training - presented	TC3
7/25/2013	Eldridge, Kristen	RD leadership skills training	TC3
7/25/2013	Kessler, Kim	RD leadership skills training - presented	TC3
7/25/2013	Rashid, Amin	RD leadership skills training	TC3
7/29/2013	Jerome, Joseph	Annual Firearms qualification/ NYS CPL Article 35 use of force	IPD
7/29/2013	Kelly, Jacob	Annual Firearms qualification/ NYS CPL Article 35 use of force	IPD
7/29/2013	Tuetken, Michelle	Annual Firearms qualification/ NYS CPL Article 35 use of force	IPD Range



7/31/2013	Zeppelin, Victoria	Accreditation Review Webinar	webinar
8/1/2013	Hendrick, Christine	NY Vaccines for Children Program	In Office Training
8/8/2013	Cartagena, Milagros	Job Expo at Ithaca Youth Bureau	Ithaca, NY
8/12/2013	Case, Melinda	Spillman Training	TC3
8/12/2013	Cochran, Ryan	Heartsaver First Aid & CPR/AED	TC3
8/12/2013	Cochran, Ryan	Spillman Training	TC3
8/12/2013	Cosgrove, Israel	Heartsaver First Aid & CPR/AED	TC3
8/12/2013	Cosgrove, Israel	Spillman Training	TC3
8/12/2013	Fairand, Kevin	Heartsaver First Aid & CPR/AED	TC3
8/12/2013	Fairand, Kevin	Spillman Training	TC3
8/12/2013	Finnerty, William	Heartsaver First Aid & CPR/AED	TC3
8/12/2013	Finnerty, William	Spillman Training	TC3
8/12/2013	Gebo, John	Heartsaver First Aid & CPR/AED	TC3
8/12/2013	Gebo, John	Spillman Training	TC3
8/12/2013	Genson, Michelle	Heartsaver First Aid & CPR/AED	TC3
8/12/2013	Genson, Michelle	Spillman Training	TC3
8/12/2013	Howard, Michael	Heartsaver First Aid & CPR/AED	TC3
8/12/2013	Howard, Michael	Spillman Training	TC3
8/12/2013	Jerome, Joseph	Heartsaver First Aid & CPR/AED	TC3
8/12/2013	Jerome, Joseph	Spillman Training	TC3
8/12/2013	Kelly, Jacob	Heartsaver First Aid & CPR/AED	TC3
8/12/2013	Kelly, Jacob	Spillman Training	TC3
8/12/2013	Saul, Beau	Heartsaver First Aid & CPR/AED	TC3
8/12/2013	Thornton, Mike	Heartsaver First Aid & CPR/AED	TC3
8/12/2013	Thornton, Mike	Spillman Training	TC3
8/12/2013	Tuetken, Michelle	Heartsaver First Aid & CPR/AED	TC3
8/12/2013	Tuetken, Michelle	Spillman Training	TC3
8/12-14/2013	Jacob, Jake	"CCURI Fields Methods Workshop" Train-the-trainer type workshop to show faculty how to integrate student field research into the curriculum.	Finger Lakes Community College, Canandaigua, NY
8/13-15/2013	Boyd, Kathleen	Degree Works Training	Fulton, NY
8/13-15/2013	Hammond, Jane	Degree Works Training	Fulton, NY
8/13-15/2013	Ray, Juliene	Degree Works Training	Fulton, NY
8/13-15/2013	Wright, Lauren	Degree Works Training	Fulton, NY
8/13/2013	Van Sant, Susanna	LinkSource with A-to-Z: Administrator Overview	Webinar
8/13/2013	Van Sant, Susanna	EDS: Use of A-to-Z and LinkSource	Webinar
8/14/2013	Cochran, Ryan	Annual Firearms qualification/ NYS CPL Article 35 use of force	IPD
8/14/2013	Cosgrove, Israel	Annual Firearms qualification/ NYS CPL Article 35 use of force	IPD
8/14/2013	Gebo, John	Annual Firearms qualification/ NYS CPL Article 35 use of force	IPD
8/14/2013	Howard, Michael	Annual Firearms qualification/ NYS CPL Article 35 use of force	IPD
8/14/2013	Thornton, Mike	Annual Firearms qualification/ NYS CPL Article 35 use of force	IPD
8/15/2013	3	Health Fair at Cass Park	Ithaca, NY

8/15/2013	Finnerty, William	Annual Firearms qualification/ NYS CPL Article 35 use of force	
8/15/2013	Saul, Beau	Annual Firearms qualification/ NYS CPL Article 35 use of force	
8/15/2013	Van Sant, Susanna	A - Z: Administrator Overview	Webinar - SUNY CPD
8/16/2013	Van Sant, Susanna	Aleph System Library Seminar	SUNY CPD, Syracuse, NY
8/19/2013	Van Sant, Susanna	EDS: Implementation	Webinar
8/29/2013	Yavits, Bob	"AHEAD: A Clear Standard for Access to Instruction"	Video Conference
8/2013 - 12/2013	Armitage, Chris	Windows Powershell scripting	Online
8/2013 - 12/2013	Armitage, Chris	Microsoft Batch File and Visual Basic scripting languages	Online
8/2013 - 12/2013	Behm, Theresa	Access III	BOCES
8/2013 - 12/2013	DeFranco, Tony	Monthly Conference Calls with SUNY Learning Network Administrators Group	
8/2013 - 12/2013	DeFranco, Tony	Bi-weekly meetings with SUNY Learning Network Instructional Designers Group	
8/2013 - 12/2013	Hendrick, Christine	NYSIIS Online Computer Webinar	Home computer
8/2013 - 12/2013	Yavits, Bob	Monthly Conference Calls with SUNY Learning Network Administrators Group	
9/1/2013	McDaniel, Mick	NJCAA Eligibility Workshp	Cooperstown, NY
9/4/2013	McMinn, Glenna	Cayuga Medical Center Faculty Reorientation	Ithaca, NY
9/10/2013	Payne, Lisa	Kaleidoscope Data Needs	Webinar
9/18/2013	Yavits, Bob	"The Future of Angel' Angel Office Hours Webinar	Online
9/26-9/29/2013	Williams-DeBottis, Brandy	NCBI Train-the-Trainer programs	Greenville, SC
10/7/2013	Sheldon, Mary	My Open Math Webinar	TC3
10/7-9/2013	Boyd, Kathleen	Degree Works Training	SUNY Center for Prof Dev Syracuse, NY
10/7-9/2013	Campbell, Katrina	DegreeWorks Training	SUNY CPD, Syracuse
10/7-9/2013	Hammond, Jane	Degree Works Training	SUNY Center for Prof. Dev Syracuse
10/7-9/2013	Ray, Juliene	Degree Works Training	SUNY Center for Prof. Dev Syracuse
10/7-9/2013	Wright, Lauren	Degree Works Training	SUNY Center for Prof. Dev Syracuse
10/8-10/2013	McCabe, Timothy	NACCE Annual Conference	Charlotte, NC
10/9/2013	Zeppelin, Victoria	DualEnroll.com Overview (online enrollment management system)	webinar
10/11/2013	Boring, Jason	Association for the Promotion of Campus Activities Conference	Syracuse, NY
10/11/2013	Cartagena, Milagros	Fall Day	
10/15/2013	Altucher, Kris	EMSI certification training	Moscow, Idaho
10/21/2013	DeFranco, Tony	Welcome to Bb Migration Cohort Webinar	Online
10/21/2013	Yavits, Bob	"Welcome to Bb Migration Cohort" Webinar	Online
10/25/2013	Yavits, Bob	"Creating Experiential Learning Using Social Media" Webinar	Online
10/26/2013	Cochran, Ryan	Defensive Tactics Traning	TC3
10/26/2013	Cosgrove, Israel	Drug Recognition Evaluator Training	Dryden PD

10/26/2013	Cosgrove, Israel	Defensive Tactics Training	TC3
10/26/2013	Gebo, John	Drug Recognition Evaluator Training	Dryden PD
10/26/2013	Gebo, John	Defensive Tactics Training	TC3
10/26/2013	Thornton, Mike	Drug Recognition Evaluator Training	Dryden PD
10/26/2013	Thornton, Mike	Defensive Tactics Training	TC3
10/28/2013	Yavits, Bob	"Overview of Blackboard Learn" Webinar	Online
10/29-31/2013	Boyd, Kathleen	Degree Works Training	SUNY Center for Prof Dev Syracuse, NY
10/29-31/2013	Campbell, Katrina	DegreeWorks Training	SUNY CPD, Syracuse
10/29-31/2013	Hammond, Jane	Degree Works Training	SUNY Center for Prof Dev Syracuse, NY
10/29-31/2013	Ray, Juliene	Degree Works Training	SUNY Center for Prof Dev Syracuse, NY
10/29-31/2013	Wright, Lauren	Degree Works Training	SUNY Center for Prof Dev Syracuse, NY
10/30/2013	Cartagena, Milagros	Health Fair at TC3	
10/31/2013	Oliver, Tammy	PowerFAIDS 19.0 Webinar	
10/31/2013	Oliver, Tammy	NYSFAAA Verification Webinar	
October 2013	Stafford, Susan	Career Advantage	Niagra Falls, NY
11/1/2013	Madeo, Karl	NYCEP Fall Meeting (New York Alliance of Concurrent Enrollment Partnerships)	Genesee CC
11/1/2013	Zeppelin, Victoria	NYCEP Fall Meeting (New York Alliance of Concurrent Enrollment Partnerships)	Genesee CC
11/5/2013	Dovi, Sharon	SHRMTC: Keeping Common Issues from Becoming Complex Problems	Ithaca, NY
11/9-11/2013	Stafford, Susan	International Hotel Motel & Restaurant Show	New York City, NY
11/12/2013	Oliver, Tammy	PowerFAIDS Parm Roll Webinar	
11/13/2013	Yavits, Bob	"Training Your Learning Community" Webinar	Online
11/22/2013	Fairand, Kevin	8 Hour Security Guard Refresher Training	Morris Protection Agency - Syracuse
11/22/2013	Genson, Michelle	8 Hour Security Guard Refresher Training	Morris Protection Agency - Syracuse
November 2013	Spencer, Rebecca	Recertified as a Certified Nurse Educator	
12/2/2013	Block, Karla	LibraryH3lp training	TC3
12/4/2013	Kiehl, Gregg	One Bib Regional Meeting	Syracuse, NY
12/4/2013	Van Sant, Susanna	SUNY Single BIB	Syracuse, NY
12/13/2013	Spencer, Rebecca	Updated CPR/AED Instructor Status	
12/16/2013	Webb, Marilyn	Advisor Training	TC3
12/17/2013	McMinn, Glenna	American Red Cross CPR Recertification	TC3
12/17/2013	Van Sant, Susanna	EDS: New Features	Webinar

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**PROFESSIONAL DEVELOPMENT REPORT**  
 July 1, 2013 - December 31, 2013

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

<b>DATE</b>	<b>EMPLOYEE</b>	<b>PROGRAM</b>	<b>LOCATION</b>
Ongoing	Arsenault, Sarah	Bachelors of Science in Nursing	SUNY Delhi
7/7-13/2013	Cameron, Jeanne	Bard Institute for Writing and Thinking Week-long Summer Retreat	Annadale-on-Hudson, NY
7/13-9/13	Densmore, Timothy	Graduate Course: Requirements Discovery & Documentation	Capella University
8/2013 - 12/2013	Azotea, Patty	Geography 120	TC3
8/2013 - 12/2013	Carroll, Pat	On-line Master's program in coaching	
8/2013 - 12/2013	Cowart, Stacy	Classes towards application to Nursing Program	TC3
8/2013 - 12/2013	Hill, Cynthia	On-line Bachelor's program started	Empire State
8/2013 - 12/2013	MacLain, James	ART222 – Advanced Digital Photography	TC3
10/2013-12/2013	Densmore, Timothy	Graduate Course: Business Solution Assessment & Validation	Capella University

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**PROFESSIONAL DEVELOPMENT REPORT**  
 July 1, 2013 - December 31, 2013

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

DATE	EMPLOYEE	PROGRAM	LOCATION
	Taetzsch, Blixxy	NYS CPE Requirements for CPA's	
7/8-7/12 & 7/15-7/19/2013	Smith, Tammy	Taught Trainer Preparation- Online Microsoft Train-the-Trainer Course	San Antonio, TX
7/9/2013	Van Sant, Susanna	Credo Reference	SUNY Cortland
7/23/2013	Voorhees, Amy	International Journal of Athletic Therapy and Training,	TC3
7/29/2013	Block, Karla	student mentor program training	TC3
July 2013	Avery, Julianne	Department of Labor - Safety Data Sheets	TC3
July 2013	Burlingame, Joseph	Department of Labor - Safety Data Sheets	TC3
July 2013	Cochrane, John	Department of Labor - Safety Data Sheets	TC3
July 2013	Conway, Teresa	Department of Labor - Safety Data Sheets	TC3
July 2013	Darling, Robert	Department of Labor - Safety Data Sheets	TC3
July 2013	Ellis, Deborah	Department of Labor - Safety Data Sheets	TC3
July 2013	Ellis, Robert	Department of Labor - Safety Data Sheets	TC3
July 2013	Ganoe, Sylvia	Department of Labor - Safety Data Sheets	TC3
July 2013	Henson, Deborah	Department of Labor - Safety Data Sheets	TC3
July 2013	Hill, Lawrene	Department of Labor - Safety Data Sheets	TC3
July 2013	Hollenbeck, Robert	Department of Labor - Safety Data Sheets	TC3
July 2013	Norton, Patty	Department of Labor - Safety Data Sheets	TC3
July 2013	Pachai, John	Department of Labor - Safety Data Sheets	TC3
July 2013	Parker, Elwood	Department of Labor - Safety Data Sheets	TC3
July 2013	Perkins, James	Department of Labor - Safety Data Sheets	TC3
July 2013	Relyea, Joshua	Department of Labor - Safety Data Sheets	TC3
July 2013	Robinson, Stephanie	Department of Labor - Safety Data Sheets	TC3
July 2013	Sutfin, Gene	Department of Labor - Safety Data Sheets	TC3
July 2013	VanAtta, David	Department of Labor - Safety Data Sheets	TC3
July 2013	Warner, Robert	Department of Labor - Safety Data Sheets	TC3
July 2013	Warner, William	Department of Labor - Safety Data Sheets	TC3
July 2013	Wood, Alan	Department of Labor - Safety Data Sheets	TC3
8/6-8/7/2013	Zeppelin, Victoria	High School to College English Curriculum Alignment Days	TC3
8/14/2013	Van Sant, Susanna	Staff-to-Student Mentor training	TC3
8/27/2013	Van Sant, Susanna	Booklist Webinar - Trends inYA Books	Webinar
8/30/2013	Zeppelin, Victoria	High School to College English Curriculum Alignment Days	TC3
8/2013-12/2013	Doskal, Darese	Serve on NEACUHO Finance Committee	NEACUHO
8/2013-12/2013	Doskal, Darese	Serve on NEACUHO Finance Committee	NEACUHO
8/2013-12/2013	Lawrence, Jan	Created Equal: America's Civil Rights Struggle	Southworth Library, Dryden
August 2013	Abdu-Shahid, Rafsanjani	Title 9 Training	TC3

August 2013	Avery, Julianne	Title 9 Training	TC3
August 2013	Belokur, John	Title 9 Training	TC3
August 2013	Burlingame, Joseph	Title 9 Training	TC3
August 2013	Cochrane, John	Title 9 Training	TC3
August 2013	Connery, Doug	Title 9 Training	TC3
August 2013	Conway, Teresa	Title 9 Training	TC3
August 2013	Darling, Robert	Title 9 Training	TC3
August 2013	Ellis, Deborah	Title 9 Training	TC3
August 2013	Ellis, Robert	Title 9 Training	TC3
August 2013	Ganoe, Sylvia	Title 9 Training	TC3
August 2013	Henson, Deborah	Title 9 Training	TC3
August 2013	Hill, Lawrene	Title 9 Training	TC3
August 2013	Hollenbeck, Robert	Title 9 Training	TC3
August 2013	Jacobs, Dale	Title 9 Training	TC3
August 2013	Norton, Patty	Title 9 Training	TC3
August 2013	Pachai, John	Title 9 Training	TC3
August 2013	Parker, Elwood	Title 9 Training	TC3
August 2013	Perkins, James	Title 9 Training	TC3
August 2013	Relyea, Joshua	Title 9 Training	TC3
August 2013	Robinson, Stephanie	Title 9 Training	TC3
August 2013	Scott, Raymond	Title 9 Training	TC3
August 2013	Sharpsteen, James	Title 9 Training	TC3
August 2013	Sutfin, Gene	Title 9 Training	TC3
August 2013	Thayer, Jason	Title 9 Training	TC3
August 2013	Turner, James	Title 9 Training	TC3
August 2013	VanAtta, David	Title 9 Training	TC3
August 2013	Warner, Robert	Title 9 Training	TC3
August 2013	Warner, William	Title 9 Training	TC3
August 2013	Weatherby, Scott	Title 9 Training	TC3
August 2013	Wood, Alan	Title 9 Training	TC3
9/13/2013	Lawrence, Jan	Southworth Library Volunteers Booksale	Southworth Library, Dryden
9/14/2013	Lawrence, Jan	Language of War	Southworth Library, Dryden
9/18/2013	Yavits, Bob	"Let's Go to the Movies" - CTC Roundtable	TC3
9/20/2013	Stevens, Heather	NYSTAA/NYS Transfer & Articulation Association Meeting	Broome CC
9/2013-12/2013	McDonough, Gerry	Panther Fitness Challenge	TC3
9/23/2013	Zeppelin, Victoria	College Teaching Center Roundtables	TC3
10/2/2013	Zeppelin, Victoria	College Teaching Center Roundtables	TC3
10/7/2013	Zeppelin, Victoria	College Teaching Center Roundtables	TC3
10/11/2013	Altucher, Kris	Fall Day 2013	TC3
10/11/2013	Payne, Lisa	TC3 Fall Day	TC3
10/11/2013	Armitage, Chris	Fall Day 2013 - Color Blind vs Color Conscious	TC3
10/11/2013	Lawrence, Jan	Fall Day 2013	TC3
10/11/2013	McDonough, Gerry	Fall Day 2013	TC3
10/22/2013	Zeppelin, Victoria	College Teaching Center Roundtables	TC3

10/24/2013	Van Sant, Susanna	WALDO Fall Update	Ithaca College
10/31/2013	Van Sant, Susanna	Human Library	CLRC- Syracuse
11/1/2013	Stevens, Heather	College of Human Ecology - Transfer Day	Cornell University
11/2/13-1/25/14	Littell, Harry	Contributed 12 large format photographs of historical Tiffany windows to the History Center in Tompkins County for the exhibit "Artistry and Piety: Tiffany Windows and Glass Making in Tompkins County and the Finger Lakes"	
11/4/2013	Yavits, Bob	"Process-Oriented Guided Inquiry Learning" - CTC Roundtable	TC3
11/4/2013	Zeppelin, Victoria	College Teaching Center Roundtables	TC3
11/5-6/2013	Yavits, Bob	"Creating a Facebook Page for a Class" - CTC Roundtable	TC3
11/8/2013	Stevens, Heather	NYSTAA Central New York Meeting	TC3
11/11/2013	Lawrence, Jan	CTC - Writing the Book: An Update on the Student-Written Sociology Textbook Project	TC3
11/11/2013	Yavits, Bob	"Writing the Book: An Update on the Student-Written Sociology Textbook Project" CTC Roundtable	TC3
11/17/2013	Stavenhagen-Helgren, Tina	Hosted Welcome Party to International Guest Speakers	Cortland, NY
11/18/2013	Payne, Lisa	TC3 International Week - Student panel	TC3
11/18/2013	Stevens, Heather	SUNY Upstate Medical University Program	TC3
11/19/2013	Smith, Tammy	Microsoft Certified Solutions Associate	Syracuse, NY
11/19/2013	Smith, Tammy	Microsoft Certified Professional	Syracuse, NY
11/20/2013	Zeppelin, Victoria	College Teaching Center Roundtables	TC3
November 2013	Avery, Julianne	Astra Training	TC3
November 2013	Burlingame, Joseph	Astra Training	TC3
November 2013	Cochrane, John	Astra Training	TC3
November 2013	Conway, Teresa	Astra Training	TC3
November 2013	Darling, Robert	Astra Training	TC3
November 2013	Ellis, Deborah	Astra Training	TC3
November 2013	Ellis, Robert	Astra Training	TC3
November 2013	Ganoe, Sylvia	Astra Training	TC3
November 2013	Henson, Deborah	Astra Training	TC3
November 2013	Hill, Lawrene	Astra Training	TC3
November 2013	Hollenbeck, Robert	Astra Training	TC3
November 2013	Norton, Patty	Astra Training	TC3
November 2013	Pachai, John	Astra Training	TC3
November 2013	Parker, Elwood	Astra Training	TC3
November 2013	Perkins, James	Astra Training	TC3
November 2013	Relyea, Joshua	Astra Training	TC3
November 2013	Robinson, Stephanie	Astra Training	TC3
November 2013	Sutfin, Gene	Astra Training	TC3
November 2013	VanAtta, David	Astra Training	TC3
November 2013	Warner, Robert	Astra Training	TC3
November 2013	Warner, William	Astra Training	TC3
November 2013	Wood, Alan	Astra Training	TC3
12/5/2013	Smith, Tammy	Microsoft Certified Professional Connections Series: Window Serer 2012	On-Line

12/5/2013	Van Sant, Susanna	OpenSUNY Summit	Albany, NY
12/10/2013	Van Sant, Susanna	SCRLC Membership Webomar	Webinar
12/11/2013	Pastorello, Karen	Publication: The Progressives: Activism and Reform in American Society, 1893-1917 (Boston: John Wiley and Sons)	
12/12/2013	Payne, Lisa	TC3 SOCI 203 Race and Ethnicity student presentations	TC3
12/12/2013	Van Sant, Susanna	Digital Public Library of America-What does it mean for libraries?	Webinar
12/17/2013	Van Sant, Susanna	SCRLC Grants and Funding - Are You Getting YourShare?	Webinar
12/27-31/2013	Taetzsch, Blix	FASB, SSARS, and SAS Updates	Self Study, 24 credits
12/27-31/2013	Taetzsch, Blix	NY Code of Conduct	Self Study, 4 credits



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2013-2014-22**

**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:**                   **I, CATHY A. NORTHROP, CLERK** of the Board of  
  **SS:**                                   Trustees of Tompkins Cortland Community College,  
**COUNTY OF TOMPKINS:**           **DO HEREBY CERTIFY** the foregoing resolution is  
  a true copy of a resolution duly adopted by the Board of  
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the  
20<sup>th</sup> day of February 2014, 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 20<sup>th</sup> day of  
February 2014.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

Appointment of Personnel  
February 12, 2014  
Presented to the Board of Trustees

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
	January 2014				
Carr, Kyle	COMM 270 Driver/Chaperone to Hollywood	Adjunct	N/A	\$1,499.37	01/02/14 - 01/22/14
Ryan, Patrick	Independent Study PSYC 101-AL1	Adjunct	N/A	\$1,824.00	01/02/14 - 01/17/14
Sheehan, John	HSTY/POSC 230 SLCI - Trip portion	Adjunct	N/A	\$3,180.00	01/02/14 - 01/17/14
Acevedo, Andrea	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$4,189.65	01/16/14 - 05/20/14
Caughey, Elizabeth	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$1,305.15	01/16/14 - 05/20/14
Kjellander-Cantu, Cynthia	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$2,957.40	01/16/14 - 05/20/14
Loop, Jill	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$1,387.58	01/16/14 - 05/20/14
MacDowell, Gary	Coordinate Health and Fitness Courses	Adjunct	N/A	\$1,166.50	01/16/14 - 05/22/14
Perkins, Donald	Engineering duties in the radio studio	Adjunct	N/A	\$1,400.00	01/16/14 - 05/22/14
Price, Lee	Program chair for EMT Program	Adjunct	N/A	\$2,775.00	01/16/14 - 05/22/14
Swirski, Rachel	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$3,910.34	01/16/14 - 05/20/14
Wyatt, Simon	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$4,189.65	01/16/14 - 05/20/14
Abbiati, Silvia	ITAL101 HY1	Adjunct	N/A	\$3,180.00	01/23/14 - 05/16/14
Abi Abdallah, Delbert	BIOL112 M01 BIOL112 M02 BIOL100 M02	Adjunct	N/A	\$9,712.50	01/23/14 - 05/16/14
Ahmed, Ahmed	CHEM206 ME50 CHEM107 ME50	Adjunct	N/A	\$11,066.25	01/23/14 - 05/16/14
Ahola, Ashley	College Forum Secretary	Adjunct	N/A	\$894.82	01/23/14 - 05/16/14
Almann, Nancy	BIOL114 M02 BIOL114 M01 BIOL131 M01	Adjunct	N/A	\$12,768.75	01/23/14 - 05/16/14
Altmann, Herman	BIOL101 M03 BIOL101 M01 BIOL102 M02	Adjunct	N/A	\$11,917.50	01/23/14 - 05/16/14
Anderson, Kimberly	ENGL099 CE66	Adjunct	N/A	\$3,480.00	01/23/14 - 05/16/14
Andrews, Patricia	PSYC103 M11 PSYC101 M03 PSYC101 M04	Adjunct	N/A	\$10,215.00	01/23/14 - 05/16/14
Archer, Pamela	OFFC221 M01 BUAD203 M01 BUAD203 M02	Adjunct	N/A	\$8,917.50	01/23/14 - 05/16/14
Arnold, Melanie	COMM110 M02 ENGL298 M01	Adjunct	N/A	\$8,745.66	01/23/14 - 05/16/14
Aspinwall, Breck	BIOL100 M01	Adjunct	N/A	\$3,237.50	01/23/14 - 05/16/14
Baker, Dodi	NURS 120-M22	Adjunct	N/A	\$1,864.50	01/23/14 - 05/16/14
Barker, Jaime	BIOL132 M02 BIOL132 M01 BIOL202 ME50	Adjunct	N/A	\$9,018.75	01/23/14 - 05/16/14
Bechtold, Charles	MATH095 M12 MATH095 M10	Adjunct	N/A	\$9,080.00	01/23/14 - 05/16/14
Bieber, Erin	HSTY201 ME50	Adjunct	N/A	\$3,180.00	01/23/14 - 05/16/14
Bischoff, Mark	MATH 100 M06, M07, MATH 132 M03	Adjunct	N/A	\$9,540.00	01/23/14 - 05/16/14
Boden, Brandy	RECR150 M01 SOCE150 M01	Adjunct	N/A	\$2,775.00	01/23/14 - 05/16/14
Booth, Mark	CHEM101 HY1	Adjunct	N/A	\$1,590.00	01/23/14 - 05/16/14
Borgella, Rene	BIOL102 M03 ENV5101 M01 BIOL105 ME50	Adjunct	N/A	\$11,137.50	01/23/14 - 05/16/14
Bowling, Carla	NURS 120-M26 FLD	Adjunct	N/A	\$9,570.00	01/23/14 - 05/16/14
Brown, Stan	MATH200 ME50	Adjunct	N/A	\$3,405.00	01/23/14 - 05/16/14
Buchanan, Patricia	ENGL100 M18 ENGL099 M08	Adjunct	N/A	\$7,945.00	01/23/14 - 05/16/14
Buchanan, Patricia	CTC Adjunct Service Coordinator	Adjunct	N/A	\$3,405.00	01/23/14 - 05/16/14
Byrne, Kristin	NURS 225-M23	Adjunct	N/A	\$1,864.50	01/23/14 - 05/16/14
Cambridge, Jessica	ENGL100 M09 ENGL100 M04	Adjunct	N/A	\$5,550.00	01/23/14 - 05/16/14
Carr, Kyle	COMM112 M01 COMM145 M01 COMM290 M01 COMM111 M01 COMM120 M01	Adjunct	N/A	\$8,168.49	01/23/14 - 05/16/14
Carroll, Patrick	FITN130 M14 FITN230 M24	Adjunct	N/A	\$1,387.50	01/23/14 - 05/16/14
Carter, Lesa	SOCI101 I30	Adjunct	N/A	\$2,775.00	01/23/14 - 05/16/14
Cattan, Charmain	ACCT101 M02	Adjunct	N/A	\$4,240.00	01/23/14 - 05/16/14
Caughey, Elizabeth	ENGL100 M02 ENGL100 M07	Adjunct	N/A	\$5,220.00	01/23/14 - 05/16/14
Chapman, Robert	POSC104 M02	Adjunct	N/A	\$3,180.00	01/23/14 - 05/16/14
Cicciarelli, Richard	BIOL101 M05 BIOL101 M02 BIOL101 M04	Adjunct	N/A	\$7,395.00	01/23/14 - 05/16/14
Clay, Merryn	ESL 105 M01	Adjunct	N/A	\$462.50	01/23/14 - 05/16/14
Coleman, Cynthia	SOCI101 M04 SOCI101 AL1	Adjunct	N/A	\$6,810.00	01/23/14 - 05/16/14

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January 2014 continued					
Conners, John	GEOL101 ME50	Adjunct	N/A	\$3,710.00	01/23/14 - 05/16/14
Cooper, Joanne	MATH095 M01, M06 MATH100 M05	Adjunct	N/A	\$10,175.00	01/23/14 - 05/16/14
Cornish, Erin	MATH095 M11, M135 MATH100 M11	Adjunct	N/A	\$10,890.00	01/23/14 - 05/16/14
Cowan, Richard	MATH200 C33 MATH201 ME50	Adjunct	N/A	\$7,945.00	01/23/14 - 05/16/14
Crane, Nancy	SPAN101 M01	Adjunct	N/A	\$5,107.50	01/23/14 - 05/16/14
Curran, Kerry	ENGL099 M11	Adjunct	N/A	\$3,480.00	01/23/14 - 05/16/14
Curtis, Benjamin	CONT208 M01 CONT115 M21	Adjunct	N/A	\$5,830.00	01/23/14 - 05/16/14
Cutter, Elizabeth	MATH090 M04 MATH090 M03	Adjunct	N/A	\$6,960.00	01/23/14 - 05/16/14
Daehn, James	MATH109 AL1	Adjunct	N/A	\$2,970.00	01/23/14 - 05/16/14
Davis, Andrew	FITN208 AL1	Adjunct	N/A	\$1,485.00	01/23/14 - 05/16/14
Decker, Aaron	ENGL101 M19 ENGL100 M16 ENGL101 M15	Adjunct	N/A	\$8,910.00	01/23/14 - 05/16/14
DeGaetano, Margaret	METR101 AL1	Adjunct	N/A	\$3,710.00	01/23/14 - 05/16/14
DeRado, Dennis	SPAN101 C43	Adjunct	N/A	\$4,770.00	01/23/14 - 05/16/14
DiBartolo, Debra	NURS 225-M22 FLD	Adjunct	N/A	\$10,175.00	01/23/14 - 05/16/14
Dickerson, Nancy	HUMS128 M01 SOCI201 M01 HUMS110 M02	Adjunct	N/A	\$10,215.00	01/23/14 - 05/16/14
Donlick, Christel	MATH095 C33 MATH100 CE66	Adjunct	N/A	\$6,930.00	01/23/14 - 05/16/14
Down, Rachel	ECHD110 ME50 ECHD125 CE66 HUMS125 E66	Adjunct	N/A	\$5,220.00	01/23/14 - 05/16/14
Earle, Robert	ENGL100 M12	Adjunct	N/A	\$2,610.00	01/23/14 - 05/16/14
Earley, Bernard	ENGL100 AL1 ENGL100 AL2 ENGL101 AL2	Adjunct	N/A	\$10,215.00	01/23/14 - 05/16/14
Eckert, Regina	HSTY202 M04 HSTY202 M05	Adjunct	N/A	\$5,220.00	01/23/14 - 05/16/14
Edgecomb, Patricia	CAPS111 AL4 CAPS131 M02 CAPS121 M02 CAPS111 M02 CAPS123 AL1 CAPS152 M01 CAPS133 AL1 CAPS131 AL1 CAPS141 AL1	Adjunct	N/A	\$11,133.18	01/23/14 - 05/16/14
Eisenberg, Seth	PARA216 AL1 PARC216 AL1 CRJU215 AL1	Adjunct	N/A	\$3,405.00	01/23/14 - 05/16/14
Emmart, Michael	CRJU212 M01 HUMS212 M01 CRJU105 AL1	Adjunct	N/A	\$5,550.00	01/23/14 - 05/16/14
Estep, Nancy	HUMS125 M01 ECHD125 M01 HUMS225 AL1 HUMS125 AL1 ECHD225 AL1 ECHD125 AL1	Adjunct	N/A	\$8,325.00	01/23/14 - 05/16/14
Esworthy, Barrett	HSTY202 M03 HSTY202 M02 HSTY202 M01	Adjunct	N/A	\$9,540.00	01/23/14 - 05/16/14
Evans, Carol	BIOL114 ME50	Adjunct	N/A	\$2,775.00	01/23/14 - 05/16/14
Farah, Fred	BIOL125 M01 GEOL125 M01 PHSC104 ME50	Adjunct	N/A	\$11,066.25	01/23/14 - 05/16/14
Feavearyear, Jody	ASTR101 IE62 MATH095 M08	Adjunct	N/A	\$7,420.00	01/23/14 - 05/16/14
Finn, Bradley	HLTH208 AL1	Adjunct	N/A	\$3,405.00	01/23/14 - 05/16/14
Frahm, Benjamin	ENGL100 M20	Adjunct	N/A	\$2,775.00	01/23/14 - 05/16/14
Franz, Diane	PSYC101 M01 PSYC101 M02	Adjunct	N/A	\$5,220.00	01/23/14 - 05/16/14
Freeman, Paige	FITN130 M13 FITN230 M23	Adjunct	N/A	\$1,305.00	01/23/14 - 05/16/14
Frey, Kim	PSYC103 M09 PSYC103 M06 PSYC103 M10	Adjunct	N/A	\$7,830.00	01/23/14 - 05/16/14
Gaetano, Linda	MATH100 M09 MATH090 M08	Adjunct	N/A	\$6,090.00	01/23/14 - 05/16/14
Galezo, David	PHIL101 AL1 PHIL201 M01	Adjunct	N/A	\$6,810.00	01/23/14 - 05/16/14
Garrity, Kathleen	FITN205 M01 FITN204 M01	Adjunct	N/A	\$1,702.50	01/23/14 - 05/16/14
Gesin, Jonathan	CRJU110 M03	Adjunct	N/A	\$2,775.00	01/23/14 - 05/16/14
Gilbert, Mary	ENGL204 AL3 ENGL204 AL1 ENGL204 AL2	Adjunct	N/A	\$10,215.00	01/23/14 - 05/16/14
Gillis, Andrew	ART 111 M03	Adjunct	N/A	\$3,972.50	01/23/14 - 05/16/14
Goldsberry, Evelyn	NURS 120-M23 FLD	Adjunct	N/A	\$9,570.00	01/23/14 - 05/16/14
Gowe, Kathy	NURS 120-M26				
Granison, Henry	PARC101 AL1 BUAD202 AL1 PARA101 AL1	Adjunct	N/A	\$6,810.00	01/23/14 - 05/16/14
Grimm, Mark	ART 254 M01	Adjunct	N/A	\$1,732.50	01/23/14 - 05/16/14
Gutierrez, Norma	ART 109 M01	Adjunct	N/A	\$3,237.50	01/23/14 - 05/16/14
Haaland, Andrew	CAPS121 AL1 CAPS131 AL4 CAPS111 AL3 CAPS121 AL3 CAPS131 AL3 CAPS111 AL2 CAPS121 AL2 CAPS111 AL1	Adjunct	N/A	\$10,596.36	01/23/14 - 05/16/14

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January 2014 continued					
Hamilton, Thomas	CONT216 M01	Adjunct	N/A	\$2,312.50	01/23/14 - 05/16/14
Han, Man-Young	SPMT270 M01	Adjunct	N/A	\$2,970.00	01/23/14 - 05/16/14
Haralson, Annemick	NURS 120-M22 FLD	Adjunct	N/A	\$10,175.00	01/23/14 - 05/16/14
Harbick, Kale	PHSC105 M01 PHSC213 M01	Adjunct	N/A	\$8,910.00	01/23/14 - 05/16/14
Hassett, Joseph	HLTH205 M01	Adjunct	N/A	\$3,180.00	01/23/14 - 05/16/14
Haynes, Susan	ACCT101 M01 ACCT101 IE62	Adjunct	N/A	\$9,080.00	01/23/14 - 05/16/14
Hemingway Jones, Kathy	ENGL101 M10 ENGL201 M05 ENGL101 M02	Adjunct	N/A	\$8,325.00	01/23/14 - 05/16/14
Hesse, Ralph	PSYC209 M01 PSYC103 M04 PSYC103 M02	Adjunct	N/A	\$10,215.00	01/23/14 - 05/16/14
Hillis, Patrick	PSYC103 M12 PSYC101 M05 PSYC103 IE62	Adjunct	N/A	\$8,325.00	01/23/14 - 05/16/14
Hollenbeck, Charles	ENGL100 M22 ENGL101 M07 ENGL100 M01	Adjunct	N/A	\$7,830.00	01/23/14 - 05/16/14
Hopkins, Marshall	ART 271 M01 ART 117 M01 ART 117 M02	Adjunct	N/A	\$9,712.50	01/23/14 - 05/16/14
Hotto, Amber	BIOL101 M04	Adjunct	N/A	\$1,850.00	01/23/14 - 05/16/14
Iacobucci, Christine	ANTH202 M03	Adjunct	N/A	\$2,970.00	01/23/14 - 05/16/14
Johnson-DiMarco, Lisa	BIOL131 ME50	Adjunct	N/A	\$5,197.50	01/23/14 - 05/16/14
Jones, Maxine	MATH100 M02	Adjunct	N/A	\$3,180.00	01/23/14 - 05/16/14
Jones, Paula	BIOL114 CE43	Adjunct	N/A	\$3,180.00	01/23/14 - 05/16/14
Josef, Keith	CHEM101 M01, M02 CHEM102 HY1	Adjunct	N/A	\$9,712.50	01/23/14 - 05/16/14
Kidder, Jennifer	GEOL101 M02 GEOL101 M01 MATH090 IE62	Adjunct	N/A	\$11,660.00	01/23/14 - 05/16/14
Kirk, Benjamin	MATH109 ME50	Adjunct	N/A	\$2,775.00	01/23/14 - 05/16/14
Klimaszewski, Nicolai	ART 111 M02 ART 112 M01	Adjunct	N/A	\$7,420.00	01/23/14 - 05/16/14
Kobre, Michael	BIOL114 AL1 BIOL132 ME50	Adjunct	N/A	\$12,768.75	01/23/14 - 05/16/14
Kyle, John	CAPS121 M07 CAPS111 M08 CAPS111 M07 CAPS131 M07 CAPS131 M05 CAPS111 M05 CAPS121 M05 CAPS131 M06 CAPS121 M08	Adjunct	N/A	\$11,920.91	01/23/14 - 05/16/14
Lamey, Timothy	FITN213 ME50 HLTH206 M02	Adjunct	N/A	\$4,770.00	01/23/14 - 05/16/14
Lane, Becky	ENGL200 AL1	Adjunct	N/A	\$2,775.00	01/23/14 - 05/16/14
Lange, Shirley	MATH095 ME50	Adjunct	N/A	\$3,480.00	01/23/14 - 05/16/14
LaRosa, Laura	ENGL099 MLC2	Adjunct	N/A	\$5,550.00	01/23/14 - 05/16/14
Lee, In Shik	ART 114 M02 ART 110 M02 ART 120 M02	Adjunct	N/A	\$11,917.50	01/23/14 - 05/16/14
Less, Deborah	ENGL204 M02 ENGL204 M01 ENGL201 C33	Adjunct	N/A	\$9,540.00	01/23/14 - 05/16/14
Ligas, Kimberly	HLTH104 M01 NURS104 CE43 HLTH104 CE43 NURS104 M01	Adjunct	N/A	\$5,220.00	01/23/14 - 05/16/14
Lillard, Marketa	CHEM102 HY1 CHEM101 HY1	Adjunct	N/A	\$5,940.00	01/23/14 - 05/16/14
Lipa, Thomas	CDSC200 HY1	Adjunct	N/A	\$2,951.00	01/23/14 - 05/16/14
Loop, Jill	ENGL101 M22 ENGL101 IE62 ENGL100 M24	Adjunct	N/A	\$8,325.00	01/23/14 - 05/16/14
Loop, Mead	ENGL201 IE62	Adjunct	N/A	\$3,180.00	01/23/14 - 05/16/14
Lovelace-Ross, Kristin	MATH200 IE35 MATH200 M03	Adjunct	N/A	\$6,360.00	01/23/14 - 05/16/14
MacDowell, Gary	HLTH206 M01 FITN215 M01	Adjunct	N/A	\$5,107.50	01/23/14 - 05/16/14
Manier, Donna	ART 180 M01	Adjunct	N/A	\$3,972.50	01/23/14 - 05/16/14
Manning, Kaeti	PHIL101 M02 PHIL101 M01	Adjunct	N/A	\$5,550.00	01/23/14 - 05/16/14
Marie, Jill	ENGL101 M12 ENGL103 M01 ENGL100 I30	Adjunct	N/A	\$10,215.00	01/23/14 - 05/16/14
Martin, June	ENGL101 M03	Adjunct	N/A	\$2,775.00	01/23/14 - 05/16/14
Martin, Marguerite	ECHD206 AL1	Adjunct	N/A	\$3,262.50	01/23/14 - 05/16/14
McCabe, Lindsey	ENGL100 AL4	Adjunct	N/A	\$2,775.00	01/23/14 - 05/16/14
McCracken, Kathleen	COMM120 M01	Adjunct	N/A	\$1,522.50	01/23/14 - 05/16/14
McGee, Louise	NURS 225 Clinical/Supervision	Adjunct	N/A	\$12,485.00	01/23/14 - 05/16/14
McGory, Randy	CAPS121 CE66 CAPS131 IE62 CAPS121 IE62 CAPS111 IE62 CAPS111 CE66	Adjunct	N/A	\$6,185.10	01/23/14 - 05/16/14
McMahon, Maria	ART122 ME50 ART 115 ME50 ART 116 ME50	Adjunct	N/A	\$6,475.00	01/23/14 - 05/16/14
McMullin, Zachary	FITN130 M16 FITN230 M26	Adjunct	N/A	\$1,305.00	01/23/14 - 05/16/14

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January 2014 continued					
Meyer, Denise	ART 130 M02 ART 130 ME50 ART 130 M01	Adjunct	N/A	\$11,917.50	01/23/14 - 05/16/14
Millman-Brown, Randi	ART 102 IE62 ART 104 ME50	Adjunct	N/A	\$6,360.00	01/23/14 - 05/16/14
Mitrani, Michele	ENGL099 IE62	Adjunct	N/A	\$3,480.00	01/23/14 - 05/16/14
Muschko, John	SOCI101 CE66	Adjunct	N/A	\$2,775.00	01/23/14 - 05/16/14
Myers, Deborah	NURS 120-M21 and M24	Adjunct	N/A	\$1,864.50	01/23/14 - 05/16/14
Need, Barbara	ENGL100 M21	Adjunct	N/A	\$2,970.00	01/23/14 - 05/16/14
Neville, Lisa	ENGL102 IE62	Adjunct	N/A	\$3,180.00	01/23/14 - 05/16/14
Ochs, Janet	CAPS111 M04 CAPS131 M04 CAPS131 M01 CAPS121 M01 CAPS121 M04 CAPS131 M03 CAPS121 M03 CAPS111 M03 CAPS111 M01	Adjunct	N/A	\$11,920.91	01/23/14 - 05/16/14
Okaru, Alfred	FITN102 M01	Adjunct	N/A	\$1,305.00	01/23/14 - 02/26/14
Omoaholo, Roxanne	BIOL132 M01 BIOL132 M02	Adjunct	N/A	\$5,550.00	01/23/14 - 05/16/14
Pace, Robert	CRJU110 M01	Adjunct	N/A	\$3,180.00	01/23/14 - 05/16/14
Panzer, Nina	SOCI101 AL3	Adjunct	N/A	\$3,405.00	01/23/14 - 05/16/14
Parks, Paul	ART 102 M01	Adjunct	N/A	\$3,180.00	01/23/14 - 05/16/14
Patterson, Robert	ENGL100 M10	Adjunct	N/A	\$3,405.00	01/23/14 - 05/16/14
Payton, L. Christine	NURS 225-+M65 FLD	Adjunct	N/A	\$9,570.00	01/23/14 - 05/16/14
Perfetti, Margaret	ENGL101 C33 ENGL100 C33	Adjunct	N/A	\$6,810.00	01/23/14 - 05/16/14
Perkins, Donald	COMM220 M01	Adjunct	N/A	\$3,972.50	01/23/14 - 05/16/14
Pijanowski, Gregory	ASTR101 AL1	Adjunct	N/A	\$5,940.00	01/23/14 - 05/16/14
Pilosi, Lori	RECR201 AL1	Adjunct	N/A	\$2,610.00	01/23/14 - 05/16/14
Pittsley, Jaclyn	ENGL100 M15 ENGL100 M14	Adjunct	N/A	\$5,940.00	01/23/14 - 05/16/14
Plumeau, Margaret	MATH109 M05 MATH109 M04	Adjunct	N/A	\$6,360.00	01/23/14 - 05/16/14
Pospisil, Pamela	MATH100 IE62	Adjunct	N/A	\$3,180.00	01/23/14 - 05/16/14
Price, Colleen	EMT 220 ME73	Adjunct	N/A	\$7,395.00	01/23/14 - 05/16/14
Quick, Raymond	BUAD219 AL1 BUAD204 AL1	Adjunct	N/A	\$6,810.00	01/23/14 - 05/16/14
Rashid, Amin	COMM101 M02	Adjunct	N/A	\$2,610.00	01/23/14 - 05/16/14
Reinbolt, Gary	COMM225 M01	Adjunct	N/A	\$1,590.00	01/23/14 - 05/16/14
Richards, David	POSC104 M01 POSC103 M01 COMM225 M01	Adjunct	N/A	\$8,512.50	01/23/14 - 05/16/14
Rollins, Beverly	NURS 120-M22	Adjunct	N/A	\$1,982.25	01/23/14 - 05/16/14
Rombach, Kathleen	MATH132 IE62	Adjunct	N/A	\$2,775.00	01/23/14 - 05/16/14
Rosa, Javier	DRAF118 M01	Adjunct	N/A	\$3,931.25	01/23/14 - 05/16/14
Rosekrans, Linda	ENGL101 AL3 ENGL101 AL4 ENGL101 AL5	Adjunct	N/A	\$10,215.00	01/23/14 - 05/16/14
Ross, Ronald	BUAD109 M01 BUAD108 M01	Adjunct	N/A	\$6,360.00	01/23/14 - 05/16/14
Rossiter, Judith	PARC213 AL1 PARC220 AL1 PARA205 AL1 POSC213 AL1 PARA220 AL1 PARA213 AL1 PARC205 AL1	Adjunct	N/A	\$10,215.00	01/23/14 - 05/16/14
Rukavena, Peter	BUAD106 IE62 BUAD111 M01 BUAD106 M02	Adjunct	N/A	\$9,540.00	01/23/14 - 05/16/14
Ruoff, Guy	HSTY101 C43 HSTY101 I30 HSTY201 C33	Adjunct	N/A	\$8,325.00	01/23/14 - 05/16/14
Ryan, Jessica	SOCI101 M08 SOCI101 M07 SOCE201 M01	Adjunct	N/A	\$8,910.00	01/23/14 - 05/16/14
Ryan, Patrick	PSYC103 AL4 PSYC101 AL1	Adjunct	N/A	\$6,810.00	01/23/14 - 05/16/14
Sabol, Zenta	ACCT102 M01	Adjunct	N/A	\$4,540.00	01/23/14 - 05/16/14
Savoie, Raymond	ENGL102 M01 ENGL101 M06 ENGL101 M01	Adjunct	N/A	\$9,540.00	01/23/14 - 05/16/14
Schaefer, Patricia	NURS 120-M24 FLD	Adjunct	N/A	\$10,890.00	01/23/14 - 05/16/14
Schmid, Joseph	ACCT102 ME50	Adjunct	N/A	\$4,540.00	01/23/14 - 05/16/14
Schrag, Kimberly	ART 114 M01 ART 122 M02 ART 122 M01	Adjunct	N/A	\$11,917.50	01/23/14 - 05/16/14
Schultz, Shirley	SOCI101 M03 SOCI101 M01 SOCI101 M02	Adjunct	N/A	\$10,215.00	01/23/14 - 05/16/14
Scott, Lory	BIOL102 M01 ENVS101 IE35 BIOL102 ME50	Adjunct	N/A	\$9,900.00	01/23/14 - 05/16/14
Sellers, Cara	NURS 225-M24	Adjunct	N/A	\$1,864.50	01/23/14 - 05/16/14
Sewell, Patrick	ENVS107 M01 ENVS105 M01 POSC107 M01	Adjunct	N/A	\$5,550.00	01/23/14 - 05/16/14
Seyfried, Matthew	ENGL102 AL1 SPMT260 M01 ENGL102 AL2	Adjunct	N/A	\$10,215.00	01/23/14 - 05/16/14

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January 2014 continued					
Sheehan, John	HSTY110 AL1 HSTY111 M01	Adjunct	N/A	\$6,360.00	01/23/14 - 05/16/14
Shululu, Daphne	ENGL100 CE66	Adjunct	N/A	\$2,970.00	01/23/14 - 05/16/14
Simon, Rebecca	NURS 225-M26	Adjunct	N/A	\$1,864.50	01/23/14 - 05/16/14
Sinclair, Lorraine	ENGL101 M13 ENGL101 M14 ENGL101 M20	Adjunct	N/A	\$9,540.00	01/23/14 - 05/16/14
Sloan, Cindy	SOCI101 AL2	Adjunct	N/A	\$3,180.00	01/23/14 - 05/16/14
Smith, Richard	ACCT101 CE66	Adjunct	N/A	\$4,540.00	01/23/14 - 05/16/14
Smith, Susan	ENGL101 CE66 ENGL220 ME50	Adjunct	N/A	\$5,940.00	01/23/14 - 05/16/14
Snyder, Stephen	BIOL101 HY1	Adjunct	N/A	\$3,710.00	01/23/14 - 05/16/14
Steenburg, Jennifer	NURS 120-M25	Adjunct	N/A	\$1,864.50	01/23/14 - 05/16/14
Stevenson, David	FITN130 M10 FITN230 M20	Adjunct	N/A	\$1,485.00	01/23/14 - 05/16/14
Stivers, Joan	HLTH207 M01 HLTH208 M01	Adjunct	N/A	\$6,810.00	01/23/14 - 05/16/14
Stone, Kathryn	ENGL101 M08 ENGL101 M11	Adjunct	N/A	\$5,940.00	01/23/14 - 05/16/14
Stremlin, Tatiana	MUSI101 M01	Adjunct	N/A	\$3,405.00	01/23/14 - 05/16/14
Struzick, Corrina	Forum Chair	Adjunct	N/A	\$2,296.02	01/23/14 - 05/16/14
Sullivan, Cynthia	NURS 225-N25	Adjunct	N/A	\$10,890.00	01/23/14 - 05/16/14
Sutton, Jaclyn	FITN130 M12 FITN230 M22	Adjunct	N/A	\$1,387.50	01/23/14 - 05/16/14
Sutton, Levi	DRAF107 M01 MATH132 M07	Adjunct	N/A	\$6,187.50	01/23/14 - 05/16/14
Svensson, John	HRMG206 M01 HRMG100 M01	Adjunct	N/A	\$6,360.00	01/23/14 - 05/16/14
Tackill, Sherry	ENGL102 ME50	Adjunct	N/A	\$2,970.00	01/23/14 - 05/16/14
Tambascio, Theresa	RDNG099 M02 RDNG099 M03	Adjunct	N/A	\$6,960.00	01/23/14 - 05/16/14
Troyer, John	ENGL099 M07	Adjunct	N/A	\$3,480.00	01/23/14 - 05/16/14
Underwood, Rehema	PSYC205 AL1	Adjunct	N/A	\$3,180.00	01/23/14 - 05/16/14
Vazenios, George	MATH109 M01 MATH109 M02 BUAD103 AL1	Adjunct	N/A	\$8,910.00	01/23/14 - 05/16/14
Waffner, Marcia	HRMG101 AL1 BUAD212 M01 HRMG220 SLC2	Adjunct	N/A	\$7,400.00	01/23/14 - 05/16/14
Ward, Laura	PSYC205 M02 PSYC207 M02 PSYC103 M07	Adjunct	N/A	\$8,325.00	01/23/14 - 05/16/14
Weatherby, Gregg	ENGL101 M21	Adjunct	N/A	\$2,970.00	01/23/14 - 05/16/14
Webster, Claire	FITN106 M01	Adjunct	N/A	\$1,590.00	01/23/14 - 05/16/14
Weed, Steve	ENGL100 M17	Adjunct	N/A	\$2,775.00	01/23/14 - 05/16/14
Wells, Frances	OFFC230 M01	Adjunct	N/A	\$1,135.00	01/23/14 - 05/16/14
Westlake, Winfield	SOCI101 M09 GEOG120 M01 BUAD103 C43	Adjunct	N/A	\$10,215.00	01/23/14 - 05/16/14
Whitaker, John	MATH109 M03, M07, M09	Adjunct	N/A	\$9,570.00	01/23/14 - 05/16/14
Whitecraft, Michele	CHEM101 ME50	Adjunct	N/A	\$5,107.50	01/23/14 - 05/16/14
Williams, Diane	BIOL101 ME50 BIOL101 ME51	Adjunct	N/A	\$7,945.00	01/23/14 - 05/16/14
Williamson, Mark	ART 102 M02	Adjunct	N/A	\$3,180.00	01/23/14 - 05/16/14
Wilson, Valerie	NURS 225-M25	Adjunct	N/A	\$2,121.75	01/23/14 - 05/16/14
Wolff, Christopher	ART 120 M01 ART 200 M01	Adjunct	N/A	\$7,420.00	01/23/14 - 05/16/14
Wolff, Sarah	ENGL101 M04 ENGL100 M11	Adjunct	N/A	\$5,220.00	01/23/14 - 05/16/14
Woodams, William	ART 111 M01 ART 111 M05	Adjunct	N/A	\$6,475.00	01/23/14 - 05/16/14
Woods, Timothy	FITN216 M01 MATH090 M02 MATH090 M01	Adjunct	N/A	\$10,070.00	01/23/14 - 05/16/14
Wright, Rachel	NURS 120-M27	Adjunct	N/A	\$1,982.25	01/23/14 - 05/16/14
Yavits, Elizabeth	ENGL201 CE66 ENGL201 ME50	Adjunct	N/A	\$6,360.00	01/23/14 - 05/16/14
Young, Tammi	HLTH126 M02 RECR232 M01	Adjunct	N/A	\$3,480.00	01/23/14 - 05/16/14
Clay, Merryn	Cornell AEG Student Program	Adjunct	N/A	\$2,180.34	01/27/14 - 05/05/14
Haffenden, Trena	Cornell AEG Student Program	Adjunct	N/A	\$3,369.61	01/27/14 - 05/05/14
Martin, Angela	Cornell AEG Student Program	Adjunct	N/A	\$3,369.61	01/27/14 - 05/05/14
van der Veur, Shirley	Cornell AEG Student Program	Adjunct	N/A	\$6,184.27	01/27/14 - 05/05/14

Appointment of Personnel  
February 12, 2014  
Presented to the Board of Trustees

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
February 2014					
Dickerson, Nanacy	Facilitate Dignity for All Students workshop	Adjunct	N/A	\$300.00	02/08/14
Wolff, Sarah	Proctoring make-up exams	Adjunct	N/A	\$1,143.56	2/12/14 - 05/07/14
Dickerson, Nanacy	Facilitate Dignity for All Students workshop	Adjunct	N/A	\$300.00	02/22/14
Cornish, Erin	Geometry/Trig workshop Borg Warner	Adjunct	N/A	\$660.00	02/24/14 - 03/07/14
Burns, Frank	HRMG107 M01	Adjunct	N/A	\$870.00	02/28/14 - 02/28/14
McIntyre, David	HRMG105 M01	Adjunct	N/A	\$870.00	02/28/14 - 03/01/14
March 2014					
Dickerson, Nanacy	Facilitate Dignity for All Students workshop	Adjunct	N/A	\$300.00	03/08/14
Strauf, Dale	FITN120 M01 FITN121 M01	Adjunct	N/A	\$1,590.00	03/24/14 - 05/16/14

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

February 12, 2014

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Robin Hinchcliff	December 2015	Retirement
ThankGod Imo	December 2014	Retirement
William Kleitz	May 2014	Retirement
Frank (Bud) Moody	June 2016	Retirement
Linda Pasto	December 2014	Retirement
Marsha Powell	August 2015	Retirement
Daniel Pukstas	May 2014	Retirement
Paul Slocum	August 2016	Retirement
Brandon Wood	March 2014	Resignation

FACULTY STUDENT ASSOCIATION



**TOMPKINS CORTLAND COMMUNITY COLLEGE NEW MASTER PLAN  
FEBRUARY 2014 CAPITAL PAYMENTS**

	<b>Amount</b>	<b>Subtotal</b>	<b>Total</b>
<b>Administrative/Design Services</b>			
HOLT Architects, P.C. Invoice #213034008, Design Services PO #29384	\$10,808.07		
<b>Total Administrative/Design Services</b>		\$10,808.07	
<hr/>			
<b>Network Upgrade</b>			
Installer Parts, Inc. Invoice #0001360, Cable System	\$999.82		
<b>Total Network Upgrade</b>		\$999.82	
<hr/>			
<b>Total</b>			<b><u><u>\$11,807.89</u></u></b>

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

DECEMBER 31, 2013

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

DECEMBER 31, 2013

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CASH FORECAST	PAGE 8
CAPITAL FUND SUMMARY	PAGE 9

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$518,636 in a money market savings account averaging .20% interest earnings for December \$1,287,510 in savings. The maximum amount available for investment will fluctuate with a peak of \$8,000,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$11,953,119 is a increase from \$10,814,670. 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 \$91,236. The interfunds account balance of \$876,997 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 December 31, total expenditures amounted to \$12,992,612 or 33.7% of the 2013-2014 budget. Comparable expenditures for period three last year were \$12,544,057 or 34.9% of the 2012-2013 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$22,344,831 are 58.3% of the revenue budget. Prior year revenues were \$22,223,420, are 59.3% 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 December 2013, \$36,441,704 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
BALANCE SHEET  
FINANCIAL REPORT FOR THE PERIOD ENDING DECEMBER 31, 2013**

	Current Month 12/31/2013	Previous Month 11/30/2013	Previous Year 12/31/2012
<b>ASSETS</b>			
Cash in Demand Deposit	\$518,636	\$586,056	\$454,334
Cash in Time Deposits	1,287,510	2,932,559	1,103,663
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	11,953,119	10,814,670	12,443,908
Accounts Receivable--Misc.	530,410	498,881	221,490
Prepaid Expenses	35,339	35,235	(3,079)
Due From Other Funds	876,997	2,374,684	2,343,567
Due From Sponsor Governments	0	0	0
Due From State Governments	2,457,188	0	2,350,570
Due From Other Governments	91,236	537,185	145,279
	<hr/>	<hr/>	<hr/>
<b>TOTAL ASSETS</b>	<b>\$17,752,165</b>	<b>\$17,781,000</b>	<b>\$19,061,462</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>LIABILITIES AND SURPLUS</b>			
Vouchers Payable	\$15,934	\$21,971	\$12,849
Payroll Liabilities	1,298,061	2,138,054	1,952,086
Student Financial Aid Liabilities	153,392	151,244	336,066
Accrued Liabilities	1,628,254	1,567,311	1,789,403
Due to Other Funds	4,183,768	4,354,580	4,498,302
Due to State Governments	43,622	43,622	43,622
Student Tuition Collected in Advance	0	0	0
Fund Balance	1,253,269	1,253,269	1,253,269
Revenue Over (Under) Expenditures	9,175,865	8,250,949	9,175,865
	<hr/>	<hr/>	<hr/>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>\$17,752,165</b>	<b>\$17,781,000</b>	<b>\$19,061,462</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**APPROPRIATIONS 2013-2014**  
**FINANCIAL REPORT FOR THE PERIOD ENDING DECEMBER 31, 2013**

	PER CENT YEAR					33.00%
	<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	9,668,597	9,668,597	3,833,626	5,834,971	39.65%	
Equipment	3,718	3,718	0	3,718	0.00%	
Contractual Expenses	5,098,607	5,088,666	1,749,827	3,338,839	34.39%	
Employee Benefits	<u>4,829,316</u>	<u>4,829,316</u>	<u>1,327,405</u>	<u>3,501,911</u>	27.49%	
<b>Total Instruction</b>	<u>19,600,238</u>	<u>19,590,297</u>	<u>6,910,858</u>	<u>12,679,439</u>	<u>35.28%</u>	
<b>Public Service</b>						
Personal Services						
Equipment						
Contractual Expenses						
Employee Benefits						
<b>Total Public Service</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
<b>Academic Support</b>						
Personal Services	1,646,216	1,646,216	528,563	1,117,653	32.11%	
Equipment	145,840	145,782	0	145,782	0.00%	
Contractual Expenses	275,820	278,761	129,238	149,523	46.36%	
Employee Benefits	<u>526,289</u>	<u>526,289</u>	<u>183,004</u>	<u>343,285</u>	<u>34.77%</u>	
<b>Total Academic Support</b>	<u>2,594,165</u>	<u>2,597,048</u>	<u>840,805</u>	<u>1,756,243</u>	<u>32.38%</u>	
<b>Libraries</b>						
Personal Services	433,595	433,595	166,276	267,319	38.35%	
Equipment	0	112	0	112	0.00%	
Contractual Expenses	172,379	172,267	94,166	78,101	54.66%	
Employee Benefits	<u>143,086</u>	<u>143,086</u>	<u>56,338</u>	<u>86,748</u>	<u>39.37%</u>	
<b>Total Libraries</b>	<u>749,060</u>	<u>749,060</u>	<u>316,780</u>	<u>432,280</u>	<u>42.29%</u>	

**APPROPRIATIONS 2013-2014(Cont.)**

PER CENT YEAR

33.00%

	<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	3,073,115	3,073,115	1,050,015	2,023,100	34.17%
Equipment	3,800	3,800	0	3,800	0.00%
Contractual Expenses	1,411,718	1,411,718	380,491	1,031,227	26.95%
Employee Benefits	<u>988,801</u>	<u>988,801</u>	<u>363,899</u>	<u>624,902</u>	<u>36.80%</u>
<b>Total Student Services</b>	<u>5,477,434</u>	<u>5,477,434</u>	<u>1,794,405</u>	<u>3,683,029</u>	<u>32.76%</u>
<b>Maintenance and Operation of Plant</b>					
Personal Services	2,272,128	2,277,128	693,049	1,584,079	30.44%
Equipment	5,500	0	0	0	0.00%
Contractual Expenses	1,035,973	1,035,973	203,956	832,017	19.69%
Employee Benefits	<u>748,856</u>	<u>748,856</u>	<u>239,784</u>	<u>509,072</u>	<u>32.02%</u>
<b>Total Maintenance and Operation of Plant</b>	<u>4,062,457</u>	<u>4,061,957</u>	<u>1,136,789</u>	<u>2,925,168</u>	<u>27.99%</u>
<b>Institutional Support</b>					
Personal Services	1,530,363	1,530,363	483,714	1,046,649	31.61%
Equipment	0	0	0	0	0.00%
Contractual Expenses	333,744	333,744	93,740	240,004	28.09%
Employee Benefits	<u>503,472</u>	<u>503,472</u>	<u>167,646</u>	<u>335,826</u>	<u>33.30%</u>
<b>Total Institutional Support</b>	<u>2,367,579</u>	<u>2,367,579</u>	<u>745,100</u>	<u>1,622,479</u>	<u>31.47%</u>
<b>General Institutional Services</b>					
Personal Services	1,813,394	1,808,394	589,121	1,219,273	32.58%
Equipment	93,243	98,801	3,312	95,489	0.00%
Contractual Expenses	954,280	961,280	377,926	583,354	39.31%
Employee Benefits	<u>595,585</u>	<u>595,585</u>	<u>207,518</u>	<u>388,067</u>	<u>34.84%</u>
<b>Total General Institutional Services</b>	<u>3,456,502</u>	<u>3,464,060</u>	<u>1,177,877</u>	<u>2,286,183</u>	<u>34.00%</u>
<b>TOTAL APPROPRIATIONS</b>	<u>38,307,435</u>	<u>38,307,435</u>	<u>12,922,614</u>	<u>25,384,821</u>	<u>33.73%</u>



**2013-2014 APPROPRIATIONS**  
**SCHEDULE OF EMPLOYEE BENEFITS**

PER CENT YEAR 25.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	100,000	100,000	2,436	97,564	0.00%
State Employee's Retirement	1,244,250	1,244,250	393,812	850,438	31.65%
State Teacher's Retirement	266,500	266,500	100,821	165,679	37.83%
Optional Retirement Fund	1,117,716	1,117,716	343,140	774,576	30.70%
Social Security	1,529,214	1,529,214	535,496	993,718	35.02%
Workers Compensation	168,000	168,000	200,375	(32,375)	119.27%
Misc Employee Benefits	110,000	110,000	36,647	73,353	33.32%
Disability Insurance	14,300	14,300	2,635	11,665	18.43%
Hospital and Medical Insurance	3,563,130	3,563,130	1,100,921	2,462,209	30.90%
Employee Tuition Benefits	124,295	124,295	64,181	60,114	51.64%
Life Insurance	10,000	10,000	2,830	7,170	28.30%
Vacation Benefits	65,000	65,000	20,000	45,000	30.77%
Unemployment Insurance	23,000	23,000	1,996	21,004	0.00%
<b>Total Employee Benefits</b>	<b>8,335,405</b>	<b>8,335,405</b>	<b>2,805,290</b>	<b>5,530,115</b>	<b>33.66%</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
REVENUE 2013-2014  
FINANCIAL REPORT FOR THE PERIOD ENDING DECEMBER 31, 2013**

**PER CENT YEAR 33.00%**

	<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	\$15,262,715	\$15,262,715	12,376,297	2,886,418	81.09%
Winter	\$45,500	\$45,500	86,032		
Summer	1,573,851	1,573,851	1,868,534	(294,683)	118.72%
Nonresident Tuition	1,268,500	1,268,500	1,161,877	106,623	91.59%
Student Fee Revenue (Tech Fee)	1,382,130	1,382,130	1,092,023	290,107	79.01%
<b>Total Tuition</b>	<b><u>19,532,696</u></b>	<b><u>19,532,696</u></b>	<b><u>16,584,763</u></b>	<b><u>2,988,465</u></b>	<b><u>84.91%</u></b>
<b>Government Appropriations</b>					
New York State	9,918,789	9,918,789	4,914,376	5,004,413	49.55%
Local Sponsors	4,426,388	4,426,388	0	4,426,388	0.00%
Appropriated Cash Surplus			0	0	
Charges to Other Counties	3,709,800	3,709,800	<u>1,737,641</u>	1,972,159	<u>46.84%</u>
<b>Total Government Appropriations</b>	<b><u>18,054,977</u></b>	<b><u>18,054,977</u></b>	<b><u>6,652,017</u></b>	<b><u>11,402,960</u></b>	<b><u>36.84%</u></b>
<b>Other Revenues</b>					
Service Fees	130,865	130,865	17,399	113,466	13.30%
Interest Earnings	6,000	6,000	2,823	3,177	47.05%
Rental of Real Property	23,000	23,000	7,573	15,427	32.93%
Café Commissions	45,000	45,000	0		
Contract Courses	115,000	115,000	82,467	32,533	71.71%
Noncredit Tuition	213,700	213,700	48,174	165,526	22.54%
Grant Offsets	136,033	136,033	33,140	102,893	24.36%
Unclassified Revenues	50,164	50,164	8,498	41,666	16.94%
<b>Total Other Revenues</b>	<b><u>719,762</u></b>	<b><u>719,762</u></b>	<b><u>200,074</u></b>	<b><u>474,688</u></b>	<b><u>27.80%</u></b>
<b>TOTAL REVENUES</b>	<b><u>\$38,307,435</u></b>	<b><u>\$38,307,435</u></b>	<b><u>\$23,436,854</u></b>	<b><u>\$14,866,113</u></b>	<b><u>61.18%</u></b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CURRENT OPERATING FUND - CASH FORECAST  
DEC 2013 TO MARCH 2014**

	<u>DECEMBER</u>	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>
<b><u>CASH BALANCE - BEGINNING OF PERIOD</u></b>	<b>\$3,520,344</b>	<b>\$1,807,597</b>	<b>\$3,072,730</b>	<b>\$8,392,164</b>	<b>\$4,537,297</b>
<b><u>RECEIPTS</u></b>					
Student Accounts Receivable	\$356,659	\$1,350,000	\$1,500,000	\$500,000	\$500,000
Student Financial Aid	\$725,293	\$400,000	\$6,000,000	\$100,000	\$1,000,000
Sponsor Payments	\$0	\$697,163	\$409,434	\$697,163	\$409,434
Chargebacks to Other Counties	\$411,260	\$100,000	\$120,000	\$120,000	\$120,000
State Aid	\$0	\$2,427,970	\$0	\$2,427,970	\$0
Repayment of Grant Fund Advances	\$7,742	\$10,000	\$10,000	\$10,000	\$10,000
Repayment of Capital Fund Advances	\$0	\$0	\$0	\$0	\$0
Other Receipts	\$29,162	\$100,000	\$100,000	\$100,000	\$100,000
<b>Projected Cash Receipts</b>	<b><u>\$1,530,116</u></b>	<b><u>\$5,085,133</u></b>	<b><u>\$8,139,434</u></b>	<b><u>\$3,955,133</u></b>	<b><u>\$2,139,434</u></b>
<b><u>DISBURSEMENTS</u></b>					
Payments to Students	\$92,996	\$160,000	\$160,000	\$4,000,000	\$500,000
Accounts Payable	\$1,475,232	\$2,000,000	\$1,000,000	\$2,000,000	\$1,500,000
Payroll and Fringe Benefits	\$1,587,532	\$1,650,000	\$1,650,000	\$1,800,000	\$1,800,000
Grant Fund Advances	\$5,897	\$10,000	\$10,000	\$10,000	\$10,000
Capital Fund Advances	\$81,206				
<b>Projected Cash Disbursements</b>	<b><u>\$3,242,863</u></b>	<b><u>\$3,820,000</u></b>	<b><u>\$2,820,000</u></b>	<b><u>\$7,810,000</u></b>	<b><u>\$3,810,000</u></b>
<b><u>PROJECTED CASH BALANCE - END OF PERIOD</u></b>					
<b>MONEY MARKET/ SAVINGS</b>	<b>\$1,757,588</b>	<b>\$3,022,720</b>	<b>\$8,342,153</b>	<b>\$4,487,285</b>	<b>\$2,816,718</b>
<b>CASH IN TIME DEPOSITS</b>	<b><u>\$50,009</u></b>	<b><u>\$50,010</u></b>	<b><u>\$50,011</u></b>	<b><u>\$50,012</u></b>	<b><u>\$50,013</u></b>
<b>TOTAL CASH IN TIME DEPOSITS</b>	<b>\$1,807,597</b>	<b>\$3,072,730</b>	<b>\$8,392,164</b>	<b>\$4,537,297</b>	<b>\$2,866,731</b>

TOMPKINS CORTLAND COMMUNITY COLLEGE  
 CAPITAL FUND SUMMARY  
 FINANCIAL REPORT FOR THE PERIOD ENDING DECEMBER 31, 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	8,689,572	7,439,572	7,439,572	0	7,439,572	0
<b>TOTAL</b>	<b>8,689,572</b>	<b>7,439,572</b>	<b>7,439,572</b>	<b>0</b>	<b>7,439,572</b>	<b>0</b>
<b><u>CAPITAL CONSTRUCTION 2000-2001</u></b>						
HVAC System Replacement	5,571,250	7,071,250	7,068,658	0	7,068,658	2,592
<b>TOTAL</b>	<b>5,571,250</b>	<b>7,071,250</b>	<b>7,068,658</b>	<b>0</b>	<b>7,068,658</b>	<b>2,592</b>
<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
<b>TOTAL</b>	<b>30,267,212</b>	<b>34,653,376</b>	<b>34,397,936</b>	<b>0</b>	<b>34,397,936</b>	<b>171,987</b>
<b>CLASSROOM PROJECT 2008-2009</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>1,601,779</b>	<b>0</b>	<b>1,601,779</b>	<b>398,221</b>
<b>ELECTRICAL PANEL PROJECT 2009-2010</b>	<b>1,600,000</b>	<b>606,000</b>	<b>441,989</b>	<b>0</b>	<b>441,989</b>	<b>164,011</b>
<b><u>CAPITAL CASH SUMMARY</u></b>						
<b><u>CASH BALANCE -DECEMBER 1, 2013</u></b>						
Campus Master Plan Money Market	50,956					
Cash in time Deposits	1,096,186					
		<b>\$1,147,142</b>				
<b><u>CASH RECEIPTS</u></b>						
County Payment - Campus Master Plan	0					
State Aid	0					
Reimburse from interfunds	0					
Investment Income - Savings	16					
Investment Income - CMP	9					
Chargeback Revenue	51,610					
		<b>\$51,635</b>				
<b><u>DISBURSEMENTS</u></b>						
Athletic Facility						
Savings Reimburse Advance from Operat					1,000,000	
Debt Service Payment					0	
MM Reimburse Advane from Oper					0	
HVAC Replacement					0	
Campus Master Plan					0	
					<b>1,000,000</b>	
<b><u>CASH BALANCE -DECEMBER 31, 2013</u></b>						
Campus Master Plan Money Market					50,965	
Cash in Time Deposits					147,812	
					<b>\$198,777</b>	

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

JANUARY 31, 2014

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

JANUARY 31, 2014

NARRATIVE HIGHLIGHTS	PAGE 1-2
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CAPITAL FUND SUMMARY	PAGE 9

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$778,859 in a money market savings account averaging .20% interest earnings for January \$2,056,586 in savings. The maximum amount available for investment will fluctuate with a peak of \$8,000,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$11,410,575 is a decrease from \$11,953,119. 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 \$57,473. The interfunds account balance of \$2,095,429 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 January 31, total expenditures amounted to \$15,219,793 or 39.7% of the 2013-2014 budget. Comparable expenditures for period three last year were \$15,094,764 or 40.3% of the 2012-2013 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$23,627,036 are 61.7% of the revenue budget. Prior year revenues were \$23,734,505, are 63.3% 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 January 2013, \$36,441,704 has been committed.



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
BALANCE SHEET  
FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2014**

	Current Month 1/31/2014	Previous Month 12/31/2013	Previous Year 1/31/2013
<b>ASSETS</b>			
Cash in Demand Deposit	\$779,860	\$518,636	\$576,052
Cash in Time Deposits	2,056,586	1,287,510	1,643,907
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	11,410,575	11,953,119	12,091,606
Accounts Receivable--Misc.	118,178	530,410	192,315
Prepaid Expenses	35,038	35,339	(18,408)
Due From Other Funds	2,095,429	876,997	2,362,921
Due From Sponsor Governments	0	0	0
Due From State Governments	29,218	2,457,188	0
Due From Other Governments	57,473	91,236	21,658
	<hr/>	<hr/>	<hr/>
<b>TOTAL ASSETS</b>	<b>\$16,584,087</b>	<b>\$17,752,165</b>	<b>\$16,871,781</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>LIABILITIES AND SURPLUS</b>			
Vouchers Payable	\$8,934	\$15,934	\$8,849
Payroll Liabilities	1,715,903	1,298,061	1,168,488
Student Financial Aid Liabilities	509,921	153,392	407,622
Accrued Liabilities	1,545,777	1,628,254	5,531,090
Due to Other Funds	3,643,029	4,183,768	81,632
Due to State Governments	0	43,622	0
Student Tuition Collected in Advance	0	0	0
Fund Balance	1,253,269	1,253,269	1,496,822
Revenue Over (Under) Expenditures	7,907,254	9,175,865	8,177,278
	<hr/>	<hr/>	<hr/>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>\$16,584,087</b>	<b>\$17,752,165</b>	<b>\$16,871,781</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**APPROPRIATIONS 2013-2014**  
**FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2014**

	PER CENT YEAR					42.00%
	<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	9,668,597	9,668,597	4,316,975	5,351,622	44.65%	
Equipment	3,718	3,718	0	3,718	0.00%	
Contractual Expenses	5,098,607	5,088,666	1,927,598	3,161,068	37.88%	
Employee Benefits	<u>4,829,316</u>	<u>4,829,316</u>	<u>1,497,100</u>	<u>3,332,216</u>	31.00%	
<b>Total Instruction</b>	<u>19,600,238</u>	<u>19,590,297</u>	<u>7,741,673</u>	<u>11,848,624</u>	<u>39.52%</u>	
<b>Public Service</b>						
Personal Services						
Equipment						
Contractual Expenses						
Employee Benefits						
<b>Total Public Service</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
<b>Academic Support</b>						
Personal Services	1,646,216	1,646,216	656,286	989,930	39.87%	
Equipment	145,840	145,782	0	145,782	0.00%	
Contractual Expenses	275,820	278,761	136,302	142,459	48.90%	
Employee Benefits	<u>526,289</u>	<u>526,289</u>	<u>227,184</u>	<u>299,105</u>	<u>43.17%</u>	
<b>Total Academic Support</b>	<u>2,594,165</u>	<u>2,597,048</u>	<u>1,019,772</u>	<u>1,577,276</u>	<u>39.27%</u>	
<b>Libraries</b>						
Personal Services	433,595	433,595	201,013	232,582	46.36%	
Equipment	0	112	0	112	0.00%	
Contractual Expenses	172,379	172,267	101,657	70,610	59.01%	
Employee Benefits	<u>143,086</u>	<u>143,086</u>	<u>68,496</u>	<u>74,590</u>	<u>47.87%</u>	
<b>Total Libraries</b>	<u>749,060</u>	<u>749,060</u>	<u>371,166</u>	<u>377,894</u>	<u>49.55%</u>	

**APPROPRIATIONS 2013-2014(Cont.)**

PER CENT YEAR

42.00%

	<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	3,073,115	3,073,115	1,298,715	1,774,400	42.26%
Equipment	3,800	3,800	0	3,800	0.00%
Contractual Expenses	1,411,718	1,411,718	449,197	962,521	31.82%
Employee Benefits	<u>988,801</u>	<u>988,801</u>	<u>450,944</u>	<u>537,857</u>	<u>45.61%</u>
<b>Total Student Services</b>	<u>5,477,434</u>	<u>5,477,434</u>	<u>2,198,856</u>	<u>3,278,578</u>	<u>40.14%</u>
<b>Maintenance and Operation of Plant</b>					
Personal Services	2,272,128	2,277,128	879,076	1,398,052	38.60%
Equipment	5,500	0	0	0	0.00%
Contractual Expenses	1,035,973	1,035,973	325,370	710,603	31.41%
Employee Benefits	<u>748,856</u>	<u>748,856</u>	<u>304,893</u>	<u>443,963</u>	<u>40.71%</u>
<b>Total Maintenance and Operation of Plant</b>	<u>4,062,457</u>	<u>4,061,957</u>	<u>1,509,339</u>	<u>2,552,618</u>	<u>37.16%</u>
<b>Institutional Support</b>					
Personal Services	1,530,363	1,530,363	596,504	933,859	38.98%
Equipment	0	0	0	0	0.00%
Contractual Expenses	333,744	333,744	110,888	222,856	33.23%
Employee Benefits	<u>503,472</u>	<u>503,472</u>	<u>207,122</u>	<u>296,350</u>	<u>41.14%</u>
<b>Total Institutional Support</b>	<u>2,367,579</u>	<u>2,367,579</u>	<u>914,514</u>	<u>1,453,065</u>	<u>38.63%</u>
<b>General Institutional Services</b>					
Personal Services	1,813,394	1,808,394	721,627	1,086,767	39.90%
Equipment	93,243	98,801	81,059	17,742	0.00%
Contractual Expenses	954,280	961,280	410,093	551,187	42.66%
Employee Benefits	<u>595,585</u>	<u>595,585</u>	<u>251,693</u>	<u>343,892</u>	<u>42.26%</u>
<b>Total General Institutional Services</b>	<u>3,456,502</u>	<u>3,464,060</u>	<u>1,464,472</u>	<u>1,999,588</u>	<u>42.28%</u>
<b>TOTAL APPROPRIATIONS</b>	<u>38,307,435</u>	<u>38,307,435</u>	<u>15,219,792</u>	<u>23,087,643</u>	<u>39.73%</u>

**2013-2014 APPROPRIATIONS**  
**SCHEDULE OF EMPLOYEE BENEFITS**

PER CENT YEAR 42.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	100,000	100,000	29,998	70,002	0.00%
State Employee's Retirement	1,244,250	1,244,250	498,255	745,995	40.04%
State Teacher's Retirement	266,500	266,500	111,662	154,838	41.90%
Optional Retirement Fund	1,117,716	1,117,716	454,287	663,429	40.64%
Social Security	1,529,214	1,529,214	636,820	892,394	41.64%
Workers Compensation	168,000	168,000	200,375	(32,375)	119.27%
Misc Employee Benefits	110,000	110,000	53,714	56,286	48.83%
Disability Insurance	14,300	14,300	2,635	11,665	18.43%
Hospital and Medical Insurance	3,563,130	3,563,130	1,380,921	2,182,209	38.76%
Employee Tuition Benefits	124,295	124,295	109,069	15,226	87.75%
Life Insurance	10,000	10,000	4,463	5,537	44.63%
Vacation Benefits	65,000	65,000	25,000	40,000	38.46%
Unemployment Insurance	23,000	23,000	14,698	8,302	0.00%
<b>Total Employee Benefits</b>	<b>8,335,405</b>	<b>8,335,405</b>	<b>3,521,897</b>	<b>4,813,508</b>	<b>42.25%</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
REVENUE 2013-2014  
FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2014**

**PER CENT YEAR 42.00%**

	<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	\$15,262,715	\$15,262,715	13,312,451	1,950,264	87.22%
Winter	\$45,500	\$45,500	86,241		
Summer	1,573,851	1,573,851	0	1,573,851	0.00%
Nonresident Tuition	1,268,500	1,268,500	1,392,316	(123,816)	109.76%
Student Fee Revenue (Tech Fee)	1,382,130	1,382,130	1,245,801	136,329	90.14%
<b>Total Tuition</b>	<b><u>19,532,696</u></b>	<b><u>19,532,696</u></b>	<b><u>16,036,809</u></b>	<b><u>3,536,628</u></b>	<b><u>82.10%</u></b>
<b>Government Appropriations</b>					
New York State	9,918,789	9,918,789	4,914,376	5,004,413	49.55%
Local Sponsors	4,426,388	4,426,388	697,156	3,729,232	15.75%
Appropriated Cash Surplus			0	0	
Charges to Other Counties	3,709,800	3,709,800	<u>1,756,521</u>	1,953,279	<u>47.35%</u>
<b>Total Government Appropriations</b>	<b><u>18,054,977</u></b>	<b><u>18,054,977</u></b>	<b><u>7,368,053</u></b>	<b><u>10,686,924</u></b>	<b><u>40.81%</u></b>
<b>Other Revenues</b>					
Service Fees	130,865	130,865	20,897	109,968	15.97%
Interest Earnings	6,000	6,000	3,206	2,794	53.43%
Rental of Real Property	23,000	23,000	9,448	13,552	41.08%
Café Commissions	45,000	45,000	0		
Contract Courses	115,000	115,000	73,076	41,924	63.54%
Noncredit Tuition	213,700	213,700	63,744	149,956	29.83%
Grant Offsets	136,033	136,033	35,090	100,943	25.80%
Unclassified Revenues	50,164	50,164	16,713	33,451	33.32%
<b>Total Other Revenues</b>	<b><u>719,762</u></b>	<b><u>719,762</u></b>	<b><u>222,174</u></b>	<b><u>452,588</u></b>	<b><u>30.87%</u></b>
<b>TOTAL REVENUES</b>	<b><u>\$38,307,435</u></b>	<b><u>\$38,307,435</u></b>	<b><u>\$23,627,036</u></b>	<b><u>\$14,676,140</u></b>	<b><u>61.68%</u></b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CURRENT OPERATING FUND - CASH FORECAST  
JAN 2014 TO MAY 2014**

	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>
<b><u>CASH BALANCE - BEGINNING OF PERIOD</u></b>	<b>\$1,807,597</b>	<b>\$2,838,175</b>	<b>\$8,157,609</b>	<b>\$3,996,364</b>	<b>\$2,475,798</b>
<b><u>RECEIPTS</u></b>					
Student Accounts Receivable	\$1,350,079	\$1,500,000	\$500,000	\$500,000	\$600,000
Student Financial Aid	\$410,940	\$6,000,000	\$100,000	\$1,000,000	\$125,000
Sponsor Payments	\$697,163	\$409,434	\$697,163	\$409,434	\$697,163
Chargebacks to Other Counties	\$49,403	\$120,000	\$120,000	\$120,000	\$500,000
State Aid	\$2,427,970	\$0	\$2,471,592	\$0	\$0
Repayment of Grant Fund Advances	\$11,423	\$10,000	\$10,000	\$10,000	\$200,000
Repayment of Capital Fund Advances	\$0	\$0	\$0	\$0	\$0
Other Receipts	\$456,627	\$100,000	\$100,000	\$100,000	\$175,000
<b>Projected Cash Receipts</b>	<b><u>\$5,403,605</u></b>	<b><u>\$8,139,434</u></b>	<b><u>\$3,998,755</u></b>	<b><u>\$2,139,434</u></b>	<b><u>\$2,297,163</u></b>
<b><u>DISBURSEMENTS</u></b>					
Payments to Students	\$75,183	\$160,000	\$4,000,000	\$500,000	\$150,000
Accounts Payable	\$2,831,512	\$1,000,000	\$2,500,000	\$1,500,000	\$1,750,000
Payroll and Fringe Benefits	\$1,376,437	\$1,650,000	\$1,650,000	\$1,650,000	\$1,800,000
Grant Fund Advances	\$42,810	\$10,000	\$10,000	\$10,000	\$10,000
Capital Fund Advances	\$47,085				
<b>Projected Cash Disbursements</b>	<b><u>\$4,373,027</u></b>	<b><u>\$2,820,000</u></b>	<b><u>\$8,160,000</u></b>	<b><u>\$3,660,000</u></b>	<b><u>\$3,710,000</u></b>
<b><u>PROJECTED CASH BALANCE - END OF PERIOD</u></b>					
<b>MONEY MARKET/ SAVINGS</b>	<b>\$2,788,165</b>	<b>\$8,107,598</b>	<b>\$3,946,352</b>	<b>\$2,425,785</b>	<b>\$1,012,947</b>
<b>CASH IN TIME DEPOSITS</b>	<b><u>\$50,010</u></b>	<b><u>\$50,011</u></b>	<b><u>\$50,012</u></b>	<b><u>\$50,013</u></b>	<b><u>\$50,014</u></b>
<b>TOTAL CASH IN TIME DEPOSITS</b>	<b>\$2,838,175</b>	<b>\$8,157,609</b>	<b>\$3,996,364</b>	<b>\$2,475,798</b>	<b>\$1,062,961</b>



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2013-2014-23**

**APPROVAL OF POSITION DESCRIPTION  
DIRECTOR OF STRATEGIC CORPORATE AND COMMUNITY PARTNERSHIPS**

**WHEREAS**, the College has determined, based on a review and analysis of the functions in the External Relations area, that there is a need to create a Director of Strategic Corporate and Community Partnerships position description, and

**WHEREAS**, the attached Director of Strategic Corporate and Community Partnerships position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

**RESOLVED**, that the Director of Strategic Corporate and Community Partnerships position description be approved in accordance with the position description attached to this resolution, and be it further

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

**STATE OF NEW YORK:         I, CATHY A. NORTHROP, CLERK** of the Board of Trustee of  
**SS:                               Tompkins Cortland Community College, DO HEREBY  
                                      CERTIFY** that the foregoing resolution is a true copy of a  
**COUNTY OF TOMPKINS:**     resolution duly adopted by the Board of Trustees of  
Tompkins Cortland Community College at a regular meeting of said Board on the 20<sup>th</sup> of  
February 2014, 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 20<sup>th</sup> day of February 2014.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Director of Strategic Corporate  
and Community Partnerships

**GRADE**

5

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**ORGANIZATIONAL UNIT**

External Relations

**REPORTS TO**

Dean of External Relations

**APPROVED BY**

Board of Trustees

**SUMMARY**

Builds and sustains strategic relationships with regional partners and area employers to support college goals and meet community needs. Develops programs, training, grant applications, and other initiatives that provide resources to the College and meet the needs of external constituents. Collaborates with development staff and the Foundation Board to optimize external relationships through planning and achievement of mutual objectives. Directs, plans, and facilitates the Leadership Tompkins and Leadership Cortland programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Initiates, develops, and manages mutually beneficial strategic relationships with area employers and key regional partners that lead to customized contract training, grant opportunities, degree program input and support, and enrollment in degree or certificate programs.
2. Supports the mission and goals of the College by providing learning opportunities for area employers, facilitating access to relevant programs and services, and developing opportunities for revenue.
3. Collaborates with development staff and the Foundation board to optimize strategic external relationships, to achieve strategic objectives for the College and the Foundation, and coordinate external contacts.
4. Represents the College and its strategic interests in key state and local economic development initiatives. Interacts with local and regional economic development boards and councils.
5. Collaborates with TC3 faculty, administrative staff, and other internal constituents to ensure the quality and effectiveness of all programs and services offered to employers and other external partners
6. Works with college faculty, non-credit faculty and trainers, and other relevant external partners to develop customized contract training that provides benefits to the college and meets the needs of external constituents
7. Directs, plans, and facilitates the Leadership Cortland and Leadership Tompkins programs. Responsible for budgets, recruitment, and advisory board leadership. Collaborates with co-sponsoring Chambers of Commerce to ensure relevant and quality programming to meet

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

<b><u>POSITION TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>PAGE</u></b>
Director of Strategic Corporate and Community Partnerships	5	2 of 3

<b><u>ORGANIZATIONAL UNIT</u></b>	<b><u>REPORTS TO</u></b>	<b><u>APPROVED BY</u></b>
External Relations	Dean of External Relations	Board of Trustees

community leadership development needs. Develops and leads program retreats and monthly sessions, and provides guidance to community action project groups. Develops opportunities to connect program alumni with the College and the Foundation.

8. Develops and leads a limited open enrollment program, as needed, to provide resources to the college and meet community needs.
9. Seeks, identifies, and applies for appropriate grant opportunities to achieve college goals and support external constituents. Manages various grant funding streams. Works with the grants team as opportunities arise that further the development of corporate and community relationships for TC3. Administers grants as appropriate and feasible.
10. Assures effective use of human resources by recommending hiring, disciplinary, and other human resource actions, together with the training, motivating, evaluating and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state and local Equal Opportunity/Affirmative Action Laws, other applicable regulations and collective bargaining agreements.
11. Assures the efficient use of material resources by assessment of needs, development of budget recommendations, revenue generation, and management of all budgets within the area.
12. Serves on various college committees and performs other related tasks as assigned.

**SUPERVISION**

Types Supervised (check each category):

- Classified Staff
- Administrative
- Faculty
- Non-credit adjunct faculty, students, etc.

Indicate number in each category:

- 1 # of Classified Staff
- # of Administrative
- # of Faculty
- 50-100 # of Non-credit adjunct faculty, students, etc.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Director of Strategic Corporate  
and Community Partnerships

**GRADE**

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**ORGANIZATIONAL UNIT**

External Relations

**REPORTS TO**

Dean of External Relations

**APPROVED BY**

Board of Trustees

**MINIMUM QUALIFICATIONS**

Bachelor's degree and a minimum of 5 years of administrative experience in higher education, business, or relationship management.

**DESIRED QUALIFICATIONS**

Master's degree. Experience working with the business community, noncredit programming, grant writing and the development of customized training programs. Experience working with curriculum, faculty, educational programming, various funding streams and community leadership programs.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2013-2014-24**

**DISPOSAL OF SUPPLUS PROPERTY**

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

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

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

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

**I, CATHY A. NORTHROP, CLERK** of the Board of Trustees of Tompkins Cortland Community College,

**DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 20<sup>th</sup> day of February 2014, 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 20<sup>th</sup> day of February 2014.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

TO: Blixy Taetzsch  
FROM: Kevin Caveney  
DATE: January 22, 2014  
RE: Disposal of Surplus Items Report

Upon advisement and in coordination with the Buildings and Grounds Department, the following item, due to condition, age, and non-use, has been determined to be of no further use to the College. The equipment was sold via public auction to the highest bidder for \$3,000.  
Auctioned: 1 - 1982 John Deere Tractor

Upon advisement and in coordination with the Buildings and Grounds Department, and the using Department(s), the following items have been determined to be obsolete and of no further use to the College. The items are unusable due to non-function, wear, or breakage.  
Disposed: 4 - Cafeteria Chairs  
1 - Adjustable Drawing Table  
1 - Office Chair

Upon advisement and in coordination with the Buildings and Grounds Department, the following college-owned vehicle was surrendered via trade in amount of \$12,000, in order to offset leasing cost of replacement vehicle. (Dump Truck with Plow, used for snow removal, salting) The trade amount was in line with appropriate value per Kelley Blue Book.  
Traded: 1 - 2007 Ford F350 Dump Truck with Plow

Upon advisement of Campus Technology, the following audio-visual equipment has been determined to be of no further use to the College, and has been designated for e-waste/ recycling. Items to be recycled are done so following appropriate compliance in relation to security and environmental concerns.  
Disposed: 3 - Monitors

Upon advisement of Campus Technology, and due to equipment upgrades, the following computer equipment has been determined to be obsolete and/or non-functioning, and of no further use to the College. Equipment determined to have any useful value outside of its original purpose with the college is normally designated for placement with non-profit agencies if possible. The remaining items have been designated for e-waste/ recycling with Regional Computer Recycling and Recovery. Prior to disposal, proper security measures are completed and documented. Designated drives are destroyed and the items to be recycled are done so following appropriate compliance in relation to security and environmental concerns. Upon disposal, items are removed from the College's inventory.  
Disposed: 2 - Laptop Computers

The above items will be removed from the College's inventory.