



## VISION

*To see strengths and unique potential in every person.  
To inspire people to make the courageous choice to learn, grow, and serve.*

## MISSION

*We serve our community by meeting educational needs, creating an environment for student success, and preparing our students and ourselves for citizenship in a global community.*

## VALUES

*Learning  
Excellence  
Opportunity  
Innovation  
Relationships  
Diversity*

**BOARD OF TRUSTEES**  
**THURSDAY, MAY 14, 2015**  
**NEW RONALD W. SPACE BOARD ROOM**  
**5:30 P.M.**  
**AGENDA**

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment\*
6. Approval of Minutes – April 23, 2015
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 – A.A.S. in Applied Science and Technology – Carl Penziul
  - b. Organizational Capacity – Student Grievance Process – Amy Trueman and Blix 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
12. Consent Agenda (Action Items):
  - a. Treasurer's Report – April 30, 2015
  - b. Capital Payments
  - c. Appointment of Personnel
  - d. 2015 Chancellor's/Trustees' Award for Excellence in Adjunct Teaching – Jessica Ryan
  - e. 2015 Chancellor's/Trustees' Award for Excellence in Adjunct Teaching – Marcia Waffner
  - f. 2015 Chancellor's/Trustees' Award for Excellence in Classified Service – Sheila Abbey
  - g. 2015 Chancellor's/Trustees' Award for Excellence in Professional Service – Joan Donovan

12. Consent Agenda (Action Items) - Continued:

- h. 2015 Chancellor's/Trustees' Award for Excellence in Professional Service – Margaret Garvey
- i. 2015 Chancellor's/Trustees' Award for Excellence in Faculty Service – Janet Swinnich
- j. 2015 Chancellor's/Trustees' Award for Excellence in Scholarship and Creative Activities – James (Jake) Jacob
- k. 2015 Chancellor's/Trustees' Award for Excellence in Teaching – Harry Littell
- l. 2015 Chancellor's/Trustees' Award for Excellence in Teaching – Joseph Smith
- m. In Appreciation of Betsy Bregard
- n. In Appreciation of Marty Christofferson
- o. In Appreciation of Sandra Eldred
- p. In Appreciation of Robert Ellis
- q. In Appreciation of ThankGod Imo
- r. In Appreciation of Dino Leopardi
- s. In Appreciation of James Mawson
- t. In Appreciation of Elwood Parker, Jr.
- u. In Appreciation of Linda Pasto
- v. In Appreciation of Walter Poland
- w. In Appreciation of Marsha Powell
- x. In Appreciation of Paul Slocum
- y. In Appreciation of Thomas Streb
- z. In Appreciation of David Vanatta
- aa. In Appreciation of Janet Warner
- bb. In Appreciation of Gail Munson
- cc. 2015 Friend of the College
- dd. Audio Visual Equipment and Installation Bid Award
- ee. A.A.S. in Applied Science and Technology (to be distributed prior to the meeting)

13. Standing Reports:

- a. College Forum – Corrina Struzick and Jonathan Walz, Co-Chairs
- b. Faculty Student Association – Walter Poland
- c. Tompkins Cortland Community College Foundation, Inc. – Elizabeth Burns
- d. Chairperson's Report – Elizabeth Burns
  - i. President's Evaluation
- e. Liaison Report (Cortland County) – Kevin Whitney
- f. Liaison Report (Tompkins County) – Michael Lane
- g. Student Trustee's Report – Navjot Kaur
- h. President's Report

14. Upcoming Events:
  - a. Retiree Event – May 18, 2015
  - b. Nursing Recognition Ceremony – May 19, 2015
  - c. Commencement – May 21, 2015
  - d. Next Board Meeting – June 18, 2015
15. Executive Session to Discuss A Personnel Matter (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  
APRIL 23, 2015  
NEW RONALD W. SPACE BOARD ROOM**

**PRESENT:** Roxann Buck, Elizabeth Burns, Chad Coates, Judy Davison, Dammi Herath, Navjot Kaur, and Matt McSherry

**ABSENT:** John Daniels, Arthur Kuckes, and Raymond Schlather

**COUNTY**

**LIAISONS:** Mike Lane

**STAFF:** Ali Beach, John Conners, Susan Dewey, Joan Donovan, Lisa Doran, Meg Garvey, Carl Haynes, Deborah Mohlenhoff, Walter Poland, Bruce Ryan, Corrina Struzick, Blixy Taetzsch, Amy Trueman, Peter Voorhees, Jonathan Walz, Victoria Zeppelin

**GUESTS:** TJ Keegan, Student; Three Other Students

- 1. Call to Order:** The meeting was called to order at 6:30 p.m. by Chairperson Burns in the New Ronald W. Space Board Room at the College.
- 2. Roll Call:** Mrs. Doran called the roll.
- 3. Welcome Guests:** Chairperson Burns welcomed guests.
- 4. Approval of Agenda:** Mr. McSherry moved that the agenda be approved as presented; seconded by Ms. Herath, carried unanimously.
- 5. Public Comment:** None.
- 6. Approval of Minutes** – Ms. Davison moved that the minutes of the March 19, 2015, meeting be approved as presented; seconded by Ms. Kaur; carried unanimously.
- 7. Communications:** President Haynes shared that for the seventh year in a row, TC3 has won a Digital Community College Award. This year we received fourth place in the “Small Community College” category. Of special note is that we are the only community college in New York State that won an award in this category. President Haynes passed around a note from Mark Bowman of Turnbull-Wahlert Construction, Inc. Turnbull-Wahlert won a very prestigious award (Eagle Award) based on their construction of Coltivare in downtown Ithaca. He also spoke to a copy of the “Inside Counts” publication created by Kris Altucher and the Institutional Research Department. This publication highlights our new Career Coach website that “lets students, potential student, their parents, and the general public explore

career options, degree programs and employment opportunities.” The website has received a lot of “hits” with nursing being the most searched degree program. President Haynes also passed around the Vector Scholars program brochure. The Vector Scholars program is for new, full-time students who meet income and academic preparedness requirements. Only sixty (60) students will be selected into the program for the Fall 2015 semester. These students (resident or commuter) will attend an all-expenses paid intensive pre-semester program. They will receive a \$400 stipend for textbooks and other course materials for the Fall semester and, if they successfully complete the semester, they will receive an additional \$400 stipend for the Spring semester.

**8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** None.

**9. College-wide Goals: both of these topics came out of the board retreat**

**a. Student Success – CollegeNow Update – Victoria Zeppelin, Director of CollegeNow:** Ms. Zeppelin joined the meeting to provide an update regarding the CollegeNow Program. She stated that the office of CollegeNow has a very small staff – Ms. Zeppelin is the Director, Maria Nissi is the Associate Director, Rhonda Kowalski-Oltz is the Concurrent Enrollment Coordinator, and Vicki Dann is the Secretary who supports Ms. Nissi as well as other CollegeNow initiatives. Ms. Zeppelin stated that the Concurrent Enrollment program is doing very well and is growing rapidly. The strong relationships we have formed with all of the high schools have helped strengthen and grow our program. There are currently 52 high schools participating in our Concurrent Enrollment program with 3 more planning to participate next year. These 55 schools represent 14 counties in New York State. In addition to the Concurrent Enrollment Program, we also offer online courses for high school students (CollegeNow Online). These courses are taught by TC3 faculty to qualified high school juniors and seniors at a reduced tuition rate. Approximately 170 high school students and approximately 25 home schooled students take our online courses. This year 20 high school seniors will graduate from high school and will also graduate with an Associate’s Degree from TC3. These students represent the Cortland, Dryden, Groton, Harpursville, Bainbridge-Guilford and Spencer VanEtten school districts. It was noted that last year 10 high school seniors graduated from high school and also graduated with an Associate’s Degree from TC3. The CollegeNow office is also working with the assessment of whether or not students are ready to take college-level courses. They use Accuplacer which is a placement test used to assess college readiness in reading, writing and math. We are able to offer 100 different courses throughout the high schools. She noted that if we are in another community college’s “backyard,” that community college must sign off that we have permission to work with high schools in their area. Students may choose to just “audit” a course which means that they would take the course for high school credit, but not college credit. The number of students that choose to audit is a relatively small number (about 5%). The

question was raised as to how many concurrent enrollment students end up attending TC3. Ms. Zeppelin stated that half of our first time/full-time students have CollegeNow credits and that about 14 percent of the CollegeNow seniors end up attending TC3. Some CollegeNow students end up transferring into TC3 after first attending another college.

**b. Organizational Capacity:** None.

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

**a. Provost and Vice President of the College** – Provost Conners spoke to his written report. He also reported that we have submitted four appeals to SUNY for a seamless transfer for the nursing program and each time our appeal has been denied. The SUNY Provost encouraged him to appeal it one last time due to the fact that there has been vigorous discussion over the last appeal and the decision to deny the appeal was not unanimous. We have, therefore, submitted one final appeal and are awaiting a decision. Provost Conners also reported that on April 22 we held our fourth Graduate of Note Ceremony to honor graduating students who have achieved notable success. He was pleased to note that Student Trustee Navjot Kaur was one of forty-three students being recognized.

**b. Vice President for Global Initiatives** – Vice President Poland spoke to his written report. He also reported that we are currently preparing the application for recertification as a J1 Visa eligible institution which will be useful for the Disney Program as well as the visiting faculty scholars that will be here for the Summer Global Program. Having this certification makes it very easy to issue documents rather than having to contract with another organization to do it for us. Vice President Poland is confident that we will be recertified. He feels that things are looking favorable for us to have our two proposals approved by the Dominican Republic for intensive ESL projects. One proposal is for professional development for teachers of English and the other is for Dominican University students transitioning to become a university student in the United States. Students transitioning to university students in the United States would take an eight week course in the Summer 2015 semester and then a four week course in the Fall. They would then transfer to Brigham Young University or RIT. This program would be similar to a two-plus-two program.

**11. Information Items:**

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

**12. Consent Agenda (Action Items):** Highlights of the Consent Agenda were discussed during the meeting. Dr. Coates moved that the Consent Agenda be

approved as presented; seconded by Mr. McSherry; the vote on the consent agenda was carried unanimously.

- a. **Capital Payments** – No discussion.
- b. **Appointment of Personnel** – No discussion.
- c. **Treasurer’s Report – March 31, 2015** – No discussion.
- d. **Policy on Sexual Violence Prevention** – President Haynes stated that Mr. Schlather, by copy of an e-mail to Chairperson Burns, had reviewed the proposed revised resolution, agreed with the revision, supports approval of the resolution, and asked that the minutes reflect the same thereafter.
- e. **2015 Award for Internet Services** – No discussion.
- f. **Disposal of Surplus Property** – No discussion.

### 13. Standing Reports:

- a. **College Forum** – Jonathan Walz, Co-Chair of the College Forum, reported that the Forum held one meeting since the last Board of Trustees meeting. At that meeting, a request was made to have the College Forum conduct a survey to provide everyone with an opportunity to share their thoughts about ways to reduce expenses and help with revenue generation given our current budget situation. The survey responses will be anonymous and will be compiled and shared with President Haynes.
- b. **Faculty Student Association** – Vice President Poland mentioned that the FSA is facing the same budget challenges as the College. They have held numerous meetings to determine ways to reduce expenditures. They feel that they will be able to end up with a balanced budget before the end of the semester.
- c. **Tompkins Cortland Community College Foundation, Inc.** – Chairperson Burns reported that \$30,300 in scholarships and grants (not including the Pathways Scholarships), was awarded to 55 recipients, and that \$115,500 was awarded to 75 Pathways Scholarship recipients. She also reported that the Finance Committee met on March 31, the Property Management Committee met on April 17, the Investment Committee met on April 21 (with two new members), the Shaw Legacy Society will meet on May 5, and the next Foundation Board meeting is June 2.
- d. **Chairperson’s Report** – Chairperson Burns reported that she spoke with Sandy Price regarding the Friend of the College Award. Sandy is delighted to be receiving this award and is hopeful that she is able to attend commencement.
- e. **Liaison Report (Cortland County)** – None.
- f. **Liaison Report (Tompkins County)** – Mr. Lane reported that there has been a lot of discussion regarding the micro grid and alternative ways (i.e. solar and wind) to deliver energy in Tompkins County. He also reported that a change in New York State law allows local communities to decide if sparkler fireworks will be allowed to be sold around the July 4th and the New Year’s Day holidays in

their community. Tompkins County Legislature has held public hearings about legalizing the sale of sparkler fireworks in Tompkins County. A vote has not been taken yet.

- g. Student Trustee's Report** – On behalf of TJ Keegan, Ms. Kaur thanked everyone who went down for the “Meet the President/Provost/Vice Presidents/Deans” event held on April 6, 2015; they hope to have more events such as this in the future. In the Student Government Association elections, there is one uncontested ticket; two other students did not meet eligibility requirements. She also reported that there are 12 student volunteers going to visit McCormick Secure Facility as a pilot initiative. They will be working with the residents on things such as team building.
- h. President's Report** – President Haynes spoke to his written report. He stated that he has completed 11 of the 13 scheduled listening tours. Once done, he will have met with about 90 percent of the employees. We are moving right along with the campus master plan work as well as the Farm to Bistro program. The question was raised as to how many applicants we have for the culinary program. President Haynes reported that we have about 80 applicants for this program. Unfortunately due to lab space limitations at Coltivare, we have to limit enrollment.

**14. Upcoming Events:** No discussion.

**15. Dialogue Session – Co-curricular Assessment** – Dean Trueman introduced Deb Mohlenhoff, Director of Campus Activities, Ali Beach, Counselor of Counseling, Career, and Transfer Services (CCTS), Joan Donovan, Coordinator/Counselor of CCTS and Meg Garvey, Coordinator/Counselor of CCTS to talk about co-curricular assessment. As part of the institutional assessment plan for the College, a co-curricular assessment committee was formed and charged with reviewing the student-focused programs and curricula within the college that fall outside the academic arena and provide an analysis and recommendations for best practices in assessment. The committee looked at student life, orientation, student engagement and civic engagement. They looked for evidence that our students were actively engaged and whether we are preparing students for global citizenship. What the Committee found is that there are numerous opportunities for our students. They also found that we do not have a good definition of co-curricular and there is no common thread for outcomes. We are good at assessing quantitative indicators but not as good at assessing qualitative indicators. Ms. Mohlenhoff distributed a publication entitled “Assessment: Panther Pride Learning Outcomes”. Dean Truman stated that the co-curricular assessment committee established measurable learning outcomes under each value stated in the Panther Pride Pledge which will give us broad consistency across departments and allow us to measure in different ways (surveys, observation, conversation, academic results). Over time we hope to have a systematic approach on how we are assessing learning outcomes outside the classroom. Dean Trueman stated that



last year, the Student Life team decided that this year we would focus on the “perseverance” value and so we offered programs for students to improve this skill. Dean Trueman reported that three departments have already completed the comprehensive assessment process (Athletics & Recreation, Health Center, Residence Life & Judicial Affairs). The Counseling, Career, and Transfer Services (CCTS) Office is currently conducting their assessment. Ms. Beach noted that the CCTS is comprised of four distinct services (counseling, career, transfer, and employment planning). They are utilizing a lot of institutional research data as well as department evaluations. Their assessment is almost complete. Their goal is to have the assessment done and a report submitted to Dean Trueman by the end of the semester. A question was raised as to whether anything has emerged that has surprised them. Ms. Beach responded that it was nice to see their strengths and that the faculty/staff survey has been very helpful. They are looking at ways they can do better with less. There are some trends emerging which they are excited about. Dean Trueman stated that Nav Kaur and TJ Keegan are excellent examples of incredible leaders and that she is very proud of them. President Haynes stated that what Dean Trueman and her staff are doing is cutting edge. Thinking and learning outside the classroom is just as important as what going on inside the classroom. We are tackling questions such as, “How do we know that we are developing student leaders.” This group is to be applauded.

- 16. Adjournment:** Ms. Davison moved that the meeting be adjourned; seconded by Ms. Kaur; carried unanimously. The meeting adjourned at 8:10 p.m.

Respectfully submitted,

Lisa M. Doran  
Deputy Clerk of the Board of Trustees

Student's Name:

Advisor's Name:

**A student may need to take the following courses:**

- ENGL 099 - Basic Writing Skills
- MATH 090 - Pre-Algebra
- MATH 095 - Beginning Algebra
- RDNG 099 – Active Literacy
- RDNG 116 - College Reading and Study Skills
- MATH 100 - Intermediate Algebra

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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**FIRST YEAR**

**FALL**

BIOT 101	Introduction to Biotechnology	1			
Restricted CAPS Elective <sup>1</sup>		1			
DRAF 107 <b>OR</b> DRAF 117	Engineering Graphics <b>OR</b> Architectural Drafting I	2			
ENGL 100 <sup>2</sup>	Academic Writing I	3	C		
Lab Science Elective <sup>3</sup>		3			
Mathematics Elective : MATH 122 or higher		3			
Social Science Elective <sup>4</sup>		3			
<b>Total Credits</b>		<b>16</b>			

**SPRING**

Restricted CAPS Elective <sup>1</sup>		1			
Restricted CAPS Elective <sup>1</sup>		1			
ENGL 101	Academic Writing II	3			
Lab Science Elective <sup>3</sup>		3			
Technical Elective <sup>5</sup>		3			
Technical Elective <sup>5</sup>		3			
<b>Total Credits</b>		<b>14</b>			

**SECOND YEAR**

**FALL**

ENGL 103	Report Writing	3			
MATH 200	Statistics	3			
Technical Elective <sup>5</sup>		3			
Technical Elective <sup>5</sup>		3			
Technical Elective <sup>5</sup>		3			
<b>Total Credits</b>		<b>15</b>			

**SPRING**

ENGL 201 <b>OR</b> ENGL 204	Fundamentals of Speech <b>OR</b> Interpersonal Communication	3			
ENVS 102	Technology & Environment	3			
Restricted Humanities Elective <sup>6</sup>		3			
Technical Elective <sup>5</sup>		3			
Technical Elective <sup>5</sup>		3			
<b>Total Credits</b>		<b>15</b>			

**Minimum Credits Required for Graduation: 60**

<sup>1</sup> Select three credits total from CAPS 111, 121, 123, 131, 133, 141, 152, 153, 154 , WD 157.

<sup>2</sup> A student exempted from ENGL 100 must substitute a three-credit liberal arts elective, selected in consultation with the student's advisor.

<sup>3</sup> Lab Science Elective: Choose from BIOL, CHEM, ENVS 101, GEOL, METR, or PHSC.

<sup>4</sup> Social Science Elective: Select in consultation with student's advisor.

<sup>5</sup> Technical Electives: Select from CHEM, CIS, CONT, CSCI, ELEC, ENSC, ENVS (except 105, 107, 108), MATH (135 or higher), or PHSC.

<sup>6</sup> Restricted Humanities Elective: Select from ART 101, ART 102, ENGL 102, ENGL 200, ENGL 233, ENGL/SOCI 258, ENVS 105, MUSI 101, PHIL 101, PHIL 201, and all Foreign Language courses. **Foreign Language recommended.**

To: Board of Trustees

From: John R. Conners

Date: May 6, 2015

Re: May report

**Technology degree program** – As of the time of this report, our proposal for a new degree program, an A.A.S. in Applied Science and Technology, has been recommended by the Curriculum Committee and submitted to the faculty for a Level 3 vote. The next step would be review by the College Forum on Friday, May 8. Assuming a successful conclusion, I will bring the proposal to the Board of Trustees at its May meeting.

**Faculty searches/creative solution** – I have reported to you previously on the status of searches for four new full-time faculty members. While we have been engaged in balancing the 2015-2016 budget, we have been working with the assumption that we may fill three of the four positions. Having reviewed with College counsel and the Faculty Association a creative approach to using the funding for three positions to complete all four searches successfully, I am prepared to proceed with the plan. We will offer appointment to two new faculty members for the Fall semester, with one of those positions being in Culinary Arts. The other two offers will be for a Spring 2016 start. In that way, expenditures for the four positions in the 2015-2016 budget will be the equivalent of three positions that would be filled for the entire year. Since the budget is still in a rather fluid state, we retain hope that one or both of these mid-year appointments can be advanced to begin in August.

One key question that has been raised concerns our confidence in the future. That is, how certain can we be that we can sustain all four of these positions beyond next year? While we must acknowledge the continuing uncertainty of enrollment patterns and state funding, there are two factors that can give us confidence in our ability to maintain all of these positions. The first is that there are already three full-time faculty members who have committed to retire during or after the 2015-2016 academic year, so the future savings from their vacated positions will be available to us. At this point, we cannot predict when we will be able to fund new positions to replace those three, but I am confident about sustaining the four positions now under consideration.

The second factor is of great strategic importance to us. The more capable new full-time faculty members we recruit, the greater will be our ability to carry on the vital work of the faculty, including advising, curriculum development, and service activities including committee work. Moreover, I anticipate that a new faculty member in Graphic Design, also serving as program Chair, will provide the sort of leadership and energy that will reinvigorate the program and increase both enrollment and student success. In Culinary Arts, with nearly forty students about to progress to their second year of the program and over 200 applicants for next year's class, a new full-time faculty member and program Chair will play a central role in the continuing evolution of the program.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of May 5, 2015

**UNCLASSIFIED STAFF**

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Instructor of Culinary Arts	August 19, 2015	December 17, 2014	January 15, 2015	Finalizing interviews
Instructor of English	August 19, 2015	December 17, 2014	January 15, 2015	Finalizing interviews
Instructor of Graphic Design	August 19, 2015	December 17, 2014	February 16, 2015	Finalizing interviews
Assistant Professor of Nursing	August 19, 2015	December 17, 2014	January 15, 2015	Finalizing interviews
Technical Specialist – Biology Lab Manager & Chemical Hygiene Officer	August 19, 2015	December 17, 2014	January 15, 2015	Finalizing interviews
Chief Information Officer	May 1, 2015	April 8, 2015	April 24, 2015	Reviewing applications

**CLASSIFIED STAFF**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
None			

**FACULTY STUDENT ASSOCIATION**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Fitness Center Assistant	Athletics	April 2015	Hired: Ryan Stevens

**BISTRO**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Line Cook	TC3 Bistro	May 2015	Interviewing for additional Line Cooks Hired: Evan Boardman Alan Boardman
Banquet Servers	TC3 Bistro	May 2015	Interviewing for additional Banquet Servers Hired: Brian Lampman Constantine Tsipouroglou

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of May 5, 2015

<b>COMPLAINANT</b>	<b>SUBJECT</b>	<b>DISPOSITION</b>
CSEA Membership	Medco – Change in provider diminished prescription plan benefits	CSEA requested a waiver to time requirement to move to Stage 3 of grievance process while waiting for a response from Tompkins County.
Sylvia Ganoë	MedCo - Change in provider changed prescription co-pay.	Would like matter fully researched by Tompkins County.

**FACULTY ASSOC.**

**PAA**

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

APRIL 30, 2015

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

APRIL 30, 2015

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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$439,794 in a money market savings account averaging .20% interest earnings for April \$5,480,177 in savings. The maximum amount available for investment will fluctuate with a peak of \$7,500,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$3,114,121 is a decrease from \$3,589,086. 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 \$1,042,294. The interfunds account balance of \$2,644,528 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 April 30, total expenditures amounted to \$25,560,654 or 65.3% of the 2014-2015 budget. Comparable expenditures for period three last year were \$25,453,507 or 66.5% of the 2013-2014 budget.



TOTAL REVENUES - (PAGE 7)

Revenues to date of \$33,174,403 are 84.9% of the revenue budget. Prior year revenues were \$32,730,300, are 85.4% of total budgeted revenue

CAPITAL FUNDS - (PAGE 9)

The 2013-2018 Capital Construction Budgets totals \$7,050,000. As of April 2015, \$4,810,161 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
BALANCE SHEET  
FINANCIAL REPORT FOR THE PERIOD ENDING APRIL 30, 2015**

	Current Month 4/30/2015	Previous Month 3/31/2015	Previous Year 4/30/2014
<b>ASSETS</b>			
Cash in Demand Deposit	\$439,794	\$717,462	\$685,948
Cash in Time Deposits	5,480,177	6,496,251	3,388,619
Petty Cash	1,729	1,729	1,730
Accounts Receivable--Students	3,114,121	3,589,086	3,645,152
Accounts Receivable--Misc.	188,128	196,410	329,192
Prepaid Expenses	(7,883)	3,562	(3,459)
Due From Other Funds	2,644,528	2,817,297	2,826,403
Due From Sponsor Governments	0	718,071	0
Due From State Governments	74,818	74,818	981,275
Due From Other Governments	1,042,294	1,217,884	1,096,991
	<hr/>	<hr/>	<hr/>
<b>TOTAL ASSETS</b>	<b>\$12,977,706</b>	<b>\$15,832,570</b>	<b>\$12,951,851</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>LIABILITIES AND SURPLUS</b>			
Vouchers Payable	\$6,852	\$6,852	\$5,934
Payroll Liabilities	1,746,070	2,113,084	1,486,060
Student Financial Aid Liabilities	199,824	188,449	134,845
Accrued Liabilities	1,402,763	1,428,045	1,146,436
Due to Other Funds	2,319,546	2,782,183	2,343,041
Due to State Governments	0	0	0
Student Tuition Collected in Advance	(25,026)	(9,750)	(25,050)
Fund Balance	1,376,300	1,376,300	1,253,269
Revenue Over (Under) Expenditures	5,951,377	7,947,407	6,607,316
	<hr/>	<hr/>	<hr/>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>\$12,977,706</b>	<b>\$15,832,570</b>	<b>\$12,951,851</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
 APPROPRIATIONS 2014-2015  
 FINANCIAL REPORT FOR THE PERIOD ENDING APRIL 30, 2015**

	PER CENT YEAR					67.00%
	<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	9,665,692	6,585,672	3,080,020	68.13%	
Equipment	3,718	3,718	3,303	415	0.00%	
Contractual Expenses	5,098,607	5,099,301	5,518,418	(419,117)	108.22%	
Employee Benefits	<u>4,829,316</u>	<u>4,829,316</u>	<u>2,096,138</u>	<u>2,733,178</u>	43.40%	
<b>Total Instruction</b>	<u>19,600,238</u>	<u>19,598,027</u>	<u>14,203,531</u>	<u>5,394,496</u>	<u>72.47%</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>	<u>0</u>	
<b>Academic Support</b>						
Personal Services	1,646,216	1,639,816	915,465	724,351	55.83%	
Equipment	145,840	145,782	0	145,782	0.00%	
Contractual Expenses	275,820	278,176	150,738	127,438	54.19%	
Employee Benefits	<u>526,289</u>	<u>526,289</u>	<u>292,949</u>	<u>233,340</u>	<u>55.66%</u>	
<b>Total Academic Support</b>	<u>2,594,165</u>	<u>2,590,063</u>	<u>1,359,152</u>	<u>1,230,911</u>	<u>52.48%</u>	
<b>Libraries</b>						
Personal Services	433,595	455,137	321,172	133,965	70.57%	
Equipment	0	112	10,304	(10,192)	0.00%	
Contractual Expenses	172,379	172,267	123,677	48,590	71.79%	
Employee Benefits	<u>143,086</u>	<u>143,086</u>	<u>102,775</u>	<u>40,311</u>	<u>71.83%</u>	
<b>Total Libraries</b>	<u>749,060</u>	<u>770,602</u>	<u>557,928</u>	<u>212,674</u>	<u>72.40%</u>	

**APPROPRIATIONS 2014-2015**

**PER CENT YEAR**

**67.00%**

	<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	3,138,766	2,015,896	1,122,870	64.23%
Equipment	3,800	3,800	0	3,800	0.00%
Contractual Expenses	1,411,718	1,395,649	669,921	725,728	48.00%
Employee Benefits	<u>988,801</u>	<u>988,801</u>	<u>647,228</u>	<u>341,573</u>	<u>65.46%</u>
<b>Total Student Services</b>	<u>5,477,434</u>	<u>5,527,016</u>	<u>3,333,045</u>	<u>2,193,971</u>	<u>60.30%</u>
<b>Maintenance and Operation of Plant</b>					
Personal Services	2,272,128	2,286,728	1,370,518	916,210	59.93%
Equipment	5,500	1,661	702	959	0.00%
Contractual Expenses	1,035,973	1,034,312	501,612	532,700	48.50%
Employee Benefits	<u>748,856</u>	<u>748,856</u>	<u>438,566</u>	<u>310,290</u>	<u>58.56%</u>
<b>Total Maintenance and Operation of Plant</b>	<u>4,062,457</u>	<u>4,071,557</u>	<u>2,311,398</u>	<u>1,760,159</u>	<u>56.77%</u>
<b>Institutional Support</b>					
Personal Services	1,530,363	1,525,132	1,099,574	425,558	72.10%
Equipment	0	0	0	0	0.00%
Contractual Expenses	333,744	336,044	182,629	153,415	54.35%
Employee Benefits	<u>503,472</u>	<u>503,472</u>	<u>351,864</u>	<u>151,608</u>	<u>69.89%</u>
<b>Total Institutional Support</b>	<u>2,367,579</u>	<u>2,364,648</u>	<u>1,634,067</u>	<u>730,581</u>	<u>69.10%</u>
<b>General Institutional Services</b>					
Personal Services	1,813,394	1,715,856	1,263,575	452,281	73.64%
Equipment	93,243	98,801	4,364	94,437	0.00%
Contractual Expenses	954,280	975,280	471,790	503,490	48.37%
Employee Benefits	<u>595,585</u>	<u>595,585</u>	<u>422,106</u>	<u>173,479</u>	<u>70.87%</u>
<b>Total General Institutional Services</b>	<u>3,456,502</u>	<u>3,385,522</u>	<u>2,161,835</u>	<u>1,223,687</u>	<u>63.86%</u>
<b>TOTAL APPROPRIATIONS</b>	<u>38,307,435</u>	<u>38,307,435</u>	<u>25,560,956</u>	<u>12,746,479</u>	<u>66.73%</u>

**APPROPRIATIONS 2014-2015  
SCHEDULE OF EMPLOYEE BENEFITS**

**PER CENT YEAR 67.00%**

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	250,000	250,000	238,303	11,697	0.00%
State Employee's Retirement	1,329,938	1,329,938	961,461	368,477	72.29%
State Teacher's Retirement	276,500	276,500	262,652	13,848	94.99%
Optional Retirement Fund	1,112,396	1,112,396	694,581	417,815	62.44%
Social Security	1,571,173	1,571,173	1,002,577	568,596	63.81%
Workers Compensation	202,000	202,000	199,146	2,854	98.59%
Misc Employee Benefits	110,000	110,000	81,963	28,037	74.51%
Disability Insurance	12,466	12,466	7,138	5,328	57.26%
Hospital and Medical Insurance	3,685,544	3,685,544	2,384,826	1,300,718	64.71%
Employee Tuition Benefits	125,000	125,000	103,783	21,217	83.03%
Life Insurance	10,000	10,000	5,765	4,235	57.65%
Vacation Benefits	85,000	85,000	56,000	29,000	65.88%
Unemployment Insurance	25,000	25,000	23,564	1,436	0.00%
<b>Total Employee Benefits</b>	<b>8,795,017</b>	<b>8,795,017</b>	<b>6,021,759</b>	<b>2,773,258</b>	<b>68.47%</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**REVENUE 2014-2015**  
**FINANCIAL REPORT FOR THE PERIOD ENDING APRIL 30, 2015**

PER CENT YEAR 67.00%

	<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	\$15,375,495	\$15,375,495	15,801,417	(425,922)	102.77%
Winter	\$93,800	\$93,800	87,763		
Summer	1,157,296	1,157,296	527,030	630,266	45.54%
Nonresident Tuition	1,241,100	1,241,100	1,212,462	28,638	97.69%
Student Fee Revenue (Tech Fee)	1,713,960	1,713,960	1,568,998	144,962	91.54%
<b>Total Tuition</b>	<b><u>19,581,651</u></b>	<b><u>19,581,651</u></b>	<b><u>19,197,670</u></b>	<b><u>377,944</u></b>	<b><u>98.04%</u></b>
<b>Government Appropriations</b>					
New York State	10,153,353	10,153,353	7,549,534	2,603,819	74.36%
Local Sponsors	4,559,180	4,559,180	2,279,577	2,279,603	50.00%
Appropriated Cash Surplus	88,528	88,528	0	88,528	
Charges to Other Counties	3,948,840	3,948,840	<u>3,656,201</u>	292,639	<u>92.59%</u>
<b>Total Government Appropriations</b>	<b><u>18,749,901</u></b>	<b><u>18,749,901</u></b>	<b><u>13,485,312</u></b>	<b><u>5,264,589</u></b>	<b><u>71.92%</u></b>
<b>Other Revenues</b>					
Service Fees	125,865	125,865	79,240	46,625	62.96%
Interest Earnings	6,000	6,000	6,295	(295)	104.92%
Rental of Real Property	30,000	30,000	57,455	(27,455)	191.52%
Café Commissions	47,000	47,000	0		
Contract Courses	75,000	75,000	112,262	(37,262)	149.68%
Noncredit Tuition	228,700	228,700	120,319	108,381	52.61%
Grant Offsets	152,000	152,000	96,671	55,329	63.60%
Unclassified Revenues	50,000	50,000	19,181	30,819	38.36%
<b>Total Other Revenues</b>	<b><u>714,565</u></b>	<b><u>714,565</u></b>	<b><u>491,423</u></b>	<b><u>176,142</u></b>	<b><u>68.77%</u></b>
<b>TOTAL REVENUES</b>	<b><u>\$39,046,117</u></b>	<b><u>\$39,046,117</u></b>	<b><u>\$33,174,405</u></b>	<b><u>\$5,818,675</u></b>	<b><u>84.96%</u></b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CURRENT OPERATING FUND - CASH FORECAST  
APR 2015 TO AUG 2015**

	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>
<b><u>CASH BALANCE - BEGINNING OF PERIOD</u></b>	<b>\$7,215,443</b>	<b>\$5,921,726</b>	<b>\$5,459,797</b>	<b>\$7,541,653</b>	<b>\$6,744,724</b>
<b><u>RECEIPTS</u></b>					
Student Accounts Receivable	\$659,199	\$1,150,000	\$850,000	\$880,000	\$500,000
Student Financial Aid	\$647,309	\$850,000	\$950,000	\$1,000,000	\$0
Sponsor Payments	\$1,139,788	\$718,071	\$421,724	\$718,071	\$421,724
Chargebacks to Other Counties	\$629,448	\$100,000	\$100,000	\$75,000	\$15,000
State Aid	\$0	\$0	\$2,538,338		
Repayment of Grant Fund Advances	\$1,543	\$100,000	\$100,000	\$55,000	\$55,000
Repayment of Capital Fund Advances	\$0	\$200,000	\$200,000	\$250,000	\$500,000
Other Receipts	\$68,420	\$75,000	\$75,000	\$75,000	\$75,000
<b>Projected Cash Receipts</b>	<b><u>\$3,145,707</u></b>	<b><u>\$3,193,071</u></b>	<b><u>\$5,235,062</u></b>	<b><u>\$3,053,071</u></b>	<b><u>\$1,566,724</u></b>
<b><u>DISBURSEMENTS</u></b>					
Payments to Students	\$290,811	\$75,000	\$53,206	\$150,000	\$10,000
Accounts Payable	\$1,304,346	\$1,500,000	\$1,200,000	\$1,800,000	\$1,500,000
Payroll and Fringe Benefits	\$2,611,719	\$1,780,000	\$1,600,000	\$1,600,000	\$1,600,000
Grant Fund Advances	\$41,159	\$0	\$0	\$0	\$10,000
Capital Fund Advances	\$191,389	\$300,000	\$300,000	<u>\$300,000</u>	<u>\$300,000</u>
<b>Projected Cash Disbursements</b>	<b><u>\$4,439,424</u></b>	<b><u>\$3,655,000</u></b>	<b><u>\$3,153,206</u></b>	<b><u>\$3,850,000</u></b>	<b><u>\$3,420,000</u></b>
<b><u>PROJECTED CASH BALANCE - END OF PERIOD</u></b>					
<b>MONEY MARKET/ SAVINGS</b>	<b>\$5,871,713</b>	<b>\$5,409,783</b>	<b>\$7,491,638</b>	<b>\$6,694,708</b>	<b>\$4,841,431</b>
<b>CASH IN TIME DEPOSITS</b>	<b><u>\$50,013</u></b>	<b><u>\$50,014</u></b>	<b><u>\$50,015</u></b>	<b><u>\$50,016</u></b>	<b><u>\$50,017</u></b>
<b>TOTAL CASH IN TIME DEPOSITS</b>	<b>\$5,921,726</b>	<b>\$5,459,797</b>	<b>\$7,541,653</b>	<b>\$6,744,724</b>	<b>\$4,891,448</b>

TOMPKINS CORTLAND COMMUNITY COLLEGE  
 CAPITAL FUND SUMMARY  
 FINANCIAL REPORT FOR THE PERIOD ENDING APRIL 30, 2015

	<u>Original Budget</u>	<u>Expenditures To Date</u>	<u>Encumbrances</u>	<u>Total Committed</u>	<u>Uncommitted Budget</u>
<b><u>CAPITAL CONSTRUCTION 2013-2018</u></b>					
Architect Design/Administrative	492,433	529,913		529,913	0
Civil Construction	452,100	325,630		325,630	0
General Construction	2,798,700	2,405,782		2,405,782	0
Mechanical/HVAC	727,900	622,436		622,436	0
Electrical	419,952	393,737		393,737	0
Plumbing	139,000	66,128		66,128	0
Network Upgrade/FFE	2,019,915	466,535		466,535	0
<b>TOTAL</b>	<b>7,050,000</b>	<b>4,810,161</b>	<b>0</b>	<b>4,810,161</b>	<b>2,239,839</b>

**CAPITAL CASH SUMMARY**

**CASH BALANCE -APRIL 1, 2015**

Campus Master Plan Money Market	51,297
Cash in time Deposits	1,238,578

**DISBURSEMENTS**

Athletic Facility	0
Savings Reimburse Advance from Operat	0
Debt Service Payment	0
MM Reimburse Advane from Oper	0
HVAC Replacement	0
Campus Master Plan	0
<b>TOTAL</b>	<b>0</b>

**CASH RECEIPTS**

County Payment - Campus Master Plan	0
State Aid	0
Reimburse from interfunds	0
Investment Income - Savings	52
Investment Income - CMP	8
Chargeback Revenue	62,480
<b>TOTAL</b>	<b>\$62,540</b>

**CASH BALANCE -APRIL 30, 2015**

Campus Master Plan Money Market	51,305
Cash in Time Deposits	1,301,110
<b>TOTAL</b>	<b>1,352,415</b>

**\$1,352,415**



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CAPITAL PAYMENTS  
MAY 2015**

**Capital Payments/Master Plan**

	<b>Amount</b>	<b>Subtotal</b>	<b>Grand Total</b>
<b>Administrative</b>			
American Storage Trailer Rentals Moving Charges	\$100.00		
<b>Total Administrative</b>		\$100.00	
<b>Design Services/Consulting</b>			
HOLT Architects (PO#29384) Invoice #213034023, Design/Consulting	\$5,472.32		
<b>Total Design Services/Consulting</b>		\$5,472.32	
<b>Electrical</b>			
Matco Electric Corp. (PO #29977) Application #11, Electrical	\$20,290.10		
Cortland Wholesale Electric Electrical Wiring (Addtl. Freight Charge)	\$16.04		
<b>Total Electrical</b>		\$20,306.14	
<b>FFE</b>			
Herman Miller (PO #30481) Invoice #15174066, Furniture/Tables/File	\$9,099.47		
<b>Total FFE</b>		\$9,099.47	
<b>General Construction</b>			
Bouley Associates, Inc. (PO #29974) Application #11, General Construction	\$76,237.50		
<b>Total General Construction</b>		\$76,237.50	

	<b>Amount</b>	<b>Subtotal</b>	<b>Grand Total</b>
<b>Materials Testing</b>			
SJB Services (PO #29983) Invoice #15-093, Air Montoring	\$402.00		
<b>Total Materials Testing</b>		\$402.00	
<b>Mechanical/HVAC</b>			
Tag Mechanical Systems (PO #29975) Invoice #14147-10, Mechanical/HVAC	\$18,508.85		
<b>Total Mechanical/HVAC</b>		\$18,508.85	
<b>Plumbing</b>			
Brosh Mechanical (PO#29976) Application #6, Plumbing	\$5,257.44		
<b>Total Plumbing</b>		\$5,257.44	
<hr/> <b>Total Capital Payments/Master Plan</b>			<b>\$135,383.72</b>



**Appointment of Personnel**  
**Monday, May 05, 2015**  
**Presented to the Board of Trustees**

Employee	Department	Title/Rank	Salary	Employment Dates
<b>April</b>				
Carr, Kyle	Independent study (J. Ahearn, A. Henriquez, R. Hermanet, A. Joseph, C. Kenerson, E. rechtin, W. Wilson)		\$1,099.00	4/10/2015 To 5/15/2015
Dickerson, Nancy	Preparation and conduction of 70-min. CCCAT conference session		\$97.29	4/17/2015
Jenes, Eric	Preparation and conduction of 70-min. CCCAT conference session		\$79.29	4/17/2015
Loop, Jill	Preparation and conduction of 70-min. CCCAT conference session		\$79.29	4/17/2015

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

May 5, 2014

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Thomas Streb	May 11, 2015	Retirement
Gail Munson	June 26, 2015	Retirement
Robert Ellis	September 28, 2015	Retirement
Alan Wood	November 29, 2015	Retirement
Robert Yavits	December 23, 2015	Retirement
Scott Weatherby	February 26, 2016	Retirement

FACULTY STUDENT ASSOCIATION

Alexis Brown	May 14, 2015	Resignation
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**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2014-2015-33**

**2015 CHANCELLORS'/TRUSTEES' AWARD  
FOR EXCELLENCE IN ADJUNCT TEACHING – JESSICA RYAN**

**WHEREAS**, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Adjunct Teaching to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College (.5 FTE or less), and

**WHEREAS**, Ms. Jessica Ryan has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in adjunct teaching in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2015 Chancellor's/Trustees' Award for Excellence in Adjunct Teaching to Ms. Jessica Ryan.

**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 14<sup>th</sup> day of May 2015, 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 14<sup>th</sup> day of May 2015.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2014-2015-34**

**2015 CHANCELLORS'/TRUSTEES' AWARD  
FOR EXCELLENCE IN ADJUNCT TEACHING – MARCIA WAFFNER**

**WHEREAS**, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Adjunct Teaching to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College (.5 FTE or less), and

**WHEREAS**, Ms. Marcia Waffner has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in adjunct teaching in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2015 Chancellor's/Trustees' Award for Excellence in Adjunct Teaching to Ms. Marcia Waffner.

**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 14<sup>th</sup> day of May 2015, 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 14<sup>th</sup> day of May 2015.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2014-2015-35**

**2015 CHANCELLOR'S/TRUSTEES' AWARD  
FOR EXCELLENCE IN CLASSIFIED SERVICE – SHEILA ABBEY**

**WHEREAS**, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Classified Service to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

**WHEREAS**, Ms. Sheila Abbey has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in classified service in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2015 Chancellor's/Trustees' Award for Excellence in Classified Service to Ms. Sheila Abbey.

**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 14<sup>th</sup> day of May 2015, 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 14<sup>th</sup> day of May 2015.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2014-2015-36**

**2015 CHANCELLOR'S/TRUSTEES' AWARD  
FOR EXCELLENCE IN PROFESSIONAL SERVICE  
JOAN DONOVAN**

**WHEREAS**, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Professional Service to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

**WHEREAS**, Ms. Joan Donovan has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in professional service in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2015 Chancellor's/Trustees' Award for Excellence in Professional Service to Ms. Joan Donovan.

**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 14<sup>th</sup> day of May 2015, 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 14<sup>th</sup> day of May 2015.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2014-2015-37**

**2015 CHANCELLOR'S/TRUSTEES' AWARD  
FOR EXCELLENCE IN PROFESSIONAL SERVICE  
MARGARET GARVEY**

**WHEREAS**, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Professional Service to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

**WHEREAS**, Ms. Margaret (Meg) Garvey has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in professional service in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2015 Chancellor's/Trustees' Award for Excellence in Professional Service to Ms. Margaret (Meg) Garvey.

**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 14<sup>th</sup> day of May 2015, 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 14<sup>th</sup> day of May 2015.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2014-2015-38**

**2015 CHANCELLOR'S/TRUSTEES' AWARD FOR  
EXCELLENCE IN FACULTY SERVICE  
JANET SWINNICH**

**WHEREAS**, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Faculty Service to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

**WHEREAS**, Professor Janet Swinnich has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in consistently superior service in numerous areas, and who has demonstrated consistently superior service over multiple-years in a variety of venues, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2015 Chancellor's/Trustees' Award for Excellence in Faculty Service to Professor Janet Swinnich.

**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 14<sup>th</sup> day of May 2015, 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 14<sup>th</sup> day of May 2015.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2014-2015-39**

**2015 CHANCELLOR'S/TRUSTEES' AWARD FOR EXCELLENCE IN  
SCHOLARSHIP AND CREATIVE ACTIVITIES  
JAMES JACOB**

**WHEREAS**, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Scholarship and Creative Activities, which is to be presented to an individual who consistently engages in and has established a solid record of scholarship and creative productivity in addition to their teaching responsibilities, and

**WHEREAS**, Professor James (Jake) Jacob has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling his responsibilities with evidenced excellence in outstanding scholarly and creative productivity, and who has exceeded standards in a creative and innovative fashion, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2015 Chancellor's/Trustees' Award for Excellence in Scholarship and Creative Activities to Professor James (Jake) Jacob.

**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 14<sup>th</sup> day of May 2015, 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 14<sup>th</sup> day of May 2015.

Clerk of the Board of Trustees  
Tompkins Cortland Community College





**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2014-2015-42**

**IN APPRECIATION OF BETSY BREGARD**

**WHEREAS**, Betsy Bregard was employed at Tompkins Cortland Community College as a seasonal Keyboard Specialist in August 1992, as a Word Processing Operator in March 1993, and as a Secretary in March 1996, and

**WHEREAS**, Ms. Bregard elected to retire from her position effective October 3, 2014, and

**WHEREAS**, Ms. Bregard is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Bregard for more than 22 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Ms. Bregard in all of her future endeavors.

**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 14<sup>th</sup> day of May, 2015, 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 14<sup>th</sup> day of May 2015.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2014-2015-43**

**IN APPRECIATION OF MARTIN CHRISTOFFERSON**

**WHEREAS**, Martin Christofferson was employed at Tompkins Cortland Community College as Director of Management Information Systems in Spring 1989, became Director of Information Technology in Fall 1996, and was promoted to Dean of Campus Technology in Summer 2008, and

**WHEREAS**, Mr. Christofferson was a nominee for the Chancellor's/Trustees' Award for Excellence in Professional Service, and

**WHEREAS**, Mr. Christofferson served on several campus committees including the Faculty Student Association Board, Crisis Management Team, Institutional Operation Planning Committee, College Services Computer Group, College Planning and Assessment Council, and serving as Chair/Co-Chair on the Technology Advisory Group, Y2K Task Force, and FSA Personnel Committee, and

**WHEREAS**, Mr. Christofferson was active in the community with membership on the Dryden Central School Technology Committee and Facilities Planning Committee, the Dryden Town Planning Board, and as a Councilman for the Town of Dryden, and

**WHEREAS**, Mr. Christofferson elected to retire from his position effective September 11, 2015, and

**WHEREAS**, Mr. Christofferson is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Mr. Christofferson for more than 26 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Mr. Christofferson in all of his future endeavors.

**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 14<sup>th</sup> day of May, 2015, 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 14<sup>th</sup> day of May 2015.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2014-2015-44**

**IN APPRECIATION OF SANDRA ELDRED**

**WHEREAS**, Sandra Eldred was employed at Tompkins Cortland Community College as a Secretary in March 1994, and

**WHEREAS**, Ms. Eldred was nominated for the Chancellor's/Trustees' Award for Excellence in Classified Service, the Classified Staff Merit Award, and was the recipient of the Classified Staff Merit Award in 2009, and

**WHEREAS**, Ms. Eldred elected to retire from her position effective March 4, 2015, and

**WHEREAS**, Ms. Eldred is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Eldred for 21 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Ms. Eldred in all of her future endeavors.

**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 14<sup>th</sup> day of May, 2015, 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 14<sup>th</sup> day of May 2015.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2014-2015-45**

**IN APPRECIATION OF ROBERT ELLIS**

**WHEREAS**, Robert Ellis was employed at Tompkins Cortland Community College as a Cleaner in September 2003, and

**WHEREAS**, Mr. Ellis elected to retire from his position effective September 28, 2015, and

**WHEREAS**, Mr. Ellis is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Mr. Ellis for 12 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Mr. Ellis in all of his future endeavors.

**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 14<sup>th</sup> day of May, 2015, 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 14<sup>th</sup> day of May 2015.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2014-2015-46**

**IN APPRECIATION OF THANKGOD IMO**

**WHEREAS**, ThankGod Imo was employed at Tompkins Cortland Community College as an Assistant Professor of Accounting in Fall 2001, was promoted to Associate Professor in Fall 2004, and to Professor in 2008, and

**WHEREAS**, Professor Imo provided service to students outside the classroom by serving as Advisor to the Accounting Club, Founder and Advisor to the Accounting/Business Association, Co-advisor to the African Student Organization & Asian Student Association, and Co-Advisor to Phi Theta Kappa, and

**WHEREAS**, Professor Imo served on several campus committees including the College Forum, Global Initiatives Council, the Diversity and Equity Action Council, Wellness Council, and the Curriculum Committee, and as Treasurer and member of the Executive Council of the Faculty Association, and

**WHEREAS**, Professor Imo elected to retire from his position effective December 1, 2014, and

**WHEREAS**, Professor Imo is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Professor Imo for more than 13 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Professor Imo in all of his future endeavors.

**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 14<sup>th</sup> day of May, 2015, 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 14<sup>th</sup> day of May 2015.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2014-2015-47**

**IN APPRECIATION OF DINO LEOPARDI**

**WHEREAS**, Dino Leopardi was employed at Tompkins Cortland Community College as the Coordinator of Academic Computer Services in Summer 1984, and

**WHEREAS**, Mr. Leopardi was a nominee for the Chancellor's/Trustees' Award for Excellence in Professional Service and a Designee for the State University of New York Alumni Honor Roll, and

**WHEREAS**, Mr. Leopardi served on several campus committees including the Distance Education Working Group, the Advisory Committee for Computer Degree Programs, Academic Computer Services Review Committee, the Academic Computer Services Operation Committee and Subcommittee on Computer Policy, the Technology Advisory Group, and the Y2K Task Force, and

**WHEREAS**, Mr. Leopardi elected to retire from his position effective January 2, 2015, and

**WHEREAS**, Mr. Leopardi is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Mr. Leopardi for more than 30 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Mr. Leopardi in all of his future endeavors.

**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 14<sup>th</sup> day of May, 2015, 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 14<sup>th</sup> day of May 2015.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2014-2015-49**

**IN APPRECIATION OF ELWOOD PARKER, JR.**

**WHEREAS**, Elwood Parker, Jr., was employed at Tompkins Cortland Community College as a part-time Cleaner in January 1992, became a full-time Cleaner in March 2001, and returned to a part-time Cleaner in October 2012, and

**WHEREAS**, Mr. Parker elected to retire from his position effective February 2, 2015, and

**WHEREAS**, Mr. Parker is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Mr. Parker for 23 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Mr. Parker in all of his future endeavors.

**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 14<sup>th</sup> day of May, 2015, 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 14<sup>th</sup> day of May 2015.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2014-2015-51**

**IN APPRECIATION OF WALTER POLAND**

**WHEREAS**, Walter Poland was employed at Tompkins Cortland Community College as Coordinator of Student Affairs in Fall 1968, was promoted to Director of Student Affairs in Spring 1969, to Dean of Students/Student Affairs in Fall 1973, Dean of Student Services in Fall 1990, and Vice President for Global Initiatives in Fall 2009, and

**WHEREAS**, Mr. Poland has served as President of the Faculty Student Association (FSA) since 1976, and as Acting Director of Employee Relations from July 15, 1983, through March 31, 1984, and

**WHEREAS**, Mr. Poland actively served for over 30 years as the chief negotiator for the College in collective bargaining with the Faculty Association, Professional Administrators Association, and the Civil Service Employees Association contracts, and

**WHEREAS**, Mr. Poland served on numerous College committees including the Academic Standards Committee, FSA Classification Committee, FSA Personnel Committee, the Steering Committee for the Self- Evaluation and Preparation for Middle States Accreditation, and

**WHEREAS**, Mr. Poland was a member of numerous local, regional, and international groups to include the Community Colleges for International Development, Board of Directors of the Tompkins-Tioga Catholic Charities, the Tompkins County Transportation Task Force, Cortland Community Coalition, International Scholars Association, and the SUNY Deans Association, and

**WHEREAS**, in 2012 Mr. Poland was honored with an International Citizen Award from the International Center of Syracuse, being presented with one of just three International Educator Awards, and

**WHEREAS**, Mr. Poland, as Vice President of Global Initiatives, has led significant growth in our Global Connections Program, expanded study abroad opportunities for students, and facilitated numerous other international partnerships and collaborations, and

**WHEREAS**, Mr. Poland has served as a valued member of the Executive Council and has provided wise counsel to the President on numerous matters, and

**WHEREAS**, Mr. Poland elects to retire from his position effective August 31, 2015, and

**WHEREAS**, Mr. Poland is an outstanding individual, educator, and leader and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Mr. Poland for his 47 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Mr. Poland in all of his future endeavors.

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

**I, CATHY A. NORTHPROP, 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 14<sup>th</sup> day of May, 2015, 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 14<sup>th</sup> day of May 2015.

Clerk of the Board of Trustees  
Tompkins Cortland Community College





**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2014-2015-53**

**IN APPRECIATION OF PAUL SLOCUM**

**WHEREAS**, Paul Slocum was employed at Tompkins Cortland Community College as a part-time Laborer in October 2001, became a full-time Laborer in January 2003, and was promoted to Assistant to the Director of Facilities in February 2009, and

**WHEREAS**, Mr. Slocum elected to retire from his position effective January 9, 2015, and

**WHEREAS**, Mr. Slocum is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Mr. Slocum for more than 13 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Mr. Slocum in all of his future endeavors.

**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 14<sup>th</sup> day of May, 2015, 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 14<sup>th</sup> day of May 2015.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2014-2015-56**

**IN APPRECIATION OF THOMAS STREB**

**WHEREAS**, Thomas Streb was employed at Tompkins Cortland Community College as a temporary Admissions Officer in January 1986, became a full-time Admissions Officer in June 1988, served as temporary Assistant Registrar from October 1989 to December 1989, and became Assistant Director of Admissions/Recruiting in January 1992, and

**WHEREAS**, Mr. Streb elected to retire from his position effective May 11, 2015, and

**WHEREAS**, Mr. Streb is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Mr. Streb for more than 29 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Mr. Streb in all of his future endeavors.

**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 14<sup>th</sup> day of May, 2015, 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 14<sup>th</sup> day of May 2015.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2014-2015-54**

**IN APPRECIATION OF DAVID VANATTA**

**WHEREAS**, David Vanatta was employed at Tompkins Cortland Community College as a part-time Cleaner in October 1987, and became a full-time Cleaner in January 1996, and

**WHEREAS**, Mr. Vanatta elected to retire from his position effective February 28, 2015, and

**WHEREAS**, Mr. Vanatta is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Mr. Vanatta for more than 27 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Mr. Vanatta in all of his future endeavors.

**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 14<sup>th</sup> day of May, 2015, and the same is a complete copy of the whole of such resolution.

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Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2014-2015-55**

**IN APPRECIATION OF JANET WARNER**

**WHEREAS**, Janet Warner was employed at Tompkins Cortland Community College as a part-time Typist in November 1984, became a full-time Typist in September 1985, a Word Processing Operator in October 1986, a Secretary in January 1993, and an Enrollment Services Specialist in 2003, and

**WHEREAS**, Ms. Warner was a recipient of the Classified Staff Merit Award, and

**WHEREAS**, Ms. Warner completed CSEA Local Government Negotiations Team Training, and

**WHEREAS**, Ms. Warner elected to retire from her position effective November 14, 2014, and

**WHEREAS**, Ms. Warner is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Warner for 30 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Ms. Warner in all of her future endeavors.

**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 14<sup>th</sup> day of May, 2015, 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 14<sup>th</sup> day of May 2015.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2014-2015-60**

**2015 FRIEND OF THE COLLEGE AWARD**

**WHEREAS**, Ms. Sandra Price, a life-long resident of Cortland County, has been a personal and professional advocate for improving the quality of life for her fellow citizens, locally and globally, and

**WHEREAS**, Ms. Price has served as a Cortland County Legislator for Virgil/Harford for more than 25 years, currently serving as the Democratic Minority Leader of the Cortland County Legislature, and

**WHEREAS**, Ms. Price has been active in such community organizations as the Cortland County Farm Bureau, the Salvation Army Board, CAPCO, the Board of Health, the Community Services Board, the Child Development Center Board, and the Virgil Church, to name a few, and

**WHEREAS**, Ms. Price has served as Cortland County Legislative Liaison to the Tompkins Cortland Community College Board of Trustees from 1998 through 2007, also serving as the Cortland County Legislative Liaison to the Collective Bargaining Process at Tompkins Cortland Community College during that timeframe, and

**WHEREAS**, Ms. Price served as a Trustee to the Tompkins Cortland Community College Board of Trustees from 2003–2005, also serving as the Trustee Liaison to the Tompkins Cortland Community College Foundation Board from 2004–2005, and

**WHEREAS**, Ms. Price served as a member of the Tompkins Cortland Community College Foundation Board from December 2007 to September 2011, and

**WHEREAS**, Ms. Price is a unique individual who can be depended upon to research the issues, take a stand that best supports the needs of her area, find ways to collaborate and partner with others, is a true ambassador for Tompkins Cortland Community College and has contributed her time, talents, and resources, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2015 Friend of the College Award to Ms. Sandra Price and wishes her the very best in her continued support for Tompkins Cortland Community College and in her service to the community.

**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 14<sup>th</sup> day of May 2015, 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 14<sup>th</sup> day of May 2015.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2014-2015-59**

**AUDIO VISUAL EQUIPMENT AND INSTALLATION BID AWARD**

**WHEREAS**, there is a need for Audio Visual Equipment for various room locations at the College, and

**WHEREAS**, the College has complied with General Municipal Law Section 103 and solicited sealed bids for Audio Visual Equipment and Installation, and

**WHEREAS**, Presentation Concepts of Syracuse, New York has provided the lowest responsible bid based on specifications that were distributed to all bidders, and

**WHEREAS**, the amount of the Bid for Audio Visual Equipment is consistent with probable costs giving consideration to budget allocations, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College awards the Bid for Audio Visual Equipment for the College in an amount not to exceed \$174,290.00.

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

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

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

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 14<sup>th</sup> day of May 2015, 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 14<sup>th</sup> day of May 2015.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



To: Blixy Taetzsch

From: Kevin Caveney

Date: May 1, 2015

Re: Bid Recommendation for Audio Visual Equipment

In consultation with Brian Ackley, Director of Technology Support at TC3, we are recommending the award of the Bid for Audio Visual Equipment and Installation for various room locations at the College, to Presentation Concepts of Syracuse, New York, in the amount of \$174,290.00.

The bid was advertised in The Ithaca Journal and The Cortland Standard. Bid documents were sent to five vendors. Of the five vendors solicited, two lacked required certifications deemed necessary for this project, and one vendor did not respond. Two bids were received. The above vendor provided the best overall pricing, meeting specifications and requirements.

A summary of the bids is attached.

Bid Tabulation  
Audio-Visual Equipment and Installation  
April 22, 2015, 2:00 PM

Bidder/Vendor	Total Bid Amount
Visual Technologies, Syracuse, NY	No Bid
Audio Video Corp., Syracuse, NY	No Bid
Multi Media Group, Syracuse, NY	No Bid
<b>Presentation Concepts, Syracuse NY</b>	<b>\$174,290.00</b>
Video Corp. of America, Somerset, NJ	\$198,838.00