

# TOMPKINS CORTLAND COMMUNITY COLLEGE

## BOARD OF TRUSTEES

### SPECIAL MEETING

Thursday, November 16, 2017

Cortland Country Club

5:30 P.M.

**5:00 p.m. – 5:30 p.m.** Gather/Reception/Cash Bar

#### **AGENDA**

1. Call to Order
2. Roll Call
3. Action Items
  - a. Capital Payments
  - b. Approval of Position Description – Vice President for Student Services
4. Adjournment

## **BOARD RETREAT NOVEMBER 16, 2017 CORTLAND COUNTRY CLUB**

Retreat Begins Immediately Following Adjournment of Special Meeting  
Dinner (from limited menu)

#### **AGENDA**

1. Review Board Self-Evaluation
2. Review President's Evaluation
3. Board Agenda/Meeting
4. Board Dialogue Topics
5. Three-year Budget Projections
6. Open Discussion

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CAPITAL PAYMENT - NOVEMBER 2017**

	<b>AMOUNT</b>	<b>SUBTOTAL</b>	<b>GRAND TOTAL</b>
<hr/>			
<b>Childcare Facility Project</b>			
<b>Design Services</b>			
Claudia Brenner Design (PO #31685) Architectural Design Services Invoice #2974, Design Services	\$18,330.00		
<b>Total Design Services</b>		\$18,330.00	
<b>TOTAL CHILDCARE FACILITY PROJECT</b>			\$18,330.00
<b>TOTAL CAPITAL PAYMENTS</b>			\$18,330.00

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2017-2018-15**

**APPROVAL OF POSITION DESCRIPTION  
VICE PRESIDENT FOR STUDENT SERVICES**

**WHEREAS**, the College has determined, based on a restructuring of responsibilities at the College, that there is a need to create the position of Vice President for Student Services, and

**WHEREAS**, the above listed position description is recommended by the President, be it therefore

**RESOLVED**, that the Vice President for Student Services position description be approved in accordance with the position description attached to this resolution, and be it further

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

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

**I, CATHY 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 special meeting of said Board on the 16<sup>th</sup> day of November 2017, and the same is a complete copy of the whole of such resolution.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 16<sup>th</sup> day of November, 2017.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**EXECUTIVE/MANAGEMENT CONFIDENTIAL**

**POSITION TITLE**

Vice President of Student Services

**GRADE**

**PAGE**

1 of 2

**ORGANIZATIONAL UNIT**

President's Office

**REPORTS TO**

President

**APPROVED BY**

Board of Trustees  
November 16, 2017

**SUMMARY**

The Vice President for Student Services is the College's Chief Student Affairs Officer and is responsible for developing and administering a comprehensive system of student support from initial contact with the College through transfer or career placement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provides leadership and oversight for all Enrollment Management, Student Life, and Student Success activities, programs, and personnel.
2. Responsible for purposeful research to drive enrollment, retention and service functions, generating, processing, interpreting, and applying data toward effective recruitment and retention of a diverse student body.
3. Formulates, disseminates, implements, and continually improves systematic and results-directed enrollment, retention, and service plans, as key components of the College's comprehensive strategic plan.
4. Develops and proposes policies, subject to Presidential and Trustee approval as needed, concerning all facets of student services, and contributes to policy formulation for all areas of student services as a member of the College's senior leadership team.
5. Represents the College and serves as liaison to SUNY's Office of Student Life and Council of SUNY Community Colleges Chief Student Affairs Officers and Chief Enrollment Officers.
6. Collaborates with the Student Government Association in conjunction with the Dean of Students and the Student Government advisors.
7. Responsible for marketing and communications with an emphasis on student recruitment and enrollment.
8. Responsible for campus safety and security.
9. In collaboration with the Dean of Students, Campus Police, and FSA leadership, creates a successful and safe living and learning environment on campus.
10. Interprets, in coordination with other senior leadership officials, issues related to student conduct, including the enforcement of the Student Code of Conduct.
11. Monitors and reports, in conjunction with other College personnel, to State, Federal, and SUNY mandated regulations related to students and student issues.
12. Serves on Executive Council, other various College committees, respective councils, participates in such other institutional activities as planning and assessment, and performs other related tasks as assigned.
13. Collaborates actively with the senior leadership team to ensure effective and efficient service coordination.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**EXECUTIVE/MANAGEMENT CONFIDENTIAL**

**POSITION TITLE**

Vice President of Student Services

**GRADE**

**PAGE**

2 of 2

**ORGANIZATIONAL UNIT**

President's Office

**REPORTS TO**

President

**APPROVED BY**

Board of Trustees  
November 16, 2017

14. Assures efficient use of material resources by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College, and makes recommendations to the President on the annual budget for all student services departments.
15. Ensures effective use of human resources by recommending hiring, promotion, disciplinary, termination, and other administrative actions, together with training, motivating, evaluating, and counseling of assigned personnel. Conducts all matters in accordance with federal, state, and local Equal Opportunity/Affirmative Action Laws, other applicable laws, regulations, and collective bargaining agreements.
16. Represents the President, both internally and externally, when so delegated.

**SUPERVISION**

Types Supervised (check each category):

- Classified Staff
- Administrative
- Faculty
- Adjunct Faculty
- Students
- Faculty Student Association (FSA)

Indicate number in each category:

- 1   # of Classified Staff
- 4   # of Administrative
- # of Faculty
- # of Adjunct Faculty
- # of Students
- 2   # of FSA

**MINIMUM QUALIFICATIONS**

Master's degree with a minimum of 7 years of demonstrated leadership in a variety of student services areas such as admission/enrollment development, financial aid, student life, counseling/advising, athletics, and academic support services including personnel, planning, budget, and community partnerships.

**PREFERRED QUALIFICATIONS**

Doctorate degree preferred.

**OTHER REQUIREMENTS**

Ability to work nights/weekends as needed and ability to travel as needed.