



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, DECEMBER 8, 2011
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 – October 27, 2011
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):
 - a. Travel Abroad – Human Service Internship – Ghana, West Africa – Kaysi Lent/Ken McEwan
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 – Improvements in Library Services – Gregg Kiehl
 - b. Organizational Capacity - Hanover Grants – Khaki Wunderlich
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. Capital Payments
 - b. Treasurer's Report – September 30, 2011
 - c. Treasurer's Report – October 31, 2011
 - d. Appointment of Personnel
 - e. Disposal of Surplus Property
 - f. Approval of Position Description – Senior Systems Administrator
 - g. Policy Against Discrimination and Harassment - Revision

13. Standing Reports:
 - a. College Forum – Co-Chairs, Amy Edmond and Olivia Hersey
 - b. Faculty Student Association – Alicia Smith
 - c. Tompkins Cortland Community College Foundation, Inc. – Ray Dalton
 - d. Chairperson's Report – Elizabeth Burns
 - e. Liaison Report (Cortland County) – John Troy
 - f. Liaison Report (Tompkins County) – Michael Lane
 - g. Student Trustee's Report – Alicia Smith
 - h. President's Report

14. Board Dialogue – Regional Economic Development

15. Upcoming Events:
 - a. December Graduate Recognition Ceremony – December 9, 2011
 - b. College Holiday – College Closed – December 23, 2011 to January 2, 2012
 - c. Faculty Return – January 23, 2012
 - d. Classes Begin – January 26, 2012
 - e. Next Meeting – January 26, 2012

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
OCTOBER 27, 2011
RONALD W. SPACE BOARD ROOM**

PRESENT: Beverly Baker, Kay Breed, Roxann Buck, Elizabeth Burns, Ray Dalton, John Daniels, Raymond Schlather, and Alicia Smith

ABSENT: Judy Davison and Joanne Florino

COUNTY

LIAISONS: Mike Lane

STAFF: John Conners, Sue Dewey, Amy Edmund, Mary Ellen Ensign, Meg Garvey, Carl Haynes, Olivia Hersey, Cathy Northrop, Carl Penziul, Beau Saul, Mutale Sokoni, Blixxy Taetzsch, Amy Trueman, Peter Voorhees, Marilyn Webb, and Khaki Wunderlich

GUESTS: None

1. **Call to Order:** The meeting was called to order at 5:33 p.m. by Chairperson Burns in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Chairperson Burns welcomed guests.
4. **Approval of Agenda:** Chairperson Burns asked that resolution number 2011-2012-12, Trustee Emeritus Designation – Beverly Baker and William Raynor, be added to the agenda as Item 13E. Mr. Daniels moved that the agenda be approved with this addition; seconded by Dr. Dalton; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes:** Ms. Breed moved that the minutes of the September 15, 2011 meeting be approved as presented; seconded by Mr. Daniels; carried unanimously.
7. **Introduction of New Employees:** The following new staff attended the meeting and were introduced to the Board of Trustees: Mutale Sokoni and Mary Ellen Ensign.
8. **Communications:** President Haynes said the Trustee Emeritus were informed that they had been designated Trustee Emeritus and several had contacted him to express their pleasure at being conferred the designation. An event will be held in the spring to honor the Trustees Emeritus. SUNY has approved seven workforce

development training grant proposals from TC3 for projects with businesses/organizations to include CBORD, Cortland Cable, and the Racker Center. TC3 was recently informed that we are the 1st place winner in the Small Colleges Category for the Digital Community Colleges Survey. We are the only SUNY community college campus to receive recognition for this survey.

9. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):

- a. Sabbatic Presentation – Meg Garvey:** Meg Garvey, Coordinator of Counseling, Career, and Transfer Services, thanked the Board for the sabbatic opportunity. Her sabbatic topic was sexual assault and domestic violence, also referred to as intimate partner violence (IPV), to include prevention and bystander intervention. She developed a brochure to be used to help educate our students on this issue. Some of this education does take place in K-12 institutions and there is an initiative underway to provide guidelines to educational institutions regarding how to educate the students and how to manage complaints.

10. College-wide Goal – Student Success:

- a. Student Success – Online Consortium Sources to Improve Tutoring Services – Marilyn Webb**

Marilyn Webb, Coordinator of Tutorial and Accommodation Services, spoke on the tutoring services available to students. She provided a demonstration of the on-line tutoring service available to students 24 hours a day, 7 days a week. The on-line tutoring site is accessed through the TC3 site. Writing tutoring is available through a consortium. In any given semester, approximately 25 percent of the student body is seen at least once for tutoring services. There have been approximately 2,600 visits for tutoring this so far this semester and we usually see approximately 6,000 visits per semester (used by approximately 800 students).

- b. Organizational Capacity – Workplace Safety – Meg Garvey and Beau Saul**

Meg Garvey, Coordinator of Counseling, Career, and Transfer Services, and Beau Saul, Director of Public Safety, provided information on the workplace safety initiative that is underway. Staff and students will be given information to learn to identify situations of concern and learn strategies for dealing with those situations. Ms. Garvey and Mr. Saul also spoke about assisting offices in developing a safety plan for their respective work areas. An e-mail group has been developed and is called the “Student of Concern” group. When any faculty or staff member has a concern about a student, they can send an e-mail to this group. The information is confidential to the group, but can be helpful in providing intervention to the student during a difficult time. The student’s

reaction to the intervention is usually receptive. Faculty are finding this to be a very helpful tool.

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

- a. **Provost and Vice President of the College** – Provost Connors spoke to his written report.
- b. **Vice President for Global Initiatives** – Vice President Poland provided a written report. He was unable to attend the meeting.

12. Information Items:

- a. **Human Resources Updates** – No discussion.
- b. **Compliance Report** – President Haynes spoke to the compliance report. There are two items we are not in compliance with as we are unclear about how to be in compliance and are seeking guidance. He stated that this is an unusual year in that there are sixteen new requirements. The report this year shows a 25% increase in time to be in compliance with the requirements. President Haynes said we are the only community college who actually develops a report on the time and money that is used for compliance with regulations. He stated that he did send last year's report to SUNY for their information and has been asked to share this year's report with SUNY and the other community college presidents, as well.
- c. **Professional Development Report** – President Haynes spoke to the Professional Development Report. He mentioned that this report provides a good sense of the breadth of professional development and the commitment by staff and the College to continue with professional development. The information in the report is self-reported, so it should be noted that it is not a complete picture of all of the professional development that is taking place, but it is a good summary of a lot that is taking place.
- d. **2011 – 2012 Annual Contractual Agreements** – This is for information only and no action is needed. No discussion.
- e. **Policy Against Discrimination and Harassment** – Dean Wunderlich mentioned that a revision to the Policy Against Discrimination and Harassment will be brought to the December Board meeting for action. She stated that there are just some minor wording changes related to requirements set out in a "Dear Colleague" letter from the Office of Civil Rights at the Department of Education. A three-hour training session was presented to a group of individuals who volunteered to be members of a Discrimination and Harassment Panel should a hearing need to be conducted.

- 13. Consent Agenda (Action Items):** Highlights of the Consent Agenda were discussed during the meeting. Mr. Daniels moved that the Consent Agenda be approved; seconded by Mr. Schlather; carried by a vote of 7 affirmative and one abstention by Ms. Baker.
- a. Capital Payments** – No discussion.
 - b. Appointment of Personnel** – No discussion.
 - c. 2011-2012 Internet Traffic Shaping System Upgrade Bid Award** – No discussion.
 - d. Bank Signature Authority** – This resolution adds Dean Taetzsch as a signatory on the bank accounts in case of an emergency and the Chair and Treasurer of the Board are unavailable to sign. In the past, Robert Ross was the staff person with signature authority, and Dean Taetzsch will be replacing him.
 - e. Trustee Emeritus Designation – Beverly Baker and William Raynor** – This is to recognize these two long-standing Trustees for their exemplary service to the Board and to TC3. An event will be scheduled in the spring to recognize all of the Trustees Emeritus.

14. Standing Reports:

- a. College Forum** – Co-chairs Amy Edmond and Olivia Hersey provided the College Forum report. The Chancellor's/Trustees' Award Committee's are filled. The Forum members are working to find three student members. Standing Committee Reports were received from DEAC, Curriculum Committee, Global Initiatives Council, Sustainability Council, and Student Success Council.
- b. Faculty Student Association** – Ms. Smith mentioned that representatives from the Follett Bookstore provided an update on the bookstore operation. The Finance Committee passed a resolution accepting a Financial Policies Manual to bring FSA financial procedures more in line with College procedures.
- c. Tompkins Cortland Community College Foundation, Inc.** – Dr. Dalton reported that the Property Management Committee had reviewed preliminary budget figures and is recommending a rental rate increase of 7% to 7.26% for residence halls. This increase incorporates open laundry facilities which means students will not have to pay per load of laundry. These rates will be forwarded to the Finance Committee and to the full Foundation Board for action in December. The Fall Scholarship Ceremony took place on Monday, October 3, in the BorgWarner Morse TEC Field House with 81 students receiving \$71,593 through 29 scholarships. The Disc Golf event took place on Thursday, October 6 with more than 50 people in attendance (and the Board team beat the President's team). TC3 staff visited Clinton Community College and Monroe Community College to learn about alumni and development best practices. The Annual Campaign in-house kick-off will take place on Wednesday, November 9. The theme this year is "Enrich a Future." The Alumni annual New York City bus

trip is scheduled for December 3. The annual and regular Foundation Board meetings will take place on December 6 at 4:00 p.m.

- d. **Chairperson's Report** – Chairperson Burns attended the open house at the new Cortland Extension Center. She mentioned that she and President Haynes attended a meeting in Albany with the Chancellor. Ms. Buck, Ms. Florino, and Ms. Northrop attended the NYCCT Institute in Albany. Ms. Buck also attended the NYCCT Board meeting at that time and there was a lot of planning around legislative initiatives. She mentioned that Noah Brown from ACCT was in attendance at the Institute. There will not be a conference in spring 2012. The next NYCCT conference will be held in fall 2012. David Mathis was honored with an award at the ACCT conference.
 - i. **Board Retreat Agenda** – The Board Retreat will be held at the Ithaca Country Club. The group will gather around 5:00 p.m. with the meeting to begin with dinner at 6:00 p.m. Please e-mail any agenda items to Cathy, Chairperson Burns, or President Haynes. There was a question about payment of the dinner. It was suggested that the College pay for the dinner, and if any of the Board members want to provide some payment toward the dinner, they can contact Cathy after the retreat. Mr. Schlather asked that an agenda item be added on how Board members, individually, can be more active on behalf of the College and add value to the institution. In tighter times we need to be more creative on how to find students and where we are going to find funding.
- e. **Liaison Report (Cortland County)** – No report.
- f. **Liaison Report (Tompkins County)** – Mr. Lane reported that the Tompkins County Mental Health Commissioner passed away. He also mentioned that the Budget Committee has recommended a budget to go to public hearing and the Legislature did pass a local law (by a 9 to 6 vote) to allow Tompkins County to exceed the tax cap.
- g. **Student Trustee's Report** – Alicia Smith provided her report: soccer is coming to an end; a special study session was scheduled for athletes to inform and help them with school work, personal problems, tutoring, and more with 120 students attending the session – this will continue and become a standard practice. TC3 will be hosting the NJCAA Women's Soccer Nationals. There is a newly reorganized Residence Hall Association that has great student leadership and the plan is to send students to Regional and National Residence Hall Association Conferences to help them engage in a better understanding of leadership and how to help students. Some of the events hosted by the College Entertainment Board were: roller skating (with the student center being turned into a roller skating rink); lectures on staying safe and taking precautions when you are drinking and being responsible online. Forty-seven students attended

the first annual all-campus leadership retreat where the students enjoyed a full day of getting the chance to explore their leadership potential as a TC3 student.

h. President's Report – President Haynes spoke to his written report. Mr. Schlather was concerned about the projected enrollment decline of approximately 22 percent in the Marathon School District over the next few years. President Haynes reported that from the national perspective on community college enrollments, it is noted that there are fewer students graduating from high schools.

15. Upcoming Events: No discussion.

16. Adjournment: Ms. Buck moved that the meeting be adjourned; seconded by Ms. Breed; carried unanimously. The meeting adjourned at 7:32 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

Hanover Grants Overview

History & Purpose

Hanover Grants (HG) was founded in response to overwhelming demand from Hanover Research Council members for assistance finding and procuring grant funds. HG meets these needs by providing grants consulting and writing services, including prospect research, proposal review, and proposal writing.

Federal agencies and private foundations announce an average of 25 new grant opportunities each day, and HG assists members in identifying and pursuing opportunities that meet their needs. HG's individualized services are designed to help members leverage their unique strengths independent of the institution's size or grants staff.

HG's mission and purpose remains fixed: to provide comprehensive, customized support of our members' external funding pursuits. This guide is intended as a reference to help maximize your HG membership.

Membership Services and Terms

Hanover Grants (HG) provides comprehensive grants support to the higher education community, public school districts, hospitals, healthcare organizations, municipalities and other non-profit organizations. All services are delivered on a fixed-cost, membership basis, with members receiving support on an unlimited number of sequential activities across the membership term.

1. **Initial On-Site Visit** An HG grants expert will interview staff, program directors, and faculty to create an Institutional Profile (IP) that emphasizes organizational strengths in the context of the grants climate and current funding trends.
2. **Research-Based Grants Prospecting** Leveraging the IP and with areas of particular need in mind, HG will develop customized grant-prospecting reports. Reports may include government and/or private opportunities, and will propose strategies for maximizing all available funding streams. HG will conduct feasibility assessments of open grant opportunities to ensure members' projects or initiatives are eligible and competitive.
3. **Program Development Consultation** HG will provide guidance on the development of both new and existing programs based on years of relevant industry expertise. HG will identify model programs, analyze their strengths and weaknesses, and suggest refinements which reflect the unique characteristics of the member organization. HG will incorporate secondary research to strengthen proposed methods and activities, and mine program data to demonstrate effectiveness.
4. **Grant Proposal Development** HG's Grant Proposal Development services include grant application development, writing, review, and rewriting. HG will also fully construct Letters of Inquiry for private grantmakers. HG can serve as the project manager for your internal team of subject-matter experts as they generate a grant proposal, and contribute to the production of pre-proposal data analysis and other content such as best practice and literature reviews.
5. **Ongoing Opportunity Identification** HG will provide customized identification and prioritization of significant funding opportunities as needed at regular intervals coinciding with funding cycles and predetermined areas of focus.
6. **Grantsmanship Training** HG can develop and conduct customized on-site grant training workshops in conjunction with the on-site IP visit. Training content will be determined in consultation with an HG grants expert and may be comprised of sector-specific and/or general curricula. This training is conducted upon member request at additional cost.

8-8:30	Academic overview	John and Carl P
8:30-9:20	Global Initiatives <ul style="list-style-type: none"> • Multi-institutional projects • Faculty exchange • Study Abroad 	Walter, Jenna, Tina S-H
9:30-10	Transition (HS to college) programming <ul style="list-style-type: none"> • Bridge programs • HS partnerships 	Khaki Michelle N, Katrina, Seth, Carolyn Karl, Victoria
10-10:30	Administrative Support <ul style="list-style-type: none"> • Imaging • Records Retention • Call center contract/telephony • Loan Default management 	Blix, Sharon K, Jane, Tim D Michelle D
10:40-11:15	Facilities and Infrastructure <ul style="list-style-type: none"> • Bahar Drive walkway • Network infrastructure • Non-program specific equipment and technology (particularly classroom and Baker Commons) • Security camera (and other OPS equipment?) upgrades and expansions • Green technology 	Blix, Marty, Jim T, Beau
11:15-12:15	Academic Programs	John and Carl P in all
Noon-12:15	<ul style="list-style-type: none"> • Hospitality 	Sue S
11:30-11:45	<ul style="list-style-type: none"> • Green Technology/Sustainable Technologies 	Kelly, Paul, In Shik
11:45-Noon	<ul style="list-style-type: none"> • Science programs 	Jake, Kelly
11:15-11:30	<ul style="list-style-type: none"> • Digital Cinema/Visual Arts emerging technologies 	Keith, Chris G, Harry, Chris X, Lisa F
12:15-1:15	Lunch - Development functions and HG relationship	Bruce, Carl H, Blix, Julie, Sheila, Khaki, Kris, John
1:15-2:30	Student Success Support	Amy and Khaki in all
1:15-1:30	<ul style="list-style-type: none"> • Center for Adult Learning & Training 	Martha, Bruce, Susan G, Joan, Alexis
1:30-1:45	<ul style="list-style-type: none"> • Service Learning 	Deb, Joan
1:45-2:15	Targeted student groups	
	<ul style="list-style-type: none"> • Male students/male students of color 	Seth, Michelle N
	<ul style="list-style-type: none"> • Developmental students, including scaling up the Synergy program 	Rep from Synergy group -Susan or Sophia
	<ul style="list-style-type: none"> • Gender non-traditional students 	Michelle N, Katrina
	<ul style="list-style-type: none"> • Students with Disabilities – psychoed testing, technology 	Carolyn
2:15-2:30	<ul style="list-style-type: none"> • General academic support and online support services 	Michelle N, Katrina, Marilyn, Carolyn
2:40-3:30	Open Source and Technology-Based Learning (mobile platforms, online instruction) <ul style="list-style-type: none"> • Open Source resource development • Online course support development • Faculty training on emerging technologies 	John, Carl P, Marty, Amber, Tony
3:45-4:30	Debrief with Executive Council	All

To: Board of Trustees

From: John R. Connors

Date: November 28, 2011

Re: December report

Registration Day – On Thursday, November 10, we conducted Registration Day for the Spring 2012 semester. Although we saw a slight decrease in registrations vis-à-vis a year ago (807.93 FTE vs. 827.20 FTE), faculty and staff collaborated to make the event successful overall. One major complication was that because of an unusually large number of bus drivers who called in sick that morning, TCAT cancelled service to the campus. We took the measures we could to address the problems of individual students who were inconvenienced, but we have no way of knowing if this situation had a significant impact upon our numbers.

Faculty recruiting – Committees for all three searches have formed and the positions have been posted. As usual, we have made significant efforts to attract a diverse pool of candidates for each position. The application period will end early in the Spring semester with a goal of filling each position by mid-April.

Child safety issues – Following the incidents at Penn State University, I consulted Beau Saul and Mick McDaniel about our policies for preventing and, if necessary, reacting to incidents that would endanger the safety of minors on campus. While we must be concerned about their safety at all times, I wanted especially to review our policies for conducting summer youth sports camps. Beau and Mick have assured me that we have the appropriate people, training, and procedures in place. Moreover, the Provost's Council will spend one of its December meetings reviewing these matters with Beau, Mick, and their colleagues to ensure that we have a common understanding.

Emergency closings – We have clarified exactly what parts of the campus will be open and available when we close for weather conditions or other emergencies; the attached memo was sent to inform the College community. Our reason for doing this was that on many occasions in the past, people have come to campus when they should have stayed off the roads and out of our parking lots to allow people responsible for establishing safe conditions to do so efficiently and effectively.

To: The College Community
From: John R. Conners
Date: November 14, 2011
Re: Emergency closing information

With winter approaching, the Provost's Council last week discussed – together with colleagues from Buildings and Grounds, Residence Life, Athletics, Public Safety, and External Relations – procedures to be followed when the College is closed because of weather conditions. I would like to share this information with you.

To begin, we all understand that since we have over 800 students in residence, we need to have essential personnel (e.g., those in the residence halls, the Office of Public Safety, Buildings and Grounds, and the cafeteria) on campus to provide basic services; in that sense we are not completely closed. To maintain a safe campus and to ensure that those personnel have the chance to do their jobs as effectively as possible, the rest of us need to remain off campus.

Here are the specifics. On a day that we are closed:

- Residence Life: The office is closed but resident advisors and residence directors are in the residence halls and available to respond to student issues.
- Cafeteria: Food service is available from 10:00 a.m. to 2:00 p.m. for students on the meal plan to have two meals.
- Athletic Center: The Fitness Center is closed and there are no athletic practices or games.
- Buildings and Grounds: Groundskeepers are here to plow the roadways and clear paths from the residence halls to the cafeteria. Naturally, the fewer cars on the roads and in the parking lots, the easier it will be for them to plow.
- Public Safety: The office is open as usual and is busier than usual because of the volume of phone calls.
- Baker Commons: The entire Baker Commons is closed. Students wishing to use computers will have access to those that are normally available when the Baker Commons is closed.
- Extension Centers: Both extension centers are closed completely.

On days when we are closed, no one other than those defined as “essential personnel” should be on campus. Please remember that there is a compelling reason for us to close and that the fewer people we have here on that day, the easier it will be for our colleagues to restore safe conditions. When severe weather is predicted, each of those who might be inclined to venture to campus should plan ahead, take work home when possible, and provide our colleagues with a chance to do their jobs. Thank you for your cooperation.

REPORT TO THE BOARD OF TRUSTEES
Vice President, Global Initiatives
Walter L. Poland
December 1, 2011

- Network development activities:
 - A Memorandum of Understanding (MOU) has been agreed to between the University of Nevada, Las Vegas School of Hotel Administration and TC3. The MOU will include consultation with Universities of Red Mutis in Colombia who are interested in establishing Hotel/Hospitality Programs; dual degree options between and among TC3, its partners and UNLV, Global Connections model, professional development programs and seminars for industry professionals in Colombia, as well as assessment and development projects with Colombian Departments (States) such as Cundinamarca.
 - Meeting and discussion with staff at SUNY Cortland in the areas of International Education and Teaching of English as a Second Language (TESOL) regarding potential areas of collaboration with TC3 and Colombian partners. Specific discussion has begun regarding the training of teachers of English in conjunction with the TC3 program of English as a Second Language. Further meetings are being planned with a possible MOU to be developed.
- Program Development:
 - Vice President Poland accompanied by Dr. Eduardo Aldana, Chair of the Board of Trustees of Universidad de Ibague, visited Gadsden State Community College in Gadsden, Alabama, to discuss possible collaborations in the areas of ESL and the development of Aquaculture degree and training opportunities between the three institutions plus other training and economic development agencies in Ibague.
 - In addition, Vice President Poland and Dr. Aldana will be meeting with the Director of the Colombian desk at the U.S. Agency for International Development on December 9th, 2011 to explore possible funding opportunities which may be available for such multi-country and multi-institutional collaborations.
- Summer Global Connections:
 - The major partner, Pontifical Catolica Madre Y Maestra of the Dominican Republic have agreed to and taken action to re-invigorate the Global Connections Program and partnership. This Fall semester has involved updating all program articulation agreements by discipline, review and updating of all marketing materials and presentations, and the University hiring additional support staff to work under the renewed direction of the Director of Admissions of the University. The Director was the first program administrator of the University at the time of the initiation of Global Connections at PUCMM. Reports indicate a re-invigorated approach to marketing, recruiting and follow-up with continuing and new students in the program.
 - PUCMM 50th Anniversary is to be celebrated for the entire year of 2012. TC3 will be hosting an event in the Dominican Republic to both recognize this milestone of the University, as well as the vision of internationalization by the University as enunciated by the long standing Rector, Monsignor Agripino Nunez, of which the TC3 Global Connections Program is the centerpiece.

TOMPKINS CORTLAND COMMUNITY COLLEGE
Human Resources Updates - Status of Open Positions
as of November 29, 2011

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
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None

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
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Campus Peace Officer Full-time, Temporary 90 Days	Campus Safety	10/24/11	Hired Scott Peters 10/24/11
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TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of November 29, 2011

COMPLAINANT	SUBJECT	DISPOSITION
CSEA Membership	Medco – Change in provider diminished prescription plan benefits	CSEA requested a waiver to time requirement to move to Stage 3 of grievance process while waiting for a response from Tompkins County.
Sylvia Ganoë	MedCo - Change in provider changed prescription co-pay.	Would like matter fully researched by Tompkins County.
FACULTY ASSOC.		
Faculty Association Membership	MedCo – change in prescription program changed copays, limits on quantities delivered.	Faculty Association agree to extend time requirement while waiting for a response from Tompkins County.

PAA

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL PAYMENT
DECEMBER 2011**

	Amount	Subtotal	Grand Total
NEW MASTER PLAN			
79 76 HOLT Architects (PO #28056A) Design Services, Master Plan Study Invoice #210098007	\$677.51		
TOTAL NEW MASTER PLAN		\$677.51	
<hr/>			
GRAND TOTAL			\$677.51

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

SEPTEMBER 30, 2011

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

SEPTEMBER 30, 2011

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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$5,115,725 in a money market savings account averaging .20% interest earnings for Sept and \$258,193 in savings. The maximum amount available for investment will fluctuate with a peak of \$5,800,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$5,205,947 is an increase from \$1,698,804. 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 \$80,260. The interfunds account balance of \$4,143,615 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 Sept 30, total expenditures amounted to \$3,145,520 or 8.71% of the 2011-2012 budget. Comparable expenditures for period one last year were \$2,579,843 or 7.29% of the 2010-2011 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$11,408,825 are 31.77% of the revenue budget. Prior year revenues were \$8,286,583 are 23.41% of total budgeted revenue

CAPITAL FUNDS - (PAGE 9)

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

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

The 2002-2011 Capital Construction Budgets totals \$37,259,376. As of Sept 2011, \$36,408,874 has been committed.

TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
September 2011

	Current Month 9/30/2011	Previous Month 8/31/2011	Previous Year 9/30/2010
ASSETS			
Cash in Demand Deposit	\$258,193	\$263,213	\$182,482
Cash in Time Deposits	5,115,725	5,004,457	7,143,529
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	5,205,947	1,698,804	4,907,663
Accounts Receivable--Misc.	309,977	352,828	117,741
Prepaid Expenses	(72,462)	81,710	(87,287)
Due From Other Funds	4,189,769	1,456,221	2,073,632
Due From Sponsor Governments	0	0	0
Due From State Governments	2,210,763	0	2,341,667
Due From Other Governments	80,260	83,095	112,965
	<hr/>	<hr/>	<hr/>
TOTAL ASSETS	\$17,299,902	\$8,942,058	\$16,794,122
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
LIABILITIES AND SURPLUS			
Vouchers Payable	\$73,812	\$196,269	\$151,596
Payroll Liabilities	1,798,998	2,173,490	1,580,407
Student Financial Aid Liabilities	1,707,238	1,513,361	1,421,129
Accrued Liabilities	737,436	1,596,692	1,530,181
Due to Other Funds	3,501,781	95,426	3,007,301
Due to State Governments	0	0	8,245
Student Tuition Collected in Advance	0	1,881,268	0
Fund Balance	1,485,552	1,317,741	1,317,741
Revenue Over (Under) Expenditures	7,995,085	167,811	7,777,522
	<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES AND SURPLUS	\$17,299,902	\$8,942,058	\$16,794,122
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

TOMPKINS CORTLAND COMMUNITY COLLEGE
APPROPRIATIONS 2011-2012
FINANCIAL REPORT FOR THE PERIOD ENDING September 30, 2011

	PER CENT YEAR					8.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>	
Instruction						
Personal Services	9,303,403	9,307,943	818,452	8,489,491	8.79%	
Equipment	7,000	7,000	0	7,000	0.00%	
Contractual Expenses	4,012,448	4,016,508	864,826	3,151,682	21.53%	
Employee Benefits	<u>4,456,070</u>	<u>4,456,070</u>	<u>283,810</u>	<u>4,172,260</u>	6.37%	
Total Instruction	<u>17,778,921</u>	<u>17,787,521</u>	<u>1,967,088</u>	<u>15,820,433</u>	<u>11.06%</u>	
Public Service						
Personal Services	17,925	17,925	502	17,423	2.80%	
Equipment	0	0	0	0	0.00%	
Contractual Expenses	475	475	0	475	0.00%	
Employee Benefits	<u>5,915</u>	<u>5,915</u>	<u>176</u>	<u>5,739</u>	2.98%	
Total Public Service	<u>24,315</u>	<u>24,315</u>	<u>678</u>	<u>23,637</u>	<u>2.79%</u>	
Academic Support						
Personal Services	1,494,240	1,502,129	92,226	1,409,903	6.14%	
Equipment	50,000	50,000	0	50,000	0.00%	
Contractual Expenses	283,445	283,445	39,632	243,813	13.98%	
Employee Benefits	<u>475,753</u>	<u>475,753</u>	<u>32,164</u>	<u>443,589</u>	<u>6.76%</u>	
Total Academic Support	<u>2,303,438</u>	<u>2,311,327</u>	<u>164,022</u>	<u>2,147,305</u>	<u>7.10%</u>	
Libraries						
Personal Services	428,158	433,014	31,078	401,936	7.18%	
Equipment	0	0	0	0	0.00%	
Contractual Expenses	161,143	161,143	18,532	142,611	11.50%	
Employee Benefits	<u>136,648</u>	<u>136,648</u>	<u>10,877</u>	<u>125,771</u>	<u>7.96%</u>	
Total Libraries	<u>725,949</u>	<u>730,805</u>	<u>60,487</u>	<u>670,318</u>	<u>8.28%</u>	

APPROPRIATIONS 2011-2012(Cont.)

PER CENT YEAR

8.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Student Services					
Personal Services	2,949,030	2,982,430	172,658	2,809,772	5.79%
Equipment	0	0	0	0	0.00%
Contractual Expenses	1,294,056	1,286,556	201,683	1,084,873	15.68%
Employee Benefits	<u>940,863</u>	<u>940,863</u>	<u>60,430</u>	<u>880,433</u>	<u>6.42%</u>
Total Student Services	<u>5,183,949</u>	<u>5,209,849</u>	<u>434,771</u>	<u>4,775,078</u>	<u>8.35%</u>
Maintenance and Operation of Plant					
Personal Services	2,196,492	2,208,411	97,378	2,111,033	4.41%
Equipment	0	2,675	0	2,675	0.00%
Contractual Expenses	1,218,856	1,216,181	20,663	1,195,518	1.70%
Employee Benefits	<u>715,840</u>	<u>715,840</u>	<u>34,082</u>	<u>681,758</u>	<u>4.76%</u>
Total Maintenance and Operation of Plant	<u>4,131,188</u>	<u>4,143,107</u>	<u>152,123</u>	<u>3,990,984</u>	<u>3.67%</u>
Institutional Support					
Personal Services	1,345,694	1,345,694	99,468	1,246,226	7.39%
Equipment	0	0	0	0	0.00%
Contractual Expenses	329,839	329,839	25,219	304,620	7.65%
Employee Benefits	<u>442,097</u>	<u>437,320</u>	<u>34,814</u>	<u>402,506</u>	<u>7.96%</u>
Total Institutional Support	<u>2,117,630</u>	<u>2,112,853</u>	<u>159,501</u>	<u>1,953,352</u>	<u>7.55%</u>
General Institutional Services					
Personal Services	1,836,633	1,777,469	110,850	1,666,619	6.24%
Equipment	50,000	50,000	0	50,000	0.00%
Contractual Expenses	1,004,888	1,004,888	58,992	945,896	5.87%
Employee Benefits	<u>749,346</u>	<u>754,123</u>	<u>37,006</u>	<u>717,117</u>	<u>4.91%</u>
Total General Institutional Services	<u>3,640,867</u>	<u>3,586,480</u>	<u>206,848</u>	<u>3,379,632</u>	<u>5.77%</u>
TOTAL APPROPRIATIONS	<u>35,906,257</u>	<u>35,906,257</u>	<u>3,145,518</u>	<u>32,760,739</u>	<u>8.76%</u>

2011-2012 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

PER CENT YEAR 8.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	350,000	350,000	116,922	233,078	0.00%
State Employee's Retirement	1,025,000	1,025,000	78,351	946,649	7.64%
State Teacher's Retirement	200,000	200,000	18,886	181,114	9.44%
Optional Retirement Fund	1,145,000	1,145,000	83,807	1,061,193	7.32%
Social Security	1,497,225	1,497,225	117,160	1,380,065	7.83%
Workers Compensation	130,000	130,000	0	130,000	0.00%
Misc Employee Benefits	110,000	110,000	16,610	93,390	15.10%
Disability Insurance	13,000	13,000	935	12,065	7.19%
Hospital and Medical Insurance	2,968,000	2,968,000	267,200	2,700,800	9.00%
Employee Tuition Benefits	165,000	165,000	56,488	108,512	34.24%
Life Insurance	10,000	10,000	847	9,153	8.47%
Vacation Benefits	60,000	60,000	5,000	55,000	8.33%
Unemployment Insurance	55,000	55,000	0	55,000	0.00%
Total Employee Benefits	7,728,225	7,728,225	762,206	6,966,019	9.86%

**TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2011-2012
FINANCIAL REPORT FOR THE PERIOD ENDING SEPTEMBER 30, 2011**

PER CENT YEAR 8.00%

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
Tuition					
Fall & Spring	\$14,992,530	\$14,992,530	7,408,591	7,583,939	49.42%
Summer	1,128,470	1,128,470	0	1,128,470	0.00%
Nonresident Tuition	1,185,000	1,185,000	1,211,511	(26,511)	102.24%
Student Fee Revenue (Tech Fee)	1,100,000	1,100,000	522,550	577,450	47.50%
Total Tuition	<u>18,406,000</u>	<u>18,406,000</u>	<u>9,142,652</u>	<u>9,263,348</u>	<u>49.67%</u>
Government Appropriations					
New York State	8,922,342	8,922,342	2,210,763	6,711,579	24.78%
Local Sponsors	4,254,915	4,254,915	0	4,254,915	0.00%
Appropriated Cash Surplus				0	
Charges to Other Counties	3,729,000	3,729,000	0	3,729,000	0.00%
Total Government Appropriations	<u>16,906,257</u>		<u>2,210,763</u>	<u>14,695,494</u>	<u>#DIV/0!</u>
Other Revenues					
Service Fees	134,500	134,500	40,655	93,845	30.23%
Interest Earnings	7,000	7,000	857	6,143	12.24%
Rental of Real Property	26,500	26,500	0	26,500	0.00%
Contract Courses	105,000	105,000	2,554	102,446	2.43%
Noncredit Tuition	120,000	120,000	11,132	108,868	9.28%
Grant Offsets	151,000	151,000	0	151,000	0.00%
Unclassified Revenues	50,000	50,000	213	49,787	0.43%
Total Other Revenues	<u>594,000</u>	<u>594,000</u>	<u>55,411</u>	<u>538,589</u>	<u>9.33%</u>
TOTAL REVENUES	<u>\$35,906,257</u>	<u>\$19,000,000</u>	<u>\$11,408,826</u>	<u>\$24,497,431</u>	<u>60.05%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CURRENT OPERATING FUND - CASH FORECAST
SEPT 2011 TO JAN 2012**

	<u>SEPTEMBER</u>	<u>OCTOBER</u>	<u>NOVEMBER</u>	<u>DECEMBER</u>	<u>JANUARY</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$5,231,983	\$5,375,647	\$5,841,410	\$5,396,410	\$5,232,173
<u>RECEIPTS</u>					
Student Accounts Receivable	\$449,800	\$525,000	\$525,000	\$375,000	\$1,325,000
Student Financial Aid	\$7,176,368	\$4,500,000	\$1,350,000	\$700,000	\$50,000
Sponsor Payments	\$0	\$0	\$0	\$0	\$670,149
Chargebacks to Other Counties	\$2,745	\$200,000	\$950,000	\$450,000	\$225,000
State Aid	\$0	\$2,210,763	\$0	\$2,210,763	\$0
Repayment of Grant Fund Advances	\$65,390	\$100,000	\$60,000	\$50,000	\$75,000
Repayment of Capital Fund Advances	\$0	\$0	\$0	\$0	\$0
Other Receipts	<u>\$4,491</u>	<u>\$50,000</u>	<u>\$75,000</u>	<u>\$50,000</u>	<u>\$35,000</u>
Projected Cash Receipts	<u>\$7,698,794</u>	<u>\$7,585,763</u>	<u>\$2,960,000</u>	<u>\$3,835,763</u>	<u>\$2,380,149</u>
<u>DISBURSEMENTS</u>					
Payments to Students	\$2,861,701	\$4,000,000	\$700,000	\$275,000	\$115,000
Accounts Payable	\$2,823,252	\$1,500,000	\$1,100,000	\$1,200,000	\$1,500,000
Payroll and Fringe Benefits	\$1,828,658	\$1,600,000	\$1,600,000	\$2,500,000	\$1,800,000
Grant Fund Advances	\$37,607	\$20,000	\$5,000	\$25,000	\$0
Capital Fund Advances	<u>\$3,912</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Projected Cash Disbursements	<u>\$7,555,130</u>	<u>\$7,120,000</u>	<u>\$3,405,000</u>	<u>\$4,000,000</u>	<u>\$3,415,000</u>
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>					
MONEY MARKET/ SAVINGS	\$5,325,647	\$5,791,410	\$5,346,410	\$5,182,172	\$4,147,320
CASH IN TIME DEPOSITS	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,001</u>	<u>\$50,002</u>
TOTAL CASH IN TIME DEPOSITS	\$5,375,647	\$5,841,410	\$5,396,410	\$5,232,173	\$4,197,322

TOMPKINS CORTLAND COMMUNITY COLLEGE
 CAPITAL FUND SUMMARY
 FINANCIAL REPORT FOR THE PERIOD ENDING SEPT 30, 2011

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Expenditures To Date</u>	<u>Encumbrances</u>	<u>Total Committed</u>	<u>Uncommitted Budget</u>
<u>CAPITAL CONSTRUCTION 1994-95</u>						
Campus Master Plan	<u>8,689,572</u>	<u>7,439,572</u>	<u>7,439,572</u>	<u>0</u>	<u>7,439,572</u>	<u>0</u>
TOTAL	<u>8,689,572</u>	<u>7,439,572</u>	<u>7,439,572</u>	<u>0</u>	<u>7,439,572</u>	<u>0</u>
<u>CAPITAL CONSTRUCTION 2000-2001</u>						
HVAC System Replacement	<u>5,571,250</u>	<u>7,071,250</u>	<u>7,068,658</u>	<u>0</u>	<u>7,068,658</u>	<u>2,592</u>
TOTAL	<u>5,571,250</u>	<u>7,071,250</u>	<u>7,068,658</u>	<u>0</u>	<u>7,068,658</u>	<u>2,592</u>
<u>CAPITAL CONSTRUCTION 2002-2009</u>						
Administrative Costs	1,236,384	3,671,657	3,588,204	0	3,588,204	83,453
Site Improvements (Phase 1A)	1,332,100	1,854,054	1,854,054	0	1,854,054	0
Athletic Facility Construction (Phase 1B)	15,546,945		15,664,691	0	15,664,691	-15,664,691
Interior Renovations (Phase 2A)	2,411,195	2,531,654	2,531,654	0	2,531,654	0
Interior Renovations (Phase 2B)	5,667,505	6,485,024	6,485,024	0	6,485,024	0
Interior Renovations (Phase 2C)	2,307,885	2,419,883	2,419,048	0	2,419,048	835
Office Renovations	135,395	137,113	137,113	0	137,113	0
Field Irrigation/Water Conservation	177,000	246,701	246,750	0	246,750	-49
Furniture Fixtures & Equipment	<u>1,452,803</u>	<u>1,452,803</u>	<u>1,471,398</u>	<u>0</u>	<u>1,471,398</u>	<u>-18,595</u>
TOTAL	<u>30,267,212</u>	<u>18,798,889</u>	<u>34,397,936</u>	<u>0</u>	<u>34,397,936</u>	<u>-15,682,500</u>
CLASSROOM PROJECT 2008-2009	<u>2,000,000</u>	<u>2,000,000</u>	<u>1,535,094</u>	<u>66,685</u>	<u>1,601,779</u>	<u>398,221</u>
ELECTRICAL PANEL PROJECT 2009-2010	<u>1,600,000</u>	<u>606,000</u>	<u>409,159</u>	<u>0</u>	<u>409,159</u>	<u>196,841</u>
<u>CAPITAL CASH SUMMARY</u>						
<u>CASH BALANCE - SEPT 1, 2011</u>						
Campus Master Plan Money Market	51,369					
Cash in time Deposits	<u>1,474,836</u>					
		<u>\$1,526,205</u>				
<u>CASH RECEIPTS</u>						
County Payment - Campus Master Plan	0					
State Aid	0					
Reimburse from interfunds	0					
Investment Income - Savings	809					
Investment Income - CMP	8					
Chargeback Revenue	<u>0</u>					
		<u>\$817</u>				
<u>DISBURSEMENTS</u>						
Athletic Facility						
Savings Reimburse Advance from Oper					0	
Debt Service Payment					0	
MM Reimburse Advane from Oper					0	
HVAC Replacement					0	
Campus Master Plan					<u>0</u>	
					0	
<u>CASH BALANCE -SEPT 30, 2011</u>						
Campus Master Plan Money Market					51,377	
Cash in Time Deposits					<u>1,475,645</u>	
						<u>\$1,527,022</u>

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

OCTOBER 31, 2011

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

OCTOBER 31, 2011

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REVENUES	PAGE 7
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CAPITAL FUND SUMMARY	PAGE 9

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$4,795,831 in a money market savings account averaging .20% interest earnings for October and \$423,525 in savings. The maximum amount available for investment will fluctuate with a peak of \$5,200,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$5,123,159 is an increase from \$4,907,763. 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 \$1,581,022. The interfunds account balance of \$2,810,883 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 Oct 31, total expenditures amounted to \$6,346,392 or 17.58% of the 2011-2012 budget. Comparable expenditures for period one last year were \$5,755,767 or 16.26% of the 2010-2011 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$12,560,908 are 34.98% of the revenue budget. Prior year revenues were \$10,201,841 are 29.46% of total budgeted revenue

CAPITAL FUNDS - (PAGE 9)

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

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

The 2002-2011 Capital Construction Budgets totals \$37,259,376. As of Sept 2011, \$36,408,874 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
October 2011**

	Current Month 10/31/2011	Previous Month 9/30/2011	Previous Year 10/31/2010
ASSETS			
Cash in Demand Deposit	\$423,525	\$258,193	\$173,809
Cash in Time Deposits	4,795,831	5,115,725	2,526,106
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	5,123,159	5,205,947	4,636,098
Accounts Receivable--Misc.	356,358	309,977	195,692
Prepaid Expenses	(65,371)	(72,462)	(85,848)
Due From Other Funds	2,810,883	4,189,769	2,618,855
Due From Sponsor Governments	0	0	0
Due From State Governments	0	2,210,763	2,341,667
Due From Other Governments	1,581,022	80,260	1,675,112
	<hr/>	<hr/>	<hr/>
TOTAL ASSETS	\$15,027,137	\$17,299,902	\$14,083,221
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
LIABILITIES AND SURPLUS			
Vouchers Payable	\$69,817	\$73,812	\$83,684
Payroll Liabilities	1,805,413	1,798,998	1,639,459
Student Financial Aid Liabilities	1,794,011	1,707,238	1,603,771
Accrued Liabilities	943,179	737,436	653,325
Due to Other Funds	3,014,562	3,501,781	2,561,843
Due to State Governments	0	0	8,245
Student Tuition Collected in Advance	0	0	0
Fund Balance	1,485,552	1,485,552	1,317,741
Revenue Over (Under) Expenditures	5,914,603	7,995,085	6,215,153
	<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES AND SURPLUS	\$15,027,137	\$17,299,902	\$14,083,221
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TOMPKINS CORTLAND COMMUNITY COLLEGE
APPROPRIATIONS 2011-2012
FINANCIAL REPORT FOR THE PERIOD ENDING October 31, 2011

				PER CENT YEAR	17.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Instruction					
Personal Services	9,303,403	9,307,943	1,708,947	7,598,996	18.36%
Equipment	7,000	7,000	0	7,000	0.00%
Contractual Expenses	4,012,448	4,016,508	1,224,194	2,792,314	30.48%
Employee Benefits	<u>4,456,070</u>	<u>4,456,070</u>	<u>593,501</u>	<u>3,862,569</u>	13.32%
Total Instruction	<u>17,778,921</u>	<u>17,787,521</u>	<u>3,526,642</u>	<u>14,260,879</u>	<u>19.83%</u>
Public Service					
Personal Services	17,925	17,925	1,303	16,622	7.27%
Equipment	0	0	0	0	0.00%
Contractual Expenses	475	475	0	475	0.00%
Employee Benefits	<u>5,915</u>	<u>5,915</u>	<u>456</u>	<u>5,459</u>	7.71%
Total Public Service	<u>24,315</u>	<u>24,315</u>	<u>1,759</u>	<u>22,556</u>	<u>7.23%</u>
Academic Support					
Personal Services	1,494,240	1,502,129	217,908	1,284,221	14.51%
Equipment	50,000	50,000	0	50,000	0.00%
Contractual Expenses	283,445	283,445	48,149	235,296	16.99%
Employee Benefits	<u>475,753</u>	<u>475,753</u>	<u>76,153</u>	<u>399,600</u>	<u>16.01%</u>
Total Academic Support	<u>2,303,438</u>	<u>2,311,327</u>	<u>342,210</u>	<u>1,969,117</u>	<u>14.81%</u>
Libraries					
Personal Services	428,158	433,014	68,145	364,869	15.74%
Equipment	0		0	0	0.00%
Contractual Expenses	161,143	161,143	27,882	133,261	17.30%
Employee Benefits	<u>136,648</u>	<u>136,648</u>	<u>23,851</u>	<u>112,797</u>	<u>17.45%</u>
Total Libraries	<u>725,949</u>	<u>730,805</u>	<u>119,878</u>	<u>610,927</u>	<u>16.40%</u>

APPROPRIATIONS 2011-2012(Cont.)

PER CENT YEAR

17.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Student Services					
Personal Services	2,949,030	2,982,430	418,186	2,564,244	14.02%
Equipment	0	0	0	0	0.00%
Contractual Expenses	1,294,056	1,286,556	243,227	1,043,329	18.91%
Employee Benefits	<u>940,863</u>	<u>940,863</u>	<u>146,365</u>	<u>794,498</u>	<u>15.56%</u>
Total Student Services	<u>5,183,949</u>	<u>5,209,849</u>	<u>807,778</u>	<u>4,402,071</u>	<u>15.50%</u>
Maintenance and Operation of Plant					
Personal Services	2,196,492	2,208,411	280,655	1,927,756	12.71%
Equipment	0	2,675	2,674	1	0.00%
Contractual Expenses	1,218,856	1,216,181	86,662	1,129,519	7.13%
Employee Benefits	<u>715,840</u>	<u>715,840</u>	<u>98,229</u>	<u>617,611</u>	<u>13.72%</u>
Total Maintenance and Operation of Plant	<u>4,131,188</u>	<u>4,143,107</u>	<u>468,220</u>	<u>3,674,887</u>	<u>11.30%</u>
Institutional Support					
Personal Services	1,345,694	1,345,694	205,462	1,140,232	15.27%
Equipment	0	0	0	0	0.00%
Contractual Expenses	329,839	329,839	40,436	289,403	12.26%
Employee Benefits	<u>442,097</u>	<u>437,320</u>	<u>71,912</u>	<u>365,408</u>	<u>16.44%</u>
Total Institutional Support	<u>2,117,630</u>	<u>2,112,853</u>	<u>317,810</u>	<u>1,795,043</u>	<u>15.04%</u>
General Institutional Services					
Personal Services	1,836,633	1,777,469	243,787	1,533,682	13.72%
Equipment	50,000	50,000	0	50,000	0.00%
Contractual Expenses	1,004,888	1,004,888	437,411	567,477	43.53%
Employee Benefits	<u>749,346</u>	<u>754,123</u>	<u>80,899</u>	<u>673,224</u>	<u>10.73%</u>
Total General Institutional Services	<u>3,640,867</u>	<u>3,586,480</u>	<u>762,097</u>	<u>2,824,383</u>	<u>21.25%</u>
TOTAL APPROPRIATIONS	<u>35,906,257</u>	<u>35,906,257</u>	<u>6,346,394</u>	<u>29,559,863</u>	<u>17.67%</u>

2011-2012 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

PER CENT YEAR 17.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	350,000	350,000	132,960	0	0.00%
State Employee's Retirement	1,025,000	1,025,000	162,530	862,470	15.86%
State Teacher's Retirement	200,000	200,000	40,506	159,494	20.25%
Optional Retirement Fund	1,145,000	1,145,000	172,526	972,474	15.07%
Social Security	1,497,225	1,497,225	246,465	1,250,760	16.46%
Workers Compensation	130,000	130,000	0	130,000	0.00%
Misc Employee Benefits	110,000	110,000	22,720	87,280	20.65%
Disability Insurance	13,000	13,000	1,445	11,555	11.12%
Hospital and Medical Insurance	2,968,000	2,968,000	527,195	2,440,805	17.76%
Employee Tuition Benefits	165,000	165,000	56,631	108,369	34.32%
Life Insurance	10,000	10,000	1,695	8,305	16.95%
Vacation Benefits	60,000	60,000	10,000	50,000	16.67%
Unemployment Insurance	55,000	55,000	17,467	37,533	0.00%
Total Employee Benefits	7,728,225	7,728,225	1,392,140	6,119,045	18.01%

TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2011-2012
FINANCIAL REPORT FOR THE PERIOD ENDING OCTOBER 31, 2011

PER CENT YEAR 17.00%

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
Tuition					
Fall & Spring	\$14,992,530	\$14,992,530	7,675,660	7,316,870	51.20%
Summer	1,128,470	1,128,470	0	1,128,470	0.00%
Nonresident Tuition	1,185,000	1,185,000	697,688	487,312	58.88%
Student Fee Revenue (Tech Fee)	1,100,000	1,100,000	521,936	578,064	47.45%
Total Tuition	<u>18,406,000</u>	<u>18,406,000</u>	<u>8,895,284</u>	<u>9,510,716</u>	<u>48.33%</u>
Government Appropriations					
New York State	8,922,342	8,922,342	2,210,763	6,711,579	24.78%
Local Sponsors	4,254,915	4,254,915	0	4,254,915	0.00%
Appropriated Cash Surplus				0	
Charges to Other Counties	3,729,000	3,729,000	<u>1,370,811</u>	2,358,189	<u>36.76%</u>
Total Government Appropriations	<u>16,906,257</u>	<u>16,906,257</u>	<u>3,581,574</u>	<u>13,324,683</u>	<u>21.18%</u>
Other Revenues					
Service Fees	134,500	134,500	41,125	93,375	30.58%
Interest Earnings	7,000	7,000	1,583	5,417	22.61%
Rental of Real Property	26,500	26,500	1,773	24,727	6.69%
Contract Courses	105,000	105,000	8,524	96,476	8.12%
Noncredit Tuition	120,000	120,000	25,713	94,287	21.43%
Grant Offsets	151,000	151,000	0	151,000	0.00%
Unclassified Revenues	50,000	50,000	<u>5,332</u>	<u>44,668</u>	<u>10.66%</u>
Total Other Revenues	<u>594,000</u>	<u>594,000</u>	<u>84,050</u>	<u>509,950</u>	<u>14.15%</u>
TOTAL REVENUES	<u>\$35,906,257</u>	<u>\$35,906,257</u>	<u>\$12,560,908</u>	<u>\$23,345,349</u>	<u>34.98%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CURRENT OPERATING FUND - CASH FORECAST
OCT 2011 TO FEB 2012**

	<u>OCTOBER</u>	<u>NOVEMBER</u>	<u>DECEMBER</u>	<u>JANUARY</u>	<u>FEBRUARY</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$5,375,647	\$5,221,086	\$4,776,086	\$4,611,849	\$3,566,998
<u>RECEIPTS</u>					
Student Accounts Receivable	\$365,496	\$525,000	\$375,000	\$1,325,000	\$400,000
Student Financial Aid	\$3,119,672	\$1,350,000	\$700,000	\$50,000	\$3,800,000
Sponsor Payments	\$0	\$0	\$0	\$670,149	\$393,579
Chargebacks to Other Counties	\$70,355	\$950,000	\$450,000	\$225,000	\$10,000
State Aid	\$2,210,763	\$0	\$2,210,763	\$0	\$0
Repayment of Grant Fund Advances	\$70,583	\$60,000	\$50,000	\$75,000	\$25,000
Repayment of Capital Fund Advances	\$0	\$0	\$0	\$0	\$0
Other Receipts	<u>\$55,612</u>	<u>\$75,000</u>	<u>\$50,000</u>	<u>\$35,000</u>	<u>\$60,000</u>
Projected Cash Receipts	<u>\$5,892,481</u>	<u>\$2,960,000</u>	<u>\$3,835,763</u>	<u>\$2,380,149</u>	<u>\$4,688,579</u>
<u>DISBURSEMENTS</u>					
Payments to Students	\$1,976,000	\$700,000	\$275,000	\$115,000	\$160,000
Accounts Payable	\$2,178,623	\$1,100,000	\$1,200,000	\$1,500,000	\$1,500,000
Payroll and Fringe Benefits	\$1,839,220	\$1,600,000	\$2,500,000	\$1,800,000	\$1,800,000
Grant Fund Advances	\$50,742	\$5,000	\$25,000	\$10,000	\$25,000
Capital Fund Advances	<u>\$2,457</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Projected Cash Disbursements	<u>\$6,047,042</u>	<u>\$3,405,000</u>	<u>\$4,000,000</u>	<u>\$3,425,000</u>	<u>\$3,485,000</u>
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>					
MONEY MARKET/ SAVINGS	\$5,171,086	\$4,726,086	\$4,561,848	\$3,516,996	\$4,720,574
CASH IN TIME DEPOSITS	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,001</u>	<u>\$50,002</u>	<u>\$50,003</u>
TOTAL CASH IN TIME DEPOSITS	\$5,221,086	\$4,776,086	\$4,611,849	\$3,566,998	\$4,770,577

TOMPKINS CORTLAND COMMUNITY COLLEGE
 CAPITAL FUND SUMMARY
 FINANCIAL REPORT FOR THE PERIOD ENDING OCT 31, 2011

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Expenditures To Date</u>	<u>Encumbrances</u>	<u>Total Committed</u>	<u>Uncommitted Budget</u>
<u>CAPITAL CONSTRUCTION 1994-95</u>						
Campus Master Plan	8,689,572	7,439,572	7,439,572	0	7,439,572	0
TOTAL	8,689,572	7,439,572	7,439,572	0	7,439,572	0
<u>CAPITAL CONSTRUCTION 2000-2001</u>						
HVAC System Replacement	5,571,250	7,071,250	7,068,658	0	7,068,658	2,592
TOTAL	5,571,250	7,071,250	7,068,658	0	7,068,658	2,592
<u>CAPITAL CONSTRUCTION 2002-2009</u>						
Administrative Costs	1,236,384	3,671,657	3,588,204	0	3,588,204	83,453
Site Improvements (Phase 1A)	1,332,100	1,854,054	1,854,054	0	1,854,054	0
Athletic Facility Construction (Phase 1B)	15,546,945	15,854,487	15,664,691	0	15,664,691	189,796
Interior Renovations (Phase 2A)	2,411,195	2,531,654	2,531,654	0	2,531,654	0
Interior Renovations (Phase 2B)	5,667,505	6,485,024	6,485,024	0	6,485,024	0
Interior Renovations (Phase 2C)	2,307,885	2,419,883	2,419,048	0	2,419,048	835
Office Renovations	135,395	137,113	137,113	0	137,113	0
Field Irrigation/Water Conservation	177,000	246,701	246,750	0	246,750	-49
Furniture Fixtures & Equipment	1,452,803	1,452,803	1,471,398	0	1,471,398	-18,595
TOTAL	30,267,212	34,653,376	34,397,936	0	34,397,936	171,987
CLASSROOM PROJECT 2008-2009	2,000,000	2,000,000	1,535,094	66,685	1,601,779	398,221
ELECTRICAL PANEL PROJECT 2009-2010	1,600,000	606,000	409,159	0	409,159	196,841
<u>CAPITAL CASH SUMMARY</u>						
<u>CASH BALANCE - OCT 1, 2011</u>						
Campus Master Plan Money Market	51,377					
Cash in time Deposits	1,475,645					
		\$1,527,022				
<u>CASH RECEIPTS</u>						
County Payment - Campus Master Plan	0					
State Aid	0					
Reimburse from interfunds	0					
Investment Income - Savings	0					
Investment Income - CMP	0					
Chargeback Revenue	0					
		\$0				
<u>DISBURSEMENTS</u>						
Athletic Facility						
Savings Reimburse Advance from Ope					0	
Debt Service Payment					0	
MM Reimburse Advane from Oper					0	
HVAC Replacement					0	
Campus Master Plan					0	
					0	
<u>CASH BALANCE -OCT 31, 2011</u>						
Campus Master Plan Money Market					51,377	
Cash in Time Deposits					1,475,645	
						\$1,527,022

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2011-2012-16**

APPOINTMENT OF PERSONNEL

WHEREAS, The Department of Human Resources has confirmed that each of the individuals identified on the attached list possesses credentials necessary for the appointments indicated, and

WHEREAS, it also has been confirmed that each of the listed individuals has accepted all requisite conditions for appointment, and

WHEREAS, each of the listed individuals also has been recommended for his or her appointment by the President, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby appoints the individuals listed on the attachment.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 8th day of December 2011, 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 8th day of December 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
November 29, 2011
Presented to the Board of Trustees

August 2011

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Abbiati, Silvia	Independent Study ITAL 102-M49C	Adjunct	N/A	429.00	8/25/11 - 12/16/11
Dickerson, Nancy	Independent Study HUMS 110-M49C	Adjunct	N/A	429.00	8/25/11 - 12/16/11
Echavarria, Bernardo	Independent Study BUAD 215-M49C	Adjunct	N/A	1,287.00	8/25/11 - 12/16/11
Lipa, Thomas	Independent Study CDSC 225-M49C	Adjunct	N/A	858.00	8/25/11 - 12/16/11
Lipa, Thomas	Independent Study CDSC 220-M49C	Adjunct	N/A	2,860.00	8/25/11 - 12/16/11
Svensson, John	Independent Study HRMG 102-M49C	Adjunct	N/A	858.00	8/25/11 - 12/16/11
Veshcherevich, Radmila	Independent Study RUSN 102-M49C	Adjunct	N/A	429.00	8/25/11 - 12/16/11
Waffner, Marcia	Independent Study HRMG 213-M49C	Adjunct	N/A	429.00	8/25/11 - 12/16/11
Booth, Mark	Concurrent Enrollment Faculty Liaison - Chemistry	Adjunct	N/A	629.93	8/29/11 - 11/04/11
Gammage-Sikora, Gina	Concurrent Enrollment Faculty Liaison - Spanish/French	Adjunct	N/A	449.95	8/29/11 - 11/04/11
MacDowell, Gary	Concurrent Enrollment Faculty Liaison - Health	Adjunct	N/A	89.99	8/29/11 - 11/04/11
Ricker, Joseph	Concurrent Enrollment Faculty Liaison - English	Adjunct	N/A	1,349.85	8/29/11 - 11/04/11
Stremlin, Tatiana	Concurrent Enrollment Faculty Liaison - Music	Adjunct	N/A	539.94	8/29/11 - 11/04/11
Westlake, Winfield	Concurrent Enrollment Faculty Liaison - Business	Adjunct	N/A	179.98	8/29/11 - 11/04/11

October 2011

Scott, Lory	BIOL 131-M01-2 - 2 weeks double lecture	Adjunct	N/A	940.50	10/14/11 - 10/27/11
Speicher, Joanne	BIOL 131-M01-2 - 2 weeks lecture/lab	Adjunct	N/A	563.50	10/17/11 - 10/30/11
Donlick Christel	Geometry/Trigonometry workshop - Borg Warner	Adjunct	N/A	840.00	10/18/11 - 11/04/11
Kobre, Michael	BIOL 131-M02 lab coverage - 2 weeks	Adjunct	N/A	315.00	10/18/11 - 10/31/11
Scott, Lory	BIOL 131-M01-2 - 6 weeks double lecture	Adjunct	N/A	940.50	10/28/11 - 12/09/11
Peters, Scott	Campus Safety	Campus Peace Officer, Full-me, Temporary	J	*46,328.15	10/27/11 - 01/21/12
Speicher, Joanne	BIOL 131-M03 6 weeks lecture/ 7 weeks lab	Adjunct	N/A	1,851.50	10/31/11 - 12/16/11

November 2011

Kobre, Michael	BIOL 131-M02 lab coverage - 6 weeks	Adjunct	N/A	945.00	11/01/11 - 12/09/11
Waffner, Marcia	Assist during department chair absence - HRMG	Adjunct	N/A	805.00	11/01/11 - 12/16/11
Curtis, Benjamin	Basic Construction Math & Estimating workshop	Adjunct	N/A	720.00	11/15/11 - 12/06/11

*Annual salary to be prorated

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

November 29, 2011

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
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None

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2011-2012-18**

DISPOSAL OF SUPPLUS PROPERTY

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

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

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

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 8th day of December 2011, 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 8th day of December 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

To: Blixy Taetzsch

From: Kevin Caveney

Date: November 4, 2011

Re: Disposal of Surplus Items

Upon advisement and in coordination with the Nursing Department and the Buildings and Grounds Department, due to upgraded replacements in the Nursing Lab, the following have been determined to be of no further use to the College, and are to be donated to The Dryden VFW, which is a non-profit organization. These items will be removed from the College's inventory.

Donated to Non-Profit Agency:

2 Hospital Beds with Mattresses

Upon advisement of the Buildings and Grounds Department, and in coordination with the departments using these items, the following have been determined to be obsolete and of no further use to the College. The items were unusable due to non-repairable breakage, wear, and/or age or obsolescence, have been or will be appropriately disposed of, and will be removed from inventory.

Disposed of:

1 Oak Dining Hall Chair
3 Vacuum Cleaners
1 Hotplate (Chemistry Lab)
2 Westinghouse Drawers
10 Stacking Chairs
1 Secretarial Stool
2 All-Steel Chairs
1 Media cart
3 Secretarial Chairs
1 Computer Stand
1 Lateral File
2 Vector Fly Machines

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

Disposal/Recycling:

- 8 Monitors
- 20 Computers
- 9 Switches
- 7 Routers
- 1 Modem
- 3 Wireless Access Point Units
- 1 Procurve Hub
- 1 Network Camera
- 17 Servers
- 1 Search Appliance
- 2 Firewall Chassis
- 2 Black Box Units
- 1 One Card Transaction Engine
- 1 One Card Credit Manager Unit
- 3 Elite Processors
- 1 Television (Broken)
- 1 DVD VCR Player (Broken)
- 1 Overhead Projector (Broken)
- 13 Overhead Projectors
- 1 Video camera
- 1 Slide Projector
- 1 Recorder
- 1 Amplifier
- 1 Tape Recorder

Upon advisement and coordination with the Baker Center for Learning, the following items were determined to be of no further use to the College and designated for disposal.

Disposal/Recycling:

- 4 Cassette Recorders

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Senior Systems Administrator

GRADE

4

PAGE

1 of 3

ORGANIZATIONAL UNIT

Campus Technology

REPORT TO

Dean of Campus Technology

APPROVED BY

Board of Trustees

SUMMARY:

Responsible to the Dean of Campus Technology for the development, management, and operation of the College's Data and Telecommunications infrastructure. Manages an extensive array of equipment and software including; switches, firewalls, PBX, voicemail, servers and related equipment that support this infrastructure. Supports all College-related facilities including the main campus, Residential Life, and the Extension Centers. This position will lead the development of these systems by staying current with the continuously developing technologies in this field and finding ways to implement these into our existing systems. It is critical to the mission of the College that these systems are robust, reliable and secure.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Designs, engineers, and manages all Data and Telecommunications networking equipment and software.
2. Responsible for monitoring the health of the campus servers and networks making adjustments as necessary to ensure continued performance and uptime. Manages the hardware and software tools used to monitor the performance of all campus systems, and the tools used for software deployment and reporting. Examples include; Microsoft System Center is utilized to alert and report problems with our servers and Procurve manager is used to configure and monitor our network health.
3. Ensure successful and reliable connectivity from user workstations to LAN /WAN resources.
4. Configures VLANs on the Colleges network enabling a robust and secure network.
5. Responsible for the telecommunications equipment and software, including maintaining the currency and reliability of the equipment. Researches, develops and deploys evolving technologies and services campus wide.
6. Repair and recover from hardware failures. Communicates with vendors and other technical support personnel to aid in the solution of problems regarding data and telecommunications infrastructure. Coordinate and communicate with impacted users.
7. Serves as the network/system administrator for all the systems on the Campus LAN / WAN. Maintains the Active Directory infrastructure including, but not limited to: manages user IDs configuring access to files and directories.
8. In collaboration with the Dean and other department heads, helps develop Campus Technology planning efforts and development of the College's technology plans.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Senior Systems Administrator	4	2 of 3

<u>ORGANIZATIONAL UNIT</u>	<u>REPORT TO</u>	<u>APPROVED BY</u>
Campus Technology	Dean of Campus Technology	Board of Trustees

9. As designated by the Dean of Campus Technology may act as the College's records management officer, ensuring compliance with state laws and proper document management and security practices.
10. Develops, recommends, and implements campus wide and departmental policies, standards and procedures in collaboration with the Dean of Campus Technology. Examples include protocols and procedures related to; security, wiring, server applications, network repair, and telephony.
11. Configures and maintains server related virtualization software and hardware, including blade chassis, blades, Storage Area Network (SAN) technology, and Network Attached Storage (NAS) devices.
12. Develop strategies and responsible for implementing critical components of disaster recovery efforts.
13. Responsible for the security of the Campus network. Leads Campus Tech staff in this area and works closely with the Tech Support department in the installation, management and monitoring of the antivirus and antispyware systems. Deploys and manages firewall, packet shaping, VPN and related technologies to insure the security of the College's information and systems.
14. Responsible for backups of the College's electronic data on servers and attached data storage. Insuring the integrity of the data and our information.
15. Responsible for hardware and software that supports public safety systems including Mass Notification/Public Address, Video surveillance and Records Management System.
16. Develops programs and applications in a support capacity to the other application developers as needed. Provides support for administrative software as assigned.
17. Responsible for the College's email/groupware systems for both students and staff, including maintenance, diagnosing problems, providing training and technical support.
18. Initiates ongoing training in the areas of expertise outlined in this job description.
19. Responsible for ensuring excellent customer support for student and staff.
20. Assures efficient use of material resources by assessment of department needs, development of budget recommendations, and management of services within budgetary constraints imposed by the College.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Senior Systems Administrator

GRADE

4

PAGE

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ORGANIZATIONAL UNIT

Campus Technology

REPORT TO

Dean of Campus Technology

APPROVED BY

Board of Trustees

21. Assures the effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivating, evaluation and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Employment/Affirmative Action laws, other applicable laws, regulations and collective bargaining agreements.
22. Serves on various College committees and performs other job related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

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

Indicate number in each category:

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

Indicate number of indirect reports in each Category:

- ____ Classified Staff
____ Administrative
____ Faculty
1-2 Adjunct faculty, **students**, etc.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Computer Science/Information Systems or closely related field with two years of directly related work experience or an Associate's degree in Computer Science/Information Systems or closely related field with five years of directly related work experience.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2011-2012-17**

POLICY AGAINST DISCRIMINATION AND HARASSMENT – REVISION

WHEREAS, on April 22, 1982, the Board of Trustees of Tompkins Cortland Community College approved a Sexual Harassment Policy, with revisions to the policy on May 21, 1992, and May 13, 2004, and

WHEREAS, on May 13, 2004, the Board of Trustees of Tompkins Cortland Community College approved revisions to the Sexual Harassment Policy to include a title change to the Policy Against Discrimination and Harassment, and

WHEREAS, on July 16, 2009, the Board of Trustees of Tompkins Cortland Community College approved revisions to the Policy Against Discrimination and Harassment, and

WHEREAS, slight wording modifications were necessary as a result of requirements from the Office of Civil Rights at the Department of Education, and

WHEREAS, this policy has been reviewed by the College Forum and the College attorney and is recommended by the President, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby authorizes the administration of the College to execute the attached Policy Against Discrimination and Harassment, and be it further

RESOLVED, that the attached policy supersedes the July 16, 2009 Policy Against Discrimination and Harassment.

STATE OF NEW YORK: **I, CATHY A. NORTHROP, CLERK** of the Board of Trustees
 SS: Tompkins Cortland Community College, **DO HEREBY**
COUNTY OF TOMPKINS: **CERTIFY** that 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 8th of December 2011 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 8th of December 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Tompkins Cortland Community College Policy Against Discrimination and Harassment

Unlawful discrimination or harassment based on race, color, creed or religion, sex, sexual orientation, national origin, age, marital status, military status, genetic predisposition or carrier status, disability, or any other protected status is strictly prohibited by Tompkins Cortland Community College. The College is committed to maintaining an educational and work environment that is free of any discrimination or harassment and to fostering positive business and personal conduct so that everyone, including students, employees, and invitees, is treated with respect and dignity in a non-discriminatory environment. **The educational environment shall be considered to include all academic and nonacademic programs and activities.**

The College fully complies with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act **as Amended**, the New York Human Rights Law and all other applicable laws or regulations which prohibit discrimination. Discrimination or harassment of individuals for reasons of race, color, creed or religion, sex, sexual orientation, national origin, age, marital status, military status, genetic predisposition or carrier status, disability, or any other protected status is a form of unlawful discrimination.

It also is unlawful to retaliate against a person because he or she has opposed any illegal discriminatory practices or because he or she has complained of, or testified or assisted in the investigation of any complaint of discrimination or a proceeding conducted in connection with any such complaint.

Sexual Harassment

Sexual harassment is a form of misconduct which undermines an individual's integrity and human dignity. It can originate from a person of either sex against a person of the opposite or same sex, and from co-workers, supervisors, instructors, students, or even non-employees of the College (i.e., vendors or invitees). It is offensive treatment or behavior which, to a reasonable person, creates an intimidating, hostile or abusive work or **educational** environment.

All acts of sexual violence shall be considered to be forms of sexual harassment. Sexual violence includes rape, sexual assault, sexual battery, sexual coercion and physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to intellectual or other disability or to the victim's use of drugs or alcohol.

Generally, this harassment falls into either of two categories: (i) “quid pro quo”, or (ii) causing or allowing a sexually hostile environment to exist within the work place, classroom, or other College-sponsored program, service or activity.

“Quid pro quo” harassment includes unwelcome sexual advances, requests for sexual favors, and other physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s **educational** success (i.e., grades) or employment (i.e., a raise, promotion or assignment); or
- Submission to or rejection of such conduct by an individual is used as the basis for **educational** or personnel decisions affecting the individual.

Examples of this form of sexual harassment would include but are not limited to:

- Any uninvited or unwelcome physical contact, including touching, petting, pinching, persistent and purposeful brushing up against another individual’s body, etc.
- Any suggestion to an individual that sexual favors or relationships will result in a favorable grade, promotion, or other **education** or employment opportunity.
- Any suggestion or implication to an individual that his/her refusal to provide sexual favors or relationships will result in a poor grade, demotion, discipline, discharge, or will have an adverse impact on employment or **educational** results.

A sexually hostile environment exists when an individual’s conduct has the purpose or effect of unreasonably interfering with another individual’s **education** or work performance or creating an intimidating, hostile or offensive **educational** or working environment **which interferes with or limits a person’s ability to participate in or benefit from the college’s programs.**

Examples of this type of sexual harassment include, but are not limited to:

- Sexual innuendos, sexually suggestive comments, offensive language, sexually oriented kidding or teasing, gestures, practical jokes, etc.
- Offensive displays of sexually suggestive pictures, magazines, or other objects (e.g., sexually explicit calendars, posters, cartoons, photographs, or graffiti).
- Touching, pinching, holding, grabbing, hugging, kissing or intentionally and persistently brushing against another person’s body.
- Inappropriate social conduct such as pressuring a student, employee or colleague to date or socialize and/or take some adverse action against that person for refusing to do so.
- Any other conduct that ridicules or humiliates an individual because of his/her gender.

Other Unlawful Discrimination/Harassment

These same guidelines also apply to unlawful discrimination or harassment based on race, color, creed or religion, sex, sexual orientation, national origin, age, marital status, military status, genetic predisposition or carrier status, disability, or any other protected status.

Examples of such hostile environment discrimination or harassment include but are not limited to:

- Transfer, demotion or termination of employees on the basis of race, color, creed or religion, sex, sexual orientation, national origin, age, marital status, military status, genetic predisposition or carrier status, disability, or any other protected status.
- Interference in or denial of opportunities for educational success on the basis of race, color, creed or religion, sex, sexual orientation, national origin, age, marital status, military status, genetic predisposition or carrier status, disability, or any other protected status.
- Unwelcome, offensive, or demeaning comments, slurs, language, jokes or gestures related to or referring to an individual's race, color, creed or religion, sex, sexual orientation, national origin, age, marital status, military status, genetic predisposition or carrier status, disability, or any other protected status.
- The presence of books, magazines, pictures or other objects that may be reasonably construed as offensive or demeaning based on race, color, creed or religion, sex, sexual orientation, national origin, age, marital status, military status, genetic predisposition or carrier status, disability, or any other protected status.
- Creating or contributing to an intimidating, hostile, or offensive working environment on the basis of race, color, creed or religion, sex, sexual orientation, national origin, age, marital status, military status, genetic predisposition or carrier status, disability, or any other protected status.

Individuals who believe that they have been harassed or otherwise discriminated against in violation of this policy should follow the College's Discrimination/Harassment Complaint Procedure which designates staff of the College to whom such occurrences may be reported so that they can be promptly and thoroughly considered, investigated and appropriately resolved.

Retaliation in any manner (i.e., coercion, intimidation, retributive acts) against any individual for making or filing in good faith a discrimination or harassment complaint, or for assisting or participating in the investigation of such a complaint is illegal and will not be tolerated. Such retaliation will be treated like any other form of discrimination and the party found to have retaliated shall be subject to appropriate discipline, including dismissal.

Questions regarding this policy and its enforcement should be directed to Sharon Dovi, Affirmative Action Officer and Senior Title IX Coordinator, Office of Human Resources, Room 219, 607.844.8222, Ext. 4440, dovis@TC3.edu.

Revised 9/2009

Revised 11/2011