



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, SEPTEMBER 24, 2009
BOARD ROOM – 6:00 P.M.

AGENDA

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment*
6. Approval of Minutes
 - a. July 16, 2009 – Board of Trustees – Annual Meeting
 - b. July 16, 2009 – Regular Board of Trustees
 - c. August 20, 2009 – Board of Trustees – Executive Committee Meeting
7. Introduction of New Employees
8. Communications
9. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): None
10. College-wide Goals (there will be a special presentation highlighting each of two goals per meeting):
 - a. Teaching – Status Report on New Classrooms – Carl Penziul
 - b. Learning – Baker Commons Initiatives – Gregg Kiehl and Marilyn Webb
11. Vice Presidents' Reports (highlight Consent Agenda items and updates on major initiatives):
 - a. Provost and Vice President of the College
 - i. Human Resources Updates
 - ii. Professional Development Report
 - iii. Report on Budget Transfers
 - iv. Curricular Initiatives
 - v. H1N1 Preparation
 - vi. Multicultural Office Relocation
 - b. Vice President for Global Initiatives
 - i. State Department Grant – Update
 - ii. ESOL – Project at Cornell
 - iii. Global/Disney - Update

12. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Treasurer's Report – July 31, 2009
 - c. Appointment of Personnel
 - d. Request for Budget Transfers
 - e. Approval of Position Description – Director of Public Safety
 - f. Kitchen/Cafeteria Alterations and Additions – Amendment to Budget for General Construction
13. Standing Reports:
 - a. College Forum – Co-Chairs, Sophia Georgiakaki and Leah MacLeod
 - b. Faculty Student Association – Beverly Baker
 - c. Tompkins Cortland Community College Foundation, Inc. – Ray Dalton
 - d. Chairperson's Report – Roxann Buck
 - e. Liaison Report (Cortland County) – John Troy
 - f. Liaison Report (Tompkins County) – Duane Randall
 - g. Student Trustee's Report – Evan Gaetano
 - h. President's Report
14. Upcoming Events:
 - a. Fall Day – October 8, 2009
 - b. Next Meeting – October 29, 2009
 - c. Board of Trustees Retreat – November 5, 2009
15. 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
ANNUAL MEETING
JULY 16, 2009
BOARD ROOM**

PRESENT: Beverly Baker, Roxann Buck, Elizabeth Burns, Judy Davison, Evan Gaetano, and William Raynor

ABSENT: Kay Breed, Ray Dalton, John Daniels, and Raymond Schlather

**COUNTY
LIAISONS:** None

STAFF: John Conners, Susan Dewey, Carl Haynes, Cathy Northrop, Walter Poland, Blixy Taetzsch, Peter Voorhees, and Khaki Wunderlich

GUESTS: None

- 1. Call to Order:** Chairperson Buck called the annual meeting to order at 5:35 p.m. in the Board Room at the College.

Roll Call: Ms. Northrop called the roll.

- 2. Election of Officers:** Ms. Baker, Chair of the Nominating Committee, moved the following slate of officers for the Board of Trustees for the 2009 – 2010 year:
Roxann Buck, Chairperson
Elizabeth Burns, Vice Chairperson
William Raynor, Treasurer
John Daniels, Member of Executive Committee
Motion was seconded by Ms. Davison; carried unanimously.

- 3. Appointments –** Ms. Baker moved that Cathy Northrop be appointed Clerk of the Board of Trustees and Lisa Doran be appointed Deputy Clerk of the Board of Trustees; seconded by Mr. Raynor; approved unanimously.

3.1 Clerk of the Board of Trustees: No discussion.

3.2 Deputy Clerk of the Board of Trustees: No discussion.

- 4. Meeting Dates:** The dates for the Board of Trustees' meetings for the 2009– 2010 year will be as follows: September 24, 2009 (at 6:00 p.m.); October 29, 2009; December 3, 2009; January 21, 2010; February 25, 2010; April 1, 2010; April 29, 2010; May 13, 2010; June 10, 2010; and July 15, 2010. All meetings will be held in the TC3 Board Room and will begin at 5:30 p.m. except when otherwise noted.

5. Other Business: None.

6. Adjournment: Mr. Raynor moved that the annual meeting be adjourned; seconded by Ms. Davison; carried unanimously. The annual meeting adjourned at 5:39 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
JULY 16, 2009
BOARD ROOM**

PRESENT: Beverly Baker, Roxann Buck, Elizabeth Burns, Judy Davison, Evan Gaetano, William Raynor, and Raymond Schlather

ABSENT: Kay Breed, Ray Dalton, John Daniels

COUNTY
LIAISONS: None

STAFF: Susan Dewey, Carl Haynes, Cathy Northrop, Walter Poland, Blixy Taetzsch, Peter Voorhees, and Khaki Wunderlich

GUESTS:

1. **Call to Order:** The meeting was called to order at 5:40 p.m. by Chairperson Buck in the Board Room at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Chairperson Buck welcomed guests and welcomed the new student Trustee – Evan Gaetano.
4. **Approval of Agenda:** Chairperson Buck asked that two resolutions be added to the agenda: H – Policy Against Discrimination and Harassment; I – Approval of Classified Staff Position Senior Cleaner. Ms. Burns moved that the agenda be approved with these additions; seconded by Ms. Davison; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes – June 11, 2009, Regular Meeting:** Ms. Davison moved that the minutes of the June 11, 2009, regular meeting of the Board of Trustees be approved as presented; seconded by Mr. Raynor; carried unanimously.
7. **Approval of Minutes – June 23, 2009, Executive Committee Meeting:** Mr. Raynor moved that the minutes of the June 23, 2009, Executive Committee meeting be approved as presented; seconded by Ms. Burns; carried unanimously.
8. **Communications:** President Haynes shared the NYCCT newsletter that included a photo of Arthur Kuckes, President Haynes, and Chairperson Buck that was taken when Mr. Kuckes received the Benefactor Vision for Tomorrow Award at the NYCCT Conference. President Haynes also passed around a copy of the

American Executive magazine that included an article featuring TC3. President Haynes noted that the magazine also included an article featuring Al Kryger from Greek Peak. Judy Davison has been reappointed to the TC3 Board of Trustees by Cortland County.

9. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** None.
10. **College-wide Goals:** No reports for July.
11. **Vice Presidents' Reports (highlight Consent Agenda items and updates on major initiatives):**
 - a. **Provost and Vice President of the College –** Provost Connors attended the summer Phi Theta Kappa induction ceremony. As of June 8, fall enrollment was up 8 percent. As of a mid-July, fall enrollment is up approximately 9.4 percent. Provost Connors also mentioned a couple of new programs – LEAP and the SUNY Greens initiative. President Haynes mentioned that the LEAP Program position is being funded as part of a two-county effort to collaborate with TC3. Provost Connors reported that Katrina Campbell has been hired as the Coordinator of Advisement Services and will report to Dean Wunderlich.
 - i. **Human Resources Updates:** No discussion.
 - b. **Vice President for Global Initiatives –**
 - i. **CCID – Department of State Program:** Vice President Poland reported that the Department of State Program, under the sponsorship of CCID, is completing its first year. A farewell luncheon will be held for these students.
 - ii. **Summer Global Program –** The graduation for the summer Global Program will be held on August 5, 2009, and all Board members are invited to attend and participate.
 - iii. **ESOL Project at Cornell –** Vice President Poland reported that the College is very close to entering into a contract with Cornell for trainers for speakers of other languages. If agreement is reached, service would begin by the end of August. The proposal is to hire two full-time temporary faculty to teach at Cornell. It is hoped to enroll approximately 100 students per semester for fall and spring.
12. **Consent Agenda (Action Items):** Highlights of the Consent Agenda were discussed during the meeting. Ms. Burns moved that the Consent Agenda be approved; seconded by Ms. Davison; carried unanimously.
 - a. **Capital Payments –** No discussion.
 - b. **Treasurer's Report – May 31, 2009 –** No discussion.
 - c. **Appointment of Personnel –** No discussion.

- d. **2009-2013 Tompkins Cortland Community College Civil Service Employees' Association, Inc. Agreement** – President Haynes said the CSEA members overwhelmingly endorsed the contract. There was no further discussion on this issue.
 - e. **Approval of Position Description – Director of Admissions** – No discussion.
 - f. **Approval of Position Description – Associate Director of Admissions** – No discussion.
 - g. **2009 – 2010 Duplicating Paper Bid Award** – No discussion.
 - h. **Policy Against Discrimination and Harassment** – Mr. Schlather spoke with the College's attorney regarding clarification of the wording of the policy to include language consistent with current discrimination and harassment issues (i.e. unlawful to retaliate... and under the examples of the types of sexual harassment – inappropriate social conduct). The proposed policy was modified to include this language. There was no need to take the policy back through any of the internal processes, as the revised policy met the spirit of the original proposed policy that had been presented to the Board, with just wording clarification/consistency. Ms. Burns asked where the policy could be found. President Haynes said that all Board policies are on the web site listed under the Board of Trustees.
 - i. **Approval of Classified Staff Position Senior Cleaner** – This is for reclassification of the crew leader position to senior cleaner. It is not a new position, just a new title. It will affect the pay, and the increase has been accommodated in the budget.
- 13. Executive Session (to discuss personnel items with action to be taken):** Ms. Burns moved that the meeting convene in Executive Session to discuss personnel items with action to be taken; seconded by Ms. Davison; carried unanimously. The meeting convened in Executive Session at 6:10 p.m.

The meeting reconvened in regular session at 6:29 p.m.

Ms. Burns moved that the Board ratify President Haynes' recommendations regarding agenda items 13.a, 13.b, 13.c, and 13.d as are listed below; seconded by Mr. Schlather; carried unanimously.

a. Recommendations for Promotions and Continuing Appointments for 2009-2010 Academic Year

To the Rank of Full Professor

Bruce Need
 Cornelia Rea
 David Snyder

To the Rank of Associate Professor

Carolyn Boone
 Alexis Dengel
 Meg Garvey
 Miguel Piery
 Marilyn Webb

Kelly Wessell

To the Rank of Assistant Professor

Danielle Bethoney
Susan Cerretani

b. Recommendations for Quality Step Increases and Administrative Appointments for 2009-2010 Academic Year

To Quality Step 1

Kris Altucher
Brent Doane

To Quality Step 2

Martha Hubbard
Ralph Shortell
Cathy Northrop (Management Confidential)

To Quality Step 3

Jackie Longo
Karen Macier

Administrative Appointment

Julie Gerg
Karl Madeo
Ken Reynolds
Seth Thompson

c. Recommendations for Classified Staff Merit Awards for 2009

Mary Bush
Teresa Davis
Sandy Eldred
Raymond Scott
Betsy Bregard

d. Recommendations for Awards for Excellence for 2009

Jeanne Cameron
Larry Chase
Lisa Ford
Carol Morris
Rebecca Spencer

14. Standing Reports:

a. College Forum – No report.

b. Faculty Student Association – No report.

- c. Tompkins Cortland Community College Foundation, Inc.** – Dr. Dalton was not in attendance at the meeting, but he had provided a written report, which Chairperson Buck read. Information included: the Annual Campaign has raised \$1,120,138, with a special gift of \$1,000,477 to the Pathways Scholarship. A total of \$71,405 still needs to be raised. Work is in progress for the second annual disc golf kick-off event to be held on September 24. The investment portfolio manager met with the Investment Committee on June 16. The total of the five investment accounts is \$5,370,098. The Property Management Committee and Bob Ross continue to work on securing the Cortland County property located at 5 South Main Street for the new Cortland Extension Center. Campus Connections hosted a session on June 23 and will take a break over the summer months and re-start in September. To date, 94 attendees have visited the campus.
- d. Chairperson’s Report** – Chairperson Buck reported that the NYCCT Institute will be held September 11 and 12 in Albany at the Desmond Hotel. If anyone is interested in attending, please let Cathy Northrop know.
- i. Suggested Board Retreat dates were: 10/15, 10/22 and 11/5. This year the Retreat will be held in Ithaca. There was consensus by the Board members to hold the Retreat on November 5. Beverly Baker will figure out the location for the Retreat and let Ms. Northrop know. The Board evaluation will be sent out via e-mail (using Survey Monkey). Results of the evaluation will be discussed at the Retreat.
- e. Liaison Report (Cortland County)** – No report.
- f. Liaison Report (Tompkins County)** – No report.
- g. Student Trustee’s Report** – Mr. Gaetano said that there is not a lot to report during the summer.
- h. President’s Report** – President Haynes mentioned his written report.
- 15. Upcoming Events** – No discussion. Mr. Gaetano did agree to participate on the Board of Trustees’ team for the disc golf event for the annual campaign kickoff on September 24.
- 16. Adjournment:** Ms. Davison moved that the meeting be adjourned; seconded by Ms. Burns; carried unanimously. The meeting adjourned at 6:50 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE
EXECUTIVE COMMITTEE MEETING
BOARD OF TRUSTEES
AUGUST 20, 2009
ROOM 206**

EXECUTIVE COMMITTEE
AND BOARD MEMBERS

PRESENT: Roxann Buck, Elizabeth Burns, John Daniels, and William Raynor

EXCUSED: None

STAFF: John Conners, Cathy Northrop, Blixxy Taetzsch, Jim Turner

GUESTS: None

1. **Call to Order:** The meeting was called to order in Room 206 at the College at 8:45 a.m. by Chairperson Buck.
2. **Roll Call:** The roll was called.
3. **Approval of Agenda:** Mr. Raynor moved that the agenda be approved as presented; seconded by Mr. Daniels; carried unanimously.
4. **Consent Agenda (Action Items):** Ms. Burns moved that the Consent Agenda be approved; seconded by Mr. Daniels; approved unanimously.
 - a. **Capital Payments –** The capital payments need approval for August construction-related payments need to be made for work completed to date as of the end of July. The employees of the construction companies have been paid. Mr. Raynor asked if there were any change orders. Mr. Turner said there were change orders for the cafeteria project, but nothing over what was budgeted.
5. **Adjournment:** Ms. Burns moved that the meeting be adjourned; seconded by Mr. Daniels; carried unanimously. The meeting adjourned at 8:47 a.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

TOMPKINS CORTLAND COMMUNITY COLLEGE
Human Resources Updates - Status of Open Positions
as of September 15, 2009

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
TC3 SUNY GREEN NY Program Coordinator Part-time, temporary	July 2009	June 2009	July 8, 2009	Hired In Shik Lee 8/20/09
Associate Director of Public Safety	July 2009	June 12, 2009	July 1, 2009	Hired William Finnerty 8/3/09

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Secretary	External Relations – TC3.biz	July 2009	Hired Vicki Dann 8/3/09
Secretary	Student Success	July 2009	Hired Carrie Whitmore 7/27/09
Enrollment Services Specialist	Enrollment Services Center	August 2009	Hired Jennifer Barber 9/14/09
Campus Peace Officer Full-time, temporary 90 days	Public Safety	August 2009	Hired Michael Hall 8/27/09

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of September 15, 2009

COMPLAINANT	SUBJECT	DISPOSITION
-------------	---------	-------------

CSEA

None

FACULTY ASSOC.

None

PAA

None

**TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
January 2009 - June 2009**

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

DATE	EMPLOYEE	PROGRAM	LOCATION
1/26/2009	Susan Greener	Community Workshops for Business Leaders--An Engaged Workforce & Business Success	Ithaca, NY
1/26/2009	Martha Hubbard	Community Workshops for Business Leaders--An Engaged Workforce & Business Success	Ithaca, NY
2/15/09 - 2/17/09	Amy Trueman	NACADA Academic Advising Administrators Institute	Clearwater Beach, FL
2/20/09 - 2/22/09	Carolyn Boone	National Coalition Building Institute (NCBI) Train-the-Trainer	TC3
2/20/09 - 2/22/09	Katrina Campbell	National Coalition Building Institute (NCBI) Train-the-Trainer	TC3
2/20/09 - 2/22/09	Susan Cerretani	National Coalition Building Institute (NCBI) Train-the-Trainer	TC3
2/20/09 - 2/22/09	Sharon Dovi	National Coalition Building Institute (NCBI) Train-the-Trainer	TC3
2/20/09 - 2/22/09	Sophia Georgiakaki	National Coalition Building Institute (NCBI) Train-the-Trainer	TC3
2/20/09 - 2/22/09	Jenna Lenhardt	National Coalition Building Institute (NCBI) Train-the-Trainer	TC3
2/20/09 - 2/22/09	Karen Macier	National Coalition Building Institute (NCBI) Train-the-Trainer	TC3
2/20/09 - 2/22/09	Karl Madeo	National Coalition Building Institute (NCBI) Train-the-Trainer	TC3
2/20/09 - 2/22/09	Seth Thompson	National Coalition Building Institute (NCBI) Train-the-Trainer	TC3
2/20/09 - 2/22/09	Amy Trueman	National Coalition Building Institute (NCBI) Train-the-Trainer	TC3
3/2/09 - 3/5/09	Janet Swinnich	Chair Academy 18th Annual International Conference	Nashville, TN
3/3/2009	Leah MacLeod	Higher Ed Lobby Day	Albany, NY
3/13/2009	Ralph Shortell	Regional Meeting of Union & Activities Professionals	Utica, NY
3/13/2009	Robin Slocum	Regional Meeting of Union & Activities Professionals	Utica, NY
4/14/09 - 4/17/09	Carl Penziul	Advanced Leadership Academy	Jacksonville, FL
6/1/2009	Robin Slocum	NY Leadership Consortium	Cortland, NY
6/2/2009	Leah MacLeod	Luncheon with Chancellor Zinpher	Albany, NY
6/6/2009	Ralph Shortell	NY Leadership Consortium	Cortland, NY
6/6/2009	Ralph Shortell	Regional Meeting of Union & Activities Professionals	Syracuse, NY
6/6/2009	Robin Slocum	Regional Meeting of Union & Activities Professionals	Syracuse, NY
6/12/2009	Marilyn Webb	Institute for Community College Development- Leadership in Sustainability	Syracuse, NY (Onondaga CC)
6/24/09 - 6/26/09	Carol Sammis	Building a Strengths-Based Campus	Omaha, NE

DATE	EMPLOYEE	PROGRAM	LOCATION
Various Dates	Brian Ackley	Leadership Training with Idahlynn	TC3
Various Dates	Marty Christofferson	Leadership Training with Idahlynn	TC3
Various Dates	Timothy Densmore	Leadership Training with Idahlynn	TC3
Various Dates	Olivia Hersey	Leadership Training with Idahlynn	TC3
Various Dates	Mellora Paucke	Leadership Training with Idahlynn	TC3
Various Dates	John Petrella	Leadership Training with Idahlynn	TC3
Various Dates	Brandon Wood	Leadership Training with Idahlynn	TC3

**TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
January 2009 - June 2009**

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

DATE	EMPLOYEE	PROGRAM	LOCATION
1/2009	Glenna McMinn	Mosby's Faculty Development Institute	Orlando, FL
1/5-1/9/09	Timothy McCabe	6th Annual Nat'l Assoc for Comm College Entrepreneurship	Los Angeles, CA
1/7/2009	Lisa Payne	Pre-Conference SUNY AIRPRO training: SUNY Business Intelligence Initiative (SBII) training	White Plains, NY
1/8/09-1/9/09	Lisa Payne	SUNY AIRPRO Winter Meeting	White Plains, NY
1/15/2009	Marcia Waffner	Making Cortland Count seminar	Cortland, NY
1/27/2009	Victoria Zeppelin	CTERC Conference	Albany, NY
1/29/2009	Wood, Nadine	The Power of Music, In The Last Phase of Life	Liverpool, NY
2/2009	Bob Yavits	SUNY SOL	Syracuse, NY
2/24/2009	Spencer, Becky	Concurrent Mgmt Strategies for Neuromuscular Disorders	Syracuse, NY
3/2009	Campus Community	NCBI One-Day Workshop	TC3
3/2009	Kathleen Boyd	Sungard Summit	Philadelphia, PA
3/2009	Judith Longo	Sungard Summit	Philadelphia, PA
3/2009	Corrina Struzick	Sungard Summit	Philadelphia, PA
3/2009	Marty Christofferson	Sungard Summit	Malvern, PA
3/2009	Timothy Densmore	Sungard Summit	Malvern, PA
3/2009	James MacLain	Sungard Summit	Malvern, PA
3/2009	David Path	Sungard Summit	Malvern, PA
3/2009	Karen Pastorello	Panelist at International Women's History Day	Cornell, Ithaca, NY
3/2009	Karen Pastorello	Presented at Upstate NY Women's History Organization	Geneva, NY
3/2009	Tova Sturmer	NACCU Conference	Orlando, FL
3/2009	Wunderlich, Khaki	Co-Presented Chair Academy 2009 Int'l Conf on Comm College Leadership	Nashville, TN
3/5/2009	Ralph Shortell	Assoc. for the Promotion of Campus Activities	Lake Harmony, PA
3/5/2009	Robin Slocum	Assoc. for the Promotion of Campus Activities	Lake Harmony, PA
3/9/2009	Seth Thompson	Hiring and Retaining Underrepresented Employees On Campus Webinar: The Ned Herrmann Group--How Different Styles Respond to Change and Stress	TC3
3/9/2009	Susan Greener	Change and Stress	Online
3/12/2009	Victoria Zeppelin	NYSED Career Pathways Directors Meeting	Albany, NY
3/14/2009	Daniel Paolangeli	Managing Copy Services at Colleges	Memphis, TN
3/16/2009	Katrina Campbell	Salient's "Train the Trainer"	TC3
3/18-3/20/09	Nicole Haviland	2009 Illiad International Conference	Virginia Beach, VA
3/18-3/20/09	Gregg Kiehl	2009 Illiad International Conference	Virginia Beach, VA
3/19/2009	Jenna Lenhardt	IIE'S 4th Annual Best Practices Conference	NYC
3/20/09	Nadine Wood	13th Annual HIV/AIDS Conference	Syracuse, NY
3/24/2009	Katrina Campbell	Good to Great Workshop	TC3

DATE	EMPLOYEE	PROGRAM	LOCATION
3/24/2009	Julie Gerg	Good to Great Workshop	TC3
3/24/2009	Sara Knobel	Good to Great Workshop	TC3
3/24/2009	Rhonda Kowalski-Oltz	Good to Great Workshop	TC3
3/26/2009	Andy Davis	Good to Great Workshop	TC3
3/26/2009	Shari Shapleigh	Good to Great Workshop	TC3
3/26/2009	Dan Squires	Good to Great Workshop	TC3
3/29-3/30/09	Susan Cerretani	NYSCLA Conference	Corning, NY
3/29-3/30/09	Sophia Georgiakaki	NYSCLA Conference	Corning, NY
3/29-3/30/09	Marilyn Webb	NYSCLA Conference	Corning, NY
4/2009	Doug Connery	Energy Conservation	Ithaca College, NY
4/2009	Dale Jacobs	Energy Conservation	Ithaca College, NY
4/2009	Tony DeFranco	Integrating the Virtual World at SUNY IT	SUNY IT, Utica, NY
4/2009	Bob Yavits	Integrating the Virtual World at SUNY IT	SUNY IT, Utica, NY
4/2009	Gerry McDonough	Dialogue on Learning and the Gallup Educator Seminar	TC3
4/2009	Karen Pastorello	Presented at SUNY Scholars' Sixtieth Anniversary Conf	Albany, NY
4/1/09 - 4/3/09	Sharon Dovi	Dialogue for Learning - Strengths Quest Conference	TC3
4/1/09 - 4/3/09	Wilfred Drew	Dialogue for Learning - Strengths Quest Conference	TC3
4/1/09 - 4/3/09	Jenna Lenhardt	Dialogue for Learning - Strengths Quest Conference	TC3
4/1/09 - 4/3/09	Nadine Wood	Dialogue for Learning - Strengths Quest Conference	TC3
4/2/09	Hal Brown	Dialogue for Learning - Strengths Quest Conference	TC3
4/2/09	Amy Trueman	Dialogue for Learning - Strengths Quest Conference	TC3
4/2/09-4/3/09	Carolyn Boone	Dialogue for Learning - Strengths Quest Conference	TC3
4/2/09-4/3/09	Katrina Campbell	Dialogue for Learning - Strengths Quest Conference	TC3
4/2/09-4/3/09	Marilyn Webb	Dialogue for Learning - Strengths Quest Conference	TC3
4/2/09	Hal Brown	Webinar; SUNY Career Development Organization	Web
4/3/09	Testa, Paul	Cornell Engineering Research Conference (CERC)	Ithaca, NY
4/8/09	Bob Edgecomb	Second Life Workshop	SUNY IT
4/8/09 - 4/10/09	Spencer, Becky	NLNAC Self Study Forum	New Orleans, LA
4/15/2009	Julie Gerg	AFP 2009 Great Lakes Conference	Rochester, NY
4/15/2009	Sara Knobel	AFP 2009 Great Lakes Conference	Rochester, NY
4/15/2009	Karen Macier	AFP 2009 Great Lakes Conference	Rochester, NY
4/15/09 - 4/18/09	Piery. Miguel	Northeast Conference on Foreign Languages	NYC, NY
4/17/09 - 4/19/09	Hal Brown	Northeast LGBT College Leadership Conference	SUNY Albany
4/17/09 - 4/19/09	Sophia Georgiakaki	NYSMATYC Annual Conference	Albany, NY
4/22/09 - 4/23/09	Gregg Kiehl	SUNY Council of Library Directors Spring Meeting	Saratoga, NY
4/22/09 - 4/23/09	Gregg Kiehl	SUNY Council of Library Directors: Elected Covener for CC Sector 09-10	
4/22/09 - 4/25/09	Stephanie Bowden	How Successful Directors Manage	
4/24/2009	Nadine Wood	SLN Workshop 2: Presenting Content Online	TC3
4/24/09 - 4/26/09	James Jacob	Empire State Assoc of Two-Year College Biologists (ESATYCB)	Corning, NY
4/24/09 - 4/26/09	Carol Morris	Empire State Assoc of Two-Year College Biologists (ESATYCB)	Corning, NY
4/30/09 - 5/1/09	Carol Sammis	Dialogue on Learning	TC3

DATE	EMPLOYEE	PROGRAM	LOCATION
5/2009	Doug Connery	Energy Efficient Chilled Water Design	Buffalo, NY
5/2009	Dale Jacobs	Energy Efficient Chilled Water Design	Buffalo, NY
5/2009	Tony DeFranco	CIT 2009	SUNY Oswego
5/2009	Bob Yavits	CIT 2009	SUNY Oswego
5/2009	Brent Doane	NJCAA Softball Coaches Association (Assoc. President)	Providence, RI
5/2009	Darese Dossal-Scaffido	Strengths Quest Conference	TC3
5/2009	Kim Kessler	Strengths Quest Conference	TC3
5/2009	Marc Webster	Strengths Quest Conference	TC3
5/1/2009	Kim Sharpe	Clinical Simulations - Conception to Integration	Albany, NY
5/1/2009	Susan Greener	Continued Education Assoc. NY Conference	TC3
5/1/2009	Susan Greener	Continuing Education Association of NY Regional Conference	Ithaca, NY
5/1/2009	Martha Hubbard	Continued Education Assoc. NY Conference	TC3
5/1/2009	Mary Hallisey	Council for Assoc Degree Nursing in NUS	Albany, NY
5/5/2009	Susan Greener	SUNY Business & Education Cooperative of the So. Tier	Binghamton, NY
5/7/2009	Sharon Dovi	Tompkins County Diversity Consortium Community Diversity Roundtable Event, "Preparing for Change"	Ithaca, NY
5/7/2009	Susan Greener	Tompkins County Diversity Consortium Community Diversity Roundtable Event, "Preparing for Change"	Ithaca, NY
5/7/2009	Karl Madeo	Tompkins County Diversity Consortium Community Diversity Roundtable Event, "Preparing for Change"	Ithaca, NY
5/7/2009	Seth Thompson	Tompkins County Diversity Consortium Community Diversity Roundtable Event, "Preparing for Change"	Ithaca, NY
5/7/2009	Khaki Wunderlich	Tompkins County Diversity Consortium Community Diversity Roundtable Event, "Preparing for Change"	Ithaca, NY
5/8/2009	Susan Greener	Community Workshops for Business Leaders--Deliver Sustained Higher Performance Under Pressure	Ithaca, NY
5/11/2009	Marcia Waffner	LERN Webinar - Forecasting and Projection Planning for 2009	Online
5/18/2009	Leah MacLeod	Math Across the Community College Curriculum	TC3
5/18/09 - 5/23/09	James Jacob	Case Studies in Science Summer Workshop	Anherst, NY
5/19/2009	Steven Massey-Crouch	Presented workshop "Using the Principles of Instructional Design to Create Problem-Based and Collaborative Learning Events" at CIT (conference on Instructional Technologies)	Oswego, NY
5/31-6/3/09	Susan Greener	ASTD 2009 International Conference & Exposition	Washington, DC
6/2009	Wilfred Drew	SUNY Librarians Association (SUNYLA) Annual Conference (presenter)	Syracuse, NY
6/2009	Judith Longo	SUNYRA	Tarrytown, NY
6/2009	Linda Pasto	Mosby's Faculty Development Institute	Orlando, FL
6/2009	Linda Pasto	Strengths Quest National Conference	Omaha, NE
6/2009	James Turner	Code Official Training Annual Update	Fredonia, NY
6/2009	Sarah Vogel	Good to Great Leadership Training Seminar with Idalynn	TC3
6/2009	Marc Webster	Strengths Quest Education Seminar	TC3
6/2009	Lauren Wright	SUNYRA	Tarrytown, NY

DATE	EMPLOYEE	PROGRAM	LOCATION
6/2009	Barbara Wolcott	Good to Great Leadership Training Seminar with Idalynn	TC3
6/2009	Khaki Wunderlich	NYS Disability Services Council Conferenc	Canandaigua, NY
6/2009	Khaki Wunderlich	Presented at Gallup Org Building a Strengths-based Campus	Omaha, NE
6/1/09 - 6/3/09	Nadine Wood	17th Annual Conference for Nurse Educators	North Yarmouth, MA
6/2/09	Julie Gerg	AFP Finger Lakes - Having a Productive Conversation w/ DonorsCorning, NY	Syracuse, NY
6/2/09	Sara Knobel	AFP Finger Lakes - Having a Productive Conversation w/ DonorsCorning, NY	Syracuse, NY
6/2/09	Karen Macier	AFP Finger Lakes - Having a Productive Conversation w/ DonorsCorning, NY	Syracuse, NY
6/2/09	Randy Stewart	AFP Finger Lakes - Having a Productive Conversation w/ DonorsCorning, NY	Syracuse, NY
6/2/2009	Amin Rashid	On Point for College Retention Conference	Syracuse, NY
6/3/09 - 6/5/09	Stephanie Bowden	SUNY Child Care Conference	
6/3/09 - 6/5/09	Nancy Estep	SUNY Child Care Conference	
6/3/09 - 6/5/09	Jim Hull	SUNY CDO Conference	Watkins Glen, NY
6/8/2009	Ralph Shortell	Nat'l Assoc. of Campus Activities	Lake Harmony, PA
6/8/2009	Robin Slocum	Nat'l Assoc. of Campus Activities	Stroudsburg, PA
6/8/2009	Ann Sullivan	SUNYLA (SUNY Librarian's Association) Conference	OCC, Syracuse, NY
6/10/09 - 6/12/09	Pat Carroll	NEACUHO Annual Conference	Binghamton, NY
6/10/09 - 6/12/09	Darese Doskal-Scaffido	NEACUHO Annual Conference	Binghamton, NY
6/10/09 - 6/12/09	Marc Webster	NEACUHO Annual Conference	Binghamton, NY
6/10/09 - 6/12/09	Kris Altucher	SUNY AIRPRO Summer Meeting	Buffalo, NY
6/10/09 - 6/12/09	Lisa Payne	SUNY AIRPRO Summer Meeting	Buffalo, NY
6/10/09 - 6/12/09	Joyce Burk	SUNYCUAD Conference	Lake Placid, NY
6/10/09 - 6/12/09	Bryan Chambala	SUNYCUAD Conference	Lake Placid, NY
6/10/09 - 6/12/09	Robert Edgecomb	SUNYCUAD Conference	Lake Placid, NY
6/10/09 - 6/12/09	Jennica Petrella-Baum	SUNYCUAD Conference	Lake Placid, NY
6/10/09 - 6/13/09	Mary Hallisey	Int'l Assoc of Clinical Simulation and Learning Annual Conf	St. Louis, MO
6/10/09 - 6/13/09	Glenna McMinn	Int'l Assoc of Clinical Simulation and Learning Annual Conf	St. Louis, MO
6/15/09 - 6/18/09	Andy Davis	National Soccer Coaches Association Conf.	St. Louis, MO
6/15/09 - 6/18/09	Mick McDaniel	National Soccer Coaches Association Conf.	St. Louis, MO
6/16/09 - 6/18/09	Carolyn Boone	NYS Disability Services Council Conference	Canandaigua, NY
6/16/09 - 6/19/09	Dan Squires	CPR and AED	
6/18/09	Anderson, Margaret	SUNYLA (SUNY Librarian's Association) Conference	OCC, Syracuse, NY
6/19/2009	Darese Doskal-Scaffido	Community College Housing Workshop	Fingerlakes Comm.
6/19/2009	Kim Kessler	Community College Housing Workshop	Fingerlakes Comm.
6/24/09 - 6/26/09	Kim Kessler	Building Strengths-Based Campus	Omaha, NE
	Amy Voorhees	Plyometric Training	
	Amy Voorhees	Shoulder Girdle Stabilization	
	Amy Voorhees	Winning Sports Nutrition	
	Khaki Wunderlich	Presented at NY College Learning Skills Assoc 2009 Symposium	Corning, NY

DATE	EMPLOYEE	PROGRAM	LOCATION
	Athletics/Rec. Dept.	All full-time staff and coaching staff completed	
	Athletics/Rec. Dept.	All participated and hosted the Student Life Group team workshops on campus.	TC3
	Athletics/Rec. Dept.	ARC First Aid and CPR for the Professional Rescuer. All staff participated in "Good to Great" discussions with Idahlynn.	TC3
	Student Health Center	Staff have attended N.Y.S. meetings regarding student immunization requirements and NYSIIS training. As well as, Dept. of Health Administrative training.	

**TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
January 2009 - June 2009**

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

DATE	EMPLOYEE	PROGRAM	LOCATION
1/2009 - 6/2009	Ken McEwan	Sabbatical Leave in the Dominican Republic	
1/1/2009	Olivia Hersey	Dox Seminar	Syracuse, NY
1/12/2009	Steven Massey-Crouch	Angel training for 7.3 version	TC3
1/23/09 - 1/24/09	Andy Davis	NETA Personal Training Certification	
2/1/2009	Janice Lawrence	Close Encounters with THOSE People	TC Public Library
2/1/2009	Douglas Rees	Microsoft System Center OS Deployment Webinar	TC3
2/1/2009	Douglas Rees	NACCU Web Conference - Trends in Campus Security	TC3
2/4, 3/11, 5/11	Bickford, Frank	Advisement Workshop	TC3
2/2009 - 4/2009	Jenna Lenhardt	F-1 SEVIS Fundamentals Training (3 sessions)	NYC
2/10/2009	Ryan Cochran	DWI Training for Police and Prosecutors "Cops in Court"	Binghamton, NY
2/10/2009	Mike Thornton	DWI Training for Police and Prosecutors "Cops in Court"	Binghamton, NY
2/18/2009	Bickford, Frank	e-Books Workshop	TC3
2/20/2009	Janice Lawrence	NCBI Training	TC3
2/20/2009	Marilyn Webb	NCBI training	TC3
3/1/2009	Douglas Rees	Microsofts System Center Configuration Manager	TC3
3/1/2009	Olivia Hersey	Microsoft Exchange Service 2007 Training	Syracuse, NY
3/1/2209	Brandon Wood	Microsoft TechNet Events	Syracuse, NY
3/11/2009	All Enrollment Services Center and Academic Records staff, Lisa Doran and Blix Taetzsch	Lean Office Overview/Training	TC3
3/16/09 - 3/17/09	Jenna Lenhardt	Salient Train-the-Trainer	TC3
3/16/2009	Lisa Doran	Salient Training	TC3
3/16/2009	Gerry McDonough	Salient Training	TC3
3/17/09 - 3/18/09	Joyce Burk	Salient Training	TC3
3/17/2009	Joan Barrows	Salient Training	TC3
3/17/2009	Martha Hubbard	Salient Training	TC3
3/17/2009	Rhonda Kowalski-Oltz	Salient Training	TC3
3/17/2009	Michele Lopez	Salient Training	TC3
3/17/2009	Karl Madeo	Salient Training	TC3
3/18/2009	Marilyn Webb	Salient Training	TC3
3/17/2009	Victoria Zeppelin	Salient Training	TC3

DATE	EMPLOYEE	PROGRAM	LOCATION
3/18/2009	Joe Jerome	Preparedness, Response, Recovery: High Consequence Events On Campus	Dutchess Community College
3/18/2009	Mike Thornton	Preparedness, Response, Recovery: High Consequence Events On Campus	Dutchess Community College
3/18/09-3/19/09	Colleen Armstrong	Lean Office Value Stream Mapping	TC3
3/18/09-3/19/09	Kathleen Boyd	Lean Office Value Stream Mapping	TC3
3/18/09-3/19/09	Michelle Doe	Lean Office Value Stream Mapping	TC3
3/18/09-3/19/09	Lisa Doran	Lean Office Value Stream Mapping	TC3
3/18/09-3/19/09	James Janke	Lean Office Value Stream Mapping	TC3
3/18/09-3/19/09	Sharon Karwowski	Lean Office Value Stream Mapping	TC3
3/18/09-3/19/09	Mary Sue Keep	Lean Office Value Stream Mapping	TC3
3/18/09-3/19/09	Gerry McDonough	Lean Office Value Stream Mapping	TC3
3/18/09-3/19/09	Bonnie Moffett	Lean Office Value Stream Mapping	TC3
3/18/09-3/19/09	Maureen Orzel	Lean Office Value Stream Mapping	TC3
3/18/09-3/19/09	Julie Ray	Lean Office Value Stream Mapping	TC3
3/18/09-3/19/09	Corrina Struzick	Lean Office Value Stream Mapping	TC3
3/19/2009	Jenna Lenhardt	IIE/AACC Annual Community College Pre-Conference Wksp.	NYC
3/29/09 - 4/1/09	Julie Gerg	AFP National Conference	New Orleans, LA
3/29/09 - 4/1/09	Karen Macier	AFP National Conference	New Orleans, LA
4/2009	Amy Trueman	Summer Job/Internship Fair	
4/1/2009	Tony DeFranco	Using Social Networking Tools to Improve Learning Webinar	TC3
4/1/2009	Bob Yavits	Using Social Networking Tools to Improve Learning Webinar	
4/1/2009	Bob Yavits	SLN Workshop #1 - Introduction to Online Learning	TC3
4/1/2009	Bob Yavits	SLN Workshop #2 - Presenting Content in Your Online Course	TC3
4/8/2009	Bickford, Frank	Financial Aid Workshop	TC3
4/9/2009	Victoria Zeppelin	Salient Training for CollegeNow	TC3
4/9/2009	Rhonda Kowalski-Oltz	Salient Training for CollegeNow	TC3
4/9/2009	Karl Madeo	Salient Training for CollegeNow	TC3
4/20/2009	Chrissie Askew	OSHA Training	Binghamton, NY
4/21/2009 & 5/6/20	Mary Bush	Lean Office Kaizen Event - Phones	TC3
4/21/2009 & 5/6/20	Cindy Christensen	Lean Office Kaizen Event - Phones	TC3
4/21/2009 & 5/6/20	Michelle Doe	Lean Office Kaizen Event - Phones	TC3
4/21/2009 & 5/6/20	Lisa Doran	Lean Office Kaizen Event - Phones	TC3
4/21/2009 & 5/6/20	Sandy Drumluk	Lean Office Kaizen Event - Phones	TC3
4/21/2009 & 5/6/20	Karen Hannan	Lean Office Kaizen Event - Phones	TC3
4/21/2009 & 5/6/20	Sharon Karwowski	Lean Office Kaizen Event - Phones	TC3
4/21/2009 & 5/6/20	Mary Sue Keep	Lean Office Kaizen Event - Phones	TC3
4/21/2009 & 5/6/20	Laura Path-Falso	Lean Office Kaizen Event - Phones	TC3
4/21/2009 & 5/6/20	John Petrella	Lean Office Kaizen Event - Phones	TC3
4/21/2009 & 5/6/20	Gerri Relyea	Lean Office Kaizen Event - Phones	TC3
4/21/2009 & 5/6/20	Corrina Struzick	Lean Office Kaizen Event - Phones	TC3

DATE	EMPLOYEE	PROGRAM	LOCATION
4/21/2009 & 5/6/20	Blix Taetzsch	Lean Office Kaizen Event - Phones	TC3
4/22/2009	Bickford, Frank	Computer Forensics Talk	TC3
4/27/2009	Colleen Armstrong	Lean Office Kaizen Event - Incoming Transcripts	TC3
4/27/2009	Michelle Doe	Lean Office Kaizen Event - Incoming Transcripts	TC3
4/27/2009	Lisa Doran	Lean Office Kaizen Event - Incoming Transcripts	TC3
4/27/2009	Sharon Karwowski	Lean Office Kaizen Event - Incoming Transcripts	TC3
4/27/2009	Mary Sue Keep	Lean Office Kaizen Event - Incoming Transcripts	TC3
4/27/2009	Jackie Longo	Lean Office Kaizen Event - Incoming Transcripts	TC3
4/27/2009	Terry Manderville	Lean Office Kaizen Event - Incoming Transcripts	TC3
4/27/2009	Kelly Poire	Lean Office Kaizen Event - Incoming Transcripts	TC3
4/27/2009	Julie Ray	Lean Office Kaizen Event - Incoming Transcripts	TC3
4/27/2009	Corrina Struzick	Lean Office Kaizen Event - Incoming Transcripts	TC3
4/27/2009	Blix Taetzsch	Lean Office Kaizen Event - Incoming Transcripts	TC3
4/29/2009	Lisa Doran	Lean Office Kaizen Event - Deadlines	TC3
4/29/2009	Sandy Drumluk	Lean Office Kaizen Event - Deadlines	TC3
4/29/2009	Sharon Karwowski	Lean Office Kaizen Event - Deadlines	TC3
4/29/2009	Jackie Longo	Lean Office Kaizen Event - Deadlines	TC3
4/29/2009	Bonnie Moffett	Lean Office Kaizen Event - Deadlines	TC3
4/29/2009	Maureen Orzel	Lean Office Kaizen Event - Deadlines	TC3
4/29/2009	Blix Taetzsch	Lean Office Kaizen Event - Deadlines	TC3
5/4/09-5/8/09	Marsha Powell	Advanced Forensic Training, Nat'l Computer Forensic Institute	Hoover, AL
5/9/2009	Alfred Okaru	Completed ARC Water Safety Instructor Certification (Courses Jan. - April 2009)	Cornell Univ.
5/13/2009	Karen Macier	SUNY Advancement	Skaneateles
5/13/09 & 5/20/09	Ansbro, Mimi	Assessing and Documenting Study Abroad Learning Outcomes	Webinar
5/18/2009	Teresa Davis	Salient Training	Dryden, NY
5/18/2009	Bob Edgecomb	Salient Training	TC3
5/18/2009	Georgiakaki, Sophia	MAC3 Traveling Workshop	TC3
5/18/09 - 5/21/09	Ryan Cochran	Radar/Lidar Operator Course	Southern Tier LE Academy, Corning CC
5/18/09 - 5/21/09	Mike Thornton	Radar/Lidar Operator Course	Southern Tier LE Academy, Corning CC
5/19/09 & 8/24/09	Cerretani, Susan	CollegeNow Prof Dev wkshop - Concurrent enrollment Engl Inst	TC3
5/27/09 - 5/30/09	Nicolai Kilmaszewski	F295 Conference on 21st Century Photography	Pittsburgh, PA
6/2009	Andy Davis	CPR/AED Certification	
6/2009	Alfred Okaru	CPR/AED Training	
6/2009	Shari Shapleigh	New York College Health Association Annual Meeting: continuing Ed. Credits and Administrative Skills	Syracuse, NY

DATE	EMPLOYEE	PROGRAM	LOCATION
6/2009	Shari Shapleigh	America College Health Association Annual Meeting- Continuing Ed. Presenter	San Fransico, CA
6/2009	Amy Voorhees	CPR and First Aid Certification	
6/2009	Amy Voorhees	CPR and First Aid Instructor Certification	
6/1/2009	James MacLain	PowerCampus training from SunGard	TC3
6/1/2009	Bob Yavits	SLN Workshop #3 - Integrating Interaction in Your Online Course	TC3
6/1/2009	Bob Yavits	SLN Workshop #4 - Authentic Online Assessment	TC3
6/1/09-6/3/09	Pat Rueb	Polish it Off! Proofing & Editing	TC3
6/5/2009	Karen Macier	AFP Monthly Session	Ithaca, NY
6/5/2009	Margaret Anderson	DIY Digitization Basics	Ithaca, NY
6/8/09-6/12/09	Ryan Cochran	Police Mountain Bike Training	Ithaca College, NY
6/8/09-6/12/09	Mike Thornton	Police Mountain Bike Training	Ithaca College, NY
6/11/2009	Mimi Ansbro	Risk management for Sruy Abraod Administrators	Webinar
several	Mimi Ansbro	CTC Roundtables	TC3

**TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
January 2009 - June 2009**

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

DATE	EMPLOYEE	PROGRAM	LOCATION
Spring 2009	Joyce Burk	A.A.S. Business Administration-Marketing	TC3
Spring 2009	Tony DeFranco	Information Technologies	SUNY IT
Spring 2009	Tony DeFranco	Information Theory	SUNY IT
Spring 2009	Tony DeFranco	Ethnographic Research	SUNY IT
Spring 2009	Tony DeFranco	Information Desgin	SUNY IT
Spring 2009		MS Access 2007 (CAPS 131 Introduction to Databases)	TC3
Spring 2009	David Path	English 103	TC3
4/17/09	James Jacob	NSF CCLI Curriculum and project Development	FLCC, Canandaigua, NY
June 2009	Marc Webster	Enrolled in Doctoral Degree in Music Program	Eastman School of Music
Continuing	Steven Massey-Crouch	PhD work with Capella University	

**TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
January 2009 - June 2009**

OTHER DEVELOPMENT ACTIVITIES - various other programs attended by employees.

DATE	EMPLOYEE	PROGRAM	LOCATION
1/29/2009	Carolyn Boone	NISOD Webinar "The Massachusetts Story: Recruiting and Retaining Minority Faculty, Staff and Administrators"	TC3
1/29/2009	Darese Doskal-Scaffido	NISOD Webinar "The Massachusetts Story: Recruiting and Retaining Minority Faculty, Staff and Administrators"	TC3
1/29/2009	Sharon Dovi	NISOD Webinar "The Massachusetts Story: Recruiting and Retaining Minority Faculty, Staff and Administrators"	TC3
1/29/2009	Seth Thompson	NISOD Webinar "The Massachusetts Story: Recruiting and Retaining Minority Faculty, Staff and Administrators"	TC3
1/29/2009	Jenna Lenhardt	NISOD Webinar "The Massachusetts Story: Recruiting and Retaining Minority Faculty, Staff and Administrators"	TC3
1/29/2009	Lisa Payne	NISOD webinar "The Massachusetts Story: Recruiting and Retaining Minority Faculty, Staff and Administrators"	TC3
1/29/2009	Amy Trueman	NISOD Webinar "The Massachusetts Story: Recruiting and Retaining Minority Faculty, Staff and Administrators"	TC3
2/1/2009	Bob Yavits	Books - a Useful Resource or Just "Ink on Dead Trees?"	CTC Roundtable
2/1/2009	Bob Yavits	Creating class lectures in Angel	CTC Roundtable
2/1/2009	Bob Yavits	Mobile Technology in the Classroom	CTC Roundtable
2/1/2009	Bob Yavits	Social Networking Tools	CTC Roundtable
2/9/2009	Victora Zeppelin	Roundtable on Rave Wireless	College Teaching Center, TC3
2/11/2009	Victora Zeppelin	How to Web-Enhance Your Classroom Course with Angel	College Teaching Center, TC3
3/1/2009	Janice Lawrence	The Seven Deadly Sins of Pseudoscience	CTC Roundtable
3/1/2009	Bob Yavits	The Seven Deadly Sins of Pseudoscience	CTC Roundtable
3/1/2009	Bob Yavits	The Beauty of Ireland through the eyes and voices of TC3 students	CTC Roundtable
3/6/2009	Lisa Payne	Facebook Workshop	TC3
3/6/2009	Marcia Waffner	Facebook Workshop	TC3
3/14/09 - 3/17 /09	Mick McDaniel	Region III Athletics Conference	Syracuse, NY
4/1/2009	Bob Yavits	Reading Challenges & Challenging Readings	CTC Roundtable
4/1/2009	Bob Yavits	Student cell phones	CTC Roundtable
4/3/2009	Gail Frutchet	Teambuilding Seminar - Understanding Each Others Styles	Cortland Country Club
4/3/2009	Susan Greener	Teambuilding Seminar - Understanding Each Others Styles	Cortland Country Club
4/3/2009	Martha Hubbard	Teambuilding Seminar - Understanding Each Others Styles	Cortland Country Club
4/3/2009	Maureen Maus	Teambuilding Seminar - Understanding Each Others Styles	Cortland Country Club

DATE	EMPLOYEE	PROGRAM	LOCATION
4/3/2009	Sharon Sanford	Teambuilding Seminar - Understanding Each Others Styles	Cortland Country Club
4/3/2009	Sherri Smith	Teambuilding Seminar - Understanding Each Others Styles	Cortland Country Club
4/3/09 - 4/7/09	Mick McDaniel	NJCAA National Convention	Providence, RI
4/7/2009	Sharon Dovi	Speed Networking	Ithaca, NY
6/1/09- 6/6/09	Mick McDaniel	NJCAA National Golf Championship	Chautauqua, NY
	Leah MacLeod	Presented on Learning Communities	TC3
	Karen Pastorello	Published "The Transfigured Few	

To: Board of Trustees

From: Susan Dewey

Date: September 14, 2009

Re: Memo on Budget Transfers totaling \$6,486 for the period June 2009 – August 2009

In accordance with Board of Trustees policy, I am reporting budget transfers that have been authorized by the President for the 2008-2009 budget year. These transfers are between object and/or function and do not exceed \$5,000.

5470 College Now Administration: A transfer of \$3,086 was made from .427 postage line to salary lines cover additional non-work study and overtime salaries.

5270 Disney Administration/5215 International Recruiting: A transfer of \$3400 was made from .400 contractual into .100 salary lines to cover additional overload and overtime within the Disney and International recruiting budgets.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL PAYMENTS
SEPTEMBER 2009**

			Amount	Subtotal	Grand Total
Renovations 2B					
11 60	B&B Floor Covering (PO #26443) Invoice #CG900509, Stair Nosings		\$3,900.00		
	Total Renovations 2B			\$3,900.00	
Cafeteria Renovations Project					
11 61	Homer Iron Works, LLC Invoice #27714, Table Modification		\$120.00		
11 62	Frey and Campbell, Inc. (PO #26501) Application #3, Plumbing		\$21,778.38		
11 63	Shisler Electrical Contractor, Inc. (PO #26502) Application #3, Electrical		\$22,063.88		
11 64	American Refrigeration (PO #26615) Invoice 8/18/09, Modifications		\$6,378.00		
	Total Cafeteria Renovations Project			\$50,340.26	
New Classrooms Project 2009					
11 65	Berco (PO #26487) Invoice #116506, Tables		\$38,954.15		
11 66	Global (PO #26489) Invoice #004061403, Chairs		\$14,597.60		
11 67	Visual Technologies (PO #26445) Invoice #09-082701, Smartclassrooms		\$150,515.14		
11 68	Wilcox Building Specialties (PO #26716) Invoice #1295, Visual Display Boards		\$9,637.00		

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL PAYMENTS
SEPTEMBER 2009**

		Amount	Subtotal	Grand Total
11 69	G.R. Noto (PO #26452) Application #3, Electrical	\$24,225.00		
11 70	Edward Galvin, Inc. (PO #26450) Final Application , HVAC	\$21,114.90		
11 71	S.J. Thomas Co., Inc. (PO #26453) Application #5, General Construction	\$208,560.52		
11 72	Gary L. Wood, P.E. Invoice # 090048, Building Inspection Svces.	\$1,133.50		
11 73	Computing Center (PO #26816) Invoice #260407, Port switches, extensions	\$2,062.50		
	Total New Classrooms Project 2009		\$257,096.42	
	Signage 2009			
11 74	Gibian Design Group Invoice #TC3 0913, Design Services	\$1,225.00		
	Total Signage 2009		\$1,225.00	
<hr/>				
	September 2009 Grand Total			\$312,561.68

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

July 31, 2009

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

July 31, 2009

NARRATIVE HIGHLIGHTS	PAGE 1-2
BALANCE SHEET	PAGE 3
APPROPRIATIONS	PAGE 4-6
REVENUES	PAGE 7
CASH FORECAST	PAGE 8
CAPITAL FUND SUMMARY	PAGE 9

Narrative Highlights
Treasurer's Report
31-Jul-09

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$1,370,393 in a money market savings account averaging .5% interest earnings for July and \$177,604 in savings. The maximum amount available for investment will fluctuate with a peak of \$3,800,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$1,712,552 is down from \$2,489,023. Student receivables are underwritten by various funding agencies such as TAP, PELL, TRA, Student Loan and local employers.

DUE FROM STATE GOVERNMENTS - (PAGE 3)

DUE FROM OTHER GOVERNMENTS AND FUNDS - (PAGE 3)

Out of county chargebacks have an outstanding balance of \$330,500. The interfunds account balance of \$2,501,032 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 July 31, total expenditures amounted to \$30,107,755 or 93.19% of the 2008-2009 budget. Comparable expenditures for this same period last year were \$25,391,212 or 84.63% of the 2007-2008 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$33,175,800 are 102.7% of the revenue budget. Prior year revenues were \$29,500,633 or 98.33% 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 2002-2007 Capital Construction Budget totals \$34,253,262. As of July 2009, \$33,856,890 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
July 2009**

	Current Month <u>7/31/2009</u>	Previous Month <u>6/30/2009</u>	Previous Year 7/31/2008
ASSETS			
Cash in Demand Deposit	\$264,543	\$210,375	\$232,209
Cash in Time Deposits	1,547,997	1,139,612	2,358,239
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	1,712,552	2,489,023	2,328,166
Accounts Receivable--Misc.	121,405	998,724	1,018,559
Prepaid Expenses	(84,092)	(84,897)	
Due From Other Funds	2,501,032	2,413,622	1,641,959
Due From Sponsor Governments	0	0	
Due From State Governments	0	2,438,716	82,675
Due From Other Governments	330,500	457,095	102,767
	<u>\$6,395,667</u>	<u>\$10,064,000</u>	<u>\$7,766,304</u>
TOTAL ASSETS			
LIABILITIES AND SURPLUS			
Vouchers Payable	\$1,382	\$15,435	\$43,605
Payroll Liabilities	1,541,017	2,056,907	1,348,333
Student Financial Aid Liabilities	110,421	116,981	69,956
Accrued Liabilities	1,135,306	1,230,935	950,692
Due to Other Funds	262,473	211,839	260,966
Due to State Governments	0	0	
Student Tuition Collected in Advance	(213,377)	(163,402)	146,675
Fund Balance	511,441	511,441	308,490
Revenue Over (Under) Expenditures	3,047,004	6,083,864	4,637,587
	<u>\$6,395,667</u>	<u>\$10,064,000</u>	<u>\$7,766,304</u>
TOTAL LIABILITIES AND SURPLUS			

TOMPKINS CORTLAND COMMUNITY COLLEGE
APPROPRIATIONS 2008-2009
FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2009

	PER CENT YEAR					92.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>	
Instruction						
Personal Services	7,934,004	7,938,961	8,050,986	(112,025)	101.41%	
Equipment	38,300	92,634	68,428	24,206	0.00%	
Contractual Expenses	3,367,672	3,311,045	3,137,182	173,863	94.75%	
Employee Benefits	2,802,054	2,802,054	<u>2,797,472</u>	<u>4,582</u>	99.84%	
Total Instruction	<u>14,142,030</u>	<u>14,144,694</u>	<u>14,054,068</u>	<u>90,626</u>	<u>99.36%</u>	
Public Service						
Personal Services	44,005	44,445	35,812	8,633	80.58%	
Equipment			0	0	0.00%	
Contractual Expenses	2,095	345	52	293	15.07%	
Employee Benefits	12,802	12,802	<u>12,534</u>	<u>268</u>	97.91%	
Total Public Service	<u>58,902</u>	<u>57,592</u>	<u>48,398</u>	<u>9,194</u>	<u>84.04%</u>	
Academic Support						
Personal Services	1,412,860	1,414,678	1,222,831	191,847	86.44%	
Equipment	0	86,994	45,291	41,703	0.00%	
Contractual Expenses	241,515	258,266	158,136	100,130	61.23%	
Employee Benefits	476,556	387,414	<u>432,406</u>	<u>(44,992)</u>	<u>111.61%</u>	
Total Academic Support	<u>2,130,931</u>	<u>2,147,352</u>	<u>1,858,664</u>	<u>288,688</u>	<u>86.56%</u>	
Libraries						
Personal Services	472,640	472,640	449,948	22,692	95.20%	
Equipment		0	0	0	0.00%	
Contractual Expenses	165,876	165,876	152,472	13,404	91.92%	
Employee Benefits	63,365	152,508	<u>157,643</u>	<u>(5,135)</u>	<u>103.37%</u>	
Total Libraries	<u>701,881</u>	<u>791,024</u>	<u>760,063</u>	<u>30,961</u>	<u>96.09%</u>	

APPROPRIATIONS 2008-2009 (Cont.)

PER CENT YEAR

92.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Student Services					
Personal Services	2,682,990	2,697,527	2,574,209	123,318	95.43%
Equipment	0	798	982	(184)	0.00%
Contractual Expenses	1,910,124	1,904,189	1,504,578	399,611	79.01%
Employee Benefits	839,387	839,387	<u>899,408</u>	<u>(60,021)</u>	<u>107.15%</u>
Total Student Services	<u>5,432,501</u>	<u>5,441,901</u>	<u>4,979,177</u>	<u>462,724</u>	<u>91.50%</u>
Maintenance and Operation of Plant					
Personal Services	2,045,527	2,012,322	1,776,379	235,943	88.28%
Equipment	77,376	63,179	29,478	33,701	0.00%
Contractual Expenses	1,695,310	1,708,564	1,078,875	629,689	63.15%
Employee Benefits	657,489	657,489	<u>641,666</u>	<u>15,823</u>	<u>97.59%</u>
Total Maintenance and Operation of Plant	<u>4,475,702</u>	<u>4,441,554</u>	<u>3,526,398</u>	<u>915,156</u>	<u>79.40%</u>
Institutional Support					
Personal Services	1,298,826	1,300,339	1,201,223	99,116	92.38%
Equipment	0	2,162	2,208	(46)	0.00%
Contractual Expenses	400,124	397,915	350,074	47,841	87.98%
Employee Benefits	397,073	397,073	<u>422,160</u>	<u>(25,087)</u>	<u>106.32%</u>
Total Institutional Support	<u>2,096,023</u>	<u>2,097,489</u>	<u>1,975,665</u>	<u>121,824</u>	<u>94.19%</u>
General Institutional Services					
Personal Services	1,546,613	1,570,655	1,504,071	66,584	95.76%
Equipment	163,695	59,938	70,430	(10,492)	0.00%
Contractual Expenses	1,053,450	1,049,530	806,040	243,490	76.80%
Employee Benefits	505,007	505,007	<u>524,780</u>	<u>(19,773)</u>	<u>103.92%</u>
Total General Institutional Services	<u>3,268,765</u>	<u>3,185,130</u>	<u>2,905,321</u>	<u>279,809</u>	<u>91.22%</u>
TOTAL APPROPRIATIONS	<u>32,306,736</u>	<u>32,306,736</u>	<u>30,107,754</u>	<u>2,198,982</u>	<u>93.19%</u>

2008-2009 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

PER CENT YEAR 92.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	150,000	150,000	56,539	93,461	37.69%
State Employee's Retirement	450,000	450,000	513,193	(63,193)	114.04%
State Teacher's Retirement	140,000	140,000	119,024	20,976	85.02%
Optional Retirement Fund	877,667	877,667	895,592	(17,925)	102.04%
Social Security	1,337,791	1,337,791	1,241,475	96,316	92.80%
Workers Compensation	100,000	100,000	112,197	(12,197)	112.20%
Misc Employee Benefits	120,000	120,000	106,818	13,182	89.02%
Disability Insurance	13,000	13,000	11,328	1,672	87.14%
Hospital and Medical Insurance	2,385,276	2,385,276	2,528,480	(143,204)	106.00%
Employee Tuition Benefits	105,000	105,000	140,793	(35,793)	134.09%
Life Insurance	10,000	10,000	9,510	490	95.10%
Vacation Benefits	60,000	60,000	55,000	5,000	91.67%
Unemployment Insurance	5,000	5,000	30,915	(25,915)	618.30%
Total Employee Benefits	<u>5,753,734</u>	<u>5,753,734</u>	<u>5,820,864</u>	<u>(67,130)</u>	<u>101.17%</u>

TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2008-2009
FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2009

PER CENT YEAR 92.00%

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
Tuition					
Fall & Spring	\$11,234,690	\$11,234,690	12,083,495	(848,805)	107.56%
Summer	1,264,426	1,264,426	1,227,884	36,542	97.11%
Nonresident Tuition	1,565,200	1,565,200	1,784,275	(219,075)	114.00%
Student Fee Revenue (Tech Fee)	930,000	930,000	1,017,104	(87,104)	109.37%
Total Tuition	<u>14,994,316</u>	<u>14,994,316</u>	<u>16,112,758</u>	<u>(1,118,442)</u>	<u>107.46%</u>
Government Appropriations					
New York State	9,423,704	9,423,704	9,452,101	(28,397)	100.30%
Local Sponsors	4,130,985	4,130,985	3,738,549	392,436	90.50%
Appropriated Cash Surplus			0	0	
Charges to Other Counties	3,000,000	3,000,000	<u>3,336,925</u>	<u>(336,925)</u>	<u>111.23%</u>
Total Government Appropriations	<u>16,554,689</u>	<u>16,554,689</u>	<u>16,527,575</u>	<u>27,114</u>	<u>99.84%</u>
Other Revenues					
Service Fees	137,000	137,000	158,313	(21,313)	115.56%
Interest Earnings	50,931	50,931	16,591	34,340	32.58%
Rental of Real Property	22,000	22,000	24,077	(2,077)	109.44%
Contract Courses	65,000	65,000	24,708	40,292	38.01%
Noncredit Tuition	279,000	279,000	154,865	124,135	55.51%
Grant Offsets	178,800	178,800	111,576	67,224	62.40%
Unclassified Revenues	25,000	25,000	<u>45,336</u>	<u>(20,336)</u>	<u>181.34%</u>
Total Other Revenues	<u>757,731</u>	<u>757,731</u>	<u>535,466</u>	<u>222,265</u>	<u>70.67%</u>
TOTAL REVENUES	<u>\$32,306,736</u>	<u>\$32,306,736</u>	<u>\$33,175,799</u>	<u>(\$869,063)</u>	<u>102.69%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CURRENT OPERATING FUND - CASH FORECAST
JULY 2009 To NOVEMBER 2009**

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCTOBER</u>	<u>NOVEMBER</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	<u>\$1,351,717</u>	<u>\$1,815,398</u>	<u>\$1,932,844</u>	<u>\$3,933,471</u>	<u>\$4,159,471</u>
<u>RECEIPTS</u>					
Student Accounts Receivable	\$1,283,117	\$1,500,000	\$500,000	\$500,000	\$500,000
Student Financial Aid	\$1,463	\$350,000	\$1,000,000	\$5,000,000	\$1,000,000
Sponsor Payments	\$0	\$392,446	\$672,317	\$0	\$0
Chargebacks to Other Counties	\$143,565	\$75,000	\$0	\$6,000	\$300,000
State Aid	\$2,438,716		\$2,453,310		
Repayment of Grant Fund Advances	\$361,535	\$125,000		\$40,000	\$150,000
Repayment of Capital Fund Advances	\$600,000	\$0	\$0	\$0	\$0
Other Receipts	<u>\$190,963</u>	<u>\$100,000</u>	<u>\$100,000</u>	\$90,000	\$150,000
Projected Cash Receipts	<u>\$5,019,359</u>	<u>\$2,542,446</u>	<u>\$4,725,627</u>	<u>\$5,636,000</u>	<u>\$2,100,000</u>
<u>DISBURSEMENTS</u>					
Payments to Students	\$309,752	\$100,000	\$100,000	\$2,800,000	\$500,000
Accounts Payable	\$1,551,758	\$800,000	\$1,000,000	\$1,000,000	\$1,300,000
Payroll and Fringe Benefits	\$2,174,393	\$1,500,000	\$1,600,000	\$1,600,000	\$1,600,000
Grant Fund Advances	\$35,232	\$25,000	\$25,000	\$10,000	\$10,000
Capital Fund Advances	<u>\$484,543</u>	<u>\$0</u>	<u>\$0</u>	\$0	\$0
Projected Cash Disbursements	<u>\$4,555,678</u>	<u>\$2,425,000</u>	<u>\$2,725,000</u>	<u>\$5,410,000</u>	<u>\$3,410,000</u>
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>					
MONEY MARKET/ SAVINGS	\$1,765,395	\$1,882,841	\$3,883,468	\$4,109,471	\$2,799,471
CASH IN TIME DEPOSITS	<u>\$50,003</u>	<u>\$50,003</u>	<u>\$50,003</u>	<u>\$50,000</u>	<u>\$50,000</u>
TOTAL CASH IN TIME DEPOSITS	\$1,815,398	\$1,932,844	\$3,933,471	\$4,159,471	\$2,849,471

TOMPKINS CORTLAND COMMUNITY COLLEGE
 CAPITAL FUND SUMMARY
 FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2009

	<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>7,067,173</u>	<u>1,485</u>	<u>7,068,658</u>	<u>2,592</u>
TOTAL	<u>5,571,250</u>	<u>7,071,250</u>	<u>7,067,173</u>	<u>1,485</u>	<u>7,068,658</u>	<u>2,592</u>
<u>CAPITAL CONSTRUCTION 2002-2007</u>						
Administrative Costs	1,236,384	3,781,122	3,588,204	0	3,588,204	192,918
Site Improvements (Phase 1A)	1,332,100	1,954,616	1,854,054	0	1,854,054	100,562
Athletic Facility Construction (Phase 1B)	15,546,945	15,867,354	15,622,108	0	15,622,108	245,246
Interior Renovations (Phase 2A)	2,411,195	2,559,694	2,525,512	0	2,525,512	34,182
Interior Renovations (Phase 2B)	5,667,505	6,417,812	6,125,033	0	6,125,033	292,779
Interior Renovations (Phase 2C)	2,307,885	2,419,883	2,402,248	0	2,402,248	17,635
Office Renovations	135,395	135,395	128,815	0	128,815	6,580
Field Irrigation	177,000	204,217	184,515	0	184,515	19,702
Furniture Fixtures & Equipment	<u>1,452,803</u>	<u>1,452,803</u>	<u>1,426,401</u>	<u>0</u>	<u>1,426,401</u>	<u>26,402</u>
TOTAL	<u>30,267,212</u>	<u>34,792,896</u>	<u>33,856,890</u>	<u>0</u>	<u>33,856,890</u>	<u>743,088</u>
CLASSROOM PROJECT 2008-2009	<u>2,000,000</u>	<u>2,000,000</u>	<u>479,210</u>		<u>1,238,425</u>	<u>761,575</u>

CAPITAL CASH SUMMARY

CASH BALANCE - JULY 1, 2009

Campus Master Plan Money Market	59,534
Cash in time Deposits	<u>1,188,799</u>

\$1,248,333

DISBURSEMENTS

Athletic Facility	
Savings Reimburse Advance from Operat	0
MM Reimburse Advane from Oper	0
HVAC Replacement	0
Campus Master Plan	<u>0</u>
	0

CASH RECEIPTS

County Payment - Campus Master Plan	0
State Aid	0
Reimburse from interfunds	0
Investment Income - Savings	683
Investment Income - CMP	24
Chargeback Revenue	<u>59,741</u>

\$60,448

CASH BALANCE -JULY 31, 2009

Campus Master Plan Money Market	59,558
Cash in Time Deposits	<u>1,249,223</u>

\$1,308,781

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2009-2010-8**

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 24th day of September 2009, 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 24th day of September 2009.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
 Septemebr 15, 2009
 Presented to the Board of Trustees

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
May 2009					
Cattan, Charmain	BUAD 261-GC1 Disney Prog. 2nd pmt.	Adjunct	N/A	2616.25	5/31/09 - 01/13/10
Lanning, David	BUAD 261-GC1 Disney Prog. 2nd pmt.	Adjunct	N/A	2462.50	5/31/09 - 01/13/10
Peterson, Donald (Rob)	BUAD 261-GC1 Disney Prog. 2nd pmt.	Adjunct	N/A	2515.63	5/31/09 - 01/13/10
July 2009					
Whitmore, Carrie	Student Success	Secretary	G	*\$34,888.52	7/27/09
August 2009					
Dann, Vicki	External Programs - TC3.biz	Secretary	G	*\$34,888.52	8/3/09
Bristow, Mckenzie	Cornell AESP Program	Adjunct	N/A	3045.00	8/20/09 - 12/20/09
DeGaetano, Margaret	The Lucille S. Baker Center for Learning	Tutor	N/A	\$7,297.29	8/20/09 - 12/21/09
Janik, Carol	Entry-level Advisement	Adjunct	N/A	\$1,393.49	8/20, 21, 24 - 26/09
MacDowell, Gary	Co-coordinate Fitness courses for Fall	Adjunct	N/A	\$651.74	8/20/09 - 12/21/09
Pollack, David	The Lucille S. Baker Center for Learning	Tutor	N/A	\$7,085.76	8/20/09 - 12/21/09
Rattray, Jamie	Coordinate Health courses for Fall 2009	Adjunct	N/A	\$1,525.06	8/20/09 - 12/21/09
Hamlisch, Betty	Entry-level Advisement	Adjunct	N/A	\$199.07	8/24/09
Sabol, Zenta	The Lucille S. Baker Center for Learning	Tutor	N/A	\$10,523.37	8/20/09 - 12/21/09
Zusman, Neil	Adjunct References Librarian	Adjunct	N/A	\$8,051.25	8/24/09 - 12/18/09
Holl, Michael	Public Safety - Campus Peace Officer, FT, Temporary		J	\$41,390.42	8/27/09
Ahmed, Ahmed	CHEM108 ME50 CHEM205 ME50	Adjunct	N/A	\$8,970.00	8/27/09 - 12/18/09
Allison, John	ENGL101 M01, 101 M01, ENGL099 M11	Adjunct	N/A	\$7,550.00	8/27/09 - 12/18/09
Almann, Nancy	BIOL201 ME50 BUAD111 M01	Adjunct	N/A	\$7,590.00	8/27/09 - 12/18/09
Altmann, Herman	BIOL102 M01, BIOL101 M04, ME52	Adjunct	N/A	\$10,342.50	8/27/09 - 12/18/09
Anderson, DeeAnne	FITN130 12, 230 M22, BUAD104 01, 02	Adjunct	N/A	\$6,037.50	8/27/09 - 12/18/09
Anderson, Susan	ART 120 ME50	Adjunct	N/A	\$3,447.50	8/27/09 - 12/18/09
Andryshak, Kathryn	ENGL101 M09 ENGL100 M25, ME50	Adjunct	N/A	\$6,795.00	8/27/09 - 12/18/09
Arnold, Melanie	COMM240 M01 COMM110 ME50 COMM140 M01 COMM115 M01	Adjunct	N/A	\$6,694.59	8/27/09 - 12/18/09
Bechtold, Charles	MATH100 M10, M11, MATH110 M01	Adjunct	N/A	\$8,865.00	8/27/09 - 12/18/09
Bell, Rose Annette	ESOL101 M01	Adjunct	N/A	\$7,880.00	8/27/09 - 12/18/09
Bennett, Jodi	HRMG204 AL1	Adjunct	N/A	\$1,610.00	8/27/09 - 12/18/09
Bieber, Erin	HSTY101 ME50	Adjunct	N/A	\$2,580.00	8/27/09 - 12/18/09
Biggs, Mary	ECHD125 IE62 HUMS125 IE62	Adjunct	N/A	\$2,265.00	8/27/09 - 12/18/09
Bischoff, Mark	MATH100 M19 MATH095 ME50, M35	Adjunct	N/A	\$9,460.00	8/27/09 - 12/18/09
Blom, Ronna	NURS 110 M23 FLD	Adjunct	N/A	\$5,635.00	8/27/09 - 12/18/09
Boden, Brandy	RECR150 M02 SOCE150 M02	Adjunct	N/A	\$2,265.00	8/27/09 - 12/18/09
Booth, Mark	CHEM101 M01 CHEM101 M02	Adjunct	N/A	\$7,245.00	8/27/09 - 12/18/09
Brechbiel, George	FITN116 M01 FITN108 M02	Adjunct	N/A	\$2,265.00	8/27/09 - 12/18/09
Brenner, Mary	DRAF117 M01	Adjunct	N/A	\$3,208.75	8/27/09 - 12/18/09
Brown, Debra	ENGL099 M22 ENGL204 M03	Adjunct	N/A	\$10,835.00	8/27/09 - 12/18/09
Brown, Stan	MATH200 ME50	Adjunct	N/A	\$2,760.00	8/27/09 - 12/18/09
Brunner, Tracey	College Forum Secretary	Adjunct	N/A	\$772.33	8/20/09 - 12/20/09
Buchanan, Patricia	ENGL099 M19 ENGL099 M07	Adjunct	N/A	\$7,880.00	8/27/09 - 12/18/09
Buchanan, Patricia	CTC Adjunct Services Coordinator	Adjunct	N/A	\$2,955.00	8/27/09 - 12/18/09
Candela-Jordan, Michelle	RDNG116 M02, M09, M17	Adjunct	N/A	\$6,795.00	8/27/09 - 12/18/09
Carpenter, Regina	ECHD110 M01 ECHD110 ME50	Adjunct	N/A	\$5,160.00	8/27/09 - 12/18/09
Carr, Jack	PSYC101 ME50 PSYC101 M01	Adjunct	N/A	\$5,910.00	8/27/09 - 12/18/09
Carr, Kyle	COMM120 M01, M02, M03, M04, COMM250 M01 COMM111 ME50, ME51, COMM112 ME50	Adjunct	N/A	\$5,512.26	8/27/09 - 12/18/09

Septemebr 15, 2009
Presented to the Board of Trustees

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Carr, Kyle	Coverage for Communications Cage	Adjunct	N/A	\$1,455.98	8/27/09 - 12/18/09
Carter, Michele	PSYC205 M01, M02 PSYC207 M01	Adjunct	N/A	\$6,795.00	8/27/09 - 12/18/09
Cassidy, Joseph	ENGL099 IE62	Adjunct	N/A	\$3,220.00	8/27/09 - 12/18/09
Cattan, Charmain	ACCT101 M05	Adjunct	N/A	\$3,220.00	8/27/09 - 12/18/09
Chapman, Robert	POSC103 M02, 104 M01 RDNG116 M11	Adjunct	N/A	\$7,245.00	8/27/09 - 12/18/09
Chojnacki, Ann	MATH132 M04, ME50 MATH100 M15	Adjunct	N/A	\$7,740.00	8/27/09 - 12/18/09
Chrzan, Sandra	MATH100 IE62 MATH100 ME50	Adjunct	N/A	\$4,530.00	8/27/09 - 12/18/09
Cole, Raymond	MATH201 IE35	Adjunct	N/A	\$3,680.00	8/27/09 - 12/18/09
Coleman, Cynthia	SOCI101 AL1 SOCI205 AL1	Adjunct	N/A	\$5,910.00	8/27/09 - 12/18/09
Coleman, Stephen	PSYC103 CE43	Adjunct	N/A	\$2,415.00	8/27/09 - 12/18/09
Connors, John	MATH090 M11, M12, M17	Adjunct	N/A	\$7,740.00	8/27/09 - 12/18/09
Cooper, Joanne	MATH095 01, 02, MATH090 05, 06	Adjunct	N/A	\$7,550.00	8/27/09 - 12/18/09
Cornish, Erin	MATH095 M33 MATH095 M32	Adjunct	N/A	\$6,040.00	8/27/09 - 12/18/09
Coveney, Elizabeth	RECR210 M01	Adjunct	N/A	\$2,265.00	8/27/09 - 12/18/09
Cowan, Richard	MATH135 IE35	Adjunct	N/A	\$2,955.00	8/27/09 - 12/18/09
Crossgrove, Christina	ENGL099 M17, M21, ENGL100 M21	Adjunct	N/A	\$8,855.00	8/27/09 - 12/18/09
Curtis, Benjamin	CONT107 M01	Adjunct	N/A	\$2,580.00	8/27/09 - 12/18/09
Daehn, James	MATH090 I30 MATH109 M03	Adjunct	N/A	\$5,635.00	8/27/09 - 12/18/09
Davis, Andrew	FITN240 01,02, FITN130 10, FITN145 01, FITN230 20, HLTH126 04	Adjunct	N/A	\$8,305.00	8/27/09 - 12/18/09
Decker, Aaron	ENGL101 M03, M04, ENGL099 M08	Adjunct	N/A	\$7,550.00	8/27/09 - 12/18/09
DeGaetano, Margaret	METR101 M01	Adjunct	N/A	\$3,010.00	8/27/09 - 12/18/09
DeRado, Dennis	SPAN101 M04 SPAN102 IE35	Adjunct	N/A	\$6,450.00	8/27/09 - 12/18/09
Dickerson, Nancy	HUMS110-01, 114-01, SOCI201-50	Adjunct	N/A	\$7,740.00	8/27/09 - 12/18/09
Donlick, Christel	MATH095 C33 MATH095 CE66	Adjunct	N/A	\$6,440.00	8/27/09 - 12/18/09
Drake, Melvyn	MUSI103 M01	Adjunct	N/A	\$1,290.00	8/27/09 - 12/18/09
Drumluk, Amy	PSYC103 ME51	Adjunct	N/A	\$2,265.00	8/27/09 - 12/18/09
Duke, Heather	RECR215 ME50	Adjunct	N/A	\$2,817.50	8/27/09 - 12/18/09
Earley, Bernard	ENGL102 CE43, 101 AL2, 100 M27	Adjunct	N/A	\$8,865.00	8/27/09 - 12/18/09
Edgecomb, Patricia	CAPS111AL7,121AL6,141AL1,123AL2	Adjunct	N/A	\$3,757.74	8/27/09 - 12/18/09
Edinger, Sue	HRMG204 AL1	Adjunct	N/A	\$1,610.00	8/27/09 - 12/18/09
Eisenberg, Seth	PARA101 AL2	Adjunct	N/A	\$2,760.00	8/27/09 - 12/18/09
Ensign, Maryellen	MATH090 M13, M14, MATH095 M30	Adjunct	N/A	\$6,795.00	8/27/09 - 12/18/09
Estep, Nancy	HUMS125 M02 ECHD125 M02	Adjunct	N/A	\$2,265.00	8/27/09 - 12/18/09
Esworthy, Barrett	HSTY111 M01 HSTY101 M03	Adjunct	N/A	\$5,160.00	8/27/09 - 12/18/09
Farkas, Carol	FITN119 IE62	Adjunct	N/A	\$1,290.00	8/27/09 - 12/18/09
Feavearyear, Jody	ASTR101 IE62	Adjunct	N/A	\$2,580.00	8/27/09 - 12/18/09
Feller, Justin	MATH095 M03, M04, MATH100 M06	Adjunct	N/A	\$6,040.00	8/27/09 - 12/18/09
Finn, Bradley	HLTH208 AL1	Adjunct	N/A	\$2,955.00	8/27/09 - 12/18/09
Foley, Maureen	BIOL101 M01, HY1, ME50	Adjunct	N/A	\$6,795.00	8/27/09 - 12/18/09
Ford, Zachary	ENGL200 AL1	Adjunct	N/A	\$2,265.00	8/27/09 - 12/18/09
Foulkes, Ellen	RDNG099 M05, M06, M07, M08M50	Adjunct	N/A	\$8,493.75	8/27/09 - 12/18/09
Galezo, David	PHIL201 IE62 PHIL101 M01, M02	Adjunct	N/A	\$8,280.00	8/27/09 - 12/18/09
Gammage-Sikora, Gina	SPAN101 HY2 SPAN101 HY1	Adjunct	N/A	\$8,865.00	8/27/09 - 12/18/09
Garrighan, Patricia	ENGL201 ME 05, ME 06, ME50	Adjunct	N/A	\$8,865.00	8/27/09 - 12/18/09
Garrity, Kathleen	FITN204 M01	Adjunct	N/A	\$1,477.50	8/27/09 - 12/18/09
Gillis, Andrew	ART 111 M05 ART 111 M04	Adjunct	N/A	\$6,020.00	8/27/09 - 12/18/09
Golden, Joseph	BUAD101 ME50	Adjunct	N/A	\$2,580.00	8/27/09 - 12/18/09
Good-Pinkowski, Donna	HLTH206 ME50 HLTH126 AL7	Adjunct	N/A	\$3,020.00	8/27/09 - 12/18/09
Gorman, Stephen	HSTY201 HY2 HSTY201 HY1	Adjunct	N/A	\$5,160.00	8/27/09 - 12/18/09
Grajales, Elisa	PSYC103 ME50 PSYC103 M16	Adjunct	N/A	\$4,830.00	8/27/09 - 12/18/09

Presented to the Board of Trustees

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Granison, Henry	PARA101 AL1	Adjunct	N/A	\$2,760.00	8/27/09 - 12/18/09
Gutchess, Elizabeth	ENGL101 AL5	Adjunct	N/A	\$2,955.00	8/27/09 - 12/18/09
Gutchess, Gary	ENGL225 AL1	Adjunct	N/A	\$2,760.00	8/27/09 - 12/18/09
Gutierrez, Norma	ART109 ME50, 270 M01, 117 M03	Adjunct	N/A	\$7,927.50	8/27/09 - 12/18/09
Hamlisch, Betty	Nursing 208 Clinical Supervision	Adjunct	N/A	\$5,417.50	8/27/09 - 12/18/09
Han, Man-Young	SPMT255 M01	Adjunct	N/A	\$2,265.00	8/27/09 - 12/18/09
Hassett, Joseph	HLTH205 M01 FITN101 01, 02, 102 01, 215 50, 208 01	Adjunct	N/A	\$9,030.00	8/27/09 - 12/18/09
Haynes, Susan	ACCT101 IE62 ACCT101 M01	Adjunct	N/A	\$7,880.00	8/27/09 - 12/18/09
Hecht, Diane	PSYC101 I30	Adjunct	N/A	\$2,265.00	8/27/09 - 12/18/09
Hesse, Ralph	PSYC103 M12, M13, PSYC218 M01	Adjunct	N/A	\$8,865.00	8/27/09 - 12/18/09
Hinkle, Janice	OFFC203 M01 BUAD101 M01, M02	Adjunct	N/A	\$9,200.00	8/27/09 - 12/18/09
Hoffman, Cara	ENGL101 I30, 100 M10, 099 M10	Adjunct	N/A	\$7,550.00	8/27/09 - 12/18/09
Hogben, Bernard	HUMS111 ME50	Adjunct	N/A	\$2,265.00	8/27/09 - 12/18/09
Hopkins, Marshall	ART 110 ME50	Adjunct	N/A	\$2,642.50	8/27/09 - 12/18/09
Janik, Carol	MATH200 M03, M04 CSCI160 AL1	Adjunct	N/A	\$9,357.50	8/27/09 - 12/18/09
Jaynes, Shane	HUMS105 IE62	Adjunct	N/A	\$2,580.00	8/27/09 - 12/18/09
Jones, Maxine	MATH095 M11, M12, M13, M14	Adjunct	N/A	\$8,050.00	8/27/09 - 12/18/09
Jones, Stephen	SOCI101 I31	Adjunct	N/A	\$2,955.00	8/27/09 - 12/18/09
Jung, Ken	PHIL101 IE62	Adjunct	N/A	\$2,265.00	8/27/09 - 12/18/09
Kabanuk, Jessica	ENGL100 M02, M08, M12	Adjunct	N/A	\$6,795.00	8/27/09 - 12/18/09
Kalman, Adam	MATH109 04,090 01,090 02, 100 66	Adjunct	N/A	\$8,305.00	8/27/09 - 12/18/09
Kaplan, Susan	ENGL100 ME51 ENGL099 M12	Adjunct	N/A	\$5,635.00	8/27/09 - 12/18/09
Karwowski, Robin	CRJU105 AL1	Adjunct	N/A	\$2,265.00	8/27/09 - 12/18/09
Ketola, Mark	The Lucille S. Baker Center for Learning	Tutor	N/A	\$2,272.30	8/27/09 - 12/18/09
Kidder, Jennifer	GEOL101 M01 GEOL101 M02	Adjunct	N/A	\$5,635.00	8/27/09 - 12/18/09
Kimber, Kevin	BIOL101 M08 BIOL101 M09	Adjunct	N/A	\$5,635.00	8/27/09 - 12/18/09
Kobre, Michael	M01	Adjunct	N/A	\$8,865.00	8/27/09 - 12/18/09
Kyle, John	CAPS121 08,09,10, 111 08, 131 06, 08, 09, 10, CAPS131 07	Adjunct	N/A	\$9,662.76	8/27/09 - 12/18/09
Labuff, Cynthia	RDNG116 M18 RDNG116 M19	Adjunct	N/A	\$4,530.00	8/27/09 - 12/18/09
Lafaye, Hobit	FITN208 AL1	Adjunct	N/A	\$1,132.50	8/27/09 - 12/18/09
Lamey, Timothy	FITN213 01, 50, FITN215 M02 HLTH206 M03, 04	Adjunct	N/A	\$8,452.50	8/27/09 - 12/18/09
Lanning, David	ACCT207 AL1 ACCT101 AL1	Adjunct	N/A	\$7,880.00	8/27/09 - 12/18/09
Lattimore, Kathy	ENGL101 CE66	Adjunct	N/A	\$2,955.00	8/27/09 - 12/18/09
Lee, In Shik	ART 110 M02	Adjunct	N/A	\$3,220.00	8/27/09 - 12/18/09
Levine, Robert	ENGL099 M14, M16 ENGL102 ME50	Adjunct	N/A	\$8,305.00	8/27/09 - 12/18/09
Lewis, David	Adjunct Reference Librarian	Adjunct	N/A	\$3,679.50	8/27/09 - 12/18/09
Lillard, Marketa	BIOL101 M02 CHEM101 M04	Adjunct	N/A	\$6,440.00	8/27/09 - 12/18/09
Lipa, Thomas	HLTH208 IE62 HLTH207 AL2	Adjunct	N/A	\$5,520.00	8/27/09 - 12/18/09
Littell, Harry	ART 212 M01, M02, M03	Adjunct	N/A	\$9,660.00	8/27/09 - 12/18/09
Loomis, Elizabeth	RDNG116 M13, 116 M15, 116 M16	Adjunct	N/A	\$6,795.00	8/27/09 - 12/18/09
Loomis, Lisa	ECHD225 CE66 HUMS225 CE66	Adjunct	N/A	\$2,580.00	8/27/09 - 12/18/09
Loop, Mead	ENGL201 IE62 ENGL237 AL1	Adjunct	N/A	\$5,160.00	8/27/09 - 12/18/09
Lovelace-Ross, Kristin	MATH095 M29, IE35 MATH100 I30	Adjunct	N/A	\$8,855.00	8/27/09 - 12/18/09
MacDowell, Gary	FITN108 M03,ME50, AL4 HLTH206 M02 FITN215 M01	Adjunct	N/A	\$8,865.00	8/27/09 - 12/18/09
MacRae, Austin	The Lucille S. Baker Center for Learning	Tutor	N/A	\$3,808.35	8/27/09 - 12/25/09
Maffia, Joseph	SOCI207 ME50	Adjunct	N/A	\$2,760.00	8/27/09 - 12/18/09
Marie, Jill	ENGL201 M08, M09, ENGL103 M01	Adjunct	N/A	\$8,865.00	8/27/09 - 12/18/09

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
McCabe, Lindsey	ENGL101 M07	Adjunct	N/A	\$2,265.00	8/27/09 - 12/18/09
McCabe, Thomas	ENGL100 M29, 101 IE62, 102 M06	Adjunct	N/A	\$7,740.00	8/27/09 - 12/18/09
McDaniel, Michael	FITN130 M11 FITN230 M21	Adjunct	N/A	\$1,380.00	8/27/09 - 12/18/09
McGee, Andrew	HSTY201 ME50	Adjunct	N/A	\$2,580.00	8/27/09 - 12/18/09
McGee, Louise	Nursing 208 Clinical Supervision	Adjunct	N/A	\$5,417.50	8/27/09 - 12/18/09
McGory, Randy	CAPS111 CE66, 121 CE66, 131 CE66 CAPS105 M01, GEOL125 M01, BIOL125 M01	Adjunct	N/A	\$9,531.38	8/27/09 - 12/18/09
McGuire, John	HSTY201 M06 M07, M08	Adjunct	N/A	\$7,740.00	8/27/09 - 12/18/09
McMahon, Joseph	ECON101 ME50	Adjunct	N/A	\$2,955.00	8/27/09 - 12/18/09
Meyer, Denise	ART 130 M02, ME50, M01	Adjunct	N/A	\$9,660.00	8/27/09 - 12/18/09
Miller, Paul	HSTY202 M01	Adjunct	N/A	\$2,415.00	8/27/09 - 12/18/09
Millman-Brown, Randi	ART 104 ME50 ART 101 IE62	Adjunct	N/A	\$4,830.00	8/27/09 - 12/18/09
Miroiu, Mihai	FREN101 M01 FREN101 IE62	Adjunct	N/A	\$5,520.00	8/27/09 - 12/18/09
Mittman, Stephanie	ENGL100 M09, M03, M05	Adjunct	N/A	\$7,245.00	8/27/09 - 12/18/09
Morris, Kathy	ART 106 M01	Adjunct	N/A	\$3,447.50	8/27/09 - 12/18/09
Munoz, Laura	MATH100 M17 MATH100 M16	Adjunct	N/A	\$5,160.00	8/27/09 - 12/18/09
Muschko, John	SOCI101 M05 SOCI101 M10	Adjunct	N/A	\$4,530.00	8/27/09 - 12/18/09
Nichols, James	POSC112 M01	Adjunct	N/A	\$2,955.00	8/27/09 - 12/18/09
Nipps, Roland	ENGL100 M01, 100 M26, 100 M34	Adjunct	N/A	\$7,245.00	8/27/09 - 12/18/09
Ochs, Janet	CAPS111 M12, M02, M05 CAPS121 M02, M05, M12, CAPS131 M03, M10, CAPS123 M01	Adjunct	N/A	\$9,662.76	8/27/09 - 12/18/09
Ozolins, Peter	ART 214 M01	Adjunct	N/A	\$1,321.25	8/27/09 - 12/18/09
Ozolins, Peter	The Lucille S. Baker Center for Learning	Tutor	N/A	\$5,015.03	8/27/09 - 12/18/09
Pace, Robert	CRJU105 M04	Adjunct	N/A	\$2,580.00	8/27/09 - 12/18/09
Panzer, Nina	SOCI101 ME50 SOCI101 IE62	Adjunct	N/A	\$5,520.00	8/27/09 - 12/18/09
Parks, Paul	ART 101 M01	Adjunct	N/A	\$2,580.00	8/27/09 - 12/18/09
Parlato, Ahndraya	ART 111 M02	Adjunct	N/A	\$2,817.50	8/27/09 - 12/18/09
Pask, Margery	CAPS131 M01 CAPS111 M01 CAPS121 M13 CAPS121 M01 CAPS131 M11 CAPS133 M01	Adjunct	N/A	\$6,896.97	8/27/09 - 12/18/09
Peacock, Seth	BUAD201 M01 BUAD201 M02	Adjunct	N/A	\$4,830.00	8/27/09 - 12/18/09
Perfetti, Margaret	ENGL101 C33	Adjunct	N/A	\$2,955.00	8/27/09 - 12/18/09
Perkins, Donald	COMM285 M01	Adjunct	N/A	\$6,402.50	8/27/09 - 12/18/09
Pijanowski, Gregory	ASTR101 AL1	Adjunct	N/A	\$4,830.00	8/27/09 - 12/18/09
Pittsley, Jaclyn	ENGL101 M10, M16 ENGL100 M20	Adjunct	N/A	\$6,795.00	8/27/09 - 12/18/09
Pizarro, Elena	ENGL099 M04	Adjunct	N/A	\$3,220.00	8/27/09 - 12/18/09
Plumeau, Margaret	MATH100 M01,M04, MATH095 M9, 10	Adjunct	N/A	\$9,460.00	8/27/09 - 12/18/09
Poole, Kathy	ENGL099 M23 ENGL099 M24	Adjunct	N/A	\$6,040.00	8/27/09 - 12/18/09
Porter, R	ENGL099 M25	Adjunct	N/A	\$3,020.00	8/27/09 - 12/18/09
Portnoff, Samuel	DRAF107 M01	Adjunct	N/A	\$2,453.75	8/27/09 - 12/18/09
Pospisil, Pamela	MATH090 M07, 08, MATH100 M02,05	Adjunct	N/A	\$8,855.00	8/27/09 - 12/18/09
Pothos, Sophia	RDNG099 M09, M10, M11, M12	Adjunct	N/A	\$7,550.00	8/27/09 - 12/18/09
Price, Linda	ART 120 M03	Adjunct	N/A	\$2,817.50	8/27/09 - 12/18/09
Price, S Lee	EMT 225 M73	Adjunct	N/A	\$6,040.00	8/27/09 - 01/21/10
Price, S Lee	EMT 733-M73	Adjunct	N/A	\$750.00	8/27/09 - 03/19/10
Raethka, Timothy	HLTH205 ME50	Adjunct	N/A	\$2,265.00	8/27/09 - 12/18/09
Raimon, Naomi	RDNG116 IE35	Adjunct	N/A	\$2,265.00	8/27/09 - 12/18/09
Rattray, Jamie	FITN108 AL3 HLTH210 AL1 FITN151 M01 HLTH126 AL6 HLTH206 M01 HLTH126 AL5	Adjunct	N/A	\$10,120.00	8/27/09 - 12/18/09

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Rebera, Amy	HLTH126 M05 HLTH126 M07	Adjunct	N/A	\$1,610.00	8/27/09 - 12/18/09
Rhea, Robert	BUAD106 M03 BUAD106 M02	Adjunct	N/A	\$4,830.00	8/27/09 - 12/18/09
Rice, Kristina	EMT 730-M73	Adjunct	N/A	\$750.00	8/27/09 - 03/19/10
Richards, Daphne	ENGL101 M17 ENGL101 M08	Adjunct	N/A	\$4,830.00	8/27/09 - 12/18/09
Richards, David	POSC103 M01, 104 M02 BUAD201 IE35	Adjunct	N/A	\$8,280.00	8/27/09 - 12/18/09
Ricker, Joseph	ENGL100 M06, M36 ENGL099 M02	Adjunct	N/A	\$8,050.00	8/27/09 - 12/18/09
Rines, Ronald	HSTY101 M04, C33, HSTY111 M02	Adjunct	N/A	\$7,245.00	8/27/09 - 12/18/09
Ritz Deutch, Ute	HSTY202 M02	Adjunct	N/A	\$2,265.00	8/27/09 - 12/18/09
Robinow, Lisa	PARA130 AL1	Adjunct	N/A	\$2,760.00	8/27/09 - 12/18/09
Rosekrans, Linda	ENGL100 C43, AL2, ENGL101 AL3	Adjunct	N/A	\$8,865.00	8/27/09 - 12/18/09
Rosenberg, Rita	ECHD240 M01	Adjunct	N/A	\$2,265.00	8/27/09 - 12/18/09
Rossiter, Judith	PARA220 AL1 PARA205 AL1	Adjunct	N/A	\$5,520.00	8/27/09 - 12/18/09
Ruben, Denise	CAPS131 62, 111 62, 121 62	Adjunct	N/A	\$3,010.86	8/27/09 - 12/18/09
Rukavena, Peter	BUAD106 M04 BUAD106 M05	Adjunct	N/A	\$5,160.00	8/27/09 - 12/18/09
Ruoff, Guy	HSTY201 M03 HSTY201 M04	Adjunct	N/A	\$4,530.00	8/27/09 - 12/18/09
Ryan, Jessica	SOCE201 M01 WGST100 IE62	Adjunct	N/A	\$4,530.00	8/27/09 - 12/18/09
Ryan, Patrick	PSYC103 AL1, 103 AL2, 101 AL1	Adjunct	N/A	\$8,865.00	8/27/09 - 12/18/09
Salon, Elizabeth	NURS 110-M21 FLD	Adjunct	N/A	\$5,635.00	8/27/09 - 12/18/09
Sanders, David	MATH095 M31,095 M19, 095 M20	Adjunct	N/A	\$6,795.00	8/27/09 - 12/18/09
Savoie, Raymond	ENGL101 M14	Adjunct	N/A	\$2,415.00	8/27/09 - 12/18/09
Schabowski, John	ELEC207 M01 MATH095 M25, M26	Adjunct	N/A	\$6,037.50	8/27/09 - 12/18/09
Schaefer, Patricia	NURS 110 M-25 FLD	Adjunct	N/A	\$5,635.00	8/27/09 - 12/18/09
Schettino, Joseph	PHSC104 ME50 PHSC104 M01	Adjunct	N/A	\$8,865.00	8/27/09 - 12/18/09
Schmid, Joseph	ACCT101 CE66	Adjunct	N/A	\$3,940.00	8/27/09 - 12/18/09
Schmidt, Monique	ENGL100 M22, M31, M28	Adjunct	N/A	\$7,245.00	8/27/09 - 12/18/09
Schoneman, Ronald	HUMS104 ME50 CRJU104 ME50	Adjunct	N/A	\$2,760.00	8/27/09 - 12/18/09
Schrag, Kimberly	ART 120 M01, M02, ART 110 M01	Adjunct	N/A	\$10,342.50	8/27/09 - 12/18/09
Schultz, Shirley	SOCI101 M01, M02, M03	Adjunct	N/A	\$8,280.00	8/27/09 - 12/18/09
Sewell, Patrick	ENVS105 M01	Adjunct	N/A	\$2,265.00	8/27/09 - 12/18/09
Seyfried, Matthew	SPMT260 M01	Adjunct	N/A	\$2,760.00	8/27/09 - 12/18/09
Sheehan, John	GEOG110 ME50 HSTY230 SALC ANTH201 M01 POSC230 SALC ENGL250 SALC	Adjunct	N/A	\$9,460.00	8/27/09 - 12/18/09
Shirley, Sara	MATH095 M05, M06, MATH090 ME50	Adjunct	N/A	\$6,795.00	8/27/09 - 12/18/09
Sidhu, Surinder	ENGL105 IE62	Adjunct	N/A	\$3,220.00	8/27/09 - 12/18/09
Sills, Angela	The Lucille S. Baker Center for Learning	Tutor	N/A	\$2,550.84	8/27/09 - 12/18/09
Sinclair, Lorraine	ENGL100 M24, 100 M16, ENGL201 C33	Adjunct	N/A	\$7,245.00	8/27/09 - 12/18/09
Sloan, Cindy	SOCI101 MLC2, CE66, AL2	Adjunct	N/A	\$8,855.00	8/27/09 - 12/18/09
Smith, Adrienne	ART 120 M04 ART 115 M01	Adjunct	N/A	\$6,440.00	8/27/09 - 12/18/09
Smith, Richard	ACCT102 ME50	Adjunct	N/A	\$3,940.00	8/27/09 - 12/18/09
Smith, Susan	ENGL101 ME50 ENGL100 IE62	Adjunct	N/A	\$4,830.00	8/27/09 - 12/18/09
Snyder, Stephen	BIOL101 M07	Adjunct	N/A	\$2,817.50	8/27/09 - 12/18/09
Speicher, Joanne	HLTH216 SA05 HUMN160 SA05 NURS104 M01 HLTH104 M01	Adjunct	N/A	\$5,911.65	8/27/09 - 12/18/09
Sperry, George	BUAD106 IE62	Adjunct	N/A	\$2,955.00	8/27/09 - 12/18/09
Squires, Daniel	HLTH126 ME50, M03, M08	Adjunct	N/A	\$2,265.00	8/27/09 - 12/18/09
Stanton, Dawn	PSYC209 AL2 CDSC201 AL1	Adjunct	N/A	\$4,530.00	8/27/09 - 12/18/09
Stegeland, Michael	RDNG116 ME50	Adjunct	N/A	\$2,415.00	8/27/09 - 12/18/09
Stevenson, David	SPMT190 M01 SPMT195 M01	Adjunct	N/A	\$1,459.42	8/27/09 - 12/18/09
Stivers, Joan	HLTH207 M01 HLTH208 M01	Adjunct	N/A	\$5,910.00	8/27/09 - 12/18/09
Straub, William	PSYC103 M11, 103 AL3, 103 M10	Adjunct	N/A	\$8,280.00	8/27/09 - 12/18/09

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Strauf, Dale	FITN141 M01 FITN140 M01 FITN108 M01 FITN203 M70 FITN203 M69 FITN120 M01 FITN120 M02	Adjunct	N/A	\$8,050.00	8/27/09 - 12/18/09
Stremlin, Tatiana	MUSI108 M01 MUSI101 M01	Adjunct	N/A	\$5,910.00	8/27/09 - 12/18/09
Sullivan, Maureen	RDNG116 M14 RDNG116 M20	Adjunct	N/A	\$4,830.00	8/27/09 - 12/18/09
Svensson, John	HRMG100 ME50	Adjunct	N/A	\$2,580.00	8/27/09 - 12/18/09
Swinnich, James	HSTY101 M05	Adjunct	N/A	\$2,415.00	8/27/09 - 12/18/09
Thompson, Keith	MATH095 M34 MATH090 M16	Adjunct	N/A	\$6,440.00	8/27/09 - 12/18/09
Tkachuck, Richard	BIOL101 HY1 BIOL114 M02 BIOL100 M01 BIOL114 ME50	Adjunct	N/A	\$11,081.25	8/27/09 - 12/18/09
Tvaroha, Patricia	HUMS229 ME50	Adjunct	N/A	2,265.00	8/27/09 - 12/18/09
Underwood, Rehema	PSYC205 AL1	Adjunct	N/A	2,415.00	8/27/09 - 12/18/09
Veshcherevich, Radmila	RUSN101 M01	Adjunct	N/A	2,760.00	8/27/09 - 12/18/09
Walters, Kathleen	COMM120 M01, M02, M03, M04	Adjunct	N/A	5,285.00	8/27/09 - 12/18/09
Weatherby, Gregg	ENGL099 M09, CE66, ENGL201 M01	Adjunct	N/A	8,855.00	8/27/09 - 12/18/09
Webster, Claire	FITN106 M01 FITN118 M01	Adjunct	N/A	2,760.00	8/27/09 - 12/18/09
Wells, Frances	CAPS131 M02, M05, CAPS111 M16, M04, M 07, M13, CAPS121 M04, M07 CAPS131 M13	Adjunct	N/A	9,662.76	8/27/09 - 12/18/09
Westlake, Winfield	BUAD218 ME50	Adjunct	N/A	2,955.00	8/27/09 - 12/18/09
Westlund, Michael	WINE120 ME50	Adjunct	N/A	2,415.00	8/27/09 - 12/18/09
Whitcraft, Michele	CHEM101 ME50 CHEM101 ME51	Adjunct	N/A	8,280.00	8/27/09 - 12/18/09
Whitlow, Carol	PSYC103 IE62	Adjunct	N/A	2,265.00	8/27/09 - 12/18/09
Williams, Amy	ENGL100 M04 ENGL204 M01	Adjunct	N/A	4,530.00	8/27/09 - 12/18/09
Williams, Diane	BIOL101 ME51	Adjunct	N/A	3,447.50	8/27/09 - 12/18/09
Williamson, Mark	ART 101 M02	Adjunct	N/A	2,760.00	8/27/09 - 12/18/09
Wilson, Suzanne	NURS 208-M22	Adjunct	N/A	8,305.00	8/27/09 - 12/18/09
Wilson, Valerie	Supervise NURS 208 students w/meds	Adjunct	N/A	1,294.20	8/27/09 - 12/18/09
Winterton, Danielle	ENGL100 M32 ENGL101 M11, M13	Adjunct	N/A	6,795.00	8/27/09 - 12/18/09
Wolff, Christopher	ART 110 M03	Adjunct	N/A	3,220.00	8/27/09 - 12/18/09
Woods, Timothy	MATH090 M09, 10, MATH095 M23, 24	Adjunct	N/A	8,600.00	8/27/09 - 12/18/09
Wormuth, Courtney	HLTH126 M01, M02 FITN149 M01	Adjunct	N/A	2,642.50	8/27/2009 To 11/6/2009
Yavits, Elizabeth	ENGL100 M15, 201 CE66, 099 M01	Adjunct	N/A	8,600.00	8/27/09 - 12/18/09
Zager, Joanne	PSYC103 M09	Adjunct	N/A	2,580.00	8/27/09 - 12/18/09
Zallnick, Anthony	MATH095 M17, M18, M21, M22	Adjunct	N/A	7,550.00	8/27/09 - 12/18/09
McPherson, MaryLu	ID & Reporting Child Abuse workshop	Adjunct	N/A	185.00	08/31/09
Rice, Kristina	EMT 220 M73	Adjunct	N/A	7,927.50	8/31/09 - 03/19/10
Rosekrans, Linda	Reading, grading assistance to Dr. Pukstas	Adjunct	N/A	2194.92	9/08/09 - 12/18/09
McGill, Kelly	Supervise NURS 208 students w/meds	Adjunct	N/A	2588.40	09/14/09 - 12/18/09

*Annual salary prorated

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustees

September 15, 2009

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Eugene Conrad	December 31, 2009	Retirement
Ralph Shortell	August 6, 2010	Retirement

To: Board of Trustees

From: Susan Dewey

Date: September 14, 2009

Re: Report on Budget Transfers totaling \$77,500 for the period June 2009- August 2009

In accordance with Board of Trustees policy, I am submitting budget transfers for the 2008-2009 budget year that need Board approval. These transfers are between object and/or function and exceed \$5,000.

5119 Biology – A transfer of \$10,500 was made from various .400 contractual lines to cover audio-visual equipment upgrades to rooms 292 and 296.

5650 Public Safety - A transfer of \$18,000 was made from .252 administrative equipment into various .400 contractual lines to cover negative budget line items.

5100 Credit Instruction: A transfer of \$34,734 was made from various academic program .400 contractual lines into the 5410 Dean of Instruction budget to cover additional instructional supplies and maintenance upgrades to academic equipment.

5470 College Now Administration/5182 College Now Instruction: A transfer of \$8,256 was made from various .400 contractual lines and \$3,268 from .170 non-workstudy line to cover additional overload in the 5182 College Now Instruction budget

5230 Student Activities/5330 Community Service: A transfer of \$5,570 was made from various .400 contractual lines into .100 salary lines to cover additional overload, student worker and overtime in the 5230 budget. An additional \$440 transfer was made into the 5330 budget to cover additional overload salaries.

TOMPKINS CORTLAND COMMUNITY COLLEGE
REQUEST TO MODIFY BUDGET

FROM: Melinda Case
DATE: July 10, 2009

I request that the following budget transfer(s) be made.

DECREASE the budget in the following accounts:

Department #	Line or Object #	Current Year Final Budget	Requested DECREASE	Modified Budget
5650 - Public Safety	6252	\$56,976.00	(18,000.00)	\$38,976.00
5650 - Public Safety	6416	\$352.00	(\$300.00)	\$52.00
5650 - Public Safety	6421	\$1,257.00	(\$830.00)	\$427.00
5650 - Public Safety	6427	\$375.00	(\$300.00)	\$75.00
5650 - Public Safety	6434	\$500.00	(\$300.00)	\$200.00
5650 - Public Safety	6449	\$751.00	(\$600.00)	\$151.00
5650 - Public Safety	6451	\$22,110.00	(\$13,451.00)	\$8,659.00
			()	
			()	
		TOTAL	(\$33,781)	

INCREASE the budget in the following accounts:

Department #	Line or Object #	Current Year Final Budget	Requested INCREASE	Modified Budget
5650 - Public Safety	6402	\$1,150.00	\$744.00	\$1,894.00
5650 - Public Safety	6403	\$8,350.00	\$15,247.00	\$23,597.00
5650 - Public Safety	6406	\$500.00	\$72.00	\$572.00
5650 - Public Safety	6417	\$2,058.00	\$542.00	\$2,600.00
5650 - Public Safety	6428	\$1,100.00	\$2,301.00	\$3,401.00
5650 - Public Safety	6433	\$12,832.00	\$140.00	\$12,972.00
5650 - Public Safety	6435	\$4,590.00	\$1,336.00	\$5,926.00
5650 - Public Safety	6440	\$739.00	\$585.00	\$1,324.00
5650 - Public Safety	6448	\$25,955.00	\$12,814.00	\$38,769.00
		TOTAL	\$33,781	

Explanation of Proposed Changes: To increase budget lines to make them a positive number.

Routing and Approvals:

Beach 7/13/09
Contributor's Approval / Date

JCM 7/22
Division Dean or President / Date

Business Office Use Only	
Input By:	<i>[Signature]</i>
Date:	7/10/09
Updated by BKT 8/16/94	

TOMPKINS CORTLAND COMMUNITY COLLEGE
REQUEST TO MODIFY BUDGET

FROM: LSE BEEBE
DATE: 7/1/09

I request that the following budget transfer(s) be made.

DECREASE the budget in the following accounts:

Department #	Object #	Current Year Budget \$\$	DECREASE	Modified Budget
5119	6401	23032	(5929)	17095
	6408	600	(220)	380
	6423	80	(80)	-0-
	6433	270	(6)	264
	6437	1075	(16)	1059
	6440	100	(100)	-0-
	6446	125	(125)	-0-
	6448	4000	(4000)	-0-
	6451	500	(60)	440
		TOTAL **	(10536 0)	


INCREASE the budget in the following accounts:

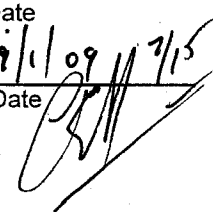
Department #	Line or Object #	Current Year Budget \$\$	Requested INCREASE	Modified Budget
5119	6421	800	36	836
5119	6210	10507	* 10500	10500
		TOTAL **	10536 0	


Explanation of Proposed Changes:
SEMISMART ROOMS

FUND UPGRADES FOR ROOM 292 + 296 TO BECOME

Routing and Approvals:

Budget Manager Approval / Date
 7/1/09 7/15

Division Dean or President / Date


Business Office Use Only	
Input By:	
Date:	7/14/09
Updated by SGD 3/21/07	

** If total modification is over \$5,000 and/or between functions (100's to 400's, etc..), Presidents signature is required

TOMPKINS CORTLAND COMMUNITY COLLEGE
REQUEST TO MODIFY BUDGET

FROM: Carl Penziul
DATE: July 6, 2009

I request that the following budget transfer(s) be made.

DECREASE the budget in the following accounts:

Department #	Object #	Current Year Budget \$\$	DECREASE	Modified Budget
5151	6416	50	(50)	0
5151	6437	125	(125)	0
5151	6401	2000	(1,325)	675
5153	6408	475	(100)	375
5153	6433	200	(200)	0
5153	6434	500	(450)	50
5154	6401	200	(200)	0
5154	6446	200	(200)	0
			()	0
			()	0
		TOTAL **	(2,650)	

INCREASE the budget in the following accounts:

Department #	Line or Object #	Current Year Budget \$\$	Requested INCREASE	Modified Budget
5410	6401	18136	* 2,650	20,786
				0
				0
				0
				0
				0
				0
				0
				0
				0
		TOTAL **	2,650	

Explanation of Proposed Changes: Clear unused funds from departmental budgets.

Routing and Approvals:

Budget Manager Approval / Date
Carl Penziul 7/7/09
Division Dean or President / Date
[Signature] 7/9/09

Business Office Use Only	
Input By:	<u>[Signature]</u>
Date:	<u>7/9/09</u>
Updated by SGD 3/21/07	

** If total modification is over \$5,000 and/or between functions (100's to 400's, etc..), Presidents signature is required

TOMPKINS CORTLAND COMMUNITY COLLEGE
REQUEST TO MODIFY BUDGET

FROM: Carl Penziul
DATE: July 6, 2009

I request that the following budget transfer(s) be made.

DECREASE the budget in the following accounts:

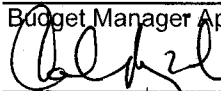
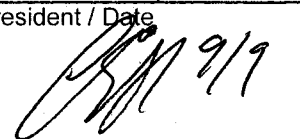
Department #	Object #	Current Year Budget \$\$	DECREASE	Modified Budget
5143	6446	150	(40) ✓	110
5143	6451	300	(190) ✓	110
5149	6451	350	(350) ✓	0
5150	6426	1200	(172) ✓	1,028
5150	6449	280	(247)	33
5150	6451	630	(295)	335
5150	6408	100	(100) ✓	0
5150	6417	120	(120) ✓	0
5150	6433	400	(238) ✓	162
			()	0
		TOTAL **	(1,752)	

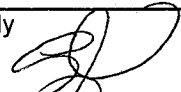
INCREASE the budget in the following accounts:

Department #	Line or Object #	Current Year Budget \$\$	Requested INCREASE	Modified Budget
5410	6401	16746	1,390 ✓	18,136
5143	6434	0	190	190
5150	6401	100	172 ✓	272
				0
				0
				0
				0
				0
				0
				0
				0
		TOTAL **	1,752	

Explanation of Proposed Changes: Clear unused funds from departmental budgets.

Routing and Approvals:

Budget Manager Approval / Date
 7/7/09
Division Dean or President / Date
 9/9

Business Office Use Only	
Input By:	
Date:	7/9/09
Updated by SGD 3/21/07	

** If total modification is over \$5,000 and/or between functions (100's to 400's, etc..), Presidents signature is required

TOMPKINS CORTLAND COMMUNITY COLLEGE
REQUEST TO MODIFY BUDGET

FROM: Carl Penziul
DATE: July 6, 2009

I request that the following budget transfer(s) be made.

DECREASE the budget in the following accounts:

Department #	Object #	Current Year Budget \$\$	DECREASE	Modified Budget
5108	6416	100	(100)	0
5109	6451	100	(100)	0
5124	6446	100	(100)	0
5125	6434	350	(350)	0
5125	6440	50	(50)	0
5125	6446	100	(100)	0
5125	6401	400	(100)	300
5143	6401	160	(160)	0
5143	6408	250	(250)	0
5143	6416	50	(50)	0
		TOTAL **	(1,360)	

INCREASE the budget in the following accounts:

Department #	Line or Object #	Current Year Budget \$\$	Requested INCREASE	Modified Budget
5410	6401	15486	1,260	16,746
5125	6451	200	100	300
				0
				0
				0
				0
				0
				0
				0
				0
		TOTAL **	1,360	

Explanation of Proposed Changes: Clear unused funds from departmental budgets.

Routing and Approvals:

Budget Manager Approval / Date
Carl Penziul 1/7/09
Division Dean or President / Date
CPM 9/9

Business Office Use Only	
Input By:	<u>[Signature]</u>
Date:	<u>7/6/09</u>
Updated by SGD 3/21/07	

** If total modification is over \$5,000 and/or between functions (100's to 400's, etc.), Presidents signature is required

**TOMPKINS CORTLAND COMMUNITY COLLEGE
REQUEST TO MODIFY BUDGET**

FROM: Carl Penziul
DATE: July 6, 2009

I request that the following budget transfer(s) be made.

DECREASE the budget in the following accounts:

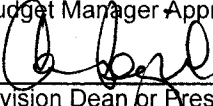
Department #	Object #	Current Year Budget \$\$	DECREASE	Modified Budget
5138	6451	1800	(1,500)	300
5141	6446	300	(150)	150
5142	6416	100	(100)	0
5145	6451	500	(500)	0
5160	6401	100	(100)	0
5160	6402	650	(650)	0
5160	6440	100	(100)	0
5160	6451	650	(650)	0
5107	6449	100	(100)	0
5107	6451	100	(100)	0
		TOTAL **	(3,950)	

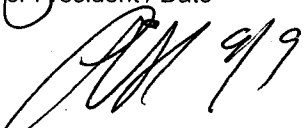
INCREASE the budget in the following accounts:

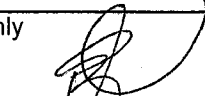
Department #	Line or Object #	Current Year Budget \$\$	Requested INCREASE	Modified Budget
5410	6401	11536	3,950	15,486
				0
				0
				0
				0
				0
				0
				0
				0
				0
		TOTAL **	3,950	

Explanation of Proposed Changes: Clear unused funds from departmental budgets.

Routing and Approvals:

Budget Manager Approval / Date
 1/7/09

Division Dean or President / Date
 9/9

Business Office Use Only	
Input By:	
Date:	1/7/09
Updated by SGD 3/21/07	

** If total modification is over \$5,000 and/or between functions (100's to 400's, etc..), Presidents signature is required

**TOMPKINS CORTLAND COMMUNITY COLLEGE
REQUEST TO MODIFY BUDGET**

FROM: Carl Penziul
DATE: July 6, 2009

I request that the following budget transfer(s) be made.

DECREASE the budget in the following accounts:

Department #	Object #	Current Year Budget \$\$	DECREASE	Modified Budget
5130	6446	350	(350) ✓	0
5130	6447	2000	(1,950) ✓	50
5140	6409	500	(500) ✓	0
5140	6440	100	(100) ✓	0
5140	6446	300	(300) ✓	0
5140	6460	200	(200) ✓	0
5137	6401	300	(300) ✓	0
5137	6451	120	(120) ✓	0
5139	6401	150	(150) ✓	0
5139	6451	160	(160) ✓	0
		TOTAL **	(4,130)	

INCREASE the budget in the following accounts:

Department #	Line or Object #	Current Year Budget \$\$	Requested INCREASE	Modified Budget
5410	6401	7406	* 4,130 ✓	11,536
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
		TOTAL **	4,130	

Explanation of Proposed Changes: Clear unused funds from departmental budgets.

Routing and Approvals:

Budget Manager Approval / Date
Carl Penziul 7/7/09
Division Dean or President / Date
Carl Penziul 7/9/09

Business Office Use Only	
Input By:	<i>[Signature]</i>
Date:	7/9/09
Updated by SGD 3/21/07	

** If total modification is over \$5,000 and/or between functions (100's to 400's, etc..), Presidents signature is required

TOMPKINS CORTLAND COMMUNITY COLLEGE
REQUEST TO MODIFY BUDGET

FROM: Carl Penziul
DATE: July 6, 2009

I request that the following budget transfer(s) be made.

DECREASE the budget in the following accounts:

Department #	Object #	Current Year Budget \$\$	DECREASE	Modified Budget
5144	6451	4000	(900)	3,100
5122	6401	900	(900)	0
5122	6409	500	(500)	0
5122	6449	300	(200)	100
5122	6451	4000	(2,200)	1,800
			()	0
			()	0
			()	0
			()	0
			()	0
			()	0
		TOTAL **	(4,700)	

INCREASE the budget in the following accounts:

Department #	Line or Object #	Current Year Budget \$\$	Requested INCREASE	Modified Budget
5410	6437	15029	96	15,125
5410	6401	1002	4,604	5,606
				0
				0
				0
				0
				0
				0
				0
				0
		TOTAL **	4,700	

Explanation of Proposed Changes: Clear unused funds from departmental budgets.

Routing and Approvals:

Budget Manager Approval / Date
[Signature] 7/7/09
Division Dean or President / Date
[Signature] 9/9

Business Office Use Only	
Input By:	<i>[Signature]</i>
Date:	7/16/09
Updated by SGD 3/21/07	

** If total modification is over \$5,000 and/or between functions (100's to 400's, etc..), Presidents signature is required

TOMPKINS CORTLAND COMMUNITY COLLEGE
REQUEST TO MODIFY BUDGET

FROM: Carl Penziul
DATE: July 6, 2009

I request that the following budget transfer(s) be made.

DECREASE the budget in the following accounts:

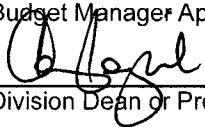
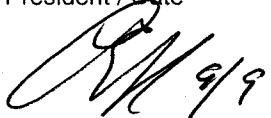
Department #	Object #	Current Year Budget \$\$	DECREASE	Modified Budget
5127	6446	50	(50)	0
5144	6401	400	(400)	0
5144	6402	400	(400)	0
5144	6408	600	(400)	200
5144	6409	100	(100)	0
5144	6416	100	(100)	0
5144	6417	300	(300)	0
5144	6418	500	(500)	0
5144	6427	100	(100)	0
5144	6446	2000	(800)	1,200
		TOTAL **	(3,150)	

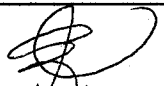
INCREASE the budget in the following accounts:

Department #	Line or Object #	Current Year Budget \$\$	Requested INCREASE	Modified Budget
5410	6437	11879	1 3,150	15,029
				0
				0
				0
				0
				0
				0
				0
				0
				0
		TOTAL **	3,150	

Explanation of Proposed Changes: Clear unused funds from departmental budgets.

Routing and Approvals:

Budget Manager Approval / Date
 7/7/09
Division Dean or President / Date
 7/9/09

Business Office Use Only	
Input By:	
Date:	7/9/09
Updated by SGD 3/21/07	

** If total modification is over \$5,000 and/or between functions (100's to 400's, etc..), Presidents signature is required

**TOMPKINS CORTLAND COMMUNITY COLLEGE
REQUEST TO MODIFY BUDGET**

FROM: Carl Penziul
DATE: July 6, 2009

I request that the following budget transfer(s) be made.

DECREASE the budget in the following accounts:

Department #	Object #	Current Year Budget \$\$	DECREASE	Modified Budget
5120	6401	420	(400)	20
5120	6402	500	(500)	0
5120	6408	150	(150)	0
5120	6409	200	(200)	0
5120	6416	400	(400)	0
5120	6440	766	(350)	416
5127	6401	200	(200)	0
5127	6421	2000	(1,300)	700
5127	6440	250	(250)	0
5127	6446	150 200	(150 200)	0
		TOTAL **	(3,900)	

INCREASE the budget in the following accounts:

Department #	Line or Object #	Current Year Budget \$\$	Requested INCREASE	Modified Budget
5410	6437	7929	3,900	11,879
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
		TOTAL **	3,900	

Explanation of Proposed Changes:

Routing and Approvals:

Budget Manager Approval / Date
[Signature] 7/7/09

Division Dean or President / Date
[Signature] 9/9

Business Office Use Only	
Input By:	<i>[Signature]</i>
Date:	7/9/09
Updated by SGD 3/21/07	

** If total modification is over \$5,000 and/or between functions (100's to 400's, etc..), Presidents signature is required

TOMPKINS CORTLAND COMMUNITY COLLEGE
REQUEST TO MODIFY BUDGET

FROM: Carl Penziul
DATE: July 6, 2009

I request that the following budget transfer(s) be made.

DECREASE the budget in the following accounts:

Department #	Object #	Current Year Budget \$\$	DECREASE	Modified Budget
5129	6451	2400	(2,400)	0
5147	6401	200	(200)	0
5147	6451	150	(150)	0
5152	6401	100	(100)	0
5152	6408	100	(100)	0
5152	6446	50	(50)	0
5152	6449	50	(50)	0
5146	6451	2000	(1,000)	1,000
5148	6409	300	(300)	0
			()	0
			()	0
		TOTAL **	(4,350)	

INCREASE the budget in the following accounts:

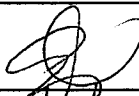
Department #	Line or Object #	Current Year Budget \$\$	Requested INCREASE	Modified Budget
5410	6437	3579	X 4,350	7,929
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
		TOTAL **	4,350	

Explanation of Proposed Changes: _____

Routing and Approvals:

Budget Manager Approval / Date
7/7/09

Division Dean or President / Date
9/9

Business Office Use Only	
Input By:	
Date:	7/9/09
Updated by SGD 3/21/07	

** If total modification is over \$5,000 and/or between functions (100's to 400's, etc..), Presidents signature is required

**TOMPKINS CORTLAND COMMUNITY COLLEGE
REQUEST TO MODIFY BUDGET**

FROM: Carl Penziul
DATE: 7/6/09

I request that the following budget transfer(s) be made.

DECREASE the budget in the following accounts:

Department #	Object #	Current Year Budget \$\$	DECREASE	Modified Budget
5110	6401	150	(150)	0
5110	6402	250	(229)	21
5110	6417	7000	(2,000)	5000
5110	6440	100	(100)	0
5110	6451	525	(525)	0
5111	6401	50	(50)	0
5111	6408	100	(100)	0
5111	6440	50	(50)	0
5112	6408	250	(250)	0
		TOTAL **	(3,454)	

INCREASE the budget in the following accounts:

Department #	Line or Object #	Current Year Budget \$\$	Requested INCREASE	Modified Budget
5410	6437	125	* 3,454	3579
		TOTAL **	3,454	

Explanation of Proposed Changes: Clear unused funds from departmental budgets.

Routing and Approvals:

Budget Manager Approval / Date
Carl Penziul 7/7/09
Division Dean or President / Date
CPM 9/5

Business Office Use Only	
Input By:	<u>[Signature]</u>
Date:	<u>7/10/09</u>
Updated by SGD 3/21/07	

** If total modification is over \$5,000 and/or between functions (100's to 400's, etc..), Presidents signature is required

TOMPKINS CORTLAND COMMUNITY COLLEGE
REQUEST TO MODIFY BUDGET

UPDATED REQUEST
8/16/09
RMS

FROM: RALPH SHORTELL
DATE: 7/25/09

I request that the following budget transfer(s) be made.

DECREASE the budget in the following accounts:

3/16/09

Department #	Line or Object #	Current Year Final Budget	Requested DECREASE	Modified Budget
10 5230	409	700	(700)	-
"	413	200	(200)	-
"	416	250	(250)	-
"	421	1919	(1919)	-
"	427	359	(150)	209
"	434	850	(850)	-
"	447	2000	(2000)	-
"	448	853	(800)	53
10.5230	440	575	(200)	375

TOTAL

7,060

INCREASE the budget in the following accounts:

Department #	Line or Object #	Current Year Final Budget	Requested INCREASE	Modified Budget
105230	102	727	\$ 700	1427
"	417	*(3160)	800	*
"	449	(166)	200	34
"	439	(47)	50	3
"	198	(4170)	* 4170	-
"	170	(694)	* 700	6
10.5330	102	(438)	* 440	2

TOTAL

7,060

Explanation of Proposed Changes:

primarily to cover our expenses in various lines in both .5230 & .5330

* 10.5230.417 on discussion w/ Diane Muehl on 4/25 FSA was to be charged \$2400 for part cost of printing from SAB & CEB budgets.

Routing and Approvals:

R Shortell 7/25/09
Contributor's Approval / Date

[Signature] 9/9
Division Dean or President / Date

Business Office Use Only	
Input By:	[Signature]
Date:	8/31/09
Updated by BKT 8/16/94	

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2009-2010-9**

**APPROVAL OF POSITION DESCRIPTION
DIRECTOR OF PUBLIC SAFETY**

WHEREAS, the College has determined, based on a review and analysis of the functions in the Public Safety area, that there is a need to revise the Director of Public Safety position description, and

WHEREAS, the attached Director of Public Safety position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Director of Public Safety position description be approved in accordance with the position description attached to this resolution, and be it further

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

STATE OF NEW YORK: **I, CATHY A. NORTHROP, CLERK** of the Board of Trustees of
 SS: Tompkins Cortland Community College, **DO HEREBY
 CERTIFY** that the foregoing resolution is a true copy of a
COUNTY OF TOMPKINS: resolution duly adopted by the Board of Trustees of Tompkins
Cortland Community College at a special meeting of said Board on the 24th of September,
2009, 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 24th day of September,
2009.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Director of Public Safety		1 of 3

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Operations and Enrollment Management	Dean of Operations and Enrollment Management	Board of Trustees

SUMMARY

Responsible for the development, implementation and management of the law enforcement, safety, and security programs of the College, including the protection of persons and property wherever College* operations are located. Works collaboratively with College stakeholders to create and maintain a safe and secure campus environment. Ensures compliance with New York State and Federal mandated law enforcement requirements, rules and regulations. Serves as the College liaison with appropriate law enforcement and public safety agencies.

NATURE AND SCOPE

1. Directs, develops and administers the College program for the protection of persons and property, actively participating in decisions made with respect to College policy regarding protection of persons and property.
2. Develops, implements, and supervises a crime prevention program to assure the safety and security of personnel and property on all College facilities.
3. Works collaboratively with various College stakeholders, including campus judicial affairs to develop, implement, and maintain an effective program for creating and maintaining a safe work and study environment. Actively participates in decisions made with respect to College policy regarding a safe work and study environment.
4. Responsible for the investigation of criminal complaints and unusual occurrences and prepares appropriate reports. Assures enforcement of traffic, parking, and other regulations on campus.
5. Serves as the College liaison with federal, state, and local law enforcement and safety officials. Prepares and coordinates emergency plans for the College and represents the College as local governmental agencies develop their emergency plans. May serve as College spokesperson to media during periods of emergency.
6. Provides leadership in promoting all aspects of public safety, security, and occupational health and safety programs.
7. Responsible for developing and implementing programs and procedures to ensure compliance with NYS and Federal requirements, including mass communications, timely warning, critical incident planning, OSHA, "Right-to-know", asbestos abatement, fire, emergency evacuation and all other laws, rules, regulations and codes related to campus safety which are applicable to the College.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Director of Public Safety

GRADE

PAGE

2 of 3

ORGANIZATIONAL UNIT

Operations and Enrollment
Management

REPORTS TO

Dean of Operations and
Enrollment Management

APPROVED BY

Board of Trustees

8. Responsible for collecting data, preparing a variety of narrative, statistical and tabular reports and records, and monitoring and ensuring compliance with governmental and college safety standards.
9. Provides staff support to the College's Health and Safety Committee and uses input from this committee to improve safety and security operations of the College. Works with the College's insurance carriers, agents, and risk management consultants to ensure a safe environment for employees, students, and visitors.
10. Ensures that all externally-required health and safety related inspections are conducted and that prompt corrective action is taken to address any deficiencies.
11. Develops and implements procedures that provide emergency medical care on College facilities. Responds to and directs the response to medical emergencies, trains safety and security personnel to respond to medical emergencies, and serves as the liaison with the College Health Center and the local ambulance company.
12. Directs the staff of the Office of Public Safety. Assures effective use of human resources by recommending hiring, disciplinary, and other administrative actions together with the training, motivating, evaluating, and counselling of assigned personnel. Conducts all personnel matters in accordance with federal, state and local laws, regulations, and collective bargaining agreements. Ensures that training of public safety staff is in compliance with NYS Division of Criminal Justice Services and Municipal Police Training Council requirements.
13. Assures efficient use of material resources, including the purchase of vehicles, equipment, firearms, and ammunition, by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
14. Serves on various College committees and performs other job related tasks as assigned.

*College is intended to include College, FSA, and Foundation facilities.

AUTHORITY

High autonomy and independent judgment are exercised in performing the job. Available guidelines are broadly stated and non-specific such as legislation, organizational mission statements and/or theoretical frameworks. The employee has full and direct accountability for final results.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Director of Public Safety

GRADE

PAGE

3 of 3

ORGANIZATIONAL UNIT

Operations and Enrollment
Management

REPORTS TO

Dean of Operations and
Enrollment Management

APPROVED BY

Board of Trustees

SUPERVISION

2 Direct

13 Indirect

MINIMUM QUALIFICATIONS

Bachelor's degree and a minimum of eight (8) years of experience in the field of law enforcement as a certified police officer or peace officer, at least five of which must have been in a supervisory capacity. Second line supervisory experience preferred. New York State DCJS Supervisory certification required. Must be certified as a peace officer or police officer in New York State and must maintain this certification and possess a valid New York State driver's license for the duration of employment.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2009-2010-11**

**KITCHEN/CAFETERIA ALTERATIONS AND ADDITIONS – AMENDMENT TO BUDGET FOR
GENERAL CONSTRUCTION**

WHEREAS, via Resolution 2008-2009-70 the Board of Trustees of Tompkins Cortland Community College approved the Kitchen/Cafeteria Alterations and Additions Bid Award in an amount of \$352,000 with change orders for this work not to exceed 10% of the total cost, and

WHEREAS, due to unforeseen circumstances, the College incurred additional expenses, and

WHEREAS, these additional expenses will not cause the project to be over the total amount approved for all contracts related to the kitchen/cafeteria alterations and additions project, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College approves the additional expenditure of funds for the Kitchen/Cafeteria Alterations and Additions - General Construction project in an amount not to exceed \$4,534 for a total project amount of \$391,734.

STATE OF NEW YORK:	I, CATHY A. NORTHRUP, CLERK of the Board of Trustee of Tompkins Cortland Community College, DO HEREBY 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 24 th of September, 2009, and the same is a complete copy of the whole of such resolution.
SS:	
COUNTY OF TOMPKINS:	

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 24th day of September, 2009.

Clerk of the Board of Trustees
Tompkins Cortland Community College