



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, OCTOBER 21, 2010
RONALD W. SPACE BOARD ROOM – 5:30 P.M.

AGENDA

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment*
6. Approval of Minutes – September 16, 2010
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):
 - a. Sabbatic Presentation – Joan Donovan
9. Vice Presidents' Reports (highlight Consent Agenda items and updates on major initiatives):
 - a. Provost and Vice President of the College
 - b. Vice President for Global Initiatives
10. Information Items:
 - a. Human Resources Updates
 - b. 2010-2011 Annual Contractual Agreements
 - c. Budget Transfer Report
11. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Treasurer's Report – July 31, 2010
 - c. Appointment of Personnel
 - d. Boiler and Related Equipment Bid Award
 - e. Chiller Equipment and Dectron Unit Bid Award

12. Standing Reports:
 - a. College Forum – Co-Chairs, Amy Edmond and Olivia Hersey
 - b. Faculty Student Association – Beverly Baker
 - c. Tompkins Cortland Community College Foundation, Inc. – Ray Dalton
 - d. Chairperson’s Report – Roxann Buck
 - i. Board Retreat Agenda
 - e. Liaison Report (Cortland County) – John Troy
 - f. Liaison Report (Tompkins County) – Michael Lane
 - g. Student Trustee’s Report – Camille Gonzalez
 - h. President’s Report
 - i. Compliance Report
13. Board Dialogue
 - TC3 – Our Future – Carl Haynes
14. Upcoming Events:
 - a. Board of Trustees Retreat – November 4, 2010, Hope Lake Lodge
 - b. Thanksgiving Holiday – College Closed – November 25/26, 2010
 - c. Next Meeting – December 2, 2010
 - d. Graduation Ceremony – December 10, 2010
15. Executive Session – Personnel/Budget (no action to be taken)
16. Adjournment

***Public Comment:** Provision is made at this point in the agenda for citizens of the College community to make comments regarding any agenda item to be discussed at that meeting. Citizens will not be recognized at any other time except at the request of the Chairperson after approval for such recognition by a unanimous vote of the Trustees in attendance. No person, not a member of the Board, shall speak for more than five (5) minutes without specific approval of a majority of the Trustees. The minutes shall show that privilege of the floor was granted and shall include a brief statement of the subject matter presented.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
SEPTEMBER 16, 2010
RONALD W. SPACE BOARD ROOM**

PRESENT: Beverly Baker, Kay Breed, Roxann Buck, John Daniels, Judy Davison, Camille Gonzalez, and Raymond Schlather

ABSENT: Elizabeth Burns, Ray Dalton, and William Raynor

COUNTY

LIAISONS: John Troy

STAFF: John Conners, Debbie Cooper, Susan Dewey, Amy Edmund, Carl Haynes, Olivia Hersey, Jim Hull, James Janke, Helen Lang, Harry Littell, Deb Mohlenhoff, Cathy Northrop, Jennifer Pluta, Walter Poland, Blixxy Taetzsch, Kar-Leam Toxey, and Peter Voorhees

GUESTS: Josh Carey, WHCU

1. **Call to Order:** The meeting was called to order at 5:33 p.m. by Chairperson Buck in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Chairperson Buck welcomed guests.
4. **Approval of Agenda:** Chairperson Buck asked that Item 12 F – Ratification of August 18, 2010, Executive Committee Action be added to the agenda. Mr. Daniels moved that the agenda be approved with this modification; seconded by Ms. Davison; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes:** Mr. Daniels moved that the minutes of the July 15, 2010 annual meeting; the July 15, 2010, regular meeting; and the August 18, 2010, Executive Committee meeting be approved as presented; seconded by Ms. Davison; carried unanimously.
7. **Introduction of New Employees:** The following new employees were introduced: Debbie Cooper, James Janke, Helen Lang, Harry Littell, Deb Mohlenhoff, Jennifer Pluta, and Kar-Leam Toxey.
8. **Communications:** President Haynes distributed a thank you note from Glenna McMinn expressing her appreciation for receiving the Faculty Award for Excellence.

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

10. College-wide Goals – Discussion Regarding Idea to Defer Dialogue and College-wide Goal Presentations for the 2010-2011 Year to be Replaced by Periodic In-depth Discussions Emanating From College-wide Dialogue on TC3's Future:

President Haynes spoke to the Board about deferring the goal presentations and dialogue sessions for this year to provide an opportunity for in-depth discussion with the Board about our focus on the future for TC3. The focus of our Fall Day retreat will be on TC3's future, taking into account trends on community college campuses across the nation. President Haynes will be putting together a task force to review the information gathered at fall day and develop recommendations as to whether or not we, as a college community, feel it is appropriate/necessary to revise our College goals. The plan is to bring a draft of the recommendations to the Board by the March or April Board meeting. There was a consensus from the Board to go forth with this idea.

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

a. Provost and Vice President of the College – Provost Connors spoke to his written report.

i. Human Resources Updates – No discussion.

b. Vice President for Global Initiatives – Vice President Poland spoke to his written report.

i. Global Disney Program Updates

ii. AMZ Scholarship

iii. Visitor from Columbia – Vice President Poland reported on the visit by Dr. Aldana, Chair of the Board of Trustees of the University of Ibague, Columbia. During his visit here, Dr. Aldana discussed several possible projects with TC3. He also visited with Dr. Dale Corson, retired Cornell President, who he had worked with on several projects while Dr. Aldana was the Rector of the University of Los Andes in Bogota.

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

a. Capital Payments – No discussion.

b. Appointment of Personnel – No discussion.

c. Abolishment of Classified Staff Position – Keyboard Specialist – No discussion.

d. 2010 Hand Dryer Bid Award – No discussion.

- e. **Approval of Anti-Sweatshop Policy** – No discussion.
- f. **Ratification of August 18, 2010, Executive Committee Action (added to the agenda)** – No discussion.

13. Standing Reports:

- a. **College Forum** – Amy Edmund and Olivia Hersey, co-chairs of the College Forum, provided the following report. FSA employees have been solicited for those interested in becoming a member of the College Forum and an election will be held. Glenna McMinn will be the College Forum representative on the Smoking Policy Task Force. A subcommittee was formed to work on the awareness promotion of the College Forum. The Chancellor's/Trustees' Award Committee membership has been filled.
- b. **Faculty Student Association** – Ms. Baker reported that the FSA held its first meeting this afternoon.
- c. **Tompkins Cortland Community College Foundation, Inc.** – President Haynes briefly reported on the status of the Cortland Extension Center project. Also, the contractual relationship between the Foundation and FSA has been simplified with the Foundation having a relationship with us and we have the relationship with the FSA.
- d. **Chairperson's Report** – Chairperson Buck reported that she had attended the NYCCT Institute in Albany. There was also a meeting for all of the community college Board chairs with Johanna Duncan-Poitier, Vice Chancellor for Community Colleges on the afternoon prior to the NYCCT Institute. Chancellor Zimpher briefly attended the reception with the Board chairs. Vice Chancellor Duncan-Poitier was also the keynote speaker at the NYCCT Institute dinner. Ms. Northrop attended the NYCCT Institute, as well, to assist with registration. Chairperson Buck mentioned the Foundation disc golf event that is scheduled for September 30, 2010, and asked any of the Board members who are interested in participating to contact her. Ms. Baker will check with Greek Peak as to our ability to meet there for the Board Retreat on November 4, 2010.
- e. **Liaison Report (Cortland County)** – Mr. Troy mentioned that the Department of Transportation is postponing improvements on route 281 until 2013 because of funding issues. Sales tax projections are still up. He also mentioned several areas where they are planning some changes in Cortland County.
- f. **Liaison Report (Tompkins County)** – No report.
- g. **Student Trustee's Report** – Ms. Gonzalez said she appreciates the diversity in the student body. She shared her concern that the membership of the Student Advisory Board is currently vacant and there is very low interest in filling the positions. She said that today was the deadline for applications for the SAB with

only 8 applications filed and these 8 will be appointed. She would like to construct an all freshman focus group to discuss the Student Advisory Board and get input on how to garner more student interest. Ms. Gonzalez, in conjunction with the SAB, will work to schedule a date for students to “Meet the President/VPs/Deans.”

- h. President’s Report** – President Haynes spoke to his written report. Tompkins County and Cortland County are working on a bid to try to attract the Special Olympics to the area for 2012-2013. Ms. Wormuth will participate with that committee to see if we can submit a bid. This is a winter-based event with skiing, snow shoeing, floor hockey, etc., and will involve approximately 900 athletes/families.

President Haynes provided an update on budget issues. Mr. Daniels asked about the possibility of cutting low enrollment programs. Provost Conners responded that for the fall semester, we doubled the number of sections cancelled due to low enrollment. We are also in the process of reviewing the degree programs. He stated that there are some popular programs that are not highly enrolled, but very needed by the community. Mr. Daniels asked if we are looking to add any additional housing for students. President Haynes said that there are no plans for additional housing. We have a coordinator of off-campus housing to work with landlords in the community to facilitate and connect people, and we maintain an off-campus housing list on our web site.

- i. Master Plan:** President Haynes spoke about the Capital Master Plan process, which can be done every five years, although we haven’t done one that often. It has been two years since the last Capital Master Plan was completed and it is time we begin thinking about another Capital Master Plan. The first step would be for a request for proposals to be developed and sent out to architects. Mr. Turner, Director of Facilities, will then provide the information to the Board for a recommendation. The money to pay for the master planning process is unspent money in capital projects. We are looking at a limited scope kind of project with two primary thrusts: first, even if we assume a reasonably modest growth, we are going to need more classrooms; and second, there may be some critical maintenance items that need to be completed – SUNY did a critical maintenance review for all campuses and there are some issues on our campus that will need some attention over the next five to ten years. With a plan in place, we would be ready to take advantage of capital monies should they become available. Mr. Schlather asked if pedestrian and bicycling access could be included with the needs for the next Capital Master Plan process. President Haynes said research had been done recently on the possibility of creating a sidewalk from housing to Main Street and the cost would be approximately \$1 million. Another area of concern is parking availability. President Haynes said he has brought the Capital Master Plan matter to the attention of both county administrators and we will get feedback from them as to the amount they want to be involved.

14. Upcoming Events: No discussion.

15. Executive Session for Discussion of Budget/Personnel-related Items (No Action to be taken): Mr. Daniels moved that the meeting convene in executive session for discussion of budget/personnel related items (no action to be taken); seconded by Ms. Davison; carried unanimously. The meeting convened in executive session at 7:01 p.m.

The meeting reconvened in regular session at 8:36 p.m.

16. Adjournment: Mr. Daniels moved that the meeting be adjourned; seconded by Mr. Schlather; carried unanimously. The meeting adjourned at 8:37 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk onf the Board of Trustees

Sabbatical Leave Report

Joan Donovan

Introduction

I was fortunate to be granted a sabbatical for Fall 2009. The career development project entailed focusing on civic engagement as a vehicle for students to explore careers, acquire skills for the job market, and provide a service to the community.

Background

There is an increased emphasis on service and volunteerism on college campuses in New York State and nation-wide. Civic engagement provides an opportunity for students to participate in a learning experience outside of the classroom. It enables students to develop valuable employment skills and knowledge while improving the quality of life in their community. Students can learn to become more involved in the environment outside of the academy and to make connections between classroom and the community. The crux of my sabbatical entailed looking at the topic of civic engagement through the lens of career development.

During the initial stage of college, it is important for students to identify their skills, values and interests and become aware of career options. As students learn about themselves, they can make preliminary career and major choices. Gaining valuable experiences is an important component of career exploration. An opportunity to volunteer with a purpose enhances the knowledge of self and the world of work while developing civic awareness in the process.

Why is civic engagement important?

- Intellectual development
 - Cross-cultural and global awareness
 - Civic and social responsibility
 - Ethical development
 - Career exploration
 - Personal growth
- (Source: National Society of Experiential Education)

While engaging in their community, students have the opportunity to strengthen and develop attributes, qualities and skills employers have identified as important in entry-level hires. National Association of Colleges and Employers (NACE) has identified those skills to be:

Communication Teamwork Initiative Interpersonal Problem-solving Analytical
Adaptability Self-confidence Leadership Organizational Strong Work Ethic

Highlights of Sabbatical

Met individually with regional colleagues involved with community volunteerism:

Onondaga Community College

Gloria Heffernan, Service Learning/Volunteer Coordinator

Ithaca College

John Bradac, Director of Career Services

Deb Mohlenhoff, Volunteer Coordinator

SUNY Cortland

John Shirley, Director of Career Services

Richard Kendrick, Director of Institute of Civic Engagement

Attended seminars and workshops:

- Successful Teaching Conference
“Service-Learning 101: Everything You Wanted to Know and Were Afraid to Ask” presenter, Susan Bender, Service Learning Coordinator, Monroe Community College
- Cornell University Public Service Center
“Service-Learning: What’s in it for Communities?” presenter, Dr. Nadine Cruz
- Nazareth College
“Celebrate With Iroquois Stories and Traditional Social Dancing”
Sponsored by Nazareth College Center for Service-Learning

Participated in volunteer opportunities:

- Empty Bowls Project through Cortland Loaves and Fishes
- Habitat for Humanity

Reviewed various websites of organizations dedicated to volunteerism. The most beneficial included:

- National Service Learning
- New Yorkers Volunteer
- Volunteer Tompkins
- Idealist
- AmeriCorps
- Campus Compact (national and state)

Key Points

- There are a variety of ways that college students can connect meaningfully with their community ranging from episodic or event-driven volunteerism to service-learning.
- Service-learning is a method under which students learn and develop through thoughtfully organized service that is conducted in and meets the needs of a community, helps foster civic responsibility, is integrated into and enhances the academic curriculum and includes structured time for students to reflect on the service experience. (Source: American Association for Higher Education (AAHE): Series on Service-Learning in the Disciplines-adapted from the National and Community Service Trust Act of 1993)
- When developing a community engagement effort, colleges participate in a partnership with non-profit agencies, government agencies, faith-based organizations and individuals to improve the community in which the institution resides. It is critical to take into account the needs of the community. (Source: National Service Learning Clearinghouse)
- How do employers choose between equally qualified candidates, especially with fewer jobs to fill? Volunteer work was one of six factors rated highly by employers in a national survey. (Source: National Association of Colleges and Employers)
- Each college I visited has a dedicated center or person responsible for the advancement of civic engagement efforts.
- Career Offices on college campuses tend to sponsor/co-sponsor service related events, advertize volunteer opportunities, provide information regarding non-profit careers and promote the benefits of service endeavors to students.
- There are opportunities for involvement in the civic engagement effort across the campus (Residential Life, Campus Activities, Faculty, Student Employment, Multicultural Services, and Counseling, Career and Transfer Services).
- Campus Compact was identified by each of the institutions I interviewed as the premiere group dedicated to furthering the cause of volunteerism, offering training and support as well as grant funding information.
- Challenges facing community colleges include transportation to off-campus sites, budget issues, and time constraints of faculty and staff. We have a short amount of time with students at our institution. Students need enculturation to the notion of volunteerism early in their community college experience.

Possibilities

Short-Term

- Identify a group of individuals at TC3 committed to the idea of civic engagement. The group could consist of faculty and student life representatives initially.
- Continue to network with colleagues from Cornell University's Public Service Center. Attend regional training events.
- Continue to connect with SUNY Cortland Center for Civic Engagement.
- Invite service organizations (AmeriCorps) to inform students of opportunities available to them during college experience and beyond.
- Survey the college community to identify civic engagement efforts currently taking place.
- Consult with Financial Aid office to develop plan to utilize work-study monies for student employment opportunities in non-profit organizations in the community.
- Utilize Service Tradition Scholars to serve as civic engagement ambassadors for the TC3 community.
- Consult with PTK to identify service needs in the community and projects the group may be willing to address.
- Identify vehicles (meetings, CTC Roundtables) to inform faculty of service-learning concept.

Long-term

When budget issues are healthier, consider:

- Joining NY State Campus Compact. The group is dedicated to furthering the cause of civic engagement. The group could offer support as we develop a program (\$2800/yr. membership).
- Creating a Center for Civic Engagement.

Reflections

Involvement in meaningful, reflective volunteerism serves many practical purposes for students. It deepens the resume, gives students an opportunity to add or strengthen critical skill areas valued by employers, enhances the educational experience and helps set them apart when entering a very competitive world. Additionally it gives students an opportunity to move forward in their own personal, career and ethical development.

I am grateful to have been given the opportunity to focus a semester on civic engagement research. My individual career counseling has been enhanced because of the sabbatical, and I am able to serve as a more informed resource person to Counseling, Career and Transfer Services and faculty as well. This experience will enhance the Career Exploration course that I teach; I have a much broader knowledge of the issue of civic engagement and will be able to incorporate that knowledge into the class. I have developed a strong network of talented colleagues in the region who are willing to continue to share their expertise as we evaluate the next steps for TC3 regarding civic engagement. I look forward to strengthening these connections in the future.

Respectfully submitted,

Joan G. Donovan

To: Board of Trustees

From: John R. Conners

Date: October 13, 2010

Re: September report

Low-enrollment programs and sections – On Fall Day, I held a meeting of the faculty to review data concerning program enrollments and course sections with relatively low enrollments (which I have defined, generally, as sections enrolling fewer than 16 students). Using data provided by Institutional Research, I discussed with the faculty the scope of this problem and the opportunity we have to realize substantial savings by addressing it for Fall 2011. Because of the broad interest in this subject throughout the College community, we held the meeting in the Forum, which could accommodate the large numbers of full-time and adjunct faculty members and a roughly equal number of administrators and staff members, who wished to participate in the discussion.

Beginning immediately after the meeting, we are engaging in three major steps:

- 1) Jane Hammond will meet with the Chair of every degree program to review the required courses in the curriculum and to determine what courses might be eliminated, consolidated, or changed to achieve greater efficiencies.
- 2) Carl Penziul will prepare the preliminary Fall 2011 schedule with fewer sections included. Our practice heretofore had been to build the semester's schedule of courses based on what had been offered in the previous corresponding period (i.e., Fall 2009 as the basis for Fall 2010). Now, our initial schedule will include only those low-enrollment sections that are required for program completion. While the final schedule will no doubt include more low-enrollment sections, they will be added for specific reasons and not simply included automatically.
- 3) I will meet with Chairs of programs with relatively low enrollments to discuss how we may achieve greater efficiencies, improve funding streams to support the programs, enhance the sharing of courses and resources among such programs, or – if such efforts seem unlikely to succeed – plan the discontinuation of the program.

I believe those who attended the meeting understand the magnitude of the problem and the steps we will take to address it. They should understand very clearly that we intend to take these steps to achieve greater efficiencies and to reduce expenditures significantly without compromising our core service to students. I will add that I prefaced my review of these data by affirming my confidence in the quality of what we do and stating that if there had been concern about quality, our actions would be swifter and, frankly, easier to take. The issue is not our effectiveness but our efficiency.

Report to the Board of Trustees
Vice President for Global Initiatives
October 15, 2010

- Cornell University – Academic English for Graduate Students (AEGS) is progressing well with 105 students registered.
 - A Faculty illness has required the appointment of two substitute faculty until the end of the Fall semester
- The application for authorization to issue and manage J-1 visa documentation has been completed and submitted to the Department of State.
- TC3 has welcomed two visiting scholars from our partner, Yalova University in Yalova, Turkey. Drs. Yunas Tas and Muharrem Es, Assistant Professors of the Faculty of Economics and Administration Sciences Department of Economics and Industrial Relations. They will be developing their proficiency in English and learning about the system of Higher Education in the United States especially community colleges.

International Activities

IEW Events:

Now through November 19:

- ***International Education Week Photo Display! (Open to all.)***

The theme is *International Education: "One's destination is never a place but a new way of seeing things."* (Henry Miller)

- Submit digital photos to me at this email address along with
- Bring in prints, if that's what you have, to the Global Office, room 230. All prints will be scanned and returned but we strongly recommend submitting a scanned copy and NOT the original. (If submitting a print, you must also submit a IEW Photos display form with your photo.)
- **All photos must contain the following information in order to be displayed in the 2nd floor gallery:**

Date/Time/Place/People (if any) and a short, one-sentence Title that describes how the photo represents the importance and the impact of exploring new places and cultures that are not our own. Photos do not need to be travel photos, but they should clearly reflect the theme (above).

October 18 through November 18:

BUY A BRICK...BUILD A SCHOOL

“Bricks of Hope Building Ariang School One Brick at Time”

October 18–November 18, 10 a.m.–2 p.m.

Lower Brick Area in front of OMS

With your generous support you can help educate a new generation of children, giving them the opportunity to live a life free from the ravages of war and poverty in Sudan.

Wednesday, November 10, 12-1pm – Kick-Off Event!

- CTC Roundtable discussion on International Education. Title: “Learning here and there: Student Perspectives on International Education”

Entire week of 11/15-19:

- *International Trivia Contest* – drawing from among the correct answers for a Grand Prize on Friday at noon! (Mimi and Kris underway.)
- *Where are we from?*
Come and see the countries around the world represented at TC3. In the Global Initiatives Office, room 230. (Kris provided stats. Global Office has new wall map. Need someone take on project of applying temp stickers to map, creating sign inviting people to look.)
- *Thinking of Studying Abroad? Table.* Speak to faculty trip leaders and returned students about studying abroad. Main Entrance area/Cafeteria. (Jenna will organize.)

Monday, November 15, 9am-11am:

- *International Bake Sale* to benefit the Dryden Food Pantry, which feeds the needy in our area. Need help – people to provide food and staff table.)

Monday, November 15, noon-2pm

- *International Talent Table:* henna tattooing, have your name written in characters or script in another language, music, etc. to benefit Dryden Food Pantry.
Need help recruiting students to provide talent/skills to benefit Dryden Food Pantry.

Tuesday, November 16

- **ALL DAY!** *Wear Your National/Traditional Costume Day!* (If you aren't on campus that day, wear it Wednesday November 17 instead!)
http://en.wikipedia.org/wiki/National_costume
- *International Soccer Tournament*, November 16 and 17, 6:30pm in the Borg Warner Field House. Sign-up to play in the Global Office, room 230.
Nobody has signed up as of yet. We need help recruiting for teams.

Wednesday, November 17, TIME TBA

Keynote Event:

Lost Boy from Sudan

Gabriel Bol Deng- Video presentation with Q & A period

Wednesday, November 17

Student Center

Time: 4pm

Gabriel Bol Deng has overcome unbelievable obstacles. He was 10 years old when North Sudanese Arab militiamen led a violent attack on his village in South Sudan. He fled, not knowing the whereabouts of his parents or siblings. After his escape, Gabriel embarked on a harrowing, four-month journey across the Nile River and the untold miles of desert, surviving disease and paralyzing hunger to reach Ethiopia. (Co-Sponsored by the Office of Multicultural Services, The Global Initiatives Office, DEAC and.... was there another sponsor for this event?)

International Education-Related CTC Roundtables

Wednesday, November 10:

“Learning here and there: Student Perspectives on International Education”

Panel discussion featuring both international students and US students who have experienced the educational system in other countries, we hope to have a revealing discussion that will give insight on what’s working, what’s challenging and what’s unique in education around the world.

Presenters: Tina Stavenhagen-Helgren
and Melinda Slawson

Monday, November 15:

“Working with International Students”

What helps, what hurts when working with students for whom English is not their native language.

Presenter: Robin Hinchcliff

Wednesday, November 17:

“Collaboration for Internationalization”

Special guest Nicky Koschmann, Outreach Coordinator at the the Mario Einaudi Center for International Studies, along with Melinda Slawson, will provide a presentation and will facilitate a discussion on how we can look to other resources in the area to better prepare students for a multi-cultural world.

Presenters: Nicky Koschmann & Melinda Slawson

TOMPKINS CORTLAND COMMUNITY COLLEGE
Human Resources Updates - Status of Open Positions
as of October 13, 2010

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
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CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Groundskeeper	Buildings and Grounds	September 1, 2010	Scheduling interviews
Audio Visual Aide	Campus Technology	September 7, 2010	Hired Patricia Vande Bogart on permanent status

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of October 13, 2010

COMPLAINANT	SUBJECT	DISPOSITION
CSEA Membership	Medco – Change in provider diminished prescription plan benefits	CSEA requested a waiver to time requirement to move to Stage 3 of grievance process while waiting for a response from Tompkins County.
Sylvia Ganoë	MedCo – Change in provider changed prescription co-pay.	Would like matter fully researched by Tompkins County.
CSEA Membership	College violated Article 41 when personal cell phone stipends were cancelled.	Gathering information from staff affected by cancellation of stipend to assess impact on job function.
FACULTY ASSOC.		
Faculty Association Membership	MedCo – change in prescription program changed copays, limits on quantities delivered	Faculty Association agree to extend time requirement while waiting for a response from Tompkins County.
PAA		
PAA Membership	MedCo – change in prescription program changed copays, limits on quantities delivered.	PAA requested a waiver to time requirement to move to Stage 3 of the grievance process while waiting for response from Tompkins County.

TO: Blixy Taetzsch
FROM: Kevin Caveney
DATE: October 13, 2010
RE: 2010-2011 Annual Contractual Agreements

Annually the administration provides the Board of Trustees with a list of contracts that will be generated each year. The contractual agreements for the fiscal year 2010-2011 are outlined below.

I. Outside Groups Using Tompkins Cortland Facility:

A. Tompkins Community Action (Head Start Programs)

Dryden Head Start has leased the Farm House facility since 1979. In 2006 we renewed the five-year contract with annual increases equal to the CPI for our region. Rental income for 2009-2010 was \$7,316.35. The CPI for our region is 0.4% for the past period of 12 months. The charge for Sept. 1, 2010 through August 31, 2011 is \$7,345.62.

B. Food and Vending Services

Due to the investment and collaboration by American Food and Vending in the implementation of a student food plan, and the remodeling of the food services area, the contract for Food and Vending Services was extended by 12 years in 2009. A summary of the original agreement is stated below;

In Fiscal Year 2005-2006 RFP's were solicited by the College for a five-year Food and Vending Services Contract. Five proposals were received, and after initial review, three of the vendors were invited to make formal presentations. After evaluations, site visits, reference checks, and presentations, the recommended vendor was American Food and Vending. The Board of Trustees made the award to American Food and Vending (Resolution # 2005-2006-50). The original period of this contract was June 1, 2006 through May 31, 2011.

II. Other:

A. EMT/AEMT Program

The College has contracted with Dryden Ambulance, Inc., Bangs Ambulance, and Rural Metro Medical Services in agreements to permit faculty coordinator, members, and students in the EMT/AEMT programs to use educational experiences relative to the objectives of the EMT/AEMT courses. The agencies are to provide clinical field experience. The period of these contracts are extended for the current fiscal/scholastic year.

B. Employee Assistance Program

The College has contracted with the Family and Children's Service of Ithaca the Employee's Assistance Program for twenty years. In 2009-2010 the College paid \$9,363.60 for 270 employees. The contract for 2010-2011 will increase to \$9,563.52 for 272 employees. The new rate is \$2.93 per employee per month.

C. Trash Removal

The College will contract with Casella Waste Services of Newfield, New York for Trash and Recycling Services in 2010-2011, at an approximate estimated cost of \$18,684.00 as opposed to \$26,065.00 in 2009-2010. Seven Requests for Bid were sent to potential local vendors. Of the seven vendors contacted, two vendors responded. The original Bid provided by Casella was as follows:

Base Quote:	Casella Waste Services
3 6 yd dumpsters Emptied 5 days/wk	\$19,200
Recycling glass, Metal, plastic	\$864
Recycle cardboard 25yd roll-off container	\$1,080 - estimated
	<u>Total: \$2,144.00 - estimated</u>

Specified in the bid documents was the stipulation that through recycling and composting efforts, that the need for services may be reduced during the period of the contract. It was determined from the time of solicitation of bids and the implementation of the contract, that these services could in fact be reduced to an estimated amount of \$18,684.00 by reducing dumpster capacity needs.

In 2009 the College began looking at the feasibility of a composting program in partnership with Cayuga Compost and Tompkins County in an attempt to offset costs, and to help meet the sustainability objectives of the College. This has been implemented at a projected cost of \$2,000 for the 2010-11 Fiscal Year.

D. Snow Removal

We will again contract with Becker Industries for snow removal. The charges will be \$65/hour for a plow truck and \$72.50/hour for a front-end loader. A salt spreader at \$72.50 per hour may be used as alternate equipment, but not in lieu of base equipment specified. The hourly charges represent an approximate 8% increase for the plow truck, and an approximate 3% increase for other hourly equipment compared to last year. The College spent \$2,370.00 for snow removal in the winter of 2009-2010. Six RFQ's were mailed to Tompkins and Cortland County vendors; Becker Industries, Land Maintenance System, and Haynes Backhoe Service responded. Becker represented the best overall pricing. The other vendors did not submit quotes.

To: Board of Trustees

From: Susan Dewey

Date: August 31, 2010

Re: Report on Budget Transfers \$18,503

In accordance with Board of Trustees policy, I am reporting budget transfers for the 2009-2010 budget year that have been authorized by the President for the period April – August . These transfers are between department objects and/or functions and do not exceed \$5,000.

Public Safety 5650: A transfer of \$4,766 was made from the 400 contractual line to the 252 administrative equipment line for the purchase of a defibrillator.

Disney Admin/International Recruiting: A transfer of \$4,914 was made from the Disney Admin budget to the International recruiting budget for student workers.

Credit Instruction/LSRE Health: A transfer of \$138 was made from the LSRE 400 contractual line to the Instruction 102 non-teaching overload line to cover project performed by adjunct instructor.

Buildings & Grounds: A transfer of \$2,000 was made from the B&G Admin 400 contractual lines to the Custodial 252 administrative equipment line to cover purchase of a Kleen Rite X-Vac Pile Filter.

Credit Instruction/Curriculum: A transfer of \$378 was made from the 400 contractual line into the Curriculum Department 264 computer equipment line to cover the purchase of a computer for the adjunct office.

Credit Instruction: A transfer of \$3,698 was made between the 400 contractual lines of various instructional departments to balance office supplies & printing lines.

Biology/Academic Computing: A transfer of \$2,000 was made from various Biology 400 contractual lines to Academic Computing 409 computer supply line for the purchase of electronic equipment to be used throughout the biology area. A transfer of \$609 was also made from the Biology 401 Instructional supply line into the 251 academic equipment line for the purchase of a transilluminator.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL PAYMENTS
OCTOBER 2010**

	Amount	Subtotal	Grand Total
Cafeteria Renovation Project			
79 38	Shisler Electrical, Inc. (PO #26502) Retainage, Electrical Services	\$4,431.87	
	Total Cafeteria Renovation Project	\$4,431.87	
Electrical System Upgrade Project			
79 39	Beardsley Design Associates (PO #27162) Invoice #0029814, Design Services	\$1,137.50	
79 40	Beardsley Design Associates (PO #27162) Invoice #0029748, Design Services	\$8,399.84	
79 41	Blanding Electric, Inc. (PO #27352) Application #5, Electrical	\$13,800.18	
	Total Electrical System Upgrade Project	\$23,337.52	
<hr/>			
	Grand Total		\$27,769.39

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

JULY 31, 2010

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

JULY 31, 2010

NARRATIVE HIGHLIGHTS	PAGE 1-2
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APPROPRIATIONS	PAGE 4-6
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CASH FORECAST	PAGE 8
CAPITAL FUND SUMMARY	PAGE 9

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$3,289,488 in a money market savings account averaging .25% interest earnings for July and \$83,324 in savings. The maximum amount available for investment will fluctuate with a peak of \$2,700,000 available over the next five months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$2,293,004 is down from 2,668,223. 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 State Governments includes \$123,838 in State Aid payments.

DUE FROM OTHER GOVERNMENTS AND FUNDS - (PAGE 3)

Out of county chargebacks have an outstanding balance of \$263,190. The interfunds account balance of \$1,720,629 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 \$32,052,397 or 92.6% of the 2009-2010 budget. Comparable expenditures for period two last year were \$30,129,487 or 93.4% of the 2008-2009 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$34,952,990 are 100.9% of the revenue budget. Prior year revenues were \$33,182,778 are 95.8% 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 2002-2009 Capital Construction Budget totals \$34,253,262. As of July 2010, \$33,972,858 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
JULY 2010**

	<u>Current Month 07/31/2010</u>	<u>Previous Month 06/30/2010</u>	<u>Previous Year 7/31/2009</u>
ASSETS			
Cash in Demand Deposit	\$294,309	\$322,811	\$284,977
Cash in Time Deposits	3,206,164	1,728,315	2,027,074
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	2,093,004	2,668,632	1,713,816
Accounts Receivable--Misc.	298,891	858,798	198,707
Prepaid Expenses	(82,209)	(73,877)	(84,242)
Due From Other Funds	1,720,629	1,450,024	1,917,567
Due From Sponsor Governments	0	0	0
Due From State Governments	123,838	2,761,550	0
Due From Other Governments	\$263,190	\$366,580	331,661
	<u>\$7,919,546</u>	<u>\$10,084,563</u>	<u>\$6,391,290</u>
TOTAL ASSETS			
LIABILITIES AND SURPLUS			
Vouchers Payable	\$0	\$0	\$1,382
Payroll Liabilities	1,810,889	905,622	1,528,607
Student Financial Aid Liabilities	131,548	109,881	110,421
Accrued Liabilities	1,786,168	1,971,190	1,135,993
Due to Other Funds	11,678	13,251	262,473
Due to State Governments	0	0	0
Student Tuition Collected in Advance	310,148	73,998	(213,377)
Fund Balance	1,086,971	1,086,971	511,441
Revenue Over (Under) Expenditures	2,782,144	5,923,650	3,054,350
	<u>\$7,919,546</u>	<u>\$10,084,563</u>	<u>\$6,391,290</u>
TOTAL LIABILITIES AND SURPLUS			

TOMPKINS CORTLAND COMMUNITY COLLEGE
APPROPRIATIONS 2009-2010
FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2010

	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	8,825,539	8,794,833	8,913,504	(118,671)	101.35%	
Equipment	2,500	31,565	9,924	21,641	0.00%	
Contractual Expenses	3,496,948	3,474,085	3,419,198	54,887	98.42%	
Employee Benefits	<u>2,911,130</u>	<u>2,791,648</u>	<u>3,100,420</u>	<u>(308,772)</u>	111.06%	
Total Instruction	<u>15,236,117</u>	<u>15,092,131</u>	<u>15,443,046</u>	<u>(350,915)</u>	<u>102.33%</u>	
Public Service						
Personal Services	49,644	46,144	39,098	7,046	84.73%	
Equipment				0	0.00%	
Contractual Expenses	575	175	0	175	0.00%	
Employee Benefits	<u>14,245</u>	<u>14,096</u>	<u>13,684</u>	<u>412</u>	97.08%	
Total Public Service	<u>64,464</u>	<u>60,415</u>	<u>52,782</u>	<u>7,633</u>	<u>87.37%</u>	
Academic Support						
Personal Services	1,420,284	1,412,879	1,338,828	74,051	94.76%	
Equipment	0	84,478	74,392	10,086	0.00%	
Contractual Expenses	299,718	309,398	216,060	93,338	69.83%	
Employee Benefits	<u>367,094</u>	<u>449,405</u>	<u>468,638</u>	<u>(19,233)</u>	<u>104.28%</u>	
Total Academic Support	<u>2,087,096</u>	<u>2,256,160</u>	<u>2,097,918</u>	<u>158,242</u>	<u>92.99%</u>	
Libraries						
Personal Services	491,621	514,781	491,384	23,397	95.45%	
Equipment			0	0	0.00%	
Contractual Expenses	171,976	174,641	145,194	29,447	83.14%	
Employee Benefits	<u>162,850</u>	<u>161,141</u>	<u>171,984</u>	<u>(10,843)</u>	<u>106.73%</u>	
Total Libraries	<u>826,447</u>	<u>850,563</u>	<u>808,562</u>	<u>42,001</u>	<u>95.06%</u>	

APPROPRIATIONS 2009-2010 (Cont.)

PER CENT YEAR

92.00%

	<u>Original Budget</u>	<u>Original Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Student Services					
Personal Services	2,905,244	2,920,308	2,687,138	233,170	92.02%
Equipment	0	2,050	4,615	(2,565)	0.00%
Contractual Expenses	1,901,745	1,892,203	1,331,441	560,762	70.36%
Employee Benefits	<u>920,965</u>	<u>925,121</u>	<u>940,403</u>	<u>(15,282)</u>	<u>101.65%</u>
Total Student Services	<u>5,727,954</u>	<u>5,739,682</u>	<u>4,963,597</u>	<u>776,085</u>	<u>86.48%</u>
Maintenance and Operation of Plant					
Personal Services	2,261,025	2,264,125	1,988,523	275,602	87.83%
Equipment	11,100	21,135	20,444	691	0.00%
Contractual Expenses	1,662,642	1,652,607	880,619	771,988	53.29%
Employee Benefits	<u>769,905</u>	<u>761,825</u>	<u>663,971</u>	<u>97,854</u>	<u>87.16%</u>
Total Maintenance and Operation of Plant	<u>4,704,672</u>	<u>4,699,692</u>	<u>3,553,557</u>	<u>1,146,135</u>	<u>75.61%</u>
Institutional Support					
Personal Services	1,401,376	1,394,930	1,227,940	166,990	88.03%
Equipment	0	3,800	3,701	99	0.00%
Contractual Expenses	395,949	417,874	352,426	65,448	84.34%
Employee Benefits	<u>405,391</u>	<u>454,542</u>	<u>462,297</u>	<u>(7,755)</u>	<u>101.71%</u>
Total Institutional Support	<u>2,202,716</u>	<u>2,271,146</u>	<u>2,046,364</u>	<u>224,782</u>	<u>90.10%</u>
General Institutional Services					
Personal Services	1,780,041	1,777,816	1,664,955	112,861	93.65%
Equipment	271,400	167,800	98,968	68,832	0.00%
Contractual Expenses	1,137,805	1,129,505	728,918	400,587	64.53%
Employee Benefits	<u>590,467</u>	<u>584,269</u>	<u>593,730</u>	<u>(9,461)</u>	<u>101.62%</u>
Total General Institutional Services	<u>3,779,713</u>	<u>3,659,390</u>	<u>3,086,571</u>	<u>572,819</u>	<u>84.35%</u>
TOTAL APPROPRIATIONS	<u>34,629,179</u>	<u>34,629,179</u>	<u>32,052,397</u>	<u>2,576,782</u>	<u>92.56%</u>

2009-2010 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	52,000	52,000	68,197	(16,197)	0.00%
State Employee's Retirement	510,000	510,000	790,989	(280,989)	155.10%
State Teacher's Retirement	163,000	163,000	169,805	(6,805)	104.17%
Optional Retirement Fund	980,000	980,000	1,007,645	(27,645)	102.82%
Social Security	1,430,235	1,430,235	1,357,023	73,212	94.88%
Workers Compensation	115,000	115,000	120,813	(5,813)	105.05%
Misc Employee Benefits	120,000	120,000	97,131	22,869	80.94%
Disability Insurance	13,000	13,000	10,458	2,542	80.45%
Hospital and Medical Insurance	2,550,812	2,550,812	2,524,715	26,097	98.98%
Employee Tuition Benefits	133,000	133,000	164,018	(31,018)	123.32%
Life Insurance	10,000	10,000	9,853	147	98.53%
Vacation Benefits	60,000	60,000	55,000	5,000	91.67%
Unemployment Insurance *	5,000	5,000	47,775	(42,775)	955.50% See Note
Total Employee Benefits	<u>6,142,047</u>	<u>6,142,047</u>	<u>6,423,422</u>	<u>(265,178)</u>	<u>104.58%</u>

*NOTE: Some of the Unemployment expense is currently in dispute with the Department of Labor

TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2009-2010
FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2010

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	\$12,762,607	\$12,762,607	13,943,675	(1,181,068)	109.25%
Summer	1,201,986	1,201,986	1,067,740	134,246	88.83%
Nonresident Tuition	1,620,320	1,620,320	1,521,878	98,442	93.92%
Student Fee Revenue (Tech Fee)	974,800	974,800	1,105,862	(131,062)	113.45%
Total Tuition	<u>16,559,713</u>	<u>16,559,713</u>	<u>17,639,155</u>	<u>(1,079,442)</u>	<u>106.52%</u>
Government Appropriations					
New York State	9,861,551	9,861,551	9,500,754	360,797	96.34%
Local Sponsors	4,254,915	4,254,915	3,850,698	404,217	90.50%
Appropriated Cash Surplus			0	0	
Charges to Other Counties	<u>3,249,000</u>	<u>3,249,000</u>	<u>3,366,540</u>	<u>(117,540)</u>	<u>103.62%</u>
Total Government Appropriations	<u>17,365,466</u>	<u>17,365,466</u>	<u>16,717,992</u>	<u>647,474</u>	<u>96.27%</u>
Other Revenues					
Service Fees	149,000	149,000	166,242	(17,242)	111.57%
Interest Earnings	20,000	20,000	10,239	9,761	51.20%
Rental of Real Property	22,000	22,000	2,940	19,060	13.36%
Contract Courses	105,000	105,000	95,673	9,327	91.12%
Noncredit Tuition	190,000	190,000	155,390	34,610	81.78%
Grant Offsets	173,000	173,000	87,262	85,738	50.44%
Unclassified Revenues	<u>45,000</u>	<u>45,000</u>	<u>77,987</u>	<u>(32,987)</u>	<u>173.30%</u>
Total Other Revenues	<u>704,000</u>	<u>704,000</u>	<u>595,733</u>	<u>108,267</u>	<u>84.62%</u>
TOTAL REVENUES	<u>\$34,629,179</u>	<u>\$34,629,179</u>	<u>\$34,952,880</u>	<u>(\$323,701)</u>	<u>100.93%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CURRENT OPERATING FUND - CASH FORECAST
JULY 2010 To DEC 2010**

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>	<u>OCTOBER</u>	<u>NOVEMBER</u>	<u>DECEMBER</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$2,135,686	\$3,502,203	\$2,114,018	\$2,480,579	\$2,010,579	\$905,579
<u>RECEIPTS</u>						
Student Accounts Receivable	\$1,057,218	\$1,283,117	\$1,283,117	\$700,000	\$700,000	\$500,000
Student Financial Aid	\$909,979	\$1,463	\$1,463	\$4,500,000	\$550,000	\$1,000,000
Sponsor Payments	\$0	\$404,217	\$0	\$0	\$0	\$0
Chargebacks to Other Counties	\$201,475	\$143,565	\$143,565	\$15,000	\$250,000	\$900,000
State Aid	\$2,343,151	\$0	\$2,314,926	\$0	\$0	\$2,269,956
Repayment of Grant Fund Advances	\$9,200	\$50,000	\$50,000	\$5,000	\$200,000	\$55,000
Repayment of Capital Fund Advances	\$0	\$40,000	\$0	\$0	\$0	\$0
Other Receipts	<u>\$203,208</u>	<u>\$190,963</u>	<u>\$175,000</u>	<u>\$100,000</u>	<u>\$100,000</u>	<u>\$130,000</u>
Projected Cash Receipts	<u>\$4,724,231</u>	<u>\$2,113,325</u>	<u>\$3,968,071</u>	<u>\$5,320,000</u>	<u>\$1,800,000</u>	<u>\$4,854,956</u>
<u>DISBURSEMENTS</u>						
Payments to Students	\$486,856	\$309,752	\$309,752	\$3,800,000	\$500,000	\$200,000
Accounts Payable	\$1,210,716	\$1,551,758	\$1,551,758	\$200,000	\$600,000	\$1,000,000
Payroll and Fringe Benefits	\$1,520,290	\$1,600,000	\$1,700,000	\$1,775,000	\$1,775,000	\$1,775,000
Grant Fund Advances	\$17,280	\$40,000	\$40,000	\$15,000	\$30,000	\$35,000
Capital Fund Advances	<u>\$122,572</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Projected Cash Disbursements	<u>\$3,357,714</u>	<u>\$3,501,510</u>	<u>\$3,601,510</u>	<u>\$5,790,000</u>	<u>\$2,905,000</u>	<u>\$3,010,000</u>
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>						
MONEY MARKET/ SAVINGS	\$3,452,203	\$2,064,018	\$2,430,579	\$1,960,579	\$855,579	\$2,700,535
CASH IN TIME DEPOSITS	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>
TOTAL CASH IN TIME DEPOSITS	\$3,502,203	\$2,114,018	\$2,480,579	\$2,010,579	\$905,579	\$2,750,535

TOMPKINS CORTLAND COMMUNITY COLLEGE
 CAPITAL FUND SUMMARY
 FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2010

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Expenditures To Date</u>	<u>Encumbrances</u>	<u>Total Committed</u>	<u>Uncommitted Budget</u>
<u>CAPITAL CONSTRUCTION 1994-95</u>						
Campus Master Plan	8,689,572	7,439,572	7,439,572	0	7,439,572	0
TOTAL	8,689,572	7,439,572	7,439,572	0	7,439,572	0
<u>CAPITAL CONSTRUCTION 2000-2001</u>						
HVAC System Replacement	5,571,250	7,071,250	7,068,658	0	7,068,658	2,592
TOTAL	5,571,250	7,071,250	7,068,658	0	7,068,658	2,592
<u>CAPITAL CONSTRUCTION 2002-2009</u>						
Administrative Costs	1,236,384	3,781,122	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	6,170,801	0	6,170,801	247,011
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	135,502	0	135,502	-107
Field Irrigation	177,000	204,217	203,031	0	203,031	1,186
Furniture Fixtures & Equipment	1,452,803	1,452,803	1,471,398	0	1,471,398	-18,595
TOTAL	30,267,212	34,792,896	33,972,858	0	33,972,858	627,120
CLASSROOM PROJECT 2008-2009	2,000,000	2,000,000	1,225,671	0	1,225,671	774,329
ELECTRICAL PANEL PROJECT 2009-2010	1,600,000	606,000	100,094	90,552	190,646	415,354

CAPITAL CASH SUMMARY

CASH BALANCE - JULY 1, 2010

Campus Master Plan Money Market	50,742
Cash in time Deposits	645,423

\$696,165

CASH RECEIPTS

County Payment - Campus Master Plan	0
State Aid	0
Reimburse from interfunds	0
Investment Income - Savings	0
Investment Income - CMP	11
Chargeback Revenue	26,663

\$26,674

DISBURSEMENTS

Athletic Facility	
Savings Reimburse Advance from Operat	0
Debt Service Payment	0
MM Reimburse Advane from Oper	0
HVAC Replacement	0
Campus Master Plan	0
	0

CASH BALANCE -JULY 31, 2010

Campus Master Plan Money Market	50,753
Cash in Time Deposits	672,086

\$722,839

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-14**

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 an Executive Committee meeting of said Board on the 21st day of October 2010, 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 21st day of October 2010.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Tompkins Cortland Community College
Appointment of Personnel
as of October 13, 2010
Presented to the Board of Trustees
October 2010

Employee	Department	Title	Grade	Amount	Dates
Perkins, Donald	Engineering duties - radio studio	Adjunct	N/A	1400.00	8/19/10 - 12/20/10
Price, S. Lee	Chair - EMT Program	Adjunct	N/A	2340.00	8/19/10 - 12/20/10
Drake, Melvin	Independent Study MUSI 118	Adjunct	N/A	1390.00	8/26/10 - 12/17/10
Gillis, Andrew	Independent Study ART 290	Adjunct	N/A	417.00	8/26/10 - 12/17/10
Kobre, Michael	Additional Students BIOL 114	Adjunct	N/A	300.00	8/26/10 - 12/17/10
Lanning, David	ACCT 101-AL1 additional section	Adjunct	N/A	4060.00	8/26/10 - 12/17/10
MacDowell, Gary	Coordinate Fitness courses Fall 2010	Adjunct	N/A	548.08	8/26/10 - 12/17/10
Meyer, Denise	Independent Study ART 276	Adjunct	N/A	2502.00	8/26/10 - 12/17/10
Myers, Melissa	Cornell Acad. English-Grad Student Prg.	Adjunct	N/A	1237.50	8/26/10 - 12/17/10
Myers, Melissa	Academic Speacking/Listening - Cornell	Adjunct	N/A	223.92	8/26/10 - 12/17/10
Schrag, Kim	Independent Study ART 282	Adjunct	N/A	417.00	8/26/10 - 12/17/10
Smith, Adrienne	Independent Study ART 288	Adjunct	N/A	1668.00	8/26/10 - 12/17/10
Stremlin, Tatiana	Independent Study MUSI 115, 127, 130	Adjunct	N/A	2224.00	8/26/10 - 12/17/10
Wells, Fran	Work with blind student	Adjunct	N/A	1160.00	8/26/10 - 12/17/10
Rosekrans, Linda	Reading, grading services for Dr. Pukstas	Adjunct	N/A	1740.00	8/26/10 - 12/17/10
Hassett, Joseph	Courier Service to Ithaca Ext. Center	Adjunct	N/A	2920.77	9/01/10 - 08/31/10
Olson, Richard	Engineering duties - radio studio	Adjunct	N/A	13000.00	9/01/10 - 08/31/10
Maus, Maureen	Math Review - Borg Warner applicants	Adjunct	N/A	1305.00	9/14, 16, 18/10
Sanford, Sharon	Notify Borg Warner applicants of testing	Adjunct	N/A	290.00	9/14, 16, 18/10
Plumeau, Margaret	Basic Math workshop - Borg Warner	Adjunct	N/A	160.00	9/14-16/10
Donlick, Christel	Borg Warner Math review workshop	Adjunct	N/A	80.00	09/16/10
Donlick, Christel	Borg Warner Math review workshop	Adjunct	N/A	160.00	10/8-9/10
Sanford, Sharon	Notify Borg Warner applicants of testing	Tutor	N/A	344.00	10/8-9/10
Sullivan, Maureen	Borg Warner Math review workshop	Adjunct	N/A	160.00	10/8-9/10
Sanford, Sharon	Administer Borg Warner testing	Tutor	N/A	1548.00	10/15-16/10

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

October 13, 2010

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
David Path	9/13/10	Lay-off
Marcia Waffner	10/1/10	Termination

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-15**

BOILER AND RELATED EQUIPMENT BID AWARD

WHEREAS, there is a need to provide annual service to maintain the boiler and related equipment, and

WHEREAS, the Administration has created a three (3) year plan for providing this service for the boiler and related equipment, and

WHEREAS, the College has complied with General Municipal Law Section 103 and solicited sealed bids for Boiler and Related Equipment Bid Award, and

WHEREAS, J. W. Stevens Company of Syracuse, New York, has provided the lowest responsible bid based on specifications that were distributed to all bidders, and

WHEREAS, the amount of the Boiler and Related Equipment Bid Award is consistent with statements of probable costs giving consideration to the remaining budget allocations, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College awards the Boiler and Related Equipment Bid Award to J. W. Stevens Company, per their low base bid for three years of \$34,243.95, subject to the fulfillment of all necessary and appropriate contingencies, including but not limited to approval of all governmental agencies having jurisdiction, the furnishing by contract of required bond and insurance, and acceptable letters of recommendation, be it further

RESOLVED, that the Board of Trustees hereby authorizes the Administration to approve any change orders for work that may be necessary to complete this project as long as the changes do not exceed 10% of this work.

STATE OF NEW YORK: **I, CATHY A. NORTHROP, CLERK** of the Board of Trustee of
 SS: Tompkins Cortland Community College, **DO HEREBY**
COUNTY OF TOMPKINS: **CERTIFY** that the foregoing resolution is a true copy of a
 resolution duly adopted by the Board of Trustees of Tompkins
 Cortland Community College at a special meeting of said
 Board on the 21st of October, 2010, 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 21st day of October, 2010.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Bidding Results Electrical
 TC3 Boiler and Related Equipment Service Work

Service	J. W. Stevens			Building Controls and Service, Inc.			Kimble, Inc.		
	Bid	In Project	Award Amt	Bid	In Project	Award Amt	Bid	In Project	Award Amt
Year 1	\$ 10,970.00	1	\$ 10,970.00	\$ 11,840.00	-	\$ -	\$ 11,845.00	-	\$ -
Year 2	\$ 11,408.80	1	\$ 11,408.80	\$ 12,195.20			\$ 12,318.80		
Year 3	\$ 11,865.15	1	\$ 11,865.15	\$ 12,561.06			\$ 12,792.60		
Total for 3 years	\$ 34,243.95	1	\$ 34,243.95	\$ 36,596.26			\$ 36,956.40		

J. W. Stevens Company
 6059 Corporate Drive
 Syracuse, NY 13057

Building Controls and Service, Inc.
 4 Pequet Parkway
 Tonowanda, NY 14150

Kimble, Inc.
 1004 Sullivan Street
 Elmira, NY 14901

This project was advertised through legal notices as well as being sent to qualified contractors. There were a total of 6 requests for bid packages. The above three proposals were the only ones received.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-16**

CHILLER EQUIPMENT AND DECTRON UNIT BID AWARD

WHEREAS, there is a need to provide annual service to maintain the chiller equipment and Dectron unit, and

WHEREAS, the Administration has created a three (3) year plan for providing the service for the chiller equipment and Dectron unit, and

WHEREAS, the College has complied with General Municipal Law Section 103 and solicited sealed bids for Chiller Equipment and Dectron Unit Bid Award, and

WHEREAS, Tri-County Refrigeration, Inc. of Owego, New York, has provided the lowest responsible bid based on specifications that were distributed to all bidders, and

WHEREAS, the amount of the Chiller Equipment and Dectron Unit Bid Award is consistent with statements of probable costs giving consideration to the remaining budget allocations, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College awards the Chiller Equipment and Dectron Unit Bid Award to Tri County Refrigeration, Inc., per their low three year base bid of \$26,441.86, subject to the fulfillment of all necessary and appropriate contingencies, including but not limited to approval of all governmental agencies having jurisdiction, the furnishing by contract of required bond and insurance, and acceptable letters of recommendation, be it further

RESOLVED, that the Board of Trustees hereby authorizes the Administration to approve any change orders for work that may be necessary to complete this project as long as the changes do not exceed 10% of this work.

STATE OF NEW YORK: **I, CATHY A. NORTHROP, CLERK** of the Board of Trustee of
 SS: Tompkins Cortland Community College, **DO HEREBY**
COUNTY OF TOMPKINS: **CERTIFY** that the foregoing resolution is a true copy of a
 resolution duly adopted by the Board of Trustees of Tompkins
 Cortland Community College at a special meeting of said
 Board on the 21st of October, 2010, 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 21st day of October, 2010.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Bidding Results Electrical
 TC3 Chiller Equipment and Dectron Unit Service Work

Service	TriCounty Refrigeration			Trane			Siemens Industries		
	Bid	In Project	Award Amt	Bid	In Project	Award Amt	Bid	In Project	Award Amt
Year 1	\$ 8,640.00	1	\$ 8,640.00	\$ 8,999.00	-	\$ -	\$ 10,452.00	-	\$ -
Year 2	\$ 8,812.80	1	\$ 8,812.80	\$ 9,205.98			\$ 10,713.30		
Year 3	\$ 8,989.06	1	\$ 8,989.06	\$ 9,205.98			\$ 11,013.27		
Total for 3 years	\$ 26,441.86	1	\$ 26,441.86	\$ 27,410.95			\$ 32,178.57		

Tri-County Refrigeration, Inc.
 126 Beecher Hill Road
 Owego, NY 13827

Trane
 15 Technology Place
 East Syracuse, NY 13057

Siemens Building Technologies
 607S East Molloy Road
 P.O. Box 2949
 Syracuse, NY 13220

This project was advertised through legal notices as well as being sent to qualified contractors. There were a total of 6 requests for bid packages. The above three proposals were the only ones received.

TO: Members of the Board of Trustees

FROM: Carl E. Haynes, President

DATE: October 15, 2010

RE: September 2010 Compliance Report

Attached is the September 2010 Compliance Report. As you can see, we are in compliance with all items this year except the Workplace Violence Protection Act. Work is ongoing with regard to the Workplace Violence Protection Act. A plan has been developed and will be completed in 2010-2011.

The table below provides you with a summary of the time and money devoted to achieving compliance with the laws and regulations listed in this report. Note that compared to last year the hours increased approximately 26 percent from 17,541.00 to 22,258.30 and the dollars increased by about 33 percent from \$514,795.00 to \$685,317.50. Part of this increase is due to a more thorough analysis of cost and an increase and consistent application of pay rates. We have also added three new requirements this year, Direct Loan Processing, Pell Grant Survey and Campus Fire Safety and Right-To-Know Act.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COMPLIANCE REPORT
SUMMARY BY DEPARTMENT
SEPTEMBER 2010**

Department	Hours/Year	\$ /Year
Academic Records	7,121.00	\$194,255.00
Admissions	50.00	\$1,750.00
Baker Center for Learning	1.00	\$35.00
Budget and Finance	1,678.00	\$82,580.00
Buildings and Grounds	8.00	\$280.00
Campus Activities	37.00	\$3,015.00
Campus Technology	50.00	\$1,500.00
Counseling & Career Services	108.00	\$2,910.00
Dean of Operations & Enrollment Mgmt.	15.00	\$525.00
Dean of Students Life	2,749.80	\$72,765.00
Development/Foundation/Alumni	61.00	\$10,825.00
Faculty/Department Chairs	175.00	\$6,125.00
Financial Aid Office	8,487.00	\$247,970.00
Human Resources	71.50	\$2,427.50
Institutional Research	942.50	\$32,072.50
Library	28.00	\$700.00
Nursing Department	80.00	\$2,800.00
Office of Provost/VP of the College	40.00	\$1,400.00
Public Safety	555.50	\$21,382.50
Grand Total	*22,258.30	\$685,317.50

*This is equivalent to approximately eleven (11) full-time staff per year devoted to performing compliance work.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COMPLIANCE REPORT - BY DEPARTMENT
SEPTEMBER 2010**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
Academic Records	Records Retention	State Education Dept. Regulation	College is mandated to permanently archive student academic records. To comply, records are being imaged and microfilmed.	Yes		2,260 hours/year \$56,500/year
	Enrollment and Attendance Verification	Federal and State Regulations	Attendance data is collected from faculty every four weeks for all credit courses and entered in the student records database. This data must be verified against final grades and is reported to TAP, Higher Education Services Corp. and related agencies.	Yes		1,876 hours/year \$46,900/year
	FERPA	Federal Regulations	In order to be in compliance with FERPA regulations, the Academic Records Office is requiring staff to request access and sign a release form for access to student records either through PowerCampus or IQ.Web. This information is then forwarded to the IT Department for them to set up the staff's profile/access.	Yes		560 hours/year \$15,900/year
	SUNY General Education Requirements/Transcript	SUNY Regulations	SUNY is now requiring that a SUNY General Education Transcript Addendum(SUNY GETA) be sent with every transcript that goes to a SUNY college. Also, the SUNY GETA is cumulative so each SUNY GETA that is received must be evaluated and credit accepted towards the student's SUNY Gen. Ed. Requirements.	Yes		780 hours/year \$27,300/year
	NYS High School Graduation Requirement to Receive Degree	State Education Department	NYS Education Department requires that all students must have a HS diploma or its equivalent prior to receiving their degree. There has been an increased number of audits and certifications for GEDs.	Yes		106 hours/year \$2,650/year
	National Student Loan Clearinghouse (NSLC)		Six file enrollment and one degree transfers per term to the NSLC. The NSLC does loan certifications for TC3, which makes the information readily available for lenders and keeps us in compliance with regulations regarding notification of a student's enrollment status.	Yes		875 hours/year \$21,875/year
Budget and Finance	Rental/Lease Summary Agreements	State University of New York Construction Fund	Submit summaries by June 30 each year.	Yes		10 hours/year \$350/year
	Annual Report	Article 3, Section 30 General Municipal Law	Submit year-end financial report to the Office of State Comptroller by November 1 each year.	Yes		30 hours/year \$1,050/year
	Operating Budget Request	State University of New York	Submit operating budget request to University Budget Office by September 1 each year.	Yes		30 hours/year \$1050/year
	IPEDS Survey	Title IV Higher Education Act	Submit year-end financial report to the US Department of Commerce of IR at SUNY by January each year.	Yes		10 hours/year \$350/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COMPLIANCE REPORT - BY DEPARTMENT
SEPTEMBER 2010**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	Single Audit	Single Audit Act & OMB Circular A-133	Submit audit to the following: County sponsors with calculation of annual contribution included (Tompkins County: Deputy County Administrator and County Administrator; Cortland County: Budget Officer and Treasurer); State University of New York (University Comptroller and University Auditor); New York State Comptroller's Office; New York State Education Department; United States Department of Education; National Clearinghouse for Single Audit Reports	Yes		750 staff hours/year \$26,250/year plus Audit Fee of \$27,500 \$53,750/year (total)
	EZ-Audit	Title IV Higher Education Act	Electronic process for submitting financial aid statements and compliance audits.	Yes		8 hours/year \$280/year
	Disclosure of Foreign Payments Received	Section 1209, 20U.S.C. 1145d	Submit disclosure statement by September 1 each year	Yes		Nominal
	Payroll Reports --990 Quarterly Reports --Federal and State Tax Deposits --State New Hire Reporting --Annual W-2's	IRS New York State	Submit reports	Yes		CPP Fee \$4,500
	Reports to TRS		Submit semi-annual reports	Yes		20 hours/year \$500/year
	Reports to ERS		Submit monthly reports	Yes		20 hours/year \$500/year
	1099 Form	IRS	Send 1099s by February 28 each year to contractors paid in excess of \$600 in calendar year.	Yes		40 hours, postage, forms, etc.; \$1,200/year
	1042 Form	IRS	Send 1042s by February 28 each year to non-residential aliens receiving payment for benefits other than tuition.	Yes		10 hours, postage, forms \$300/year
	Form 5500 Pension Tax Return for Flex Benefit Plan	IRS	Submit 5500 by July 31 each year	Yes		Filing requirements temporarily suspended
	All federal, state and local grants and contracts cash requests		Submit report monthly, quarterly and annually	Yes		750 hours/year \$18,750/year
Buildings & Grounds	New York State DEC Pesticide Applicator Certifications & Business Registration	Article 33 of Environmental Conservation Law	Renewal of Certification every 3 years Recertification every 6 years	Yes		1 hour/year \$35/year
	New York State DEC Hazardous Waste	27-923 Environmental Conservation Law	No forms to file as we do not generate any hazardous materials.	Yes		

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COMPLIANCE REPORT - BY DEPARTMENT
SEPTEMBER 2010**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
Campus Activities	On-campus Voter Registration Opportunities	State University of New York	Provide voter registration information to students each year in August, September and January	Yes	Provide registration information to students each year in August, September, and January. Send with new student information, provide forms in orientation packets, information table/recruitment, work with faculty in class distribution, publicize and promote availability of forms throughout campus.	25 hours/year \$675/year
	Licensing Agencies BMI (Broadcast Music, Inc.)	New York State Law	Quarterly reports regarding on-campus musical presentations (air play) re: royalties	Yes		4 hours/year; annual fee \$140/year; License \$830
	ASCAP (American Society for Composers, Authors, and Publishers)	New York State Law	Quarterly reports regarding on-campus musical presentations (air play) re: royalties	Yes		4 hours/year; annual fee \$140/year; License \$860
	SESAC	New York State Law	Quarterly reports regarding on-campus musical presentations (air play) re: royalties	Yes		4 hours/year; annual fee \$140/year; License \$230
Counseling, Career and Transfer Services	Graduate Follow-Up Survey Report	State University of New York	Report as part of IR Report Note: Last report published in Spring 2006	Yes		80 hours (Counseling) \$2,050/year printing and staff time
	PACE Monthly Attendance - Quarterly Billing		Reports and bills to Tompkins County	Yes		28 hours/year \$860/year
Campus Technology	Gramm-Leach-Bliley Act Effective May 23, 2003		The Computer and Information Security Policy has been approved by the Board of Trustees. Computer Use Protocol which defines the procedures necessary to comply with this act has been approved, published on the web, and staff have been notified.	Yes		Unknown at this time. The risk analysis work will be substantial. Prospectively, we estimate 25-50 hours per year. \$1,500/year
Dean of Operations and Enrollment Management	1098T	IRS	Annual report due 1/31 each year to students taking credit courses and 3/31 to the IRS each year.	Yes		15 staff/year \$525/year
Dean of Student Life	New York State Post-Secondary Institution Immunization Survey	New York State Public Health Law 2165	Annual Form Reporting	Yes	Student Reporting Report Filing	2,309.80 hours/year \$57,755/year
	Full Opportunity Plan	State University of New York; Chapter V, Section 601.6	Annual Report - Update	Yes	Submit Report	10 hours/year \$310/year
	Sexual Assault Prevention Information	Section 1-a, Chapter 737; Laws of NYS	Form Reporting	Yes	Programs held during orientation and during the year. Information is included in the college catalog.	60 hours/year \$2000/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COMPLIANCE REPORT - BY DEPARTMENT
SEPTEMBER 2010**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	Drug Abuse Prevention Education	Title IV of Education Law	Annual notice to all staff and students of College policy, penalties and programs.	Yes	Combination of college catalog, web site, and Health Center, Options Program, and Counseling materials.	125 hours/year \$4125/year
	NJCAA Reports	NJCAA	Provide eligibility status for all student athletes each semester.	Yes	Information compiled by Athletic Director	225 hours/year \$7875/year Daily enrollment status checks done manually due to TC3 system inability to generate automated reports regarding change in status to athletes' full time-time enrollment.
	Equity in Athletics Disclosure Report	Federal Government	Annual Report	Yes	Information compiled by Athletic Director	20 hours/year \$700/year Increased hours as more detailed information requested each year.
Development/ Foundation/Alumni	Form 990 DOS 497	IRS NYS Law	Financial Audit and Prep; file by Jan 15	Yes	Work completed by accountants	
	New York State Board of Real Property Services. Application for Real Property Tax Exemption for Non-Profit Organizations II-Property Use (Housing)	NYS Law - P-420-a/b-use (1/95)	Copy of 990, Certificate of Incorporation, and Internal Revenue Service Letter of Determination for tax exempt	Yes		.5 hours/year \$12.50/year
	New York State Board of Real Property Services. Application for Real Property Tax Exemption for Non-Profit Organizations Mandatory Class - I Organization Purpose (Housing)	NYS Law RP-420-a-Org (1/95)	Copy of 990, Certificate of Incorporation, and Internal Revenue Service Letter of Determination for tax exempt	Yes		.5 hours/year \$12.50/year
	Audit	New York State	Submit audit to the Foundation Board of Directors and all donors.	Yes		Total audit fee this year was \$9,000 60 hours/year \$1,800/year
Financial Aid Office	Audit/E-Z Audit	Title IV of Education Law	Annual Audit	Yes	Support CPA requests	30 hours/year \$750/year
	Support PELL Payment System	Title IV of Education Law	Daily electronic transmission of origination and payments, by student, within 30 days; reconciliation monthly.	Yes		40 hrs/week or 2,080 hours/year \$62,400/year
	<i>Direct Loan Processing</i>	<i>Title IV of Education Law</i>	<i>Daily mangagement of entire system with Department of Education</i>	Yes		<i>2470 hrs/year \$66,450/year</i>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COMPLIANCE REPORT - BY DEPARTMENT
SEPTEMBER 2010**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	Fiscal Operations Report Application for Funding	Title IV of Education Law	Annual FISAP Report	Yes		200 hrs/year \$7,750/year
	Exit Interviews	Title IV of Education Law	Conduct loan interviews at exit.	Yes		250 hrs/year \$8,750/year
	Records Maintenance	Title IV of Education Law	Maintain records for 3-5 years from last date of attendance; maintain Pell records in electronic format. Campus Technology maintains the electronic backups.	Yes		30 hours/year \$1,050/year
	TAP & APTS Certification (Offices Responsible: Financial Aid and Academic Records)	NYSED	Periodic reporting of student eligibility to HESC; reconciliation.	Yes		375 hours/year (Fin Aid) \$9,750/year 175 hours/year (Acad. Rec)
	VA Certification	Veterans Affairs	Biweekly reporting of eligibility and attendance	Yes		400 hours/year \$12,000/year
	Academic Progress	Title IV and SED	Semester review of grades progress performed by committee that included Dean of Student Life, Assistant to the Dean and Director of Financial Aid. Electronic review performed by campus tech.	Yes		1,200 hours/year \$39,000/year
	Misc Surveys	SED, Title IV, SUNY & Federal Gov't.	Providing student-related data for VATEA, student financial aid surveys, IPEDS, considerably more complicated, info usually sent to IR for collation.	Yes		35 hours/year \$1,225/year
	Refund Calculations	Title IV and SED	Review of attendance and attendance dates, calculate refunds owed by students.	Yes		1050 hours/year \$26,750/year Increased due to enrollment increase
	Financial Aid Software Setup	Title IV	Setup Powerfaids with federal compliance requirements.	Yes		150 hours/year \$4,500/year
	Academic Competitiveness (Offices responsible: Financial Aid and Admissions)	Title IV	Review all high school graduates for rigorous program. Grant should end 6/11. Financial Aid and Admissions responsible.	Yes		200 hours/year (Fin Aid) \$7,000/year 50 hours/year (Admissions)
	American Recovery and Reinvestment Act of 2009 (ARRA)	American Recovery and Reinvestment Act of 2009 (ARRA)	Reporting for Federal Work-Study funds received under the American Recovery and Reinvestment Act of 2009	Yes		4 hours/year \$140/year
Human Resources	NYS Dept. of Labor Log & Summary of Occupational Injuries and Illnesses	Commissioner of Labor Rules & Regulations (12NYCRR Part 801)	Complete log and summary. Post the summary no later than February 1 and remain posted for the entire month.	Yes		7.5 hours/year \$187.50/year
	NYS Dept. of Labor	Occupational Employment Survey of Educational Services	Employees Occupation and Wages	Yes		20 hours/year \$700/year
	Classified Staff Payroll Certification	Civil Service	Report wages, name, title, and grade.	Yes		2 hours/year \$70/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COMPLIANCE REPORT - BY DEPARTMENT
SEPTEMBER 2010**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	Health Insurance Portability and Accountability Act (HIPAA) Compliance Report	SUNY Requirement	Report assessing HIPAA compliance activities.	Yes		1 hour/year \$35/year
	IPEDS	SUNY Requirement	Report statistical data on employees such as salary, tenure and race/ethnicity.	Yes		30 hours/year \$1,050/year
	Middle States Annual Profile	Accreditation Requirement	Report statistical data on employees	Yes		2 hours/year \$70/year
Institutional Research	Integrated Postsecondary Education Data System (IPEDS) Institutional Characteristics	20 U.S.C. 1094(a)(17)	Annual report of institutional characteristics.	Yes		4 hours/year \$100/year
	IPEDS Completions	20 U.S.C. 1094(a)(17)	Annual survey of graduates by program and race/ethnicity.	Yes		2 hours/year \$50/year
	IPEDS Human Resources (Offices Responsible: IR & HR)	20 U.S.C. 1094(a)(17)	Faculty and staff by primary occupational activity, race/ethnicity, salary level, benefits	Yes	Combines former IPEDS Fall Staff, IPEDS Salaries & Employees by job classification & IPEDS Employees by Assigned Position surveys	3 hours/year \$75/year
	IPEDS Enrollment, Fall	20 U.S.C. 1094(a)(17)	Enrollment by age, gender, primary residence, race/ethnicity.	Yes		7 hours/year \$185/year
	IPEDS Graduation Rates and Graduation Rate Supplemental form	20 U.S.C. 1094(a)(17)	Completers within 150%, transfers, graduation rates	Yes		6 hours/year \$160/year
	IPEDS Finance	20 U.S.C. 1094(a)(17)	Assets, liabilities, revenues, expenses	Yes		4.5 hours/year \$112.50/year
	IPEDS Student Financial Aid (Offices Responsible: IR & Fin. Aid)	20 U.S.C. 1094(a)(17)	Student financial aid for fall cohort.	Yes	With increased detailed reporting requirements, transitioned the majority of the analysis work to Financial Aid office. IR provide cohort to Financial Aid department & responsible for data entry.	10 hours/year (IR) \$350/year 10 hours/year (Fin. Aid) \$350/year
	Census and End of Term Student Data Files (Responsible: IR & Academic Records)	SUNY Requirement	East semester report detailed academic, demographic and individual credit and equivalent credit courses taken by each student. Enrollment occurring after census date file are reported on End of Term file.	Yes		175 hours/year (IR) \$6,125/year 192 hours/year (Acad. Rec)
	Fall Address File (Responsible: IR & Academic Records)	SUNY Requirement	Report the permanent address, phone number, email of fall students. Submission of a supplemental student address file was mandated beginning in fall 2002.	Yes		12 hours/year (IR) \$420/year 150 hours/year (Acad. Rec)

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COMPLIANCE REPORT - BY DEPARTMENT
SEPTEMBER 2010**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	CTEA-1 formerly VTEA (Vocational and Applied Technology Education Act) Performance Reports (Part 1) Offices responsible: IR & Organizational Success and Learning)	Perkins Career and Technical Education Act of 2006	Outcome data for vocational and applied technology degree and certificate programs including retention and graduation data along with transfer/employment status subsequent to enrollment at TC3 .	Yes	New reporting requirements require data on Technical Skill Assessments and a change in the cohort definition required extensive database programming	150 hours/year \$5,250/year
	Perkins/CTEA Institutional Profile (Offices responsible: IR & Organizational Success and Learning)	Carl D. Perkins Vocational Act of 1998	Fall semester enrollments in vocational/applied technology programs broken down by full/part-time status, gender, disability, economic and educational disadvantaged and limited English proficiency status.	Yes		20 hours/year \$700/year
	Enrollment Data for Perkins Allocation	Carl D. Perkins Vocational Act of 1998	Unduplicated enrollment in vocational/applied technology degree and certificate programs over prior 12-month period. In addition, the number of students certified as economically disadvantaged students is required. This information is used to determine the VATEA allocation for the next fiscal year.	Yes		10 hours/year \$350/year
	Academic Preparation of First-Time, Full-Time Students (NYSED 1)	Commissioner's Regulations-NY State Education Dept.	Annual data for first-time students regarding high school grade point average and ACT/SAT scores .	Yes	Adjusted programming due to change in SAT scoring.	6 hours/year \$160/year
	Institutional Activity Report (NYSED 2R)	Commissioner's Regulations-NY State Education Dept.	Twelve-month report of credit/contact hours generated by college-level and remedial instruction. In addition, remedial course outcome data are required by subject area, course completion rates, and student retention.	Yes		13 hours/year \$425/year
	SUNY SIRIS Course Data File (Offices Responsible: IR and Academic Records)	SUNY Requirement	Reports information about the courses a campus offers, e.g., Course Catalog.	Yes	TC3's implementation team has been in place since Summer 2006 and successfully submitted the new Course file for Fall 2007. Have continued testing with fall 2009 data. Schedule to go live with fall 2010 data.	35 hours/year (IR) \$1,225/year 86 hours/year (Academic Records) \$3,010/year
	SUNY SIRIS Term Section File (Offices Responsible: IR and Academic Records. IT involved in programming)	Suny Requirement	Report information about the enrollment and resulting grades for each year/term. This file will replace the current SDF/EOT files, as we know them.	Yes	SUNY is currently in the process of implementing re-engineered IR reporting requirements. TC3's implementation team has been in place since Summer 2006 and continues to prepare to submit the new Term Section file as of fall 2010.	150 hours/year \$5,250/year (IR) 50 hours/year (Academic Records) \$1,750/year
	SUNY Basic Student Charges	Federal, NY State Education Dept., SUNY Regulations	Annual data regarding tuition and fees; types and amounts of financial aid awards.	Yes		1 hours/year \$25/year

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	Higher Education Coordinators Survey (NYSE-D-SUR1)	NY State Education Dept. Requirement	Annual update of college officials by designated function and/or responsibilities	Yes		2 hour/year \$50/year
	Instructional Calendar Survey	SUNY along with federal and state Mandates	Annual report regarding length of instruction and exam periods for fall, spring, and summer terms	Yes		3 hour/year \$75/year
	Non-Credit Instructional Activities (NCIA)	SUNY Requirement	Non-credit enrollment report covering 12-months with details on types of instructional activities, number of students enrolled, and equivalent credits generated.	Yes		20 hours/year \$700/year
	Preliminary Enrollment Survey, Fall	SUNY Requirement	Preliminary enrollment report with details on the numbers of first time and transfer students enrolled as of the census date	Yes		7 hours/year \$245/year
	Off Campus Instructional Locations (NYSE-D-8)	SUNY Requirement	Report by location of all off-campus credit courses including dual high school.	Yes		7 hours/year \$175/year
	Community College Enrollment Plan (formerly called Enrollment Planning Update)	SUNY Requirement	Five-year headcount and FTE projections by full and part-time status and enrollment status (new, transfer, reinstate and continuing)	Yes		15 hours/year \$525/year
	NYSE-D Disability Survey (NYSE-D-2H-2) (Offices Responsible: IR and Baker Center for Learning)	SUNY and NY State Education Dept.	Annual report of number of students enrolled by type of disability; graduation data; and admissions and identification procedures; student advisement, and tutorial services; facilities, equipment, and other special accommodations and services available to disabled students.	Yes		1 hour/year (IR) \$25/year 1 hour/year (Baker Center) \$35/year
	Special Auditors Survey (Form 18) (Offices Responsible: IR and Academic Records)	SUNY Requirement	Enrollment of senior citizen auditors for each semester	Yes		2 hours/year (IR) \$70/year 2 hours/year (Academic Records) \$50/year
	State Aidable Auditors (Form 26)	SUNY Requirement	Report on auditors including credit hours eligible for state aid reimbursement. Filed each semester.	Yes		3 hours/year \$105/year
	State Aidable Remedial Instruction (Form 24) and Non Credit Remedial Enrollment	SUNY Requirement	Equivalent credit hours generated by students enrolled in non-credit state aidable activities such as remedial courses, tutorial assistance activities, and continuing ed pre-approved remedial workshops. Filed each semester.	Yes		10 hours/year \$350/year
	Automated Degree File (Offices Responsible: IR and Academic Records)	Federal, SUNY and NY State Education Dept.	Official degree and certificate files are submitted each year with individual graduate records including demographic and academic characteristics	Yes		10 hours/year (IR) \$350/year 9 hours/year (Academic Records) \$225/year
	Annual Survey of Graduates	Federal Right-to-Know Legislation and Perkins Grant	Follow-up data on employment and transfer status of graduates is gathered and compiled by individual degree/certificate program	Yes		175 hours/year \$6,125/year

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	Middle States Institutional Profile	Accreditation Requirement	Annual report on student characteristics, degrees awarded, tuition and fees, faculty characteristics by full- v. part-time, tenure status, gender, and ethnicity; characteristics of administrator and support staff groups; library collections and transactions, special library programs; distance learning offerings and services; current fund revenues and expenditures- unrestricted and restricted; significant institutional changes for past and present.	Yes		30 hours/year \$1,050/year
	Middle States Accreditation Records	Commission on Higher Education of the Middle States Association of Colleges & Secondary Schools, Accreditation Requirement	Need to provide documentation and assist with the institution's self-examination process that ensures TC3 meets the eligibility requirements and standards in order to continue accreditation status. To comply, records are being scanned and filed for later use.	Yes	Occurs on a cycle schedule. Successful reaccreditation occurred in April 2008.	26 hours/year \$650/year
	NYSED 4.1 Student Financial Aid Survey	State Ed and SUNY Requirement	Annual report on recipients and dollars awarded for grants, loans and non-workstudy (Office responsible: IR & Operations and Enrollment Management.	Yes		1 hours/year \$35/year
	Administrative Salaries and Faculty Workload of Community Colleges. (Offices Responsible: IR and Human Resources)	SUNY Requirement	Part 1: salary data provided by Human Resources. Part 2: workload data provided by IR. Survey submitted by IR.	Yes		11 hours/year (IR) \$275/year 1 hour (HR) \$35/hour
	Catalog Request	SUNY Requirement	Mail a copy of the most recent catalog	Yes		1 hours/year \$25/year
	AAUP (American Association of University Professors) FACULTY COMPENSATION (Offices responsible: IR and Human Resources)	SUNY Requirement	Aggregate data on rank, tenure, gender, salaries & benefits of instructional faculty	Yes		4.5 hours/year (IR) \$112.50/year 8 hours/year (HR) \$280/year
	IPEDS 12-Month Enrollment	20 U.S.C. 1094(a)(17)	Unduplicate enrollment numbers by age, gender, primary residence, race/ethnicity.	Yes		2 hours/year \$50/year
	NYSED 2.9 Graduation Rates	SUNY Requirement	Data uploaded by SUNY but each campus has to verify	Yes		0.5 hours/year \$12.50/year
	<i>Pell Grant Survey (Offices responsible: IR & Financial Aid)</i>	<i>SUNY Requirement</i>	<i>IR provide enrollment numbers and FTE of regular credit course students. Financial Aid provide attendance cost and Pell grant numbers.</i>	Yes		<i>3 hours/year (IR) \$105/year 3/hours/year (Fin. Aid) \$105/year</i>
Library	College and University Library Survey	Federal, SUNY, and Middle States regulations	Annual data on staff, operating expenditures, collections, loan transactions and library services per typical week.	Yes		28 hours/year \$700/year
NursingFaculty	National League for Nursing	Nursing Accreditation Requirement	Aggregate data of nursing students and graduates by ethnicity and gender	Yes		80 hours/year \$2,800/year

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Provost and VP of the College and department chairs	Program Review	SUNY Requirement	Report of enrollment and graduate demographics by program	Yes	Each year several programs are selected for analysis	40 hours/year (Office of Provost & VP of College) \$1,400/year 175 hrs/year (dept. chairs) \$6,125/year
Public Safety	Lockout/Tagout (Offices Responsible: Public Safety and Buildings and Grounds)	OSHA /29CFR 1910.1030	Standard requires that the employer develop procedures for the control of potentially hazardous energy. This includes written procedures, annual training, and audits.	Yes	Annual refresher training for maintenance personnel. Periodic audits of program's use and effectiveness.	20 hours/year (Public Safety) \$500/year 1 hour/year (B&G) \$35/year
	Hazardous Materials Response	OSHA/29CFR 1910.120	Training provided to security department personnel in defensive actions to be taken during a hazardous material incident. Training includes emergency alerting, safe distance and places of refuge, control, first aid/emergency medical treatment & response, critique and response follow-up.	Yes	Procedures reviewed yearly and updated as necessary. New public safety and maintenance personnel training.	12 hours/year \$420/year
	Right-To-Know	New York State Labor Law, Article 29	Training provided so that all employees are informed of the toxic effects of hazardous chemicals used in the workplace. Employer is required to establish a written hazard communication program, maintain material safety data sheets for hazardous chemicals used in the workplace, maintain record of employees who are routinely exposed to hazardous chemicals. Applicable to numerous departments.	Yes	Training for all employees instituted. Refresher training annually. Program reviewed/updated annually. Chemical inventories reviewed/updated annually.	4 hours/week or approx. 200 hours/year \$5,000/year
	Hearing Conservation	OSHA/29 CFR 1910.95	Protection measures to guard against the effects of noise exposure; applicable to grounds personnel. Protective measures include monitoring noise levels, establishing audiometric testing program, providing employees with hearing protection, training employees in the use of hearing protection.	Yes	Annual tests for personnel for hearing loss. Initial training/testing for new employees.	8 hours/year \$200/year plus \$300 for tests and equipment
	Rabies Protection	Public Health Law/Section 225	Applicable to grounds personnel who may have an occupational exposure to live or dead animals suspected of having rabies. Protection involves utilization of engineering controls and personal protective equipment. Reporting procedures to report rabid animals or persons who have been bitten.	Yes	The Grounds crew has gloves, safety glasses, shovels and bags for removal of animal carcasses found on campus.	8 hours/year \$200/year

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	Personal Protection Equipment (Offices Responsible: Public Safety and Buildings and Grounds)	OSHA/29CFR 1910.132	Applicable to grounds department, maintenance department, cleaning department, and shipping and receiving. Employer shall assess workplace to determine if hazards are present, or are likely to be present, which necessitates the use of personal protection equipment (PPE). If hazards are present or likely to be present employer shall select and have affected employee use the type of PPE that will protect the affected employee from the hazards identified.	Yes	All PPE assessments and training complete. Annual review to be done during 2010/2011 Winter Break.	14 hours/year (Public Safety) \$350/year 5 hours/year (B&G) \$175/year
	Bloodborne Pathogens	OSHA/29CFR 1910.1030	Applicable to security, maintenance, and cleaning staff who may have an occupational exposure to blood or other potentially infectious material. Train employees in engineering and work practice controls to eliminate or minimize exposure. Provide employees with appropriate personal protection equipment. Offer employees vaccination for Hepatitis B. Make clean up kits available.	Yes	Annual training for affected personnel. Hep B vaccination offered annually to those not already vaccinated. Biology lab faculty, nursing faculty, student health center staff to be included.	20 hours/year \$500/year plus \$150 per employee vaccination
	Laboratory Safety	OSHA/29CFR 1910.1450	Applicable to employees in Biology and Chemistry Labs. Employer to determine and implement control measures to reduce employee exposure to hazardous chemicals. Requirements include: development of chemical hygiene plan, appointment of chemical hygiene officer, use of personal protection equipment, information and training on the safe use of hazardous materials.	Yes	Chemical Hygiene Officer appointed. Chemical hygiene plan reviewed annually. Waste chemicals disposed of periodically.	180 hours/year \$6,300/year \$4,500 - waste disposal
	Annual College Fire Inspection	New York State Education Law	Coordinate annual college fire inspection for submission to Albany. Fire Inspection to be conducted by certified code inspector. Accompany Inspector on tour of building. Submit completed reports to Albany.	Yes	Pre-inspect college buildings; accompany inspector on audit tour.	15 hours/year \$375/year
	Annual Personal Safety Report	State University of New York	Complete annual personal safety report for submission to Chancellor's Office. Compile minutes from health and safety committee meetings held during the academic year.	Yes	Report submitted.	8 hours/year \$200/year
	Clery Act	Public Law 101-542	Publish and distribute an annual report containing campus security/policies and procedures, status of security personnel, description of crime prevention/drug and alcohol abuse programs available on campus, and reporting of crime statistics.	Yes		25 hours/year \$875/year
	Confined Space (Offices responsible: Public Safety and Buildings and Grounds)	OSHA 29CFR 1910	Training provided to maintenance personnel. Program reviewed and updated annually. Inventory of confined spaces on site reviewed and updated annually. Warning signage audited periodically.	Yes	Annual refresher training for affected personnel. Annual audit of identified confined spaces.	8 hours/year (Public Safety) \$200/year 1 hour/year (B&G) \$35/year

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	Workplace Violence Protection Act	New York State Workplace Violence Protection Act (October 2006)	Establish a Workplace Violence Prevention Program and a Workplace Violence Advisory Team to implement the various components of the program. The major components of the Workplace Violence Prevention Program include: Workplace Violence Policy Statement, Establishment of a Workplace Violence Advisory Team, Records Review, Hazard Assessment, Workplace Security Analysis, Workplace Survey and Employee Education and Training. Records Review completed 8/2010.	No	A Workplace Violence Prevention Program has been developed and a Workplace Violence Advisory Team has been established. Implementation of the plan began in the Spring of 2010 and will continue until all required components of the plan have been completed.	Unknown at this time
	<i>Campus Fire Safety and Right-To-Know Act</i>	<i>Campus Fire Safety and Right-To-Know Act</i>	<i>Statistics for each on-campus student housing facility, including the number of fires and causes; number of injuries and deaths related to fires; and the value of property damage caused by fires. Descriptions of each on-campus student housing facility's fire safety systems and the number of mandatory, supervised fire drills. Policies or rules on portable electronic appliances; smoking and open flames; evacuation procedures; fire safety education and training programs provided to students, faculty and staff. Plans for future fire safety improvements, if needed and an annual report to the campus community.</i>	Yes		<i>37.5 hrs/per year. \$1,312.50</i>