

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, APRIL 27, 2017

RONALD W. SPACE BOARD ROOM – 6:15 P.M.

Dinner/Budget Discussion

5:00 P.M.

Regular Meeting

6:15 P.M.

AGENDA

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment*

6. Approval of Minutes
March 16, 2017 – Regular Meeting
April 3, 2017 – Special Meeting
April 20, 2017 – Special Meeting

7. Communications

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

9. College-wide Goal – Student Success
(There will be one or two short presentations per Board meeting on the College-wide Goal to focus on one or both of these topics. The major purpose is to provide the Board with updates on how the College is progressing to achieve Student Success)
 - a. Student Success – None
 - b. Organizational Capacity – Middle States SubCommittees Standards I and VI

10. Provost and Vice President of the College – Report (highlight Consent Agenda items and updates on major initiatives)

11. Information Items:
 - a. Human Resources Updates

12. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Treasurer's Report – January 31, 2017
 - c. Treasurer's Report – February 28, 2017
 - d. Appointment of Personnel
 - e. Authorization to Enter Into Contract for Architectural Services for Child Care Center Project
 - f. Lease or Transfer of Land to Tompkins Cortland Community College Foundation, Inc. for TC3 Farm
 - g. Scholarship for Out-of-State and International Students
 - h. Bus Transportation Services Tompkins Cortland Community College/JFK for 2017 Summer Global Connections Programs
 - i. Bus Transportation Services – Localized Trips for 2017 Summer Global Connections Programs

13. Standing Reports:
 - a. College Forum – Sheila Abbey and Kori Post, Co-Chairs
 - b. Faculty Student Association – John Bradac
 - c. Tompkins Cortland Community College Foundation, Inc. – Elizabeth Burns
 - d. Chairperson's Report – Elizabeth Burns
 - i. Friend of the College
 - e. Liaison Report (Cortland County) – John Troy
 - f. Liaison Report (Tompkins County) – Michael Lane
 - g. Student Trustee's Report – Manpreet Kaur
 - h. President's Report

14. Executive Session (to discuss a personnel issue – no action to be taken)

15. Upcoming Events:
 - a. Budget Presentation to Counties – May 12, 2017
 - b. Next Board Meeting – May 18, 2017
 - c. Retiree Event – May 22, 2017
 - d. Professor Emeritus Event – May 22, 2017
 - e. Nursing Pinning Ceremony – May 23, 2017
 - f. Commencement – May 25, 2017

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
MARCH 16, 2017
RONALD W. SPACE BOARD ROOM**

PRESENT: Roxann Buck, Elizabeth Burns, Judy Davison, Manpreet Kaur, Arthur Kuckes, Matt McSherry, Raymond Schlather, and Bruce Tytler

EXCUSED: Chad Coates, Dammi Herath

ABSENT: None

COUNTY

LIAISONS: Michael Lane

STAFF: Sheila Abbey, Kris Altucher, John Bradac, John Conners, Amber Gilewski, LaSonya Griggs, Carl Haynes, Jorge Huayhuaca, Cathy Northrop, Carl Penziul, Kori Post, Tina Stavenhagen-Helgren, Blixy Taetzsch, Travis Vande Berg, Susanna Van Sant, Khaki Wunderlich along with members of the Presidential Search Committee for a discussion during Executive Session: Fred Farah, Brian Ackley, Rhonda Kowalski, Tom LiVigne – Foundation Board Representative, Danielle Bethoney, David Flaten, Scott Ochs, Kim Sharpe, and Students – Naseem Fielder and Erin Smith

GUESTS: None

1. **Call to Order:** The meeting was called to order at 5:34 p.m. by Chairperson Burns in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Chairperson Burns welcomed guests.
4. **Approval of Agenda:** Ms. Buck moved that the agenda be approved as presented; seconded by Ms. Davison; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes – February 16, 2017:** Ms. Davison moved that the minutes of the February 16, 2017, meeting be approved as presented; seconded by Ms. Kaur; carried unanimously.
7. **Communications:** President Haynes spoke about the 20th Anniversary Celebration for the partnership between PUCMM, Tompkins Cortland, and RIT. The video developed for the celebration was viewed and Jorge Huayhuaca provided the translation. Mr. Lane found the video very well done and informative and said he would like to see a captioned copy of the video put on the web site.

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

9. College-wide Goals:

a. Student Success: None.

a. Organizational Capacity: Provost Conners introduced Dr. Kris Altucher, Associate Dean for Institutional Research and Organizational Learning and Co-Chair of the Middle States Self-Study. She then introduced Susanna Van Sant and Amber Gilewski, Co-Chairs of Standard III – Design & Delivery of the Student Learning Experience Subcommittee. This Standard is at the core of the College’s educational mission. The co-chairs spoke about their research and findings, and the recommendations that have arisen from them. An issue that was brought up on Midwinter Day had to do with the student evaluation process and its importance in improving teaching, particularly for adjuncts and faculty new to teaching. When the College shifted from in-class administration to online administration of evaluations several years ago, the response rate fell dramatically. In some classes only a handful of students complete evaluations, and therefore the results are not as useful for improving teaching practices. Several suggestions for improving responses were brought up, such as using a phone app or offering a prize or incentive for completion. Dr. Conners cautioned that any changes to the evaluation process would need to be worked out with the union. Another subject they encountered was the potential for offering Associates of Occupational Studies (AOS) degrees at the College. AOS degrees are specifically focused on the skill set needed for certain jobs and do not include extensive general education requirements, thereby allowing more time for career-specific proficiency development. Half of the other culinary programs in the state are AOS programs. We need to weigh the value of the liberal arts in an AAS degree, and historically that view has prevailed at the College.

Next Tina Stavenhagen and LaSonya Griggs - Co-Chairs of Standard IV: Support of the Student Experience Subcommittee were introduced. Standard IV is concerned with all the functions that support the academic experience, from financial aid through tutoring and student success initiatives. They described some improvements they had already implemented based on their findings, such as combining the financial aid award and notification processes on the website. They had used the recent Student Opinion Survey as a source document, and noted that there was an increase in satisfaction with tutoring over the past few years. They too had received extensive feedback from the campus community at Midwinter Day, including increasing internship opportunities and career fairs.

10. Provost and Vice President of the College – Report (Highlight Consent Agenda items and updates on major initiatives): Provost Conners spoke to his written report. He reported that the third candidate for the Senior Global Officer position was not able to come to campus due to the weather and that visit will be rescheduled.

11. Information Items:

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

12. Consent Agenda (Action Items):

Highlights of the Consent Agenda were discussed during the meeting. Mr. McSherry moved that the Consent Agenda be approved as presented; seconded by Mr. Schlather; carried unanimously.

- a. **Capital Payments** – No discussion.
- b. **Appointment of Personnel** – No discussion.

13. Standing Reports:

- a. **College Forum** – Kori Post reported that Provost John Connors presented to the Forum on February 17 regarding the history of Middle States, where the College is in the Middle States Self-Study process, and the next steps. The College Forum also approved the Maintenance of Public Order policy. At the next meeting, Chris Hendrick, Sustainability Council member, and Eric Sambolec, Wellness Council member, will provide updates regarding the work done by their respective council and a DEAC update is to be provided, as well. Beau Saul, Director of Public Safety, will present active shooter topics at the March 31 meeting of the College Forum. A nomination committee will be formed in March to assist in soliciting new members for the 2017-2018 academic year. Future meeting dates: March 31, April 7 & 21, and May 5 & 19.
- b. **Faculty Student Association** – Dean Bradac reported that the FSA Board had met this afternoon and three primary topics were discussed at the meeting – a review of the Facilities Supervisor position, as the current person is retiring and advertisement for a replacement is about to begin; a review of the current budget situation for the FSA; and a brief discussion about planning for next year's budget. There was also a Child Care Center presentation for the Board.
- c. **Tompkins Cortland Community College Foundation, Inc.** – Chairperson Burns reported that the Foundation Property Management Committee met on February 21. Several Foundation Board members attended the joint Board retreat on March 1 at Coltivare and enjoyed hearing Dr. Willard Daggett speak. The Foundation Board met on March 7 and approved the following resolutions:
Resolution 2016-2017-05/Approval of the Computer and Fitness Tracker Loan Policy;
Resolution 2016-2017-06/Approval to Combine the Tompkins Cortland Community College Foundation, Inc. Alumni Awards; and Resolution 2016-2017-07/Support to Tompkins Cortland Community College for 2016-2017 Equipment Purchases. An investment committee meeting is scheduled for March 28. Chairperson Burns asked that Board members mark their calendars for the upcoming Legacy Society dinner that will take place on Tuesday, May 2 at Coltivare. More details will be forthcoming.
- d. **Chairperson's Report** – Chairperson Burns reported there is a Classified Staff Recognition Lunch on March 22 at noon and asked that someone from the Board attend if possible to represent the Board.

- e. **Liaison Report (Cortland County)** – No report.
- f. **Liaison Report (Tompkins County)** – Mr. Lane reported that the Legislature is taking the College’s budget situation very serious and said there is a lot of support for the College. He said it is hoped that the two sponsoring counties will be able to work together to help the College with this situation.
- g. **Student Trustee’s Report** – Ms. Kaur reported that there were six sessions for students to meet with the presidential candidates (two sessions per candidate). She also reported on the Third annual ID Summit on Power and Privilege that is co-sponsored by Corning Community College, Onondaga Community College, and Tompkins Cortland. She said there were several presentations led by students and the Summit was very well received.
- h. **President’s Report** – President Haynes spoke to his written report. He mentioned the SUNY advocacy sheet and said he was concerned to learn from speaking with our local Senator and Assemblywoman that they were not aware of the “Hold Harmless” option for community college funding.

- 14. **Executive Session for Discussion of a Personnel Matter (no action to be taken)** – Ms. Davison moved that the meeting convene in executive session for discussion of a personnel matter, with no action to be taken; seconded by Mr. Tytler; carried unanimously. The meeting convened into executive session at 6:35 p.m.

The meeting reconvened in regular session at 8:15 p.m.

- 15. **Upcoming Events:** No discussion.
- 16. **Adjournment:** Mr. McSherry moved that the meeting be adjourned; seconded by Ms. Davison; carried unanimously. The meeting adjourned at 8:15 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE
SPECIAL MEETING
BOARD OF TRUSTEES
APRIL 3, 2017
RONALD W. SPACE BOARD ROOM
5:30 P.M.**

BOARD MEMBERS

PRESENT: Roxann Buck, Elizabeth Burns, Chad Coates, Judy Davison, Manpreet Kaur, Arthur Kuckes, Matt McSherry, Ray Schlather and Bruce Tytler

EXCUSED: Dammi Herath

LIAISONS: None

STAFF: Cathy Northrop

GUESTS: None

1. **Call to Order:** The meeting was called to order at 5:35 p.m. by Chairperson Burns.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Executive Session for Discussion of a Personnel Matter (action may be taken)**
– Mr. McSherry moved that the meeting convene in executive session for discussion of a personnel matter, action may be taken; seconded by Dr. Coates; carried unanimously. Members of the Provost Council were asked to attend the first portion of the Executive Session. Those in attendance were: John Conners, John Bradac, Tim Densmore, Carl Penziul, Bruce Ryan, Blixey Taetzsch, and Khaki Wunderlich. The meeting convened into executive session at 5:36 p.m.

The meeting reconvened in regular session at 7:55 p.m.

The Board voted unanimously in executive session on the employment of a particular individual.

4. **Adjournment:** Ms. Buck moved that the meeting be adjourned; seconded by Ms. Davison; carried unanimously. The meeting adjourned at 8:00 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE
SPECIAL MEETING
BOARD OF TRUSTEES
APRIL 20, 2017
RONALD W. SPACE BOARD ROOM
4:30 P.M.**

BOARD MEMBERS

PRESENT: Roxann Buck, Elizabeth Burns, Judy Davison, Dammi Herath, Manpreet Kaur, Arthur Kuckes, Matt McSherry, Ray Schlather and Bruce Tytler

EXCUSED: Chad Coates

LIAISONS: None

STAFF: Cathy Northrop

GUESTS: None

1. **Call to Order:** The meeting was called to order at 4:29 p.m. by Chairperson Burns.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Executive Session for Discussion of a Personnel Matter (action may be taken)**
– Mr. Schlather moved that the meeting convene in executive session for discussion of a personnel matter, action may be taken; seconded by Mr. McSherry; carried unanimously. The meeting convened into executive session at 4:30 p.m.

The meeting reconvened in regular session at 5:09 p.m. No action was taken.

4. **Adjournment:** Ms. Davison moved that the meeting be adjourned; seconded by Mr. Schlather; carried unanimously. The meeting adjourned at 5:10 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

To: Board of Trustees

From: John R. Conners

Date: April 20, 2017

Re: April Report

Excelsior Scholarship – We are still gathering information about the processes to be used in administering this new program and are assessing its potential impact. There will certainly be some financial challenges we face, especially in terms of cash flow, and there will be many restrictions that will limit the number of students here who are eligible. Nonetheless, early indications are that many people have contacted the College to express interest. We will also explore ways to form alliances with other colleges to benefit from this program.

Ramifications of budget reductions – The Provost's Council has begun considering how we will address the many reductions in staff by modifying the workloads of some people and reallocating responsibilities to those who remain. President Haynes will be reporting on these actions later in the semester.

Global Initiatives – Donna Casula has accepted appointment to the position of Senior Global Officer and will begin her work at the College May 1. She comes to us with years of experience in global programming, most recently at Minnesota State University. Because she will be joining us soon, she will be able to travel alongside Jorge Huayhuaca, who will introduce her to key international partners before he finishes his time at the College. She will also benefit from time spent with Walter Poland over the next few months to support a smooth transition.

Diversity – This year's Identity Summit was once again a great success, including participants from several other colleges. Also, DEAC has prepared a proposal for SUNY funding that would support a major diversity training initiative on campus next year. Seth Thompson will report of these and other activities during next month's Board Dialogue.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of April 3, 2017

UNCLASSIFIED STAFF

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION DEADLINE	CURRENT STATUS
Admissions Advisor	April 2017	February 21, 2017	March 21, 2017	Reviewing Applications
Associate Director of Campus Police	Spring 2017	January 24, 2017	February 24, 2017	Concluded Not to Fill
Coordinator of Summer Cultural Activities – Global Connections	April 2017	March 28, 2017	Immediately	Accepting Applications
Instructor of Biology	Fall 2018	November 18, 2016	January 19, 2017	Conducting Phone Interviews
Instructor of Human Services	Fall 2018	November 18, 2016	January 19, 2017	On-Campus Interviews
Instructor of Sustainable Farming and Food Systems	Fall 2018	November 18, 2016	January 19, 2017	Conducting Phone Interviews
Senior Officer of Global Initiatives	December 2016	September 14, 2016	October 20, 2016	On-Campus Interviews
Vector Scholars Coordinator	April 2017	January 30, 2017	March 15, 2017	Reviewing Applications

CLASSIFIED STAFF

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
None			

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Lifeguard	Athletics & Recreation	April 2017	Accepting Applications
Facilities Superintendent	Residence Life	April 2017	Accepting Applications

BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Server	TC3 Bistro	April 2017	Hired: Tyler Roberts
Dishwasher	TC3 Bistro	April 2017	Hired: Simeon Reigle
Host/Hostess	TC3 Bistro	April 2017	Hired: Eileen Sheehan
Line Cook	TC3 Bistro	April 2017	Hired: Patrick Blackman
Sous Chef	TC3 Bistro	April 2017	Hired: John Corbin
Front of House Manager	TC3 Bistro	April 2017	Hired: Paul Stelmack
Bartender	TC3 Bistro	April 2017	Hired: Andrea Stelmack
Banquet Bartender	TC3 Bistro	April 2017	Hired: Andrea Stelmack
Server	TC3 Bistro	April 2017	Hired: Eileen Sheehan Flora Jeffcock-Schwartz Andrea Stelmack
Front of House Supervisor	TC3 Bistro	April 2017	Hired: Amanda Romero Stacey Preston
Banquet Supervisor	TC3 Bistro	April 2017	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of April 4, 2017

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

FACULTY ASSOC.

PAA

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL PAYMENTS
April 2017**

	AMOUNT	SUBTOTAL	GRAND TOTAL
Master Plan			
Emergency Notification System			
Fire, Security & Sound South (PO #31487) Mass Notification System Upgrade Invoice #2291	\$15,540.00		
Total Emergency Notification System		<u>\$15,540.00</u>	
Total Master Plan			\$15,540.00
Roof Replacement Project			
Roofing Construction			
Tri-County Refrigeration Roofing Unit Repair, Invoice #6881 (Hale-General Contract to be reduced to cover this repair).	\$320.00		
Total Roofing Construction		<u>\$320.00</u>	
TOTAL ROOF REPLACEMENT PROJECT			<u>\$320.00</u>
TOTAL CAPITAL PAYMENTS			<u><u>\$15,860.00</u></u>

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

JANUARY 31, 2017

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

JANUARY 31, 2017

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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$734,722 in a money market savings account averaging .20% interest earnings for January and \$2,383,990 in savings. The maximum amount available for investment will fluctuate with a peak of \$9,500,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$10,896,378 is a slight increase from \$10,764,059. Student receivables are underwritten by various funding agencies such as TAP, PELL, TRA, Student Loan and local employers.

DUE FROM OTHER GOVERNMENTS AND FUNDS - (PAGE 3)

Out of county chargebacks have an outstanding balance of \$162,302. The interfunds account balance of \$2,104,728 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 January 31, total expenditures amounted to \$16,605,548 or 39.96% of the 2016-2017 budget. Comparable expenditures for period four last year were \$15,557,122 or 39.53% of the 2015-2016 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$24,774,380 are 59.6% of the revenue budget. Prior year revenues were \$24,556,192 are 62.4% of total budgeted revenue

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2017**

	Current Month 1/31/2017	Previous Month 12/31/2016	Previous Year 1/31/2016
ASSETS			
Cash in Demand Deposit	\$ 734,722	\$ 668,214	\$ 836,903
Cash in Time Deposits	\$ 2,383,990	\$ 2,681,527	\$ 3,268,908
Petty Cash	\$ 1,729	\$ 1,729	\$ 1,729
Accounts Receivable--Students	\$ 10,896,378	\$ 10,764,059	\$ 11,179,737
Accounts Receivable--Misc.	\$ 5,480,443	\$ 5,527,322	\$ (30,209)
Prepaid Expenses	\$ (15,296)	\$ 637	\$ (12,995)
Due From Other Funds	\$ 1,854,299	\$ 2,086,875	\$ 2,021,527
Due From Sponsor Governments	\$ -	\$ -	\$ -
Due From State Governments	\$ -	\$ -	\$ -
Due From Other Governments	\$ 162,302	\$ 994,631	\$ 105,344
TOTAL ASSETS	\$ 21,498,567	\$ 22,724,994	\$ 17,370,944
LIABILITIES AND SURPLUS			
Vouchers Payable	\$ 12,225	\$ 76,149	\$ 3,880
Payroll Liabilities	\$ 1,468,798	\$ 1,576,826	\$ 1,897,227
Student Financial Aid Liabilities	\$ 228,001	\$ 210,467	\$ 373,101
Accrued Liabilities	\$ 6,111,391	\$ 6,113,882	\$ 872,259
Due to Other Funds	\$ 3,947,409	\$ 4,177,404	\$ 3,799,245
Due to State Governments	\$ -	\$ -	\$ -
Student Tuition Collected in Advance	\$ -	\$ -	\$ -
Restatement of Net Position	\$ 237,944	\$ 237,944	
Board Designated Fund Balance	\$ 1,180,343	\$ 1,180,343	\$ 1,267,799
Undesignated Fund Balance	\$ 1,464,461	\$ 1,464,461	\$ 1,455,644
Revenue Over (Under) Expenditures	\$ 6,847,995	\$ 7,687,518	\$ 7,701,789
TOTAL LIABILITIES AND SURPLUS	\$ 21,498,567	\$ 22,724,994	\$ 17,370,944

**TOMPKINS CORTLAND COMMUNITY COLLEGE
 APPROPRIATIONS 2016-2017
 FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2017**

	PER CENT YEAR					42.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>	
Instruction						
Personal Services	\$ 9,539,675	\$ 9,533,414	\$ 3,991,837	\$ 5,541,577	41.87%	
Equipment	\$ 12,900	\$ 15,374	\$ 965	\$ 14,409	0.00%	
Contractual Expenses	\$ 7,730,119	\$ 7,727,645	\$ 3,817,714	\$ 3,909,931	49.40%	
Employee Benefits	\$ 4,078,764	\$ 4,062,373	\$ 1,267,413	\$ 2,794,960	31.20%	
Total Instruction	\$ 21,361,458	\$ 21,338,806	\$ 9,077,929	\$ 12,260,877	42.54%	
Academic Support						
Personal Services	\$ 1,430,456	\$ 1,470,349	\$ 559,015	\$ 911,334	38.02%	
Equipment	\$ 132,823	\$ 132,823	\$ 2,695	\$ 130,128	0.00%	
Contractual Expenses	\$ 251,333	\$ 251,333	\$ 54,917	\$ 196,416	21.85%	
Employee Benefits	\$ 600,117	\$ 597,705	\$ 177,690	\$ 420,015	29.73%	
Total Academic Support	\$ 2,414,729	\$ 2,452,210	\$ 794,317	\$ 1,657,893	32.39%	
Libraries						
Personal Services	\$ 470,541	\$ 474,576	\$ 204,069	\$ 270,507	43.00%	
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	
Contractual Expenses	\$ 178,446	\$ 178,446	\$ 83,750	\$ 94,696	46.93%	
Employee Benefits	\$ 198,859	\$ 198,060	\$ 65,302	\$ 132,758	32.97%	
Total Libraries	\$ 847,846	\$ 851,082	\$ 353,121	\$ 497,961	41.49%	
Student Services						
Personal Services	\$ 3,254,911	\$ 3,268,730	\$ 1,279,984	\$ 1,988,746	39.16%	
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	
Contractual Expenses	\$ 1,462,337	\$ 1,462,337	\$ 450,868	\$ 1,011,469	30.83%	
Employee Benefits	\$ 1,335,383	\$ 1,330,017	\$ 410,542	\$ 919,475	30.87%	
Total Student Services	\$ 6,052,631	\$ 6,061,084	\$ 2,141,394	\$ 3,919,690	35.33%	
Maintenance and Operation of Plant						
Personal Services	\$ 2,256,328	\$ 2,252,328	\$ 876,097	\$ 1,376,231	38.90%	
Equipment	\$ 500	\$ 500	\$ -	\$ 1,021,788	0.00%	
Contractual Expenses	\$ 1,021,788	\$ 1,021,788	\$ 347,407	\$ 598,695	0.00%	
Employee Benefits	\$ 949,919	\$ 946,102	\$ 280,603	\$ 665,499	29.66%	
Total Maintenance and Operation of Plant	\$ 4,228,535	\$ 4,220,718	\$ 1,504,107	\$ 3,662,213	35.64%	
Institutional Support						
Personal Services	\$ 1,661,065	\$ 1,605,288	\$ 695,596	\$ 909,692	43.33%	
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	
Contractual Expenses	\$ 307,458	\$ 307,458	\$ 117,810	\$ 189,648	38.32%	
Employee Benefits	\$ 712,775	\$ 709,911	\$ 222,591	\$ 487,320	31.35%	
Total Institutional Support	\$ 2,681,298	\$ 2,622,657	\$ 1,035,997	\$ 1,586,660	39.50%	

**TOMPKINS CORTLAND COMMUNITY COLLEGE
 APPROPRIATIONS 2016-2017
 FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2017**

PER CENT YEAR 42.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
General Institutional Services					
Personal Services	\$ 2,003,794	\$ 2,012,085	\$ 821,066	\$ 1,191,019	40.81%
Equipment	\$ 56,311	\$ 56,311	\$ 91,664	\$ (35,353)	0.00%
Contractual Expenses	\$ 1,122,624	\$ 1,122,624	\$ 511,531	\$ 611,093	45.57%
Employee Benefits	\$ 833,864	\$ 865,513	\$ 274,422	\$ 591,091	31.71%
Total General Institutional Services	\$ 4,016,593	\$ 4,056,533	\$ 1,698,683	\$ 2,357,850	41.88%
TOTAL APPROPRIATIONS	\$ 41,603,090	\$ 41,603,090	\$ 16,605,548	\$ 25,943,144	39.91%

**2016-2017 APPROPRIATIONS
 SCHEDULE OF EMPLOYEE BENEFITS**

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	\$ 330,000	\$ 330,000	\$ 216,411	\$ 113,589	0.00%
State Employee's Retirement	\$ 1,050,000	\$ 1,015,000	\$ 625,905	\$ 389,095	61.67%
State Teacher's Retirement	\$ 385,000	\$ 385,000	\$ 116,378	\$ 268,622	30.23%
Optional Retirement Fund	\$ 1,120,500	\$ 1,120,500	\$ 444,643	\$ 675,857	39.68%
Social Security	\$ 1,529,530	\$ 1,529,530	\$ 624,925	\$ 904,605	40.86%
Workers Compensation	\$ 180,000	\$ 180,000	\$ 160,498	\$ 19,502	89.17%
Misc Employee Benefits	\$ 92,000	\$ 92,000	\$ 46,216	\$ 45,784	50.23%
Disability Insurance	\$ 13,713	\$ 13,713	\$ 4,313	\$ 9,400	31.45%
Hospital and Medical Insurance	\$ 3,805,000	\$ 3,805,000	\$ 1,641,662	\$ 2,163,338	43.14%
Employee Tuition Benefits	\$ 104,959	\$ 104,959	\$ 89,664	\$ 15,295	85.43%
Life Insurance	\$ 10,000	\$ 10,000	\$ 5,105	\$ 4,895	51.05%
Vacation Benefits	\$ 100,000	\$ 100,000	\$ 40,000	\$ 60,000	40.00%
Unemployment Insurance	\$ 32,300	\$ 32,300	\$ 16,382	\$ 15,918	0.00%
Total Employee Benefits	\$ 8,753,002	\$ 8,718,002	\$ 4,032,102	\$ 4,685,900	46.25%

TOMPKINS CORTLAND COMMUNITY COLLEGE

REVENUE 2016-2017

FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2017

PER CENT YEAR

33.00%

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
Tuition					
Fall & Spring	\$ 16,937,902	\$ 16,937,902	\$ 13,436,349	\$ 3,501,553	79.33%
Winter	\$ 103,400	\$ 103,400	\$ 67,768		
Summer	\$ 1,274,895	\$ 1,274,895	\$ -	\$ 1,274,895	0.00%
Nonresident Tuition	\$ 1,152,474	\$ 1,152,474	\$ 1,887,831	\$ (735,357)	163.81%
Student Fee Revenue (Tech Fee)	\$ 1,561,840	\$ 1,561,840	\$ 1,308,007	\$ 253,833	83.75%
Total Tuition	\$ 21,030,511	\$ 21,030,511	\$ 16,699,955	\$ 4,294,924	79.41%
Government Appropriations					
New York State	\$ 10,528,902	\$ 10,528,902	\$ 5,223,196	\$ 5,305,706	49.61%
Local Sponsors	\$ 4,650,364	\$ 4,650,364	\$ 732,433	\$ 3,917,931	15.75%
Appropriated Cash Surplus	\$ 95,000	\$ 95,000	\$ -	\$ 95,000	
Charges to Other Counties	\$ 4,212,000	\$ 4,212,000	\$ 1,846,944	\$ 2,365,056	43.85%
Board Designated Reserves	\$ 337,000	\$ 337,000	\$ -	\$ 337,000	0.00%
Total Government Appropriations	\$ 19,823,266	\$ 19,823,266	\$ 7,802,573	\$ 12,020,693	39.36%
Other Revenues					
Service Fees	\$ 109,191	\$ 109,191	\$ 22,515	\$ 86,676	20.62%
Interest Earnings	\$ 3,000	\$ 3,000	\$ 2,008	\$ 992	66.93%
Rental of Real Property	\$ 7,000	\$ 7,000	\$ 2,800	\$ 4,200	40.00%
Contract Courses	\$ 95,000	\$ 95,000	\$ 123,213	\$ (28,213)	129.70%
Noncredit Tuition	\$ 326,007	\$ 326,007	\$ 51,706	\$ 274,301	15.86%
Grant Offsets	\$ 142,828	\$ 142,828	\$ 39,640	\$ 103,188	27.75%
Unclassified Revenues	\$ 66,286	\$ 66,286	\$ 29,970	\$ 36,316	45.21%
Total Other Revenues	\$ 749,312	\$ 749,312	\$ 271,852	\$ 477,460	36.28%
TOTAL REVENUES	\$ 41,603,089	\$ 41,603,089	\$ 24,774,380	\$ 16,793,077	59.55%

**TOMPKINS CORTLAND COMMUNITY COLLEGE
FINANCIAL REPORT FOR THE PERIOD ENDING 1/31/2010**

CASH BALANCE - BEGINNING OF PERIOD

RECEIPTS

**Student Accounts Receivable
Student Financial Aid
Sponsor Payments
Chargebacks to Other Counties
State Aid
Repayment of Grant Fund Advances
Repayment of Capital Fund Advances
Other Receipts**

Projected Cash Receipts

DISBURSEMENTS

**Payments to Students
Accounts Payable
Payroll and Fringe Benefits
Grant Fund Advances
Capital Fund Advances**

Projected Cash Disbursements

PROJECTED CASH BALANCE - END OF PERIOD

MONEY MARKET/ SAVINGS

CASH IN TIME DEPOSITS

TOTAL CASH IN TIME DEPOSITS

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL FUND SUMMARY
FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2017**

	<u>Original Budget</u>	<u>Expenditures To Date</u>	<u>Encumbrances</u>	<u>Total Committed</u>	<u>Uncommitted Budget</u>
<u>CAPITAL CONSTRUCTION 2013-2018</u>					
Design/Administrative	\$ 492,433	\$ 552,813	\$ -	\$ 552,813	\$ -
Civil Construction	\$ 452,100	\$ 564,191	\$ -	\$ 564,191	\$ -
General Construction	\$ 2,798,700	\$ 3,185,165	\$ -	\$ 3,185,165	\$ -
Mechanical/HVAC	\$ 727,900	\$ 699,918	\$ -	\$ 699,918	\$ -
Electrical	\$ 419,952	\$ 472,913	\$ -	\$ 472,913	\$ -
Plumbing	\$ 139,000	\$ 146,513	\$ -	\$ 146,513	\$ -
Network Upgrade/FFE	\$ 2,019,915	\$ 1,091,720	\$ -	\$ 1,091,720	\$ -
TOTAL	\$ 7,050,000	\$ 6,713,233	\$ -	\$ 6,713,233	\$ 336,767

<u>EMERGENCY ROOF PROJECT</u>					
Design/Administrative	\$ 130,000	\$ 101,367	\$ -	\$ 101,367	\$ -
Environmental Remediation	\$ 8,000	\$ 3,800	\$ -	\$ 3,800	\$ -
General Construction	\$ 2,528,540	\$ 461,016	\$ -	\$ 461,016	\$ -
Mechanical/HVAC	\$ 243,873	\$ 4,988	\$ -	\$ 4,988	\$ -
Electrical	\$ 12,000	\$ -	\$ -	\$ -	\$ -
Equipment	\$ 605	\$ 605	\$ -	\$ 605	\$ -
TOTAL	\$ 2,923,018	\$ 571,776	\$ -	\$ 571,776	\$ 2,351,242

CAPITAL CASH SUMMARY

CASH BALANCE -JANUARY 1, 2017

Campus Master Plan MM	\$ 947,203
Cash in time Deposits	\$ 523,249
	\$ 1,470,452

CASH RECEIPTS

County Payment - Campus MP	\$ -
State Aid (DASNY)	\$ -
Reimburse from interfunds	\$ -
Investment Income - Savings	\$ 24
Investment Income - CMP	\$ 161
Chargeback Revenue	\$ 62,752
	\$ 62,937

DISBURSEMENTS

Athletic Facility	
Savings Reimburse from Oper	\$ -
Debt Service Payment	\$ -
MM Reimbursement from Oper	\$ -
Campus Master Plan	\$ -
	\$ -

CASH BALANCE -JANUARY 31, 2017

Campus Master Plan MM	\$ 947,364
Cash in Time Deposits	\$ 586,025
	\$ 1,533,389

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

FEBRUARY 28, 2017

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

FEBRUARY 28, 2017

NARRATIVE HIGHLIGHTS	PAGE 1
BALANCE SHEET	PAGE 2
APPROPRIATIONS	PAGE 3-4
REVENUES	PAGE 5
CASH FORECAST	PAGE 6
CAPITAL FUND SUMMARY	PAGE 7

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$3,378,391 in a money market savings account averaging .20% interest earnings for February and \$4,792,853 in savings. The maximum amount available for investment will fluctuate with a peak of \$9,500,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$4,220,615 is a decrease from \$10,896,378. Student receivables are underwritten by various funding agencies such as TAP, PELL, TRA, Student Loan and local employers.

DUE FROM OTHER GOVERNMENTS AND FUNDS - (PAGE 3)

Out of county chargebacks have an outstanding balance of \$69,530. The interfunds account balance of \$1,956,336 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 February 28, total expenditures amounted to \$21,468,607 or 51.66% of the 2016-2017 budget. Comparable expenditures for period four last year were \$20,984,012 or 53.3% of the 2015-2016 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$28,242,820 are 67.89% of the revenue budget. Prior year revenues were \$29,037,009 are 73.8 of total budgeted revenue

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
FINANCIAL REPORT FOR THE PERIOD ENDING FEBRUARY 28, 2017**

	Current Month 2/28/2017	Previous Month 1/31/2017	Previous Year 2/29/2016
ASSETS			
Cash in Demand Deposit	\$ 3,378,391	\$ 734,722	\$ 503,031
Cash in Time Deposits	\$ 4,792,853	\$ 2,383,990	\$ 1,447,861
Petty Cash	\$ 1,729	\$ 1,729	\$ 1,729
Accounts Receivable--Students	\$ 4,220,615	\$ 10,896,378	\$ 4,113,976
Accounts Receivable--Misc.	\$ 5,598,632	\$ 5,480,443	\$ 2,723,212
Prepaid Expenses	\$ (10,485)	\$ (15,296)	\$ (23,364)
Due From Other Funds	\$ 1,956,336	\$ 1,854,299	\$ 9,359,224
Due From Sponsor Governments	\$ -	\$ -	\$ -
Due From State Governments	\$ -	\$ -	\$ -
Due From Other Governments	\$ 69,530	\$ 162,302	\$ 48,564
TOTAL ASSETS	\$ 20,007,601	\$ 21,498,567	\$ 18,174,233
LIABILITIES AND SURPLUS			
Vouchers Payable	\$ 175	\$ 12,225	\$ 3,880
Payroll Liabilities	\$ 1,623,857	\$ 1,468,798	\$ 1,843,005
Student Financial Aid Liabilities	\$ 289,157	\$ 228,001	\$ 450,985
Accrued Liabilities	\$ 6,104,097	\$ 6,111,391	\$ 3,652,846
Due to Other Funds	\$ 3,911,109	\$ 3,947,409	\$ 3,415,107
Due to State Governments	\$ -	\$ -	\$ -
Student Tuition Collected in Advance	\$ -	\$ -	\$ -
Restatement of Net Position	\$ 237,944	\$ 237,944	\$ -
Board Designated Fund Balance	\$ 1,180,343	\$ 1,180,343	\$ 781,096
Undesignated Fund Balance	\$ 1,464,461	\$ 1,464,461	\$ 1,455,644
Revenue Over (Under) Expenditures	\$ 5,196,458	\$ 6,847,995	\$ 6,571,670
TOTAL LIABILITIES AND SURPLUS	\$ 20,007,601	\$ 21,498,567	\$ 18,174,233

**TOMPKINS CORTLAND COMMUNITY COLLEGE
 APPROPRIATIONS 2016-2017
 FINANCIAL REPORT FOR THE PERIOD ENDING FEBRUARY 28, 2017**

	PER CENT YEAR					50.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>	
Instruction						
Personal Services	\$ 9,539,675	\$ 9,533,414	\$ 4,689,293	\$ 4,844,121	49.19%	
Equipment	\$ 12,900	\$ 15,374	\$ 6,087	\$ 9,287	0.00%	
Contractual Expenses	\$ 7,730,119	\$ 7,727,645	\$ 6,507,073	\$ 1,220,572	84.21%	
Employee Benefits	\$ 4,078,764	\$ 4,062,373	\$ 1,490,482	\$ 2,571,891	36.69%	
Total Instruction	\$ 21,361,458	\$ 21,338,806	\$ 12,692,935	\$ 8,645,871	59.48%	
Academic Support						
Personal Services	\$ 1,430,456	\$ 1,470,349	\$ 684,421	\$ 785,928	46.55%	
Equipment	\$ 132,823	\$ 132,823	\$ 2,695	\$ 130,128	0.00%	
Contractual Expenses	\$ 251,333	\$ 251,333	\$ 63,973	\$ 187,360	25.45%	
Employee Benefits	\$ 600,117	\$ 597,705	\$ 217,821	\$ 379,884	36.44%	
Total Academic Support	\$ 2,414,729	\$ 2,452,210	\$ 968,910	\$ 1,483,300	39.51%	
Libraries						
Personal Services	\$ 470,541	\$ 474,576	\$ 241,044	\$ 233,532	50.79%	
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	
Contractual Expenses	\$ 178,446	\$ 178,446	\$ 88,731	\$ 89,715	49.72%	
Employee Benefits	\$ 198,859	\$ 198,060	\$ 77,135	\$ 120,925	38.95%	
Total Libraries	\$ 847,846	\$ 851,082	\$ 406,910	\$ 444,172	47.81%	
Student Services						
Personal Services	\$ 3,254,911	\$ 3,268,730	\$ 1,511,446	\$ 1,757,284	46.24%	
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	
Contractual Expenses	\$ 1,462,337	\$ 1,462,337	\$ 503,436	\$ 958,901	34.43%	
Employee Benefits	\$ 1,335,383	\$ 1,330,017	\$ 484,610	\$ 845,407	36.44%	
Total Student Services	\$ 6,052,631	\$ 6,061,084	\$ 2,499,492	\$ 3,561,592	41.24%	
Maintenance and Operation of Plant						
Personal Services	\$ 2,256,328	\$ 2,252,328	\$ 1,041,289	\$ 1,211,039	46.23%	
Equipment	\$ 500	\$ 500	\$ -	\$ 1,021,788	0.00%	
Contractual Expenses	\$ 1,021,788	\$ 1,021,788	\$ 376,420	\$ 569,682	0.00%	
Employee Benefits	\$ 949,919	\$ 946,102	\$ 333,465	\$ 612,637	35.25%	
Total Maintenance and Operation of Plant	\$ 4,228,535	\$ 4,220,718	\$ 1,751,174	\$ 3,415,146	41.49%	
Institutional Support						
Personal Services	\$ 1,661,065	\$ 1,605,288	\$ 826,480	\$ 778,808	51.48%	
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	
Contractual Expenses	\$ 307,458	\$ 307,458	\$ 129,773	\$ 177,685	42.21%	
Employee Benefits	\$ 712,775	\$ 709,911	\$ 264,474	\$ 445,437	37.25%	
Total Institutional Support	\$ 2,681,298	\$ 2,622,657	\$ 1,220,727	\$ 1,401,930	46.55%	

**TOMPKINS CORTLAND COMMUNITY COLLEGE
 APPROPRIATIONS 2016-2017
 FINANCIAL REPORT FOR THE PERIOD ENDING FEBRUARY 28, 2017**

PER CENT YEAR 50.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
General Institutional Services					
Personal Services	\$ 2,003,794	\$ 2,012,085	\$ 975,171	\$ 1,036,914	48.47%
Equipment	\$ 56,311	\$ 56,311	\$ 91,664	\$ (35,353)	0.00%
Contractual Expenses	\$ 1,122,624	\$ 1,122,624	\$ 535,866	\$ 586,758	47.73%
Employee Benefits	\$ 833,864	\$ 865,513	\$ 325,758	\$ 539,755	37.64%
Total General Institutional Services	\$ 4,016,593	\$ 4,056,533	\$ 1,928,459	\$ 2,128,074	47.54%
TOTAL APPROPRIATIONS	\$ 41,603,090	\$ 41,603,090	\$ 21,468,607	\$ 21,080,085	51.60%

**2016-2017 APPROPRIATIONS
 SCHEDULE OF EMPLOYEE BENEFITS**

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	\$ 330,000	\$ 330,000	\$ 274,046	\$ 55,954	0.00%
State Employee's Retirement	\$ 1,050,000	\$ 1,015,000	\$ 738,980	\$ 276,020	72.81%
State Teacher's Retirement	\$ 385,000	\$ 385,000	\$ 137,066	\$ 247,934	35.60%
Optional Retirement Fund	\$ 1,120,500	\$ 1,120,500	\$ 520,876	\$ 599,624	46.49%
Social Security	\$ 1,529,530	\$ 1,529,530	\$ 741,315	\$ 788,215	48.47%
Workers Compensation	\$ 180,000	\$ 180,000	\$ 160,204	\$ 19,796	89.00%
Misc Employee Benefits	\$ 92,000	\$ 92,000	\$ 52,498	\$ 39,502	57.06%
Disability Insurance	\$ 13,713	\$ 13,713	\$ 5,122	\$ 8,591	37.35%
Hospital and Medical Insurance	\$ 3,805,000	\$ 3,805,000	\$ 1,986,047	\$ 1,818,953	52.20%
Employee Tuition Benefits	\$ 104,959	\$ 104,959	\$ 99,165	\$ 5,794	94.48%
Life Insurance	\$ 10,000	\$ 10,000	\$ 6,033	\$ 3,967	60.33%
Vacation Benefits	\$ 100,000	\$ 100,000	\$ 48,000	\$ 52,000	48.00%
Unemployment Insurance	\$ 32,300	\$ 32,300	\$ 16,382	\$ 15,918	0.00%
Total Employee Benefits	\$ 8,753,002	\$ 8,718,002	\$ 4,785,734	\$ 3,932,268	54.89%

TOMPKINS CORTLAND COMMUNITY COLLEGE

REVENUE 2016-2017

FINANCIAL REPORT FOR THE PERIOD ENDING FEBRUARY 28, 2017

PER CENT YEAR

50.00%

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
Tuition					
Fall & Spring	\$ 16,937,902	\$ 16,937,902	\$ 15,929,831	\$ 1,008,071	94.05%
Winter	\$ 103,400	\$ 103,400	\$ 67,768		
Summer	\$ 1,274,895	\$ 1,274,895	\$ -	\$ 1,274,895	0.00%
Nonresident Tuition	\$ 1,152,474	\$ 1,152,474	\$ 2,416,316	\$ (1,263,842)	209.66%
Student Fee Revenue (Tech Fee)	\$ 1,561,840	\$ 1,561,840	\$ 1,307,069	\$ 254,771	83.69%
Total Tuition	\$ 21,030,511	\$ 21,030,511	\$ 19,720,984	\$ 1,273,895	93.77%
Government Appropriations					
New York State	\$ 10,528,902	\$ 10,528,902	\$ 5,223,196	\$ 5,305,706	49.61%
Local Sponsors	\$ 4,650,364	\$ 4,650,364	\$ 1,150,965	\$ 3,499,399	24.75%
Appropriated Cash Surplus	\$ 95,000	\$ 95,000	\$ -	\$ 95,000	
Charges to Other Counties	\$ 4,212,000	\$ 4,212,000	\$ 1,846,944	\$ 2,365,056	43.85%
Board Designated Reserves	\$ 337,000	\$ 337,000	\$ -	\$ 337,000	0.00%
Total Government Appropriations	\$ 19,823,266	\$ 19,823,266	\$ 8,221,105	\$ 11,602,161	41.47%
Other Revenues					
Service Fees	\$ 109,191	\$ 109,191	\$ 26,876	\$ 82,315	24.61%
Interest Earnings	\$ 3,000	\$ 3,000	\$ 2,305	\$ 695	76.83%
Rental of Real Property	\$ 7,000	\$ 7,000	\$ 2,955	\$ 4,045	42.21%
Contract Courses	\$ 95,000	\$ 95,000	\$ 123,213	\$ (28,213)	129.70%
Noncredit Tuition	\$ 326,007	\$ 326,007	\$ 56,284	\$ 269,723	17.26%
Grant Offsets	\$ 142,828	\$ 142,828	\$ 45,272	\$ 97,556	31.70%
Unclassified Revenues	\$ 66,286	\$ 66,286	\$ 43,826	\$ 22,460	66.12%
Total Other Revenues	\$ 749,312	\$ 749,312	\$ 300,731	\$ 448,581	40.13%
TOTAL REVENUES	\$ 41,603,089	\$ 41,603,089	\$ 28,242,820	\$ 13,324,637	67.89%

**TOMPKINS CORTLAND COMMUNITY COLLEGE
FINANCIAL REPORT FOR THE PERIOD ENDING FEBRUARY 28, 2017**

	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$ 3,351,470	\$ 3,120,441	\$ 8,172,973	\$ 9,528,004	\$ 7,866,536	\$ 5,748,968
RECEIPTS						
Student Accounts Receivable	\$ 1,076,301	\$ 524,352	\$ 300,000	\$ 525,000	\$ 600,000	\$ 600,000
Student Financial Aid	\$ 633,984	\$ 6,596,628	\$ 950,000	\$ 500,000	\$ 5,000	\$ 5,000
Sponsor Payments	\$ 732,433	\$ 418,533	\$ 732,433	\$ 418,533	\$ 732,433	\$ 418,533
Chargebacks to Other Counties	\$ 998,318	\$ 95,992	\$ 375,000	\$ 600,000	\$ 500,000	\$ 500,000
State Aid	\$ -	\$ -	\$ 2,611,598	\$ -	\$ -	\$ 2,620,250
Repayment of Grant Fund Advances	\$ 4,000	\$ 174,531	\$ 65,000	\$ 65,000	\$ 65,000	\$ 15,000
Repayment of Capital Fund Advances	\$ 4,076	\$ -	\$ 500,000	\$ 500,000	\$ 500,000	\$ -
Other Receipts	\$ 198,289	\$ 188,759	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Projected Cash Receipts	\$ 3,647,401	\$ 7,998,795	\$ 5,584,031	\$ 2,658,533	\$ 2,452,433	\$ 4,208,783
DISBURSEMENTS						
Payments to Students	\$ 54,851	\$ 135,051	\$ 250,000	\$ 250,000	\$ 250,000	\$ 100,000
Accounts Payable	\$ 2,105,525	\$ 748,487	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Payroll and Fringe Benefits	\$ 1,541,628	\$ 1,786,878	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000
Grant Fund Advances	\$ 30,624	\$ 3,417	\$ 20,000	\$ 20,001	\$ 20,001	\$ 20,001
Capital Fund Advances	\$ 145,802	\$ 272,430	\$ 59,000	\$ 150,000	\$ 400,000	\$ 400,000
Projected Cash Disbursements	\$ 3,878,430	\$ 2,946,263	\$ 4,229,000	\$ 4,320,001	\$ 4,570,001	\$ 4,420,001
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>						
MONEY MARKET/ SAVINGS	\$ 3,070,407	\$ 8,122,938	\$ 9,477,968	\$ 7,816,499	\$ 5,698,930	\$ 5,487,711
CASH IN TIME DEPOSITS	\$ 50,034	\$ 50,035	\$ 50,036	\$ 50,037	\$ 50,038	\$ 50,039
TOTAL CASH IN TIME DEPOSITS	\$ 3,120,441	\$ 8,172,973	\$ 9,528,004	\$ 7,866,536	\$ 5,748,968	\$ 5,537,750

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL FUND SUMMARY
FINANCIAL REPORT FOR THE PERIOD ENDING FEBRUARY 28, 2017**

	<u>Original Budget</u>	<u>Expenditures To Date</u>	<u>Encumbrances</u>	<u>Total Committed</u>	<u>Uncommitted Budget</u>
<u>CAPITAL CONSTRUCTION 2013-2018</u>					
Design/Administrative	\$ 492,433	\$ 552,813	\$ -	\$ 552,813	\$ -
Civil Construction	\$ 452,100	\$ 564,191	\$ -	\$ 564,191	\$ -
General Construction	\$ 2,798,700	\$ 3,185,165	\$ -	\$ 3,185,165	\$ -
Mechanical/HVAC	\$ 727,900	\$ 699,918	\$ 36,641	\$ 736,559	\$ -
Electrical	\$ 419,952	\$ 472,913	\$ -	\$ 472,913	\$ -
Plumbing	\$ 139,000	\$ 146,513	\$ -	\$ 146,513	\$ -
Network Upgrade/FFE	\$ 2,019,915	\$ 1,153,880	\$ -	\$ 1,153,880	\$ -
TOTAL	\$ 7,050,000	\$ 6,775,393	\$ 36,641	\$ 6,812,034	\$ 237,966

<u>EMERGENCY ROOF PROJECT</u>					
Design/Administrative	\$ 130,000	\$ 101,367	\$ -	\$ 101,367	\$ -
Environmental Remediation	\$ 8,000	\$ 3,800	\$ -	\$ 3,800	\$ -
General Construction	\$ 2,528,540	\$ 561,336	\$ -	\$ 561,336	\$ -
Mechanical/HVAC	\$ 243,873	\$ 103,615	\$ 58,920	\$ 162,535	\$ -
Electrical	\$ 12,000	\$ -	\$ -	\$ -	\$ -
Equipment	\$ 605	\$ 605	\$ -	\$ 605	\$ -
TOTAL	\$ 2,923,018	\$ 770,723	\$ 58,920	\$ 829,643	\$ 2,093,375

CAPITAL CASH SUMMARY

CASH BALANCE -JANUARY 1, 2017

Campus Master Plan MM	\$ 947,364
Cash in time Deposits	\$ 586,025
	\$ 1,533,389

CASH RECEIPTS

County Payment - Campus MP	\$ -
State Aid (DASNY)	\$ -
Reimburse from interfunds	\$ -
Investment Income - Savings	\$ 22
Investment Income - CMP	\$ 145
Chargeback Revenue	\$ 6,730
	\$ 6,897

DISBURSEMENTS

Athletic Facility	
Savings Reimburse from Oper	\$ -
Debt Service Payment	\$ -
MM Reimbursement from Oper	\$ -
Campus Master Plan	\$ -
	\$ -

CASH BALANCE -JANUARY 31, 2017

Campus Master Plan MM	\$ 947,509
Cash in Time Deposits	\$ 592,777
	\$ 1,540,286

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2016-2017-37**

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: **I, CATHY A. NORTHROP, CLERK** of the Board of
 SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
 a true copy of a resolution duly adopted by the Board of
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the
27th day of April 2017, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand
and caused the official seal of Tompkins Cortland
Community College to be hereunto affixed this 27th day of
April 2017.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Friday, March 31, 2017
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
January				
Bradley, David	Independent Study-CHEM208-M49C (R. Courtright, A. Dunn, S. Fowler, T. France, D. Janiki, M. Seong)	Adjunct	\$2,064.00	01/25/2017 To 05/19/2017
Crane, Nancy	Independent Study-SPAN202-M49C (D. Flaten, A. Marcos, A. Ngayinoko, C. Shepherd, K. Wessell)	Adjunct	\$2,580.00	01/25/2017 To 05/19/2017
Doane, Eric	CRJU110 M01	Adjunct	\$2,610.00	01/25/2017 To 05/19/2017
Farah, Fred	Independent Study-BIOL115-M49C (K. Golden, B. Jackson)	Adjunct	\$1,376.00	01/25/2017 To 05/19/2017
Han, Man-Young (Peter)	Independent Study-SPMT255-M49C (N. Smith)	Adjunct	\$516.00	01/25/2017 To 05/19/2017
Price, S. Lee	Program Chair - EMT Program	Adjunct	\$2,970.00	01/25/2017 To 05/19/2017
Quick, Raymond	Additional compensation for enrollment above 20 students in BUAD204-BL1	Adjunct	\$200.00	01/25/2017 To 05/19/2017
Ruoff, Guy	HSTY101 C43 HSTY201 C33	Adjunct	\$6,360.00	01/25/2017 To 05/19/2017
Sanford, Thomas	Independent Study-CONT202-M49C (S. Tompkins)	Adjunct	\$516.00	01/25/2017 To 05/19/2017
Suben, Mark	CRJU215 M02 CRJU215 M01	Adjunct	\$2,775.00	01/25/2017 To 05/19/2017
Tambascio, Theresa	Provide coaching, tutoring, academic support, topical workshops	Adjunct	\$2,378.70	01/25/2017 To 05/19/2017
Westlake, Winfield	Independent Study-ALEX249-M02 (A. Davis, T. France, J. Kaur, E. Wells, C. Young)	Adjunct	\$2,580.00	01/25/2017 To 05/19/2017
March				
Okaru, Alfred	Independent Study-FITN216 (C. Boston, A. Davenport, J. Lama, N. Long)	Adjunct	\$1,376.00	03/01/2017 To 05/19/2017
Wolff, Christopher	Workshop and Tutorial Demonstration (Carving typography, creating professional signage/logos)	Adjunct	\$150.00	03/07/2017
Plumeau, Margaret	Borg Warner Math Review	Adjunct	\$500.00	03/20/2017 To 04/25/2017
Yavits, Robert	CAPS152 BL2	Adjunct	\$1,324.55	03/27/2017 To 05/19/2017
Young, Tammi	FITN208 M01	Adjunct	\$1,387.50	03/27/2017 To 05/19/2017
April				
Burns, Frank	ServSafe Alcohol BIZ workshop	Adjunct	\$500.00	04/28/2017
August				
Wells, Frances	Creation of BUAD203, CAPS111, CAPS121 for OER	Adjunct	\$5,000.00	08/17/2016 To 12/19/2016

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

April 13, 2017

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Gerri Relyea	05/10/17	Retrenchment
Tom Hudson	05/19/17	Retirement
Corey VonNeida	06/02/17	Temporary Appointment
Michelle Genson	06/23/17	Retrenchment
Kimie Searles	06/30/17	Retrenchment

FACULTY STUDENT ASSOCIATION

None.

BISTRO

None.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2016-2017-43**

**LEASE OR TRANSFER OF LAND TO TOMPKINS CORTLAND COMMUNITY COLLEGE
FOUNDATION, INC. FOR TC3 FARM**

WHEREAS, the College holds a beneficial interest in certain real property situated south of the TC3 Farm and in the vicinity of Bahar Drive and Route 13 in the Town of Dryden which has been identified as a location containing approximately five (5) acres that would be ideal for growing fruits and vegetables for the TC3 Farm (the precise metes and bounds and acreage thereof to be fixed by survey) (herein, “the Property”), and

WHEREAS, pursuant to Education Law §6306(4) title to the Property is vested in and held by Tompkins County and Cortland County in trust for the uses and purposes of the College, and

WHEREAS, Tompkins Cortland Community College Foundation, Inc. (herein “the Foundation”) owns, leases and manages the TC3 Farm in the vicinity of the Property and proposes to develop this land for use of growing fruits and vegetables, and

WHEREAS, the Foundation has expressed a desire that additional land be sought out in the vicinity of the existing TC3 Farm in order to provide adequate tillable land for growing fruits and vegetables, and

WHEREAS, the College is amendable to leasing the Property to the Foundation so that the TC3 Farm may plant and grow additional fruits and vegetables as an aid and support to the educational mission of the College pursuant to Education Law §6306(5), be it therefore

RESOLVED, that the President of the College be and hereby is authorized to enter into and execute a lease or other agreement with the Foundation pursuant and further to which the Foundation may cultivate and grow the fruit and vegetables, which lease or other agreement will be satisfactory in form and substance to the College’s counsel and shall be for a term not to exceed thirty (30) years with an annual rent of One Dollar (\$1.00), and be it further

RESOLVED, that the President hereby is authorized to execute any and all agreements and/or instruments necessary to effectuate the foregoing.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

College at a regular meeting of said Board on the 28th of April, 2017 and the same is a complete copy of the whole of such resolution.

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

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 28th of April, 2017.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2016-2017-41**

SCHOLARSHIP FOR OUT-OF-STATE AND INTERNATIONAL STUDENTS

WHEREAS, it has come to the College's attention that several other SUNY Community Colleges are offering significant scholarships for out-of-state and international students, and

WHEREAS, we have noted that our own enrollment of regular international students (non-Global Connections) has continuously declined in recent years, and

WHEREAS, the competitive effect of the non-resident portion of the tuition is putting us at a significant recruitment disadvantage, and

WHEREAS, following an analysis of this matter we are seeking authorization to offer a scholarship in the amount of 50% of the non-resident portion of the tuition, and

WHEREAS, the scholarship will be available to all international and out-of-state students living in our on-campus residence halls, and

WHEREAS, upon review by the President, it is recommended that the Board of Trustees offers said scholarship to all eligible students, be it therefore

RESOLVED, that the Tompkins Cortland Community College administration is authorized to develop appropriate procedures and implement a Scholarship for out-of-state and international students that would waive one half (1/2) of the nonresident tuition for qualifying students living in campus residence halls, and be it further

RESOLVED, that the provision to provide such scholarship is effective for the fall 2017 semester.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

College at a regular meeting of said Board on the 28th of April, 2017 and the same is a complete copy of the whole of such resolution.

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

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 28th of April, 2017.

Clerk of the Board of Trustees
Tompkins Cortland Community College

SCHOLARSHIP FOR OUT-OF-STATE AND INTERNATIONAL STUDENTS

The Tompkins Cortland Community College administration is authorized to develop appropriate procedures and implement a Scholarship for out-of-state and international students that would waive one half (1/2) the nonresident portion of tuition for qualifying students living in campus residence halls to help make the cost of attendance more competitive with other institutions and more affordable for qualifying students.

