

## **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, MARCH 15, 2018**  
**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 – February 15, 2018 Regular Meeting
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):
  - a. Middle States Update – Kris Altucher and Travis Vande Berg
  - b. Cortland Extension Center Survey and Microcredentials – Kris Altucher and Martha Hubbard
9. Provost and Vice President of the College – Report (highlight Consent Agenda items and updates on major initiatives – written report provided)
10. Information Items:
  - a. Human Resources Updates

11. Consent Agenda (Action Items):
  - a. Capital Payments
  - b. Appointment of Personnel
  - c. Treasurer's Report – January 2018
  - d. Approval of Position Description – Director of Facilities
  - e. Approval of Position Description – Director of Mental Health Services
  
12. 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 – Raymond Schlather
  - e. Liaison Report (Cortland County) – Kelly Preston
  - f. Liaison Report (Tompkins County) – Michael Lane
  - g. Student Trustee's Report – Naseem Fielder
  - h. President's Report
  
13. Executive Session (to discuss a personnel issue – no action to be taken)
  
14. Events:
  - a. Spring Day – College Closed – March 23, 2018
  - b. Next Board Meeting – April 19, 2018
  
15. Adjournment

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

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
FEBRUARY 15, 2018  
CORTLAND EXTENSION CENTER  
BOARD ROOM**

**PRESENT:** Roxann Buck, Elizabeth Burns, Chad Coates, Judy Davison, Naseem Fielder, Arthur Kuckes, Matt McSherry, Raymond Schlather, and Bruce Tytler

**EXCUSED:** Dammi Herath

**ABSENT:** None

**COUNTY**

**LIAISONS:** Michael Lane

**STAFF:** John Bradac, Donna Casula, Bryan Chambala, John Conners, Tim Densmore, LaSonya Griggs, Martha Hubbard, Jim Janke, Orinthia Montague, Michelle Nightingale, Cathy Northrop, Tammy Oliver, Blixxy Taetzsch, Seth Thompson, Patty Tvaroha, Peter Voorhees

**GUESTS:** None

1. **Call to Order:** The meeting was called to order at 5:31 p.m. by Chairman Schlather in the Board Room at the Cortland Extension Center.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Chairman Schlather welcomed guests.
4. **Approval of Agenda:** Ms. Davison moved that the agenda be approved as presented; seconded by Dr. Coates; carried unanimously.
5. **Public Comment:** None – Chairman Schlather asked that a moment of silence be held as a reflection on the recent violence and unnecessary deaths in Florida and all educational institutions. Mr. Fielder wished to say what a good job the students think that President Montague is doing.
6. **Approval of Minutes**
  - a. **January 18, 2018 Regular Meeting:** Ms. Burns moved that the minutes of the January 18, 2018, regular meeting be approved as presented; seconded by Ms. Davison; carried unanimously.
  - b. **January 29, 2018 Executive Committee Meeting:** Mr. Tytler moved that the minutes of the January 29, 2018, Executive Committee meeting be approved as presented; seconded by Ms. Davison; carried unanimously.

7. **Communications:** None.
8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** None.
9. **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 he will not be here for the March Board meeting because he will be attending a two-day institute for the Guided Pathways initiative at which either the Provost or the President must attend.
10. **Information Items:**
  - a. **Human Resources Updates** – No discussion.
  - b. **Professional Development Report** – Mr. Tytler said he is impressed with the number of people who have participated in some type of professional development.
11. **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 Ms. Burns; carried unanimously.
  - a. **Capital Payments** – No discussion.
  - b. **Appointment of Personnel** – No discussion.
  - c. **Treasurer’s Report – November 30, 2017** – No discussion.
  - d. **Treasurer’s Report – December 31, 2017** – No discussion.
  - e. **I-Mac Computer Bid Award** – The company that had initially been the lowest bid, contacted us to let us know that they would not be able to continue and needed to withdraw. Therefore, the resolution was changed to award the bid to the second lowest bidder, SHI International.
  - f. **Approval of Position Description – Coordinator of Mental Health Services** – Dean Taetzsch provided additional information about the position prior to the meeting.
  - g. **Ratification of January 29, 2018 Executive Committee Action** – No discussion.
12. **Standing Reports:**
  - a. **College Forum** – No report.
  - b. **Faculty Student Association** – Written report provided.
  - c. **Tompkins Cortland Community College Foundation, Inc.** – Written report provided.

- d. **Chairperson's Report** – Chairman Schlather reported that President Montague was the keynote speaker at the Human Services Annual Lunch. She was very well received. He showed the reusable bags that the board had purchased for students for the mobile food pantry.
  - e. **Liaison Report (Cortland County)** – No report.
  - f. **Liaison Report (Tompkins County)** – Mr. Lane stated he was glad to hear about the appointment of Kelly Preston as liaison to the Board of Trustees from Cortland County. The Tompkins County Legislature is looking forward to meeting with the Cortland County Legislature to talk about funding for the College. Mr. Lane said the Tompkins County Legislature sent a delegation of 10 to the New York State Association of Counties meeting. The new Tompkins County Administrator is Jason Molino, former city manager from the city of Batavia.
  - g. **Student Trustee's Report** – Written report provided. Mr. Fielder reported that he made the Dean's List for the fall. He said that the SGA is trying to design and hold a signature event for our College, similar to the Cortaca Jug.
  - h. **President's Report** – President Montague spoke to her written report. Chairman Schlather said he is very pleased with the enrollment numbers. Dean Taetzsch mentioned that the final enrollment numbers did meet our enrollment budget. The difference was that we had a lot of returning students. Dr. Coates asked that Dean Taetzsch share the numbers with the Board of Trustees.
13. **Board Dialogue – Non-traditional Students – Support Services** – Dean Taetzsch spoke to her Power Point presentation on enrollment trends. Associate Dean Griggs spoke about students over the age of 24. Director Hubbard spoke about nontraditional students and non-credit training through corporate and community partnerships, together with cross promoting credit opportunities. Director Chambala spoke about marketing for adult students. A survey has gone out to ask what students are looking for in accelerated programs that could run at the extension centers. Director Nightingale spoke about the services available for credit course non-traditional students. She mentioned that the percentage of students in good standing was a full 30 percent higher for non-traditional students than all first-time, full-time students. Ms. Tvaroha spoke about the Pathways Program that started in 2008 and was modeled after our PACE Program. The program has grown substantially having started with 7 or 8 students, and now up to 80 students are a part of the program each semester. Since its inception, we have had 334 people in Pathways that have been awarded a total of over \$1.5 million. Along with the financial assistance, there is also wrap around support for those students. On March 14 at noon in the Forum a Pathways reception is scheduled and all are invited to attend and hear from the students how the program has helped. An email invitation to the event will be sent to the Board members. Director Oliver spoke about financial aid for non-traditional students and reported

that financial aid for non-traditional students is rare. Assistant Director Janke spoke about benefits available for Veterans.

**14. Executive Session for Discussion of a Personnel Item (no action to be taken)**

– Ms. Burns moved that the meeting convene in executive session for discussion of a personnel item, with no action to be taken; seconded by Dr. Coates; carried unanimously. The meeting convened into executive session at 7:16 p.m.

The meeting reconvened in regular session at 7:23 p.m.

**15. Upcoming Events** – The dates for the Middle States Team visit (April 22 – 25, 2018) were discussed, along with the date for the Pathways Scholarship Event (March 14, 2018).

**16. Adjournment:** Ms. Davison moved that the meeting be adjourned; seconded by Mr. Tytler; carried unanimously. The meeting adjourned at 7:24 p.m.

Respectfully submitted,

Cathy A. Northrop  
Clerk of the Board of Trustees

To: Board of Trustees

From: John R. Conners

Date: March 6, 2018

Re: March Report

**Guided Pathways** – I will miss the March Board meeting because I will be attending the initial two-day workshop of the SUNY Guided Pathways project. In addition to the President and Provost, our project team includes Michelle Nightingale, who leads our Student Success Office, and four faculty members: Larry Chase (Business), Matty Hamel (Psychology), Anndrea Mathers (English), and Sue Stafford (hospitality programs). Katrina Campbell, our Registrar, is leading this initiative and has done an outstanding job of organizing our efforts in the early stages.

**Extension Centers** – During the summer, I had some discussions with a variety of colleagues about our extension centers, which have experienced a significant drop in credit course enrollment in recent years (while maintaining a high level of use for non-credit programming). As a result of our discussions and consultation with Orinthia, we began to explore changes to be made in the courses we offer. We decided, further, to begin with a focus on the Cortland Extension Center, with the intention of expanding our efforts to the Ithaca center at a later point.

Kris Altucher designed a survey, the results of which have been helpful in pointing us in a promising direction. In short, we intend to develop programming and course offerings that will lead to microcredentials intended to attract non-traditional adults from the Cortland area with an interest in either enhancing their readiness for entry or reentry into the job market or deepening their job-related skills and knowledge. As we proceed with the planning, we will provide the Board with more detailed information.

**Global Initiatives** – Donna Casula has reported that we have received over forty applications for admission from prospective international students for Fall 2018 admission, an increase of over thirty applicants from last year. She is currently on her second recruiting trip to Asia.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of March 15, 2018

**UNCLASSIFIED STAFF**

<b>POSITION</b>	<b>DESIRED EMPLOYMENT DATE</b>	<b>ADVERTISED</b>	<b>APPLICATION DEADLINE</b>	<b>CURRENT STATUS</b>
Associate Provost	Summer 2018	March 6, 2018	April 2, 2018	Accepting Applications
Director of Facilities	August 1, 2018	November 1, 2017	February 1, 2018	Accepting Applications
Emerging Scholar	Fall 2018	February 15, 2018	March 26, 2018	Accepting Applications
Provost and Vice President of Academic Affairs	Summer 2018	February 23, 2018	March 16, 2018	Diversified Search – Accepting Applications
Vice President for Student Services	Spring 2018	November 20, 2017	January 12, 2018	Reviewing Applications
Director of Technology Support	February 2018	January 31, 2018	February 13, 2018	Conducting Skype Interviews

**CLASSIFIED STAFF**

<b>POSITION</b>	<b>DEPARTMENT</b>	<b>DESIRED EMPLOYMENT DATE</b>	<b>CURRENT STATUS</b>
None.			

**FACULTY STUDENT ASSOCIATION**

<b>POSITION</b>	<b>DEPARTMENT</b>	<b>DESIRED EMPLOYMENT DATE</b>	<b>CURRENT STATUS</b>
Assistant Coach, Women's Softball	Athletics & Recreation	March 2018	Accepting Applications
Director of the Child Care Center	Child Care Center	May 2018	Conducting Skype Interviews
Lifeguard	Athletics & Recreation	March 2018	Accepting Applications



POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Server	TC3 Bistro	March 2018	Accepting Applications Hired: Eryn Kelly (1/24/18)
Banquet Bartender	TC3 Bistro	March 2018	Accepting Applications Hired: Eryn Kelly (1/24/18)
Banquet Supervisor	TC3 Bistro	March 2018	Accepting Applications
Bartender	TC3 Bistro	March 2018	Accepting Applications Hired: Eryn Kelly (1/24/18)
Dishwasher	TC3 Bistro	March 2018	Accepting Applications
General Manager	TC3 Bistro	ASAP	Conducting Skype Interviews
Line Cook	TC3 Bistro	March 2018	Accepting Applications
Server	TC3 Bistro	March 2018	Accepting Applications
Host/Hostess	TC3 Bistro	March 2018	Accepting Applications

Status of Grievances  
as of March 6, 2018

**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 - MARCH 2018**

	<b>AMOUNT</b>	<b>SUBTOTAL</b>	<b>GRAND TOTAL</b>
<b>Childcare Facility Project</b>			
<b>Design Services</b>			
Claudia Brenner Design (PO #31685) Architectural Design Services Invoice #2996	\$15,866.40		
Design, Related Services (Blueprints) Invoice #3000	\$719.03		
<b>Total Design Services</b>		<u>\$16,585.43</u>	
<b>TOTAL CHILDCARE FACILITY PROJECT</b>			<u>\$16,585.43</u>
 <b>Roof Project</b>			
<b>General Construction</b>			
Hale Contracting, Inc. (PO #31210) General Construction, Application #11	\$26,961.90		
<b>Total General Construction</b>		<u>\$26,961.90</u>	
<b>TOTAL CAPITAL PAYMENTS</b>			<u><u>\$43,547.33</u></u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2017-2018-34**

**APPOINTMENT OF PERSONNEL**

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

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

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

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

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

**I, CATHY A. NORTHROP, CLERK** of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 15<sup>th</sup> day of March 2018, 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 15<sup>th</sup> day of March 2018.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**Appointment of Personnel**  
**Tuesday, March 06, 2018**  
**Presented to the Board of Trustees**

Employee	Department	Title/Rank	Salary	Employment Dates
<b>January</b>				
Sidle, Jason	Amended Contract - Owe 3 credits due to incorrect listing in course description F17/Sp18. Original contract issued for 3 credits/semester, should have been 4.5/semester	Adjunct	\$2,610.00	1/2/2018
Okaru, Alfred	Amended Sp16 Contract - FITN216 originally 1.5 credits, should have been 2.5 credits	Adjunct	\$925.00	1/21/2016
Ahmed, Ahmed	Independent Study - CHEM228 (A. Androshchuk, L. Chamblis, A. Dunn, T. Empson, S. Lind, B. Sokol, C. Vaisberg)	Adjunct	\$3,801.00	1/24/2018 To 5/18/2018
Anderson, Margaret	Temporary Adjunct Librarian	Adjunct	\$3,392.48	1/24/2018 To 5/18/2018
Bechtold, Charles	Independent Study - MATH122 - S. Egan-Engels, C. Grant, K. Hulslander, M. Lambert)	Adjunct	\$2,172.00	1/24/2018 To 5/18/2018
Carey, Christopher	ENGL101 M09 ENGL275 M01	Adjunct	\$3,700.00	1/24/2018 To 5/18/2018
Carr, Kyle	COMM112 ME50 COMM145 ME50 COMM265 M01 COMM111 ME50	Adjunct	\$6,891.06	1/24/2018 To 5/18/2018
Christofferson, Martin	CAPS131 HY1 CAPS131 M02 CAPS121 HY1 CAPS121 HY2 CAPS131 HY2 CAPS111 HY2	Adjunct	\$7,947.27	1/24/2018 To 5/18/2018
Cooper, Joanne	Para-Professional Tutor	Adjunct	\$2,291.90	1/24/2018 To 5/18/2018
Drake, Melvyn	MUSI118 (1 student), MUSI128 (2 students)	Adjunct	\$905.00	1/24/2018 To 5/18/2018
Eckert, Regina	Additional compensation for enrollment above 20 students in HSTY201-BL1	Adjunct	\$300.00	1/24/2018 To 5/18/2018
Estep, Nancy	ECHD125 BL1 ECHD242 M01 HUMS125 BL1 ECHD240 HY1	Adjunct	\$7,950.00	1/24/2018 To 5/18/2018
Evans, Christine	Independent Study - ESL 111 - L. AlArfaj, T. Dolma, A. Ferdows, J. Somboon)	Adjunct	\$2,896.00	1/24/2018 To 5/18/2018
Evans, Christine	Independent Study - ESL 112 - L. AlArfaj, T. Dolma, A. Ferdows, J. Somboon)	Adjunct	\$2,896.00	1/24/2018 To 5/18/2018
Flood, Michael	PHSC105 M01	Adjunct	\$2,775.00	1/24/2018 To 5/18/2018
Granison, Henry	Additional compensation for enrollment above 20 students in PARA/PARC101-BL1	Adjunct	\$150.00	1/24/2018 To 5/18/2018
Kapusta, Patricia	CAPS131 BL1 CAPS121 BL1 CAPS121 BL2	Adjunct	\$5,298.18	1/24/2018 To 4/13/2018
Lipa, Thomas	Additional compensation for enrollment above 20 students in CDSC101-BL1	Adjunct	\$50.00	1/24/2018 To 5/18/2018
Lipa, Thomas	CDSC101 BL1 CDSC200 HY1	Adjunct	\$4,540.00	1/24/2018 To 5/18/2018
McMahon, Joseph	Amended Contract - Enrollment of 20 students in online course has risen to 31; to be paid as two sections	Adjunct	\$3,405.00	1/24/2018 To 5/18/2018
Meyer, Denise	ART276 - 4 students	Adjunct	\$2,172.00	1/24/2018 To 5/18/2018
Morris, Kathy	ART290 - 4 students	Adjunct	\$2,172.00	1/24/2018 To 5/18/2018
Nakhabenko, Yelena	Amended Contract - NURS225-M33 FLD - Unable to teach 3 days due to scheduling conflict	Adjunct	\$8,465.10	1/24/2018 To 5/18/2018
Okaru, Alfred	Amended Contract - Enrollment of FITN102 class rose to 7 students; should be paid as regular section vs. per-person	Adjunct	\$399.00	1/24/2018 To 2/27/2018
Okaru, Alfred	FITN102 M01 RECR107 M01 FITN101 M01 FITN216 M01 FITN107 M01	Adjunct	\$5,940.00	1/24/2018 To 5/18/2018
Price, Lee	To perform Program Chair duties for the EMT Program	Adjunct	\$2,970.00	1/24/2018 To 5/18/2018
Quick, Raymond	Additional compensation for enrollment above 20 students in BUAD204-BL1	Adjunct	\$100.00	1/24/2018 To 5/18/2018
Sheehan, John	Additional compensation for enrollment above 20 students in HSTY111-BL1	Adjunct	\$50.00	1/24/2018 To 5/18/2018
Sloan, Cindy	Additional compensation for enrollment above 20 students in SOCI101-BL2	Adjunct	\$250.00	1/24/2018 To 5/18/2018

Employee	Department	Title/Rank	Salary	Employment Dates
Stanton, Dawn	Additional compensation for enrollment above 20 students in CDSC225-BL1	Adjunct	\$300.00	1/24/2018 To 5/18/2018
Stevenson, David	FITN230 M22 SPMT195 M01 SPMT190 M01 FITN230 M23 FITN130 M13 FITN130 M12	Adjunct	\$5,300.00	1/24/2018 To 5/18/2018
Stremlin, Tatiana	MUSI127 - 1 student	Adjunct	\$362.00	1/24/2018 To 5/18/2018
Trombley, Jeremy	ANTH202 BL4 ANTH202 BL3	Adjunct	\$5,220.00	1/24/2018 To 5/18/2018
Veshcherevich, Radmila	Independent Study - RUSN102 (J. Kim)	Adjunct	\$543.00	1/24/2018 To 5/18/2018
Waffner, Marcia	HRMG220 SLC2 HRMG101 BL1 BUAD212 M01 BUAD212 BL1	Adjunct	\$11,660.00	1/24/2018 To 5/18/2018
Wells, Frances	CAPS111 BL3 CAPS111 BL2 BUAD203 BL2 CAPS111 BL1	Adjunct	\$8,703.18	1/24/2018 To 5/18/2018
Young, Tammi	RECR232 M01 RECR285 BL1 RECR112 M01 FITN215 M01 FITN170 M01 BIOL232 M01	Adjunct	\$7,425.00	1/24/2018 To 5/18/2018
Zilliox, Roger	Independent Study - FITN109 (J. Goudreau, C. Grant & D. Kornblum)	Adjunct	\$724.00	1/24/2018 To 3/16/2018

### February

Schaffer, Patricia	Coverage for two days of clinical for Y. Nakhabenko absence	Adjunct	\$333.19	2/13/2018 To 2/20/2018
Roche, Heather	Provide supervision to NURS225 students while administering medications	Adjunct	\$1,491.60	2/15/2018 To 5/18/2018
Burns, Frank	HRMG107 M01 HRMG107 V01	Adjunct	\$1,850.00	2/16/2018 To 4/13/2018
Cason, Theoria	SOCI101 M07	Adjunct	\$2,775.00	2/28/2018 To 5/18/2018
Cute, Jessica	ENGL101 BL6	Adjunct	\$2,970.00	2/28/2018 To 5/18/2018
Hollenbeck, Charles	ENGL100 BL4	Adjunct	\$2,775.00	2/28/2018 To 5/18/2018
Panzer, Nina	SOCI101 BL4	Adjunct	\$3,405.00	2/28/2018 To 5/18/2018
Raethka, Timothy	HLTH205 M02	Adjunct	\$2,970.00	2/28/2018 To 5/18/2018
Torelli, Tracy	HLTH208 BL1	Adjunct	\$2,610.00	2/28/2018 To 5/18/2018
Wheaton, Justin	ENGL215 BL1	Adjunct	\$2,610.00	2/28/2018 To 5/18/2018
Lowman, Lauren	Amended Contract - .biz Workshop - Event Planning Start to Finish	Adjunct	\$250.00	3/12/2018 To 3/13/2018
Buchanan, Patricia	ENGL099-M03	Adjunct	\$2,270.00	3/26/2018 To 5/18/2018
Wunderlich, Kahki	.biz Workshop - Conduct the Power of Strengths for Tompkins County Council of Governments Employees	Adjunct	\$500.00	3/29/2018
Buchanan, Patricia	Attending ENGL099 classes w/ original instructor if preparation of teaching class beginning 03/27/2018	Adjunct	\$259.44	3/6/2018 To 3/15/2018
Kidder, Jennifer	Borg Warner Math Review-.biz	Adjunct	\$125.00	3/8/2018

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

March 15, 2018

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Bruce Ryan	03/31/18	Retirement

FACULTY STUDENT ASSOCIATION

None

BISTRO

None

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

JANUARY 31, 2018



TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

JANUARY 31, 2018

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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$976,001 in a money market savings account averaging .20% interest earnings for January and \$1,349,008 in savings. The maximum amount available for investment will fluctuate with a peak of \$6,400,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$11,596,984 is a slight increase from \$10,354,400. 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 \$156,467. The interfunds account balance of \$2,266,062 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 \$17,118,936 or 41.9% of the 2017-2108 budget. Comparable expenditures for period four last year were \$16,605,548 or 39.96% of the 2016-2017 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$25,661,3469 are 62.8% of the revenue budget. Prior year revenues were \$24,774,380 are 59.6% of total budgeted revenue.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**BALANCE SHEET**  
**FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2018**

	Current Month 1/31/2018	Previous Month 12/31/2017	Previous Year 1/31/2017
<b>ASSETS</b>			
Cash in Demand Deposit	976,001	\$ 972,664	\$ 734,722
Cash in Time Deposits	1,349,008	\$ 1,434,394	\$ 2,383,990
Petty Cash	1,229	\$ 1,229	\$ 1,729
Accounts Receivable--Students	11,596,984	\$ 10,354,400	\$ 10,896,378
Accounts Receivable--Misc.	3,908,388	\$ 3,921,616	\$ 5,480,443
Prepaid Expenses	60,566	\$ (4,653)	\$ (15,296)
Due From Other Funds	2,266,062	\$ 2,664,012	\$ 1,854,299
Due From Sponsor Governments		\$ -	\$ -
Due From State Governments		\$ -	\$ -
Due From Other Governments	156,467	\$ 747,524	\$ 162,302
<b>TOTAL ASSETS</b>	<b><u>\$ 20,314,704</u></b>	<b><u>\$ 20,091,186</u></b>	<b><u>\$ 21,498,567</u></b>
<b>LIABILITIES AND SURPLUS</b>			
Vouchers Payable	64,852	\$ 64,852	\$ 12,225
Payroll Liabilities	1,329,200	\$ 1,913,638	\$ 1,468,798
Student Financial Aid Liabilities	297,502	\$ 276,037	\$ 228,001
Accrued Liabilities	4,407,548	\$ 4,392,262	\$ 6,111,391
Due to Other Funds	3,882,666	\$ 3,465,770	\$ 3,947,409
Due to State Governments	0	\$ -	\$ -
Student Tuition Collected in Advance	(250)	\$ -	\$ -
Restatement of Net Position	121,807	\$ 121,807	\$ 237,944
Board Designated Fund Balance	853,411	\$ 853,411	\$ 1,180,343
Undesignated Fund Balance	1,468,842	\$ 1,468,842	\$ 1,464,461
Revenue Over (Under) Expenditures	7,889,125	\$ 7,534,567	\$ 6,847,995
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b><u>\$ 20,314,704</u></b>	<b><u>\$ 20,091,186</u></b>	<b><u>\$ 21,498,567</u></b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
 APPROPRIATIONS 2017-2018  
 FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2018**

PER CENT YEAR 42.00%

	<u>Original Budget</u>	<u>Original Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
<b>Instruction</b>					
Personal Services	\$ 9,016,708	\$ 9,016,708	3,895,752	\$ 5,120,956	43.21%
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Expenses	\$ 8,304,366	\$ 8,304,366	4,781,295	\$ 3,523,071	57.58%
Employee Benefits	\$ 4,037,556	\$ 4,037,556	1,229,614	\$ 2,807,942	30.45%
<b>Total Instruction</b>	<b>\$ 21,358,630</b>	<b>\$ 21,358,630</b>	<b>\$ 9,906,661</b>	<b>\$ 11,451,969</b>	<b>46.38%</b>
<b>Academic Support</b>					
Personal Services	\$ 1,612,897	\$ 1,612,897	624,786	\$ 988,111	38.74%
Equipment	\$ -	\$ -	648	\$ (648)	0.00%
Contractual Expenses	\$ 357,930	\$ 357,930	110,342	\$ 247,588	30.83%
Employee Benefits	\$ 710,004	\$ 710,004	198,276	\$ 511,728	27.93%
<b>Total Academic Support</b>	<b>\$ 2,680,831</b>	<b>\$ 2,680,831</b>	<b>\$ 934,053</b>	<b>\$ 1,746,778</b>	<b>34.84%</b>
<b>Libraries</b>					
Personal Services	\$ 466,614	\$ 466,614	193,923	\$ 272,691	41.56%
Equipment	\$ -	\$ -	525	\$ (525)	0.00%
Contractual Expenses	\$ 170,446	\$ 170,446	80,539	\$ 89,907	47.25%
Employee Benefits	\$ 206,384	\$ 206,384	62,055	\$ 144,329	30.07%
<b>Total Libraries</b>	<b>\$ 843,444</b>	<b>\$ 843,444</b>	<b>\$ 337,042</b>	<b>\$ 506,402</b>	<b>39.96%</b>
<b>Student Services</b>					
Personal Services	\$ 2,907,611	\$ 2,907,611	1,235,580	\$ 1,672,031	42.49%
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Expenses	\$ 1,468,052	\$ 1,468,052	433,158	\$ 1,034,894	29.51%
Employee Benefits	\$ 1,244,452	\$ 1,244,452	397,184	\$ 847,268	31.92%
<b>Total Student Services</b>	<b>\$ 5,620,115</b>	<b>\$ 5,620,115</b>	<b>\$ 2,065,922</b>	<b>\$ 3,554,193</b>	<b>36.76%</b>
<b>Maintenance and Operation of Plant</b>					
Personal Services	\$ 1,960,333	\$ 1,960,333	843,055	\$ 1,117,278	43.01%
Equipment	\$ -	\$ -	1,949	\$ 880,439	0.00%
Contractual Expenses	\$ 882,388	\$ 882,388	294,443	\$ 577,032	0.00%
Employee Benefits	\$ 871,475	\$ 871,475	270,282	\$ 601,193	31.01%
<b>Total Maintenance and Operation of Plant</b>	<b>\$ 3,714,196</b>	<b>\$ 3,714,196</b>	<b>\$ 1,409,729</b>	<b>\$ 3,175,942</b>	<b>37.96%</b>
<b>Institutional Support</b>					
Personal Services	\$ 1,624,795	\$ 1,624,795	609,313	\$ 1,015,482	37.50%
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Expenses	\$ 310,393	\$ 310,393	95,544	\$ 214,849	30.78%
Employee Benefits	\$ 729,738	\$ 729,738	194,997	\$ 534,741	26.72%
<b>Total Institutional Support</b>	<b>\$ 2,664,926</b>	<b>\$ 2,664,926</b>	<b>\$ 899,854</b>	<b>\$ 1,765,072</b>	<b>33.77%</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
 APPROPRIATIONS 2017-2018  
 FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2018**

	PER CENT YEAR					42.00%
	<u>Original Budget</u>	<u>Original Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>	
<b>General Institutional Services</b>						
Personal Services	\$ 1,978,689	\$ 1,978,689	\$ 765,911	\$ 1,212,778	38.71%	
Equipment	\$ 61,714	\$ 61,714	\$ 35,345	\$ 26,369	0.00%	
Contractual Expenses	\$ 1,093,324	\$ 1,093,324	\$ 512,403	\$ 580,921	46.87%	
Employee Benefits	\$ 842,085	\$ 842,085	\$ 252,016	\$ 590,069	29.93%	
<b>Total General Institutional Services</b>	<u>\$ 3,975,812</u>	<u>\$ 3,975,812</u>	<u>\$ 1,565,675</u>	<u>\$ 2,410,137</u>	<u>39.38%</u>	
<b>TOTAL APPROPRIATIONS</b>	<u>\$ 40,857,954</u>	<u>\$ 40,857,954</u>	<u>\$ 17,118,936</u>	<u>\$ 24,610,493</u>	<u>41.90%</u>	

**2017-2018 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	\$ 250,000	\$ 250,000	\$ 216,411	\$ 33,589	0.00%	
State Employee's Retirement	\$ 1,005,000	\$ 1,005,000	\$ 625,905	\$ 379,095	62.28%	
State Teacher's Retirement	\$ 280,000	\$ 280,000	\$ 116,378	\$ 163,622	41.56%	
Optional Retirement Fund	\$ 1,081,884	\$ 1,081,884	\$ 444,643	\$ 637,241	41.10%	
Social Security	\$ 1,488,882	\$ 1,488,882	\$ 624,925	\$ 863,957	41.97%	
Workers Compensation	\$ 167,000	\$ 167,000	\$ 160,498	\$ 6,502	96.11%	
Misc Employee Benefits	\$ 92,000	\$ 92,000	\$ 46,216	\$ 45,784	50.23%	
Disability Insurance	\$ 11,500	\$ 11,500	\$ 4,313	\$ 7,187	37.50%	
Hospital and Medical Insurance	\$ 3,974,428	\$ 3,974,428	\$ 1,641,662	\$ 2,332,766	41.31%	
Employee Tuition Benefits	\$ 105,000	\$ 105,000	\$ 89,664	\$ 15,336	85.39%	
Life Insurance	\$ 10,000	\$ 10,000	\$ 5,105	\$ 4,895	51.05%	
Vacation Benefits	\$ 120,000	\$ 120,000	\$ 40,000	\$ 80,000	33.33%	
Unemployment Insurance	\$ 56,000	\$ 56,000	\$ 16,382	\$ 39,618	0.00%	
<b>Total Employee Benefits</b>	<u>\$ 8,641,694</u>	<u>\$ 8,641,694</u>	<u>\$ 4,032,102</u>	<u>\$ 4,609,592</u>	<u>46.66%</u>	

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**REVENUE 2017-2018**  
**FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2018**

	<b>Budget Adopted</b>	<b>Modified Budget</b>	<b>Realized To Date</b>	<b>To Be Realized</b>	<b>% Realized</b>
<b>Tuition</b>					
Fall & Spring	\$16,510,088	\$16,510,088	\$ 13,827,012	\$ 2,683,076	83.75%
Winter	\$108,400	\$108,400	\$ 113,624		
Summer	1,134,293	1,134,293	\$ -	\$ 1,134,293	0.00%
Nonresident Tuition	1,252,350	1,252,350	\$ 2,400,227	\$ (1,147,877)	191.66%
Student Fee Revenue (Tech Fee)	1,395,040	1,395,040	\$ 1,234,537	\$ 160,503	88.49%
<b>Total Tuition</b>	<b>20,400,171</b>	<b>20,400,171</b>	<b>\$ 17,575,400</b>	<b>\$ 2,829,995</b>	<b>86.15%</b>
<b>Government Appropriations</b>					
New York State	10,501,648	10,501,648	\$ 5,225,570	\$ 5,276,078	49.76%
Local Sponsors	4,650,364	4,650,364	\$ 744,058	\$ 3,906,306	16.00%
Appropriated Cash Surplus	4,143,120	4,143,120	\$ -	\$ 4,143,120	
Charges to Other Counties	246,503	246,503	\$ 1,821,498	\$ (1,574,995)	738.94%
Board Designated Reserves	161,714	161,714	\$ -	\$ 161,714	0.00%
<b>Total Government Appropriations</b>	<b>19,703,349</b>	<b>19,703,349</b>	<b>\$ 7,791,126</b>	<b>\$ 11,912,223</b>	<b>39.54%</b>
<b>Other Revenues</b>					
Service Fees	110,320	110,320	\$ 22,699	\$ 87,621	20.58%
Interest Earnings	3,000	3,000	\$ 1,645	\$ 1,355	54.83%
Rental of Real Property	7,000	7,000	\$ 5,695	\$ 1,305	81.36%
Contract Courses	97,000	97,000	\$ 112,728	\$ (15,728)	116.21%
Noncredit Tuition	328,000	328,000	\$ 57,526	\$ 270,474	17.54%
Grant Offsets	142,829	142,829	\$ 43,783	\$ 99,046	30.65%
Unclassified Revenues	66,285	66,285	\$ 50,744	\$ 15,541	76.55%
<b>Total Other Revenues</b>	<b>754,434</b>	<b>754,434</b>	<b>\$ 294,820</b>	<b>\$ 459,614</b>	<b>39.08%</b>
<b>TOTAL REVENUES</b>	<b>\$40,857,954</b>	<b>\$40,857,954</b>	<b>\$ 25,661,346</b>	<b>\$ 15,201,832</b>	<b>62.81%</b>

**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**

To: President Montague  
From: Blixy Taetzsch  
Re: Position Description for February 2018 Board Approval  
Date: March 9, 2018

For the month of March 2018, there are two position descriptions being presented to the Board of Trustees for approval – Director of Mental Health Services and Director of Facilities. Both of these position descriptions are being brought to the Board for approval due to minor changes in the descriptions. The Director of Mental Services was approved only last month as the Coordinator of Mental Health Services. The only change is in the title.

The Director of Facilities job description was modified and approved by the Board at their October 2017 meeting, due to Jim Turner's plan to retire in August 2018. Since the search was launched to fill this position, it has been determined that a change in minimum qualifications is necessary to broaden the pool of applicants. Neither of these minor changes result in any change in classification or salary placement.



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2017-2018-36**

**APPROVAL OF POSITION DESCRIPTION  
DIRECTOR OF FACILITIES**

**WHEREAS**, The College has determined, based on a review and analysis of the functions of the Director of Facilities that there is a need to revise the position description, and

**WHEREAS**, the attached Director of Facilities position description has been reviewed by the Executive Council and is recommended by the President, be it therefore

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

**RESOLVED**, that the Clerk of the Board of Trustees be authorized to forward the professional service position description to State University of New York for approval.

**STATE OF NEW YORK:**  
**SS:**  
**COUNTY OF TOMPKINS:**

**I, CATHY A. NORTHPROP, CLERK** of the Board of Trustees of Tompkins Cortland Community College,  
**DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 15<sup>th</sup> day of March 2018, 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 15<sup>th</sup> day of March 2018.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

## TOMPKINS CORTLAND COMMUNITY COLLEGE

### POSITION TITLE

Director of Facilities

### GRADE

6

### PAGE

1 of 3

### ORGANIZATIONAL UNIT

Operations

### REPORTS TO

Dean of Finance and  
Operations

### APPROVED BY

### SUMMARY

The Director of Facilities provides vision and leadership for the effective operation, maintenance, and use of resources for all College and Foundation facilities. Responsible for the efficient operation and maintenance of all College and Foundation buildings and grounds as well as maintaining a high standard of appearance. The Director has responsibility for all new construction and renovations to existing facilities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensures the efficient operation and maintenance of all structural, mechanical, electrical, plumbing, communications and environmental systems of the College, Foundation, and any facility or space that the College may rent to serve its mission.
2. Manages the College's computerized building control system to both conserve energy use and provide for the operational needs of the College and Foundation.
3. Creates technical specifications for lease or purchase of materials, equipment and services required to maintain, upgrade and expand the College and/or Foundation's facilities such as the structural, electrical, mechanical, plumbing and grounds systems.
4. Uses accepted engineering and building code practices to review and provide comments on project plans and specifications that will minimize the College and/or Foundation's exposure to cost overruns and time delays.
5. Guides architects and other professionals to develop and maintain a master plan for the College that addresses both programmatic and maintenance concerns. Provides direction and oversight to these professionals that ensure that the needs of the College are addressed and implemented in their work.
6. Monitors the electric and gas consumption and recommends measures to reduce energy use and costs that are feasible and provide a reasonable return on investment. Negotiates the purchase of electricity and gas with local suppliers, consortia or energy services companies.
7. Ensures a safe and adequate water supply for domestic and emergency needs.
8. Ensures landscape design and execution for the College and Foundation's owned and leased facilities. Provides guidance and direction to ensure that the exterior appearance of the facilities is maintained to a high standard.
9. Ensures staff in the Facilities area has appropriate certification and training in legislatively mandated programs in the handling of hazardous or toxic chemicals, waste, pesticides, herbicides, fertilizers and disposal of same. Establishes and enforces worker safety and environmental protection programs.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

<b><u>POSITION TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>PAGE</u></b>
Director of Facilities	6	2 of 3

<b><u>ORGANIZATIONAL UNIT</u></b>	<b><u>REPORTS TO</u></b>	<b><u>APPROVED BY</u></b>
Operations	Dean of Finance and Operations	

10. Prepares and submits reports required by various Federal, State and Local governments and agencies.
11. Represents the College and/or Foundation to Village, Town, County, State and Federal officials and employees on facility related issues. Conducts public meetings and makes presentations to large groups regarding facilities issues.
12. Reviews leases and contracts and coordinates comments and suggested edits with College and Foundation attorneys and College personnel.
13. Ensures effective communication with applicable College, FSA, Foundation staff, committees, and governing bodies with regard to operational issues, renovations, repairs and status of facility projects.
14. Maintains the Code Enforcement Official certification from the New York Department of State and applies that training to operational and construction projects.
15. Directs the staff of the facilities departments for the College and FSA. Assures effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivating and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state and local Equal Employment/Affirmative Action Laws, other applicable laws, regulations and collective bargaining agreements.
16. Assures efficient use of material resources by assessment of department needs, development of budget recommendations and management of the department within the budgetary constraints imposed by the College and Foundation.
17. Serves on various College committees and performs other related tasks as assigned.

**SUPERVISION**

Types Supervised (check each category):

Indicate number in each category:

<input type="checkbox"/> Classified Staff	<input type="checkbox"/> # of Classified Staff
<input type="checkbox"/> Administrative	<input type="checkbox"/> # of Administrative
<input type="checkbox"/> Faculty	<input type="checkbox"/> # of Faculty
<input type="checkbox"/> Adjunct Faculty	<input type="checkbox"/> # of Adjunct Faculty
<input type="checkbox"/> Students	<input type="checkbox"/> # of Students
<input checked="" type="checkbox"/> Faculty Student Association (FSA)	<input type="checkbox"/> # of FSA

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**  
Director of Facilities

**GRADE**  
6

**PAGE**  
3 of 3

**ORGANIZATIONAL UNIT**  
Operations

**REPORTS TO**  
Dean of Finance and  
Operations

**APPROVED BY**

**MINIMUM QUALIFICATIONS**

Bachelor's degree in an engineering or architectural discipline related to building design and construction with a minimum of 5 years of related supervisory experience or an Associate's degree in Facilities Management, Construction Management, Mechanical Engineering Technology, Architecture or related design and construction discipline and a minimum of 10 years of related supervisory experience. Must have or obtain, within 1 year, and maintain a New York State building code enforcement registration.

**DESIRED QUALIFICATIONS**

Bachelor's degree in Mechanical Engineering.

Supervisory experience of at least 2 years in a facilities operation is desirable.

Experience in field review of construction projects including submittal review, punch list review and preparation and project closeout. Knowledge in large scale building and grounds practices, good knowledge of the work of skilled tradesmen, and skill in electrical and mechanical trades.

**PHYSICAL SKILLS AND ABILITIES**

Ability to work with other facility staff in making repairs or upgrades to physical plant equipment as needed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2017-2018-35**

**APPROVAL OF POSITION DESCRIPTION –  
DIRECTOR OF MENTAL HEALTH SERVICES**

**WHEREAS**, the College has determined, based on a review and analysis of the functions within Student Services, that there is a need to revise the position description title of Coordinator of Mental Health Services to Director of Mental Health Services, and

**WHEREAS**, the attached Director of Mental Health Services position description has been reviewed by the Executive Council and is recommended by the President, be it therefore

**RESOLVED**, that the Director of Mental Health Services position description be approved in accordance with the position description attached to this resolution, and be it further

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

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

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

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 15<sup>th</sup> day of March 2018, 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 15<sup>th</sup> day of March 2018.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

## TOMPKINS CORTLAND COMMUNITY COLLEGE

**Faculty Position Title:** Director of Mental Health Services

**Organizational Unit:**

Student Services

**Reports to:**

Vice President for  
Student Services

**Approved by:**

### **SUMMARY**

The Director of the Office of Mental Health Services provides vision and leadership of mental health services for students at Tompkins Cortland Community College. The Director provides direct professional mental health services to students including individual therapy, case consultations, assessments and assistance for crisis intervention. The Director works with campus and community partners to address mental health concerns on campus and builds connections with community support services.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provides short-term therapy/counseling services to meet specific student client needs including mental health assessments and therapy sessions.
2. Conducts psychological assessments to be used in developing a plan that can assist students in achieving their educational goals.
3. Develops and provides formal and informal educational and awareness programs for students, staff, and faculty regarding mental health wellness.
4. Provides crisis counseling and counseling services for patients with acute psychological problems and works closely with Health Center personnel in the provision of these services.
5. Participates in the training of residential life staff, other campus personnel and encourages faculty and administrative participation in the campus counseling program.
6. Develops and submits budget recommendations, monitors, verifies, and reconciles expenditure of budgeted funds.
7. Establishes long and short-range departmental goals and objectives and devises methods to improve the overall effectiveness of counseling programs.
8. Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation and relationship with internal and external partners.
9. Serve as the College's representative to local, state, and national organizations in support of Campus Mental Health programs.
10. Directs and supervises faculty, clerical and student staff of the Office of Mental Health Services. Assures the effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivating,

TOMPKINS CORTLAND COMMUNITY COLLEGE

**Faculty Position Title:** Director of Mental Health Services

**Organizational Unit:**

Student Services

**Reports to:**

Vice President for  
Student Services

**Approved by:**

evaluating, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Employment/Affirmative Action Laws, other applicable laws, regulation, and collective bargaining agreements.

11. Assures the efficient use of material resources by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
12. Serves on various college committees and performs other related tasks as assigned.

**MINIMUM QUALIFICATIONS**

Master's Degree in Clinical Psychology, Counseling Psychology, Social Work or closely related field and a minimum of 5 years' experience as a licensed professional counselor, licensed psychologist or licensed clinical social worker in a college/university environment or in a private, or public practice.

**PREFERRED QUALIFICATIONS**

8 years' experience as a licensed professional counselor, licensed psychologist or licensed clinical social worker in a college/university environment, in a private practice, or public practice. Supervisory experience preferred.

## College Forum Report

Board of Trustees Meeting  
March 15, 2018

The College Forum met on February 16, 2018. There was extensive dialogue pertaining to what the role of the College Forum is and how our new President and Executive Councils can utilize the group

The College Forum hosted “Pride for our Pantries” during the month of February. Spearheaded by Sheila Abbey, we placed boxes in several areas around campus and held weekly raffle drawings for those who donated a non-perishable food item. We ended the drive with a silent auction during Mid-Winter day. There were 39 items donated to bid on from individuals around our college community. Our final totals for the February drive: over 300 non-perishable food items donated, cash donations of \$340 from Rotary Club members, American legion and staff, and \$677 raised through the silent auction. We are very thankful for the pride, love and support our college and local communities provided for this initiative.

Reported on behalf of the College Forum  
Kori Post, Co-Chair



TO: Board of Trustees

FROM: John Bradac

DATE: March 9, 2018

SUBJECT: Faculty Student Association Report to the Board

The last Faculty Student Association meeting was held on February 15, 2018. During the meeting, board reports shared recent activity and most notably discussion about the up and coming budget decisions. As with the college budget, there will need to be some required adjustments to the FSA overall budget due to an overall reduction of students over the last year.

The finance committee is meeting on a biweekly basis to further discuss the budget challenges. More students have been recruited to attend the budget discussions along with a faculty representative.

On another note FSA Award for Excellence recipients were voted on in executive session. Matt Kiechle, Assistant Director for Health Education, received the Program Development and Management Award. Will Munson, Senior Maintenance Technician, received the award for Program Support. Both Matt and Will were among a group of highly respected nominees.

The next FSA Board meeting will be held on Thursday, March 15<sup>th</sup>.

Foundation Report  
Board of Trustees Meeting  
March 8, 2018

The alumni committee met on February 28. They will once again host a photo booth for graduates, family, faculty and staff after Commencement. The committee is currently accepting nominations for distinguished alumni to be recognized at Commencement on May 24. Nomination forms will be provided for Board of Trustees at the March 15<sup>th</sup> meeting.

The Pathway Reception will be held on March 14 from noon until 1:30 pm. All Board of Trustees are invited to attend, please contact Michele Lopez at 844.8222, Extension 4369 if you are able to join us.

Upcoming Meetings:  
March 26 – Finance Committee  
March 29 – Executive Committee  
April 3 – Property Management  
April 10 – Full Board Meeting

The Spring Scholarship Ceremony is scheduled for April 6, 2018 from 11:00 am – 1:30 pm. and will be held in the Forum.