

## 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 18, 2019

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 21, 2019, Regular Meeting
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):
  - a. 2019-2020 Operating Budget – held at 5:00 p.m.
  - b. Study Abroad Trip – Ireland – John Sheehan/Keith Millman
9. Provost and Vice President of Academic Affairs 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. Bid Award Bus Transportation Services for 2019 Summer Global Connections Programs
  
12. Standing Reports:
  - a. College Forum – Sheila Abbey and Ashley Ahola, Co-Chairs
  - b. Faculty Student Association – Greg McCalley
  - c. Tompkins Cortland Community College Foundation, Inc. – Elizabeth Burns
  - d. Chairperson’s Report – Raymond Schlather
    - i. Friend of the College
  - e. Liaison Report (Cortland County) – Kelly Preston
  - f. Liaison Report (Tompkins County) – Michael Lane
  - g. Student Trustee’s Report – Chad Miller
  - h. President’s Report
  
13. Executive Session (to discuss a personnel issue – no action to be taken)
  
14. Upcoming Events:
  - a. Graduate of Note – April 22, 2019
  - b. Budget Presentation to Counties – May 10, 2019
  - c. Next Board Meeting – May 16, 2019
  - d. Retiree Event – May 20, 2019
  - e. Nursing Pinning Ceremony – May 21, 2019
  - f. Commencement – May 23, 2019
  
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  
MARCH 21, 2019  
RONALD W. SPACE BOARD ROOM  
5:30 P.M.**

PRESENT: Roxann Buck, Elizabeth Burns, Judy Davison, Arthur Kuckes, Schelley  
Michell-Nunn, Raymond Schlather, and Bruce Tytler

EXCUSED: Matt McSherry, Chad Miller

ABSENT: None

COUNTY

LIAISONS: Michael Lane

STAFF: Sheila Abbey, Bryan Chambala, Deborah Mohlenhoff, Orinthia Montague  
(for a portion of the meeting via SKYPE for Business), Cathy Northrop,  
Paul Reifenheiser, Mutale Sokoni, Malvika Talwar, Blixty Taetzsch, Seth  
Thompson, Victoria Zeppelin

GUESTS: None

1. **Call to Order:** The meeting was called to order at 5:35 p.m. by Chairman Schlather in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Chairman Schlather welcomed all guests.
4. **Approval of Agenda:** Mr. Tytler moved that the agenda be approved as presented; seconded by Ms. Buck; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes – February 21, 2019:** Ms. Buck moved that the minutes of the February 21, 2019, regular meeting be approved as presented; seconded by Ms. Davison; carried unanimously.
7. **Communications:** Chair Schlather mentioned that the College is on spring break and he appreciates all those who came to the meeting during break. He thanked President Montague for attending the meeting via Skype while she is on a much needed and deserved vacation. He mentioned that he had met with President Montague last week to discuss the agenda items.

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

- a. 2018-2019 Budget/Enrollment Update – Blixly Taetzsch spoke to her presentation on the 2018-2019 budget and enrollment. She mentioned that we are approximately 200 FTEs behind what we had planned. Concurrent enrollment numbers are not final at this point. Associate Provost Talwar discussed student retention and student enrollment data. The enrollment that we are presently experiencing seems to be in line with enrollment during the 2007-2008 time period. Concurrent enrollment and other types of enrollment are becoming a large source of our enrollment. It is important to recognize that because of the shrinking demographic, we need to capitalize on all of the alternative programs such as microcredentialing and concurrent enrollment. The number of graduates coming out of high school will remain the same for the next several years. We expect our concurrent enrollment numbers to stay at the current level for a few years even though we have had a number of years of increase in that cohort. Ms. Taetzsch mentioned that we had projected a significant deficit for 2017-2018, but in the end we used less than what we planned to use of reserves and surplus to balance the budget. We are currently projecting approximately a \$1.2 million deficit for 2018-2019 and our fund balance is roughly the same amount. Five percent of the budget would be a healthy fund balance. This is a significant shortfall in the budget. There will be further savings in instructional costs and further reductions for spring. Initiatives to lessen the shortfall include targeting excelsior scholarship students to take classes in the summer, reaching out to the incidental population, and offering the general education courses and marketing those more. We are going to emphasize our OER opportunities in the summer. We will be able to meet some of the deficit by curtailing spending, by additional revenues for summer, and taking some from reserves. Where we really need to focus on is to right size the budget based on the current climate. Reserves are fund balance that have been set aside for the Board for specific use and only need to be approved by the Board. Fund balance are savings over the years and has to be approved for use by both our county sponsors and the Board. Only one school added to their fund balance last year. Mr. Lane stated that our College has always stepped up to the plate and looked at all avenues to close any budget deficit. Diversifying revenue is one of the best things we can do. There are other schools that have fairly robust non-credit remedial efforts and we are seriously looking at those. Other initiatives ongoing to increase revenues include building more part-time offerings for adult students, and trying to build an evening set of offerings for accounting and human services programs that can be completed at the extension centers. We are currently not doing well with retaining students in poor academic standing. Part of this concern is that our standards are among the highest compared to other schools. The Committee on Academic Standards (COAS) has been analyzing the numbers from other schools and will be making a recommendation for a possible change to our academic standards, together with what we have in place for support systems. Ms. Michelle-Nunn asked for

more detail about student demographics. Associate Provost Talwar does have more of that detailed information and will share that with the Board.

- b. Housing Update – Mutale Sokoni spoke to the funding shortfall with our residence life facilities. We are hopeful that a renegotiation of our interest terms would be of interest to the bond holders. There is a strong correlation between the drop in enrollment and the drop in the number of students in residence life. We need to find alternative uses for one or two buildings to help with the shortfall in funding. Mr. Lane cautioned what type of alternative use we might have for the residence life buildings with a mixing of populations. There is a group of people working on alternative housing recommendations. One of the buildings is fully accessible and the other is not. Ms. Buck said she hopes that the Board of Trustees will have some input on the alternative uses for the residence life facilities. Ms. Michell-Nunn suggested we think of using the residence life facilities for professional development academies.
  - c. Strategic Plan Update – Ms. Mohlenhoff reported that we have been engaged in a survey of students, faculty, staff, and external community partners for our College strategic plan. We received 578 external survey responses. 52 % of the surveys received were from Tompkins County, 28% were from Cortland County, and 20% were from other counties. 77% of the respondents say that they or a family member attended Tompkins Cortland Community College. For the internal survey, we received 171 total responses. 28% were from full time faculty, 15% were from adjunct faculty, and 53% were from staff. We received 224 student responses. A Steering Committee, with good mix of faculty and staff, has been formed to work on the Strategic Planning process. There are three separate subcommittees with each survey being responsible to review one of the three surveys. We will be holding focus group sessions next. With a focus group on April 16 at the Ithaca Extension Center and on April 17 at the Cortland Extension Center. The consultant will also be doing individual interviews and one-on-one phone calls with people in key leadership roles. The plan is to have a draft strategic plan prepared by May.
9. **Provost and Vice President of Academic Affairs – Report:** Written report provided. Provost Reifenheiser highlighted his written report. The summer schedule for students in the Dominican Republic has changed which is making it more difficult for students to come to Tompkins Cortland Community College during the summer. We need to work on a way to adapt to the change in the summer program in the Dominican Republic. We will need to offer different majors and/or structure the program in such a way that students only come to campus for one course and increase the number of online courses. They continue their interest in wanting a degree and internship opportunities from the United States. Doni Casula is now recruiting in South Asia. Some of our historical partnerships have fallen off some. We might want to reach out to some of those to rekindle the relationships. We are also looking at deferred admissions with other schools.

**10. Information Items:**

- a. **Human Resources Updates** – No discussion.
- b. **Compliance Report** – No discussion.
- c. **Professional Development Report** – No discussion.

**11. Consent Agenda (Action Items):** Ms. Buck moved that the Consent Agenda be approved as presented; seconded by Ms. Davison; carried unanimously.

- a. **Capital Payments** – No discussion.
- b. **Appointment of Personnel** – No discussion.
- c. **Approval of Position Description – Coordinator of Tutorial and Accommodation Services** – This is not a new position. The individual currently in the position is retiring so it is an opportunity to make a change to the existing position description to more accurately reflect the current duties.
- d. **Disposal of Surplus Property** – No discussion.
- e. **Direct Support Credential** – Provost Reifenheiser said this is a good example of the College reacting quickly to a pressing need in our community. This particular microcredential will be unique to the Racker Center, but the model will be potentially very attractive to others.

**12. Standing Reports:**

- a. **College Forum** – Written report provided.
- b. **Faculty Student Association** – No report.
- c. **Tompkins Cortland Community College Foundation, Inc.** – Written report provided.
- d. **Chairperson's Report** – Chairman Schlather stated that there have been some changes in scheduling of some of the topics for dialogues and presentations at future Board meetings. He said it is important to hold the discussion about the book A Good Time for the Truth – Race in Minnesota when President Montague could be present. A tentative schedule of topics going forward is as follows: April – budget discussion and study abroad presentation; May – Discussion of the book; June – Marketing and Retaining students. Chairman Schlather also spoke about the need to raise approximately \$1,500 to buy bags for the food bank. He said that checks/donations can be made out to the Faculty Student Association.
- e. **Liaison Report (Cortland County)** – No report.
- f. **Liaison Report (Tompkins County)** – Mr. Lane thanked President Montague, Ms. Taetzsch, and Ms. Dewey for making a presentation of the College's budget to the Tompkins County Budget Capital and Personnel Committee. He said it was greatly appreciated.
- g. **Student Trustee's Report** – Written report provided.
- h. **President's Report** – Written report provided.

**13. Dialogue Session – Campus Climate Survey** – Mr. Thompson spoke about the campus climate survey. He stated that this is the fourth time this survey has been administered. We exceeded the goal for the number of surveys completed. More men completed the survey this time compared with prior surveys. With what we have learned from the survey results, we will target specific events on campus to

connect with students and try to engage students and get more student participation. We will also see how this information might impact and feed some of our strategic planning. The information will also be able to direct our professional development efforts for faculty and staff. The survey results will be reviewed by President's Cabinet to see how best to use the information gathered.

**14. Upcoming Events** – No discussion.

**15. Adjournment:** Ms. Michell-Nunn moved that the meeting be adjourned; seconded by Mr. Tytler; carried unanimously. The meeting adjourned at 6:36 p.m.

Respectfully submitted,

Cathy A. Northrop  
Clerk of the Board of Trustees

TO: Board of Trustees  
FROM: Paul Reifenheiser, Ph.D.  
Provost and Vice President of Academic Affairs  
DATE: April 12, 2019  
SUBJECT: April Provost Report

Here are some highlights from the past few weeks.

**First Responder Meeting:** Carrie Whitmore and I had a meeting at the Tompkins County Emergency Response Center, and we were given a tour of the 911 center. We were meeting to discuss the possibility of TC3 offering a non-credit course that would be an entry point for those interested in being a first responder. There is a shortage of first responders in the region, with it being quite acute in some counties. We currently offer two credit-bearing EMT courses, but each requires a significant time commitment. Tompkins County is looking to create a lower level course that may be a pipeline to our current offerings. They also would like to offer the courses at rotating locations if possible. There is still much to discuss about this, but it was a productive meeting.

**OER Meeting:** We had a meeting about the future of OER on our campus. The main goal was to identify the key work that must be done to maintain our position in the vanguard of SUNY on this front. Tony DeFranco handled the lionshare of the work for OER, and we have been working to make sure that we are doing all of the work that he used to accomplish. One issue is that the work that Tony did was not specifically part of his job description. Thus, when he was replaced, the new person did not take on his OER duties. That means his functions have been spread out to a few people (essentially myself, Amy Becker, and Gregg Kiehl) with key support from IT and the many professors who have become OER champions. I'm keen to monitor this and make sure that nothing falls through the cracks. We have been adding new OER courses and are working on two more fully OER degrees right now. So the work continues. However, we need to do a better job of communicating the process to faculty and staff. That falls on the Provost's Office.

**Curriculum:** SUNY has brought two papers worthy of note. The first involves SUNY Gen Ed, and they have produced a green paper on this. It lists a lot of possible changes but it seems likely that they will do the following: a) Change the name of "other world civilizations"; b) require Natural Sciences (they now only require Basic Communication and Math) for AA and AS degrees; c) possibly alter the amount of credits required (it is now 30 and it may drop); d) change the outcomes for Information Literacy. The other is a SUNY Online White Paper, which came out earlier this year. Now they have been hosting a series of Webinars and WorkGroups around this topic. I'll admit that I am not fully sure what SUNY is doing here, but they are doing it very quickly. It looks like they want to identify online programs (new I think) that can be run and marketed by a specific campuses. In essence, it appears that they want to start having only one school offer a specific program rather than a host of schools. We have been told that this won't change what we do locally, but we need to keep our eye on this closely. As I noted, SUNY is working very fast on this issue.



**Guided Pathways Grants:** The Guided Pathways Steering Committee is continuing to review project proposals.

**Starfish:** Our Starfish pilot is underway. We really hope that faculty will take some time to use it, play with the system, and then report back to the Starfish group about what they see. We are, of course, interested in what may be problematic with the system, but we also want to see what you see as the possibilities. For those who may not remember: Starfish is an early alert system that allows colleges to track and monitor student progress throughout a semester and get that information in the hands of people who may be able to help students achieve success.

**Chancellor:** The Chancellor of the SUNY System was here, as was the Vice Chairperson of the SUNY Board of Trustees. The Chancellor had a chance to take part in the ribbon cutting for the Recovery Space on campus. And it is worth noting that we are totally in the vanguard of SUNY Community Colleges by having a distinct space like this. Serious kudos go out to all who helped make that happen and continue to create this safe space for our students. The Chancellor met with some faculty and staff and students, including President's Cabinet briefly. She was incredibly impressed with our Emerging Scholars Program. Currently SUNY is moving forward on an initiative called PRODiG, which seeks proposals from SUNY Campuses on ways to help diversify faculty. Here is a link to the information: <https://www.suny.edu/prodig/> However, the Chancellor noted that our Emerging Scholars program could be a model for SUNY Community Colleges. I had nothing to do with the creation of this program, but I absolutely loved it when I heard it about. We've brought in three wonderful emerging scholars; I hope we can bring in more. It looks like SUNY may be looking to us to show them how best to do this kind of important work.

**Speaking of Rooms:** When I taught the ALP model, we had a dedicated classroom with computers for our breakout ALP classes. For those who don't know: ALP (Accelerated Learning Project) for English takes students who would normally place into a stand-alone developmental English course and places them into credit-bearing composition class with a co-requisite course designed to help them succeed in the credit bearing course. The co-req course also has fewer students than the credit-bearing course. I've been able to procure some money for some furniture through a grant, and we may have a line on some grant money for a computer cart. And I've found a room that is just dreadful and not often used. I mean this is a serious clunker of a room. I'd like to repurpose the room and make a space for ALP with access to laptops. I'm not fully sure that we can pull this off, so I don't have more details yet. However, I think we may be close. So we may be able to take one of our worst rooms and turn it into something positive for students trying to get through gateway course. I'll keep you informed. I'm aware that some other disciplines have similar needs. Though the class-cap size in the ALP English courses makes it a bit easier to do this first, because we can choose one of our smaller rooms not often in rotation.

**China:** I had two separate meetings that involved folks who would like to partner with us to bring Chinese students to campus in some form. The ideas are fascinating. I'll

refrain from giving too much information right now, but I will check back in on this if I think either are at close to becoming a reality. Right now they are just very interesting ideas that could be helpful.

**Faculty Meeting:** We had a faculty meeting to get an update from COAS (Committee on Academic Status) on the work this semester. Malvika and I asked COAS to review our academic standards/policies by comparing our standards to other community colleges our size in SUNY, seeing how they align with financial aid, and talking about how we can support students on probation or work to keep them off probation in the first place. This was a very helpful meeting to inform faculty and give them a chance to ask some questions. A goal will be to come with a recommendation to the faculty, and the Forum, and the BOT that may go into effect for the Fall semester. I will keep you updated on that progress. In the meantime, please allow me to extend my thanks to the Committee for their diligent work.

**ESL:** I had a meeting about non-credit remedial ESL offerings. Generally, I'm becoming quite interested in non-credit remedial courses, and I believe we have not been taking advantage of the possibilities in this area enough. As a refresher: generally speaking, non-credit remedial courses are designed to get people ready to enter college rather than help them during college already; thus so they are different than our credit equivalent developmental courses. I'm sure I'll have more to come on this in the future.

**Tompkins County and TCAD:** We had a meeting at the Ithaca extension center on Wednesday to talk with some folks from the Department of Public Works to talk about micro-credentials, especially as it relates to Construction Tech. We heard some comments that are becoming a theme: employers want help training current workers; they want us to be able to come to them; they are happy to work with us and seem genuinely appreciative of being asked to collaborate. One notable difference for the DWP was that they were also interested in a possible micro-credential aimed at high school students who know they don't want to go to College. Then on Thursday we met with folks from TCAD (Tompkins County Area Development). They are also very interested in collaborating with us to help roll out micro-credentials to help local businesses.

**Hiring Decisions:** Malvika and I have been talking about full-time hiring decisions in our area since we have some faculty who will be retiring at the end of the academic year. We have not yet finalized all decisions, but we have made a good start. Mostly we have been looking at programs that have a lower full-time faculty to section ratio (e.g. many sections taught without full-time faculty involvement) and programs that have no full-time faculty member at all. To add to the determinations we are trying to work out what lines can be hired immediately, what lines can have a search run next academic year, and which ones will need to be revisited in future years. Of course, we are being mindful of tough budget times as well, which places some limitations on us.

**Graduate of Note:** I asked academic department chairs to send me their “graduate of note” for this academic year. We have a tradition on campus of recognizing a select group of graduates each year. This year’s event will be Monday April 22. We’ll recognize some of our best and have light refreshments available.

**Promotion Criteria:** I sent out some suggested evidence for promotion for teaching faculty. Malvika and I wanted to offer some suggested clarifications, because we are new and the contract does not offer criteria for promotion. This is exacerbated for teaching faculty because they don’t have a job description either. So we sent out some suggested guidelines and we extended the deadline to request a promotion by about 3 weeks to give more time.

**Guided Pathways and A & P:** This was super cool. We had a meeting between folks in our Health Professions Guided Pathways Community and Jake Jacobs to talk about paths for students to get to our Anatomy and Physiology courses. The community wanted to try to create a common first semester, and Jake was receptive to helping out. We left with a solid approach that will help the Guided Pathways Community have a more common first semester without sacrificing the quality or rigor of the students’ path to A & P. It was fun to watch colleagues express concerns, share solutions, and come to an understanding.

**Two Step:** I had a meeting about the Completion Path Collaborative, which is a partnership between SUNY Broome, TC3, and Cortland. For so many students the path to a four-year degree takes two steps by starting at a community college and then transferring. The meeting was designed to help us build our partnerships, increase our ability to have our faculty connect and collaborate, and create clear paths for students to take that next step.

**PTK:** I look back on my days in College and recall having a lot of fun, but I also recall being a rather annoying student. I attended the PTK induction ceremony on Thursday Night, and it reminded me of the following lyrics: “I can’t believe that we would lie in graves wondering if we had spent our living days well.” When I was a college student I am sure I thought that meant that you should have a good time, go to parties, and maybe attend a class or two. Now I think that the students who prioritize academics are the ones who are living their days well. That, of course, doesn’t mean they should avoid parties. 😊 It does mean that our PTK students are smarter than I am/was. They know that school isn’t just about what we learn in class: it is about how we organize our time and our lives. I was pleased to give opening remarks for a group of students who are living well. Kudos go to Katrina Campbell, Hal Brown, and Deb Fedenko, who helped organize the event. And I want to give a special shout-out to Barbara Kobritz, who gave a lovely speech where she shared anecdotes about interactions with students; she used the talk to thank the students and to highlight how we can both care about each other and learn from each other.

Thank you,  
Paul

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of April 18, 2019

**UNCLASSIFIED STAFF**

<b>POSITION</b>	<b>DESIRED EMPLOYMENT DATE</b>	<b>ADVERTISED</b>	<b>APPLICATION DEADLINE</b>	<b>CURRENT STATUS</b>
Assistant Director of Student Activities & the Student Center	April 2019	March 21, 2019	April 22, 2019	Accepting Applications
Clinical Counselor	August 2019	November 5, 2018	Ongoing until Filled	Accepting Applications
Coordinator of Diversity Education and Support Services	June 2019	March 29, 2019	April 15, 2019	Accepting Applications
Director of Student & Residence Life	March 2019	January 30, 2019	March 4, 2019	Scheduling On-Campus Interviews
Coordinator of Tutorial and Accommodation Services	June 2019	April 4, 2019	May 6, 2019	Accepting Applications

**CLASSIFIED STAFF**

<b>POSITION</b>	<b>DEPARTMENT</b>	<b>DESIRED EMPLOYMENT DATE</b>	<b>CURRENT STATUS</b>
Administrative Assistant (1.0 FTE Provisional)	Continuing Education and Workforce Development Office (BIZ)	February 2019	Hired: Lynn Sheldon (03/25/19)
Enrollment Services Specialist (1.0 FTE Provisional)	Student Success: Advising, Career and Transfer	January 2019	Hired: Kendra Drake (04/01/19)
Secretary (1.0 FTE Temporary)	Baker Center for Learning	March 2019	Hired: Carl King (03/25/19)
Senior Account Clerk (1.0 FTE Temporary)	Budget and Finance	April 2019	Accepting Application via Tompkins County Department of Human Resources

**FACULTY STUDENT ASSOCIATION**

<b>POSITION</b>	<b>DEPARTMENT</b>	<b>DESIRED EMPLOYMENT DATE</b>	<b>CURRENT STATUS</b>
Lifeguard	Athletics & Recreation	April 2019	Accepting Applications Hired: Helder Nti (03/11/19)
Graduate Assistant	Residence Life/Student Center	April 2019	Accepting Applications
Head Coach, Men's Soccer	Athletics & Recreation	April 2019	Accepting Applications Conducting Interviews

**BISTRO**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Banquet Server	TC3 Bistro	April 2019	Accepting Applications
Banquet Bartender	TC3 Bistro	April 2019	Accepting Applications
Banquet Supervisor	TC3 Bistro	April 2019	Accepting Applications
Bartender	TC3 Bistro	April 2019	Accepting Applications
Busser/Food Runner	TC3 Bistro	April 2019	Accepting Applications
Dishwasher	TC3 Bistro	April 2019	Accepting Applications
Line Cook	TC3 Bistro	April 2019	Accepting Applications Hired: Aaron Daniels (03/20/19)
Server	TC3 Bistro	April 2019	Accepting Applications
Host/Hostess	TC3 Bistro	April 2019	Accepting Applications Hired: Joyce Catalfano (04/05/19)
Executive Chef	TC3 Bistro	April 2019	Conducting Interviews

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of April 18, 2019

<b>COMPLAINANT</b>	<b>SUBJECT</b>	<b>DISPOSITION</b>
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.
<b>FACULTY ASSOC.</b>		
Faculty Association	Gated Parking Lot	College will close access from Bahar Drive and reactivate the arm gate to Lot #6 in mid-October.
<b>PAA</b>		
<b>TC3 ADJUNCT ASSOC.</b>		

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CAPITAL PAYMENTS - APRIL 2019**

	AMOUNT	SUBTOTAL	GRAND TOTAL
<hr/> <b>Childcare Facility Project</b> <hr/>			
<b>Administrative Services</b>			
Harris Beach Legal Fees, All Seasons Dispute Invoice #2303441	\$2,320.00		
<b>Total Administrative Services</b>		\$2,320.00	
<b>Design/Architectural Services</b>			
Claudia Brenner Design (PO #31685) Architectural Design Services Invoice #3124	\$13,981.50		
Invoice #3125 Related Expenses	\$314.77		
<b>Total Design/Architectural Services</b>		\$14,296.27	
<b>Civil Construction</b>			
All Seasons Excavating (PO #32184) Application #11, Civil Construction	\$8,075.00		
<b>Total Civil Construction</b>		\$8,075.00	
<b>Electrical</b>			
Blanding Electric (PO #32185) Application #8	\$20,178.13		
<b>Total Electrical</b>		\$20,178.13	
<b>FFE</b>			
Touchnet Information Systems (PO #32704) Door Controllers, Invoice #INV0069074	\$2,812.49		
<b>Total FFE</b>		\$2,812.49	

**General Construction**

Streeter Associates (PO #32183)  
Application #10, General \$120,127.50

**Total General Construction** \$120,127.50

**HVAC/Mechanical**

Kimball, Inc. (PO #32186)  
Application #9 \$62,904.65

**Total HVAC/Mechanical** \$62,904.65

**Plumbing**

Brosh Mechanical, Inc. (PO #32187)  
Application #8 \$10,450.00

**Total Plumbing** \$10,450.00

**Materials Testing/Inspection Services**

Taitem Engineering  
Invoice #12483 \$1,850.00

SJB Services (PO #32231)  
Invoice #CT-18-040-9 \$600.00

**Total Materials Testing Services** \$2,450.00

**TOTAL CHILDCARE FACILITY PROJECT** \$243,614.04

**TOTAL CAPITAL PAYMENTS** \$243,614.04



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2018-2019-31**

**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 18<sup>th</sup> day of April 2019, 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 18<sup>th</sup> day of April 2019.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**Appointment of Personnel**  
**Friday, April 05, 2019**  
**Presented to the Board of Trustees**

Employee	Department	Title/Rank	Salary	Employment Dates
<b>January</b>				
Aspinwall, Breck	Creation of online course: BIOL100-Human Biology - 3 Credits	Adjunct	\$3,100.00	1/23/2019 To 5/17/2019
Kapusta, Patricia	CAPS123 BL1 CAPS123 BL2 CAPS133 BL1 CAPS131 BL1	Adjunct	\$5,508.24	1/23/2019 To 4/12/2019
Price, Lee	EMT 731-ME73 - Paramedic Refresher	Adjunct	\$750.00	1/23/2019 To 5/17/2019
Wells, Frances	CAPS131 M02 BUAD203 BL1 BUAD203 BL2 CAPS111 BL1 CAPS131 M01	Adjunct	\$11,211.18	1/23/2019 To 5/17/2019
<b>February</b>				
Carr, Kyle	COMM111 ME50 COMM265 M01 COMM112 ME50	Adjunct	\$6,294.12	2/27/2019 To 5/17/2019
Pask, Margery	CAPS152 ME50 CAPS121 M01	Adjunct	\$2,754.12	2/27/2019 To 5/17/2019
<b>March</b>				
King, Carl	Baker Center for Learning	Grade G - Secretary (Temporary)	\$45,952.32*	3/25/2019 To 3/25/2019
Sheldon, Lynne	Continuing Education & Workforce Development	Grade J - Administrative Assistant (Provisional)	\$54,099.43*	3/25/2019
Strauf, Dale	FITN120 M01 FITN121 M01	Adjunct	\$3,540.00	3/25/2019 To 5/17/2019
<b>April</b>				
Drake, Kendra	Student Success: Advising, Career & Transfer	Grade G - Enrollment Services Specialist (Provisional)	\$45,952.32*	4/1/2019
Zaia, Heather	College Initiative Upstate (CIU) - Provide instruction for Study Skills and College Preparatory non-credit class.	Adjunct	\$2,340.00	4/2/2019 To 5/10/2019

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

April 18, 2019

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Franklin Bickford	08/31/19	Retirement
Karen Pastorello	08/15/19	Retirement

FACULTY STUDENT ASSOCIATION

None

BISTRO

None

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2018-2019-32**

**BID AWARD  
BUS TRANSPORTATION SERVICES  
FOR 2019 SUMMER GLOBAL CONNECTIONS PROGRAMS**

**WHEREAS**, Tompkins Cortland Community College requires the purchase of Bus Transportation Services for Destination Day Trips within New York State, and for travel to NYC/JFK Airport for student arrivals and departures, and

**WHEREAS**, the College has complied with General Municipal Law Section 103 and solicited sealed bids for Bus Transportation Services, and

**WHEREAS**, Swarthout Coaches of Ithaca, New York has provided the lowest responsible bid in the total amount of \$8,250.00 for the NYC/JFK transports. Fitzgerald Bros. Of Geneva, New York has provided the lowest responsible bid in the total amount of \$6,050.00 for out-of-area day trips. Ithaca Airline Limousine of Ithaca, New York has provided the lowest responsible bid in the total amount of \$8,515.00 for local shopping run trips. Birnie Bus Services of Syracuse, New York has provided the lowest responsible bid in the total amount of \$893.00 for Destiny Mall, Syracuse trip; be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby awards the Bus Transportation Services for travel to NYC/JFK Airport to Swarthout Coaches, in an amount not to exceed \$8,250.00, and be it further

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby awards the Bus Transportation Services out-of-area day trips to Fitzgerald Bros., in an amount not to exceed \$6,050.00, and be it further

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby awards the Bus Transportation Services for local shopping run trips to Ithaca Airline Limousine, in an amount not to exceed \$8,515.00, and be it further

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby awards the Bus Transportation Services for Destiny Mall, Syracuse trip to Birnie Bus Services, in an amount not to exceed \$893.00.

**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 18th day of April, 2019,  
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 18th day of April, 2019.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

April 9, 2019

To: Blixey Taetzsch

From: Kevin Caveney, Purchasing

Re: **Bid Award Recommendation for Bus Transportation Services for Summer Global Connections Program Students**

In consultation with the Tompkins Cortland Community College Global Department, we are recommending the award of the Bids for Bus Transportation Services for the Summer Global Connections Programs as follows:

Award to Swarthout Coaches of Ithaca, New York for **\$8,250.00** for trips between TC3 and JFK/New York City.

Award to Fitzgerald Bros. of Geneva, New York for **\$6,050.00** for out-of-area day trips.

Award to Ithaca Airline Limousine of Ithaca, New York for **\$8,515.00** for accommodations for the most localized trips, to include continuous run trips to local shopping areas.

Award to Birnie Bus Services for Destiny Mall/Syracuse trip, **\$893.00**.

The Request for Bids were structured in order to allow qualified bidders to bid on all, or portions of specified trips. Award recommendation is based on best pricing for each category. Total overall dollar amount is **\$23,708.00**.

Bid documents for the TC3/NYC transportation were sent to five vendors considered likely to be able to provide the specific services. Four vendors submitted bids. Bid documents for the local and day trips were sent to four vendors considered likely to be able to provide the specific services. All four vendors solicited submitted bids. The bids were advertised in the Ithaca Journal and Cortland Standard. Bid summaries are attached.

Summaries of the bids received are attached. The bid requests were structured as two separate bids, as some, but not all vendors would be likely to bid on all services.

BUS TRANSPORTATION SERVICES BID (JFK-TC3) March 27, 2019

Vendor	Bid Amount	Non-Collusion Statement	Insurance Cert.	Corporate Resolution
Birnie Bus Services, Rome, NY		Yes	Yes	NA
5/26/19 NYC/JFK to TC3	\$5,800.00			
8/2/19 TC3 to NYC/JFK	\$5,800.00			
<b>Total</b>	<b>\$11,600.00</b>			
Swarthout Coaches, Inc., Ithaca, NY				
5/26/19 NYC/JFK to TC3	\$4,500.00			
8/2/19 TC3 to NYC/JFK	\$3,750.00			
<b>Total</b>	<b>\$8,250.00</b>			
Executive Fleet (Coachmaster), Endicott, NY	No Bid			
Fitzgerald Bros., Geneva, NY		Yes		NA
5/26/19 NYC/JFK to TC3	\$4,480.00			
8/2/19 TC3 to NYC/JFK	\$4,480.00			
<b>Total</b>	<b>\$8,960.00</b>			
North Fork Express, Ronkonkoma, NY	No Bid			

BUS TRANSPORTATION SERVICES BID (Local Trips) April 4, 2019

Vendor	Bid Amount	Non-Collusion Statement	Insurance Cert.	Corporate Resolution
Ithaca Airline Limousine, Ithaca, NY		Yes	Yes	Yes
Day Trips (out of immediate area)	No Bid			
Local Runs (Walmart, Ithaca Mall)	<b>\$8,515.00</b>			
Destiny Mall Syracuse	No Bid			
<b>Total</b>	<b>\$8,515.00</b>			
Birnie Bus Services, Rome, NY		Yes	Yes	Yes
Day Trips (out of immediate area)	\$8,490.00			
Local Runs (Walmart, Ithaca Mall)	\$9,196.00			
Destiny Mall Syracuse	<b>\$893.00</b>			
<b>Total</b>	<b>\$18,579.00</b>			
Executive Fleet (Coachmaster), Endicott, NY		Yes		
Day Trips (out of immediate area)	\$7,153.00			
Local Runs (Walmart, Ithaca Mall)	\$12,144.00			
Destiny Mall Syracuse	\$1,242.00			
<b>Total</b>	<b>\$20,539.00</b>			
Fitzgerald Bros., Geneva, NY		Yes		Yes
Day Trips (out of immediate area)	<b>\$6,050.00</b>			
Local Runs (Walmart, Ithaca Mall)	\$14,950.00			
Destiny Mall Syracuse	\$1,450.00			
<b>Total</b>	<b>\$22,450.00</b>			



College Forum  
Board of Trustees  
April 18, 2019

- The College Forum bylaws ad hoc committee has submitted a working draft of the bylaws to its members. The following process will need to take place:
  - Share information with the College community and garner 20% endorsement regarding the revision of the bylaws for five (5) working days.
  - Present revised bylaws to the College community five (5) working days for consideration.
  - Vote will be open for three (3) working days for a paper/electronic vote (need 2/3 majority of those voting for approval.
  - Recommendation will shared with Dr. Montague.
  - Board of Trustees approval at the May 16 or June 20 meeting.

Ad hoc committee members: Ashley Ahola, Eric Sambolec, Glenna McMinn, Lisa Seyfried, Gina Sikora, and Sheila Abbey

Various councils and committees are completing their charges.

An Animals on Campus Policy is anticipated in the near future.

Foundation Report  
Board of Trustees  
April 18, 2019

The executive committee met on April 1 and the full Board met on April 9. After the Board meeting numerous Board members attended the Panther Pantry's open house.

The Foundation has engaged Russ Gaznele of Harris Beach to assist with the campus housing bonds.

The campus housing work group continues to meet.

Pathways Scholarship recipients were recognized at the Pathways Scholarship Ceremony on April 12. A total of \$116,375 was awarded for the Spring semester to 77 students (combination of part-time and full-time).

An alumni committee meeting will take place on April 16.

Upcoming committee meetings:

- April 16 – Alumni
- April 25 – Finance
- April 29 – Investment