

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, MAY 16, 2019

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 – April 18, 2019
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): None.
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. Treasurer's Report – January 31, 2019
 - c. Treasurer's Report – February 28, 2019
 - d. Appointment of Personnel
 - e. Special Education Advocacy Credential
 - f. 2019 Chancellor's/Trustees' Award for Excellence in Adjunct Teaching – Erin Cornish
 - g. 2019 Chancellor's/Trustees' Award for Excellence in Classified Service – Rhonda Kowalski
 - h. 2019 Chancellor's/Trustees' Award for Excellence in Faculty Service – Melissa Schmidt
 - i. 2019 Chancellor's/Trustees' Award for Excellence in Professional Service – Michelle Nightingale
 - j. 2019 Chancellor's/Trustees' Award for Excellence in Scholarship and Creative Activities – Amber Gilewski
 - k. 2019 Chancellor's/Trustees' Award for Excellence in Teaching – Eric Sambolec
 - l. In Appreciation of Marianne (Mimi) Ansbro
 - m. In Appreciation of Franklin Bickford
 - n. In Appreciation of Susan Cerretani

11. Consent Agenda (Action Items) Continued:
 - o. In Appreciation of Lawrence (Larry) Chase
 - p. In Appreciation of Richard Grossman
 - q. In Appreciation of Martha Hubbard
 - r. In Appreciation of Barbara Kobritz
 - s. In Appreciation of Bonnie Moffett
 - t. In Appreciation of Cathy Northrop
 - u. In Appreciation of Karen Pastorello
 - v. In Appreciation of Tammy Smith
 - w. In Appreciation of Marilyn Webb
 - x. 2019 Friend of the College Award – Franklin Bickford

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 – Ray Schlather
 - 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. Dialogue Session – *Race in Minnesota – A Good Time for the Truth*

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

15. Upcoming Events:
 - a. Retiree Event – May 20, 2019
 - b. Nursing Recognition Ceremony – May 21, 2019
 - c. Commencement – May 23, 2019
 - d. Next Board Meeting – June 20, 2019

16. Adjournment

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

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
APRIL 18, 2019
RONALD W. SPACE BOARD ROOM
6:15 P.M.**

PRESENT: Roxann Buck, Elizabeth Burns, Judy Davison, Matt McSherry, Schelley
Michell-Nunn, Chad Miller, Raymond Schlather, and Bruce Tytler

EXCUSED: Arthur Kuckes

ABSENT: None

COUNTY

LIAISONS: Michael Lane and Kelly Preston

STAFF: Susan Dewey, LaSonya Griggs, Keith Millman, Orinthia Montague, Cathy
Northrop, Paul Reifenheiser, John Sheehan, Malvika Talwar, Blix
Taetzsch, Seth Thompson, Peter Voorhees

GUESTS: Rebecca Hartquist, Student

1. **Call to Order:** The meeting was called to order at 6:35 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. McSherry moved that the agenda be approved as presented; seconded by Mr. Tytler; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes – March 21, 2019:** Ms. Burns moved that the minutes of the March 21, 2019, regular meeting be approved as presented; seconded by Ms. Buck; carried unanimously.
7. **Communications:** No 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: Professors Millman and Sheehan spoke about the purpose behind study abroad trips. The students meet in class in the fall and then travel in January of the next year. The cultural and historical sites that are shared with the students are amazing. For this study abroad, we have students analyze a historical topic, in this case Irish History. The students synthesize a story, gather materials, and then take photos to tell the story in a different way. The students’ work is then published. Students from SUNY Cortland and from Tompkins Cortland participated. This is a 6-credit course. Rebecca Hartquist, a student from the class, enthusiastically spoke and shared some photos of the experience.
- 9. **Provost and Vice President of Academic Affairs – Report:** Written report provided. Provost Reifenheiser mentioned that Chancellor Johnson loves to cook with eggplant and we are trying to put an event together where she can come to TC3 and the farm and possibly participate in an eggplant cook-off. Ms. Michell-Nunn asked for an explanation of OER. Provost Reifenheiser stated that it is “Open Educational Resources” where students pay a \$10 fee for this resource and do not have to pay for a text book. There are two programs completely OER and one more program is being developed as completely OER. Chairman Schlather spoke about the work being done to review the current academic standards with possible changes. Ms. Burns asked that there be a discussion of the reasoning behind the changes in academic standards prior to any action being taken on the issue. Mr. Tytler said he is not in favor of lowering the standards but in providing the support for students. COAS is trying to align the academic standards with the financial aid standards which would allow students to maintain financial aid eligibility.
- 10. **Information Items:**
 - a. **Human Resources Updates** – No discussion.
- 11. **Consent Agenda (Action Items):** Mr. Tytler moved that the Consent Agenda be approved as presented; seconded by Mr. McSherry; carried unanimously.
 - a. **Capital Payments** – No discussion.
 - b. **Appointment of Personnel** – No discussion.
 - c. **Bid Award Bus Transportation Services for 2019 Summer Global Connections Programs** – No discussion.
- 12. **Standing Reports:**
 - a. **College Forum** – Written report provided.
 - b. **Faculty Student Association** – Written report provided.
 - c. **Tompkins Cortland Community College Foundation, Inc.** – Written report provided.
 - d. **Chairperson’s Report** – Chairman Schlather sent out an email about the NYCCT event and one of the outcomes of that was the invitation for nominations for the awards. He asked the Board members to review the awards to see if we can come up with nominations. He has also received a couple of contributions for the grocery bags and asked that anyone who would like to do so can make the check payable to the TC3 Faculty Student Association. Roxann spoke

about the NYCCT spring meeting and stated that they discussed finances and costs for the upcoming year. They also discussed conference planning and the fall conference will be held in Saratoga. She suggested that the College could submit a proposal for a presentation on the Panther Pantry and Recovery Space.

1. Friend of the College – After a discussion of possible names for the recipient of the “Friend of the College” Award, there was consensus to recognize Frank Bickford as the 2019 Friend of the College recipient.
- e. Liaison Report (Cortland County) –** Ms. Preston reported that the elected Treasurer for Cortland County, John Tucker, submitted his resignation effective Friday, April 19. Many of the Treasurer duties in Cortland were redistributed long ago, and Mr. Tucker has been in the position less than a year. We have a competent deputy treasurer who will provide assistance during the interim of nominating a person to this position. We have a candidate for Finance Director who has accepted the position and the name will be public next Thursday and voted on by the full legislature. The roof of the Cortland County Jail has been replaced and certified. However, the JPS committee unanimously voted to continue to renovate the inside of the facility before inmates will return. Therefore, the county will continue to board inmates out of county this month and will transfer \$600K from the general account to fund board-outs through the end of the year. In 2018, the operating budget for the jail was \$5.2 million. The expectation is for an additional \$2 million this year. The County opted last year to allocate \$1 million off the top of sales tax revenue each year for the next ten years to go directly to jail repairs. She shared statistics from the VERA Institute for Justice, the not for profit that engaged with Cortland County at no expense to the County, regarding arrests, costs for incarceration, etc., for Cortland County. The Cortland County Sheriff stated at the March JPS meeting that he estimated that the current legislation on reforms to the criminal justice system would reduce the Cortland County jail population by 25%. Cortland County can accommodate 90 inmates and is responsible for usually between 70 to 100 inmates.
- f. Liaison Report (Tompkins County) –** Mr. Lane reported that the airport project is well under way. He said that some were worried that with the custom’s facility being built that it might bring ICE staff in to look for immigrants but that is not true. The New York State DOT is about to replace the bridge on route 38 in the village of Freeville. Therefore, there will be the need for a detour that will include detouring traffic to North Road to Dryden, which may cause difficulty/traffic congestion at the intersection of North Road and Route 13.
- g. Student Trustee’s Report –** Written report provided.
- h. President’s Report –** Written report provided. President Montague mentioned that the draft Strategic Plan will be presented to the College community and the Board in the fall and then brought to the Board for approval in December 2019.

- 13. Executive Session (to discuss a personnel issue – no action to be taken) –**
Ms. Davison moved that the meeting convene in executive session for discussion of a personnel issue, with no action to be taken; seconded by Ms. Burns; carried unanimously. The meeting convened in executive session at 7:55 p.m.

The meeting reconvened in regular session at 8:26 p.m.

- 14. Upcoming Events –** No discussion.

- 15. Adjournment:** Mr. Tytler moved that the meeting be adjourned; seconded by Ms. Michell-Nunn; carried unanimously. The meeting adjourned at 8:27 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: May 10, 2019
SUBJECT: May Provost Report

Graduate of Note: The Graduate of Note Ceremony was held in April. Jan worked her magic and organized the event, working with a lot of people to make it happen. And I want to give a massive shout out to all who took part in some way. At the core of the event is the pivotal relationship that is built between faculty and students in (and out of) the classroom. The graduate of note ceremony asks Department Chairs to pick one graduate – who meet a set of academic criteria – to honor and it isn't always easy to make the decision. Then the faculty award the students a certificate and share why they chose that student. The faculty were all asked to be brief (as we had 30 some graduates of note) and only 1.5 hours for the event. Everyone pulled it off with great aplomb. It was clear that the students were honored, their family and friends were proud, and the faculty were moving when talking about students and moved by their stories. It was EXACTLY the kind of event that reminds us why we do this and why community colleges matter so much.

Assessment Committee: The Provost's Office forwarded a proposed Academic Assessment Committee for review by the Faculty. The faculty approved it by a vote of 51-6 (1 abstained). It will be presented to the College Forum on 5/10. If it passes it will be an important step towards ensuring we are continuously improving and reviewing teaching and learning on campus and towards meeting our recommendations as set forth by Middle States.

Faculty Meeting: We held a faculty meeting to review the proposed Assessment Committee and to review the proposed academic standards changes by COAS. The Faculty voted on the COAS standards and approved them by a vote of 56-3. We also held a faculty meeting three weeks ago to review a new Micro-Credential in Special Education Advocacy.

OER: We've begun a pilot for a paperless process for faculty applying for OER funding. We have two faculty members who have agreed to a test run. They will go through the process and then give us feedback. Once we have that, we will roll out the process for requesting funding for OER. The paperless process will also allow us to more easily track who is working on OER and their current stage in the process. I also had a meeting with Amber Gilewski this week, and she walked me through an example of OER in her classes.

International Budget: In the coming weeks I plan to have multiple meetings about our international/global programs designed to craft a strategic plan for our efforts. The first step in that was a meeting to talk about the international program budget, which happened this week. We have one more meeting set up on this topic, with an emphasis

on a profit/loss analysis of our international programs. The next major meeting will be one to talk about our Study Abroad Programs.

Guided Pathways: The 6th Guided Pathways Institute is being hosted by TC3. This will be the final Institute for the 10 schools participating in Guided Pathways. Three weeks ago we had some of the folks who organize the Institutes on campus to scope out our set-up. Thursday June 27th will be a pre-institute event, which will be open to all of campus, as we will host a keynote address in the Forum. Friday June 28th will be the actual Institute, where we will host the other nine Guided Pathways Schools and representatives from SUNY for the Capstone Institute. Friday's events will take place at Coltivare. Last week the Guided Pathways Steering Committee met and discussed the following: Institute 6; projects for our Perkins Grants Funding; a possible change to a Guided Pathways Community; and some next steps for next year/this-summer to keep our momentum moving forward with Guided Pathways. I had hoped to meet with each Guided Pathways group this semester, but I wasn't able to do that. That will need to be an important step for next year: meeting with communities, getting updates, and making plans for guided pathways work.

Thank you

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of May 16, 2019

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Assistant Professor of Nursing	August 2019	May 6, 2019	June 6, 2019	Accepting Applications
Assistant Director of Student Activities & the Student Center	April 2019	March 21, 2019	April 22, 2019	Accepting/Reviewing Applications
Clinical Counselor	August 2019	November 5, 2018	Ongoing until Filled	Accepting/Reviewing Applications
Coordinator of Diversity Education and Support Services	June 2019	March 29, 2019	April 15, 2019	Accepting/Reviewing Applications
Coordinator of Tutorial and Accommodation Services	June 2019	April 4, 2019	May 6, 2019	Reviewing Applications
Director of Student & Residence Life	March 2019	January 30, 2019	March 4, 2019	Checking References
Vector Network Program Associate (.75 FTE/Grant Funded)	May 2019	April 10, 2019	April 24, 2019	Accepting Applications

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Senior Account Clerk (1.0 FTE Temporary)	Budget and Finance	April 2019	Accepting Application via Tompkins County Department of Human Resources

FACULTY STUDENT ASSOCIATION

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Lifeguard	Athletics & Recreation	May 2019	Accepting Applications
Graduate Assistant	Residence Life/Student Center	May 2019	Accepting Applications
Head Coach, Men's Soccer	Athletics & Recreation	April 2019	Hired: Patrick Arancio (04/23/19)

BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Server	TC3 Bistro	May 2019	Accepting Applications
Banquet Bartender	TC3 Bistro	May 2019	Accepting Applications
Banquet Supervisor	TC3 Bistro	May 2019	Accepting Applications
Bartender	TC3 Bistro	May 2019	Accepting Applications
Busser/Food Runner	TC3 Bistro	May 2019	Accepting Applications
Dishwasher	TC3 Bistro	May 2019	Accepting Applications
Line Cook	TC3 Bistro	May 2019	Accepting Applications
Server	TC3 Bistro	May 2019	Accepting Applications
Host/Hostess	TC3 Bistro	May 2019	Accepting Applications
Executive Chef	TC3 Bistro	April 2019	Hired: Patrick Blackman (05/06/19)

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of May 16, 2019

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 Ganoe	MedCo - Change in provider changed prescription co-pay.	Would like matter fully researched by Tompkins County.
FACULTY ASSOC.		
Faculty Association	Gated Parking Lot	College will close access from Bahar Drive and reactivate the arm gate to Lot #6 in mid-October.
PAA		
TC3 ADJUNCT ASSOC.		

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

	AMOUNT	SUBTOTAL	GRAND TOTAL
<hr/> Childcare Facility Project			
Administrative			
Harris Beach Legal Fees, All Seasons Dispute Invoice #2305791	\$588.00		
Will Munson, Mileage fo Travel to Childcare Ctr Site/Meeting	\$46.11		
Total Administrative		<u>\$634.11</u>	
Design/Architectural Services			
Claudia Brenner Design (PO #31685) Architectural Design Services Invoice #3132	\$9,848.50		
Invoice #3133 Related Expenses	\$191.98		
Total Design/Architectural Services		<u>\$10,040.48</u>	
Electrical			
Blanding Electric (PO #32185) Application #9	\$52,065.46		
Total Electrical		<u>\$52,065.46</u>	
General Construction			
Streeter Associates (PO #32183) Application #11, General	\$169,891.35		
Total General Construction		<u>\$169,891.35</u>	

HVAC/Mechanical

Kimball, Inc. (PO #32186)
Application #10 \$28,343.01

Total HVAC/Mechanical \$28,343.01

Plumbing

Brosh Mechanical, Inc. (PO #32187)
Application #9 \$20,710.00

Amazon (PO #32714)
Water Meter Component \$234.14

Total Plumbing \$20,944.14

Materials Testing/Inspection Services

SJB Services (PO #32231)
Invoice #CT-18-040-10 \$1,440.00

Total Materials Testing Services \$1,440.00

TOTAL CHILDCARE FACILITY PROJECT \$283,358.55

TOTAL CAPITAL PAYMENTS \$283,358.55

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

JANUARY 31, 2019

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

JANUARY 31, 2019

NARRATIVE	PAGE 1
BALANCE SHEET	PAGE 2
APPROPRIATIONS	PAGE 3-4
REVENUES	PAGE 5
CASH FORECAST	PAGE 6

Narrative Highlights
Treasurer's Report
January 31, 2019

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$1,221,317 in a money market savings account averaging .20% interest earnings for January and \$699,046 in savings. The maximum amount available for investment will fluctuate with a peak of \$2,900,000 available over the next four months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$9,934,575 is a slight increase from \$9,402,640. 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 \$80,074. The interfunds account balance of \$2,304,805 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 \$14,300,600 or 35.1% of the 2018-2019 budget. Comparable expenditures for period four last year were \$17,118,936 or 41.9% of the 2017-2018 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$22,378,541 are 54.9% of the revenue budget. Prior year revenues were

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2019**

	Current Month 1/31/2019	Previous Month 12/31/2018	Previous Year 1/31/2018
ASSETS			
Cash in Demand Deposit	1,221,317	713,024	\$ 961,004
Cash in Time Deposits	699,046	3,023,125	\$ 1,350,671
Petty Cash	1,229	1,229	\$ 1,229
Accounts Receivable--Students	9,934,575	9,402,640	\$ 11,581,584
Accounts Receivable--Misc.	5,219,506	5,215,874	\$ 3,891,776
Prepaid Expenses	(6,715)	343	\$ (313)
Due From Other Funds	2,304,805	1,534,897	\$ 2,267,832
Due From Sponsor Governments			\$ -
Due From State Governments			
Due From Other Governments	80,074	242,493	\$ 156,467
TOTAL ASSETS	<u>\$ 19,453,837</u>	<u>\$ 20,133,625</u>	<u>\$ 20,210,250</u>
LIABILITIES AND SURPLUS			
Vouchers Payable	(1,003)	(1,003)	\$ 63,097
Payroll Liabilities	1,189,593	1,394,696	\$ 1,314,865
Student Financial Aid Liabilities	252,945	275,675	\$ 282,102
Accrued Liabilities	4,901,115	4,877,360	\$ 4,407,101
Due to Other Funds	2,978,809	2,627,843	\$ 3,882,666
Due to State Governments	0	0	
Student Tuition Collected in Advance			\$ (250)
Restatement of Net Position	121,807	121,807	\$ 121,807
Board Designated Fund Balance	718,430	718,430	\$ 853,411
Undesignated Fund Balance	1,232,527	1,232,527	\$ 1,468,842
Revenue Over (Under) Expenditures	8,059,614	8,886,290	\$ 7,816,609
TOTAL LIABILITIES AND SURPLUS	<u>\$ 19,453,837</u>	<u>\$ 20,133,625</u>	<u>\$ 20,210,250</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
 APPROPRIATIONS 2018-2019
 FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2019**

	PER CENT YEAR					33.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>	
Instruction						
Personal Services	\$ 8,766,610	\$ 8,571,131	3,522,298	\$ 5,048,833	41.09%	
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	
Contractual Expenses	\$ 9,184,400	\$ 9,184,400	644,371	\$ 8,540,029	7.02%	
Employee Benefits	\$ 3,887,508	\$ 3,826,926	1,634,469	\$ 2,192,457	42.71%	
Total Instruction	\$ 21,838,518	\$ 21,582,457	\$ 5,801,138	\$ 15,781,319	26.88%	
Public Service						
Personal Services	\$ 86,756	\$ 91,503	36,079	\$ 55,424	39.43%	
Equipment	\$ -	\$ -	0	\$ -	0.00%	
Contractual Expenses	\$ -	\$ -	2,843	\$ (2,843)	0.00%	
Employee Benefits	\$ 38,346	\$ 40,444	17,458	\$ 22,986	43.17%	
Total Public Service	\$ 125,102	\$ 131,947	\$ 56,380	\$ 75,567	42.73%	
Academic Support						
Personal Services	\$ 1,832,134	\$ 1,835,749	605,902	\$ 1,229,847	33.01%	
Equipment	\$ -	\$ 100,000	0	\$ 100,000	0.00%	
Contractual Expenses	\$ 438,438	\$ 438,438	1,512,543	\$ (1,074,105)	344.98%	
Employee Benefits	\$ 803,350	\$ 803,158	346,689	\$ 456,469	43.17%	
Total Academic Support	\$ 3,073,922	\$ 3,177,345	\$ 2,465,134	\$ 712,211	77.58%	
Libraries						
Personal Services	\$ 506,791	\$ 508,791	202,320	\$ 306,471	39.76%	
Equipment	\$ -	\$ -	0	\$ -	0.00%	
Contractual Expenses	\$ 161,661	\$ 161,661	93,346	\$ 68,315	57.74%	
Employee Benefits	\$ 224,002	\$ 224,002	96,692	\$ 127,310	43.17%	
Total Libraries	\$ 892,454	\$ 894,454	\$ 392,358	\$ 502,096	43.87%	
Student Services						
Personal Services	\$ 2,534,425	\$ 2,601,101	945,148	\$ 1,655,953	36.34%	
Equipment	\$ -	\$ -	1,672	\$ (1,672)	0.00%	
Contractual Expenses	\$ 1,144,977	\$ 1,144,977	349,957	\$ 795,020	30.56%	
Employee Benefits	\$ 1,120,216	\$ 1,139,610	491,921	\$ 647,689	43.17%	
Total Student Services	\$ 4,799,618	\$ 4,885,688	\$ 1,788,698	\$ 3,096,990	36.61%	
Maintenance and Operation of Plant						
Personal Services	\$ 2,142,597	\$ 2,151,586	\$ 749,780	\$ 1,401,806	34.85%	
Equipment	\$ -	\$ 1,483	\$ 1,483	\$ 925,172	0.00%	
Contractual Expenses	\$ 928,138	\$ 926,655	\$ 264,929	\$ 682,315	0.00%	
Employee Benefits	\$ 947,028	\$ 947,244	\$ 408,885	\$ 538,359	43.17%	
Total Maintenance and Operation of Plant	\$ 4,017,763	\$ 4,026,968	\$ 1,425,077	\$ 3,547,652	35.39%	
Institutional Support						
Personal Services	\$ 1,548,201	\$ 1,592,787	\$ 591,170	\$ 1,001,617	37.12%	
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	
Contractual Expenses	\$ 295,132	\$ 295,132	\$ 94,909	\$ 200,223	32.16%	
Employee Benefits	\$ 709,799	\$ 704,012	\$ 303,892	\$ 400,120	43.17%	
Total Institutional Support	\$ 2,553,132	\$ 2,591,931	\$ 989,971	\$ 1,601,960	38.19%	
General Institutional Services						
Personal Services	\$ 1,523,646	\$ 1,588,512	\$ 601,422	\$ 987,090	37.86%	
Equipment	\$ 200,000	\$ 100,000	\$ 2,678	\$ 97,322	0.00%	
Contractual Expenses	\$ 990,204	\$ 990,204	\$ 442,068	\$ 548,136	44.64%	
Employee Benefits	\$ 734,791	\$ 779,644	\$ 335,676	\$ 443,968	43.06%	
Total General Institutional Services	\$ 3,448,641	\$ 3,458,360	\$ 1,381,844	\$ 2,076,516	39.96%	
TOTAL APPROPRIATIONS	\$ 40,749,150	\$ 40,749,150	\$ 14,300,600	\$ 27,394,311	35.09%	

TOMPKINS CORTLAND COMMUNITY COLLEGE
 APPROPRIATIONS 2018-2019
 FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2019

PER CENT YEAR 33.00%

<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
----------------------------	----------------------------	---------------------------------	-------------------------------	-----------------------

**2018-2019 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	\$ 277,901	\$ (27,901)	0.00%
State Employee's Retirement	\$ 1,054,558	\$ 1,054,558	\$ 408,692	\$ 645,866	38.75%
State Teacher's Retirement	\$ 262,400	\$ 262,400	\$ 86,737	\$ 175,663	33.06%
Optional Retirement Fund	\$ 1,029,189	\$ 1,029,189	\$ 384,302	\$ 644,887	37.34%
Social Security	\$ 1,445,580	\$ 1,445,580	\$ 548,904	\$ 896,676	37.97%
Workers Compensation	\$ 140,000	\$ 140,000	\$ 78,197	\$ 61,803	55.86%
Misc Employee Benefits	\$ 25,000	\$ 25,000	\$ 22,680	\$ 2,320	90.72%
Disability Insurance	\$ 11,500	\$ 11,500	\$ 5,218	\$ 6,282	45.37%
Hospital and Medical Insurance	\$ 4,056,044	\$ 4,056,044	\$ 1,708,740	\$ 2,347,304	42.13%
Employee Tuition Benefits	\$ 100,400	\$ 100,400	\$ 86,659	\$ 13,741	86.31%
Life Insurance	\$ 10,000	\$ 10,000	\$ 4,065	\$ 5,935	40.65%
Vacation Benefits	\$ 18,369	\$ 18,369	\$ 20,000	\$ (1,631)	108.88%
Unemployment Insurance	\$ 60,000	\$ 60,000	\$ 3,587	\$ 56,413	0.00%
Total Employee Benefits	<u>\$ 8,463,040</u>	<u>\$ 8,463,040</u>	<u>\$ 3,635,682</u>	<u>\$ 4,827,358</u>	<u>42.96%</u>

TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2018-2019
FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2019

	Budget Adopted	Modified Budget	Realized To Date	To Be Realized	% Realized
Tuition					
Fall & Spring	\$16,219,321	\$16,219,321	\$ 10,562,192	\$ 5,657,129	65.12%
Winter	\$81,300	\$81,300	\$ 133,940		
Summer	1,151,864	1,151,864	\$ 927	\$ 1,150,937	0.08%
Nonresident Tuition	1,581,308	1,581,308	\$ 1,587,489	\$ (6,181)	100.39%
Student Fee Revenue (Tech Fee)	1,327,900	1,327,900	\$ 1,113,661	\$ 214,239	83.87%
			\$ -		
Total Tuition	20,361,693	20,361,693	\$ 13,398,209	\$ 7,016,124	65.80%
Government Appropriations					
New York State	10,613,687	10,613,687	\$ 5,306,782	\$ 5,306,905	50.00%
Local Sponsors	4,650,364	4,650,364	\$ 1,488,117	\$ 3,162,247	32.00%
Appropriated Cash Surplus	0	0	\$ -	\$ -	
Charges to Other Counties	4,471,544	4,471,544	\$ 1,801,492	\$ 2,670,052	40.29%
Board Designated Reserves	45,000	45,000	\$ -	\$ 45,000	0.00%
Total Government Appropriations	19,780,595	19,780,595	\$ 8,596,391	\$ 11,184,204	43.46%
Other Revenues					
Service Fees	102,000	102,000	\$ 52,743	\$ 49,257	51.71%
Interest Earnings	4,000	4,000	\$ 1,774	\$ 2,226	44.35%
Rental of Real Property	16,000	16,000	\$ 6,515	\$ 9,485	40.72%
Contract Courses	95,000	95,000	\$ 60,560	\$ 34,440	63.75%
Noncredit Tuition	192,000	192,000	\$ 72,719	\$ 119,281	37.87%
Grant Offsets	147,862	147,862	\$ 46,625	\$ 101,237	31.53%
Unclassified Revenues	50,000	50,000	\$ 143,005	\$ (93,005)	286.01%
Total Other Revenues	606,862	606,862	\$ 383,941	\$ 222,921	63.27%
TOTAL REVENUES	\$40,749,150	\$40,749,150	\$ 22,378,541	\$ 18,423,249	54.92%

**TOMPKINS CORTLAND COMMUNITY COLLEGE
 FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2019**

	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$ 3,737,379	\$ 1,921,270	\$ 2,911,270	\$ 2,938,441	\$ 1,437,746
<u>RECEIPTS</u>					
Student Accounts Receivable	\$ 1,115,855	\$ 400,000	\$ 440,247	\$ 440,247	\$ 440,247
Student Financial Aid	\$ 31,776	\$ 3,500,000	\$ 1,200,000	\$ 1,000,000	\$ 1,000,000
Sponsor Payments			\$ 418,533	\$ 744,058	\$ 418,533
Chargebacks to Other Counties	\$ 190,724	\$ 100,000	\$ 125,000	\$ 125,000	\$ 125,000
State Aid	\$ -	\$ -	\$ 2,653,391		
Repayment of Grant Fund Advances	\$ 106,483	\$ 85,000	\$ 90,000	\$ 90,000	\$ 90,000
Repayment of Capital Fund Advances	\$ -	\$ 400,000	\$ 500,000	\$ -	\$ 500,000
Other Receipts	\$ 93,038	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Projected Cash Receipts	\$ 1,537,876	\$ 4,535,000	\$ 5,477,171	\$ 2,449,305	\$ 2,623,780
<u>DISBURSEMENTS</u>					
Payments to Students	\$ 62,089	\$ 95,000	\$ 2,000,000	\$ 500,000	\$ 65,000
Accounts Payable	\$ 282,358	\$ 1,200,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000
Payroll and Fringe Benefits	\$ 2,329,100	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000
Grant Fund Advances	\$ 73,644	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Capital Fund Advances	\$ 606,794	\$ 300,000	\$ 100,000	\$ 100,000	\$ 100,000
Projected Cash Disbursements	\$ 3,353,985	\$ 3,545,000	\$ 5,450,000	\$ 3,950,000	\$ 3,515,000
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>					
MONEY MARKET/ SAVINGS	\$ 1,871,270	\$ 2,861,270	\$ 2,888,407	\$ 1,387,711	\$ 496,490
CASH IN TIME DEPOSITS	\$ 50,000	\$ 50,000	\$ 50,034	\$ 50,035	\$ 50,036
TOTAL CASH IN TIME DEPOSITS	\$ 1,921,270	\$ 2,911,270	\$ 2,938,441	\$ 1,437,746	\$ 546,526

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

FEBRUARY 28, 2019

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

FEBRUARY 28, 2019

NARRATIVE	PAGE 1
BALANCE SHEET	PAGE 2
APPROPRIATIONS	PAGE 3-4
REVENUES	PAGE 5
CASH FORECAST	PAGE 6

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$2,172,485 in a money market savings account averaging .20% interest earnings for February and \$3,176,904 in savings. The maximum amount available for investment will fluctuate with a peak of \$4,900,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$2,196,329 is a reduction from \$9,934,575. 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 \$27,714. The interfunds account balance of \$2,172,574 consists of federal, state grant and capital payments made by the current operating fund. Reimbursement from other funds is in transit at the end of each period.

LIABILITIES - (PAGE 3)

Payroll Liabilities include amounts due to retirement systems (New York State Retirement and the TIAA-CREF), governmental agencies for payroll-related liabilities, and accrued vacation. Student Financial Aid Liabilities primarily consists of NYS TAP rosters received, and not yet disbursed. Accrued Liabilities represents miscellaneous liabilities such as amounts due to FSA, and various reserves. Due to State governments represents overpayment of state aid in the prior year.

FUND BALANCE - (PAGE 3)

The current fund balance represents surplus revenues over expenditures from prior years.

TOTAL EXPENDITURES - (PAGES 4-6)

As of February 28, total expenditures amounted to \$18,035,405 or 44.3% of the 2017-2108 budget. Comparable expenditures for period four last year were \$21,947,196 or 53.72% of the 2017-2018 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$22,836,223 are 56% of the revenue budget. Prior year revenues were \$29,022,809 are 71% of total budgeted revenue.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
FINANCIAL REPORT FOR THE PERIOD ENDING FEBRUARY 28, 2019**

	Current Month 2/28/2019	Previous Month 1/31/2019	Previous Year 2/28/2018
ASSETS			
Cash in Demand Deposit	2,172,485	1,221,317	2,218,832
Cash in Time Deposits	3,176,904	699,046	4,144,883
Petty Cash	1,229	1,229	1,229
Accounts Receivable--Students	2,196,329	9,934,575	4,895,831
Accounts Receivable--Misc.	5,440,710	5,219,506	3,931,610
Prepaid Expenses	(12,702)	(6,715)	53,297
Due From Other Funds	2,172,574	2,304,805	2,795,681
Due From Sponsor Governments			
Due From State Governments			
Due From Other Governments	27,714	80,074	53,564
TOTAL ASSETS	<u><u>\$ 15,175,243</u></u>	<u><u>\$ 19,453,837</u></u>	<u><u>\$ 18,094,927</u></u>
LIABILITIES AND SURPLUS			
Vouchers Payable	(1,381)	(1,003)	65,027
Payroll Liabilities	1,245,685	1,189,593	1,280,131
Student Financial Aid Liabilities	(623,347)	252,945	365,707
Accrued Liabilities	4,874,976	4,901,115	4,512,100
Due to Other Funds	2,877,441	2,978,809	3,312,406
Due to State Governments	0	0	0
Student Tuition Collected in Advance			(250)
Restatement of Net Position	121,807	121,807	121,807
Board Designated Fund Balance	718,430	718,430	853,411
Undesignated Fund Balance	1,232,527	1,232,527	1,468,842
Revenue Over (Under) Expenditures	4,729,105	8,059,614	6,115,746
TOTAL LIABILITIES AND SURPLUS	<u><u>\$ 15,175,243</u></u>	<u><u>\$ 19,453,837</u></u>	<u><u>\$ 18,094,927</u></u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
 APPROPRIATIONS 2018-2019
 FINANCIAL REPORT FOR THE PERIOD ENDING FEBRUARY 28, 2019**

	PER CENT YEAR					50.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>	
Instruction						
Personal Services	\$ 8,766,610	\$ 8,571,131	4,180,249	\$ 4,390,882	48.77%	
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	
Contractual Expenses	\$ 9,184,400	\$ 9,184,400	867,480	\$ 8,316,920	9.45%	
Employee Benefits	\$ 3,887,508	\$ 3,826,926	1,923,967	\$ 1,902,959	50.27%	
Total Instruction	\$ 21,838,518	\$ 21,582,457	\$ 6,971,696	\$ 14,610,761	32.30%	
Public Service						
Personal Services	\$ 86,756	\$ 91,503	43,118	\$ 48,385	47.12%	
Equipment	\$ -	\$ -	0	\$ -	0.00%	
Contractual Expenses	\$ -	\$ -	2,896	\$ (2,896)	0.00%	
Employee Benefits	\$ 38,346	\$ 40,444	20,555	\$ 19,889	50.82%	
Total Public Service	\$ 125,102	\$ 131,947	\$ 66,569	\$ 65,378	50.45%	
Academic Support						
Personal Services	\$ 1,832,134	\$ 1,835,749	724,532	\$ 1,111,217	39.47%	
Equipment	\$ -	\$ 100,000	0	\$ 100,000	0.00%	
Contractual Expenses	\$ 438,438	\$ 438,438	2,551,447	\$ (2,113,009)	581.94%	
Employee Benefits	\$ 803,350	\$ 803,158	398,886	\$ 404,272	49.66%	
Total Academic Support	\$ 3,073,922	\$ 3,177,345	\$ 3,674,865	\$ (497,520)	115.66%	
Libraries						
Personal Services	\$ 506,791	\$ 508,791	241,808	\$ 266,983	47.53%	
Equipment	\$ -	\$ -	0	\$ -	0.00%	
Contractual Expenses	\$ 161,661	\$ 161,661	126,101	\$ 35,560	78.00%	
Employee Benefits	\$ 224,002	\$ 224,002	114,067	\$ 109,935	50.92%	
Total Libraries	\$ 892,454	\$ 894,454	\$ 481,976	\$ 412,478	53.88%	
Student Services						
Personal Services	\$ 2,534,425	\$ 2,601,101	1,136,850	\$ 1,464,251	43.71%	
Equipment	\$ -	\$ -	1,672	\$ (1,672)	0.00%	
Contractual Expenses	\$ 1,144,977	\$ 1,144,977	557,764	\$ 587,213	48.71%	
Employee Benefits	\$ 1,120,216	\$ 1,139,610	576,270	\$ 563,340	50.57%	
Total Student Services	\$ 4,799,618	\$ 4,885,688	\$ 2,272,556	\$ 2,613,132	46.51%	
Maintenance and Operation of Plant						
Personal Services	\$ 2,142,597	\$ 2,151,586	\$ 917,793	\$ 1,233,793	42.66%	
Equipment	\$ -	\$ 1,483	\$ 1,483	\$ 925,172	0.00%	
Contractual Expenses	\$ 928,138	\$ 926,655	\$ 380,478	\$ 566,766	0.00%	
Employee Benefits	\$ 947,028	\$ 947,244	\$ 485,527	\$ 461,717	51.26%	
Total Maintenance and Operation of Plant	\$ 4,017,763	\$ 4,026,968	\$ 1,785,281	\$ 3,187,448	44.33%	
Institutional Support						
Personal Services	\$ 1,548,201	\$ 1,592,787	\$ 708,751	\$ 884,036	44.50%	
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	
Contractual Expenses	\$ 295,132	\$ 295,132	\$ 124,791	\$ 170,341	42.28%	
Employee Benefits	\$ 709,799	\$ 704,012	\$ 355,627	\$ 348,385	50.51%	
Total Institutional Support	\$ 2,553,132	\$ 2,591,931	\$ 1,189,169	\$ 1,402,762	45.88%	
General Institutional Services						
Personal Services	\$ 1,523,646	\$ 1,588,512	\$ 724,129	\$ 864,383	45.59%	
Equipment	\$ 200,000	\$ 100,000	\$ 2,678	\$ 97,322	0.00%	
Contractual Expenses	\$ 990,204	\$ 990,204	\$ 471,867	\$ 518,337	47.65%	
Employee Benefits	\$ 734,791	\$ 779,644	\$ 394,619	\$ 385,025	50.62%	
Total General Institutional Services	\$ 3,448,641	\$ 3,458,360	\$ 1,593,293	\$ 1,865,067	46.07%	
TOTAL APPROPRIATIONS	\$ 40,749,150	\$ 40,749,150	\$ 18,035,405	\$ 23,659,506	44.26%	

TOMPKINS CORTLAND COMMUNITY COLLEGE
 APPROPRIATIONS 2018-2019
 FINANCIAL REPORT FOR THE PERIOD ENDING FEBRUARY 28, 2019

PER CENT YEAR 50.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
--	----------------------------	----------------------------	---------------------------------	-------------------------------	-----------------------

2018-2019 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	\$ 307,934	\$ (57,934)	0.00%
State Employee's Retirement	\$ 1,054,558	\$ 1,054,558	\$ 489,446	\$ 565,112	46.41%
State Teacher's Retirement	\$ 262,400	\$ 262,400	\$ 102,779	\$ 159,621	39.17%
Optional Retirement Fund	\$ 1,029,189	\$ 1,029,189	\$ 456,911	\$ 572,278	44.40%
Social Security	\$ 1,445,580	\$ 1,445,580	\$ 652,814	\$ 792,766	45.16%
Workers Compensation	\$ 140,000	\$ 140,000	\$ 88,235	\$ 51,765	63.03%
Misc Employee Benefits	\$ 25,000	\$ 25,000	\$ 15,098	\$ 9,902	60.39%
Disability Insurance	\$ 11,500	\$ 11,500	\$ 5,218	\$ 6,282	45.37%
Hospital and Medical Insurance	\$ 4,056,044	\$ 4,056,044	\$ 2,014,636	\$ 2,041,408	49.67%
Employee Tuition Benefits	\$ 100,400	\$ 100,400	\$ 107,971	\$ (7,571)	107.54%
Life Insurance	\$ 10,000	\$ 10,000	\$ 4,889	\$ 5,111	48.89%
Vacation Benefits	\$ 18,369	\$ 18,369	\$ 20,000	\$ (1,631)	108.88%
Unemployment Insurance	\$ 60,000	\$ 60,000	\$ 3,587	\$ 56,413	0.00%
Total Employee Benefits	\$ 8,463,040	\$ 8,463,040	\$ 4,269,518	\$ 4,193,522	50.45%

TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2018-2019
FINANCIAL REPORT FOR THE PERIOD ENDING FEBRUARY 28, 2019

	Budget Adopted	Modified Budget	Realized To Date	To Be Realized	% Realized
Tuition					
Fall & Spring	\$16,219,321	\$16,219,321	\$ 11,448,570	\$ 4,770,751	70.59%
Winter	\$81,300	\$81,300	\$ 133,940		
Summer	1,151,864	1,151,864	\$ 927	\$ 1,150,937	0.08%
Nonresident Tuition	1,581,308	1,581,308	\$ 1,091,129	\$ 490,179	69.00%
Student Fee Revenue (Tech Fee)	1,327,900	1,327,900	\$ 1,110,890	\$ 217,010	83.66%
			\$ -		
Total Tuition	20,361,693	20,361,693	\$ 13,785,456	\$ 6,628,877	67.70%
Government Appropriations					
New York State	10,613,687	10,613,687	\$ 5,306,782	\$ 5,306,905	50.00%
Local Sponsors	4,650,364	4,650,364	\$ 1,488,117	\$ 3,162,247	32.00%
Appropriated Cash Surplus	0	0	\$ -	\$ -	
Charges to Other Counties	4,471,544	4,471,544	\$ 1,801,492	\$ 2,670,052	40.29%
Board Designated Reserves	45,000	45,000	\$ -	\$ 45,000	0.00%
Total Government Appropriations	19,780,595	19,780,595	\$ 8,596,391	\$ 11,184,204	43.46%
Other Revenues					
Service Fees	102,000	102,000	\$ 81,898	\$ 20,102	80.29%
Interest Earnings	4,000	4,000	\$ 1,932	\$ 2,068	48.30%
Rental of Real Property	16,000	16,000	\$ 8,240	\$ 7,760	51.50%
Contract Courses	95,000	95,000	\$ 68,266	\$ 26,734	71.86%
Noncredit Tuition	192,000	192,000	\$ 96,573	\$ 95,427	50.30%
Grant Offsets	147,862	147,862	\$ 51,208	\$ 96,654	34.63%
Unclassified Revenues	50,000	50,000	\$ 146,259	\$ (96,259)	292.52%
Total Other Revenues	606,862	606,862	\$ 454,376	\$ 152,486	74.87%
TOTAL REVENUES	\$40,749,150	\$40,749,150	\$ 22,836,223	\$ 17,965,567	56.04%

**TOMPKINS CORTLAND COMMUNITY COLLEGE
 FINANCIAL REPORT FOR THE PERIOD ENDING FEBRUARY 28, 2019**

	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$ 1,921,270	\$ 5,350,618	\$ 4,937,542	\$ 2,821,075	\$ 1,880,133	\$ 3,677,057
<u>RECEIPTS</u>						
Student Accounts Receivable	\$ 555,386	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
Student Financial Aid	\$ 5,568,017	\$ 1,200,000	\$ 1,000,000	\$ 700,000	\$ 700,000	\$ 1,000,000
Sponsor Payments		\$ 418,533	\$ 418,533	\$ 744,058	\$ 418,533	\$ 744,058
Chargebacks to Other Counties	\$ 52,820	\$ 125,000	\$ 75,000	\$ 50,000	\$ 500,000	\$ 50,000
State Aid	\$ -	\$ 2,653,391			\$ 2,653,391	
Repayment of Grant Fund Advances	\$ 34,869	\$ 90,000	\$ 90,000	\$ 90,000	\$ 50,000	\$ 50,000
Repayment of Capital Fund Advances	\$ 501,950	\$ 500,000	\$ -	\$ 500,000	\$ 500,000	\$ 20,000
Other Receipts	\$ 64,716	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 95,000
Projected Cash Receipts	\$ 6,777,758	\$ 5,436,924	\$ 2,033,533	\$ 2,534,058	\$ 5,271,924	\$ 2,359,058
<u>DISBURSEMENTS</u>						
Payments to Students	\$ 131,980	\$ 2,000,000	\$ 500,000	\$ 75,000	\$ 75,000	\$ 50,000
Accounts Payable	\$ 1,212,479	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,000,000
Payroll and Fringe Benefits	\$ 1,629,934	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000	\$ 1,600,000
Grant Fund Advances	\$ 3,439	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -
Capital Fund Advances	\$ 370,578	\$ 500,000	\$ 300,000	\$ 100,000	\$ 100,000	\$ -
Projected Cash Disbursements	\$ 3,348,410	\$ 5,850,000	\$ 4,150,000	\$ 3,475,000	\$ 3,475,000	\$ 2,650,000
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>						
MONEY MARKET/ SAVINGS	\$ 5,300,618	\$ 4,887,508	\$ 2,771,040	\$ 1,830,097	\$ 3,627,020	\$ 3,336,076
CASH IN TIME DEPOSITS	\$ 50,000	\$ 50,034	\$ 50,035	\$ 50,036	\$ 50,037	\$ 50,039
TOTAL CASH IN TIME DEPOSITS	\$ 5,350,618	\$ 4,937,542	\$ 2,821,075	\$ 1,880,133	\$ 3,677,057	\$ 3,386,115

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-53**

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 16th day of May 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 16th day of May 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**Appointment of Personnel
 Tuesday, May 07, 2019
 Presented to the Board of Trustees**

Employee	Department	Title/Rank	Salary	Employment Dates
February				
McIntyre, David	HRMG105 M02 HRMG105 M01	Adjunct	\$2,060.00	2/9/2019 To 4/14/2019
April				
Ross, Ron	Adoption of BUAD203-M01	Adjunct	\$1,000.00	4/1/2019 To 4/30/2019
Raethka, Tim	Non-credit CPR workshop	Adjunct	\$200.00	4/10/2019
Hemingway Jones, Kathy	One-hour training pursuant to SUNY Developmental English (098) Learning Community Grant	Adjunct	\$50.00	4/15/2019
May				
Orejuela, Jorge	HSTY260/261-SLC1	Adjunct	\$4,950.00	5/15/2019 To 6/2/2019
Waffner, Marcia	HRMG220-SLC2	Adjunct	\$7,425.00	5/25/2019 To 6/18/2019
August				
Raethka, Tim	CPR for Nursing Students - 4 Non-credit workshops	Adjunct	\$800.00	8/7/2019 To 8/17/2019

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

May 16, 2019

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Franklin Bickford	05/31/19 (Corrected Date)	Retirement
Lawrence Chase	05/31/19	Retirement

FACULTY STUDENT ASSOCIATION

None

BISTRO

None

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-33**

SPECIAL EDUCATION ADVOCACY CREDENTIAL

WHEREAS, as a result of various studies indicating community interest and employer need, a proposal has been developed for a Special Education Advocacy Credential, and

WHEREAS, upon review of this proposal, the College Curriculum Committee, the faculty, the College Forum, the Provost, and the President have endorsed the proposals, be it therefore,

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College approves the Special Education Advocacy Credential.

<p>STATE OF NEW YORK: SS: COUNTY OF TOMPKINS:</p>	<p>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 16th day of May 2019, and the same is a complete copy of the whole of such resolution.</p>
--	--

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 16th day of May 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College



MICRO-CREDENTIAL PROPOSAL FORM

<ul style="list-style-type: none"> ➤ A micro-credential is a defined set of coursework that should “stack into” an existing degree or certificate, but can stand alone as a valuable career credential. ➤ All proposed micro-credentials will require campus approval in accordance with the Level III Curriculum Committee process, culminating with Board of Trustees approval. ➤ A new micro-credential will be active immediately following Board of Trustees approval. ➤ When developing a micro-credential, please refer to Curriculum Committee <i>Policies and Procedures</i> available on Sharepoint and consult with the Provost and the Registrar as needed. 													
CONTACT PERSON FOR THIS PROPOSAL	MICRO-CREDENTIAL INFORMATION												
Faculty lead: Prof. Robert Sarachan	Proposed title: Special Education Advocacy Credential												
Department: Social Science (Paralegal)	Minimum credits required (Minimum = 6; Maximum = 23): 12												
Date submitted: 03-08-2019	Courses: (List course code, title, and credits for each. Include any course choices allowed. Specify any minimum grade requirements. Note sequencing and semesters offered where relevant.)												
Identify others who have been involved in the design/development of this credential. Carrie Coates Whitmore Andrew Cuddy, Esq.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">ENGL 101</td> <td style="width: 60%;">Academic Writing II (fall & spring semesters)</td> <td style="width: 20%; text-align: center;">3</td> </tr> <tr> <td>PARA 101</td> <td>Introduction to Paralegalism (fall & spring semesters)</td> <td style="text-align: center;">3</td> </tr> <tr> <td>PARA 130</td> <td>Legal Research & Drafting (fall & spring semesters)</td> <td style="text-align: center;">3</td> </tr> <tr> <td>PARA 206</td> <td>Spec. Ed. Law & Advocacy (spring semester)</td> <td style="text-align: center;">3</td> </tr> </table>	ENGL 101	Academic Writing II (fall & spring semesters)	3	PARA 101	Introduction to Paralegalism (fall & spring semesters)	3	PARA 130	Legal Research & Drafting (fall & spring semesters)	3	PARA 206	Spec. Ed. Law & Advocacy (spring semester)	3
	ENGL 101	Academic Writing II (fall & spring semesters)	3										
	PARA 101	Introduction to Paralegalism (fall & spring semesters)	3										
	PARA 130	Legal Research & Drafting (fall & spring semesters)	3										
	PARA 206	Spec. Ed. Law & Advocacy (spring semester)	3										
Non-credit components, if any:													
None													

CREDENTIAL ALIGNMENT

Describe how the proposed credential is aligned with or complementary to a current Tompkins Cortland program and/or certificate with respect to institutional priority, and/or expressed workforce need. List program(s)/certificate(s) with which this credential aligns.

The proposed credential is a subset of the Paralegal A.A.S. degree and post-bachelor's Paralegal Studies Certificate programs. Students completing this micro-credential will obtain academic credit directly applicable to both paralegal programs. The bulk of litigation in the education field relates to issues in special education and there is a demonstrable need for both paralegals in law offices as well as special education lay advocates to assist with students who have disabilities and their families who need assistance to receive educational support and accommodation that is required by law but is not always forthcoming.

What is the expected student population for this credential?

The primary target population is the national group of non-lawyers (lay advocates), numbering in the hundreds, who assist students and parents to obtain the educational support that is not being provided even though it is required under federal and state law. Many of these special education lay advocates have no formal training, and would benefit from the substance and acknowledgement of a credential. In addition, this credential may be appealing to other persons involved in special education, such as parents of children with special needs, and teachers, especially those who teach special education students.

Explain how this credential meets local and/or regional market demand. Include any available data regarding job outlook. Describe how external partners have contributed to development of the credential, if applicable.

This micro-credential was initiated by contact with the senior partner of the Cuddy Law Firm, a national education advocacy office. Andrew Cuddy, Esq. contacted Tompkins Cortland and was looking for a relevant credential that would be accessible to the large number of untrained special education lay advocates, something that would be substantive, but not as involved as a one-year certificate or two-year degree. He communicated that the target population numbers at least in the hundreds.

Explain the purpose of the proposed credential and list the learning outcomes.

The purpose of the credential is to give lay advocates training that will help them reach their advocacy goals, and a credential that will be a manifestation of that training. The learning objectives are consistent with the course objectives for each of the four required courses.

If applicable, describe how this credential is aligned to professional standards of a relevant professional organization. List any third-party certifications that students may earn by completing the credential.

N/A

Additional costs above tuition and institutional fees must be identified. (Examples: OER fees, course fees, required supplies or equipment, non-credit component cost.) List any anticipated costs beyond standard institutional tuition and fees.

Students must have access to a reliable computer and reliable internet. PARA 101 requires a textbook.

Additional comments:

All courses are offered online only. As the target population is national, it is anticipated that many/most students will be out-of-state, and all courses will be accessible to them.

INSTITUTIONAL SUPPORT

Institutional capacity must be in place for student supports in the areas of advising, registration, tutoring, library resources and any other relevant supports. Please describe the relevant supports needed for the credential.

This micro-credential is comprised of four existing online credit courses. The only anticipated additional institutional support would be the online helpdesk at Tompkins Cortland, although that will be mitigated by Open SUNY support services. Prof. Sarachan will be the contact point for and will serve as a primary academic advisor for students enrolled in this micro-credential. Enrollment in this program may contribute to tuition, fees and FTEs that will support the institution, including the potential for non-trivial numbers of out-of-state students.

Technology supports must be in place as needed. Please identify any specialized technology needs.

There are no additional technology supports beyond those provided for students currently enrolled in online courses at TC3. Students will be required to complete an online course orientation tutorial, and will be provided with contact information for their instructor and the Help Desk. Students will be given access to Westlaw and Lexis for PARA 130 and PARA 203.

Identify target market audiences for this credential.

The primary market is the national population of special education lay advocates, many of whom have limited or no academic preparation, most of whom work full-time. A secondary market would be parents of children with special education needs, and public school educators and administrators.

Additional comments:



Special Education Advocacy Credential

Student's Name:

Advisor's Name:

Placement testing is required for students without prior college coursework. Test scores may indicate that student must take INTD 095 *Integrated Developmental Reading/Writing* and/or ENGL 100 *Academic Writing I* before registering for courses required for this credential.

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
ENGL 101	Academic Writing II	3			<input type="checkbox"/>
PARA 101	Introduction to Paralegalism	3			<input type="checkbox"/>
PARA 130	Legal Research & Drafting	3			<input type="checkbox"/>
PARA 206	Special Education Law & Advocacy	3			<input type="checkbox"/>

Minimum Credits Required for Certificate of Completion: 12

Notes:

- Required courses completed successfully
- Waivers for any required course substitutions approved
- Cumulative Tompkins Cortland GPA 2.0 or higher

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-34**

**2019 CHANCELLOR'S/TRUSTEES' AWARD
FOR EXCELLENCE IN ADJUNCT TEACHING – ERIN CORNISH**

WHEREAS, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Adjunct Teaching to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College (.5 FTE or less), and

WHEREAS, Erin Cornish has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in adjunct teaching in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2019 Chancellor's/Trustees' Award for Excellence in Adjunct Teaching to Erin Cornish.

<p>STATE OF NEW YORK: SS: COUNTY OF TOMPKINS:</p>	<p>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 16th day of May 2019, and the same is a complete copy of the whole of such resolution.</p>
--	--

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 16th day of May 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-35**

**2019 CHANCELLOR’S/TRUSTEES’ AWARD
FOR EXCELLENCE IN CLASSIFIED SERVICE – RHONDA KOWALSKI**

WHEREAS, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Classified Service to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

WHEREAS, Ms. Rhonda Kowalski has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in classified service, and who has exceeded standards in a creative and innovative fashion, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2019 Chancellor’s/Trustees’ Award for Excellence in Classified Service to Ms. Rhonda Kowalski.

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 16th day of May 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 16th day of May 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-36**

**2019 CHANCELLOR'S/TRUSTEES' AWARD
FOR EXCELLENCE IN FACULTY SERVICE – MELISSA SCHMIDT**

WHEREAS, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Faculty Service to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

WHEREAS, Professor Melissa Schmidt has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in consistently superior service in numerous areas, and who has demonstrated consistently superior service over multiple-years in a variety of venues, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2019 Chancellor's/Trustees' Award for Excellence in Faculty Service to Professor Melissa Schmidt.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 16th day of May 2019, and the same is a complete copy of the whole of such resolution.

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

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 16th day of May 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-37**

**2019 CHANCELLOR'S/TRUSTEES' AWARD
FOR EXCELLENCE IN PROFESSIONAL SERVICE – MICHELLE NIGHTINGALE**

WHEREAS, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Professional Service to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

WHEREAS, Ms. Michelle Nightingale has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in professional service in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2019 Chancellor's/Trustees' Award for Excellence in Professional Service to Ms. Michelle Nightingale.

STATE OF NEW YORK:
SS:
COUNTY OF TOMPKINS:

of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 16th day of May 2019, and the same is a complete copy of the whole of such resolution.

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

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 16th day of May 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-38**

**2019 CHANCELLOR'S/TRUSTEES' AWARD
FOR EXCELLENCE IN SCHOLARSHIP AND CREATIVE ACTIVITIES
AMBER GILEWSKI**

WHEREAS, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Scholarship and Creative Activities, which is to be presented to an individual who consistently engages in and has established a solid record of scholarship and creative productivity in addition to their teaching responsibilities, and

WHEREAS, Professor Amber Gilewski has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in outstanding scholarly and creative productivity, and who has exceeded standards in a creative and innovative fashion, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2019 Chancellor's/Trustees' Award for Excellence in Scholarship and Creative Activities to Professor Amber Gilewski.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 16th day of May 2019, and the same is a complete copy of the whole of such resolution.

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

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 16th day of May 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-39**

**2019 CHANCELLOR’S/TRUSTEES’ AWARD
FOR EXCELLENCE IN TEACHING – ERIC SAMBOLEC**

WHEREAS, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Teaching to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

WHEREAS, Professor Eric Sambolec has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling his responsibilities with evidenced excellence in teaching in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2019 Chancellor’s/Trustees’ Award for Excellence in Teaching to Professor Eric Sambolec.

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 16th day of May 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 16th day of May 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-40**

IN APPRECIATION OF MARIANNE ANSBRO

WHEREAS, Ms. Marianne (Mimi) Ansbro was hired in a full-time position at the College in August 1977, and

WHEREAS, Ms. Ansbro elected to retire from her position as Professor of Business and Disney College Program Coordinator at the College effective August 31, 2019, and

WHEREAS, Ms. Ansbro is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Ansbro for 42 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Ms. Ansbro in all of her future endeavors.

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 16th day of May 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 16th day of May 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-41**

IN APPRECIATION OF FRANKLIN BICKFORD

WHEREAS, Mr. Franklin Bickford was hired in a full-time position at the College in September 1969, and

WHEREAS, Mr. Bickford elected to retire from his position as Professor of Chemistry at the College effective August 31, 2019, and

WHEREAS, Mr. Bickford is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Mr. Bickford for 50 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Mr. Bickford in all of his future endeavors.

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 16th day of May 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 16th day of May 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-42**

IN APPRECIATION OF SUSAN CERRETANI

WHEREAS, Ms. Susan Cerretani was hired in a full-time position at the College in August 2005, and

WHEREAS, Ms. Cerretani elected to retire from her position as Professor of English at the College effective July 2019, and

WHEREAS, Ms. Cerretani is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Cerretani for 14 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Ms. Cerretani in all of her future endeavors.

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 16th day of May 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 16th day of May 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-43**

IN APPRECIATION OF LAWRENCE CHASE

WHEREAS, Mr. Lawrence (Larry) Chase was hired in a full-time position at the College in August 1977, and

WHEREAS, Mr. Chase elected to retire from his position as Professor of Business at the College effective May 31, 2019, and

WHEREAS, Mr. Chase is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Mr. Chase for 42 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Mr. Chase in all of his future endeavors.

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 16th day of May 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 16th day of May 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-44**

IN APPRECIATION OF RICHARD GROSSMAN

WHEREAS, Mr. Richard (Rick) Grossman was hired in a full-time position at the College in August 1985, and

WHEREAS, Mr. Grossman elected to retire from his position as Professor of Reading at the College effective May 2019, and

WHEREAS, Mr. Grossman is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Mr. Grossman for 34 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Mr. Grossman in all of his future endeavors.

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 16th day of May 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 16th day of May 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-46**

IN APPRECIATION OF BARBARA KOBRITZ

WHEREAS, Ms. Barbara Kobritz was hired in a full-time position at the College in September 1997, and

WHEREAS, Ms. Kobritz elected to retire from her position as Instructional Services Librarian at the College effective August 31, 2019, and

WHEREAS, Ms. Kobritz is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Kobritz for 22 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Ms. Kobritz in all of her future endeavors.

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 16th day of May 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 16th day of May 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-45**

IN APPRECIATION OF MARTHA HUBBARD

WHEREAS, Ms. Martha Hubbard was hired in a full-time position at the College in August 1996, and

WHEREAS, Ms. Hubbard elected to retire from her position as Director of Corporate and Community Partnerships at the College effective January 2019, and

WHEREAS, Ms. Hubbard is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Hubbard for over 22 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Ms. Hubbard in all of her future endeavors.

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 16th day of May 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 16th day of May 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-47**

IN APPRECIATION OF BONNIE MOFFETT

WHEREAS, Ms. Bonnie Moffett was hired in a full-time position at the College in July 2006, and

WHEREAS, Ms. Moffett elected to retire from her position as an Enrollment Services Specialist at the College effective December 2019, and

WHEREAS, Ms. Moffett is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Moffett for over 13 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Ms. Moffett in all of her future endeavors.

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 16th day of May 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 16th day of May 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-48**

IN APPRECIATION OF CATHY NORTHROP

WHEREAS, Ms. Cathy Northrop was hired in a full-time position at the College in October 1992, and

WHEREAS, Ms. Northrop elected to retire from her position as Assistant to the President and Clerk of the Board at the College effective August 31, 2019, and

WHEREAS, Ms. Northrop is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Northrop for 27 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Ms. Northrop in all of her future endeavors.

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 16th day of May 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 16th day of May 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-49**

IN APPRECIATION OF KAREN PASTORELLO

WHEREAS, Dr. Karen Pastorello was hired in a full-time position at the College in August 1999, and

WHEREAS, Dr. Pastorello elected to retire from her position as Professor of History at the College effective August 15, 2019, and

WHEREAS, Dr. Pastorello is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Dr. Pastorello for 20 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Dr. Pastorello in all of her future endeavors.

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 16th day of May 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 16th day of May 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-50**

IN APPRECIATION OF TAMMY SMITH

WHEREAS, Ms. Tammy Smith was hired in a full-time position at the College in August 2002, and

WHEREAS, Ms. Smith elected to retire from her position as Professor of Computer Information Systems at the College effective August 31, 2019, and

WHEREAS, Ms. Smith is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Smith for 17 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Ms. Smith in all of her future endeavors.

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 16th day of May 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 16th day of May 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-51**

IN APPRECIATION OF MARILYN WEBB

WHEREAS, Ms. Marilyn Webb was hired in a full-time position at the College in October 1991, and

WHEREAS, Ms. Webb elected to retire from her position as Coordinator of Tutoring & Accommodation Services at the College effective July 15, 2019, and

WHEREAS, Ms. Webb is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Webb for 28 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Ms. Webb in all of her future endeavors.

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 16th day of May 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 16th day of May 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-52**

2019 FRIEND OF THE COLLEGE AWARD – FRANKLIN BICKFORD

WHEREAS, Professor Franklin Bickford is a graduate of SUNY Oswego with a Bachelor's Degree in Chemistry and from Arizona State University with a Master's Degree, and

WHEREAS, Professor Bickford was employed as an Instructor at Tompkins Cortland Community College in September 1969, was promoted to Assistant Professor in 1971, to Associate Professor in 1975, and to Professor in 1978, and

WHEREAS, Professor Bickford received numerous awards during his time at the College including the faculty Award for Excellence in 1996, 2002, 2008, and 2017, the Chancellor's Award for Excellence in Teaching in 1995, and the RIT Distinguished Teacher Recognition in 2005, and

WHEREAS, Professor Bickford is retiring after 50 years of dedicated and exceptional service to the College, and

WHEREAS, Professor Bickford has been a longtime friend and a strong supporter of Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2019 Friend of the College Award to Professor Franklin Bickford.

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 16th day of May 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 16th day of May 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

College Forum

Board of Trustees

May 10, 2019

The College Forum met on April 12 and April 26,

Professor Bob Sarachan, presented the Special Education Advocacy Credential to the Forum on April 26 and they are recommended that it be approved. Also the current Credit Card Acceptable Use Policy was reviewed, once the policy is updated it will be brought back to College Forum.

The 2019-2021 membership elections took place this week and the following were elected:

- Classified: Michelle Lopez and Brenda Sweeney
- FSA: Bob Rice and Gio Isaacs (2nd term)
- Non-Teaching or Administrative Staff: Karla Block
- At-Large: Fred Coon, Angela Martin, Bob Sarachan, Alicia Maroney, Danielle Bethoney
- Adjunct and Student representation (two each) will be elected/selected at the beginning of the 2019 fall semester.

An orientation meeting will take place in the beginning of the fall semester.

The following 2017-2019 member's terms expire:

- Classified: Sheila Abbey and Deborah Fedenko
- FSA: Amber Boulay and Chris Hendrick
- At-Large: Eric Sambolec and Victoria Zeppelin
- Adjuncts: Gina Sikora

Officers will be elected at their May 10th meeting.

The revised bylaws are currently under consideration and a College staff electronic vote will take place May 14 until May 17, once approved, the next steps will be to forward the proposed bylaws to Dr. Montague and then onto the Board of Trustees for approval.

Over the next few months, committee charges will be secured and a webpage will be developed for the College Forum.

TO: Board of Trustees
FROM: Greg McCalley
DATE: May 9, 2019
SUBJECT: Faculty Student Association Report to the Board

The Faculty Student Association meeting was held on May 2nd, 2019.

The May meeting included updates from the subcommittees and a presentation from the Residential Life department.

Committee Reports:

- Finance Committee – Committee work has been focused primarily on next year's budget. The committee presented a resolution to adjust child care fees to match the new market rates. These are standard rate increases that occur every two years and are set by New York State. The resolution to increase the fees \$10 per week in the fall, and an additional \$10 per week in the spring was approved. The committee presented an in-depth report on the budget projections for '19-20, indicating a predicted deficit of \$135,000. (Later corrected to \$97,000). Methods to reduce spending were presented. FSA will hold a special budget meeting on May 9th to hear proposals on how to meet the deficit. They will present three proposals for the board to review.
- Human Resource Committee – Presented and voted on one resolution. The approved resolution adjusts the salary tables for Child Care employees in response to the mandated NY minimum wage increases.
- Athletic Advisory Board – No formal meeting, but it was reported that no nominees for the Athletic Hall of Fame met the threshold of 75% approval, so there will be no inductees this year.
- Executive Committee – No meeting last month.
- Bookstore Advisory Committee – No report at this time.

Department Presentation – Residence Life presented on their activities for the previous year and plans for 2019-2020.

The next meeting of the FSA is scheduled for May 9th, 2019. This meeting will be focused specifically on budgetary concerns and planning for '19-20.

TC3 Foundation Report

Board of Trustees

May 16, 2019

The investment committee met on April 25 and the finance committee met on April 29.

A joint meeting with bond counsel and the executive committee, finance committee, and property management committee is scheduled for May 14. The campus housing work group continues to meet with various organizations and developers.

The alumni committee has selected this year's Distinguished Alumni award recipients and they will be recognized at Commencement on May 23.

- Roy Hall, AAS Business Administration '74, CEO and President of Mutual Insurance Company
- Kelly Tobin, AAS Business Administration '01, Executive Director of the Cortland YWCA
- Thomas L. Wood, AS Engineering Science '84, CDR (ret), USN CEC; PE; PhD

A budget meeting is scheduled for Tuesday, June 4 with the full Board and the next Board meeting will take place on July 9.

Student Trustee Report – Chad M. Miller
Board of Trustees Meeting
May 2019

- Interviews were held for the 2019-2020 Student Trustee. A decision will be forthcoming.
- SGA elections will be held.
- The following events took place:
 - The Take Pride leadership awards program – May 1, 2019.
 - The NSLS Inductions – May 6, 2019.
 - Campus Spa and BBQ for students – May 8, 2019.
- The activity fee increase proposed at the FSA meeting – from a student perspective, should not negatively impact students.
- The library has extended its hours of operation at this point in the semester to allow students more opportunity for study during the last couple of weeks in the semester. The students are very appreciative of this.
- I made a suggestion to the FSA Board regarding offering personal training at our Fitness Center as a possible source of revenue.