



Board Members:

Adebodun Ademoyo, Roxann Buck, Elizabeth Burns, Judy Davison, Arthur Kuckes, Matt McSherry, Schelley Michell-Nunn, Raymond Schlather, Bruce Tytler

December 3, 2020

Board of Trustees Meeting

Executive Session @ 5:00 p.m.

Open Session @ ~6:00 p.m.

Via Zoom Meeting Due to COVID19

<https://us02web.zoom.us/j/86184339265?pwd=dIZEVVdBYnRwY3FwTXBYZ1Z5dEYwQT09>

Agenda

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment**
6. Approval of October 15, 2020 Regular Board Meeting; November 4, 2020 Special Meeting, and November 19, 2020 Board Retreat
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees)
9. Information Items:
 - a. Human Resources Updates
10. CFO/Treasurer's Report
11. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Appointment of Personnel
 - c. Approval of Human Subject Research Guidelines Policy
 - d. Approval of Disposal of Surplus Property
12. Standing Reports:
 - a. Provost & Vice President of Academic Affairs
 - b. Vice President of Student Affairs/Faculty Student Association
 - c. Associate Vice President of Student Services/Senior Diversity Officer
 - d. Associate Vice President of College Relations
 - e. College Senate
 - f. Tompkins Cortland CC Foundation, Inc.
 - g. Chairperson's Report
 - h. Liaison Report – Cortland County
 - i. Liaison Report – Tompkins County
 - j. Student Trustee Report – Verbal Report will be given
 - k. President's Report – Will be added
13. Upcoming Events
14. 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
Regular Board Meeting
October 15, 2020
Executive Session 5:00 p.m.
Open Session ~6:00 p.m.
Via Zoom Due to COVID 19**

PRESENT: Adebodun Ademoyo, Roxann Buck, Judy Davison, Schelley Michell-Nunn, Raymond Schlather, Bruce Tytler

EXCUSED: Elizabeth Burns, Arthur Kuckes, Matt McSherry

COUNTY

LIAISONS: Kevin Fitch, Michael Lane

STAFF: Jan Brhel, Amber Bouley, Bryan Chambala, Sharon Clark, Tim Densmore, Julie Gerg, Henry Granison, David Green, LaSonya Griggs, Caryanne Keenan, Greg McCalley, Kathleen McConnell, Deb Mohlenhoff, Orinthia Montague, Paul Reifenheiser, Bill Talbot, Malvika Talwar, Seth Thompson, Peter Voorhees, Carrie Whitmore, Qian Xu, Victoria Zeppelin

GUESTS: None

1. **Call to Order:** The meeting was called to order at 5:11 p.m. by Chair Schlather.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Executive Session (to discuss a personnel issue – action to be taken)** – It was determined that there was quorum. Mr. Tytler moved that the meeting convene in executive session at 5:14 p.m. for discussion of a personnel issue, with action to be taken; seconded by Ms. Davison; Sharon Clark and Bill Talbot were invited.

Motion to go back into open session moved by Ms. Davison seconded by Mr. Ademoyo; approved unanimously at 6:20 p.m.

The meeting reconvened in open session at 6:28 p.m.

4. **Welcome Guests:** Chairman Schlather introduced Student Trustee, Adebodun Ademoyo. New employees introduced by Sharon Clark were Christine Ibert (Enrollment Services Specialist – Ithaca Extension Center), Monica Dykeman (School Food Grant Coordinator), Caryanne Keenan (Coordinator of Applied Learning Initiatives). Greg McCalley introduced John Wikiewicz (Clinical Counselor). Malvika Talwar introduce Qian Xu (Institutional Research Analyst). Paul Reifenheiser introduced David Green (Instructor of Computer Science/Computer Information Systems) and Karen Miller (Coordinator of Global Partnerships and Programs).
5. **Approval of Agenda:** Ms. Davison moved that the agenda be approved;

seconded by Ms. Buck; motion carried unanimously.

6. **Public Comment:** Julie Gerg, Executive Director of the Foundation thanked the Board of Trustees for 100% of the Board donating to the Foundation.
7. **Approval of Minutes – Regular Meeting September 17, 2020:** Ms. Davison moved that the minutes of the September 17, 2020, Regular meeting be approved as presented; seconded by Ms. Buck; motion approved unanimously.
8. **Communications: None**
9. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): None**
10. **Information Items:**
 - a. **Human Resources Updates** – No discussion.
11. **Interim CFO Report** – Written report provided. Discussion revolved around SUNY budget which isn't expected to be voted on until late October. The general consensus among SUNY colleges is that release of funds may be dependent on the outcome of the election so it won't take place until after the election.
12. **Consent Agenda (Action Items):** Mr. Tytler moved that the Consent Agenda be approved as submitted; seconded by Ms. Buck; the motion was called and carried unanimously.
 - a. **Capital Payments** – No discussion
 - b. **Appointment of Personnel** – No discussion.
 - c. **Approval of Position Description – Director of Wellness**
 - d. **Approval of Discrimination and Harassment Policy**
13. **Standing Reports:**
 - a. **Provost & Vice President of Academic Affairs** – Written Report provided. Paul Reifenheiser explained what Netiquette is – appropriate behavior during video conference class sessions. A document was created to address classroom civility guidelines, when a student needs to be reported for a non-academic code violation, what to do if students take part in illegal or illicit harassing activity on a video call and some sample course outline language.
 - b. **Vice President of Student Affairs & Faculty Student Association** – Written report provided. Greg McCalley noted that services to students hasn't slowed down even with the decrease in numbers. Spring enrollment isn't quite where we had hoped it would be. The College is offering a new online open house and instant registration.
 - c. **Chief Diversity Officer** – Written Report provided. Fall Day was remote for the first time but seemed to be well received. It is anticipated that Spring Day will also be remote.
 - d. **Asst. VP for College Relations** – Written report provided. In response to questions on COVID testing, Deb Mohlenhoff gave an update, noting that we have maintained 0 since the first week. Students have been phenomenal with their actions. We have switched to the saliva testing and still do individual diagnostic tests on campus twice

a week (or approximately 150/week). The turnaround time for results is usually 12-15 hours. We are currently on a voluntary basis for testing.

- e. **College Senate** – Written Report provided.
- f. **Tompkins Cortland Community College Foundation, Inc.** – Written report provided.
- g. **Chairperson's Report** – Chairman Schlather stated that the Board Retreat will be November 12th to discuss a list of topics for the upcoming year, Board evaluation and the President's evaluation.
- h. **Liaison Report (Cortland County)** – Mr. Fitch stated that Cortland has a tentative budget of \$137,000,000 and has cut spending by \$5,000,000. Cortland County saw a 3% reduction in sales tax and will need to raise taxes by 2.75% over the tax cap. There have been 25 cuts in positions. The County Administrator is doing a good job in this new position. There will be a special legislative meeting regarding COVID soon.
- i. **Liaison Report (Tompkins County)** – Mr. Lane stated that Tompkins County is in the middle of the budget process and thanked President Montague, Bill Talbot and Deb Mohlenhoff for coming to their meeting. He also acknowledged and thanked Cortland for the continuing help to the College. Sales tax was the worst in the state except for NYC. They are looking at a grant of \$400,000 for broadband fiber that could create more jobs.
- j. **Student Trustee's Report** – Student Trustee, Adebodun Ademoyo, stated he will have a report for the Board at the next meeting.
- k. **President's Report** – Written Report provided. President Montague stated she had participated in calls today: 5:00 p.m. with SUNY Presidents and 6:00 p.m. with Community College Presidents met with the Chancellor to give him a better feel for the community colleges and their current struggles especially with the costs of COVID testing mandates by SUNY. She expressed her thanks on behalf of the College to both counties for the advanced prepayment and how that helps in the short term but the College is looking at reorganization/restructuring for long term. While this is painful for everyone, the College needs to review vacant positions and look at cuts in personnel. It is understood that this will have a negative effect on personnel college-wide.

14. Upcoming Events – Board Retreat – November 12; Next Regular Meeting – December 3.

15. Adjournment: Mr. Ademoyo moved that the meeting be adjourned; seconded by Ms. Buck; motion carried unanimously. The meeting adjourned at 7:43 p.m.

Respectfully submitted,

Jan Brhel
Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
Special Meeting
November 4, 2020
Via Zoom Due to COVID19
Executive Session 4:00 P.M.**

PRESENT: Adebodun Ademoyo, Roxann Buck, Judy Davison, Matt McSherry, Schelley Michell-Nunn, Raymond Schlather, Bruce Tytler

EXCUSED: Elizabeth Burns, Arthur Kuckes

COUNTY
LIAISONS: Michael Lane

STAFF: Jan Brhel, Sharon Clark, Orinthia Montague, Bill Talbot

GUESTS: None

1. **Call to Order:** The meeting was called to order at 4:02 p.m. by Chair Schlather.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Executive Session (to discuss personnel and financial issues – no action to be taken) –** Mr. McSherry moved that the meeting convene in executive session at 4:05 p.m. for discussion of a personnel and financial issues, with no action to be taken; seconded by Ms. Davison; Orinthia Montague, Sharon Clark and Bill Talbot were invited.

Motion to go back into open session moved by Mr. Ademoyo seconded by Ms. Davison; approved unanimously at 5:01 p.m.

The meeting reconvened in open session at 5:01 p.m.

4. **Adjournment:** Ms. Buck moved that the meeting be adjourned; seconded by Mr. Tytler; motion carried unanimously. The meeting adjourned at 5:03 p.m.

Respectfully submitted,

Jan Brhel
Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
Board Retreat
November 19, 2020
Via Zoom Due to COVID19
Financial Update 5:00 P.M.
Executive Session 5:35 P.M.**

PRESENT: Adebodun Ademoyo, Roxann Buck, Elizabeth Burns, Judy Davison, Matt McSherry, Schelley Michell-Nunn, Raymond Schlather

EXCUSED: Arthur Kuckes, Bruce Tytler

COUNTY
LIAISONS: Michael Lane

STAFF: Jan Brhel, Sharon Clark, Orinthia Montague, Bill Talbot

GUESTS: None

1. **Call to Order:** The meeting was called to order at 5:02 p.m. by Chair Schlather.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Approval of Revised 2020-2021 Board Meeting Dates and Other Important Dates:** Ms. Davison moved that the Revised Board Meeting Dates and Other Important Dates be approved as submitted with changes from the original dates noted; Ms. Buck seconded the motion; the motion was called and carried unanimously.
4. **Fiscal Update/Town Hall Information:** Bill Talbot, Interim CFO, presented the information that was shared with the College faculty and staff on November 12, 2020 at a campus-wide Town Hall. The Town Hall meeting was recorded and sent to the Board of Trustees and Tompkins and Cortland Counties along with the PowerPoint presentation. The presentation is attached to these minutes. In addition to discussion regarding the fiscal information in the PowerPoint presentation, Mr. Talbot explained that the annual audit began this week, which is a week later than usual due to changes in personnel for both the College and the audit firm. Chair Schlather wanted to recognize how difficult the current situation is on administration, faculty, staff and students and acknowledged that the Board members are grateful and mindful of the tolerance and acceptance by everyone of the delivery of services. A discussion was held with regard to the NYS Governor's announcement launching a free online course offering and certificate program for New Yorkers to learn new job skills through and Coursera, which is a for profit organization. It is felt that this will take potential students away from community colleges and public schools. President Montague noted that community college presidents were surprised by this announcement and have requested a meeting with the Chancellor to discuss this. It was suggested that Board members should begin conversations with state assembly members to inform them of the impact this will have on the College.
5. **Executive Session (to discuss personnel and financial issues – no action to be taken) –** Mr. McSherry moved that the meeting convene in executive session at 5:35 p.m. for discussion of a personnel and financial issues, with no action to be taken; seconded by Ms. Michell-Nunn; Orinthia Montague, Sharon Clark and Bill Talbot were invited.

Motion to go back into open session moved by Ms. Davison seconded by Mr. McSherry; approved unanimously at 6:40 p.m.

The meeting reconvened in open session at 6:40 p.m.

6. Adjournment: Mr. Ademoyo moved that the meeting be adjourned; seconded by Ms. Buck; motion carried unanimously. The meeting adjourned at 6:41 p.m.

Respectfully submitted,

Jan Brhel
Clerk of the Board of Trustees

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of November 24, 2020

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Assistant Provost	October 15, 2020	August 18, 2020	September 15, 2020	Paused
Director of Wellness (1-Year Temporary)	ASAP	August 27, 2020	September 3, 2020	Hired: Matthew Kiechle (10/05/20)

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Campus Peace Officer (Part-time Permanent)	Campus Police	ASAP	Reviewing Applications
Supervising Campus Peace Officer	Campus Police	ASAP	Offer in Progress

FACULTY STUDENT ASSOCIATION

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Assistant Coach, Men's Soccer	Athletics & Recreation	November 2020	Accepting Applications
Lifeguard	Athletics & Recreation	November 2020	Accepting Applications; Continuous Recruitment
Graduate Assistant	Residence Life/Student Center	November 2020	Accepting Applications; Continuous Recruitment
Substitute Teacher	Childcare	November 2020	Accepting Applications; Continuous Recruitment
Assistant Teacher	Childcare	November 2020	Accepting Applications Hired: Alexzandra Lynch (11/01/20)
Head Teacher	Childcare	November 2020	Accepting Applications
Kitchen Assistant	Childcare	November 2020	Accepting Applications
Teacher Aide	Childcare	November 2020	Accepting Applications Hired: Taryn Hodgson (11/17/20)

BISTRO

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Banquet Server	TC3 Bistro	November 2020	Accepting Applications
Banquet Bartender	TC3 Bistro	November 2020	Accepting Applications
Banquet Supervisor	TC3 Bistro	November 2020	Accepting Applications
Bartender	TC3 Bistro	November 2020	Accepting Applications
Busser/Food Runner	TC3 Bistro	November 2020	Accepting Applications
Dishwasher	TC3 Bistro	November 2020	Accepting Applications Hired: Davon Milton (11/03/20)
Line Cook	TC3 Bistro	November 2020	Accepting Applications
Server	TC3 Bistro	November 2020	Accepting Applications Hired: Rebecca Anderson (10/23/20) Lilian Bauchner (10/29/20) Katelyn Kohler (10/22/20)
Host/Hostess	TC3 Bistro	November 2020	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of November 24, 2020

COMPLAINANT	SUBJECT	DISPOSITION
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None.

FACULTY ASSOC.

Faculty Association and Robert Sarachan	Article XIX, Paragraph 19.4 Failure to issue Fall 2020 Chair contracts in a timely manner.	
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Faculty Association On behalf of Priscilla Burke	Article 15 Reductions in Staff- Dismissal	
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PAA

None.

TC3 ADJUNCT ASSOC.

None.

VP of Finance & Administrations Report: December 3, 2020

2019-20 End-of-Year (EOY) Close:

The College has provided numerous updates predicting that the College will close out the year by returning \$1.0 to 1.1M to fund balance. This favorable variance to budget is the result of the summer furloughs, not filling vacated positions, contractual suspensions, the assumption of Foundation grounds and cleaning contracts and other natural savings realized when students and staff are not utilizing the facilities. Included in this forecast was the loss of State Aid in June offset by the CARES Act Institutional funds drawn down against faculty salaries who shifted to remote delivery mid semester. There are two areas still under evaluation that may result in material swings in this EOY forecast: 1) CARES Act Institution disallowance and 2) Student Tuition Accounts Receivable.

On October 31st the Federal Department of Education (DOE) clarified through correspondence with SUNY that the expense involving spring faculty salaries is an expense that is NOT reimbursable. Last week we received new guidance from SUNY with new expense reimbursements. SUNY will not validate the legitimacy and suggested that each school assess on its own (e.g., its own regulatory counsel and/or auditors). We have Bonadio, our auditing firm, doing so for us and hope to know more over the next few weeks.

Student Tuition Accounts Receivable is in the process of being assessed. Balances as a percent of revenue is expected to rise as the Attorney General's Office has suspended our collection activity on student debt since April. Our analysis will be completed in December.

September Preliminary Close:

While not formally closed, our current expense run rate is 7.5% of budget, compared to 9.1% last year. This may be a bit misleading since the proportion of revenues materially changed in this fall compared to the prior year and we moved some yearly payments to monthly payments to help improve cash flow. The College is therefore forecasting a \$150K expense savings for September, plus or minus \$50K.

Revenue for the fall semester is expected to be unfavorable to budget by 85K, plus or minus \$25K as enrollments reached 634 FTEs, 16 FTEs short of objective. Concurrent student enrollments is favorable to budget by over 12%, although there is no net revenue this year but for county chargebacks.

2020-21 Budget Forecast:

For those things we can control the College appears to be following and/or are favorable to budget for the fall. While not yet reflected in our numbers, the College was notified by our HealthCare Consortium that we are entitled to "skip" our \$450K November payment, saving the College about \$350K and employees \$100K.

Risks that are still present include: 1) ability to collect the remaining \$400K in county chargebacks, 2) our ability to utilize the remaining CARES Act grants (both student and institution), 3) collecting the remaining 3 State Aid payments at 80% on time, 4) continue to bill the spring semester at increased tuition rates, and 5) improve our Accounts Receivable collections.

An assessment of our spring enrollment run rate along with the increase in positive NYS COVID rates will lead the College to reduce its spring enrollment forecast by 25% (plus or minus 5%) or \$1.0M in tuition revenue (plus or minus \$.2M).

2020-21 Budget Management:

The College recognizes the need to manage the budget more tightly given the swings in revenue. The first change this year was to “pull” some previously approved budget expenses out of department budgets and instead hold them in a common budget for reimbursement. An analysis of 2018-19 actual spends, 2019-20 actual spends, a materially reduced population in the building and increase in remote services allowed us to move an annualized \$800K to a general contingency fund. Departments may request these funds for existing and/or new business opportunities. We hope to be able to “naturally” conserve our expenses better during the pandemic.

In an effort to improve and extend our cash flow forecasts we are breaking the yearly budget down to a monthly budget format. Since most all transactions are booked as they occur, we may be able to use historical and monthly budget to better forecast our future cash needs over a longer period of time. We will begin using this new format in January.

This last month the College issued employment notices ranging from 2 months to 10 months. Some notices may be recalled once an assessment of the organization and needed skill sets can be completed over the next 3-5 months. Assessments will extend through the whole enrollment chain from lead generation (students’ first contact with the College with interest of attending) to 2nd semester persistence. For those vacant positions, retirements and/or notices we may not recall, we expect to reduce expenses by \$.5M annually and \$.3M in 2020-21.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL PAYMENTS - DECEMBER 2020**

	AMOUNT	SUBTOTAL	GRAND TOTAL
<hr/> Childcare Facility Project			
Design/Architectural Services			
Claudia Brenner Design (PO #31685)			
Architectural Design & Related Administration			
Invoice #3271	\$1,963.75		
Invoice #3280	\$79.66		
Invoice #3305	\$194.81		
Invoice #3304	\$2,687.50		
Total Design/Architectural Services		\$4,925.72	
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General Construction			
Streeter Associates (PO #32183)			
Application #19 (Final)	\$72,743.80		
Total General Construction		\$72,743.80	
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Materials Testing Services			
SJB Services (PO 33231)			
CT-18-040-18 Inspection Services	\$360.00		
Total Materials Testing Services		\$360.00	
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TOTAL CHILDCARE FACILITY PROJECT			\$78,029.52
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TOTAL CAPITAL PAYMENTS			\$78,029.52
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Appointment of Personnel
Thursday, November 12, 2020
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
August				
Archer, Pamela	CAPS111 BL1CAPS121 BL4CAPS121 BL3CAPS121 BL2CAPS121 BL1CAPS111 BL2	Adjunct	\$7,842.24	8/31/2020 To 12/18/2020
Buchanan, Patricia	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$563.25	8/31/2020 To 12/18/2020
Carr, Kyle	COMM111 M01COMM265 M01COMM245 M01COMM120 M01COMM112 M01	Adjunct	\$7,780.80	8/31/2020 To 12/18/2020
Cornish, Erin	MATH049 MLC1MATH109 M01MATH098 MLC1MATH098 M01MATH090 M04	Adjunct	\$13,356.00	8/31/2020 To 12/18/2020
Feavearyear, Jody	MATH090 M01MATH090 ME50	Adjunct	\$7,500.00	8/31/2020 To 12/18/2020
October				
Kiechle, Matthew	Wellness Services	Director of Wellness Services	\$83,333.33 *	10/5/2020
Granison, Henry	Teach per-student class compensated at independent study rate (PARA101 - 4 students)	Adjunct	\$2,400.00	10/6/2020 To 12/18/2020
Almann, Nancy	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/14/2020
Chapman, Robert	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/14/2020
Cornish, Erin	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/14/2020
DeGaetano, Margaret	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/14/2020
Farah, Fred	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/14/2020
Gammage-Sikora, Gina	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/14/2020
Gilbert, Mary	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/14/2020
Iacobucci, Christine	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/14/2020
Kobre, Michael	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/14/2020
Need, Barbara	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/14/2020
Nobles, Jill	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/14/2020
Sabol, Zenta	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/14/2020
Sewell, Patrick	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/14/2020
Snyder, Stephen	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/14/2020
Tambascio, Theresa	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/14/2020
Weed, Steve	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/14/2020
Whitecraft, Michele	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/14/2020
Woloszyn, Alexander	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/14/2020
Wright, Rachel	Make-up clinical session at CMS	Adjunct	\$298.60	10/14/2020

Employee	Department	Title/Rank	Salary	Employment Dates
Young, Tammi	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/14/2020
Zaia, Heather	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/14/2020
Zavaski, John	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/14/2020
Zhao, Jiang	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/14/2020
Cutter, Elizabeth	Resigned due to illness - MATH090	Adjunct	\$3,547.60	10/15/2020
Kelley, Christine	Para-Professional Tutor	Adjunct	\$1,543.05	10/19/2020 To 12/18/2020
Burns, Frank	HRMG107 HY1	Adjunct	\$980.00	10/23/2020 To 10/23/2020

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

December 5, 2020

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Priscilla Burke	10/21/20	Separation
Michelle Doe	11/13/20	Retirement
Kimberly Thompson	12/04/20	Resignation

FACULTY STUDENT ASSOCIATION

Alexis Allen	11/13/20	Resignation
Sandra McKinney	12/11/20	Retrenchment
Michael Oyelola	10/31/20	Resignation
Mark Vidulich	12/11/20	Retrenchment

BISTRO

Lauren Lowman	11/16/20	Separation
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Retrenchment

<u>NAME</u>	<u>UNION</u>	<u>NOTICE GIVEN</u>	<u>EFFECTIVE DATE</u>
Damon Cochrane	CSEA	11/09/20	01/09/21
Marie Busby	CSEA	11/12/20	01/12/21
Jada Mister	PAA	11/10/20	04/30/21
Paul Brenner	PAA	11/10/20	09/10/21
Bryan Chambala	PAA	11/10/20	09/10/21
Marlo Colletto	PAA	11/10/20	09/10/21
Jennica Petrella-Baum	PAA	11/10/20	09/10/21
Peter Voorhees	PAA	11/10/20	09/10/21
Eric Jenes	Faculty Association	11/09/20	08/31/22

NOTE: Retrenchment notifications may be rescinded.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2020-2021-8**

HUMAN SUBJECT RESEARCH GUIDELINES POLICY - REVISION

WHEREAS, on March 23, 2000, the Board of Trustees of Tompkins Cortland Community College approved a Human Subject Research Guidelines Policy, with revisions to the policy on May 10, 2007, and November 10, 2016, and

WHEREAS, this policy has been reviewed by the College Senate and is recommended by the President, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby authorizes the administration of the College to execute the attached Human Subject Research Guidelines Policy, and be it further

RESOLVED, that the attached policy supersedes the November 10, 2016 Human Subject Research Guidelines Policy.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, JAN BRHEL, 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 3rd day of December 2020, 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 3rd day of December 2020.

Clerk of the Board of Trustees
Tompkins Cortland Community College

From Board of Trustee's Policy Manual

https://www.tompkinscortland.edu/sites/default/files/documents/Policy_Manual.pdf

HUMAN SUBJECT RESEARCH GUIDELINES

The primary responsibility for protecting the rights and welfare of human subjects rests with each individual who initiates, directs, or engages in research. Research shall be defined to include any surveying, questioning, testing, or other involvement of another person to obtain information for use by a student, faculty or other staff member, or any external person.

All projects proposing to recruit student participants must make clear the voluntary nature of their participation. Under the SUNY Board of Trustees policy, students may not be required, as a course requirement, to participate as subjects in any research project or in the pilot-testing of any research instruments.

All student researchers must have a Tompkins Cortland faculty or staff supervisor who has accepted responsibility for monitoring the project. Supervisors are responsible to provide information to students regarding ethical principles involved in using human subjects for research, including, but not limited to, privacy and confidentiality of response data.

A request made to any member of the Tompkins Cortland community by an external researcher for the use of Tompkins Cortland records or student or staff subjects shall be forwarded to Tompkins Cortland's Associate Dean of Institutional Research and Organizational Learning.

If subjects are to be drawn from an external population, notice of the project shall be given to the Associate Dean of Institutional Research and Organizational Learning prior to collection of any data.

If subjects are minors or are drawn from an institution or organization which has responsibility for the subjects, appropriate consents must be secured in addition to approval from the Associate Dean of Institutional Research and Organizational Learning.

Written notice of any project that will involve intervention with or manipulation of a human subject's physical or mental state must be provided to the Associate Dean of Institutional Research and Organizational Learning at an early stage in planning (i.e., prior to the collection of any data) to allow determination of need for compliance with federal or state statutes or regulations related to non-exempt "human subject research."

Approved by College Forum December 13, 1999

3/23/2000 – Resolution #1999-2000-44 – Human Subject Research Guidelines

5/10/2007

11/10/2016

HUMAN PARTICIPANTS RESEARCH GUIDELINES

All provisions in this policy are applicable to Tompkins Cortland Community College, and associated entities (e.g. FSA, TC3 Foundation, etc.).

The primary responsibility for protecting the rights and welfare of human participants rests with each individual who initiates, directs, or engages in research. Research shall be defined to include any surveying, questioning, testing or other involvement of another person to obtain information for use by a student, faculty or other staff member, or any external person.

All internal and external research proposing to recruit student participants must make clear the voluntary nature of their participation. Students may not be required, as a course requirement, to participate in any research project or in the pilot-testing of any research instruments.

All student researchers must have a Tompkins Cortland Community College faculty or staff supervisor who has accepted responsibility for monitoring the project. Supervisors are responsible for providing information to students regarding ethical principles involved in using human participants for research, including, but not limited to, privacy and confidentiality of response data.

A request made to any member of the College community by an external researcher for the use of College records or student or staff participants must be forwarded to the Office of Institutional Research for approval.

For any Tompkins Cortland Community College funded/sanctioned research where participants are to be drawn from an external population, written notice of the project must be given to the Office of Institutional Research prior to the collection of any data. In addition, if participants are minors or drawn from another institution or organization which has responsibility for the participants, appropriate consents must be secured in addition to the approval of the Office of Institutional Research.

Written notice of any research that will involve intervention with or manipulation of a human participant's physical or mental state must be provided to the Office of Institutional Research at an early stage in planning (i.e., prior to the collection of any data) to allow determination of need

for compliance with federal or state statutes or regulations related to non-exempt "human participant research."

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2020-2021-10**

DISPOSAL OF SURPLUS PROPERTY

WHEREAS, Tompkins Cortland Community College desires to dispose of its surplus property, and

WHEREAS, the Administration has identified the equipment on the list attached to this resolution as obsolete, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College authorizes the administration to dispose of the equipment according to appropriate College policies and legal requirements.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, JAN BRHEL, 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 3rd day of December 2020, 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 3rd day of December 2020.

Clerk of the Board of Trustees
Tompkins Cortland Community College

From: Kevin Caveney
Re: Disposal of Surplus Items Report

Upon advisement from Campus Technology, and due to equipment replacements and/or upgrades, the following equipment has been determined to be obsolete and/or non-functioning, and of no further use to the College. Equipment determined to have any useful value outside of its original purpose with the college is normally designated for auction or placement with non-profit agencies if feasible. The remaining items are designated for e-waste/ recycling with Regional Computer Recycling and Recovery. Prior to disposal, proper security measures are completed and documented. Designated drives are destroyed and the items to be recycled are done so following appropriate compliance in relation to security and environmental concerns. Upon disposal, items are removed from the College's inventory.

204 - Computers
83 - Monitors
6- Printers
1 - Docking Station
2 - APC Backup
16 – Projectors
1 - Binder Machine

Upon advisement from and in coordination with the Buildings and Grounds Department and the related department(s), due to non-use and declined condition, age, wear, breakage and/or replacement upgrades, the following items were determined to be obsolete and of no further use to the College. The items have been disposed of and removed from the College's inventory.

13 - Chairs
1 - Electric Stapler
1 – Milk Machine (Café)
1 – Lincoln Arc Welder (Auctioned \$550)
1 – (Grouping of) Various Laboratory Items deemed obsolete: Spectrometer Accessories, Ballistic Pendulum Apparatus Analytical Scale, Hot Plates, Gas Chromatograph
1 – Paper Shredder
225 – ‘Groton’ Desk/Chair Units (Auctioned \$271.25)

November 2020
Provost Report

Welcome: Though I introduced him at the last meeting, I wanted to introduce our newest full time faculty member in Computer Science. Please join me in welcoming David Green, who has taught at the college level for the past 12 years. Before returning to teaching full time, he spent 20 years working in the telecommunications and networking field as a technician, a data services manager, and a GM of satellite television systems. He received his master's degree in telecommunications and network management from Syracuse University. His area of expertise is in network systems design and security. He is currently industry certified in networking and security through CompTia and Cisco Systems. In his leisure time he enjoys hiking the finger lakes trail, and in 2019 he completed the 273 mile, Long Trail in Vermont. He also tries to enjoy working on projects for his 200-year-old home.

Registration Day Update: We have made the decision to change our approach to Registration day in the 2021-2022 Academic Year. Currently, we hold no classes on Registration Day, and we devote the day to registering students for classes. There has been talk of replacing the day with something else, since much of the function of the day seemed devoted to when work had to happen in person to be accomplished well. We polled the campus about keeping the day, replacing the day, or cancelling registration day. The campus was mixed about approaches to the day, though most wanted to cancel or replace it. After reviewing the survey and some discussion, we have decided to replace Registration Day in the 2021-22 Academic Calendar. We will bring together a Committee of people to review how to replace the day with week-long (at least) activities/approaches designed to help students, advisors, faculty, and staff register for classes. This gives us an opportunity to holistically review our approach to this important process, and it gives us some added flexibility when we create future academic calendars.

Reducing Density on Campus Post-Thanksgiving: We will be reducing the number of face-to-face classes after Thanksgiving, but we have given faculty the ability to request an exception to allow their classes remain face to face after the break. However, the default will be to go remote. This is a shift from our previous position, which made face to face the default and allowed faculty the option to go remote. This pivot is in response to SUNY concerns and the increased number of cases in our area. We plan to keep the campus open, but we do want to reduce density, and this is a step towards that.

Final Exam Week Guidance: Malvika and I worked with Katrina Campbell and Lauren Wright (Academic Records) and Carolyn Boone and Ashley Ahola (Access and Equity Services) to work on Final Exam Week Guidance, especially since we have offered so many new modalities this semester, and the campus will be mostly remote during December. If you are not aware, the College changes the schedule in the last week of classes to allow faculty to give Final Exams as appropriate.

Student Survey: We sent out a Survey to our students asking them a variety of questions about course modalities, live online class meetings, tutoring, attendance, and office hours. We had 226 students respond, yielding some excellent data. The survey was anonymous, and I am happy to share the results with the BOT as needed.

Assessment Committee: The Assessment Committee has been working to review the Academic Plan (since the third section of that plan is all about Assessment); to review Programmatic Learning

Outcomes submitted by Department Chairs; and to review the Master Course Syllabus Template to make sure that it fits with our assessment approaches, including how best to connect Student Learning Outcomes to our Programmatic Learning Outcomes and our new Institutional Learning Outcomes and as needed.

Academic Plan: We have completed a first-pass at reviewing/assessing the Academic Plan from 2019-20. I will send it out to the campus for review before the end of the semester hopefully. The goal of this endeavor is to review what we accomplished in 2019-20, review any changes that need to be made to the plan, and to consider work that needs to be accomplished in 20-21. This helps keep our plan active and helps us align it to the College's Strategic Planning.

Academic Calendar: SUNY has issued public guidelines for the Spring Semester; however, they have also given an opportunity for campuses to request exceptions to the guidelines. The cabinet has noted that it would like to maintain our approved schedule for the Spring, but at the Town Hall there was a request to ask Faculty their thoughts on Spring Break in particular (SUNY has asked that schools not have a break). We've put out a survey asking faculty about Spring Break, and the results were mixed about keeping or cancelling Spring Break (it was an almost even split out of 80 respondents).

Assistant Provost Position: We have suspended the search for an Assistant Provost due to budget concerns. We have asked the Screening Committee to help us finalize all the usual preliminary work (scoring rubric, questions, interview formats, etc). This way we can pick the search back up when budgets allow; we believe this is an important and valuable position, but we can't afford it at this time.

2021-2022



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2021-2022

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Summer Second Five Week						
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Summer 10 Week						

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 July 7 - August 12
 June 1- July 29
 June 1- August 12

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Vice President for Student Services & FSA BOT report
November/December 2020

Student Services continues to be as nimble as possible in our ever changing landscape. All areas of Student Services remain committed to supporting students during this time and adapting to students needs and expectations.

Below is a department-by-department guide on how we are supporting students.

Health Services

Health

- The Nutrition and Fitness Committee of the Wellness Council is planning a Virtual 5K (Dec. 7-11) to benefit the Panther Pantry, sponsored by the Best Life Campaign and the OASAS Prevention Grant.
- The Health Center is now able to use the College vans to take students to medical appointments with community providers.
- In December, the Health Center will begin transporting students to Planned Parenthood monthly for STD testing.
- Nurse Angie McComb continues to educate students and provide nursing care in the Health Center and via Zoom.
 - Four UTI screens, 12 Rapid COVID tests, and two Strep tests were conducted.
- Health and Wellness Services (HWS) staff continue to coordinate, plan, and deliver COVID surveillance testing to students, faculty, and staff. HWS staff also supports the Tompkins and Cortland County Health Departments with COVID contact tracing.
- HWS is developing an interdepartmental immunization record process. The HWS student portal has been added to MyTC3.

Counseling

- Counselor John Witkiewicz is providing tele-mental counseling sessions Monday through Friday.
- On Tuesday 11/17/20, John presented to the Tompkins County Mental Health Subcommittee on mental health services at TC3 and potential for collaboration.
- Counseling is pursuing opportunities to expand and enhance services with SUNY's initiative for comprehensive mental health support for all students.
- HWS has reviewed adjunct counselor applications. Interviews will begin this week for a part-time position to start in late January 2021.

Panther Pantry

- The Panther Pantry opened federal food rescue and corporate donation items to faculty and staff.
- The Pantry continues to provide contactless pickup for students who are completely online.
- The Pantry provides drop offs for residential and off-campus students in quarantine.
- This month, students received food and other items 249 times for children (128), adults (383), and seniors (15).
- The Pantry will remain open over the Thanksgiving break to assist students in need.

Recovery Program

- Recovery Program Coordinator Ashley Dickson created and published the new monthly newsletter Wellness Wednesdays.
- The Recovery Program began recording for a podcast to be finished over winter break.
- Ashley continues to update the Quaranteam website.
- Ashley created the College's COVID tracking spreadsheet in Quaranteam.
- The Recovery Program secured grant funding for \$29,500 from OASAS and FOR-NY to continue efforts to support young adults in recovery.

Alcohol and other Drug (AOD) Prevention, the Options Program, and Health Promotion

- AOD Prevention integrated our brief intervention model, the Options Program, into the virtual world to deliver motivational interviewing and AOD education.
- AOD Prevention established a contact with strategic partner, True Creative, to produce and distribute AOD education to the student body and greater college community via social norming messages geofenced to popular online platforms including Youtube, Facebook, Instagram, and Blackboard.
- AOD Prevention is revamping and broadening the Best Life social norms campaign to more accurately reflect the current student body, educational environment, and health topics, e.g. COVID safety and mental health awareness.

Enrollment Services Center (Room 101)

Description	Spring 2021 Applications	Fall 2021 Applications
Total Apps	358	191
Accepted	163	94
Pending	133	59
November Apps	146 w/47 accepted	
October Apps	93 w/43 accepted	

September Apps 97w/60 accepted

Programming	Date
Accepted Student Day	November 30, 2020 (first of two events)
Fall Open House	December 4, 2020 (last fall open house)
Information Session	December 11, 2020 (last session for fall)
Accepted Student Day	December 16, 2020 (second of two events)

LaSonya attended SUNY's joint meeting of admission director's and chief enrollment officers last week. The following information was shared at this meeting:

- Total Community College enrollment Fall 2020 = 173,930 which is down -9.9% from Fall 2019
- SUNY college fairs
 - Fall 2019 had 3,427 in attendance in person compared to 2,612 virtual 2020 fairs
 - Fall 2019 there were 4,548 high school sessions in person and none in 2020
- NYC High School visits as of November 17
 - 2019 in person visits = 163
 - 2020 virtual visits = 82
 - 2019 in person leads = 5,325
 - 2019 virtual leads = 1,337
- Applications are down across all sectors in SUNY
- Attendance at virtual events are abysmal
- Community colleges suffered the worst enrollment across all sectors in SUNY

As of October 5, 2020, we have 148 applications for the spring 2021 admissions cycle, including 60 that were deferred from fall 2020. Of the 148, 77 have been accepted and 54 need either high school or transcripts. The admissions team is working to help students with incomplete applications get transcripts.

Student Success: Advising, Career & Transfer Services

The Student Success team is working remotely and in person to assist students. Highlights of our work include:

- Spring 2021 Registration Day took place virtually.
 - On Monday 11/9, 124 nursing students registered online. On Tuesday 11/10, 415 continuing students registered. This totaled 540 students by the end of Registration Day (70% of goal).
 - On Wednesday, 11/11 text messages were sent to 464 students who had no holds preventing registration but had not yet registered, 110 replied affirmatively that they were planning to register.

- Student Success Advisors outreached to 192 part-time and non-matriculated students to promote spring registration.
- Leading up to and just following Registration Day, 318 advising appointments were scheduled in Starfish (77% of all advising appointments to date for the semester took place during this time).
- The Spring 2021 new student enrollment cycle began on Tuesday, November 17. Virtual START (Student Testing, Advising, Registration & Transition) sessions on zoom cover academic and financial success and lead into one-on-one advising appointments. To date, 49 new students have scheduled START (30% of the 161 invitations sent). So far, new and transfer student enrollment are up slightly from this time last year (+10 students).
- From October 20-27, the Fall 2020 Week 8 Progress Survey was conducted in Starfish for all enrolled students. Instructors in all course sections were asked to submit progress updates for all students. In total 4,637 tracking items were raised, 74% of which were Kudos (positive reinforcement). The results show increased adoption and participation from all faculty. Here is a summary of the Progress Report Data and a comparison to the Fall 2019 Week 8 survey:

Item Name	# Items Raised
FLAGS	1200
Academic Concern	538
In Danger of Failing	662
KUDOS	3437
Keep Up the Good Work	1352
Satisfactory Progress	1881
Showing Improvement	204

8 Week Progress Survey Comparisons	Fall 2019	Fall 2020
# Surveys Sent	605	503
# Viewed	354	387
# completed	340	377
# incomplete	265	126
# full time faculty with incomplete (of 54)	20	9
# adjunct faculty with incomplete (of 175/131)	80	46
# unique instructors	229	177
Overall response rate by instructor	43%	69%
% of full time faculty incomplete	37%	17%
% of adjunct faculty incomplete	45%	37%

Summary of total use for the Starfish Early Intervention/Retention tool for Fall 2020 to date (includes progress survey items detailed above):

	# Raised	# Cleared	% Cleared
Academic Concern Flag	847	394	46.5%
In Danger of Failing Flag	879	482	54.8%
Attendance Concern Flag	55	42	76.3%
Kudos (positive feedback)	3860	N/A	N/A
Referrals Made (Tutoring, Career planning, Access & Equity)	13	7	53.8%

Athletics and Campus Rec

Helicopter View of Operations

A&R continues to focus on safely operating services that benefit our students and staff physically, emotionally and spiritually. Our professional and student staff is excited to see steady use of the indoor and outdoor facilities on a daily basis.

We are exploring the ability to offer FC and Swim memberships to our community as we continue to follow all NYS and TCEH protocols. The plan would be to open up to a limited number of community members in early January as our students are away until later that month.

In Athletics, we have been working with colleagues at the other 30 or so community colleges in NY to educate and learn from each other in regards to having competitive sports back on campuses in Spring '21. Athletic Director Mick McDaniel will be meeting with SUNY's Executive Committee of Community College Presidents (NYCCAP).

The CampusGroups app is working very well and we're thankful to have this platform to promote programs and have touchless sign-ups for activities each week at TC3.

Campus Recreation & Aquatics

While we still offer outdoor opportunities, the main operations of Recreation have moved to the Fieldhouse as temperatures get colder and we have turned back the clock. The flow of

traffic has steadily increased as our students become more familiar with our protocols. It is wonderful to see our folks enjoying physical activity and safe social interaction.

Primary users of lap swimming in the pool are staff members. We continue to promote swim opportunities to our students and hope to increase their participation during winter months.

Athletics Advisory Board & Captains' Council

The new Board met on Thursday, 10/29.. We are excited to welcome our new student members along with new FSA Board member Matty Hamel. Highlights include:

- Amy Voorhees was on as a guest and talked about the planning and operations of athletics practices and competition this fall. Amy reported (and SA's supported) that although our strategies are different and rules more strict, that SA's that have been engaged in practices this fall are doing very well and experiencing great benefit from the social interactions and fitness component.
- In addition to Cross Country, Baseball, Lacrosse, Men's Soccer, Softball, and Women's Basketball have been training for much of the semester. Women's Soccer and Men's Basketball have recently gotten going as well.
- Talked about the need to remind our SA's and classmates that it is so important to continue to stay away from large gatherings, etc. as we head into November. Panthers have been doing such a great job to date.
- NJCAA ruling to not count the 2020-21 seasons against any SA's athletic eligibility. Mick informed group that this gives protection to SA's if a season begins but needs to be cancelled due to COVID, it will not cost a year of play. Also added that this has encouraged many schools to try to compete in Spring '21.
- Students would like to complete reports similar to the progress reports they receive from faculty so that they can assess how their faculty members are performing throughout the semester. Only having an end of year review does not help them communicate to their teachers about ways their class could be better, etc.
- SA's shared that having a daily and weekly plan that includes, class, fitness, study time and recreation time makes living in current conditions better and they feel they are accomplishing things. Having practices, and in XC case, competing together really helps mental state.
- Mick shared that Region III has developed a Spring '21 reopening plan for athletics so all our member schools show support for safe and responsible competition for our SA's in the upcoming semester.

Intercollegiate Athletics

Cross Country finished up its 2020 season at the Region III Championships on Saturday, 10/31. The Panthers were one of only two teams in the Region that was able to enter a team into each of the seven scheduled events this year. We are extremely proud of this entire team and their many personal and team accomplishments this year. Read more about TC3 XC at <https://www.tcpanters.com/sports/mxc/index>

TC3 baseball, lacrosse, soccer, and softball teams wrapped up fall practice schedules on November 15, while Panthers basketball is permitted to practice up to December 15. Student athletes and staff have been a large part of the COVID-19 pool testing participants since day one and continue to thrive, as we stay engaged throughout the semester.

Fitness Center

The FC has been gaining steady participation from our reopening date of October 5. In addition to our students, several staff members have rejoined and express gratitude for the availability. Staff continue to be vigilant in educating and enforcing mask wearing and cleaning which allows our facility to operate smoothly and make our members feel safe.

Student Life

Student Engagement and Clubs

Student Activities continues to host virtual programming, due to the recent cluster of COVID-19 positives on campus, we will likely only be holding virtual activities for the remainder of the semester. Gift Card Bingo is the most popular virtual event, incentivizing events is the best strategy. There is a new club, MTG (Magic the Gathering) Club, which is extremely active and has a strong student team of student officers. Student engagement continues to be low compared to previous semesters, the primary reason still being that students have screen burnout. The Student Activities Departments among SUNY Community Colleges (part of the CUCAP – Campus Union/Campus Activities Professionals group) met recently and all seem to be in the same situation. We all agreed that we will continue to provide excellent services and opportunities to students, even if it means only a few take advantage. Our engagement for events are actually slightly higher than some of our counterparts.

Virtual Event Spotlight

Speed Painter: Evan Struck – Evan Struck speed painted 4 large portrait paintings in under one hour. The 4 paintings included Chad Boseman as Black Panther, Yoda, a portrait of President Montague, and Pounce the Mascot. We will get to keep and display (2) of the paintings and students won the other two paintings. One student was a non-traditional student who had never attended an event before, she expressed that she wanted to give this event a try and was thrilled to win the giant Yoda painting. Photos of the event are on the Student Life Instagram: @TCStudentLife

NLSL

Our National Society of Leadership and Success chapter has transitioned completely virtual. All Steps to Induction will be held via Zoom, or students can complete the events independently. There was a 10.89% response rate to invitations this semester, which is great. Almost 50 students attended the virtual Orientation and 5-6 more requested independent online access. The goal for this year is to achieve 40% induction again, it's a big goal, but our chapter seems to

excel in the online format. Student Activities is seeking options for a Membership Fee Scholarship, to remove an access barrier for students that want to join NSLS but cannot afford the membership fee.

Panther Passport Update

The Panther Passport Program is the co-curricular curriculum for Student Life, the tracks include: Get Connected, Be a Student, Be a Leader, Change the World, and Take the Next Step. Due to the changing needs of our students and opportunities within Campus Groups, we will be re-evaluating and re-branding the Panther Passport Program. The goal is to establish an updated co-curricular curriculum that can be applied campus-wide. This initiative is starting with preliminary planning by Student Activities, Residence Life, and Applied Learning. Planning will later expand to the Student Life group and eventually the campus as a whole.

Orientation

Spring Orientation will be held virtually, as it was in the Fall.

Child Care Center

We were approved for the apprenticeship for Child Care Assistants. We currently have 7 apprentices at the center who are now all taking classes at TC3. When they are finished with their program it will allow them to be able to move up to teacher assistants. The micro-credential for Early Childhood goes along with the apprenticeship.

We received CARES 2 grant money, \$16,600. This money helped up to buy COVID cleaning supplies and helped to pay salary and fringe for staff that returned in July. This is a 3 month grant with each month a decreased value. August and September monies will help pay staff wages as well.

We were awarded a grant for \$5,250 through Tompkins County Industrial Development Agency, which will provide us with money to buy a case of gloves, a thermometer and an air purifier for each classroom. This grant will also cover the cost of 2 sets of replacement filters for our HVAC system and 60 rapid COVID tests for staff.

We have applied for the CARES 3 grant but award letters have not yet been issued. We applied to help cover the cost of gloves and cleaning supplies for the center as well as to help cover the cost of bringing staff back in September to open 3 more classrooms. If we are awarded the grant it will cover part of their pay for 3 months (September, October, and November)

After all of the paperwork for the FSA personal manual is completed and approved we will be ready to finish applying for the DOL apprenticeship grant which will give us \$10,000 per apprentice and 75% of that can be used to help cover their wages, we currently have 6 apprentices.

We completed our fall fundraiser where we raised around \$2,500 for the center. This money will be used for the centers emergency funds.

We partnered with Ithaca City School district to provide us shelf stable food at no additional cost to us. With these food items we have created a backpack food program and sending food home to families who chose to participate. We are able to provide food for any child in the household for however many number of days the children are not with us. We are very fortunate to be able to provide this for families.

Residence Life

Numbers as of 11/11:

- We currently have 215 students in housing
- We have received a number of contract release requests from students who are planning to be online-only next semester.

Staffing:

- We are currently holding virtual interviews for RA candidates.
- We are very happy to welcome Grisvelle Faustino back on staff! Several RAs are unsure if they will be returning next semester.
- One Senior RA and our Staff-in-Residence will be departing at the end of this semester.
- Full time staffing has also seen some reductions. Duties have been absorbed by other staff members at this time until additional staffing can be hired. Given the 24/7 nature of our work, individuals with on call responsibilities are also dedicating more of their free time to those duties.

COVID-19 Testing:

- In mid-October, we began mandating surveillance testing for on-campus residents. We assigned cross-sections of residents to five testing groups, each of which is assigned a week to test.
- All students are required to have a COVID-19 test done before leaving for Thanksgiving break.
- The number of students in the residence hall remains fluid, with students beginning to return home for the remainder of the semester. A number of students did leave campus early when classes shifted to an online-only format.
- We will require all students to have a COVID-19 test when they return to campus after break.
- Through email, texts, and phone calls, we have determined that around 75 students plan to return to campus after Thanksgiving Break. A number of students did not respond to outreach, so that number is likely to change.

Quarantine/Isolation:

- In November, we had 20 students in isolation or quarantine.
- Residence Life staff has continued to provide front-line support to these students, including daily meal delivery.

eRezLife:

- We have partnered with eRezLife for a number of years, primarily as our housing assignments and management system.
- In the past, we utilized various other features, including conduct.
- We are adding additional features, to help with maintenance functions, including Room Condition Reports, work orders, and much more. It is a slight cost increase that will help greatly with resources, accessibility, data, and records.
- Spring 2021 contract and grant application are online and ready to go.

Food & Entertainment

Chef Gio made another guest appearance in the cafeteria, serving up rice, beans, stewed chicken, and empanadas! Gio also graced the students with his best Dean Martin impressions. Students have really appreciated having a taste of home.

Faculty Student Association Report to the Board

The Faculty Student Association meeting was held on November 19th, 2020 via TEAMS online platform.

The February meeting included a presentation by the Director of Athletics regarding E-Gaming, in addition to the regular updates from the subcommittees.

Committee Reports:

- Finance Committee – There is not much to report but Bill did comment that expenses are in line with what we have seen in the past and there will be more to come in December. Not sure if we will get the auditor report in time for our December meeting or not due to COVID-19 and staffing changes within the auditing firm.
- Human Resource Committee – On behalf of the Human Resource Committee Greg brought forward the following resolution for action today.

Resolution #2020-2021-07, Personnel Policy Manual Updates (Policy Against Discrimination and Harassment). The FSA Human Resources Committee met to review and update the FSA Personnel Policy Manual and recommends the acceptance of the updated section related to Policy Against Discrimination and Harassment.

- Athletic Advisory Board – Met on November 17, 2020 and discussed the Region III Competitive Sport Guidelines for spring 2021. New York State Community College Presidents set a date of December 1 to vote on whether to approve competition in indoor (high risk) sports which include Basketball and Volleyball for TC3. They also talked about Thanksgiving plans as well as testing & travel. Students were reminded that they must be tested upon return and must have a negative test result in order to participate in practices. There will be another meeting during the first week of December.
- Bookstore Advisory Committee – Did meet and discussed the price match policy and pricing options. They formed a sub-committee to streamline the adoption process for faculty consisting of Anna Regula, Malvika Talwar, Greg Lyons, and Kristen (from the bookstore) but they have not met yet.
- Executive Committee – Did not meet this month

Department Presentation – Greg Lyons did the presentation today on behalf of the One Card Office. The One Card Office is in charge of issuing all student ID cards, staff ID cards, community member library cards, and fitness center membership cards,

ID cards can be used for meal plans, TCAT bus passes, as a library card, fitness center access, and building key card access to restricted areas (i.e. the daycare center, nursing labs, and residence halls just to name a few).

Due to COVID-19 students no longer need to come to campus to have a picture taken, they can just submit one on-line within specified guidelines and their ID card will be created for them and mailed to them.

Panther Dollars is money that students can add to their account and be used for things on campus including the cafeteria, bookstore, and vending machines. The students can also add additional print money if they have used up their allotted money for the semester.

Staff can put money on their ID cards under staff dining and they will receive a 10% bonus so adding \$10 will give them a credit of \$11 to spend on dining services.

Students and employees can manage their accounts on-line and most importantly parents can make a deposit to their child's account (all they need is the student's id number and their date of birth).

Other services the One Card Office is involved in include but are not limited to: locker rentals, bus passes, stamps & envelopes, funds for sponsored events, maintaining the point-of-sale hardware in the cafeteria and Fireside Café, maintaining student meal plans, and maintaining the Heartland/Touchnet Mobile App.

The next meeting of the FSA is scheduled for December 10th, 2020.

Updated Student Conduct report addition to
Vice President for Student Services & FSA BOT report
November/December 2020

Student Conduct and Community Standards

So far this fall, 152 incidents involving 274 students have been processed by the Student Conduct office. Last year, for comparison, we saw 320 incidents involving 535 students by end of November. For that reason, as well as the different demands this year, all conduct is being seen by the director as opposed to spreading it out among the director and the residence life staff.

Of the current incidents

- 21 have been individuals who were recharged for not completing sanctions.
- 25 have been health and safety violations (found during state fire inspections.)
- 132 students were involved COVID policy violations (though not all of these were exclusively COVID issues)

Title IX

The Title IX Coordinators have worked with 7 filed reports of various natures – one is going through the new process. One went through the conduct system based on the behaviors.

Educationally, the Title IX and violence prevention group have provided orientation training for new students, multiple RA trainings, and the NYS mandatory sexual harassment training for all employees. There has been a training for the cross country team as well and one “Don’t Cancel that Class” session. Additional trainings are being prepared for student employees and for all employees related to Title IX, Care and behavioral resources on campus. Resource materials have been distributed related to Domestic Violence Awareness Month (October) and conflict resolution.

SUNY PRODiG 2.0 Committee

- ❑ The SUNY PRODiG initiative received generous support across SUNY as evidenced by 43 proposals submitted by July 15, 2019. Of the 43 proposals submitted, only 20 came from Community or Ag/Tech colleges. Many of the Community Colleges and Ag/Tech schools did not believe the PRODiG initiative could work for them, and as a result, did not submit a proposal for consideration. The proposal will highlight common challenges faced by many of the community and Ag/Tech colleges. Recommendations will be asserted as to how the SUNY PRODiG initiative can be revised and adapted to assist community and Ag/tech colleges in their faculty diversity recruitment and pipeline building efforts. Currently, TC's Emerging Scholars Program is rising as the model.

Campus Strategic Diversity, Equity, and Inclusion Plan

- ❑ The steering committee is now meeting biweekly and is planning to do so for the foreseeable future. A Plan Timeline has been established, which includes milestones. The milestones include progress reports to the Student Government Association, the College Senate, and the Board of Trustees (See attached). The Steering Committee is currently working on a matrix to facilitate campus-wide listening tour activities.

NSF Louis Stokes Alliance Minority Participation Program Grant Proposal

- ❑ The aim NSF Louis Stokes Alliance Minority Participation is to increase the quality and quantity of students successfully completing science, technology, engineering, and mathematics (STEM) baccalaureate degree programs and increasing the number of students interested in, academically qualified for, and matriculated into programs of graduate study. By working with a host of different areas across campus, in mainly Institutional Research and Academic Records, we were able to submit requisite sub-proposal as one of the seven participating colleges (Ithaca College, Utica College, SUNY Cortland, Hobart and William Smith, Herkimer College, SUNY College of Environmental Science and Forestry, and Tompkins Cortland Community College). The consortium proposal was submitted on November 20, 2020. If awarded, TC will be able to support 32 STEM students with coordinated case management of academic progress, assigned peer mentors, opportunities to obtain summer research, and further explore STEM careers over the course of the five-year project.

Diversity Equity Action Council

- ❑ The recent Diversity Equity Action Council (DEAC) meeting highlighted a situational case study (see attached) featuring the impact of classroom interactions as they relate to diversity, equity, and inclusion. DEAC collectively reviewed a textual and virtual scenario of concern.

Staff Development Committee

- ❑ This is a new committee charged with being an advisory and coordinating body to ensure all Tompkins Cortland employees are provided with opportunities for staff development that is pertinent or beneficial to their positions. The members of the committee are currently developing the upcoming Mid-Winter day staff development sessions and activities.

TC Virtual Open House

- ❑ On November 6, I had the excellent opportunity to represent ODESS in my first-ever virtual Open House presentation at TC.

Faculty DEI Dialogue

- ❑ During the semester, Tim Thompson, Coordinator of Diversity Education and Support Services, has developed a virtual program platform to host open dialogue sessions concerning topics traditionally viewed as difficult conversations. The program is entitled, "Let's Talk about It." The programming for the semester has ended but is scheduled to continue in the Spring semester.

Be well and stay safe during this time of thanksgiving,

Seth A. Thompson

The Impact of What's Said and Not Said

Setting

You and some of your friends are all in a psychology class that meets in a circle every Tuesday and Thursday nights. Everyone is expected to participate, so the instructor has new facing one another for the purposes of discussion. The result of this configuration has been that your group feels close and has learned the trust one another.

Case Study Concerns

A big part of the class involves studying and discussing various counseling cases, to help identify disorders, symptoms and possible clinical strategies. The instructor regularly talks about people like Megan and Rick and Sam and Lisa when introducing



Image - Students from diverse backgrounds 1

case studies for discussion. You and your classmates pull apart these fictional characters to better understand the psychology behind their situations.

One afternoon after walking back from class, your friend Kimbae comments, “at least our professor never makes bad things happen to diverse students in her case studies.” you can tell that she is only half joking, and it makes you think: why do all the names sound so white? Does your instructor even realize what she’s doing?

During the next class, your instructor talks about? “Poor Betty who has bipolar disorder.” Your class discusses Betty’s predicament and learns more about bipolar disorder the process. On the walk home, your friend Stan says that your instructor talking about “poor Betty” felt a little disrespectful. “I have a mental health issue – anxiety disorder – but feel like if someone called me poor Stan that would make it even worse,” he says. “It feels like they’d be

The Impact of What's Said and Not Said

looking down on me and pitying me and that doesn't help anything." You can tell that he feels very strongly about this and again you wonder if your instructors aware of the impact of her language.

A few classes later, two thirds into the semester, your friend Kimbae is talking about an article she read that said African-Americans are 20% more likely to experience serious mental health problems than the general population. She also said that she learned that only about one quarter of African-American seek mental health care, compared to 40% of whites, due to reasons such as distrust of cultural and competent health professionals, misdiagnosis, and social economic factors.

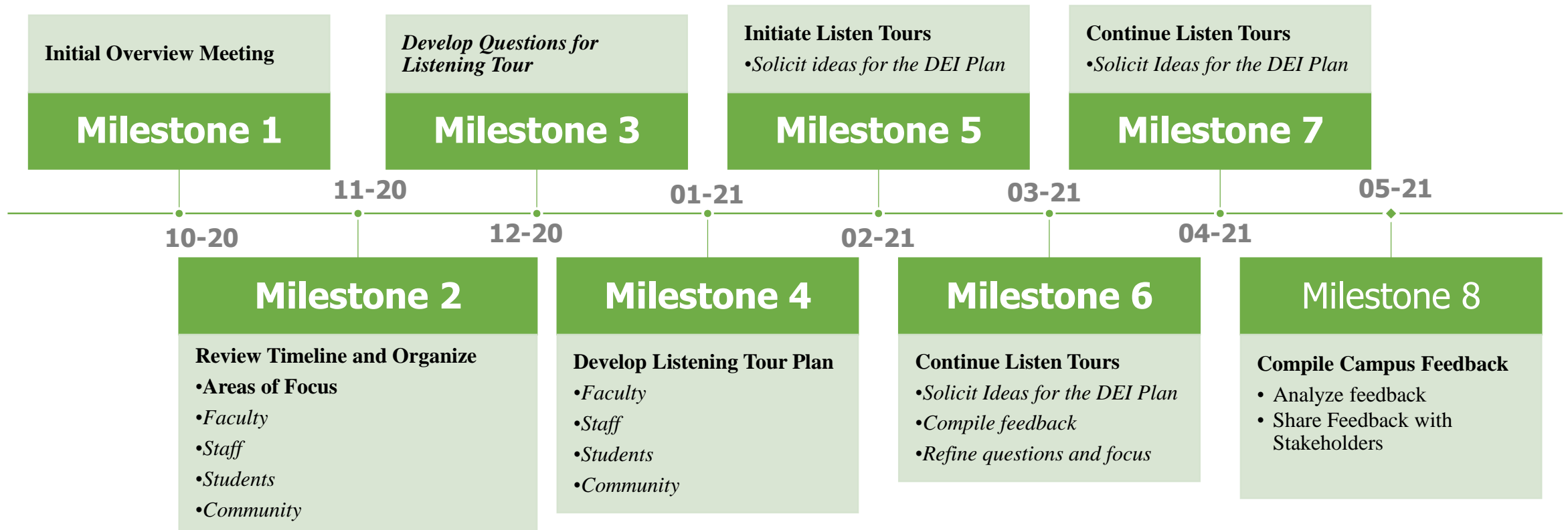
Your instructor asks Kimbae, who is Haitian, "Why do you think these issues are so predominant was in your community?" Kimbae is a bit taken aback, as she was just bringing up the issue for discussion. She's not even African-American! "I don't feel comfortable speaking for a whole community of people," she tells the instructor, who responds in a snarky tone "while, fine. You don't have to be so sensitive about it."

Kimbae is almost in tears during the walk home from class. "I don't think I'm being too sensitive," she tells you. "That instructor just doesn't get it her comments, her lack of diverse names in any of our discussions and now her asking me to speak for the whole African-American community, despite me being Haitian... It's too much! Is she racist? She doesn't realize how racist her actions are. All of these things are micro-aggressions that keep chipping away at me and others. Many days I feel completely invisible in class because she never talks about diverse people and then other days, like today, I feel unsafe because I spoke of and she didn't like what I had to say. And she is in charge of my grades!"

You realize that the suggestions that both Kimbae and Stan have brought out regarding this instructor are micro-aggressions you don't think she means to harm anyone, as she is the counselor and seems well intentioned. However the impact of her language is creating feelings of self-doubt, uncertainty, nervousness, marginalization and even fear among some people you really care about you wonder what to do about it all...

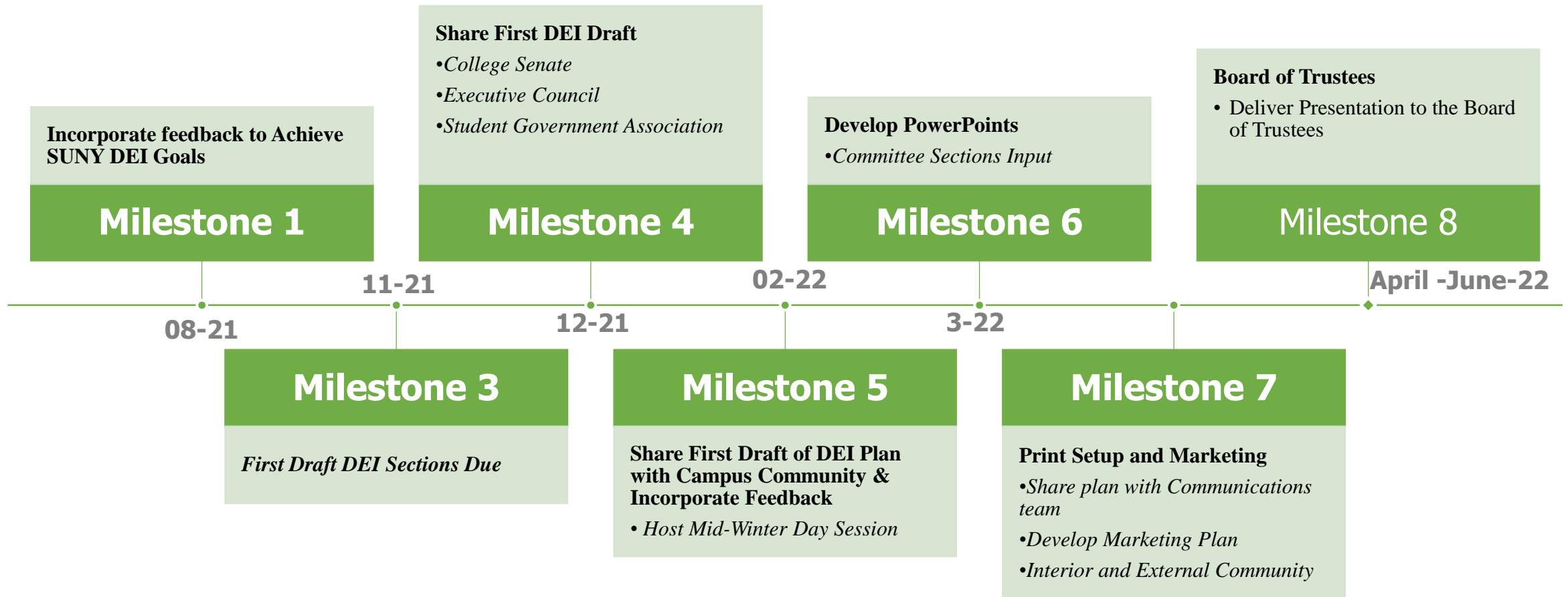
Campus Strategic DEI Plan Timeline – 2020-2021

Tompkins Cortland Community College



Campus Strategic DEI Plan Timeline 2021-2022

Tompkins Cortland Community College



report

Date: November 23, 2020

To: President Montague

From: Deborah Mohlenhoff
AVP for College Relations

RE: Monthly Report to the President and Board of Trustees

EXTENSION CENTER:

The Extension Centers will remain open after the Thanksgiving Break. We have had a resignation of the evening staff member in the CEC so we are trying to modify other staffing hours so we can realize some cost savings instead of filling that open position.

COMMUNITY ENGAGEMENT:

Much of our normal work in this area has been suspended to focus on COVID19 related issues.

Food Bank of the Southern Tier (FBST) – Hunger Heroes Unite! – I was featured on a keynote panel for the annual celebration of volunteers. I talked about how we all collaborated to provide the drive through food distributions on our campus and in general about our ongoing partnership with the FBST.

Black Hands Universal: Coordinated a meeting (11/17) with the founder of Black Hands Universal in Ithaca and several staff to talk about a partnership for residents of West Village in Ithaca. We have agreed to start with an information session hosted by the college to inform potential students from West Village about the many opportunities available at TC3.

GOVERNMENT RELATIONS:

I continue to represent TC3 at various COVID19 related committees and calls including:

- Economic Recovery Cabinet (led by City of Ithaca and TCAD)
- Tompkins County Reopening Task Force (led by Tompkins County)
- Higher Education Reopening Task Force (led by Tompkins County)
- Higher Education Communications subcommittee (led by Tompkins County)
- Monthly Meeting with SUNY Cortland and Cortland Health Dept & Cortland Legislators

I have also been coordinating COVID 19 updates and planning with both County Legislatures, SUNY, and our other local Higher Ed partners. I have been keeping track of and interpreting the various Executive Orders issued from the Governor's Office and their impact on the College.

I coordinated meetings with both budget committees from Tompkins and Cortland counties and assisted with preparing supporting materials and presentations.

I participated in a community forum for Police Reform featuring Anne Milgram from Camden, NJ.

I created a series of voter information and voter engagement emails that were sent to all students encouraging them to vote and providing details on how and where to vote.

LEADERSHIP TOMPKINS AND LEADERSHIP CORTLAND:

- Organized and facilitated an open meeting that included alums and community partners from both Leadership Cortland and Leadership Tompkins to reimagine how the programs could be delivered. Over 40 participants attended, and we have broken into two sub-committees to continue this work.
- Facilitated Leadership Tompkins Board Meeting on 11/18
- Coordinated a planning meeting for the modified program delivery for 2021 – Leadership & Lemonade
 - Rolling out the program in February & will continue the 2nd Friday of every month 9am-10:30am
 - Will feature a local leader from each county speaking to a common theme
 - Will include a mini-leadership lesson/reflection
 - Will be priced so that you can purchase the entire series or participate session by session

COMMUNICATIONS:

- Will be leading the effort to assess, evaluate, and reorganize the Communications department as a part of the overall college reorganization efforts.

Workforce Development:

- Met with local business – Creative Metalcraft – to identify potential partnerships
- Attended monthly Workforce Development Meetings
- Participated in a session to potentially collaborate on a NYSERDA grant for Green Jobs training
- Decided to postpone first CNA program to June due to the ongoing pandemic

Other Meetings

- Ithaca College Business Advisory Council (10/26)
- TOGO (Town Gown) Awards hosted by Cornell University (11/21)
- Re-established and coordinate monthly meetings between the Tompkins CVB and TC3 staff (11/16)
- Association of Fundraising Professionals National Philanthropy Day Celebration (11/13)
- Weekly Cortland Downtown Partnership Board meetings
- Monthly Strategic Tourism Planning Board (STPB) meetings
- Monthly STPB Planning and Evaluation Committee meetings
- STPB Nominations committee meeting
- SUNY First Amendment training (10/26)
- Monthly SUNY Government Affairs meeting

I coordinated and executed the TC3 Town Hall on 11/12.

I created and facilitated a Strategic Planning Session for the TC3 Foundation Board on 11/11.

I will co-chair the newly formed Commencement Committee and assist with the coordination and execution of December and May graduation ceremonies. The December ceremony will be virtual, and we are beginning to plan for the possibility of a virtual ceremony for May as well.

COVID-19 and Spring Reopening

I have re-convened the Fall Reopening Committee and will be writing and coordinating our Spring Reopening plan per the SUNY guidelines. This is due December 10th to SUNY.

I have been coordinating our ongoing testing efforts in partnership with Cayuga Health System as we have switched to ongoing saliva surveillance testing offered weekly on campus.

I continue to coordinate the college's response when we have positive cases and mandatory quarantine notices from the Health Department.

College Senate Report
Board of Trustees
November 19, 2020

The College Senate has held three meetings since the Board last met. A fourth meeting was scheduled for November 13th, due to lack of agenda items, the meeting was cancelled.

October 9th the Senate held a meeting to review and discuss the Survey and Research Review Committee, brought forward by Eric Sambolec. Eric presented that the committee was working on updating a couple of items in the Board of Trustee packet that had not been updated about survey and research since 1999. The main changes were to update wording on the term changes, office name change, along with removing the second paragraph as it is no longer current. The Senate voted electronically with approval of these changes by a vote of 10 yes and 0 no. Please find the document attached at the end of this report.

The Senate Co-Chairs shared that over the summer, a small committee met to update some wording on the Senate bylaws and include a new article for the Chancellor's Awards. The Senate is now fully in charge of overseeing the award process. The update was voted on electronically with an approval of 9 yes and 1 abstention.

Patty Tvaroha touched base on her work with the FCCC and that she would share a more in-depth report at our next meeting. Patty mentioned that one item shared from the FCCC that we do not follow is having the FCCC representative speak to the Board of Trustees. She also shared that per SUNY documentation, faculty are expected to be represented on Campus Searches for Administrator level of Dean or higher. Each campus, however, can make the final decision as they choose.

October 23rd the Senate met and held two presentations. The first was given by Ashley Dickson and Nicholas Kent about the wonderful work being performed by QuaranTEAM, in the Panther Pantry, and with the Recovery Space. They shared that there is a website page that can be visited about QuaranTEAM with links to information students may need if they find themselves quarantined on campus. Ashley shared that the Recovery space is holding meetings virtually, to still provide that need to our students. At the time of lockdown, the Panther Pantry created a satellite pantry in the Residence Hall office for easier access for students. There is also a food order form that students can use if they are in isolation or quarantine so they can receive meals, delivered by the cafeteria. There is also contactless food pick up service available.

Julie Gerg presented on the Foundation and the hard work their office is performing to secure much needed funding for different functions of the College. This year, the focus is on the Helping Hands Fund which aids students in emergency needs. Some past aid has been used for gas, medication, bus passes, car repairs, and glasses. The Foundation also supports other needs such as equipment, professional development, and program funding. An example being the purchase of a simMOM named Jane that is a birthing mannequin used by the Nursing Lab to give nursing students the chance to practice the experience of assisting with a birth.

November 6th the Senate met and held a more in-depth presentation from Patty Tvaroha and her work as FCCC representative. She shared that the focus of the FCCC is on SUNY reports and committee work. Classes are being selected for SUNY online. Overall, community colleges in SUNY are down in enrollment by 10%. There has also been pushback about the SUNY guideline for no Spring Break. There was a

meeting with the new Chancellor that was mainly question and answer and was intense. Many in the meeting shared that they were not happy with the appointment. Paul Reifenheiser was unable to attend this Senate and Greg McCalley stepped in. He shared that there were virtual open houses meeting at 1:00pm and 4:00pm with almost 60 RSVPs, so he was hopeful for turnout.

The next meeting for the College Senate will be held via Microsoft Teams on December 4th at 12:30pm.

From Board of Trustee's Policy Manual

https://www.tompkinscortland.edu/sites/default/files/documents/Policy_Manual.pdf

HUMAN SUBJECT RESEARCH GUIDELINES

The primary responsibility for protecting the rights and welfare of human subjects rests with each individual who initiates, directs, or engages in research. Research shall be defined to include any surveying, questioning, testing, or other involvement of another person to obtain information for use by a student, faculty or other staff member, or any external person.

All projects proposing to recruit student participants must make clear the voluntary nature of their participation. Under the SUNY Board of Trustees policy, students may not be required, as a course requirement, to participate as subjects in any research project or in the pilot-testing of any research instruments.

All student researchers must have a Tompkins Cortland faculty or staff supervisor who has accepted responsibility for monitoring the project. Supervisors are responsible to provide information to students regarding ethical principles involved in using human subjects for research, including, but not limited to, privacy and confidentiality of response data.

A request made to any member of the Tompkins Cortland community by an external researcher for the use of Tompkins Cortland records or student or staff subjects shall be forwarded to Tompkins Cortland's Associate Dean of Institutional Research and Organizational Learning.

If subjects are to be drawn from an external population, notice of the project shall be given to the Associate Dean of Institutional Research and Organizational Learning prior to collection of any data.

If subjects are minors or are drawn from an institution or organization which has responsibility for the subjects, appropriate consents must be secured in addition to approval from the Associate Dean of Institutional Research and Organizational Learning.

Written notice of any project that will involve intervention with or manipulation of a human subject's physical or mental state must be provided to the Associate Dean of Institutional Research and Organizational Learning at an early stage in planning (i.e., prior to the collection of any data) to allow determination of need for compliance with federal or state statutes or regulations related to non-exempt "human subject research."

Approved by College Forum December 13, 1999

3/23/2000 – Resolution #1999-2000-44 – Human Subject Research Guidelines

5/10/2007

11/10/2016

HUMAN PARTICIPANTS RESEARCH GUIDELINES

All provisions in this policy are applicable to Tompkins Cortland Community College, and associated entities (e.g. FSA, TC3 Foundation, etc.).

The primary responsibility for protecting the rights and welfare of human participants rests with each individual who initiates, directs, or engages in research. Research shall be defined to include any surveying, questioning, testing or other involvement of another person to obtain information for use by a student, faculty or other staff member, or any external person.

All internal and external research proposing to recruit student participants must make clear the voluntary nature of their participation. Students may not be required, as a course requirement, to participate in any research project or in the pilot-testing of any research instruments.

All student researchers must have a Tompkins Cortland Community College faculty or staff supervisor who has accepted responsibility for monitoring the project. Supervisors are responsible for providing information to students regarding ethical principles involved in using human participants for research, including, but not limited to, privacy and confidentiality of response data.

A request made to any member of the College community by an external researcher for the use of College records or student or staff participants must be forwarded to the Office of Institutional Research for approval.

For any Tompkins Cortland Community College funded/sanctioned research where participants are to be drawn from an external population, written notice of the project must be given to the Office of Institutional Research prior to the collection of any data. In addition, if participants are minors or drawn from another institution or organization which has responsibility for the participants, appropriate consents must be secured in addition to the approval of the Office of Institutional Research.

Written notice of any research that will involve intervention with or manipulation of a human participant's physical or mental state must be provided to the Office of Institutional Research at an early stage in planning (i.e., prior to the collection of any data) to allow determination of need

for compliance with federal or state statutes or regulations related to non-exempt "human participant research."



To: Board of Trustees

Re: Foundation/Alumni and Development Report for December 3, 2020 Meeting

Foundation Board and Committees

The property management committee met on September 29 to further discuss the SWOT analysis for the strategic planning.

A Foundation Board meeting was held on October 13. Seth Thompson, Associate Vice President of Student Services/Senior Diversity Officer provided remarks regarding diversity. He will present to the Foundation Board at its April and October 2021 meetings.

Adoption of Resolution 2020-2021-01/Adoption of the Proposed 2020-2021 Operating and Capital Budget and Resolution 2020-2021-02/Request of Additional Time Deer Management Program. Updates were provided regarding Campus Housing, Coltivare, Board Development, strategic planning. An executive session took place regarding the campus housing bond and the Farm to Bistro Loan.

A Coltivare Task Force meeting took place on October 15. Discussion took place regarding COVID-19 plans, maintenance issues, marketing and financials.

An alumni committee meeting took place on October 28. The committee discussed ways to recognize the 2020 Distinguished Alumni recipients and webinar topics for alumni. The committee members will be securing additional alumni stories to highlight.

A special Board meeting was held on November 11. Deb Mohlenhoff facilitated a session on the Foundation's strategic planning. Board development was also discussed.

The investment committee met on November 18. The Alesco Advisors representative reviewed the combined portfolio.

Campus housing bond work continues with our legal team at Bond, Schoeneck & King. We have begun to discuss marketing themes or opportunities to mitigate the potential drop in occupancy we experience in the spring semester.

Alumni and Development Office

Philanthropy

The in-house annual campaign kicked-off in early October. The focus is on securing funds to assist student success with mobile hot spot devices. Other options to contribute are the Panther Pantry, scholarships, and unrestricted/greatest need, etc. Twenty-four employees have pledged to date.

Tompkins Cortland Panther face masks continued to be mailed to friends of the College as a stewardship/cultivation activity. Continual contact with our friends continues to be important to our work.

Dr. Montague, Deb Mohlenhoff, Julie Gerg, Paul Brenner, and Sheila Abbey participated in the Association of Professional Fundraisers, Finger Lakes Chapter's virtual National Philanthropy Day on Friday, November 13.

Communications

An information piece highlighting ke'Lab, the College's first literary and visual arts journal was mailed in mid-October to 12,000 people.

In November a Helping Hands "Ask Piece" was mailed to 12,000 people.

Professional development

Three staff members participated in the virtual Council for Advancement and Support of Education (CASE) conference on October 15, 21, and 27.

Other activities/work

- Additional grant opportunities have been submitted.
- The Foundation's audit has started.

Upcoming Meetings

Finance Committee – TBD / first week in December

Alumni Committee – December 8

Executive Committee – December 10

Annual and Regular Board meetings – January 12

Cultivate Task Force – January 20

Property Management Committee – January 21