



Trustees:

Roxann Buck, Sue Dale-Hall, Judy Davison, Arthur Kuckes, Matt McSherry, Schelley Michell-Nunn, Lisa Perfetti, Raymond Schlather, Louis Scholl, Bruce Tytler

**February 16, 2023 Agenda
Regular Board of Trustees Meeting @ 5:30 p.m.**

<https://us02web.zoom.us/j/87566068174?pwd=UHZTU1FmYVhrVmRIN1BRdnNSaDZPZz09>

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment**
6. Approval of January 19, 2023 Board of Trustees Regular Meeting Minutes
7. CFO/Treasurer's Report
8. Communications
9. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees) Auditor's Report Introduction by Bill Talbot, CFO
 - a. Resolution - Approval of 2021-2022 Audit (Audited financial statements to follow)
10. Information Items:
 - a. Human Resources Updates
11. Consent Agenda (Action Items):
 - a. Appointment of Personnel
 - b. Approval of Updated College Senate Bylaws
 - c. Approval of Acoustical and Wood Slat Ceiling (Labs)
 - d. Approval of Drywall, Framing and Insulation (Labs)
 - e. Approval of Electrical Construction (Labs)
 - f. Approval of Flooring (Labs)
 - g. Approval of HVAC (Labs)
 - h. Approval of Plumbing (Labs)
 - i. Approval of Elevator Rebuild (Red Elevator, Main Campus Deferred Maintenance)
12. Standing Reports:
 - a. Provost & VP of Academic Affairs - Written Report Provided
 - b. Interim VP of Student Services/Senior Diversity Officer – Written Report provided
 - c. Campus Tech – Written report provided
 - d. College Senate – Written Report provided
 - e. Tompkins Cortland CC Foundation, Inc. – Written Report Provided
 - f. Chairperson's Report
 - g. Liaison Report – Tompkins County
 - h. Liaison Report – Cortland County
 - i. Student Trustee Report – Verbal Report will be given
 - j. President's Report – Written Report provided
13. Upcoming Events:
 - a. Mid-Winter Day – Wednesday, February 22, 2023
 - b. Presidents Meeting (In person) – Tuesday, March 14, 2023 in Albany
 - c. March Board of Trustees Meeting – Thursday, March 16, 2023
 - d. Job and Internship Fair – Wednesday, March 22, 2023
 - e. Spring Break – March 27-31, 2023
14. Executive Session to discuss a personnel situation with no vote to be taken
15. Adjournment

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

**TOMPKINS CORTLAND COMMUNITY
COLLEGE BOARD OF TRUSTEES
Regular Meeting
January 19, 2023
Via Zoom & In Person
Open Session 5:30 P.M.**

PRESENT: Roxann Buck, Sue Dale-Hall, Judy Davison, Arthur Kuckes, Matt McSherry, Schelley Michell-Nunn, Lisa Perfetti, Louis Scholl,

EXCUSED: Raymond Schlather, Bruce Tytler

COUNTY

LIAISONS: Mike Lane, Cathy Bischoff

STAFF: Jan Brhel, Katrina Campbell, Kerry Curran, Dave Fish, Sophia Georgiakaki, Amy Kremenek, Angela Palumbo, Paul Reifenheiser, Ruth Spencer, Bill Talbot, Malvika Talwar, Seth Thompson, Peter Voorhees, Cindy Whitney

1. **Call to Order:** The meeting was called to order at 5:40 p.m. by Chair Davison.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Introduction of Sue Dale-Hall –** Governor’s Appointee for Tompkins County was introduced by Chair Davison. Ms. Dale-Hall comes to the TC3 Board of Trustees following 40 years of non-profit management in multiple states. She most recently retired as the CEO of the Child Development Council in Tompkins County. She has served on various Boards including NYS Early Child Care and Learning Council, Human Services Coalition, Kendal at Ithaca and the Cancer Resource Center.
4. **Welcome Guests:** Chair Davison welcomed guests attending the meeting via zoom.
5. **Approval of Meeting Agenda -** Mr. McSherry moved the Board of Trustees January 19, 2023 meeting agenda be approved as submitted; seconded by Ms. Buck; motion carried unanimously.
6. **Public Comment:** None
7. **Approval of Minutes –** Ms. Buck moved that the minutes of the November 17, 2022 Board of Trustees meeting be approved as submitted; seconded by Ms. Perfetti; motion approved unanimously.
8. **Communications:** NONE.
9. **CFO’s Report:** Written report provided. Mr. Talbot highlighted that currently the year to date numbers look strong. Expenses are in line. They are working with students with balances which will have a positive impact on the budget. The 2021-2022 audit has been completed. Things currently look good for the 2022-2023 enrollment with regard to the budget. Mr. Talbot expressed his gratitude to both counties for helping with the 3-year funding of \$750,000.

10. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): Dr. Cindy Whitney, Assistant Professor of Criminal Justice, Community Coordinator of Social Sciences. Dr. Whitney was introduced by Provost Reifenheiser. She gave a verbal report. Dr. Whitney comes to TC3 with 25 years teaching experience, most recently in Colorado. There have been changes due to COVID and other events (George Floyd, closing of prisons, mass shootings, etc.) and social justice is a larger piece to the program. Dr. Whitney stated one of her goals is to increase the number of women involved in the program. There was a small increase in the total number of students in 2019 and then slightly down since then. She noted that part-time and non-traditional students are increasing, most of whom are male, white and under the age of 19. Mr. McSherry inquired about the number of students in the program: 35 first year students; approximately 55 including students from last year. Ms. Bischoff asked what Dr. Whitney thought the students were looking for, is it what they see on television? Dr. Whitney noted students need to work on their writing skills and also be a people person. Mr. Scholl asked what strategies are being put in place to increase females in the program. Dr. Whitney stated it helps that she is female. It also is advantageous to get out in the community to promote the program. Ms. Michell-Nunn asked what student responses have been to some of the events that have occurred in relation to police incidents. Dr. Whitney said it has brought about thoughtful and meaningful discussions on social justice. Ms. Perfetti asked how many students go right in to the field. Dr. Whitney noted that they have to wait until they go to the police academy. President Kremenek inquired what they need for college. Dr. Whitney replied 60 hours is required prior to entering the academy. Dr. Whitney noted students really need to be critical thinkers and have good writing skills. Tompkins County Liaison Mike Lake inquired about TC3's Computer Forensics program. Registrar Katrina Campbell noted that program was discontinued and the last graduate of the program was May 2018.

11. Information Items:

a) Human Resources Updates – Interim VP for Human Resources Ruth Spencer, noted there were 3 internal hires. Ms. Michell-Nunn asked if a revised Organizational Chart could be given to Board of Trustees members. An updated Organizational Chart will be provided by the next Board meeting. When asked about the Assistant Director of Human Resources position Ms. Spencer noted that the Benefits Coordinator assumed increased responsibilities and she has been promoted to Assistant Director.

12. Consent Agenda: Ms. Buck moved that the consent agenda items be approved as submitted; seconded by Mr. Scholl, approved unanimously.

a. Appointment of Personnel

b. Approval of Window Blinds Replacement

c. Approval of Surveying & GIS Equipment

d. Approval of Disposal of Surplus Property

e. Approval of Micro-Nano Fabrication Safety Credential

f. Approval of Job Description – VP of Enrollment Management

g. Approval of Job Description – Director of Enrollment Operations

h. Approval of Job Description – Workforce Development Coordinator

i. Approval of Job Description – Assistant Director of Human Resources

13. Standing Reports:

a) Provost/VPAA: Written report provided. Provost Paul Reifenheiser noted that with regard to Middle States: the last visit was in 2018 and the College needed to provide supplemental documents to the original submission but the college passed all the standards. Since that time Professor Travis Vande Berg has

done some pre-meeting work to prepare for the upcoming 2026-2027 site visit. Provost Reifenheiser then thanked the Board of Trustees for approving the Micro-Nano Fabrication Safety Credential. He introduced Professor Sophia Georgiakaki who gave a brief overview of the microcredential and how TC3 has partnered with Cornell University, who is willing to share their staff and services. This is a stackable credential with Applied Sciences.

- b) **Interim Vice President of Student Affairs & Senior Diversity Officer** – Written report provided. Mr. Thompson highlighted that there are currently 69 student athletes at TC3 and academic achievement is required for athletes being able to remain on sports teams. 23% of these student athletes earned the distinction of Dean's List. Retention of students is a primary focus and the retention numbers are moving in a more positive direction. The service of a shuttle van is being reinstated to offer residential students better access to activities off campus.
- c) **Chief Information Officer** – Written Report Provided. Dr. Kremenek noted CIO Tim Densmore's last day at TC3 was Wednesday, January 18, 2023. He has taken a position at SUNY Cortland and has stated that he is available if there are questions he can answer. Two key contacts will help in the transition - Dave Fish (for all things technical) and Mellora Paucke (administrative).
- d) **College Senate** – No report this month.
- e) **Tompkins Cortland Community College Foundation, Inc.** – Written report provided. Executive Director of the Foundation Julie Gerg was away.
- f) **Chairperson's Report** – Chair Davison reported the NYCCT newsletter has been provided for Board members; note that the fall conference is in November and all Board members are invited and encouraged to attend if they are able to (cost is funded by the college). She also noted that the Joint Residence Hall Workgroup (with the Foundation) will reconvene in February, with Matt, Roxann and Judy participating on the part of the BOT.
- g) **Liaison Report (Tompkins County)** – Mr. Lane reported Tompkins County Legislature has reorganized (due to retirements/resignations). Shawna Black – Chair; Dan Klein – Vice Chair; Deb Dawson – Budget and Finance, Mike Lane - Facilities and Infrastructure. Cathy Covert retired after 30 years as Clerk to the Legislature and Katrina McCloy has been appointed to fill that position. TCAT is struggling for employees – need for drivers with a CDL license and maintenance technicians/equipment. Mr. McSherry asked if they could work with area schools including BOCES for repairs/mechanics. The airport was hurt by COVID and is still trying to get more flights.
- h) **Liaison Report (Cortland County)** – Ms. Bischoff reported Cortland County is in the "Year of the Big Mend". There are many positive changes in Cortland: Public Health Fellows, Mental Health has money to renovate the building, funding through Assemblymember Anna Kelles for courthouse repairs, 911 Center funds have been released to renovate the building, and an upgrade to Dwyer Park, to mention a few. There is a slight increase in the tax rate but the county now has healthy reserves. Internally the county is looking at changes in the jail and working on childcare for employees. Externally they are looking at workforce development and Micron. Ruth Spencer ask about 988 services funding and could we partner with the counties for mental health services. Ms. Bischoff said she would follow up on that question.
- i) **Student Trustee's Report** – Verbal report given by Mr. Scholl. Mr. Scholl reported RA's are back on campus with 4 new RA's giving a total of 8 RA's in the dorms. New Student Orientation is set for January 28th. There are many Welcome Week activities planned for both residential and commuter students. The Food Advisory Board is working with AFV on improving overall quality of food/selection/service.

- j) **President's Report** – Written report provided. In addition, President Kremenek noted it is always great to have students back on campus. Faculty and staff returned yesterday. Classes begin next Wednesday. CORE enrollment shows an increase of 12.4% in continuing students, 6.6% in head count, 7.6% in FTEs. We are closing the gap on new and transfer students but it is still down by 9 students. Applications are 33% up for the spring and up 94% for fall. The VP for Enrollment will be tasked with moving those applications to enrolled students. There will be a Campus Tech plan to be discussed in the near future. The Annual College/Foundation Report was handed out to Board members and will be mailed soon. Electronic copies will be available and the link will be on the College website. Dr. Kremenek alerted Board members to the upgraded sign at the main entrance to the campus. A picture taken by Jennica Petrella-Baum was shown and it was noted that there will be different banners attached to the sign during the year.
- k) **Board Questions** – Mike Lane inquired about housing contracts for the spring. While we are down from the fall, there are still 215-220 which is an increase compared to last spring. Arthur Kuckes was curious where the college stands with our partners in the Dominican Republic. The program has been revamped due to changes in students coming for the fall and spring semesters versus just the summer. They are very interested in microcredentials. There are currently ~20 students. If these students come for a year they are allowed to stay and work in the US. Sue Dale-Hall asked about online courses/programs. We have a dozen programs completely online and will market more moving forward. Faculty and Campus Technology have been very creative with online offerings.

14. Executive Session: Mr. McSherry moved that the meeting convene in executive session at 7:12 p.m. for discussion of collective bargaining, with no action to be taken; seconded by Mr. Scholl. President Amy Kremenek and Interim VP for Human Resources Ruth Spencer were invited to join Executive session.

Motion to go back into open session moved by Mr. McSherry, seconded by Ms. Perfetti; approved unanimously. The meeting reconvened in regular session at 7:37 p.m.

15. Adjournment: Mr. McSherry moved that the meeting be adjourned; seconded by Mr. Scholl; motion carried unanimously. The meeting adjourned at 7:38 p.m.

Respectfully submitted,

Jan Brhel
Clerk of the Board of Trustees

VP of Finance & Administrations Report: February 16, 2023

January 2022-23 Close

The College is \$500K favorable to budget. Wages are \$100K favorable to budget but are \$335K above last year at the same point in time. Fringe and contractals are favorable to budget by approximately \$200K after adjusting for timing issues. A new one-time SUNY grant may also be absorbing some or all of the marketing expenditures budgeted this year, resulting in a one-time favorable outcome of up to \$300K.

Student revenue continues to be favorable by \$100K to budget despite having increased bad debt reserves to 5% of student tuition revenue and now being allocated each month rather than at the end of the year. This change in methodology will provide a better reading of revenues all year and avoid the large swings at the end of the year. County chargebacks are also favorable to budget by \$100K.

With numerous initiatives underway to reduce students' balances, the balances at the end of Fall are still too high and will continue to deteriorate our revenue. Collection rates for Fall balances are 36% better than last year at this same point in time with just 117 students carrying a balance over \$1K. For the Spring balances we are 64% better than last year at the same point in time but still have 428 students with over \$1K.

Students with > \$1,000 Balances as of 1/13								
	Spring 23		Spring 22		YOY # Change		YOY % Change	
	AMT	Count	AMT	Count	AMT Chg	Count Chg	AMT Chg	Count Chg
Fall	\$362,994	117	\$564,031	170	-\$201,038	-53	-36%	-31%
Spring	\$1,486,750	428	\$4,112,001	1,005	-\$2,625,252	-577	-64%	-57%

Budgeting for 2023-24

Tuition is expected to rise 2% while core enrollments are expected to rise in excess of 10%. Budget staff levels are expected to remain the same (excludes headcount covered by grants) even though there may be shifts in staff and workflows. Salaries are currently budgeted at a 3% increase and contractals and fringes budgeted at an average 4% increase. With these assumptions we can expect a shortfall of about \$1M, which is a \$0.5M improvement over 2022-23. We have \$2.2M set aside to cover this \$1.0M shortfall.

HEERF expires at the end of June 2023 and our sponsoring counties have stepped up to cover the reoccurring technology investments for the next three years. Some of the headcount will also be assumed by existing grants and new grants being pursued.

New York State has been reluctant to increase its base aid over the last few years and instead has been offering new grants for incremental services. With inflation having such a large impact on operating costs, our Community College Presidents began lobbying NYS Legislators to establish a Base Aid funding floor; proposing a funding floor equal to 2022-23 with a yearly increase of 4% per year to the FTE rate. TC3's funding floor would be \$9.253M at 3,087 FTEs and \$2,997 per FTE. The Presidents also requested a continuation of the \$60M 2022-23 aid for Community Colleges to increase student enrollment, expand high needs programs, and improve student supporting resources.

The Governor released her 2023-24 Executive Budget in which she sets the floor at 2022-23 levels but withholds 20% potentially, lowering TC3s base aid by \$1.9M. Instead the proposal is that Community Colleges will have access to other one-time grants. One such fund is the \$75M Transformative Initiative Fund, available to all of SUNY, in which one-time investments may be made to meet workforce needs, enhance student services, improving academic programs, increasing enrollment, and modernizing campus operations. Another, is a \$200M Digital Transformation Fund. Lastly, it appears that the current \$60M funding available to Community Colleges, will be re-envisioned and shared with the 4-year schools. It is unclear if a portion of the 2022-23 funds will be pulled back.

Simply, of the \$589M (16.4%) increase to SUNY, Community Colleges will lose \$5.4M before the 20% withhold (\$83.3M reduction) and then may retrieve a portion back if SUNY agrees with its use.

TOMPKINSCORTLAND COMMUNITY COLLEGE
 2022-2023 APPROPRIATIONS
 Year-To-Date Through January 31, 2023

	Modified Budget 2022-23	Expend to Date 2022-23	Unexpend Balance 2022-23	% Expended 2022-23	Total Exp PY 2021-22 ⁵	YTD Exp PY to Date 2021-22	PY % Expended 2021-22	Fav Var (Unfav Var) to PY	% Variance to PY
Forecasted Dept. Appropriations									
Personal Services	15,850,963	6,479,051	9,371,912	40.9%	15,308,198	6,314,411	41.2%	(335,051)	-2.2%
Equipment	50,000	8,718	41,282	17.4%	102,105	3,793	3.7%	(4,924)	-4.8%
Contractual Expenses	5,721,389	1,886,904	3,834,485	33.0%	4,400,247	1,781,209	40.5%	(105,695)	-2.4%
Employee Benefits	8,544,482	3,767,113	4,777,369	44.1%	7,692,324	3,635,146	47.3%	(131,967)	-1.7%
Total Forecasted Departmental Appropriations¹	30,166,834	12,141,786	18,025,048	40.2%	27,502,873	11,734,559	42.7%	(577,637)	-4.9%
Scholarships & Awards									
Student Services		173,502	(173,502)	0.0%	90,679	64,702	71.4%	(108,800)	(168.2%)
Academic Support	3,439,832	1,612,730	1,827,102	46.9%	3,387,441	1,276,956	37.7%	(335,774)	(26.3%)
Total Scholarships & Awards	3,439,832	1,786,232	1,653,600	51.9%	3,478,120	1,341,658	38.6%	(444,574)	(0)
Total Forecasted Appropriations²	33,606,666	13,928,017	19,678,649	41.4%	30,980,993	13,076,217	42.2%	(1,022,211)	-7.8%
Adjustments to Approved Budget									
Personal Services	178,810		178,810	0.0%			0.0%	0	0.0%
Equipment									
Contractual Expenses	(119,497)		(119,497)	0.0%			0.0%	0	0.0%
Employee Benefits									
Total Adjustments to Approved Budget³ Favorable (Unfav)	59,313	0	59,313	0.0%	0	0	0.0%	0	0.0%
Personnel									
Personnel	16,029,773	6,479,051	9,550,722	40.4%	15,308,198	6,314,411	41.2%	(335,051)	-2.2%
Equipment	50,000	8,718	41,282	17.4%	102,105	3,793	3.7%	(4,924)	-4.8%
Contractual	5,601,892	1,886,904	3,714,988	33.7%	4,400,247	1,781,209	40.5%	(105,695)	-2.4%
Scholarship & Awards Offset	3,439,832	1,786,232	1,653,600	51.9%	3,478,120	1,341,658	38.6%	(444,574)	-12.8%
Fringe Benefit	8,544,482	3,767,113	4,777,369	44.1%	7,692,324	3,635,146	47.3%	(131,967)	-1.7%
Total Approved Budget Appropriations⁴	33,665,979	13,928,017	19,737,962	41.4%	30,980,993	13,076,217	42.2%	(1,022,211)	-7.8%

Explanation of Sub-Totals and Totals:

1. *Total Forecasted Departmental Appropriations:* Enables an analysis of departmental operating costs.
2. *Total Forecasted Appropriations:* Forecasts the End-of-Year Appropriations for the College.
3. *Total Adjustments to Approved Budget:* Represents the forecasted adjustments to the 2020-21 Appropriations Budget. If positive, less Fund Balance is required. If negative, more Fund Balance is required.
4. *Total Approved Budget Appropriations:* This represents the Approved Budget.
5. Excludes impacts of GASB 68 (OPEB) & 75 (ERS/TRS)

TOMPKINSCORTLAND COMMUNITY COLLEGE
 2022-2023 APPROPRIATIONS
 Year-To-Date Through January 31, 2023

	Modified Budget 2022-23	Expend to Date 2022-23	Unexpend Balance 2022-23	% Expended 2022-23	Total Exp PY 2021-22 ⁵	YTD Exp PY to Date 2021-22	PY % Expended 2021-22	Fav Var (Unfav Var) to PY	% Variance to PY
Instruction									
Personal Services	6,527,752	2,877,310	3,650,442	44.1%	6,988,522	2,962,515	42.4%	(85,205)	(2.9%)
Equipment		787	(787)	0.0%	228	228	100.0%	(559)	(245.1%)
Contractual Expenses	1,705,935	585,585	1,120,350	34.3%	1,283,579	377,307	29.4%	(208,278)	(55.2%)
Employee Benefits	3,493,400	1,727,859	1,765,541	49.5%	3,521,168	1,668,429	47.4%	(59,430)	(3.6%)
Total Instruction	11,727,087	5,191,541	6,535,546	44.3%	11,793,497	5,008,479	42.5%	(353,473)	(7.1%)
Public Service									
Personal Services	170,439	59,675	110,764	35.0%	186,129	76,984	41.4%	17,309	22.5%
Equipment									
Contractual Expenses	20,000	325	19,675	1.6%	3,772	0	0.0%	(325)	0.0%
Employee Benefits	88,501	33,418	55,083	37.8%	93,181	44,874	48.2%	11,457	25.5%
Total Public Service	278,940	93,417	185,523	33.5%	283,082	121,858	43.0%	28,441	23.3%
Academic Support									
Personal Services	1,550,750	601,143	949,607	38.8%	1,470,589	619,791	42.1%	18,648	3.0%
Equipment			0	0.0%	16,835		0.0%	0	0.0%
Contractual Expenses	260,248	36,943	223,305	14.2%	250,093	37,831	15.1%	889	2.3%
Employee Benefits	724,696	340,461	384,235	47.0%	732,700	375,029	51.2%	34,568	9.2%
Total Academic Support	2,535,694	978,546	1,557,148	38.6%	2,470,218	1,032,651	41.8%	54,105	5.2%
Libraries									
Personal Services	552,471	233,837	318,634	42.3%	505,857	206,517	40.8%	(27,320)	(13.2%)
Equipment									
Contractual Expenses	198,200	103,997	94,204	52.5%	163,827	86,367	52.7%	(17,630)	(20.4%)
Employee Benefits	294,488	130,949	163,539	44.5%	254,649	116,516	45.8%	(14,433)	(12.4%)
Total Libraries	1,045,159	468,782	576,377	44.9%	924,334	409,400	44.3%	(59,383)	(14.5%)
Student Services									
Personal Services	1,862,361	831,634	1,030,727	44.7%	1,941,659	764,180	39.4%	(67,453)	(8.8%)
Equipment	1000		1,000	0.0%	30,249	499	1.6%	499	100.0%
Contractual Expenses	729,328	255,671	473,657	35.1%	537,630	242,982	45.2%	(12,689)	(5.2%)
Employee Benefits	1,086,594	488,938	597,656	45.0%	966,382	450,280	46.6%	(38,657)	(8.6%)
Total Student Services	3,679,283	1,576,242	2,103,041	42.8%	3,475,920	1,457,942	41.9%	(118,301)	(8.1%)
Maintenance and Operations									
Personal Services	1,813,962	708,407	1,105,555	39.1%	1,618,792	648,855	40.1%	(59,552)	(9.2%)
Equipment			0	0.0%	23,122	2,495	10.8%	2,495	100.0%
Contractual Expenses	962,830	333,146	629,684	34.6%	730,511	319,011	43.7%	(14,135)	(4.4%)
Employee Benefits	966,911	401,293	565,618	41.5%	825,862	399,959	48.4%	(1,335)	(0.3%)
Total Maintenance and Operations	3,743,703	1,442,846	2,300,857	38.5%	3,198,287	1,370,320	42.8%	(72,526)	(5.3%)
Institutional Support									
Personal Services	1,533,227	635,276	897,951	41.4%	1,222,988	476,337	38.9%	(158,939)	(33.4%)
Equipment									
Contractual Expenses	453,538	171,812	281,726	37.9%	343,703	191,030	55.6%	19,219	10.1%
Employee Benefits	887,055	355,755	531,300	40.1%	610,896	273,472	44.8%	(82,283)	(30.1%)
Total Institutional Support	2,873,820	1,162,842	1,710,978	40.5%	2,177,587	940,839	43.2%	(222,003)	(23.6%)
General Institutional Services									
Personal Services	1,840,001	531,770	1,308,231	28.9%	1,373,663	559,231	40.7%	27,462	4.9%
Equipment	49,000	7,931	41,069	16.2%	31,670	571	1.8%	(7,360)	(1288.7%)
Contractual Expenses	1,391,310	399,426	991,884	28.7%	1,087,130	526,682	48.4%	127,255	24.2%
Employee Benefits	1,002,837	288,441	714,396	28.8%	687,486	306,586	44.6%	18,145	5.9%
Total General Institutional Services	4,283,148	1,227,568	3,055,580	28.7%	3,179,949	1,393,070	43.8%	165,503	11.9%
Total Forecasted Departmental Appropriations¹	30,166,834	12,141,786	18,025,048	40.2%	27,502,873	11,734,559	42.7%	(577,637)	-2.1%

2022-2023 APPROPRIATIONS
 SCHEDULE OF EMPLOYEE BENEFITS
 Year-To-Date Through Tuesday, January 31, 2023

	2022-23 Mod Bud	2022-23 Actual	2022-23 Uexpended Balance	2022-23 % Unexpended	2021-22 Total Exp PY	2021-22 PY to Date	2021-22 PY % Expended	Variance CY to PY Fav(Unfav)	% Variance CY to PY Fav(Unfav)
Retirement Incentive Costs	160,000	103,189	56,811	64.5%	242,216	232,418	96.0%	129,229	55.6%
HRA Retiree Benefits	75,000	26,510	48,490	35.3%	70,859	37,100	52.4%	10,591	28.5%
State Employee's Retirement	933,091	455,663	477,428	48.8%	932,509	426,823	45.8%	(28,839)	(6.8%)
State Teacher's Retirement	135,000	75,821	59,179	56.2%	139,554	59,951	43.0%	15,870	26.5%
Optional Retirement Fund	880,000	334,425	545,575	38.0%	844,936	367,674	43.5%	33,249	9.0%
Social Security	1,210,331	527,867	682,464	43.6%	1,163,070	491,851	42.3%	(36,017)	(7.3%)
Worker's Compensation	68,453	33,402	35,051	48.8%	91,438	54,043	59.1%	20,641	38.2%
Executive Benefits	37,000	4,131	32,869	11.2%			0.0%	(4,131)	0.0%
Disability Insurance	9,000	3,436	5,564	38.2%	7,778	2,883	37.1%	(553)	(19.2%)
Hospital and Medical Insurance	3,032,711	1,154,832	1,877,879	38.1%	2,734,495	1,396,364	51.1%	241,532	17.3%
Post Retirement Health Insurance	1,711,160	600,000	1,111,160	35.1%	1,366,381	675,000	49.4%	(75,000)	(11.1%)
Employee Tuition Benefits	103,000	68,904	34,096	66.9%	88,194	68,794	78.0%	(110)	(0.2%)
Life Insurance	10,000	3,034	6,966	30.3%	7,641	3,144	41.1%	110	3.5%
Vacation Benefits	200,000	37,500	162,500	18.8%	180,693		0.0%	(37,500)	0.0%
Miscellaneous	5,000	1,450	3,550	29.0%	3,075	750	24.4%	(700)	(93.3%)
Unemployment Insurance	10,910		10,910	0.0%	15,953		0.0%	0	0.0%
Total Employee Benefits	8,580,656	3,430,164	5,150,492	40.0%	7,888,791	3,816,795	48.4%	(386,631)	(10.1%)

	Modified Budget 2022-23	Revenues to Date 2022-23	Unrealized Balance 2022-23	% Realized 2022-23	Total Rev PY 2021-22	YTD Rev PY 2021-22	PY % Realized 2021-22	Fav Var (Unfav Var) to PY	% Variance to PY
Student Revenue									
Core Tuition									
Fall	3,333,315	3,482,020	(148,705)	104.5%	2,445,535	3,319,623	135.7%	162,397	4.9%
Spring	2,621,196	3,142,630	(521,434)	119.9%	2,361,842	2,895,325	122.6%	247,305	8.5%
Winter	59,669	138,120	(78,451)	231.5%	89,533	100,600	112.4%	37,520	37.3%
Summer	510,792	0	510,792	0.0%	440,247	1,267	0.3%	(1,267)	-100.0%
Nonresident Tuition	615,254	1,018,247	(402,993)	165.5%	694,862	1,044,424	150.3%	(26,177)	-2.5%
Student Fee Revenue	947,269	860,582	86,687	90.8%	904,092	826,733	91.4%	33,849	4.1%
Bad Debt Reserve		(376,000)	376,000	0.0%			0.0%	(376,000)	0.0%
Total Core Student Revenue	8,087,495	8,641,599	(554,104)	106.9%	6,936,110	8,187,972	118.0%	453,627	5.5%
Concurrent Enrollment Tuition	3,409,068	1,605,359	1,803,709	47.1%	3,406,954	1,285,567	37.7%	319,792	24.9%
Total Student Revenue	11,496,563	10,246,958	1,249,605	89.1%	10,343,064	9,473,539	91.6%	773,419	8.2%
Government Appropriations									
New York State	9,753,019	2,437,505	7,315,514	25.0%	9,753,019	2,438,255	25.0%	(750)	0.0%
Local Sponsors	4,882,882		4,882,882	0.0%	4,882,882	769,054	15.8%	(769,054)	-100.0%
Appropriated Cash Surplus	600,000	600,000	0	100.0%	0		0.0%	600,000	0.0%
Charges to Other Counties	5,418,607	2,340,678	3,077,929	43.2%	5,399,713	2,203,806	40.8%	136,872	6.2%
Federal Aid			0	0.0%	2,120,459	1,589,662	75.0%	(1,589,662)	-100.0%
Board Designated Reserves	932,518	932,518	0	100.0%	0		0.0%	932,518	0.0%
Total Govt Appropriations	21,587,026	6,310,701	15,276,325	29.2%	22,156,074	7,000,778	31.6%	(690,077)	-9.9%
Other Revenues									
Service Fees	121,340	58,660	62,680	48.3%	68,895	36,513	53.0%	22,147	60.7%
Interest Earnings		2,843	(2,843)	0.0%	7,133	1,968	27.6%	875	44.5%
Rental of Real Property	10,000	3,150	6,850	31.5%	4,955	1,300	26.2%	1,850	142.3%
Contract Courses	100,000	81,288	18,712	81.3%	5,555	44,214	796.0%	37,074	83.9%
Noncredit Tuition	100,000	72,895	27,105	72.9%	175,704	83,174	47.3%	(10,279)	-12.4%
Grant Offsets	205,000	70,611	134,389	34.4%	262,731	132,212	50.3%	(61,601)	-46.6%
Unclassified Revenues	46,050	20,611	25,439	44.8%	49,266	31,126	63.2%	(10,515)	-33.8%
Total Other Revenues	582,390	310,058	272,332	53.2%	574,238	330,506	57.6%	(20,448)	-6.2%
TOTAL REVENUES	33,665,979	16,867,716	16,798,263	50.1%	33,073,376	16,804,822	50.8%	62,894	0.4%
Summary									
Student Revenue	11,817,903	10,459,800	1,358,103	88.5%	10,593,217	9,637,439	91.0%	822,361	8.5%
State Revenue	9,753,019	2,437,505	7,315,514	25.0%	9,753,019	2,438,255	25.0%	(750)	0.0%
Local Revenue	10,301,489	2,340,678	7,960,811	22.7%	10,282,595	2,972,860	28.9%	(632,182)	-21.3%
Federal Revenue	0	0	0	0.0%	2,120,459	1,589,662	75.0%	(1,589,662)	-100.0%
Use of Fund Balance	1,532,518	1,532,518	0	100.0%	0	0	0.0%	1,532,518	0.0%
Other	261,050	97,215	163,835	37.2%	324,085	166,605	51.4%	(69,390)	-41.6%
Total	33,665,979	16,867,716	16,798,263	50.1%	33,073,376	16,804,822	50.8%	62,894	0.4%

TOMPKINS CORTLAND COMMUNITY COLLEGE
 BALANCE SHEET
 FINANCIAL PERIOD FOR THE PERIOD ENDING TUESDAY, JANUARY 31, 2023

	Current Month 1/31/2023 11:59:59 PM	Previous Month 12/31/2022 11:59:59 PM	Previous Year 1/31/2022 11:59:59 PM
ASSETS			
Cash in Demand Deposit	1,710,129	2,181,085	1,094,796
Cash in Time Deposits	2,010,376	1,136,264	2,263,183
Petty Cash	1,229	1,229	1,229
Accounts Receivable-Students	6,385,383	7,219,212	7,864,755
Accounts Receivable-Misc.	(370,138)	(292,406)	(17,195)
Due from TC3 Foundation	1,428,056	1,397,963	1,419,285
Pre-Paid Expenses	120,937	73,031	80,865
Due From FSA	53,467	42,201	(8,602)
Due From Other Funds	1,259,812	1,327,852	1,425,286
Due From Other Governments	240,146	764,590	264,736
GASB Accounts	13,560,044	13,560,044	20,007,843
TOTAL ASSETS	26,399,443	27,411,066	34,396,182
LIABILITIES AND SURPLUS			
Vouchers Payable	340,473	269,530	2,158,240
Payroll Liabilities	1,787,833	1,797,023	1,370,075
Student Financial Aid Liabilities	1,063,875	1,043,259	1,053,695
Accrued Liabilities	318,411	333,110	324,952
Due to TC3 Foundation	1,264,928	1,166,803	1,900,155
Due to FSA	412,961	308,660	555,059
Student Tuition Collected in Advance	764,722	764,722	8,591
GASB Accounts	12,564,436	12,564,436	19,312,235
Designated Fund Balance	2,545,596	2,545,596	2,281,195
Restatement of Net Position	0	0	(593,732)
Fund Balance	2,432,291	2,432,291	2,432,291
Revenue Over (Under) Expenditures	2,903,917	4,185,637	3,593,426
TOTAL LIABILITIES AND SURPLUS	26,399,443	27,411,066	34,396,182

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-32**

2021-2022 AUDIT

WHEREAS, the Board of Trustees of Tompkins Cortland Community College authorized Bonadio & Co., LLP of Pittsford, New York to perform the College's 2021-2022 annual audit by Resolution 2014-2015-28 at their March 19, 2015 meeting, and

WHEREAS, the 2021-2022 annual audit has been completed by Bonadio & Co., LLP, be it therefore

RESOLVED, that the Board of Trustees accepts the Report on Examination of Financial Statements for the Years Ended August 31, 2022 and 2021 as prepared by Bonadio & Co., LLP.

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 16th day of February 2023 and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 16th day of February 2023.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions
as of January 31, 2023

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Admissions & Financial Aid Advisor	ASAP	October 4, 2022	November 4, 2022	Conducting Zoom Interviews
Assistant Professor of Electrical Engineering (Grant-Funded)	March 15, 2023	November 29, 2022	January 3, 2023	Accepting Applications
Assistant Registrar	ASAP	January 30, 2023	March 1, 2023	Accepting Applications
Director of Strategic Marketing		October 5, 2022	November 7, 2022	Paused
Institutional Research Analyst II	ASAP	November 29, 2022	January 1, 2023	Accepting Applications
Instructor of Anatomy and Physiology/Healthcare (Grant-Funded)	March 15, 2023	November 29, 2022	January 1, 2023	Accepting Applications
Instructor of Civil Engineering/Construction Technology	August 21, 2023	November 5, 2022	January 5, 2023	Accepting Applications
Interim Coordinator of Global Partnerships & Programs	ASAP	January 18, 2023	January 18, 2023	Conducting Zoom Interviews
Technology Support Associate	ASAP	September 22, 2022	October 22, 2022	Conducting Reference Checks
Vice President for Enrollment Management	ASAP	January 20, 2023	February 20, 2023	Accepting Applications
Vice President of Human Resources	ASAP	January 18, 2023	February 20, 2023	Accepting Applications

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Administrative Assistant (1.0 FTE, Permanent)	Provost Office	ASAP	Reviewing Reference Checks
Enrollment Services Specialist (1.0 FTE, Permanent)	Workforce/BIZ	ASAP	Tompkins County Department of Human Resources recanvassing certified list of eligible candidates
Project Assistant (Part-time, Temporary, Grant Funded)	Workforce/BIZ	ASAP	Requesting References

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Lifeguard	Athletics & Recreation	February 2023	Accepting Applications; Continuous Recruitment Hired: Benjamin Lee (01/09/23)
Graduate Assistant	Residence Life/Student Center	February 2023	Accepting Applications; Continuous Recruitment
Substitute Teacher	Childcare	February 2023	Accepting Applications; Continuous Recruitment Hired: Heidi Pike (01/17/23)
Van Driver	Athletics & Recreation	February 2023	Accepting Applications
Kitchen Assistant	Childcare	February 2023	Accepting Applications; Conducting Interviews
Recreation & Fitness Center Assistant	Athletics & Recreation	February 2023	Accepting Applications

BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Server	TC3 Bistro	February 2023	Accepting Applications
Banquet Bartender	TC3 Bistro	February 2023	Accepting Applications
Banquet Supervisor	TC3 Bistro	February 2023	Accepting Applications
Bartender	TC3 Bistro	February 2023	Accepting Applications
Busser/Food Runner	TC3 Bistro	February 2023	Accepting Applications
Dishwasher	TC3 Bistro	February 2023	Accepting Applications
Line Cook	TC3 Bistro	February 2023	Accepting Applications Hired: Patrick Sand (12/16/22)
Server	TC3 Bistro	February 2023	Accepting Applications
Host/Hostess	TC3 Bistro	February 2023	Accepting Applications
Executive Chef	TC3 Bistro	February 2023	Accepting Applications; Conducting Interviews

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of January 31, 2023

COMPLAINANT

SUBJECT

DISPOSITION

CSEA

None.

FACULTY ASSOC.

None.

PAA

None.

TC3 ADJUNCT ASSOC.

None.

Appointment of Personnel
Wednesday, February 1, 2023
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
October 2022				
Earle, Sunday	Assistant Director of Human Resources		\$78,661.00 *	10/3/2022
January				
Webb, Marilyn	Returning Adjunct Library Assistant	Adjunct	\$7,037.10	1/3/2023 To 5/31/2023
Raethka, Tim	CPR for Nursing Students	Adjunct	\$500.00	1/12/2023 To 1/14/2023
Bullock, Gwen	Professional Lab Technician	Adjunct	\$7,653.25	1/18/2023 To 5/22/2023
Gonzalez Suarez, Jose	CONT210 Course Material Development	Adjunct	\$2,064.00	1/18/2023 To 5/22/2023
Gonzalez Suarez, Jose	CONT210 IS	Adjunct	\$918.00	1/18/2023 To 5/22/2023
Hoople, Robert	Brightspace	Adjunct	\$1,916.85	1/18/2023 To 5/22/2023
Kaplan, Jeffrey	GIS 110 IS	Adjunct	\$1,836.00	1/18/2023 To 5/22/2023
Kaplan, Jeffrey	GIS 110 Course Material Development	Adjunct	\$1,948.00	1/18/2023 To 5/22/2023
Richards, David	COMM225 IS	Adjunct	\$1,836.00	1/18/2023 To 5/22/2023
Ahmed, Ahmed	Professional Development Day	Adjunct	\$100.00	1/19/2023
Altmann, Herman	Professional Development Day	Adjunct	\$100.00	1/19/2023
Bechtold, Chuck	Professional Development Day	Adjunct	\$100.00	1/19/2023
Christopher, Renee	Professional Development Day	Adjunct	\$100.00	1/19/2023
Cicciarelli, Richard	Professional Development Day	Adjunct	\$100.00	1/19/2023
DeWan, Christopher	Professional Development Day	Adjunct	\$100.00	1/19/2023
Epstein, Judy	Professional Development Day	Adjunct	\$100.00	1/19/2023
Farah, Fred	Professional Development Day	Adjunct	\$100.00	1/19/2023
Frisbie, Megan	Professional Development Day	Adjunct	\$100.00	1/19/2023
Hoople, Robert	Professional Development Day	Adjunct	\$100.00	1/19/2023
Josef, Keith	Professional Development Day	Adjunct	\$100.00	1/19/2023
Kidder, Jennifer	Professional Development Day	Adjunct	\$100.00	1/19/2023
Kobre, Michael	Professional Development Day	Adjunct	\$100.00	1/19/2023
Marie, Jill	Professional Development Day	Adjunct	\$100.00	1/19/2023
Marvin, Tracy	Professional Development Day	Adjunct	\$100.00	1/19/2023
McComb, Jared	Professional Development Day	Adjunct	\$100.00	1/19/2023
McLane, Todd	Professional Development Day	Adjunct	\$100.00	1/19/2023
McWilliams, Michael	Professional Development Day	Adjunct	\$100.00	1/19/2023
Murray, Kelly	Professional Development Day	Adjunct	\$100.00	1/19/2023
Need, Barbara	Professional Development Day	Adjunct	\$100.00	1/19/2023
Opperman, William	Professional Development Day	Adjunct	\$100.00	1/19/2023
Sewell, Pat	Professional Development Day	Adjunct	\$100.00	1/19/2023
Shipman, Peter	Professional Development Day	Adjunct	\$100.00	1/19/2023
Snyder, Stephen	Professional Development Day	Adjunct	\$100.00	1/19/2023
Sorensen, Marie	Professional Development Day	Adjunct	\$100.00	1/19/2023
Tsui, Lora	Professional Development Day	Adjunct	\$100.00	1/19/2023
Vorhis, Melissa	Professional Development Day	Adjunct	\$100.00	1/19/2023
Weed, Steve	Professional Development Day	Adjunct	\$100.00	1/19/2023
Williams, Diane	Professional Development Day	Adjunct	\$100.00	1/19/2023
Wojciechowicz, Lori	Professional Development Day	Adjunct	\$100.00	1/19/2023
Wolff, Sarah	Professional Development Day	Adjunct	\$100.00	1/19/2023

Employee	Department	Title/Rank	Salary	Employment Dates
Biata, Alanna	Professional Tutor	Adjunct	\$12,300.86	1/23/2023 To 5/19/2023
Feavearyear, Jody	Supplemental Instructor	Adjunct	\$2,141.40	1/23/2023 To 5/12/2023
Gallegos, Anna	Para-Professional Tutor	Adjunct	\$9,286.42	1/23/2023 To 5/19/2023
Gomezdela Torre Clavel, Macarena	Professional Tutor	Adjunct	\$12,300.86	1/23/2023 To 5/19/2023
Gray, Amanda	Professional Tutor	Adjunct	\$12,300.86	1/23/2023 To 5/19/2023
Hammond, Marli	Professional Tutor	Adjunct	\$12,300.86	1/23/2023 To 5/19/2023
Haverlock, Braden	Para-Professional Tutor	Adjunct	\$9,286.42	1/23/2023 To 5/19/2023
Kidder, Jennifer	Professional Tutor	Adjunct	\$4,247.11	1/23/2023 To 5/19/2023
Kilanowski, Deanna	Para-Professional Tutor	Adjunct	\$5,357.55	1/23/2023 To 5/19/2023
LaMorte, Michelle	Para-Professional Tutor	Adjunct	\$5,357.55	1/23/2023 To 5/19/2023
Lyon, Crystal	Professional Tutor	Adjunct	\$877.33	1/23/2023 To 5/19/2023
Mack, Alyssa	Professional Tutor	Adjunct	\$12,300.86	1/23/2023 To 5/19/2023
Mack, Josh	Professional Tutor	Adjunct	\$12,300.86	1/23/2023 To 5/19/2023
Miranda, Tracy	Professional Tutor	Adjunct	\$8,515.98	1/23/2023 To 5/19/2023
Reining, Shaun	Para-Professional Tutor	Adjunct	\$3,571.70	1/23/2023 To 5/19/2023
Snyder, Emily	Para-Professional Tutor	Adjunct	\$7,143.40	1/23/2023 To 5/19/2023
Srikrishna, Pinyaphat	Professional Tutor	Adjunct	\$7,096.65	1/23/2023 To 5/19/2023
Tau, Jediah	Professional Tutor	Adjunct	\$12,300.86	1/23/2023 To 5/19/2023
Telfer, Amber	Para-Professional Tutor	Adjunct	\$9,286.42	1/23/2023 To 5/19/2023
Walkuski, Eva	Para-Professional Tutor	Adjunct	\$7,143.40	1/23/2023 To 5/19/2023
Weaver, Bobbie	Professional Tutor	Adjunct	\$5,677.32	1/23/2023 To 5/19/2023
Wong, Haven	Para-Professional Tutor	Adjunct	\$3,571.70	1/23/2023 To 5/19/2023
Ahmed, Ahmed	CHEM101 M02 CHEM107 M01	Adjunct	\$11,241.00	1/25/2023 To 5/19/2023
Akbari, Parviz	CONT216 ME50	Adjunct	\$2,580.00	1/25/2023 To 5/19/2023
Al Shoffe, Yosef	BIOL119 M01	Adjunct	\$3,612.00	1/25/2023 To 5/19/2023
Almann, Nancy	BIOL114 BL1	Adjunct	\$3,747.00	1/25/2023 To 5/19/2023
Altmann, Herman	BIOL101 M02 BIOL102 M01	Adjunct	\$8,743.00	1/25/2023 To 5/19/2023
Anderson, Craig	CONT115 M01	Adjunct	\$2,435.00	1/25/2023 To 5/19/2023
Archer, Pamela	CAPS111 BL2 CAPS121 M04 CAPS121 M02 CAPS121 BL3 CAPS121 BL2 CAPS121 BL1 CAPS111 BL3	Adjunct	\$9,582.24	1/25/2023 To 5/19/2023
Arnold, Melanie	COMM110 ME50 ENGL298 M01 COMM298 M01	Adjunct	\$8,951.58	1/25/2023 To 5/19/2023
Aslanis, Ruth	GEOG130 ME50	Adjunct	\$3,096.00	1/25/2023 To 5/19/2023
Aspinwall, Breck	BIOL100 BL2	Adjunct	\$3,850.00	1/25/2023 To 5/19/2023
Bechtold, Charles	ENSC137 M01 MATH122 M01 MATH122 EL01	Adjunct	\$5,620.50	1/25/2023 To 5/19/2023
Bennett, Chauncey	COMM235 ME50	Adjunct	\$3,612.00	1/25/2023 To 5/19/2023
Christopher, Renee	BIOL202 M01	Adjunct	\$5,418.00	1/25/2023 To 5/19/2023
Cicciarelli, Richard	BIOL100 BL1 BIOL104 M01	Adjunct	\$7,315.00	1/25/2023 To 5/19/2023
Coleman, Cynthia	SOCI101 BL1 SOCI101 BL3	Adjunct	\$7,494.00	1/25/2023 To 5/19/2023
Cornish, Erin	MATH120 EL01 MATH120 M03 MATH120 M02 MATH120 M01 MATH120 EL03 MATH120 EL02	Adjunct	\$14,988.00	1/25/2023 To 5/19/2023
Doane, Eric	CRJU110 M01	Adjunct	\$3,096.00	1/25/2023 To 5/19/2023
Dovi, Nicholas	CONT208 ME50	Adjunct	\$2,922.00	1/25/2023 To 5/19/2023
Earley, Bernard	ENGL101 BL1 ENGL102 BL1 ENGL101 BL4	Adjunct	\$11,241.00	1/25/2023 To 5/19/2023
Eaves, Robert	MATH017 EL50 MATH200 BL3 MATH117 ME50 MATH117 EL50	Adjunct	\$6,818.00	1/25/2023 To 5/19/2023
Eckert, Regina	HSTY201 BL2	Adjunct	\$3,300.00	1/25/2023 To 5/19/2023
Eisenberg, Seth	CRJU215 BL1 PARC216 BL1 PARC101 BL1 PARA216 BL1 PARA101 BL1	Adjunct	\$18,735.00	1/25/2023 To 5/19/2023
Esworthy, Barrett	HSTY101 M01 HSTY201 M01	Adjunct	\$7,494.00	1/25/2023 To 5/19/2023
Evans, Christine	ESL 120 M01 SPAN102 M01 SPAN101 M02	Adjunct	\$11,730.00	1/25/2023 To 5/19/2023
Falk, Laura	WINE202 VE50	Adjunct	\$3,300.00	1/25/2023 To 5/19/2023

Employee	Department	Title/Rank	Salary	Employment Dates
Farah, Fred	BIOL101 M03 BIOL125 M01	Adjunct	\$10,928.75	1/25/2023 To 5/19/2023
Feavearyear, Jody	MATH029 EL50	Adjunct	\$1,249.00	1/25/2023 To 5/19/2023
Frisbie, Megan	ENGL101 M13 ENGL101 ME50	Adjunct	\$6,192.00	1/25/2023 To 5/19/2023
Fussner-Kelly, Shirley	MATH020 EL01 MATH020 EL03	Adjunct	\$4,400.00	1/25/2023 To 5/19/2023
Galezo, David	PHIL101 BL1 PHIL101 M01	Adjunct	\$7,494.00	1/25/2023 To 5/19/2023
Gammage-Sikora, Gina	SPAN101 BL1 SPAN102 BL1	Adjunct	\$7,494.00	1/25/2023 To 5/19/2023
Gonzalez Suarez, Jose	CONT203 M01	Adjunct	\$4,386.00	1/25/2023 To 5/19/2023
Grimm, Mark	ART 254 M01	Adjunct	\$2,052.75	1/25/2023 To 5/19/2023
Ha, Lien	DRAF118 ME50	Adjunct	\$4,985.25	1/25/2023 To 5/19/2023
Hamilton, William	MATH200 BL1 MATH200 ME50 MATH200 M03 MATH200 EL50 MATH200 EL03	Adjunct	\$9,288.00	1/25/2023 To 5/19/2023
Hamilton, William	MATH029	Adjunct	\$1,032.00	1/25/2023 To 5/22/2023
Hemingway Jones, Kathy	ENGL100 M07 ENGL101 M08	Adjunct	\$7,038.00	1/25/2023 To 5/19/2023
Hollenbeck, Charles	ENGL100 BL1 ENGL101 BL3	Adjunct	\$7,038.00	1/25/2023 To 5/19/2023
Irminger, Xiaoqin	ESL 110 M01	Adjunct	\$4,128.00	1/25/2023 To 5/19/2023
Josef, Keith	CHEM102 BL1	Adjunct	\$4,950.00	1/25/2023 To 5/19/2023
Kidder, Jennifer	MATH017 EL02 MATH117 M02 MATH117 EL02	Adjunct	\$4,996.00	1/25/2023 To 5/19/2023
Kobre, Michael	BIOL114 M02 BIOL132 ME50	Adjunct	\$10,304.25	1/25/2023 To 5/19/2023
Kyle, John	CAPS111 BL1 CAPS133 BL1 CAPS131 BL3 CAPS131 BL2 CAPS131 BL1 CAPS123 BL1 CAPS121 M03 CAPS111 M02 CAPS111 M01	Adjunct	\$13,118.25	1/25/2023 To 5/19/2023
LaFavor, Erik	SOCI101 M03 SOCI101 ME50	Adjunct	\$6,192.00	1/25/2023 To 5/19/2023
LaMorte, Michelle	Para-Professional Tutor	Adjunct	\$1,680.80	1/25/2023 To 5/19/2023
Lillard, Marketa	CHEM101 BL2 CHEM101 M01	Adjunct	\$7,917.75	1/25/2023 To 5/19/2023
Lillard, Marketa	CHEM101 M01 Contract Addition for lecture hours	Adjunct	\$879.75	1/25/2023 To 5/22/2023
Littell, Harry	ART 222 M01 ART 248 M01	Adjunct	\$8,211.00	1/25/2023 To 5/19/2023
Lyon, Crystal	ART 115 ME50 ART 123 M01 ART 118 M02 ART 116 ME50	Adjunct	\$14,448.00	1/25/2023 To 5/19/2023
Marie, Jill	ENGL103 M01 ENGL204 M01 ENGL201 M01	Adjunct	\$11,241.00	1/25/2023 To 5/19/2023
Marvin, Tracy	ENGL201 BL1 ESL 121 M01 ESL 112 M01	Adjunct	\$10,714.00	1/25/2023 To 5/19/2023
McCabe, Thomas	ENGL101 BL2	Adjunct	\$3,747.00	1/25/2023 To 5/19/2023
McComb, Jared	MATH029 EL07 MATH200 M07 MATH200 M06 MATH200 EL07	Adjunct	\$6,818.00	1/25/2023 To 5/19/2023
McLane, Todd	ENVS111 M01 ENVS142 F01	Adjunct	\$6,600.00	1/25/2023 To 5/19/2023
Millman-Brown, Randi	ART 104 M01	Adjunct	\$3,747.00	1/25/2023 To 5/19/2023
Murray, Kelly	BIOL131 ME50	Adjunct	\$5,113.50	1/25/2023 To 5/19/2023
Need, Barbara	SPAN101 M01	Adjunct	\$3,519.00	1/25/2023 To 5/19/2023
O'Connor, A.L.	PARA220 BL1	Adjunct	\$3,300.00	1/25/2023 To 5/19/2023
Oldfield, Scott	ART 120 M01 ART 120 M02	Adjunct	\$7,224.00	1/25/2023 To 5/19/2023
Opperman, William	ASL 102 M01	Adjunct	\$3,096.00	1/25/2023 To 5/19/2023
Osborne, James	ENGL101 M11 ENGL102 M03	Adjunct	\$6,192.00	1/25/2023 To 5/19/2023
Panzer, Nina	SOCI101 BL2	Adjunct	\$3,747.00	1/25/2023 To 5/19/2023
Parks, Paul	ART 102 M01	Adjunct	\$3,747.00	1/25/2023 To 5/19/2023
Peterson, Komekia	CDSC210 BL1	Adjunct	\$2,922.00	1/25/2023 To 5/19/2023
Pijanowski, Gregory	ASTR101 BL1	Adjunct	\$3,519.00	1/25/2023 To 5/19/2023
Pittsley, Jaclyn	ENGL102 BL2 ENGL102 BL3	Adjunct	\$7,038.00	1/25/2023 To 5/19/2023
Potter, Kristi	ENGL098 EL50 ENGL100 ME50 ENGL100 EL50	Adjunct	\$5,844.00	1/25/2023 To 5/19/2023
Raethka, Timothy	HLTH205 M01	Adjunct	\$3,519.00	1/25/2023 To 5/19/2023
Richards, David	BUAD201 M01 POSC103 BL1 BUAD202 BL1	Adjunct	\$11,241.00	1/25/2023 To 5/19/2023
Ritz Deutch, Ute	SOCI203 M01	Adjunct	\$3,747.00	1/25/2023 To 5/19/2023
Roach, Benjamin	CULI110 V01	Adjunct	\$6,331.00	1/25/2023 To 5/19/2023
Schat, Marjolein	ENVS101 M01 ENVS141 M01	Adjunct	\$10,263.75	1/25/2023 To 5/19/2023

Employee	Department	Title/Rank	Salary	Employment Dates
Schmid, Joseph	ACCT101 BL1 ACCT102 BL1	Adjunct	\$9,992.00	1/25/2023 To 5/19/2023
Seyfried, Matthew	ENGL201 BL2 ENGL201 ME50 ENGL201 M02	Adjunct	\$11,241.00	1/25/2023 To 5/19/2023
Sheehan, John	ANTH202 BL4 HSTY111 BL1	Adjunct	\$7,494.00	1/25/2023 To 5/19/2023
Sherman, Jill	ART 270 M01	Adjunct	\$3,612.00	1/25/2023 To 5/19/2023
Shipman, Peter	ENGL098 EL08 ENGL100 M08 ENGL100 EL08	Adjunct	\$5,844.00	1/25/2023 To 5/19/2023
Shortell, Westbrook	COMM140 M02 COMM210 M02	Adjunct	\$6,818.00	1/25/2023 To 5/19/2023
Sidle, Jason	HRMG206 V01	Adjunct	\$3,096.00	1/25/2023 To 5/19/2023
Snyder, Stephen	BIOL101 BL1 BIOL101 BL2	Adjunct	\$8,743.00	1/25/2023 To 5/19/2023
Sorensen, Ann Marie	ESL 111 M01	Adjunct	\$4,128.00	1/25/2023 To 5/19/2023
Stratford, Aoise	ENGL256 M01	Adjunct	\$3,096.00	1/25/2023 To 5/19/2023
Suben, Mark	CRJU215 M01 POSC104 M01 POSC103 M01 PARC216 M01 PARA216 M01	Adjunct	\$15,480.00	1/25/2023 To 5/19/2023
Tilton, Laurel	Para-Professional Lab Technician	Adjunct	\$8,740.16	1/25/2023 To 5/22/2023
Timonin, Michael	HSTY102 M01 HSTY202 M01	Adjunct	\$6,192.00	1/25/2023 To 5/19/2023
Tsui, Lora	ENGL101 M02 SOCE258 M01 ENGL258 M01	Adjunct	\$9,288.00	1/25/2023 To 5/19/2023
Vazenios, George	MATH020 EL50 MATH120 ME50 MATH120 EL50	Adjunct	\$7,038.00	1/25/2023 To 5/19/2023
Weaver, Bobbie	ENGL101 M03 ENGL204 M02	Adjunct	\$5,844.00	1/25/2023 To 5/19/2023
Weed, Steve	ENGL101 M04 ENGL210 M01 ENGL102 M02	Adjunct	\$10,557.00	1/25/2023 To 5/19/2023
Wheaton, Justin	ENGL100 BL2	Adjunct	\$2,922.00	1/25/2023 To 5/19/2023
Williams, Diane	BIOL101 M01	Adjunct	\$4,371.50	1/25/2023 To 5/19/2023
Wojciechowicz, Donald	BIOL112 M01 BIOL112 M02	Adjunct	\$7,224.00	1/25/2023 To 5/19/2023
Wojciechowicz, Lori	CHEM108 M01 CHEM108 M02	Adjunct	\$9,288.00	1/25/2023 To 5/19/2023
Wolff, Sarah	ENGL101 M01	Adjunct	\$3,519.00	1/25/2023 To 5/19/2023
Woloszyn, Alexander	ACCT101 M01 ACCT120 BL1 ACCT102 M01	Adjunct	\$11,352.00	1/25/2023 To 5/19/2023
Young, Tammi	BIOL232 M01 RECR285 BL1 RECR232 M01 RECR112 M01	Adjunct	\$11,000.00	1/25/2023 To 5/19/2023
Zaia, Heather	ENGL101 M06	Adjunct	\$2,922.00	1/25/2023 To 5/19/2023
February				
Cornish, Erin	Develop/instruct non-credit workshop on basic math skills, geometry and trigonometry apprentices - biz	Adjunct	\$4,711.08	2/06/2023 To 3/10/2023
March				
Burns, Frank	HRMG107 M01	Adjunct	\$1,032.00	3/6/2023 To 4/14/2023
Carr, Kyle	COMM111 ME50 COMM112 ME50	Adjunct	\$2,915.17	3/6/2023 To 5/19/2023
Cotraccia, Erica	CDSC101 BL1	Adjunct	\$3,896.00	3/6/2023 To 5/19/2023
Gilbert, Mary	ENGL102 BL4	Adjunct	\$3,747.00	3/6/2023 To 5/19/2023
Goldfeld, Alla	PHSC211 M01	Adjunct	\$4,383.00	3/6/2023 To 5/19/2023
Hartnett, Gerri-Ann	PSYC103 ME50	Adjunct	\$3,096.00	3/6/2023 To 5/19/2023
Lewis, Justine	SOC1101 M06	Adjunct	\$3,096.00	3/6/2023 To 5/19/2023
Mello, Kaili	ENGL100 BL3	Adjunct	\$2,922.00	3/6/2023 To 5/19/2023
Moore, Becka	CDSC110 BL1 HUMS128 BL1	Adjunct	\$3,896.00	3/6/2023 To 5/19/2023
April				
Orejuela, Jorge	ANTH270 MLC1	Adjunct	\$6,451.50	4/17/2023 To 5/19/2023

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

February 16, 2023

Resignations/Retirements/Separations

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Alexis Dengel	Student Success Advisor	Student Success	05/31/23	Retirement
Karen Miller	Coordinator of Global Partnerships and Programs	Global Connections	01/25/23	Resigned
John Witkiewicz	Clinical Counselor	Wellness Services	01/27/23	Resigned
Julie Ray	Curriculum Assistant	Registrar	07/14/23	Retirement

FACULTY STUDENT ASSOCIATION

Andy Davis	Office Operations Coordinator	Athletics & Recreation	02/15/23	Resigned
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BISTRO

None

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-23**

SHARED GOVERNANCE (COLLEGE SENATE) BYLAWS - REVISION

WHEREAS, the Board of Trustees of Tompkins Cortland Community College approved resolutions establishing a revised governance system for the College in April 1984, and

WHEREAS, the Board of Trustees of Tompkins Cortland Community College approved the Bylaws for the College Governance in May 1998 establishing the College Forum, and

WHEREAS, the Board of Trustees of Tompkins Cortland Community College approved Revised College Forum Bylaws in June 2007, June 2010, September 2013, and College Senate Bylaws in June 2019 and

WHEREAS, the proposed revisions have been recommended by the College Senate and presented by the co-chairs to the President, and

WHEREAS, the President is recommending that the Board of Trustees of Tompkins Cortland Community College approve the revisions, therefore be it

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College approve the attached proposed changes to the Shared Governance (College Senate) Bylaws, and be it further

RESOLVED, that the College administration is hereby charged with implementing these revisions to the Shared Governance (College Senate) Bylaws.

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 16th day of February 2023, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 16th day of February 2023.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE BYLAWS FOR COLLEGE GOVERNANCE

Article 1: Preamble

In accordance with the Mission, Vision, Values, and Goals developed at Tompkins Cortland Community College, and with the approval of the Board of Trustees, the President, and the College staff, a Shared College Governance Model has been established.

Article 2: Governance Structure

Governance shall consist of an elected, College-wide committee known as the “College Senate.” Meetings shall be open to all members of the College community.

Article 3: Purpose and Function

The College Senate represents faculty, staff, students, and administrators in the campus Shared Governance process. The College Senate fosters a dynamic, open, and cooperative process which seeks input and recommendations from all campus constituencies to inform decision-making to help the College best achieve its Mission and Goals. This participatory structure and process will assist the campus community to communicate and collaborate in a respectful, honest, and productive manner regarding decisions that are for the good of the College as a whole in terms of establishing its course and direction.¹

The College Senate shall:

- 3.1** Provide an opportunity and structure for the constituencies of Tompkins Cortland Community College (TC3) to formulate positions on policy matters of common interest to the College for transmittal to the President and the Board of Trustees.
- 3.2** Provide an opportunity for constituencies of TC3 to act in an advisory, consultative, and planning capacity to the President.
- 3.3** Provide lines of communication and the opportunity for exchange of ideas between individuals and constituencies of the College on matters of common interest. **See Appendix I**
- 3.4** Provide a mechanism for recommendations to the President on the establishment of and procedures for designated councils and committees of the College.
- 3.5** Provide for the establishment and coordination of a College-wide governance system of committees.
 - 3.5.1** If a policy or major operational implications are apparent in any group functioning outside of the established governance system, the Chairperson(s) of the College Senate may meet with that group or appropriate administrator to include that work as part of the College Senate.

¹ Adapted from Broome Community College’s College Assembly

- 3.6** Provide an open forum and channel of communication among members of the College community regarding operational decisions of relevance to the campus community.²
- 3.7** Establishment of a committee or dissolution of a committee can take place after review and due deliberation.
- 3.7.1** Criteria for establishing a committee:
- 3.7.1.1** Potential committees must submit a committee charge form to the College Senate chairperson(s).
 - 3.7.1.2** Each committee may at any time propose changes to its charge or composition. Such changes shall take effect only upon approval by the College Senate.
 - 3.7.1.3** Review: The College Senate shall review the charges and compositions of all committees at least every three (3) years.
- 3.7.2** Criteria for dissolution of a committee:
- 3.7.2.1** If a committee's function/charge becomes obsolete.
 - 3.7.2.2** If for a period of one (1) year a committee becomes inactive or
 - 3.7.2.3** Noncompliant (not following the committee's charge) or
 - 3.7.2.4** If a standing committee does not report to the College Senate according to Article 12 of the College Senate bylaws. Any committee wishing not to be dissolved may submit a proposal to the College Senate describing how they will remedy their inactivity or noncompliance for the following year.
 - 3.7.2.5** If during the following year the committee does not comply with the proposed remedies, and has remained inactive or noncompliant for a period of two (2) years, the committee shall be dissolved.
 - 3.7.2.6** The College Senate shall send formal notification of a committee's dissolution to the College Community.

Article 4: Membership

- 4.1** The College Senate shall be made up of a maximum of nineteen (19) voting members from identified groups within the College community.
- 4.1.1** Fifteen (15) members shall be elected from the employee groups of the College as follows:
- Three (3) members shall be elected from the Teaching Faculty (2 year term)
 - Three (3) members shall be elected from the Classified Staff (2 year term)
 - Three (3) members shall be elected from the Non-Teaching Faculty and Administrative Staff (2 year term)
 - Three (3) members shall be elected from the Faculty Student Association employees (2 year term)
 - Three (3) members shall be elected at-large from the above-named employee groups (2 year term)
- 4.1.2** Four (4) members shall be selected for election from the following groups:
- It shall be the responsibility of the College Senate chairperson(s) to arrange for the selection of two (2) Adjunct/Contract employee

² 3.1-3.6 Adapted from Mohawk Valley Community College By-laws, 2.1-2.6, 5/1/18

representatives, elected by Adjunct/Contract employees, at the beginning of the academic year. Adjunct/Contract employee terms of membership shall be for one year and only two consecutive terms.

- It shall be the responsibility of the College Senate chairperson(s) to arrange for the selection of two (2) student representatives through the Student Advisory Board. Student terms of membership shall be for one year.

- 4.1.3** Ex-Officio, non-voting members: One member from the President's Cabinet or Executive Leadership Team shall be present at each meeting to facilitate communication flow between the Executive Branch and the College Senate. The Faculty Council of Community Colleges (FCCC) delegate should either present or send an update to the College Senate at least once a month.
- 4.2** Any staff member whose position is not clearly identified by the terms Teaching Faculty, Non-Teaching Faculty, Classified Staff, Administrative Staff, or Faculty Student Association employees, shall be considered a part of the employee group identified as Non-Teaching Faculty/Administrative Staff. Examples include, but are not limited to, positions identified as Technical Assistant, Learning Lab Specialist, and Management Confidential (excluding Executive branch membership).
- 4.3** No person shall serve as a College Senate member for more than two consecutive terms.
- 4.4** If the completion of the term as Chairperson coincides with the end of their College Senate term, they then shall continue as an ex-officio member for one year. This shall be for the purpose of providing continuity in the leadership of the College Senate. Otherwise, they shall continue as a member of the College Senate for the completion of their term.³
- 4.5** An open call for nominations will be sent by members (not necessarily any specific officer) of the College Senate six (6) weeks prior to the end of the semester to solicit nominees for open seats in order to populate a ballot.
- 4.5.1** All nominees shall be identified on the ballot by employee group: Teaching Faculty, Classified Staff, Non-Teaching Faculty/Administrative Staff, or Faculty Student Association employees.
- 4.5.2** Instances where more nominations exist than seats available for elected members shall be selected as follows:
- 4.5.2.1** The nominees with the highest vote tallies within that employee group shall fill the requisite number of seats identified for a particular employee group. When all designated seats have been filled, the remaining nominees shall then be considered at-large and seats shall be filled by those nominees with the highest vote tallies, without regard to employee designation. This applies to new members and members wishing to carry on to a second term. Both shall be on the ballot with the highest vote tallies taking available seats.
- 4.5.3** Before the end of the academic year, the newly constituted College Senate shall meet and elect the Chairperson(s) to serve for the following academic year.
- 4.6** The term of the newly elected College Senate shall begin on the first day of the next academic year.

³Mohawk Valley Community College By-laws, 4.3.2, 5/1/18

Article 5: Officers, Terms & Other Roles

5.1 Chairperson(s): One or two College Senate chairperson(s) for the forthcoming year shall be elected from, and by, the College Senate members for a one-year term. If the Chairperson(s) vacates the office before the expiration of his/her term, election shall be made from among the voting membership of the College Senate as soon as possible to fill the position. The total compensation for the chairperson(s) during each of the Fall and Spring semesters shall be at a rate of \$1850.00 beginning the Spring 2007 semester and thereafter increased at the range movement provided in the Faculty Association contract.

5.1.1 Chairperson(s) Duties

- 5.1.1.1** Set the agenda for all regular and special meetings of the College Senate.
- 5.1.1.2** Preside over all regular and special meetings of the College Senate and at all College Senate sponsored forums.⁴
- 5.1.1.3** Communicate with the College President and Provost on a regular basis.
- 5.1.1.4** Provide a written report for the Board of Trustees each month; attend and report at the College's Board of Trustees meetings.
- 5.1.1.5** Ensure that the review of the College committees' charges take place every three (3) years.
- 5.1.1.6** Arrange for a College Senate member to participate in the College's review of their policies every three (3) years.
- 5.1.1.7** Ensure that ad hoc committees obtain and analyze specific information for the use of the College Senate.
- 5.1.1.8** Review minutes of the College Senate meetings and reports of any College Senate sponsored events before they are distributed to the entire College community.⁵
- 5.1.1.9** Attend, if possible, the annual SUNY Voices - Shared Governance Conference.

5.2 Secretary: A secretary for the forthcoming year shall be elected from, and by, the College Senate members for a one-year term. Election shall follow the nomination of new College Senate members and shall be held prior to the end of the academic year. If the Secretary vacates the office before the expiration of his/her term, an election shall be made from among the voting membership of the College Senate as soon as possible to fill the position. The secretary shall be compensated during each of the Fall and Spring semesters at a rate of \$700.00 beginning the Spring 2007 semester and thereafter increased at the range movement provided in the Faculty Association contract.

5.2.1 Secretary Duties:

- 5.2.1.1** Ensure that scheduled meetings are sent to College Senate members.
- 5.2.1.2** Forward the agenda and all pertinent materials to the College Senate members and College community no later than three (3) work days prior to the College Senate meeting.
- 5.2.1.3** Ensure that accurate minutes of each meeting are taken and make every

⁴ Mohawk Valley Community College By-laws, 4.4.1.1.1, 5/1/18

⁵ Mohawk Valley Community College By-laws, 4.4.1.1.11, 5/1/18

attempt to distribute them to all appropriate people within one week of a meeting. The minutes shall record all motions and the action taken thereon, absences, dates and time of convening and adjourning, the essence of discussion on a motion when such information will aid in the understanding of a motion, and direct action of the College Senate and all pertinent announcements.

5.2.1.4 Maintain the contents of the College Senate public folders and the College Senate website.⁶

5.2.1.5 In the absence of the College Senate Chairperson(s), the Secretary shall preside over the scheduled College Senate meeting.

5.3 Non-compliance of members:

5.3.1 College Senate members are expected to attend all scheduled meetings. Should they be unable to attend, they must notify the chairperson(s) or secretary in advance and they will be noted as excused in the minutes.

5.3.2 The College Senate shall have the right to dismiss members who miss more than three unexcused meetings of the College Senate in any given year. If a member is determined, based on meeting attendance not fulfilling their role, the seat will be considered vacant upon approval with a majority vote.

5.3.3 College Senate officers are expected to fulfill the roles of their respective positions. Should those expectations of their positions not be fulfilled they may be removed as an officer by a majority vote of those College Senate members present.

Article 6: Meetings

6.1 Regular meetings of the College Senate shall be scheduled no fewer than once a month during fall and spring academic terms.

6.2 Additional meetings may be called at the discretion of the Chairperson(s).

6.3 Meetings of the College Senate, as well as any standing committees, shall be open to all members of the College community.

6.4 At the beginning of each semester, the College Senate shall set a consistent meeting schedule. In the case of an operational decision that must be made prior to the beginning of an academic year, a special summer meeting(s) may be called by the Chairperson(s).

6.5 The College Senate shall establish a set of Standing Rules. Robert's Rules (latest edition) will govern the conduct of the College Senate as well as all committees. A quorum shall be considered half the voting members plus one excluding any unfilled seats.

6.6 Voting:

6.6.1 All members are equal voting members; proxy votes are not permitted.

6.6.2 At any time voting can be done by secret ballot.

6.6.3 When an urgent issue must be decided and it is not possible to convene a regular or special meeting of the full College Senate, the Chairperson(s) may ask for and receive an e-mail vote on an item of business or electronic voting system.

⁶ Mohawk Valley Community College By-laws, 4.4.3.1.3, 5/1/18

- 6.7 College Senate meetings should be held in person as often as possible but on an as needed basis the committee can decide as a whole to offer remote meetings as well as remote voting.

Article 7: Information

- 7.1 Electronic mail shall be considered the primary means of disseminating information between the College Senate and the College community. All agendas, minutes, and other appropriate documents shall be posted to “Everyone” public groups for staff and students, or the equivalent.
- 7.2 Agendas and minutes shall be made available to the College community at least three business days prior to all meetings. Unapproved minutes shall be distributed at least three (3) days prior to next meeting.
- 7.3 In order to foster communication to and from the Board of Trustees, the Chairperson(s) shall attend regular Board of Trustees meetings and shall be afforded time on the agenda to share information relating to business currently under consideration in the College Senate.

Article 8: Item of New Business to come before the College Senate.

- 8.1 Any member of the College community may request that an item of business be considered by the College Senate.
- 8.1.1 Materials for proposals must be submitted in writing to the chairperson(s) of the College Senate at least seven (7) days before a scheduled discussion or vote.
- 8.1.2 Any item of new business not brought to the College Senate Chairperson(s) within two (2) weeks prior to a regular meeting may be tabled until the following regular College Senate meeting.
- 8.1.3 The chairperson(s) will distribute the materials to the College Community at least ten (10) days before the scheduled meeting.
- 8.1.4 The presenter shall provide a written rationale for consideration of the new item of business by the College Senate and the presenter will be available either during the meeting or after to answer any questions.
- 8.1.5 The College Senate chairperson shall determine as to whether the particular item of new business is appropriate for the College Senate.
- 8.2 Any member of the College community may petition the College Senate to consider a particular item of new business. Upon presentation of a petition signed by 20 percent of the College community requesting that an item of new business be considered, and stating that the signatories believe that the particular item of new business will have a significant impact on the College’s Mission, Vision, Values, and Goals, the College Senate shall consider the item.

Article 9: Appeal Process

- 9.1 In those instances when any member of the College community wishes to appeal the recommendation/action by the College Senate, they should submit a petition, signed by 20 percent of the College community, to the College Senate. The College Senate will then be

obligated to commence, within fifteen (15) working days, a meeting of the College community to consider the subject of said petition.

Article 10: Definitions

For purposes of Governance the following definitions shall apply:

- 10.1** Staff: The term “staff” shall include any person currently employed in the employee groups defined as Adjunct/Contract employee, Teaching Faculty, Non-Teaching Faculty, Technical Assistant, Learning Lab Specialist, Classified Staff, Administrative Staff, full-time Coltivare employees, full-time TC3 Farm employees or Faculty Student Association, Management Confidential, excluding the President and President’s Cabinet or Executive branch.
- 10.2** Student: The term “Student” shall include any currently enrolled student who is matriculated in a degree or certificate program and who is in good academic and conduct standing.
- 10.3** College Community: The term “College Community” shall be the most inclusive and shall include all current faculty, staff, adjunct faculty, students, the President, the President’s Cabinet, and members of the Board of Trustees.
- 10.4** Institutional Policy/Policy: “Institutional Policy” and “Policy” shall be defined for the purposes of Governance as those policies which require Board of Trustees approval and which then serve as guiding principles for the College. Nothing in these bylaws shall be construed to shift the ultimate approval or disapproval of a recommended policy from the Board of Trustees nor shall governance encroach on those issues that are within the purview of collective bargaining contracts.
- 10.5** Operational Decision: “Operational Decision” shall be defined as administrative decisions that affect the ongoing functions and operations of the College. Nothing in these bylaws shall be construed to shift the ultimate decision-making authority, in regard to operational decisions, from the President.
- 10.6** Academic Year: For the purposes of these bylaws, the term "academic year" shall refer to the period of time considered to be the contract year for ten-month employees under the Faculty Association contract.
- 10.7** Definitions of Organizational Groups **See Appendix II**

Article 11: Bylaw Amendments

Any proposal to amend these bylaws must fulfill the following requirements:

- 11.1** Written copies (printed or emailed) of the proposed amendment shall be distributed to all members of the College Senate at least seven (7) calendar days prior to the date of the regular College Senate meeting at which the amendment is to be formally introduced and discussed.
- 11.2** The amendment shall be adopted by a two-thirds (2/3) affirmative vote of the College Senate membership, excluding any unfilled seats.
- 11.3** All amendments shall become effective upon recommendation to the President to, and approval by, the Board of Trustees of Tompkins Cortland Community College.

- 11.4 These bylaws shall be reviewed in their entirety, by an ad hoc committee, at least once every three (3) years.⁷

Article 12: Standing Committees (pending for spring semester)

The College Senate ensures the work of standing committees of the College through oversight. This will take place by facilitating communication, development of recommendations, and the development of college-wide policy.

- 12.1 Standing Committees of the College Senate:

See Appendix III

- 12.1.1 Committees will receive their charge from the President or College Senate.

12.1.1.1 The committees will be given a committee charge form to fill out and return to the secretary of the College Senate to submit for College Senate approval.

See Appendix IV

- 12.2 Communications:

12.2.1 Annually, all standing committee chair(s) or designee will report in person and in writing to the College Senate. Action items must be forwarded to the College Senate chair(s) two (2) weeks prior to the meeting date.

12.2.2 Every three (3) years a review will take place of each of the standing committees' charges and structure.

Article 13: SUNY Chancellor's Awards

The College Senate shall oversee the SUNY Chancellor's Awards process each year. The Chairs of the College Senate shall be deemed the President's appointees.

13.1 It is the responsibility of the Chairs to review the list of award titles, the number of nominees the College can put forward, deadlines for each award, and the creation of the selection committee.

13.1.1 Selection committee to consist of a sub-committee of the College Senate and additional community members as needed, as well as an appointee from the President in an ex-officio capacity.

13.2 The College Senate Chair(s) shall email the College community to put a call out for nominations.

13.2.1 Email notification shall include list of award titles, attachments of nomination Microsoft Forms or present system being used and clearly state deadlines.

- Separate forms are needed for Excellence in Adjunct Instruction and Excellence in Classified Services. All other awards may share the same form.
- Nominations for Excellence in Adjunct Instruction needs to be requested first, as the deadline is during the Fall semester.

13.2.2 Nomination forms may be accessed by to the College Senate Chairs and/or Secretary.

- Forms shall be stored on the College Senate SharePoint site for easy access by the Secretary or Chairs.

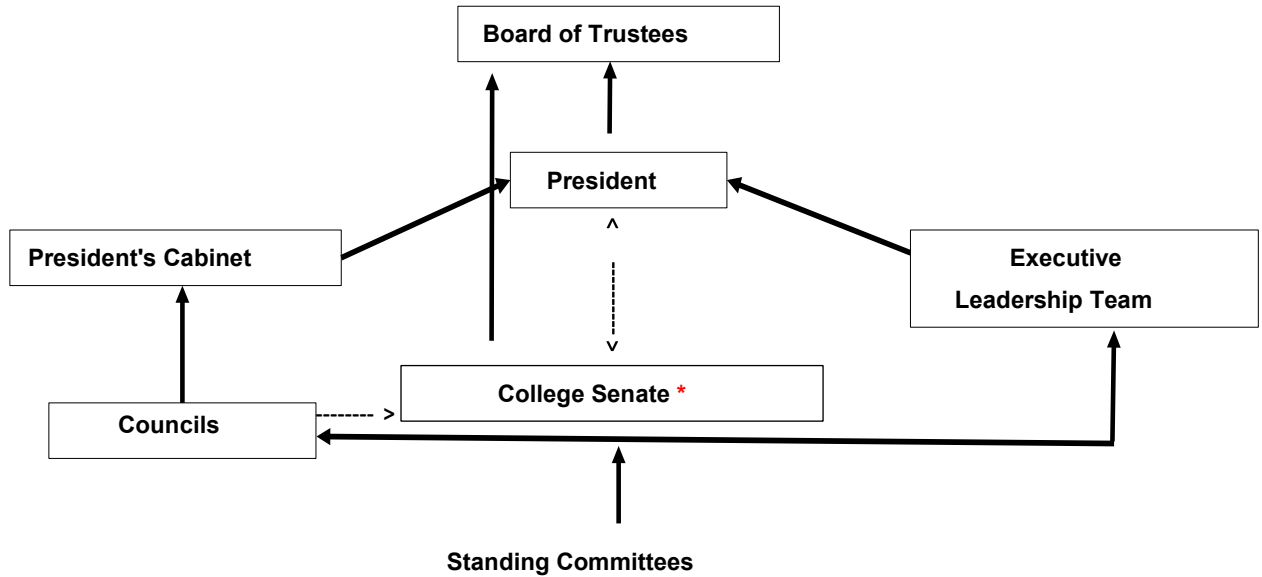
⁷ Article 11, Mohawk Valley Community College By-laws, Article 9, 5/1/18

- Forms need to be checked each year to ensure that qualification requirements listed at the top of the form are correct.

- 13.3** The Senate Chairs or Secretary will forward the list of nominees to Human Resources, along with qualification requirements of each award, to determine eligibility. Human Resources will return the list of eligible candidates to the Chairs or Secretary.
- 13.3.1** The Senate Chairs or Secretary will provide a list of names of the selection committee members to Human Resources.
- 13.3.2** Human Resources will email Confidentiality Agreements to Committee members. Once Confidentiality Agreements are obtained, Human Resources will release nominee packets which only include: nomination letters, personal statement, and updated resume.
- 13.4** Human Resources will email nominees with generic statement of award nomination and request for personal statement and updated resume along with permission to be shared with the selection committee.
- 13.5** List of eligible candidates will be shared with selection committee to review and select nominee.
- 13.5.1** Nominees will not be included in process. Nominees will be given the opportunity to provide supporting documentation in the form of a personal statement and updated resume, as mentioned in 13.3.2.
- 13.6** Selection committee will forward list of chosen nominees to Senate Chairs so that Chairs can complete SUNY nomination memo for President to complete packets.
- 13.7** President's Office to compile necessary documentation, including Presidential letter, into pdf files and email designated SUNY representative named on the award website by the stated deadline.

Appendix I

College Senate Reporting Flowchart



-----> = presents to/shares with
—————> = reports to
* = Each member represents their respective constituency in the College community.

Appendix II

Definitions of Organizational Groups

Executive Branch of the College

- Includes the President, the President's Cabinet, and the Executive Council.

College Senate

- Body whose charge comes from the President and/or the Board of Trustees
- Recommends/presents to the President of the College
- Reports to the Board of Trustees
- Shared governance body for the academic institution providing a voice and representation for faculty, staff, students, and administrators in the campus shared governance process.
- Provides a vehicle for shared governance, student input and participation in the affairs and activities of Tompkins Cortland Community College
- The College Senate shall consider matters and make recommendations relating to the constituencies of the College, including, but not limited to, the faculty, staff, and students, both full-time and part-time, and relating to problems, policies and programs and to the governance and general welfare of the college
- Seeks input and recommendations from all campus constituencies to inform decision-making that will help the College best achieve its mission and goals
- Assists the campus community to communicate and collaborate in a respectful, honest, and productive manner regarding decisions that are for the good of the College as a whole

Standing Committee

- Long-term body formed to address ongoing topics, trends, concerns/issues affecting/impacting the College community
- Reports directly or indirectly to the College Senate
- All standing committees must be recognized by and comply with the organizational structure set forth by the College Senate (form completed and reviewed every three (3) years)
- May propose changes to its charge or composition. Such changes shall take effect only upon approval by the College Senate or governing council
- Membership – less restrictive, more representation by the College community

Ad Hoc Committee

- Body created to complete a short-term task
- Reports to the creating body
- Dissolves upon completion of the assigned task
- Membership – composed of members of the assigning council or committee or other College Community members as needed

Recommendations for Council Formation and Function

(Councils are not under the purview of the College Senate)

- Body whose charge comes from the Executive Branch

- Reports directly to the Executive Branch of the College
- May present to the College Senate
- Offers expertise, consultation, guidance, or discussion of issues in response to committee reports
- Body requires bylaws
- Membership-through appointment or election; membership terms required
- Distributes information

Appendix III

(Pending updates Spring semester 2023)

College Senate
Standing Committees

Academic Assessment Committee

Budget Committee

Campus Safety Advisory Committee

Campus Advocacy, Referral and Education (CARE)

Committee on Academic Standards (COAS)

Curriculum Committee

Diversity, Equity, and Action Council (DEAC)

Guided Pathways Steering Committee Information

Information Security Management Program

Security Program Committee

Survey and Research Review Committee

Staff Development Committee

Student of Concern

TAG (Technology Advisory Group)

Possible separation into work groups

Holiday Luncheon Committee

Stress Less

Appendix IV



Name of Committee

- | | |
|-----------|---|
| Article 1 | Function |
| | <ul style="list-style-type: none">a. General statement or purpose statementb. What this committee is responsible for |
| Article 2 | Membership |
| | <ul style="list-style-type: none">a. Membership distributionb. Term of officec. What happens if a member is unable to continue?d. Removal from committee for non-participatione. Note taking responsibilities |
| Article 3 | Chair |
| | <ul style="list-style-type: none">a. Who appoints the chair?b. Terms of appointmentc. Duties of chair |
| Article 4 | Meetings |
| | <ul style="list-style-type: none">a. Regular meetings set by chairb. Special meetings may be called by chairc. Quorumd. Meetings are open to everyonee. Notes and agendas are posted |
| Article 5 | Changing the Charge of the Committee |
| | <ul style="list-style-type: none">a. Approval by the College Senateb. Committee reviews its work annually |

Updated 4/23/19

Workforce Development Initiative Grant (Science & Engineering Labs)

The first grant submitted was in fall 2019 and revised shortly thereafter to approximately half the amount at SUNY's request. Two of three reviewing organizations awarded the grant, however COVID delayed the third from awarding until August of 2021. The project has been designed to be completed for Fall 2023 classes.

The scope of work is to renovate and stock six labs with the latest equipment within Physics, Chemistry, an almost twice-as-large Electronics lab, an expanded Construction/Advanced Manufacturing lab, and two advanced Technology labs that support credentials like Surveying, Graphical Information Systems (GIS), and Civil Engineering (Level I). These renovations will enable the College to support future local industry needs.

The College submitted a \$3.12M design in 2019. We now expect the cost to rise to \$3.63M, 16% over budget without any compromises to the design or teaching capabilities built into the design and curriculum. Prior to demolition, the College discovered encapsulated asbestos in our spackling, glue between sheetrock and glue under lab table tops. Work was completed over winter break, however this cost of \$161K was not budgeted.

Our mediation plans to carry out the design include: 1) value engineering with awarded contractors, 2) transfer some lab equipment purchases to other grants, 3) a use of existing stranded capital State funds with matching 3rd party funds for electrical upgrades, 4) further demolition needs with College staff and/or 5) a short delay of classroom technology purchases until new funding source may be secured.

The following 6 trade bids represent \$1,280.4K and are being recommended for approval:

- 1) Framing/Insulation/Drywall to Schalk for \$165K; 6 bids were solicited, 1 bid was received.
- 2) Acoustical & Wood Slat Ceiling to Schalk for \$200K; 3 bids were solicited, 1 bid was received.
- 3) Floor Covering to CKS for \$125.6K; 3 bids were solicited, 2 bids were received.
- 4) Plumbing to DFM Mechanical for \$197K; 6 bids were solicited, 2 bids were received.
- 5) HVAC to DFM Mechanical for \$264K; 8 bids were solicited, 3 were received.
- 6) Electrical to Matco for \$327.8K; 9 bids were solicited, 4 were received.

Three other trades were included in this bidding process but received no bids (Excavation & Masonry, Glass, and Doors/Frames/Hardware). These are expected to be rebid this month. In all, the total December/January bidding effort generated 71 bid solicitations with only 20 bid responses.

Below is a breakdown of how the funds are being allocated to date:

Workforce Development Grant (in 000s)		
2/1/2023		
<i>Engineering</i>		\$52
<i>Construction</i>		
Prior Awards	\$799	
Recommend Awarding	\$1,279	
Future Bids	\$495	
College Demolition Labor		
Contingency (5%)	\$129	
Total Construction		\$2,702
<i>Furniture</i>		\$132
<i>Equipment</i>		
Lab Equipment	\$374	
Computer Tech (PCs/Monitors/Printers)	\$116	
Classroom Technology (e.g., projectors)	\$195	
Software	\$60	
Total Equipment		\$745
Total Spend		\$3,631
Grant		\$3,120
Surplus (Shortfall)		-\$511
% Surplus (Shortfall)		-16%

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-25
Acoustical and Wood Slat Ceiling (Labs WDI)**

WHEREAS, there is a need for Acoustical & Wood Slat Ceiling at TC3 as required, and

WHEREAS, the College has complied with New York General Municipal Law Section 103, and solicited sealed bids for the Acoustical & Wood Slat Ceiling and

WHEREAS, Edward Schalk & Son, has provided the lowest responsible bid based on specifications that were distributed to all bidders, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College awards the bid for Acoustical & Wood Slat Ceiling to Edward Schalk & Son per their bid of \$200,000.00. The award is subject to the fulfillment of all necessary and appropriate contingencies, including but not limited to verifications by Faculty that the required specifications have been met, approval of all governmental agencies having jurisdiction, the furnishing by contract of required insurance, and acceptable recommendation, be it further

RESOLVED, that the Board of Trustees hereby authorizes the Administration to approve any change orders for work that may be necessary to complete this project as long as the changes do not exceed 10% of this work.

STATE OF NEW YORK:
SS:
COUNTY OF TOMPKINS:

I, JAN BRHEL, CLERK of the Board of Trustee of Tompkins Cortland Community College,
DO HEREBY CERTIFY that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on this 16th day of February 2023 and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 16th day of February 2023.

Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-26
Drywall, Framing, and Insulation (Labs WDI)**

WHEREAS, there is a need for Drywall, Framing, and Insulation at TC3 as required, and

WHEREAS, the College has complied with New York General Municipal Law Section 103, and solicited sealed bids for the Drywall, Framing, and Insulation and

WHEREAS, Edward Schalk & Son, has provided the lowest responsible bid based on specifications that were distributed to all bidders, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College awards the bid for Drywall, Framing, and Insulation to Edward Schalk & Son per their bid of \$165,000.00. The award is subject to the fulfillment of all necessary and appropriate contingencies, including but not limited to verifications by Faculty that the required specifications have been met, approval of all governmental agencies having jurisdiction, the furnishing by contract of required insurance, and acceptable recommendation, be it further

RESOLVED, that the Board of Trustees hereby authorizes the Administration to approve any change orders for work that may be necessary to complete this project as long as the changes do not exceed 10% of this work.

STATE OF NEW YORK:
SS:
COUNTY OF TOMPKINS:

I, JAN BRHEL, CLERK of the Board of Trustee of Tompkins Cortland Community College,
DO HEREBY CERTIFY that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on this 16th day of February 2023 and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 16th day of February 2023.

Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-27
Electrical Construction – WDI Lab Renovations**

WHEREAS, there is a need for Electrical Construction for Labs at TC3 as required, and

WHEREAS, the College has complied with New York General Municipal Law Section 103, and solicited sealed bids for the Electrical Construction, and

WHEREAS, Matco Electric of Vestal, NY, has provided the lowest responsible bid based on specifications that were distributed to all bidders, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College awards the bid for Electrical Construction to Matco Electric per their bid of \$327,800.00. The award is subject to the fulfillment of all necessary and appropriate contingencies, including but not limited to verifications by Faculty that the required specifications have been met, approval of all governmental agencies having jurisdiction, the furnishing by contract of required insurance, and acceptable recommendation, be it further

RESOLVED, that the Board of Trustees hereby authorizes the Administration to approve any change orders for work that may be necessary to complete this project as long as the changes do not exceed 10% of this work.

STATE OF NEW YORK:
SS:
COUNTY OF TOMPKINS:

I, JAN BRHEL, CLERK of the Board of Trustee of Tompkins Cortland Community College,
DO HEREBY CERTIFY that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on this 16th day of February 2023 and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 16th day of February 2023.

Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-28
Flooring for Lab Renovations**

WHEREAS, there is a need for Flooring for Lab Renovations at TC3 as required, and

WHEREAS, the College has complied with New York General Municipal Law Section 103, and solicited sealed bids for the Flooring for Lab Renovations, and

WHEREAS, CKS Flooring Corporation of Camillus, NY, has provided the lowest responsible bid based on specifications that were distributed to all bidders, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College awards the bid for Flooring for Lab Renovations to CKS Flooring Corporation per their bid of \$125,606.46. The award is subject to the fulfillment of all necessary and appropriate contingencies, including but not limited to verifications by Faculty that the required specifications have been met, approval of all governmental agencies having jurisdiction, the furnishing by contract of required insurance, and acceptable recommendation, be it further

RESOLVED, that the Board of Trustees hereby authorizes the Administration to approve any change orders for work that may be necessary to complete this project as long as the changes do not exceed 10% of this work.

STATE OF NEW YORK:
SS:
COUNTY OF TOMPKINS:

I, JAN BRHEL, CLERK of the Board of Trustee of Tompkins Cortland Community College,
DO HEREBY CERTIFY that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on this 16th day of February 2023 and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 16th day of February 2023.

Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-29
HVAC for WDI Lab Renovations**

WHEREAS, there is a need for HVAC for WDI Lab Renovations at TC3 as required, and

WHEREAS, the College has complied with New York General Municipal Law Section 103, and solicited sealed bids for the HVAC, and

WHEREAS, DFM Mechanical of Freeville, NY, has provided the lowest responsible bid based on specifications that were distributed to all bidders, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College awards the bid for Plumbing for WDI Lab Renovations per their bid of \$264,000. The award is subject to the fulfillment of all necessary and appropriate contingencies, including but not limited to verifications by Faculty that the required specifications have been met, approval of all governmental agencies having jurisdiction, the furnishing by contract of required insurance, and acceptable recommendation, be it further

RESOLVED, that the Board of Trustees hereby authorizes the Administration to approve any change orders for work that may be necessary to complete this project as long as the changes do not exceed 10% of this work.

STATE OF NEW YORK:
SS:
COUNTY OF TOMPKINS:

I, JAN BRHEL, CLERK of the Board of Trustee of Tompkins Cortland Community College,
DO HEREBY CERTIFY that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on this 16th day of February 2023 and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 16th day of February 2023.

Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-30
Plumbing for WDI Lab Renovations**

WHEREAS, there is a need for Plumbing for WDI Lab Renovations at TC3 as required, and

WHEREAS, the College has complied with New York General Municipal Law Section 103, and solicited sealed bids for the Plumbing, and

WHEREAS, DFM Mechanical of Freeville, NY, has provided the lowest responsible bid based on specifications that were distributed to all bidders, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College awards the bid for Plumbing for WDI Lab Renovations per their bid of \$197,000. The award is subject to the fulfillment of all necessary and appropriate contingencies, including but not limited to verifications by Faculty that the required specifications have been met, approval of all governmental agencies having jurisdiction, the furnishing by contract of required insurance, and acceptable recommendation, be it further

RESOLVED, that the Board of Trustees hereby authorizes the Administration to approve any change orders for work that may be necessary to complete this project as long as the changes do not exceed 10% of this work.

STATE OF NEW YORK:
SS:
COUNTY OF TOMPKINS:

I, JAN BRHEL, CLERK of the Board of Trustee of Tompkins Cortland Community College,
DO HEREBY CERTIFY that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on this 16th day of February 2023 and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 16th day of February 2023.

Clerk of the Board of Trustees

**Provost Report
February 2023**

Academic Assessment Updates:

Overview: We have worked to revise our academic assessment processes over the past four years as part of our Guided Pathways work, and those revisions are now leading to significant changes on campus. As an update, we have done the following: revised our Institutional Learning Outcomes (ILOs) to show what students should know upon graduation from TC3; revised Program Learning Outcomes (PLOs) to show what students should know upon graduation from a specific program; continued to revise Student Learning Outcomes (SLOs) in individual courses; and we have aligned our SLOs with our PLOs and our ILOs. Last semester was the first time the College required all faculty to report assessment data for each SLO in each class. This data will be used at the department level to inform conversations about how we can improve teaching and learning to help students and faculty across the campus, which is the main point. We are in the process of reviewing, revising, and re-implementing our program review process and cycle. We are also doing the same for SUNY General Education, which requires extensive work this years due to changes required by SUNY.

Pre-Semester Assessment Work: The Provost's Office devoted a pre-semester faculty contract day to assessment work. The Assessment Committee held a faculty meeting to get feedback on the new processes we put in place next semester, and to talk about our next steps and timeline for academic assessment. We also set aside time for departments and academic communities to meet. This day also coincided with an orientation for new adjunct faculty and adjunct convocation, held by Malvika Talwar and Anndrea Mathers. We plan for these "Assessment Days" to become a routine part of the culture, as we continue to build our assessment processes and build greater support for our adjunct faculty.

Chair/Coordinator Meetings: We held a chair and coordinator meeting on 1/18 and on 2/3. For the meeting on 1/18, we discussed the following: a) Feedback on the Assessment Process; b) Dissemination of Assessment Data; c) List of tools/topics to discuss for assessment that don't require data; d) Templates (PLO reporting, Gen Ed Reporting, Program Review, Chair Report); e) Scheduling; f) Retention by Program g) Meeting with Coordinators. The meeting on 2/3 focused almost exclusively on the new assessment form that we plan to use for chairs to report their assessment of a Program Learning Outcome in each semester. In my last BOT report, I noted the various forms we have been creating to help facilitate reporting of our assessment work.

Screening Committees: The Provost's Office is currently working on a variety of Screening Committees for new hires. The search for a new Administrative Assistant in our office and a temporary Coordinator of Global Programming are nearing completion; the search for an

Assistant Registrar search is about to begin (the APO was just posted); three separate faculty searches are underway; and we will have to discuss if any new hiring is needed for Fall due to faculty retirements.

Emeritus Committee: The Provost's Office has been working with a group of faculty to review our procedures for granting the status of Emeritus to a faculty members. This includes a review of benefits, criteria, and our process. The group is nearly done with its recommendations, which will be presented to the President and then would need Board Approval before implementation.

Tutoring Certification: The Baker Center for Learning is pleased to announce we have recently earned Level-2 certification through the College Reading and Learning Association's (CRLA) International Tutor Training Program Certification (ITTPC), which is a standard for excellent college tutor training programs. There are three levels of certification, and we will continue to work towards Level-3. The levels are sequential, thus additional levels are predicated on having met and maintained certification at the previous level(s). Currently, the Baker Center for Learning has a total of 36 tutors: 12 professional, 8 para professional, and 16 student tutors.

- 18 of our tutors have met CRLA-1 certification
- 24 of our tutors will meet CRLA-2 certification by the end of the spring 2023 semester
- Our 12 recently (January 2023) hired tutors will meet CRLA-2 certification at the end of the fall 2023 semester

The International Tutor Training Program Certification (ITTPC) certifies tutor training programs in postsecondary educational institutions. Once granted CRLA certification, the tutor training programs each have the authority to recognize their tutors as having met the approved ITTPC tutor training program requirements. The purpose of the ITTPC program is twofold. First, certification provides recognition and positive reinforcement for a tutoring program's successful work from an international organization, The College Reading and Learning Association. Second, the certification requirements set an internationally-accepted standard of skills and training for tutors. ITTPC does not certify tutors nor tutor trainers, but instead certifies tutor training programs that have demonstrated excellence in developing, designing, and implementing strong training procedures, as situated within the context of the tutorial program.

On the Horizon: This should be a busy semester for the following areas: curriculum development (Health Sciences AS; Massage Therapy AAS; microcredentials); Guided Pathways Work (open house revisions; first-year experience course considerations; holistic advising support); review of teacher observation process and forms; review of student evaluation process; and continued work in improving our classrooms, which are vastly improved over 4 years ago but still need work).

THE BOARD OF TRUSTEES REPORT
Interim VP of Student Affairs and Senior Diversity Officer
February 2023

Athletics and Recreation

Congratulations to James Williamson, TC3's new Assistant Director of Athletics and Recreation! James started in his new role on January 17 and has worked with Dave Stevenson (retiring) on making the transition as seamless as possible before Coach Stevenson retires on January 31. We are planning another session of swim lessons in February. Due to the success of the "12 Days" challenge, we plan to run a "Spring Fling" challenge middle to the end of the semester.

Men's Basketball Link <https://www.tcpanters.com/sports/mbkb/index>

Women's Basketball Link <https://www.tcpanters.com/sports/wbkb/index>

Campus Police

Campus Police's provisional full-time peace officer has successfully completed the first five weeks of the Syracuse City Police Academy, with an expected graduation date of late July 2023. We are still awaiting a firm test date from Tompkins County for the peace officer civil service exam. Campus Police provided safety and security educational programming during spring new student and adjunct professor orientations and disseminated biannual refresher information to the campus community on basic emergency readiness and response protocols.

[2023TOMPKINSCORTLANDCOMMUNITY COLLEGEEMERGENCYRESPONSEGUIDE.pdf](#)

Child Care

At this time, we are currently staffed in our classrooms. We hired two new employees over winter break. We were also able to hire a sub for our kitchen until we were able to fill that position. We currently have 19 student children, 14 staff members' children, and 41 community member's children; many of these children started as student's children and then stayed and rolled over to the community when their parents graduated. Casey Goodwin went to Albany to speak at a public hearing on the childcare crises. Senator Brisport invited Casey to give oral testimony on changes that needed to happen in order to help the crises. We received the Tompkins County Recovery fund grant along with the pantry for \$19,500. This grant will provide new flooring for the FSA center and a split heat/ac unit for both classrooms. We will also get new lights and replace broken ceiling tiles. In addition, the pantry will be creating a mobile pantry down at the large center for families to use.

Health and Wellness Services

Clinical Counselor John Witkiewicz's last day at Tompkins Cortland was Friday, January 27.

HWS is utilizing our integrated and Stepped Care models to continue to provide students with mental health and counseling support. Students who are in crisis should visit the Health Center. Programs, including our Crafting Group, Tea Time, Tuesdays with Sully, and others, are being planned or are in place. HWS Mental Health added our Relaxation Room for students who want to take a break, relax, de-stim, or practice self-care. The room is stocked with mental health supports, including comfortable chairs, coloring books, games, a weighted blanket, Heart Math (electronic breathing and heart rate education and exercises, light therapy, and meditation apps).

Office of Diversity Education and Support Services

ODESS held pre-semester success programming for returning EOP students. All program students attended. The students participated in sessions on financial aid, time management, and mental health. They also met with the tutoring department to learn how tutoring can help them succeed and set up one-on-one tutoring appointments for the semester. At this time, 64 applications have been submitted for the Fall 2023 EOP Class.

Residence Life

Residence Life currently has **226 students** actively living in housing. Residence Life students have started using the Connection computer lounge to complete their assignments. Residence Life also moved its arcade games to Seneca's third floor and the first floor of the Connection for students to develop community with one another.

Student Conduct, CARE Team & Title IX

For December, there were six (6) conduct incidents involving six (6) students. None of these will result in conduct boards or more severe charges like Removal, suspension, or expulsion. Also, during December, there were no new Title IX-related issues reported. However, student-athletes on men's and women's basketball teams received their title ix training. The Violence Prevention Committee is planning for programming in February (Teen Dating Violence Awareness Month), including our annual Yards for Yeardeley program (2/28), and for April (Sexual Assault Awareness Month). Also, information on stalking behaviors will be distributed in late January for Stalking Awareness Month. The CARE team serves as the College's behavioral intervention team – During December, there were 2 additional students referred to the group.

Student Life

Some of the events held during Welcome Back Week included New Student Orientation, Panther Pride Day, Glow in the Dark Dodgeball, Make and Take Pillows, Grocery Bingo, Movie and Game Night, Ice Cream Social, Ice Skating, and Coffee Hour with the President. In an effort to increase club member retention, we are piloting a Student Leadership Assistant (SLA) ambassador program with our club officers. Each registered club is assigned to an SLA, who will be their peer mentor and resource for club policies, forms, program planning, fundraising, etc. The Get Connected Fair will be the first opportunity for clubs to recruit new members, with their open house meetings to follow. The Club Officer Luncheons will focus on recruitment for the first half of the semester and transition for the second half of the semester.

Student Success: Advising, Career, and Transfer Services

The Fall 2022 semester saw many changes in Starfish use, including required input of advisor notes, office hours, and submission of Early Concern flags in the first four weeks of the semester. The Fall 2022 semester concluded with 2682 manually raised tracking items (flags, kudos, etc.) for the semester. The use of Starfish for appointment tracking has also improved. Over 3,980 appointments were conducted with 95 staff/faculty during the fall 2022 semester. About 24% of these appointments were remote (online or over the phone), and 76% were in person. Collectively, all appointments had an 89% attendance rate. Only 34 students no-showed for an appointment, and all others used Starfish to reschedule appointments easily.

My Desk

- Lead an interactive workshop for new student orientation concerning campus diversity and inclusion opportunities.
- Provided oversight on the ground during the Residence Life subzero weather event.
- Facilitate the development of a staffing model in support of our mental health step-care model.

Respectfully,

Seth A. Thompson

Staffing – The process to fulfill the vacant Technology Support Associate position continues to move forward.

IT Network Replacement Project – We continue to work with the contracted vendor, ComSource, to improve network services across campus and in Residence Life. Supply chain issues have delayed the process once again, with an estimated equipment arrival date of May 2023. In the interim, ComSource is configuring and securing the network. We have tentative dates for installation of access points.

SUNY Print Initiative – The device layout design has been submitted to Toshiba. We have cost estimates. We still lack a time line for implementation. Communication continues on campus with anyone expressing concern with the coming changes. We will provide in person training and online materials to assist in adapting to the new devices and software before implementation.

Support Tickets – In the last 30 days, beginning of the Spring 2022 semester, our tickets are up 46%. This is common for the start of a new semester. We are working to reduce our initial response time on tickets as well as increasing communications through the ticketing software.

Cybersecurity – Our information security group investigated vulnerabilities using alert logic. We also used Cloud App Security in Office 365 to review our threat analytics. Based on these findings we then attempt to remediate the issues.

STEM Grant Labs/Classrooms – We continue to work on meeting the needs for these classrooms. The majority of classroom equipment including computers and classroom technology has been ordered. Software needs are being determined and purchases are occurring as decisions are made.

Respectfully,
David Fish
Mellora Paucke

TO: Amy Kremenek, President
TC3 Board of Trustees

FROM: Sayre Paradiso and Casey Goodwin
Co-chairs, College Senate

DATE: February 3, 2023

College Senate report February 3rd 2023

- Voting on Senate by-laws has passed
- Nominations for 2022-2023 Chancellor's Excellence Award has closed
 - First meeting to review nominations is set for 2/9/2023 to then be sent to the President's office.
 - Final submission by the President's office due to SUNY by 2/21/2023
- Standing committee for Chancellor's awards has been turned into HR
- Evaluation of on campus committees with Senate charges will be the focus this semester
- Working to establish system to fill senate seats that will be vacated end of spring semester
- Senate Co-Chairs Casey Goodwin and Sayre Paradiso continue to meet with President Kremenek around the missions of senate and the college at large



To: Board of Trustees
February 16, 2023 Meeting

Foundation Board and Committees

The annual meeting took place on January 10. The following were elected officers: Tom Van Derzee, chair; Regina Grantham, vice chair; Amy Lanzilotta, secretary/treasurer. Tom Van Derzee provided the chairman's report and the following were highlighted:

Awarded \$400,000 in fiscal year 2021-2022 through 380 scholarships and grants (47 different scholarships/grants) to 234 Tompkins Cortland students. Plus funds in the amount of \$217,000 were spent on programs.

Created three new scholarships.

Foundation Board member giving was 93.75%.

Explored new relationships and partnerships that may be beneficial to the College.

Raised \$1,541,689, majority in restricted gifts.

The TC3 Farm and TC3 Bistro entered into their 8th year.

Work continues with the campus housing bond issues.

The 2022-2025 Strategic Plan. Two of the four goals have noted progress; alignment to the College and protected the Foundation assets with portfolio management.

Approved Financial Procedures.

The regular meeting place took immediately after the annual meeting. Program chair Kim Sharpe presented the Mission Moment. She shared numerous ways that the Foundation supports the nursing program. An executive session took place to discuss the campus housing bond issue.

Mutale Sokoni presented November's preliminary income statements. A resolution ratifying the executive committee's approval of an additional \$200,000 for campus housing maintenance and capital expenses was approved.

Dr. Kremenek and Julie Gerg provided College and Foundation updates, respectively.

Other

A Foundation Board Retreat will be planned for April.

Currently the audit is underway with The Bonadio Group.

The campus housing bond work continues with our legal team at Bond, Schoeneck & King.

Strategic Plan

Work continues on the strategic plan.

Upcoming Meetings

February 8 – Alumni Committee

April 11 – Board

Foundation Board Members

Tom Van Derzee, Chair (Tompkins County)

Regina Grantham, Vice Chair (Cortland County)

Amy Lanzilotta, Secretary/Treasurer (Tompkins County)

Doug Bentley, alum (Cortland County)

Amanda Bisson, Faculty Liaison

Clinton Brooks (Cortland County)

Rich Cunningham, (Cortland County)

Dale Davis, alum (Cortland County)

Bob Haight (Cortland County)

Amy Kremenek, College President

Matt McSherry, Board of Trustees Liaison

Gary Stewart (Tompkins County)

Mary Stoe (Tompkins County)

Jennifer Turck (Cortland County)

Kansas Underwood (Cortland County)

Paula Younger (Tompkins County)

Philanthropy

A fundraising plan is being completed and will be shared with the Foundation Board.

Meetings and calls with donors continue.

The stewardship plan is currently being revised.

An internal audit of restricted funds is being completed.

Communications

An email highlighting the new microcredential program in semi-conductor fields will be sent soon to 18,000 people.

Tompkins Harvest

There was not a Food Service Director's meeting in January. The next meeting for the Food Service Directors has been scheduled for Thursday, February 9th at TST BOCES.



TO: Tompkins Cortland Community College Board of Trustees
FROM: Amy Kremenek, DM, and President
DATE: February 8, 2023
SUBJECT: President's Update

The spring semester began on January 25, 2023, and the campus is in full swing. We continue to make progress toward goals. Please see below for this month's update.

1. **STUDENTS: ENROLLMENT AND RETENTION:** Stabilize and begin to build TC3's core (non-high school) enrollment back to pre-pandemic levels.
 - Spring 2023 core enrollment currently stands at up 7.4% in FTE and up 7.8% in terms of headcount. Enrollment by continuing students is up by 121 students or 12.5%, and enrollment by new students is up by nine students or 7.7%. Regarding full and part-time status, 55% of core students are enrolled full-time and 45% enrolled part-time.
 - Applications for fall 2023 are very strong with 908 applications currently in-hand, up 477 applications or 110% over this same time in 2022. TC3 currently has the highest percentage growth in fall applications of the 30 SUNY community colleges, which are up overall by 10.8%. This positive news must be tempered by the fact that approximately 1/3 of the current applications are for Nursing, an extremely competitive program for admission with limited slots available for new students. We are modifying our admission letters for Nursing applicants to better reflect the options for those not admitted to the program, as well as initiating new academic program offerings in the health professions to meet both student and local employer demands.
 - A call for proposals for services to conduct focus groups with prospective adult students was issued to support decision-making relative to the development of solutions and communications regarding enrollment, student services, academic programs, and operational efficiencies to support adult student success, as well as to identify possibilities for our extension centers in Cortland and Ithaca to support adults. This project is funded by SUNY using incremental funding that was awarded this past fall, with proposals due on 2/14/23.

2. **CAMPUS COMMUNITY: ENGAGEMENT AND PARTICIPATION:** Actively engage with the campus community to foster a healthy and inclusive climate and effective participatory and shared governance.
 - The College Senate has finalized and approved updated Senate Bylaws. This was a semester-long project and the co-chairs and members of the College Senate are to be commended for their work. We will continue to work throughout the spring semester on implementation of the new bylaws. Provost Paul Reifenheiser serves as the executive leadership team's ex-officio representative to the College Senate, and I meet monthly with the Senate Co-chairs to coordinate and communicate our efforts.
 - Opening Day for the spring semester was held on January 18, 2023. In addition to my remarks regarding enrollment, funding, advocacy, organizational updates, and a look ahead,

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- presentations included Paul Reifenheiser (Middle States/Academic Affairs Update), Seth Thompson (Student Affairs), Bill Talbot (Budget), and Campus Tech (Tim Densmore).
- With the return of students to campus, I hosted a Student Coffee event in the Fireside Café on 1/31/23 with approximately 50-75 students in attendance. Informal discussion included some concerns to address relative to facilities and residence halls, as well as students who stopped by to share their successes at TC3. I have also begun monthly meetings with Student Trustee Louis Scholl and SGA President Logan Nordman.

3. EXTERNAL COMMUNITY: PARTNERSHIPS & COLLABORATION: Develop and advance College partnerships and increase engagement with businesses, organizations, community leaders, and residents.

- Continued public engagement this month included Heather McDaniel, President of the Ithaca Area Economic Development (IAED). I was invited to join the IAED Board, and my first meeting is 2/9/23. In addition, I met on 1/13/23 with Cortland County Legislature Chairman Kevin Fitch to discuss college updates and mutual interests. The college was also represented at the Downtown Ithaca Alliance's Anniversary Celebration Dinner. This is an important connection for us, particularly with Coltivare's presence in downtown Ithaca and the upcoming Convention Center in downtown Ithaca that will be a good source of business for the restaurant.
- Thanks to a connection by Trustee Emerita Elizabeth Burns, I toured the Finger Lakes Residential Center in Lansing on 1/17/23. This facility houses approximately 40 young men involved in the juvenile justice system. There is great interest in partnering with the College to provide opportunities as the young men will eventually complete their residencies and return to their families. We will host the staff from the FLRC at TC3 to make additional connections and solidify next steps.
- I met with Homer Center for the Arts Executive Director Ty Marshall on 1/31/23, a connection facilitated by Board Member Lisa Perfetti. There is ample opportunity to grow and strengthen our partnership, including internships and performances, as well as the beginning of an arts initiative on campus that the HCOA is eager to join as well as facilitate connections with other organizations who are like-minded regarding the arts, communities, and students.
- Bill Talbot and I will be at the Dryden Town Board meeting on 2/9/23 to attend a presentation by the Cornell AAP (Art Architecture Planning) Design Connect team that is presenting a study of the Dryden Route 13 corridor that includes the TC3 main campus. TC3 participated in the research study and the design team's recommendations include opportunities for us to better connect with the village, town, and area businesses.

Regarding administrative items, with former CIO Tim Densmore's departure in January, I have engaged with the SUNY Information Exchange Center (ITEC) to provide interim services to support our two Campus Tech points of contact, provide executive leadership support, and high-level consultation to me regarding information technology matters. This arrangement will provide additional infrastructure and bandwidth to manage information technology-related issues to complement the significant capabilities



of our existing team of Campus Tech professionals, as well as provide an important transition period to a more permanent solution. I would like to especially recognize and thank the Campus Tech team for their extraordinary efforts over the past month in service to our college and our students.

INVESTING IN SUNY COMMUNITY COLLEGES TODAY BUILDING THE WORKFORCE OF TOMORROW

THROUGH...

1. **WORKFORCE FUNDING:** continue \$60M in funding to build the workforce infrastructure of the state and support high needs, high-cost workforce programs;
2. **THE FLOOR:** fund SUNY Community Colleges at 22-23 levels; and
3. **+ 4% cost-of-living** to the floor to mitigate inflationary impacts

OUR INVESTMENT NEEDS AND PRIORITIES...

- **Maintain \$60M Funding for Workforce Initiatives***
Continue investment in workforce development, supporting high-cost, high needs workforce and career programs offered by SUNY Community Colleges. These investments are helping build the New York workforce of the future in healthcare, renewable energy, advanced manufacturing, semiconductors, and other regionally based priorities.
** \$40M specifically allocated to SUNY Community Colleges*
- **The Floor:**
Fund SUNY Community Colleges at 100% allocated in 2022-2023 (the floor) and make this model permanent. This allows for improved predictability in budgeting and more effective planning.
- **+ 4%:**
A four percent (4%) cost-of-living increase to help offset inflationary impacts, contractual obligations, and other costs vital to delivering high quality programs and critical support services.



INVESTING IN SUNY COMMUNITY COLLEGES IS AN INVESTMENT IN THE FUTURE THROUGH...

- Ensuring the development of industry-driven workforce through high-needs, just-in-time, high-value training, and retooling.
- Providing opportunities and access to high-quality, equitable and affordable higher education and workforce/career training close to home.
- Strengthening SUNY Community Colleges' ability to staff and support vital, but costly, programs needed in New York State.
- Supporting academic and career pathways for all students, including the 40% of community college students who are enrolled part-time.
- Helping keep SUNY Community Colleges affordable. In 2022-2023, the average full-time yearly tuition for New York State residents = \$5,145.
- Serving veterans and military-affiliated families.
- Creating pathways to a brighter future for New Yorkers.

2023 COMMUNITY COLLEGE FEDERAL LEGISLATIVE PRIORITIES

Bolster The Role of Community Colleges in Workforce Development

Strengthen the Workforce Innovation and Opportunity Act (WIOA)

Enhance WIOA, and with that the national economy, by bolstering the role of community colleges in the federal workforce development system. Community colleges should be a guaranteed part of the leadership apparatus for workforce development policy at both the state and local levels. The system should prioritize credential attainment and streamline reporting requirements. Greater training opportunities should be provided.

Authorize a Major Community College-Led Job Training Program

Congress should once again enact major support for the community college workforce education mission, as it did previously with the Trade Adjustment Assistance Community College and Career Training (TAACCT) program. The TAACCT program led to a major increase in credential attainment and job placement, but the skills gap persists. Congress can achieve this goal by authorizing and growing the Strengthening Community College Training Grants program in a WIOA reauthorization or reauthorizing the TAACCT program itself.

Fund Key Education and Workforce Programs

Support Student Access and Success

Boost the Pell Grant maximum award, at minimum by an inflationary adjustment, and set the long-term goal to double the Pell Grant from the 2021-22 award year. Pell Grants enable millions of low-income community college students to pay tuition and fees and meet other college expenses and is the foundation of all other student aid. Increasing the maximum award promotes affordability and student success for low-income students, while reducing their need to borrow.

Funding increases should also be provided for key financing and student support programs such as the Supplemental Educational Opportunity Grants (SEOG), Federal Work-Study, TRIO, GEAR UP, Child Care Access Means Parents in School (CCAMPIS), Postsecondary Student Success, and Basic Needs for Postsecondary Students programs.

Strengthen Under-Resourced Institutions

Increase funding for institutional aid programs including Minority Serving Institutions (MSIs), Title III-A Strengthening Institutions; Strengthening Historically Black Colleges and Universities (HBCUs); Hispanic Serving Institutions (HSIs); Tribal Colleges; and other programs serving traditionally underrepresented populations. Robust funding for these programs will help reduce achievement gaps at community colleges and other institutions.

Bolster Job Training and Career and Technical Education

Continue to support community college training programs that lead to jobs in in-demand industries by increasing funding for the Strengthening Community College Training Grants program administered by the Department of Labor, now entering its fourth year.

Enhance funding for Perkins Career and Technical Education (CTE) programs, Adult Basic and Literacy Education State Grants, state grants under the Workforce Innovation and Opportunity Act (WIOA), and the National Science Foundation's Advanced Technological Education (ATE) program.

Support Dreamers

Enact the Dream Act

Enact the Dream Act, once and for all, to give Dreamers permanent legal status. The Dream Act provides a path to citizenship for undocumented young people, including the thousands of students currently enrolled in the Deferred Action for Childhood Arrivals (DACA) program. Dreamers were brought to the U.S. as minors and frequently know no other nation besides America. More importantly, they make substantial contributions to the U.S. economy and society. Dreamers should also be able to access Title IV student aid funding. The DREAM Act has traditionally garnered bipartisan support and work toward this goal must continue.

Reform Student Aid for Today's Students

Support Workforce Pell Grants for Students in Short-Term Programs

Establish Pell Grant eligibility for shorter-term programs, accompanied by rigorous and relevant quality standards. Currently, programs must be two-thirds of a year in order to be eligible for Pell Grants. This excludes many community college workforce-oriented programs that greatly benefit both students and local businesses. Many students cannot participate in these programs because of their cost. Community colleges support lowering the threshold for Pell Grant eligibility to 150 clock hours, as in the JOBS Act and the REAL Reforms Act, which would increase access to these programs.

Invest in Basic Needs Supports for Students

Support policies that address the needs of students by providing greater access to basic needs services. Title IV assistance is rarely generous enough to cover all necessities such as food, housing, transportation, childcare, and medical expenses for many community college students. Congress should address the basic needs of the whole student by:

- Increasing the capacity of community colleges to connect students with supportive services to help them persist and succeed in postsecondary education. The promising new Basic Needs and Postsecondary Student Success programs tackle some of these issues and should be greatly expanded. Title IV student aid programs also can be better integrated with income-maintenance programs.
- Strengthening existing federal programs, including the Child Care Access Means Parents in School (CCAMPIS) and the Supplemental Nutrition Assistance Program (SNAP), to meet students' true needs.
- Ensuring health care programs for low-income individuals are accessible to community college students.

Allow for Responsible Borrowing Loans

Support responsible student borrowing by tying borrowing limits to enrollment intensity. Limiting part-time students to pro-rated debt will help students manage debt load through program completion and decrease the likelihood they will face difficulties in repayment.

Utilize Accountability and Transparency Policies that Reflect Needs of Community Colleges

Create a federal student unit record system to generate accurate, meaningful student-level data on postsecondary outcomes, including post-completion earnings. Ensure that cohort default rates or any loan-driven accountability measures reflect the incidence of student borrowing and the student body generally. The combination of these proposals will provide accountability and transparency that is responsive to the community college mission while maintaining integrity in the student aid programs.

Focus Student Tax Policy on Those Who Can Benefit Most

End the Taxation of Pell Grants, and Modify the AOTC & LLC

Make Pell Grants tax-free. Under current law, community college students must pay taxes on any portion of their Pell Grants that is used to help meet living expenses. These expenses are every bit as tangible as tuition and should not be taxed as this practice further dilutes the aid students rely on.

Community colleges also support altering the \$2,500 American Opportunity Tax Credit (AOTC) so that Pell Grant awards are not subtracted from a student's eligible expenses. This would dramatically enhance the ability of low-income students to qualify for the credit. Making this change would help hundreds of thousands of community college students receive the maximum credit of \$2,500 each year.

These changes were embodied in the "Tax Free Pell Grant Act," which received bipartisan support in the 117th Congress. Similar legislation should be enacted in the 118th Congress.

Farm Bill

Support Rural Community Colleges

Create federal funding streams for community colleges to support rural economic development, particularly in the agricultural sector. Rural community colleges play an increasing role in training workers to support agriculture and ag-related fields. Providing grants to assist community colleges for agricultural and natural resources would support the growing need for an agricultural workforce that needs skilled training.

Increase Access to SNAP

Support streamlining of access to SNAP benefits for community college students, preventing bureaucratic barriers and increasing participation among eligible students.