



Trustees:

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

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

<https://us02web.zoom.us/j/86880393649?pwd=TEc5d3RDUHlqbWxhbGdzRFIPWHYrUT09>

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment**
6. Approval of February 16, 2023 Board of Trustees Regular Meeting Minutes
7. CFO/Treasurer's Report – Written Report Provided
8. Communications
9. Presentations - 2023-2024 Budget Update by Bill Talbot, CFO – Presentation to follow
10. Information Items:
 - a. Human Resources Updates
11. Consent Agenda (Action Items):
 - a. Appointment of Personnel
 - b. Approval of Nepotism Policy
 - c. Approval of Job Description – Lab Tech Coordinator
 - d. Approval of Job Description – Vice President of Finance and Administration
 - e. Approval of Job Description – Mental Health Case Manager
 - f. Approval of Wood Door and/or Frames – lab renovations
 - g. Approval of Glass Doors/Windows/Frames – lab renovations
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. Job and Internship Fair – Wednesday, March 22, 2023
 - b. Spring Break – March 27-31, 2023
 - c. AACC 2023 Annual Meeting – Dr. Kremenek in Denver, CO – March 31 – April 5
 - d. Next BOT meeting – April 20, 2023
 - e. NYCCT Board of Director's Meeting – April 23, 2023 at Hudson Valley CC
 - f. NYCCT Annual Conference – November 3-4, 2023 at Saratoga Casino Hotel, Saratoga Springs
14. Executive Session to discuss collective bargaining 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
February 16, 2023
Via Zoom & In Person
Open Session 5:30 P.M.**

PRESENT: Roxann Buck, Sue Dale-Hall, Judy Davison, Matt McSherry, Schelley Michell-Nunn, Raymond Schlather, Louis Scholl, Bruce Tytler

EXCUSED: Arthur Kuckes, Lisa Perfetti

COUNTY

LIAISONS: Mike Lane, Cathy Bischoff (excused)

STAFF: Jan Brhel, Katrina Campbell, Margaret DeGaetano, Amy Faben-Wade, Dave Fish, Amber Gilewski, Amy Kremenek, David Pomeranz, Paul Reifenheiser, Kala Rounds, Denver Stickrod, Bill Talbot, Malvika Talwar, Theresa Tambascio, Seth Thompson, Susanna VanSant, Peter Voorhees

1. **Call to Order:** The meeting was called to order at 5:38 p.m. by Chair Davison.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Welcome Guests:** Chair Davison welcomed guests. New employees were introduced:
 - a. Denver Stickrod introduced David Pomeranz – Admissions & Financial Advisor
 - b. Seth Thompson introduced Kala Rounds – Assistant Director of Student Success: Advising, Career and Transfer Services
 - c. Paul Reifenheiser introduced Margaret DeGaetano, Instructor in Math; Theresa Tambascio, Instructor in English; Amy Faben-Wade, Instructor in Chemical Dependency Counseling.
4. **Approval of Meeting Agenda** – Mr. Tytler moved the Board of Trustees February 16, 2023 meeting agenda be approved as submitted; seconded by Ms. Buck; motion carried unanimously.
5. **Public Comment:** There were no requests for public comment.
6. **Approval of Minutes** – Mr. McSherry moved that the minutes of the January 16, 2023 Board of Trustees meeting be approved as submitted; seconded by Mr. Scholl; motion approved unanimously.
7. **Communications:** No communications were received in the President's office.
8. **CFO's Report:** Written report provided. Mr. Talbot highlighted that the College is in a better position financially today than it has been in previous years. The numbers given in reports are in real time and financial forecasting is taking place and is data based. Business plans are built on/focused on enrollment and the impact on the budget is based on and assessed by the enrollment numbers, both current and projected. The college has set a goal of a 15% increase in enrollment – not only growing the student base but retaining the student base. The two biggest risks currently are 1) NYS potential hold back of 20% of funding and 2) Bond holders/dorms.

9. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): The Bonadio Group, Presentation of 2022 Audit Results.** The presentation is attached to these minutes. The Bonadio Group has worked with TC3 for 6+ years. The Presentation of Audit Results for Tompkins Cortland Community College was given by Timothy Hammond, CPA, FHFMA for the Bonadio Group. This is the first year that Mr. Hammond has been in charge of the presentation. He credited the CFO, Bill Talbot, and the work of TC3's business office staff. The Independent Auditor's report is an unmodified opinion and there were no material weaknesses identified in the internal control, no audit adjustments identified in performing the audit, and no findings were identified in the Single Audit. This Audit year the presentation is a single year. Hard copies of the presentation were given to all the Board members and the presentation was shared electronically with everyone attending via zoom.

Motion made by Mr. McSherry to approve Resolution 2022-2023-32 (2021-2022 Annual Audit); seconded by Mr. Scholl, approved unanimously.

10. **Information Items:**

- a) **Human Resources Updates** – Interim VP Ruth Spencer was unable to attend the meeting so President Kremenek asked for any questions. There are two Vice President searches underway: 1) Vice President of Enrollment Management chaired by Bill Talbot. There is a robust pool of applicants. 2) Vice President for Human Resources chaired by Ruth Spencer. There is also a robust pool of applicants for this position as well.

11. **Consent Agenda:** Mr. Schlather moved that the consent agenda items be approved as submitted; seconded by Mr. McSherry, approved unanimously.

- 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/VPAA:** Written report provided. Provost Paul Reifenheiser highlighted the assessment work that is being done. Assessment has been rebuilt over the past four years for Middle States and also maximizing teaching. ILO's (Institutional Learning Outcomes) and PLO's (Program Learning Outcomes) are aligned and connect to each other. Four changes have been made to Gen Ed. classes as required by SUNY. There is a new Chair/Coordinator structure this year.
- b) **Interim Vice President of Student Affairs & Senior Diversity Officer** – Written report provided. Mr. Thompson highlighted ODESS (Office of Diversity Education & Support Services) facilitates the EOP (Educational Opportunity Program) which currently has 64 applications. When asked by Student Trustee Scholl about the class size, Mr. Thompson replied the goal is 30 – 40 students. Student Success – all the hard work that has been put in by staff members has improved our retention. He commended not only the staff but also the students for how they handled the pipe freezing in the dorms and the subsequent

required moves. Insurance and the Foundation have been contacted about replacing or covering the damages.

- c) **Campus Technology** – Written Report Provided. President Kremenek gave a brief update noting that Dave Fish and Mellora Paucke will be points of contact for managing the day to day operations in Campus Tech. Erik Snyder with SUNY ITEC will be the temporary CIO as the college determines next steps.
- d) **College Senate** – Written report provided. President Kremenek commended College Senate leaders for the work and attention they gave to revise the College Senate By-laws.
- e) **Tompkins Cortland Community College Foundation, Inc.** – Written report provided. Executive Director of the Foundation Julie Gerg noted that the Foundation Board is planning a retreat for late April to focus on finalizing the fundraising plan. Mr. McSherry reminded Board of Trustees members that it is never too early to give to the Foundation. Ms. Michell-Nunn related that the City of Ithaca has changed the terminology from “retreats” to “advances”.
- f) **Chairperson’s Report** – Chair Davison noted advocacy efforts for the NYS Budget are underway. NYCCT has been actively engaged along with the Community College President’s Association. Ms. Buck is our representative to NYCCT. Ms. Buck updated the Board members that NYCCT is working with NYCCAP on a joint advocacy initiative. Aspen College Excellence Program – first meeting scheduled for February 23. Chair Davison, Vice Chair Buck and President Kremenek are participating. A data workbook has been provided, will be shared with full Board and discussed at the March board meeting.
- g) **Liaison Report (Tompkins County)** – Mr. Lane reported that for the Central New York area Homer will receive a \$10 million grant from the State of NY and Moravia will receive \$2.25 million. The Southern Tier area (which includes Tompkins County) grants haven’t been announced yet. He commended the students who came to the meeting in Dryden to be a part of the discussion on a connecting trail from the college to the town. Lastly, he added that the County is still struggling to fill job vacancies.
- h) **Liaison Report (Cortland County)** – Ms. Bischoff sent a report to President Kremenek noting that “Cortland County Legislators are very pleased President Kremenek plans to join the Cortland County Legislature's general session next Thursday February 23rd. We all look forward to sharing time with her and hearing about the great projects underway at TC3.”
- i) **Student Trustee’s Report** – Verbal report given by Mr. Scholl. Mr. Scholl reported there is some concern about the lighting in the parking lots by athletics and the dorms. Mr. Talbot said he would have staff look at the issue and take corrective measures. He noted that some students have shared concerns about G building since the burst pipe. Mr. Talbot reassured him that G building is structurally sound and the damage from the burst pipe was corrected and had to be re-inspected for safety before students were allowed back in. Mr. Scholl noted there are many upcoming events in the planning stages. Students are very happy to hear that measures are being looked at for more art on campus.
- j) **President’s Report** – Written report provided. In addition, President Kremenek highlighted the work that has focused on enrollment by many areas of the college which has shown an increase in FTEs as well as headcount. Applications are very strong and the work now begins to follow-up on the applications and move them to be enrolled students. President Kremenek shared that she has been actively talking with legislators regarding advocacy and encouraged Board members to do the same. She also noted that she went to the town hall meeting with Congressman Marc Molinaro at Cortland County today and he is very supportive of community colleges. Following student group

discussions/concerns regarding transportation a meeting will be set up with Cortland Transit and TCAT to see what can be done.

- k) **Board Questions** – Mr. Lane asked about SUNY increasing tuition by up to 30%. It was noted that the 30% differential tuition possibility centered around the four large University Centers not the community colleges.

- 13. **Executive Session:** Mr. McSherry moved that the meeting convene in executive session at 7:35 p.m. for discussion of personnel, with no action to be taken; seconded by Mr. Scholl. President Amy Kremenek and VP for Finance and Administration Bill Talbot were invited to join Executive session.

Motion to go back into open session moved by Mr. Schlather, seconded by Mr. Tytler; approved unanimously. The meeting reconvened in regular session at 7:49 p.m.

- 14. **Adjournment:** Mr. Scholl moved that the meeting be adjourned; seconded by Ms. Michell-Nunn; motion carried unanimously. The meeting adjourned at 7:50 p.m.

Respectfully submitted,

Jan Brhel
Clerk of the Board of Trustees

VP of Finance & Administrations Report: March 16, 2023

February 2022-23 Close

Six months into the fiscal year and the College is currently forecasted to finish the year \$900K favorable to budget. Revenue would be \$280K favorable if we exclude the skewing of Concurrent, which is expected to decline by 7% (\$250K) from prior year. Core Student Tuition is \$100K favorable to budget as the enrollments are better than budgeted. Chargebacks are \$80K favorable as the College both grew out-of-sponsor enrollments and collected certificates-of-residency. The College at this point is also expected to draw \$100K from HEERF as unbudgeted Revenue as we approach the end of HEERF in June.

Expenses are favorable to budget by \$600K, if we ignore the \$250K favorable reduction in Concurrent Scholarships (offset to revenue). Contractuals are forecasted to finish the year \$400K favorable to budget as \$300K in budgeted marketing will be covered by a one-time grant. Wages and associated benefits are also expected to be favorable to budget by \$200K as some approved positions are not yet filled.

Areas of future investment that may reduce our favorable forecast include technology, marketing and residential retention. Technology has been scarcely funded over the last 6-7 years as enrollments declined, and while there are investments in the network there are other investments required to improve performance and security. In addition, the Program Review process led by Academic Affairs will provide additional clarity that support targeted technology investments. Marketing in the form of advertising is allocated however the College will benefit from a more aligned Enrollment Management strategy and the development of a comprehensive marketing plan. Residential retention from Fall to Spring should improve with investments across the three entities of the College, Foundation and Faculty Student Association to improve students' residential experiences with: 1) Facilities (a Foundation responsibility), 2) Activities (a FSA responsibility), 3) Transportation (a FSA responsibility), 4) Food Services (a College responsibility), 5) Financial Packaging (a College responsibility), and 6) Academic Progress (a College responsibility). As strategies are built for 2023-24, the College may wish to launch early by allocating some of these forecasted 2023-24 favorable gains.

Budgeting for 2023-24

Our Budget planning process is two months ahead of prior year. Enrollments and pricing have been modeled and are projected to generate \$1.3M more in Reoccurring Revenue over 2022-23 forecasted revenues. Requested expenses for 2023-24 are \$3.3M greater than 2022-23 forecasted expenses. Each College department has submitted budget requests for staff and contractual expenses. We now enter the process of assessing these requests according to the overall college goals and making appropriate modifications to projected expenses and/or revenue to arrive at a balanced proposed budget. Note: This update excludes any potential loss of NYS Base Aid, which should be finalized by early April.

The projected revenue increase of \$1.3M for 2023-24 consists of \$172K as a proposed 2% increase in core tuition pricing (\$86K for every 1% increase in tuition) and \$1.1M increase with FTE enrollment growth of 12% across all core segments throughout the whole year. The opportunity is to assess those expenses described above to further increase enrollments within specific segments, especially residential.

Our first look at proposed expenses consist of \$.9M increase in wages, \$1.7M in additional contractuals, and \$.5M in additional benefits. Salaries will increase 3.0% or \$.5M at the current staffing level (\$175K per 1% increase in wages), while additional positons hired this year or are budgeted next year not covered by grants make up the remaining \$.4M increase in wages. Fringes (\$.5M), are expected to increase more quickly than other expenses and represent a 52% contribution of employee's wages. Contractual increases are broken down into the following main buckets: 1) applied inflation of 4% (\$.2M), Marketing after grant no longer funding (\$.3M), Campus Technology Part-time CIO, additional services and non-capital equipment (\$.4M), Library Services purchased through SUNY (\$.2M), New Curriculum Development/Catalog software (\$.1M), Enrollment Services software (\$.1M), New Transportation Services (\$.1M), and other miscellaneous across 30 departments (\$.3M).

TOMPKINSCORTLAND COMMUNITY COLLEGE
 2022-2023 APPROPRIATIONS
 Year-To-Date Through February 28, 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	7,897,716	7,953,247	49.8%	15,308,198	7,536,966	49.2%	(360,750)	-2.4%
Equipment	50,000	8,718	41,282	17.4%	102,105	5,869	5.7%	(2,848)	-2.8%
Contractual Expenses	5,721,389	2,302,927	3,418,462	40.3%	4,400,247	2,008,663	45.6%	(294,265)	-6.7%
Employee Benefits	8,544,482	4,448,470	4,096,012	52.1%	7,692,324	4,306,662	56.0%	(141,807)	-1.8%
Total Forecasted Departmental Appropriations¹	30,166,834	14,657,831	15,509,003	48.6%	27,502,873	13,858,161	50.4%	(799,670)	-5.8%
Scholarships & Awards									
Student Services		176,086	(176,086)	0.0%	90,679	67,080	74.0%	(109,007)	(162.5%)
Academic Support	3,439,832	2,682,232	757,600	78.0%	3,387,441	2,655,664	78.4%	(26,568)	(1.0%)
Total Scholarships & Awards	3,439,832	2,858,318	581,514	83.1%	3,478,120	2,722,744	78.3%	(135,574)	(0)
Total Forecasted Appropriations²	33,606,666	17,516,148	16,090,518	52.1%	30,980,993	16,580,904	53.5%	(935,244)	-5.6%
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	7,897,716	8,132,057	49.3%	15,308,198	7,536,966	49.2%	(360,750)	-2.4%
Equipment	50,000	8,718	41,282	17.4%	102,105	5,869	5.7%	(2,848)	-2.8%
Contractual	5,601,892	2,302,927	3,298,965	41.1%	4,400,247	2,008,663	45.6%	(294,265)	-6.7%
Scholarship & Awards Offset	3,439,832	2,858,318	581,514	83.1%	3,478,120	2,722,744	78.3%	(135,574)	-3.9%
Fringe Benefit	8,544,482	4,448,470	4,096,012	52.1%	7,692,324	4,306,662	56.0%	(141,807)	-1.8%
Total Approved Budget Appropriations⁴	33,665,979	17,516,148	16,149,831	52.0%	30,980,993	16,580,904	53.5%	(935,244)	-5.6%

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), GASB 75 (ERS/TRS) & GASB 87 (Lease Liability)

TOMPKINSCORTLAND COMMUNITY COLLEGE
 2022-2023 APPROPRIATIONS
 Year-To-Date Through February 28, 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	6,602,752	3,632,887	2,969,865	55.0%	6,988,522	3,541,115	50.7%	(91,772)	(2.6%)
Equipment		787	(787)	0.0%	228	228	100.0%	(559)	(245.1%)
Contractual Expenses	1,705,935	692,693	1,013,242	40.6%	1,283,579	385,085	30.0%	(307,608)	(79.9%)
Employee Benefits	3,493,400	2,039,057	1,454,343	58.4%	3,521,168	1,979,456	56.2%	(59,601)	(3.0%)
Total Instruction	11,802,087	6,365,425	5,436,662	53.9%	11,793,497	5,905,884	50.1%	(459,540)	(7.8%)
Public Service									
Personal Services	170,439	63,887	106,552	37.5%	186,129	91,911	49.4%	28,024	30.5%
Equipment									
Contractual Expenses	20,000	325	19,675	1.6%	3,772	50	1.3%	(275)	(550.0%)
Employee Benefits	88,501	35,776	52,725	40.4%	93,181	53,233	57.1%	17,457	32.8%
Total Public Service	278,940	99,988	178,952	35.8%	283,082	145,194	51.3%	45,206	31.1%
Academic Support									
Personal Services	1,550,750	716,096	834,654	46.2%	1,470,589	734,186	49.9%	18,090	2.5%
Equipment			0	0.0%	16,835		0.0%	0	0.0%
Contractual Expenses	260,248	45,538	214,710	17.5%	250,093	39,303	15.7%	(6,235)	(15.9%)
Employee Benefits	724,696	404,834	319,862	55.9%	732,700	439,266	60.0%	34,432	7.8%
Total Academic Support	2,535,694	1,166,469	1,369,225	46.0%	2,470,218	1,212,755	49.1%	46,287	3.8%
Libraries									
Personal Services	552,471	277,180	275,291	50.2%	505,857	244,380	48.3%	(32,799)	(13.4%)
Equipment									
Contractual Expenses	198,200	112,675	85,525	56.8%	163,827	89,370	54.6%	(23,305)	(26.1%)
Employee Benefits	294,488	155,221	139,267	52.7%	254,649	137,720	54.1%	(17,501)	(12.7%)
Total Libraries	1,045,159	545,075	500,084	52.2%	924,334	471,470	51.0%	(73,605)	(15.6%)
Student Services									
Personal Services	1,862,361	987,920	874,442	53.0%	1,941,659	910,839	46.9%	(77,080)	(8.5%)
Equipment	1000		1,000	0.0%	30,249	499	1.6%	499	100.0%
Contractual Expenses	729,328	286,011	443,317	39.2%	537,630	253,831	47.2%	(32,181)	(12.7%)
Employee Benefits	1,086,594	576,458	510,136	53.1%	966,382	532,823	55.1%	(43,635)	(8.2%)
Total Student Services	3,679,283	1,850,389	1,828,894	50.3%	3,475,920	1,697,992	48.9%	(152,396)	(9.0%)
Maintenance and Operations									
Personal Services	1,813,962	845,733	968,229	46.6%	1,618,792	782,342	48.3%	(63,391)	(8.1%)
Equipment			0	0.0%	23,122	4,571	19.8%	4,571	100.0%
Contractual Expenses	962,830	419,923	542,907	43.6%	730,511	350,030	47.9%	(69,893)	(20.0%)
Employee Benefits	966,911	479,196	487,715	49.6%	825,862	476,066	57.6%	(3,129)	(0.7%)
Total Maintenance and Operations	3,743,703	1,744,852	1,998,851	46.6%	3,198,287	1,613,009	50.4%	(131,842)	(8.2%)
Institutional Support									
Personal Services	1,533,227	751,560	781,667	49.0%	1,222,988	565,815	46.3%	(185,745)	(32.8%)
Equipment									
Contractual Expenses	453,538	205,857	247,681	45.4%	343,703	205,641	59.8%	(216)	(0.1%)
Employee Benefits	887,055	420,873	466,182	47.4%	610,896	323,399	52.9%	(97,474)	(30.1%)
Total Institutional Support	2,873,820	1,378,290	1,495,530	48.0%	2,177,587	1,094,855	50.3%	(283,435)	(25.9%)
General Institutional Services									
Personal Services	1,765,001	622,454	1,142,547	35.3%	1,373,663	666,378	48.5%	43,924	6.6%
Equipment	49,000	7,931	41,069	16.2%	31,670	571	1.8%	(7,360)	(1288.7%)
Contractual Expenses	1,391,310	539,905	851,405	38.8%	1,087,130	685,353	63.0%	145,448	21.2%
Employee Benefits	1,002,837	337,054	665,783	33.6%	687,486	364,698	53.0%	27,644	7.6%
Total General Institutional Services	4,208,148	1,507,343	2,700,805	35.8%	3,179,949	1,717,000	54.0%	209,657	12.2%
Total Forecasted Departmental Appropriations¹	30,166,834	14,657,831	15,509,003	48.6%	27,502,873	13,858,161	50.4%	(799,670)	-2.9%

2022-2023 APPROPRIATIONS
 SCHEDULE OF EMPLOYEE BENEFITS
 Year-To-Date Through Tuesday, February 28, 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	39,917	35,083	53.2%	70,859	48,171	68.0%	8,254	17.1%
State Employee's Retirement	933,091	537,797	395,294	57.6%	932,509	506,367	54.3%	(31,430)	(6.2%)
State Teacher's Retirement	135,000	88,891	46,109	65.8%	139,554	71,381	51.1%	(17,510)	(24.5%)
Optional Retirement Fund	880,000	391,884	488,116	44.5%	844,936	429,766	50.9%	37,883	8.8%
Social Security	1,210,331	620,951	589,380	51.3%	1,163,070	583,542	50.2%	(37,409)	(6.4%)
Worker's Compensation	68,453	61,061	7,392	89.2%	91,438	61,730	67.5%	669	1.1%
Executive Benefits	37,000	4,131	32,869	11.2%				(4,131)	0.0%
Disability Insurance	9,000	3,436	5,564	38.2%	7,778	3,610	46.4%	174	4.8%
Hospital and Medical Insurance	3,032,711	1,386,832	1,645,879	45.7%	2,734,495	1,615,391	59.1%	228,559	14.1%
Post Retirement Health Insurance	1,711,160	720,000	991,160	42.1%	1,366,381	795,000	58.2%	75,000	9.4%
Employee Tuition Benefits	103,000	78,038	24,962	75.8%	88,194	70,317	79.7%	(7,721)	(11.0%)
Life Insurance	10,000	3,614	6,386	36.1%	7,641	3,781	49.5%	167	4.4%
Vacation Benefits	200,000	45,000	155,000	22.5%	180,693		0.0%	(45,000)	0.0%
Miscellaneous	5,000	1,575	3,425	31.5%	3,075	875	28.5%	(700)	(80.0%)
Unemployment Insurance	10,910		10,910	0.0%	15,953		0.0%	0	0.0%
Total Employee Benefits	8,580,656	4,086,316	4,494,340	47.6%	7,888,791	4,422,349	56.1%	336,033	7.6%

TOMPKINS CORTLAND COMMUNITY COLLEGE
YTD REVENUE 2022-2023
Tuesday, February 28, 2023

	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	3,499,297	(165,982)	105.0%	2,445,535	3,335,701	136.4%	163,596	4.9%
Spring	2,621,196	3,114,087	(492,891)	118.8%	2,361,842	2,875,406	121.7%	238,681	8.3%
Winter	59,669	138,120	(78,451)	231.5%	89,533	100,600	112.4%	37,520	37.3%
Summer	510,792	4,488	506,304	0.9%	440,247	51,745	11.8%	(47,257)	-91.3%
Nonresident Tuition	615,254	772,394	(157,140)	125.5%	694,862	753,154	108.4%	19,240	2.6%
Student Fee Revenue	947,269	859,328	87,941	90.7%	904,092	832,540	92.1%	26,789	3.2%
Bad Debt Reserve		(376,000)	376,000	0.0%			0.0%	(376,000)	0.0%
Total Core Student Revenue	8,087,495	8,387,713	(300,218)	103.7%	6,936,110	7,949,144	114.6%	438,570	5.5%
Concurrent Enrollment Tuition	3,409,068	2,675,414	733,654	78.5%	3,406,954	2,675,098	78.5%	316	0.0%
Total Student Revenue	11,496,563	11,063,127	433,436	96.2%	10,343,064	10,624,242	102.7%	438,886	4.1%
Government Appropriations									
New York State	9,753,019	4,875,010	4,878,009	50.0%	9,753,019	4,876,510	50.0%	(1,500)	0.0%
Local Sponsors	4,882,882	463,874	4,419,008	9.5%	4,882,882	769,054	15.8%	(305,180)	-39.7%
Appropriated Cash Surplus	600,000	600,000	0	100.0%	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	0.0%	932,518	0.0%
Total Govt Appropriations	21,587,026	9,212,080	12,374,946	42.7%	22,156,074	9,439,033	42.6%	(226,953)	-2.4%
Other Revenues									
Service Fees	121,340	64,893	56,448	53.5%	68,895	38,746	56.2%	26,147	67.5%
Interest Earnings		2,844	(2,844)	0.0%	7,133	2,301	32.3%	543	23.6%
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	81,289	18,711	81.3%	5,555	44,321	797.9%	36,968	83.4%
Noncredit Tuition	100,000	88,819	11,181	88.8%	175,704	93,241	53.1%	(4,422)	-4.7%
Grant Offsets	205,000	70,737	134,263	34.5%	262,731	138,071	52.6%	(67,334)	-48.8%
Unclassified Revenues	46,050	22,526	23,524	48.9%	49,266	33,696	68.4%	(11,169)	-33.1%
Total Other Revenues	582,390	334,258	248,132	57.4%	574,238	351,675	61.2%	(17,417)	-5.0%
TOTAL REVENUES	33,665,979	20,609,465	13,056,514	61.2%	33,073,376	20,414,950	61.7%	194,515	1.0%
Student Revenue									
State Revenue	9,753,019	4,875,010	4,878,009	50.0%	9,753,019	4,876,510	50.0%	(1,500)	0.0%
Local Revenue	10,301,489	2,804,552	7,496,937	27.2%	10,282,595	2,972,860	28.9%	(168,309)	-5.7%
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	99,257	161,793	38.0%	324,085	175,368	54.1%	(76,111)	-43.4%
Total	33,665,979	20,609,465	13,056,514	61.2%	33,073,376	20,414,950	61.7%	194,515	1.0%

TOMPKINS CORTLAND COMMUNITY COLLEGE
 BALANCE SHEET
 FINANCIAL PERIOD FOR THE PERIOD ENDING TUESDAY, FEBRUARY 28, 2023

	Current Month <u>2/28/2023 11:59:59 PM</u>	Previous Month <u>1/31/2023 11:59:59 PM</u>	Previous Year <u>2/28/2022 11:59:59 PM</u>
ASSETS			
Cash in Demand Deposit	2,559,105	1,710,129	2,343,142
Cash in Time Deposits	4,293,605	2,010,376	4,305,983
Petty Cash	1,229	1,229	1,229
Accounts Receivable-Students	1,911,946	6,385,383	4,093,539
Accounts Receivable-Misc.	(302,373)	(325,204)	3,021
Due from TC3 Foundation	1,616,322	1,428,056	946,660
Pre-Paid Expenses	122,507	120,937	69,448
Due From FSA	(16,560)	53,467	2,602
Due From Other Funds	714,418	742,623	1,376,756
Due From Other Governments	118,466	240,146	238,991
GASB Accounts	13,560,044	13,560,044	20,007,843
TOTAL ASSETS	24,578,710	25,927,188	33,389,215
LIABILITIES AND SURPLUS			
Vouchers Payable	(293,630)	340,473	1,215,097
Payroll Liabilities	1,185,304	1,787,833	1,472,936
Student Financial Aid Liabilities	1,091,300	1,063,875	1,053,695
Accrued Liabilities	54,313	318,411	106,286
Due to TC3 Foundation	1,073,078	1,264,928	1,892,415
Due to FSA	305,912	412,961	443,401
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	2,160,526	2,160,526	2,432,291
Revenue Over (Under) Expenditures	3,079,154	2,703,427	3,764,805
TOTAL LIABILITIES AND SURPLUS	24,530,710	25,927,188	33,389,215

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of March 1, 2023

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION REVIEW BEGINS</u>	<u>CURRENT STATUS</u>
Admissions & Financial Aid Advisor	ASAP	October 4, 2022	November 4, 2022	Conducting Reference Checks
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 Enrollment Operations	ASAP	February 3, 2023	March 3, 2023	Accepting Applications
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	Hired: Melinda Slawson (02/20/23)
Technology Support Associate	ASAP	September 22, 2022	October 22, 2022	Hired: Steve Speth (02/24/23)
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
Workforce Development Coordinator	ASAP	February 8, 2023	March 8, 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	Hired: Sierra Brock (02/27/23)
Cleaner (2 Positions) (1.0 FTE, Permanent)	Buildings & Grounds	ASAP	Accepting Application via Tompkins County Department of Human Resources
Enrollment Services Specialist (1.0 FTE, Permanent)	Workforce/BIZ	ASAP	Hired: Michelle Genson (03/13/23)
Project Assistant (Part-time, Temporary, Grant Funded)	Workforce/BIZ	ASAP	Conducting Interviews

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Assistant Coach, Men's Baseball	Athletics & Recreation	February 2023	Hired: Daniel Steve (02/09/23)
Assistant Coach, Women's Softball	Athletics & Recreation	February 2023	Hired: Grace Depaul (02/07/23) Kari Mosher (02/23/23)
Graduate Assistant	Residence Life/Student Center	February 2023	Accepting Applications; Continuous Recruitment Hired: Ryan Ossit (02/27/23)
Kitchen Assistant	Childcare	February 2023	Hired: Cheyanne Hendrickson (02/27/23)
Lifeguard	Athletics & Recreation	February 2023	Accepting Applications; Continuous Recruitment
Recreation & Fitness Center Assistant	Athletics & Recreation	February 2023	Accepting Applications
Substitute Teacher	Childcare	February 2023	Accepting Applications; Continuous Recruitment
Van Driver	Athletics & Recreation	February 2023	Accepting Applications

BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Bartender	TC3 Bistro	February 2023	Accepting Applications Hired: Stephan Mead (02/09/23)
Banquet Server	TC3 Bistro	February 2023	Accepting Applications Hired: Stephan Mead (02/09/23)
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
Executive Chef	TC3 Bistro	February 2023	Accepting Applications; Conducting Reference Checks
Host/Hostess	TC3 Bistro	February 2023	Accepting Applications
Line Cook	TC3 Bistro	February 2023	Accepting Applications Hired: Christopher Rieseberg (02/03/23)
Server	TC3 Bistro	February 2023	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of March 1, 2023

COMPLAINANT	SUBJECT	DISPOSITION
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CSEA

CSEA-Campus Police Officer	Termination due to violation of Code of Conduct.	TBD
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FACULTY ASSOC.

None.

PAA

None.

TC3 ADJUNCT ASSOC.

None.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-33**

APPOINTMENT OF PERSONNEL

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

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

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

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

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, 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 March 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 March 2023.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Tuesday, February 28, 2023
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
December				
Cornish, Erin	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$928.24	12/17/2022 To 1/24/2023
Evans, Christine	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$2,726.71	12/17/2022 To 1/24/2023
Farah, Fred	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$2,320.60	12/17/2022 To 1/24/2023
Ha, Lien	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$435.11	12/17/2022 To 1/24/2023
Need, Barbara	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$696.18	12/17/2022 To 1/24/2023
January				
Christopher, Renee	Two-credit release - Integrate BodyViz Tech into BIOL Curriculum	Adjunct	\$2,064.00	1/18/2023 To 5/22/2023
Cornish, Erin	REPLACEMENT Contract - MATH120 M03	Adjunct	\$4,059.25	1/18/2023 To 5/22/2023
DeWan, Christopher	ENGL200 M01	Adjunct	\$3,096.00	1/18/2023 To 5/22/2023
Gonzalez Suarez, Jose	CONT203 M01	Adjunct	\$4,386.00	1/18/2023 To 5/22/2023
McWilliams, Michael	BIOL132 M01	Adjunct	\$5,418.00	1/18/2023 To 5/22/2023
Sewell, Pat	Adjunct Association President	Adjunct	\$2,676.75	1/18/2023 To 5/22/2023
Dibartolo, Debra	NURS120 FLD M34	Adjunct	\$12,903.00	1/25/2023 To 5/19/2023
Finn, Brendan	Provide supervision to NURS120 M34 students while administering medications	Adjunct	\$2,504.70	1/25/2023 To 5/19/2023
Flores, Katelyn	Provide supervision to NURS208 ME33 students while administering medications	Adjunct	\$1,252.35	1/25/2023 To 5/19/2023
Hendrix, Brittany	NURS208 FLD M32	Adjunct	\$10,714.00	1/25/2023 To 5/19/2023
Jungbauer, Sylwia	Provide supervision to NURS225 M35 students while administering medications	Adjunct	\$2,504.70	1/25/2023 To 5/19/2023
Kuck, Carol	Provide supervision to NURS225 M36 students while administering medications	Adjunct	\$2,504.70	1/25/2023 To 5/19/2023
Moore, Amy	Provide supervision to NURS208 ME32 students while administering medications	Adjunct	\$2,504.70	1/25/2023 To 5/19/2023
Moore, Paula	NURS208 FLD M31	Adjunct	\$13,739.00	1/25/2023 To 5/19/2023
Nottelman, Andrew	Provide supervision to NURS120 M36 students while administering medications	Adjunct	\$2,504.70	1/25/2023 To 5/19/2023
Okaru, Alfie	FITN102	Adjunct	\$1,650.00	1/25/2023 To 3/3/2023
Olson, Richard	Perform engineering duties in radio station	Adjunct	\$7,138.00	1/25/2023 To 08/18/2023
Payton, Christine	NURS225 FLD M35	Adjunct	\$12,100.00	1/25/2023 To 5/19/2023
Peck, Gail	Provide supervision to NURS208 ME33 students while administering medications	Adjunct	\$1,252.35	1/25/2023 To 5/19/2023
Potter, Kristi	CTC Adjunct Coordinator	Adjunct	\$2,922.00	1/25/2023 To 5/19/2023
Read, Kira	Provide supervision to NURS120 M34 students while administering medications	Adjunct	\$2,504.70	1/25/2023 To 5/19/2023
Reining, Shaun	Provide supervision to NURS120 M33 students while administering medications	Adjunct	\$2,504.70	1/25/2023 To 5/19/2023
Roche, Heather	NURS225 FLD M32	Adjunct	\$10,714.00	1/25/2023 To 5/19/2023
Schaffer, Patricia	NURS120 FLD M31	Adjunct	\$12,903.00	1/25/2023 To 5/19/2023
Steenburg, Jennifer	NURS225 FLD M36	Adjunct	\$12,100.00	1/25/2023 To 5/19/2023
Thompson, Jacqueline	NURS225 FLD M31	Adjunct	\$11,352.00	1/25/2023 To 5/19/2023
Vorhis, Melissa	NURS120 FLD M35	Adjunct	\$10,714.00	1/25/2023 To 5/19/2023
Whalen, Reganne	NURS120 FLD M32	Adjunct	\$10,714.00	1/25/2023 To 5/19/2023
Wong, Haven	Provide supervision to NURS225 M31 students while administering medications	Adjunct	\$2,504.70	1/25/2023 To 5/19/2023

Employee	Department	Title/Rank	Salary	Employment Dates
Wright, Rachel	Provide supervision to NURS208 ME31 students while administering medications	Adjunct	\$2,828.70	1/25/2023 To 5/19/2023
February				
Josef, Keith	Create labs/manuals for PHSC104/211 and PHSC105/212	Adjunct	\$3,300.00	2/13/2023 To 5/22/2023
Slawson, Melinda	Global Connections - Interim Coordinator of Global Partnerships & Programs	Instructor	\$80,973.00	2/20/2023
Speth, Gregory (Steve)	Campus Technology - Technology Support Associate	Grade 1	\$59,872.00*	2/24/2023
Brock, Sierra	Provost Office - Administrative Assistant - Level 4	Grade J	\$57,390.00*	2/27/2023
Rice, Doug	ENGL102 D92A, D92B	Adjunct	\$6,192.00	2/27/2023 To 6/22/2023
March				
Genson, Michelle	TC3 biz - Enrollment Services Specialist	Grade G	\$48,959.00*	3/13/2023

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

March 16, 2023

Resignations/Retirements/Separations

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Darlene Gold	Professor	English	08/31/23	Resigned

FACULTY STUDENT ASSOCIATION

None

BISTRO

None

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-37**

Nepotism Policy

WHEREAS, the College has identified there is not a current policy addressing nepotism in the workplace at Tompkins Cortland Community College with the exception of Faculty Student Association, and

WHEREAS, the College has tasked members of the Executive Council to review, outline, and recommend best practices, and

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

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby authorizes the administration of the College to execute the attached Nepotism Policy.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, JAN BRHEL, CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 16th day of March 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 March 2023.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE, INC.
NEPOTISM POLICY

POLICY STATEMENT

Tomkins Cortland Community College, Inc. is committed to upholding the highest standard of ethical conduct with respect to the organization's hiring and business practices. This policy must be considered when hiring, promoting, transferring any employee as well as any business transactions that may directly be influenced by familial or household relationships.

OBJECTIVE

The goal of this Nepotism Policy is to avoid creating or maintaining circumstances in which the appearance of favoritism or possibility of favoritism and/or conflicts of interest exist.

DEFINITIONS

Nepotism – Favoritism based on familial relationships (by blood or marriage or dating relationship or household relationship) that benefits the person in a position of trust directly or indirectly. This includes supervision of anyone in such relationships. This also applies to faculty teaching anyone on the "close relatives" listing which results in grades or credits.

Conflict of Interest- a conflict, real or the appearance of, the private interests of an individual and the official responsibilities of a person in a position of influence or control. Close relatives, partners, those in dating relationships or members of the same household are not permitted to be in positions that have direct reporting responsibilities to each other. They may not make business transactions that benefit them or familial or household members as this presents a conflict of interest. Close relatives are defined as the following: husband, wife, father, mother, sister, brother, aunt, uncle, grandfather, grandmother, son, daughter, nephew, niece, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, step- relatives and first cousins.

PROCEDURE

Individuals will not be hired or promoted into a position that would create a conflict to this policy. If an employee becomes a party to such a relationship that person is required to inform their supervisor and the Office of Human Resources of that relationship. The employee, supervisor, and the Executive Council representative will attempt to resolve the situation. If there is no accommodation that can be made then this group must decide which employee must resign in order to resolve the situation. Length of employment and responsibilities of each employee may be a consideration. This is a College-wide policy. IF the impacted employee is in a bargaining unit they may ask for consultation with their union. The impacted employee may apply for vacant positions for which they are qualified that do not create a nepotism situation. The impacted employee must go through the normal hiring process.

EMPLOYEE RESPONSIBILITY

It is the responsibility of all employees to identify to the Office of Human Resources any potential or existing personal relationships that fall under the purview of this policy. Employees who fail to disclose familial or household relationships covered by this policy will be subject disciplinary action up to and including termination of employment.

EXCEPTIONS

Any exceptions to this policy must be approved in writing by the appropriate Executive Council representative, the V. P. of HR, and the President. The V.P. of HR is responsible for providing a written justification for the exception to be included in the personnel files of all parties.

CONTACTS

Subject	Office Name	Title or Position	Telephone Number	Email
Questions regarding the policy	Human Resources	Vice President, Human Resources	607-844-8222, ext. 4440	hr@tomkinscortland.edu

Approved by the Tompkins Cortland Community College (*insert date of approval*)

TOMPKINS CORTLAND COMMUNITY COLLEGE

Faculty Position Title: Laboratory Technical Coordinator

Organizational Unit:
Academic Affairs

Reports to:
Assistant Provost

Approved by:

SUMMARY

Oversees and coordinates operations of laboratory spaces on the main College Campus. Responsibilities include lab preparation, set up, cleaning and general educational assistance in classes for at least one lab areas. Responsible for safety compliance of laboratory spaces. The Coordinator is responsible for supervision of adjunct laboratory technicians, related paraprofessionals, and student workers in all lab areas on campus. Oversees budget, inventory, and maintenance of laboratory spaces.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The Coordinator performs the following functions – which constitute the majority of the job responsibilities -- for at least one lab area.
 - Assists teaching faculty in classes through laboratory preparation, set up, and cleaning in associated classes.
 - Assists teaching faculty by helping with student concerns and questions in classes when the instructor is working with other students.
 - Assists teaching faculty by proctoring make-up labs.
 - Assists teaching faculty with independent student projects
 - Mentors students working on independent student projects

2. The Coordinator performs the following functions for all lab areas on the main campus:
 - Recruits, makes hiring recommendations, and supervises part-time laboratory personnel, including adjunct laboratory technicians, paraprofessionals, and student workers.
 - Acts as safety compliance officer for lab spaces on campus, including ensuring appropriate compliance with inspections and hazardous waste management.
 - In consultation with the Provosts Office and appropriate department chairs, manages budgets of lab spaces.
 - In consultation with the Provost's Office and appropriate department chairs, coordinates management of keeping laboratory equipment and supplies up-to-date, including procuring, decommissioning, and inventorying.
 - Responsible for organizing professional development of laboratory staff to ensure compliance with best practices.
 - Coordinates lab usage with external partners

3. Assures the effective use of human resources by recommending, hiring, disciplinary, and other administrative actions, together with training, motivating, evaluating, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local equal employment/affirmative action laws, regulations, and collective bargaining agreements.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Faculty Position Title: Laboratory Technical Coordinator

Organizational Unit: Academic Affairs

Reports to: Assistant Provost

Approved by:

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

MINIMUM QUALIFICATIONS

Bachelor's degree in appropriate related field. The ability to obtain certification as chemical hygiene officer within 1 year of employment, and ability maintain that certification throughout the duration of employment. 2 years lab/technical experience in related field. Knowledge of standards established by OSHA (Occupational Safety and Health Administration) and PESH (New York Public Employee Safety and Health).

PREFERRED QUALIFICATIONS

Master's degree in related field. Management/supervisory experience. Inventory/purchasing management experience. 5 years lab/technical experience in related field. Experience working in a college classroom, especially a community college.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-35**

**APPROVAL OF POSITION DESCRIPTION
VICE PRESIDENT OF FINANCE & ADMINISTRATION**

WHEREAS, The College has determined, based on a review and analysis of the functions within the Finance & Administration office that there is a need to revise the Vice President of Finance & Administration position description, and

WHEREAS, the attached Vice President of Finance & Administration position description has been reviewed by the President's Cabinet and is recommended by the President, be it therefore

RESOLVED, that the Vice President of Finance & Administration position description be approved in accordance with the position description attached to this resolution, and be it further

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

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, 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 March 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 March 2023.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Vice President of Finance
& Administration

GRADE

M/C

PAGE

1 of 2

ORGANIZATIONAL UNIT

Finance and Administration

REPORTS TO

President

APPROVED BY

SUMMARY

Serves as Chief Financial Officer, providing leadership and vision for the finance and administrative functions of the College (Finance, Comptroller, Facilities), and leads the finance functions of the Faculty Student Association (FSA) and the College Foundation. Manages and directs the College’s budget and associated processes. Aligns the financials with the business model(s) and in conjunction with the President and senior leadership team, assesses how changes in strengths, weaknesses, opportunities and threats can affect these models in the future. Directs the planning, management, and evaluation of finance and administrative functions to enhance student learning and success. Establishes and maintains internal controls to safeguard the assets of the College and its related organizations. Major functional areas reporting to the Vice President include: Budget and Finance, Facilities, the TC3 Bistro and the TC3 Farm.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensures the development and administration of an effective budget and finance program that includes comprehensive assessment of resource needs, allocation of available resources in alignment with College-wide goals, the proper safeguarding of assets, and compliance with relevant financial recording and reporting requirements.
2. Provides leadership and direction for all budget and finance functions including: purchasing, accounts payable, payroll, cash receipts, student accounts, restricted fund accounting, capital project accounting, budgeting, and general ledger for the College and its related organizations.
3. Develops and Administers College operating, Faculty Student Association Budget, Foundation operating and capital budgets: advises budget managers on the development and implementation of departmental budgets, advises College executive staff with the budget development process and resource allocation, and monitors departmental budgets and the use of financial resources.
4. Oversees the creation and implementation of annual operational plans for the Finance & Administration division of the College, Faculty Student Association and Foundation. Guides the activities of the Administration and Finance leadership and assists key administrators in achieving priority institutional objectives, evaluates progress and goals as part of the annual report.
5. Ensures the development, implementation, and effective operation of a comprehensive facilities management program and facilities master plan for College and Foundation. Participates in capital planning, budgeting for construction, renovation, and capital equipment purchases. Provides leadership and vision to ensure facilities programs are designed to support and enhance student learning and success.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Vice President of Finance
& Administration

GRADE

M/C

PAGE

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ORGANIZATIONAL UNIT

Finance and Administration

REPORTS TO

President

APPROVED BY

6. Serves as the primary contact for the SUNY budget office and regularly engages with the Board of Trustees, County administrators, elected officials and legislators, state and federal agencies in matters pertaining to College fiscal operations.
7. Responsible for contract administration, insurance, audits, and policy matters for the College, Faculty Student Association and Foundation, along with its related entities regarding business transactions.
8. Responsible for grants administration; ensuring fiscal compliance, and coordinating and collaborating with designated grant Principal Investigators (PI), program delivery personnel and senior leadership. Ensures efficient use of material resources for finance and administration by assessment of needs, development of budget recommendations, and management of resources within the budgetary constraints imposed by the College.
9. Designs and implements a variety of financial analyses to support College operational decisions: current-year ongoing financial forecasting, long-term financial forecasting and budgeting, historical analysis of financial performance for the College as well as individual programs and initiatives, and other analyses as requested by internal or external sources.
10. Responsible for compliance with applicable laws and regulations, including conducting the College, College Foundation, and Faculty Student Association annual independent audits.
11. Maintains the expertise necessary to ensure that all financial accounting and reporting is conducted in compliance with FASB, GASB, and SUNY requirements through research and continuing professional education.
12. Manages cash flow for the College, FSA, and Foundation by managing purchasing, accounts payable, vendors, collections and payments from sponsoring counties and State. Enhances and informs the budgeting process and financial reporting by conducting cash flow projections. Manages Foundation endowments.
13. Directs the staff and managers of Budget and Finance, Facilities, TC3 Bistro L.L.C., and TC3 L.L.C. Ensures effective use of human resources by recommending hiring, disciplinary, and other administrative actions together with the training, motivating, evaluating, and counseling assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Employment /Affirmative Action Law, other applicable laws, regulations, and collective bargaining agreements.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Vice President of Finance
& Administration

GRADE

M/C

PAGE

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ORGANIZATIONAL UNIT

Finance and Administration

REPORTS TO

President

APPROVED BY

14. Assures the efficient use of material resources by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
15. Represents the College in matters of finance and administration, interacting with local, state, and federal agencies. Reviews contracts for both internal and external services.
16. Assists the President with college-wide planning and resource allocation. Collaborates on the enrollment projection model in coordination with members of the senior leadership team.
17. May serve on the Negotiations Team during collective bargaining. Participates with the Vice President for Human Resources and other management/confidential representatives in regular labor-management committee discussions in collaboration with union representatives.
18. Serves on Executive Leadership Team, President's Cabinet, and other College committees. Performs other related tasks as assigned.
19. Occasional travel required.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Vice President of Finance
& Administration

GRADE

M/C

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ORGANIZATIONAL UNIT

Finance and Administration

REPORTS TO

President

APPROVED BY

SUPERVISION

Types Supervised (check each category):

- Classified Staff
- Administrative

- Faculty
- Adjunct faculty, students, etc.
- FSA Staff

Indicate number in each category:

- 7 # of Classified Staff
- 1 # of Administrative

- # of Faculty
- # of Adj. faculty, students,
etc. # of FSA Staff

MINIMUM QUALIFICATIONS

Master's degree in Business Administration or related field plus ten years of progressively responsible administrative/supervisory experience with a staff greater than five. Management of a budget in excess of \$20M.

Experience in an institution of higher education OR familiarity with GASB & Fund Accounting

Ability to manage in a changing educational environment.

High ethical standards with a commitment to excellence and integrity

Excellent written and oral communication skills

Demonstrated ability to work successfully with persons from diverse backgrounds, and commitment to diversity and inclusion initiatives.

PREFERRED QUALIFICATIONS

- CPA
- Experience in an institution of higher education
- Familiarity with GASB & Fund Accounting

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-36**

**APPROVAL OF POSITION DESCRIPTION
MENTAL HEALTH CASE MANAGER**

WHEREAS, the College has determined, based on a review and analysis of the Health & Wellness Services department, that there is a need to create a Mental Health Case Manager position description, and

WHEREAS, the attached Mental Health Case Manager position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Mental Health Case Manager position description be approved in accordance with the position description attached to this resolution, and be it further

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

STATE OF NEW YORK: **I, JAN BRHEL, CLERK** of the Board of
 SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
 a true copy of a resolution duly adopted by the Board of
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the
16th day of March 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 March 2023.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Mental Health Case Manager

GRADE

4

PAGE

1 of 2

ORGANIZATIONAL UNIT

Health & Wellness Services

REPORTS TO

Director of
Wellness

APPROVED BY

SUMMARY

Provide case management and intervention for students presenting to Health and Wellness Services or arising with concerns through the CARE Team. Serve as a member of the CARE Team and collaborate with faculty and staff to identify students in need of case management, intervention and follow-up. Serve as a member of Health and Wellness Services and collaborate on the development and delivery of health and wellness promotion initiatives. Address the needs of students who have challenges with mental health, crime victimization, relationship violence/sexual assault, economic concerns, social adjustment, and others through a variety of interventions, referrals, and follow-up services. Build and foster relationships with internal and external stakeholders with a holistic approach to student and campus support. Establish and maintain collaborative and consultative working relationships within the College. Facilitate Stepped Care mental health supports including group counseling. Assist with data collection, analysis and reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Respond to daily case management functions including but not limited to: student emergencies; consultations with members of the College community; and parent/student inquiries and concerns.
2. Conduct initial screenings and assessments to determine students' needs and formulate and recommend action plans. Maintain ongoing relationship with students consistent with action plans.
3. Provide management and oversight of records and files pertaining to student case load. Ensure that records and data are up-to-date and maintained in accordance with College policies and federal and state regulations.
4. Respond to urgent student concerns during business hours.
5. Assist in the development and implementation of departmental policies and procedures including but not limited to case management policies and protocols, outreach and education, campus health and wellness initiatives, and departmental publications.
6. Serve as a member of the CARE team and provide regular updates regarding specific cases.
7. Assist in developing and implementing training and outreach programs for the campus community, and serve as a resource providing workshops and presentations.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Mental Health Case Manager	4	2 of 2

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Health & Wellness Services	Director of Wellness	

8. Develop and maintain cooperative and collaborative relationships with faculty, staff and students with regard to case management policies and procedures; establish ongoing collaborations for the early identification and intervention with at-risk students and students in distress.
9. Work directly with Campus Police, Health and Wellness Services, Access and Equity Services, Faculty and Advisors and other areas on direct interventions with students.
10. Assist in preparing reports and analyses as requested.
11. Facilitate medical leaves, withdrawals, and returns to the College following a medical leave.
12. Facilitate student issue-related groups, e.g. substance use, eating disorder, grief, etc.
13. Initiate positive, collaborative relationships on-campus and with appropriate community agencies, including human service agencies to enhance program functions.
14. Serves on various committees as appropriate and performs other job-related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

- Classified Staff
- Administrative
- Faculty
- Adjunct faculty, students, etc.

Indicate number in each category:

- # of Classified Staff
- # of Administrative
- # of Faculty
- 1-3 # of Adj. faculty, students, etc.

MINIMUM QUALIFICATIONS

Bachelor's degree in psychology, social work, or a closely related field, and a minimum of four years of experience. Demonstrated knowledge of case management systems and experience working with young adults or college students. Experience working with a diverse population.

PREFERRED QUALIFICATION

Master's degree in social work, counseling, or a closely related field, and two or more years of experience working in higher education. Experience working on a BIT/CARE Team or similar entity.

Bid Recommendations for Workforce Development Initiative Grant Lab Project – March 2023

The following 2 trade bids represent \$321,067.13 and are being recommended for Board approval:

- 1) Aluminum Doors & Frames/Fire & Non-Fire Rated Glass/Storefronts for \$210,000, 4 bids were solicited, 1 bid was received.
- 2) Steel & Wood Doors & Frames/Fire & Non-Fire Rated for \$111,067.13, 4 bids were solicited, 1 bid was received.

These trades were among those included in an earlier bidding process for which there were no bids. The bids were advertised according to purchasing requirements.

It is possible that reductions to the total costs may be realized upon further analysis of the required specifications.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-39
Steel & Wood Doors & Frames/Fire & Non-Fire Rated (Labs WDI)**

WHEREAS, there is a need for Steel & Wood Doors & Frames/Fire & Non-Fire Rated at TC3 as required, and

WHEREAS, the College has complied with New York General Municipal Law Section 103, and solicited sealed bids for Steel & Wood Doors & Frames/Fire & Non-Fire Rated and

WHEREAS, Kelley Bros. of Syracuse, New York, 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 Steel & Wood Doors & Frames/Fire & Non-Fire Rated to Kelley Bros. per their bid of \$111,067.13. 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: **I, JAN BRHEL, CLERK** of the Board of Trustee of
 SS: Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **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 March 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 March 2023.

Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-38
Aluminum Doors & Frames/Fire & Non-Fire Rated
Glass/Storefronts (Labs WDI)**

WHEREAS, there is a need for Aluminum Doors & Frames/Fire & Non-Fire Rated Glass/Storefronts at TC3 as required, and

WHEREAS, the College has complied with New York General Municipal Law Section 103, and solicited sealed bids for the Aluminum Doors & Frames/Fire & Non-Fire Rated Glass/Storefronts and

WHEREAS, Southern Glass Service of Big Flats, New York, 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 Aluminum Doors & Frames/Fire & Non-Fire Rated Glass/Storefronts to Southern Glass Service per their bid of \$210,000.00. 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:

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 March 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 March 2023.

Clerk of the Board of Trustees

Provost Report March 2023

Welcome Sierra: The Provost's Office welcomed a new employee: Sierra Brock, who is going to be the new Administrative Assistant for our area. Sierra is going to act largely as a replacement for Vicki P. However, we are also reviewing the organization of the Provost's Office with plans to join Academic Records and our Office more intentionally to create better and more efficient workflows. That will include moving academic records into the Provost's Office suite (probably this summer). A biography for Sierra follows:

"Hi! I'm Sierra Brock, the new Administrative Assistant in the Provost office here at TC3. I finished my bachelor's degree in Business Technology at Delhi and was able to complete many classes at TC3 through the partnership program. After I graduated, I took a secretary position at Tompkins-Seneca-Tioga BOCES, which is where I came from to start this new adventure. While I am not working, I am spending time with my family, friends, husband, and furry friends. We have two German Short Hair Pointer dogs and two cats who are spoiled like no other. When it is nice outside, we enjoy hiking in the woods, riding our UTV, and cruising on our boat. During the winter months, you can find me inside working on crafts or house projects. I am excited to put my creative mind to work and look forward to meeting everyone on campus!"

February Faculty Meeting: We held a meeting on 2/17/2023. The agenda included the following: Academic Community Coordinator Updates; Academic Calendar 24-25 & 25-26 (this will move on to the College Senate for feedback next); Early Concern Flag Updates/Efficacy; Support Services/Students in Crisis; A/W Policy Updates. The link to the meeting is below: <https://tompkinscortland.video.yuja.com/V/Video?v=7368208&node=31255177&a=197250734&autoplay=1>

Inclusive Teaching Practices: Anndrea Mathers and Eric Jenes (who heads up the College Teaching Center) have been working with a group of faculty to earn the Diversity, Equity, & Inclusion in Teaching and Learning Certificate from the SUNY Center for Professional Development and to help us create an electronic repository of related material to disseminate to faculty across the campus. We have also been working with Seth on this project, and we are looking into bringing a speaker to campus connected this. The work has shown great promise (and interest already), and we used it as the basis for a SUNY FACT2 IITG (Innovative Instruction Technology Grant) proposal to continue the work.

Guided Pathways: The Guided Pathways Steering Committee met to discuss a First-Year Experience course on campus. We left the meeting with some homework (gathering some data) and reading assignments (based on models for these types of courses and/or learning outcomes). I continue to believe that the lack of a required first-year experience course (or embedded learning outcomes) is a significant gap in our curriculum. We are working to review this issue and act accordingly.

On the Horizon: The core curriculum work of the semester is moving along: SUNY General Education revisions, Health Science AAS and AS degrees, Massage Therapy, and Media Arts revisions. The template work mentioned in my last report is underway: the Curriculum Committee will review a Program Creation and Program Discontinuation templates; Chairs and Coordinators will review the Comprehensive Program Review and Snapshot Program Analysis templates. The group working on Emeritus processes on campus and the group working on the AW policy changes will present their findings to the Faculty for review this Month in all likelihood. The choice of software for student evaluations is nearing completion. Finally, the variety of hiring searches I mentioned in my previous reports are working their way towards completion.

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

Athletics and Recreation

Baseball, Golf, Men's Lacrosse, and Softball have all been practicing since the end of January and are prepping for the 2023 season beginning in late March. Panthers Men & Women's Basketball each qualified for playoffs for the first time in several years and had individual athletes celebrated with postseason awards. Read more about teams and all accomplishments this year below.

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 eight weeks of the Syracuse City Police Academy, with an expected graduation date of late July 2023. 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. Campus Police will begin planning with residence life staff to sponsor a March Madness pizza event for residence life students.

Child Care

We have been able to contact all families on our waiting list. We currently only have a couple of openings in both buildings. We will invite those families in for a tour as soon as we receive more. This is the most families we have had at the centers since before COVID. We have completed all of the Tompkins County Recovery fund estimates. The HVAC system in the FSA child care center will be installed within the next month, and then the floor, ceiling, and lights will be replaced in July. In addition, we received a \$1,900 gift from BorgWarner.

Health and Wellness Services

HWS is planning to partner with Recreation Services for an on-campus 5K in the spring. 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. Fifteen students have requested 1:1 clinical counseling, and all have been connected with a therapist. Nine have met for a 1:1 clinical counseling session. Six later decided they did not want continued counseling. Nurse Angie continues to follow up with students after their referral. Also, the Pantry and Closet hosted Food Bank of the Southern Tier (FBST) leadership for a tour and conversation around the reduction to SNAP beginning March 1.

Office of Diversity Education and Support Services

EOP is continuing the process of implementing our success plans for current students. We have mandated study halls each week, partner with the Tutoring Department for one-on-one tutoring, and collaborate with the Office of Access and Equity Services by offering services to our students. ODESS is in the planning stages for the 2023-24 EOP Summer Institute. SUNY EOP now mandates that the Summer Institute be four weeks long. Students will be housed on campus for all four weeks. EOP will partner with Cornell University and Ithaca College to foster experiential learning in the Summer Institute.

Residence Life

Residence Life currently has 227 students actively living in the Residence Halls. Director, Michael Oyelola has started conversations with Scott Bennett to have tutoring available to students in the Residence Halls. Beginning March 12, Residence Life will offer tutoring sessions on Sundays for a test run to see how effective Tutoring in the Residence Halls will be for the upcoming semesters. Residence Life has moved arcade games to Seneca's third floor and the first floor of the Connections for students to build community with each other.

Student Conduct, CARE Team & Title IX

For January, there was one (1) conduct incident involving one (1) student. For February, there were five(5) incidents involving eight (8) students. These incidents have resulted in no conduct boards or serious charges like removal, suspension, or expulsion. New students have been assigned the required online Title IX training. New employees have also been assigned the NY state mandatory sexual harassment training. The CARE team serves as the College's behavioral intervention team – this semester, there have been seven (7) new students referred to the group. The month of February programming included:

Teen Dating Violence Awareness Month) including a pop-up in the Best Life Lounge on 2/13 discussing setting boundaries, an event on 2/21 with cupcake decorating and safe relationship behaviors chat, tabling throughout the month, and our annual Yards for Yeardley program (2/28.) Approximately 60 students, employees, and community members participated in Yard for Yeardley, having over 500 interactions with campus and community resources on dating violence.

Student Life

The semi-annual Get Connected Club and Resource Fair were held on Wednesday, February 8, with 123 attendees. Welcome week (s) programming concluded in February. We will transition to support student-led programs in March until we begin large-scale programming efforts for April and May. The Leadership Awards nominations will open mid-March and will be due April 7, with the ceremony occurring May 3. The Student Government Association held its spring retreat and set 5 goals and initiatives for the semester.

Student Success: Advising, Career, and Transfer Services

In the first month of the spring term, the Student Success team conducted an outreach campaign in response to 1160 Early Concern flags raised for 532 unique students in Starfish by instructors. Success advisors contacted students for 422 flags raised for those concerned about more than 50% of their enrolled credits. As of March 1, 193 of these concerns have been resolved (45.7%). Ongoing outreach is occurring for students related to these early concerns, early progress reports (S/S-/U), and consistent schedule changes (drop/add/withdrawal).

Planning is well underway for our fall new student enrollment and onboarding cycle and our Road to Registration efforts for continuing students. Registration opens for continuing students April 17-20, and registration for new, transfer, and readmitted students will begin April 21. We plan to add registration to our redesigned Open House, priority registration for College Now seniors, and group advising events organized by the academic community. We awarded \$250 TC3 Bookstore gift cards to five students who registered for spring before the end of the fall term and will again promote this incentive for fall 2023 registration. Road to Registration events will take place April 3-14.

My Desk

On February 16, the directors of Student Affairs participated in a one-day retreat at the Ithaca Extension Center. The retreat focused on charting a vision for student affairs and team development. The time was invaluable in support of the Student Affairs Strategic Plan and Middle States accreditation process. In addition, on February 22, the Staff Development committee and I supported Mid-Winter Staff Development Day activities.

Respectfully,

Seth A. Thompson

Campus Technology Report to the Board of Trustees – March 2023

Staffing – The process to fulfill the vacant Technology Support Associate position has been successfully completed with the recent hiring of Steve Speth. Steve brings TC3 many years of technical expertise, and a focus on customer service. Steve will be a valuable addition to the TC3 team.

ITEC CIOaaS and Campus IT Services- TC3 has contracted with SUNY ITEC to provide CIO as a Service and Campus IT Services for .5 FTE and .2 FTE respectively for a 6 month trial period. CIOaaS service provides virtual IT leadership services and Campus IT services provide remote technical resources (mainly infrastructure and networking) to back up TC3 technical team members.

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. The TC3 IT team and ComSource have worked together to replace several fiber pairs to improve network stability. Ongoing investigation is going on to pin down the cause of network stability issues.

SUNY Print Initiative – The device layout design has been submitted to Toshiba. We have cost estimates. Testing with a new dedicated print VLAN are ongoing. 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, our tickets are up 45% from the same period one year ago. This is largely due to the cybersecurity incident in February. Response to that incident included resetting of all passwords in our active directory. The password changes also required authentication for several applications including Maxient and Alma to have their authentication reconfigured. We are working to reduce our initial response time on tickets as well as increasing communications through the ticketing software.

Cybersecurity – Due to February’s cybersecurity incident, the college as dramatically tightened its cybersecurity posture. All servers in the datacenter have Alert Logic installed and operational. All servers in the datacenter are now protected with a 24/7 monitored MDR (Managed Detection Response) solution, currently Sentinel One, transitioning to CrowdStrike Falcon Complete. Desktops and Laptops will continue to be protected by Cylance Protect our current EDR (Endpoint Detection Response) solution. Multiple changes have been made to the firewall rules to block access from the internet to servers that need not be accessed from outside the network. Several applications were upgraded to fix vulnerabilities to older versions of the software. The development VMWare environment also had to be shut down and decommissioned (it wasn’t upgradable). Its servers were moved from that environment to the newer more secure production hardware. The whole TC3 IT team has done a heroic job, rising to the occasion and dealing with this cybersecurity incident head on. The whole team is to be commended.

Respectfully,

Erik Snyder
Interim CIOaaS

TO: Amy Kremenek, President
TC3 Board of Trustees

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

DATE: March 3, 2023

College Senate report March 3rd, 2023

- Nominations for 2022-2023 Chancellor's Excellence Award have been submitted
 - Formation of standing committee
 - Working to establish firm process for next round
- Evaluation of on campus committees with Senate charges will be the focus this semester
 - Proposing restructure of reporting system
 - Committees still presenting
- 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
March 16, 2023 Meeting

Foundation Board and Committees

The alumni committee met on February 8 to discuss the Call for Nominations – 2023 Distinguished Alumni award. This award will be presented at Commencement on May 23.

A finance/audit/investment committee meeting was held on February 15th. The auditors presented the 2022 audit and stated that there were no internal control findings, went much more smoothly than prior years and was completed a month earlier than the prior year. Worth noting is the auditor's unmodified opinion from last year that there is a "substantial doubt about the organization's ability to continue as a going concern." This concern is caused by the Foundation being unable to meet its debt coverage on bonds associated with the dorms, caused by low enrollments. The report references discussions between the Foundation's Board of Directors and the Bond Trustee. With enrollments on the rise, Management is hopeful that further discussions may lead to a longer term resolution. The Foundation consulted with an attorney who's opinion it was that restricted donations would not be impacted by actions associated with the bonds.

A Foundation Board Retreat will take place on April 28.

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

Strategic Plan Update

Goal #2 - Develop a plan for the Foundation to align with the College

c. Develop a plan to connect the board with the College leadership and board of trustees to align with the College's Strategic Plan

The Board of Trustees will be invited to attend an afternoon social with the Foundation Board at their retreat on Friday, April 28. More information will be forthcoming.

Goal #4 - Maintain and build relationships that support partnerships and fund development

a. Develop a comprehensive development plan

A fundraising draft has been developed and will be presented to the President and Foundation Board.

b. Explore new relationships and partnerships that may be beneficial

Review of prospect research for twenty-four individuals will begin in March.

Upcoming Meetings

March 21 – Executive Committee

March 27 – Finance/Audit/Investment Committee

Upcoming Meetings (cont.)

March 30 – 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)

Foundation Board Members (cont.)

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

Month	Face-to-Face	Calls	Emails	Other
January	6	12	34	0
February	3	14	23	3

The stewardship plan is currently being revised.

An internal audit of restricted funds is being completed.

The department will be upgrading our donor software to Raiser's Edge NXT in the next few months.

Communications

Month	Email	Recipients	Open Rate	Clicks
February 2	Microcredential in Semi- Conductor Field	17,644	18.4%	0.03%
February 28	Two Alumni Selected for Hall of Fame	18,210	17.8%	0.03%

Tompkins Harvest

The Tompkins County Food Service Directors met on Thursday, February 16 at TST BOCES. At the meeting, there was a lot of discussion around changes the schools are making and how they were implemented. Some of the changes being made are: harvest of the month recipes and taste testing, infused water instead of juices, salad bars being implemented, and new recipes being tried. The next Food Service Director meeting has been scheduled for Thursday, March 16th at Newfield Elementary School. Because of scheduling, the Food Service Directors decided not to move forward with the Institute of Child Nutrition Training in March. Most of the Tompkins County Food Service Directors have made plans to attend the Scratchworks Conference being held in Austin, TX on April 23 – 26. We are also working with the Chef Ann Foundation and the Park Foundation for an upcoming visit from the Chef Ann Foundation on May 1 – 3.

March 16, 2023

Student Trustee Report
(Photos attached)

My apologies for missing this month's meeting. I'm attending the National APCA conference in Pennsylvania, through student activities.

As far as student government goes, we are in the process of uploading a photo and description of each e-board member on the website. Additionally, we're planning multiple events such as slime making and tie dyeing.

The dorms have been relatively quiet, especially as students have been focused on midterms.

For the rest of the semester, RA and SGA's main goal is to work towards improving the parking lot conditions on campus. Leading to an improved attitude from residents.

Thank you and I look forward to attending the next meeting!

Louis Scholl
Student Trustee





APCA
Engaged Students Are
Retained Students!

TOMPKINS
CORLEAD
Loren Schell
TCC Board of Trustees

AMH
TOMPKINS CORLEAD COM



TO: Tompkins Cortland Community College Board of Trustees
FROM: Amy Kremenek, DM, and President
DATE: March 9, 2023
SUBJECT: President's Update

The following update reflects progress toward goals associated with three key areas: Student Enrollment and Retention, Campus Community Engagement and Participation, and External Community Partnerships and Collaboration.

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 7.5% in FTE and up 7.9% in terms of headcount or 106 students. Enrollment by continuing students is up by 117 students or 12.1%, and enrollment by new students is up by 10 students or 8.8%. Total core enrollment for spring is 1,446 students, up from 1,320 core students a year ago.
- Applications for fall 2023 are very strong with 1,322 applications currently in-hand, up more than 100% over this same time in 2022. Of these applications, 28% are from our sponsor counties, 28% from our "donut" or contiguous counties, and 24% from NYC/Long Island.
- Six firms responded to the College's request for proposals to conduct focus groups with prospective adult students in Cortland and Tompkins Counties to better understand their educational needs and expectations and to consider how our two extension centers can potentially meet these needs. Two firms were selected for interviews with the final firm to be identified by the end of March.
- The Aspen Institute has completed the College's Data Workbook focused on the demographic and economic context of our service area, the alignment of our strategic priorities relative to this context, and equity-focused student success data. This success data is focused on post-completion outcomes, transfer, and earnings. We will be focusing on this data over subsequent board meetings as we refine our goals and position the College for the next Strategic Plan.
- The College recently signed a contract with Edsights, a student success technology firm that uses conversational AI to engage and support students over text message. This firm was introduced to us at the NYCCT conference in October where Genesee Community College highlighted their successes and documented improvements in enrollment and retention. This project is funded by a SUNY enrollment development grant. Implementation and training is underway.
- As you know, earlier this year we received a \$50,000 grant from the Park Foundation to conduct a feasibility study to consider the possibility of a program for adult students, possibly with children, to pursue a college degree and live on campus. Interviews with potential consultants to conduct the study are in progress.

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 annual Mid-Winter Day was held on February 22, 2023. The agenda included two plenary sessions, an interactive presentation on practicing and living your values, and a Poverty Simulation led by the Cortland County Community Action Program (CAPCO). For those unfamiliar, a poverty simulation is an immersive workshop where participants take on an identity of a person in poverty and work to secure food, housing, transportation, clothing, utilities, and other life's necessities while balancing situations like health emergencies, eviction, and family crises. With more than 50% of our students receiving Pell grants, this exercise was helpful in understanding our student population and stimulated ideas on how we can serve and support students and help them emerge from poverty and break the cycle.
 - In conversations with faculty and staff over the course of last summer and fall, the interest in professional development emerged as a significant need. This has become particularly important as we seek to retain our employees in a highly competitive market, evolve as an employer of choice, and promote from within where possible. As such, organizational development initiatives such as a New Supervisor's Program and an Advanced Leadership Program are underway. In addition, faculty leaders will participate in an Academic Leadership Workshop in April at Coltivare which will be facilitated by leadership expert Dr. Idahlynn Karre.
3. **EXTERNAL COMMUNITY: PARTNERSHIPS & COLLABORATION:** Develop and advance College partnerships and increase engagement with businesses, organizations, community leaders, and residents.
- A key focus throughout January and February has been the NYS Budget process. The Governor's Executive Budget, released in January, included the community college funding floor at 2021-22 levels and a proposed \$200 million transformation fund. While we are grateful for these provisions, the NY Community College Presidents Association and the NY Community College Trustees are advocating for a 4% base state aid operating increase to account for inflation and removal of the proposed 20% holdback for community college operating aid. We have provided input to our state legislators and requested their support in the one-house bills that are progress. The final budget is expected in early April.
 - In addition to our involvement with the Tompkins Chamber, Cortland Chamber, Cortland Business Development Corporation, and the Ithaca Area Economic Development, the College has joined CenterState CEO. CenterState is leading many regional collaborations, including that with Micron, which require the collective effort of many colleges, organizations, and institutions. Later this month, we will be participating in the Educational and Medical Institutions Roundtable as well as the Future-Ready Workforce Innovation Consortium through CenterState. TC3's new microcredential in Micro-Nano Fabrication Safety is of great interest throughout the region.