



**Trustees:**

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

**April 20, 2023 Agenda  
Regular Board of Trustees Meeting @ 5:30 p.m.**

<https://us02web.zoom.us/j/84966287954?pwd=NkNsTkJOTGlsL2p6cy9Yc1JLcmhhZz09>

1. Call to Order
2. Roll Call
3. Introduction of Dean Corbin, Cortland County Governor's Appointee to TC3 Board of Trustees
4. Welcome Guests
5. Approval of Agenda
6. Public Comment\*\*
7. Approval of March 16, 2023 Board of Trustees Regular Meeting Minutes
8. CFO/Treasurer's Report – Report to follow
9. Communications
10. Presentations – Recognition of Chancellor's Award of Excellence for Students & PTK – All NYS Academic Awards
11. Information Items:
  - a. Human Resources Updates
12. Consent Agenda (Action Items):
  - a. Appointment of Personnel
  - b. Approval of Nepotism Policy
  - c. Approval of 2023-2024 TC3 and CSEA Agreement
  - d. Approval of Fire Alarm Panels - WDI Lab Renovations
13. 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
14. Upcoming Events:
  - a. Foundation Board and BOT social – April 28, 2023, 2:00 – 3:00 p.m. in the Forum
  - b. Next BOT meeting – May 18, 2023
  - c. Student Leadership Awards – May 3, 2023 -12 noon
  - d. Graduate of Note Luncheon – May 5, 2023 - 12 noon
  - e. Nursing Pinning Ceremony – May 23, 2023 - 2:30 p.m.
  - f. Commencement Ceremony – May 23, 2023 – 6:00 p.m.
15. Executive Session if needed
16. Adjournment

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

**Tompkins Cortland Community College**  
**Board of Trustees**  
**Regular Meeting**  
**March 16, 2023**  
**In person and Zoom**  
**Open Session @ 5:30 p.m.**

Present: Roxann Buck, Sue Dale-Hall, Judy Davison, Schelley Michell-Nunn, Lisa Perfetti, Raymond Schlather, Bruce Tytler

Excused: Arthur Kuckes, Matt McSherry, Louis Scholl

County Liaisons: Mike Lane, Cathy Bischoff (excused)

Staff: Jan Brhel, Katrina Campbell, Dave Fish, Julie Gerg, Amy Kremenek, Sayre Paradiso, Paul Reifenhiser, Erik Snyder, Ruth Spencer, Bill Talbot, Malvika Talwar, Susanna Van Sant, Peter Voorhees

1. **Call to Order:** The meeting was called to order at 5:40 p.m. by Chair Davison.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Welcome Guests:** Chair Davison welcomed those who attended via zoom.
4. **Approval of Meeting Agenda:** Mr. Tytler moved the March 16, 2023 meeting agenda be approved as submitted; seconded by Mr. Schlather; motion carried unanimously.
5. **Public Comment:** There were no requests for public comment.
6. **Approval of Minutes:** Ms. Buck moved that the minutes from the February 16, 2023 Board of Trustees meeting be approved as submitted; seconded by Mr. Schlather; motion approved unanimously.
7. **CFO's Report:** Written report provided. Mr. Talbot highlighted that the enrollment numbers to date are favorable. The first pass at budgeting for the 2023-2024 year is in progress with input from Executive Council members. If the continued growth stays true to what has been predicted, Mr. Talbot anticipates only needing a 2% increase in tuition. This is lower than most other SUNY schools which show a 3% increase. Ms. Buck asked if a 2% raise in tuition while others raise their tuition by 3% would still leave us in the top 5 community colleges in cost. Mr. Talbot said yes it would.
8. **Communications:** None were received in the President's office.
9. **Presentation:** Budget discussion was included in the CFO's report.
10. **Information Items:**
  - a. Human Resources Updates: Interim VP for Human Resources, Ruth Spencer, asked if there were questions on this report. She noted that during weekly Executive Council meetings there are status updates on the progression being made on open positions. When Mr. Schlather asked if there seemed to be a better pool of applicants Ms. Spencer said for the most part we have not only more applicants but also many that are very

strong. Ms. Dale-Hall asked if we monitor our vacancy rates. Ms. Spencer replied this is something we will be doing moving forward.

11. **Consent Agenda:** Mr. Tytler moved that an amended Consent Agenda be approved with the Nepotism Policy tabled; seconded by Ms. Buck; approved unanimously. It was requested that b) Approval of the Nepotism Policy be tabled from the Consent agenda for revisions and will be re-presented at the April 20, 2023 Board of Trustees meeting. There were questions from Board members with regard to what is/isn't included in the policy. Ms. Spencer reported that the college didn't have a nepotism policy previous to this. Points brought forward from the Board members included Conflict of Interest and Exceptions to the policy (Ms. Spencer noted she will add that the Board will be notified if there is an exception.) When asked if SUNY has a Nepotism Policy, Ms. Spencer and President Kremenek said they will check with SUNY. Before the vote on the Consent Agenda Mr. Tytler requested salary information for each of the job descriptions. A memo will be sent to Board members. Mr. Schlather asked what changes were made to the VP of Finance and Administration job description. Ms. Spencer explained the difference between the current job description and the new one. When asked about the Mental Health Caseworker job description and how it was classified, Mr. Thompson explained that it is a "triage system" and a step in the process before a student is referred to the Mental Health Counselor.
  - 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. Provost Reifenhiser welcomed Sierra Brock to the Provost's office as an Administrative Assistant. She will be invited to a future meeting for Board members to meet. First year program courses are being looked at as possible additions in future scheduling. It was noted that many colleges have first year seminar courses. Board members asked if these might possibly be more of a mentoring course and built on the 6 separate guided pathways/programs. Board members asked if they could be updated at future meetings.
  - b. **Interim VP of Student Services/Senior Diversity Officer** – Written report provided. Mr. Thompson was attending a professional conference so Dr. Kremenek asked if there were any questions. No questions were raised.
  - c. **Campus Tech** – Written report provided. President Kremenek introduced Erik Snyder with SUNY ITEC who will be the Interim CIO until decisions are made on how best to move forward. Mr. Snyder gave a brief background of his education and work with SUNY ITEC. He followed with

an update to the Cybersecurity incident that had occurred and what corrective action has taken place to this point. Board members asked what type of training the IT staff has and do we conduct our own phishing campaigns. Mr. Snyder replied that monthly training is being put in place, SUNY does share and provide resources. President Kremenek noted that 4 SUNY campuses have been affected by similar cybersecurity incidents.

- d. **College Senate** – Written report provided. Ms. Paradiso noted that the Chancellor’s Awards of Excellence have been completed and submitted to SUNY. Work is continuing on organizing committees on campus.
- e. **TC3 Foundation Inc.** – Written report provided. Ms. Gerg reported that the “Advancement” or “Retreat” for the Foundation Board has been scheduled for April 28<sup>th</sup>. Board of Trustees will be invited to attend a board social following the afternoon session. Software in the Foundation is being updated which will help with aligning the fund raising efforts.
- f. **Chairperson’s Report** – Chair Davison invited Board member Roxann Buck to update the Board on NYCCT information. Ms. Buck will provide monthly updates at each Board meeting when appropriate. She noted that she was on a call yesterday with regard to the State budget. Slides from that meeting will be forwarded to all Board members. A reminder was made for all Board members to contact their legislators regarding the State budget. Chair Davison invited Associate Provost Malvika Talwar to give a short data presentation from the Aspen College Excellence Program. The slide presentation will be added to the Board packet and minutes. Dr. Kremenek noted that the second part of the data will be presented in April.
- g. **Liaison Report Tompkins County** – Mr. Lane noted that Tompkins County legislators have been watching the NYS budget and are upset over the Medicaid funding. NYS requires its counties to contribute more than the rest of the counties across the United States. The Tompkins County Budget Committee is looking at their process to better understand what might need to be requested outside of regular operation monies. They are asking for requests to be made early this year. He added that Tompkins County continues to seek filling the positions vacant from retirements.
- h. **Liaison Report Cortland County** – Ms. Bischoff was unable to attend this meeting and will have a report for the April meeting
- i. **Student Trustee Report** – Written report provided. Mr. Scholl was attending the National APCA conference in Pennsylvania and was unable to attend. He provided some photos of the event with his report.
- j. **President’s Report** – Written report provided. In addition to her written report President Kremenek highlighted that the College received a \$50,000 grant from the Park Foundation to be used for feasibility study funding for housing adult students. Interviews for a consultant are in progress. Ms. Gerg and President Kremenek shared lessons that were gleaned from Wilson College in Pennsylvania. A trip to that campus may take place in the future. President Kremenek will be attending an all day

Future-Ready Workforce Innovation Consortium in collaboration with Micron to be held at Syracuse University on Wednesday, April 12<sup>th</sup>. (Date was changed following the Board meeting. New Date is April 25<sup>th</sup>.) The focus will be on training and workforce development for ~9,000 employees most of whom will be technicians. SUNY Chancellor, Dr. John B. King, Jr., will be on campus Monday afternoon, March 20<sup>th</sup>. When asked why she thought enrollment was increasing it was noted the use of SLATE has helped with the enrollment/registration process and the use of digital marketing/advertising has contributed.

13. **Executive Session:** Mr. Schlather moved that the meeting convene in executive session at 7:15 p.m. to discuss collective bargaining with no vote to be taken; seconded by Mr. Tytler. President Kremenek and Interim VP for Human Resources were invited to participate. Motion to go back in to Open Session was moved by Mr. Schlather at 7:53 p.m.; seconded by Ms. Buck; approved unanimously. The meeting reconvened in regular session.
14. **Adjournment:** Mr. Schlather moved that meeting be adjourned at 7:54 p.m.; seconded by Ms. Michell-Nunn; motion carried unanimously.

Respectfully submitted,

Jan Brhel  
Clerk of the Board of Trustees  
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of April 10, 2023

**UNCLASSIFIED STAFF**

<b>POSITION</b>	<b>DESIRED EMPLOYMENT DATE</b>	<b>ADVERTISED</b>	<b>APPLICATION REVIEW BEGINS</b>	<b>CURRENT STATUS</b>
Admissions & Financial Aid Advisor	ASAP	October 4, 2022	November 4, 2022	Interviews Concluded
Assistant Professor of Electrical Engineering (Grant-Funded)	March 15, 2023	November 29, 2022	January 3, 2023	Conducting Interviews
Assistant Registrar	ASAP	January 30, 2023	March 1, 2023	Conducting Interviews
Case Manager	ASAP	March 29, 2023	May 1, 2023	Accepting Applications
Clinical Mental Health Counselor	ASAP	March 22, 2023	April 21, 2023	Accepting Applications
Director of Enrollment Operations	ASAP	February 3, 2023	March 3, 2023	Conducting Interviews
Institutional Research Analyst II	ASAP	November 29, 2022	January 1, 2023	Conducting Interviews
Instructor of Anatomy and Physiology/Healthcare (Grant-Funded)	March 15, 2023	November 29, 2022	January 1, 2023	Conducting Interviews
Instructor of Civil Engineering/Construction Technology	August 21, 2023	November 5, 2022	January 5, 2023	Accepting Applications
Instructor of English	Fall 2023	March 3, 2023	April 3, 2023	Conducting Interviews
Laboratory Technical Coordinator	ASAP	March 17, 2023	March 31, 2023	Conducting Interviews
Student Success Advisor	May 2023	March 7, 2023	April 7, 2023	Accepting Applications
Vice President for Enrollment Management	ASAP	January 20, 2023	February 20, 2023	Conducting Interviews
Vice President of Finance and Administration	July 1, 2023	March 29, 2023	May 1, 2023	Accepting Applications
Vice President of Human Resources	ASAP	January 18, 2023	February 20, 2023	Conducting Interviews
Workforce Development Coordinator	ASAP	February 8, 2023	March 8, 2023	Conducting Interviews

**CLASSIFIED STAFF**

<b>POSITION</b>	<b>DEPARTMENT</b>	<b>DESIRED EMPLOYMENT DATE</b>	<b>CURRENT STATUS</b>
Cleaner (2 Positions) (1.0 FTE, Permanent)	Buildings & Grounds	ASAP	Hired: Susan Thornton (04/06/23) – 1 of 2 Julie Hill (04/14/23) – 2 of 2
Laborer (1.0 FTE, Permanent)	Buildings & Grounds	ASAP	Hired: Kyle Darling (04/17/2023)

## FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Graduate Assistant	Residence Life/Student Center	April 2023	Accepting Applications; Continuous Recruitment
Lifeguard	Athletics & Recreation	April 2023	Accepting Applications; Continuous Recruitment
Recreation & Fitness Center Assistant	Athletics & Recreation	April 2023	Accepting Applications
Substitute Teacher	Childcare	April 2023	Accepting Applications; Continuous Recruitment
Van Driver	Athletics & Recreation	April 2023	Accepting Applications
Childcare Head Teacher	Childcare	April 2023	Accepting Applications
Athletics Operations & Special Events Coordinator	Athletics & Recreation	April 2023	Accepting Applications

### BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Bartender	TC3 Bistro	April 2023	Accepting Applications
Banquet Server	TC3 Bistro	April 2023	Accepting Applications
Banquet Supervisor	TC3 Bistro	April 2023	Accepting Applications
Bartender	TC3 Bistro	April 2023	Accepting Applications
Busser/Food Runner	TC3 Bistro	April 2023	Accepting Applications
Dishwasher	TC3 Bistro	April 2023	Accepting Applications
Executive Chef	TC3 Bistro	April 2023	Hired: Kevin Olmstead (04/07/23)
Host/Hostess	TC3 Bistro	April 2023	Accepting Applications
Line Cook	TC3 Bistro	April 2023	Accepting Applications Hired: Amelia Rosenthal (03/13/23)
Server	TC3 Bistro	April 2023	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of April 10, 2023

<b>COMPLAINANT</b>	<b>SUBJECT</b>	<b>DISPOSITION</b>
<b>CSEA</b>		
CSEA-Campus Police Officer	Termination due to violation of Code of Conduct.	Requested Arbitration
<b>FACULTY ASSOC.</b>		
None.		
<b>PAA</b>		
None.		
<b>TC3 ADJUNCT ASSOC.</b>		
None.		



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2022-2023-41**

**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 20<sup>th</sup> day of April 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 20<sup>th</sup> day of

April 2023.

Clerk of the Board of Trustees

Tompkins Cortland Community College

**Appointment of Personnel**  
**Monday, April 10, 2023**  
**Presented to the Board of Trustees**

Employee	Department	Title/Rank	Salary	Employment Dates
<b>January</b>				
Lasseter, John	CIS 213 BL1	Adjunct	\$3,612.00	1/18/2023 - To 5/22/2023
Evans, Christine	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,740.45	1/25/2023 - To 5/19/2023
Farah, Fred	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$3,364.87	1/25/2023 - To 5/19/2023
Galezo, David	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,740.45	1/25/2023 - To 5/19/2023
Grossman, Rick	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,740.45	1/25/2023 - To 5/19/2023
Ha, Lien	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,740.45	1/25/2023 - To 5/19/2023
Kidder, Jennifer	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,682.44	1/25/2023 - To 5/19/2023
Kobre, Michael	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,740.45	1/25/2023 - To 5/19/2023
Lewis, Justine	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,740.45	1/25/2023 - To 5/19/2023
Need, Barbara	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,740.45	1/25/2023 - To 5/19/2023
Okaru, Alfie	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,740.45	1/25/2023 - To 5/19/2023
Sewell, Pat	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,740.45	1/25/2023 - To 5/19/2023
Young, Tammi	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$3,364.87	1/25/2023 - To 5/19/2023
<b>February</b>				
Gammage-Sikora, Gina	Participation in Mid-Winter Day Professional Development Activities - Per Adjunct Assoc. Contract	Adjunct	\$100.00	2/23/2023
Irminger, Xiaoqin	Participation in Mid-Winter Day Professional Development Activities - Per Adjunct Assoc. Contract	Adjunct	\$100.00	2/23/2023
Kobre, Michael	Participation in Mid-Winter Day Professional Development Activities - Per Adjunct Assoc. Contract	Adjunct	\$100.00	2/23/2023
LaFavor, Eric	Participation in Mid-Winter Day Professional Development Activities - Per Adjunct Assoc. Contract	Adjunct	\$100.00	2/23/2023
Mack, Alyssa	Participation in Mid-Winter Day Professional Development Activities - Per Adjunct Assoc. Contract	Adjunct	\$100.00	2/23/2023
Mack, Josh	Participation in Mid-Winter Day Professional Development Activities - Per Adjunct Assoc. Contract	Adjunct	\$100.00	2/23/2023
Sewell, Pat	Participation in Mid-Winter Day Professional Development Activities - Per Adjunct Assoc. Contract	Adjunct	\$100.00	2/23/2023
Stratford, Aoise	Participation in Mid-Winter Day Professional Development Activities - Per Adjunct Assoc. Contract	Adjunct	\$100.00	2/23/2023
Timonin, Michael	Participation in Mid-Winter Day Professional Development Activities - Per Adjunct Assoc. Contract	Adjunct	\$100.00	2/23/2023
Weaver, Bobbie	Participation in Mid-Winter Day Professional Development Activities - Per Adjunct Assoc. Contract	Adjunct	\$100.00	2/23/2023
Williams, Diane	Participation in Mid-Winter Day Professional Development Activities - Per Adjunct Assoc. Contract	Adjunct	\$100.00	2/23/2023
Wojciechowicz, Donald	Participation in Mid-Winter Day Professional Development Activities - Per Adjunct Assoc. Contract	Adjunct	\$100.00	2/23/2023
Wojciechowicz, Lori	Participation in Mid-Winter Day Professional Development Activities - Per Adjunct Assoc. Contract	Adjunct	\$100.00	2/23/2023
Zaia, Heather	Participation in Mid-Winter Day Professional Development Activities - Per Adjunct Assoc. Contract	Adjunct	\$100.00	2/23/2023
<b>March</b>				
Galloway, David	ENGL262 M02	Adjunct	\$3,096.00	3/6/2023 - To 5/22/2023
Kaminski, Adrian	ASTR101 BL3	Adjunct	\$3,096.00	3/6/2023 - To 5/19/2023
Panzer, Nina	SOC1101 BL4	Adjunct	\$3,747.00	3/6/2023 - To 5/22/2023
Bechtold, Chuck	Program development/facilitation - College Preparatory Mathematics Workshop for CIU / biz	Adjunct	\$1,748.81	3/31/2023 - To 5/19/2023

Employee	Department	Title/Rank	Salary	Employment Dates
Wolff, Sarah	Program development/facilitation - College Preparatory Mathematics Workshop for CIU / biz	Adjunct	\$1,608.48	3/31/2023 - To 5/12/2023
<b>April</b>				
Thornton, Susan	Buildings & Grounds - Cleaner	Grade B	\$40,537.87 *	4/6/2023
Hill, Julie	Buildings & Grounds - Cleaner	Grade B	\$40,537.87 *	4/14/2023
Darling, Kyle	Buildings & Grounds - Laborer	Grade B	\$40,537.87 *	4/17/2023

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustees

April 20, 2023

Resignations/Retirements/Separations

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Milagros Cartagena-Cook	Professor	Nursing	08/25/23	Retirement
Samuel Merrill	Laborer	Buildings & Grounds	03/24/23	Resigned
Mutale Sokoni	Foundation Chief Financial Officer	Budget & Finance	03/21/23	Resigned

FACULTY STUDENT ASSOCIATION

Jessica Daley	Head Teacher	Childcare	03/24/23	Resigned
Alexzandra Lynch	Teacher Aide	Childcare	03/17/23	Resigned
Lisa Lynch	Assistant Teacher	Childcare	03/10/23	Resigned
Michelle Genson	Substitute Teacher	Childcare	03/07/23	Resigned

BISTRO

None

Date: March 17, 2023

To: Dr. Amy Kremenek, President

From: Ruth Spencer, Interim V.P. of HR

Re: Position Descriptions for the March 16, 2023 Board Meeting – Addendum

For the month of March, 2023, there was one administrative position, V.P for Finance and Administration, one non-teaching faculty position, Laboratory Technical Coordinator, and one PAA (Professional Administrators Assoc.), Mental Health Case Manager presented to the Board of Trustees for approval. Please see below for additional information regarding each position.

V.P. of Finance and Administration - President

The current V.P. of Finance will be retiring in June, 2023, from this full time position. During his leadership there were a number of improvements made to operation processes. The current V.P., Bill Talbot, reviewed the priorities of this job and elaborated on the changes to the job description at the March 17 Board meeting. This is a management/confidential position. Salary - \$115,000 - \$140,000. Replacement hire for an existing budgeted position.

Laboratory Technical Coordinator – Paul Reifenheiser

This position is created to address the need to oversee and coordinate operations of laboratory spaces on the Main College Campus. The Coordinator is responsible for supervision of adjunct laboratory technicians, related paraprofessionals, and student workers. This position is also responsible for budget, inventory and maintenance of laboratory spaces. This position is a non-teaching faculty position. Salary - \$59,689 - \$74,612. Budgeted.

Mental Health Case Manager – Seth Thompson

This is a new position created to redesign the Mental Health unit to include a receptionist, a case manager and a clinical counselor. With this position the unit will be able to triage students based on their needs. Those that need referral services will have a professional who can direct them to available resources on campus as well as in the community. Those with greater clinical needs will be seen by a licensed mental health practitioner. This will provide much more efficient and effective use of the licensed practitioner. This position is within the PAA (Professional Administrator Association) roster. Salary - \$62,804 - \$78,505. Replacement hire for an existing budgeted position.

**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, 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 20th day of April 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 20th day of April 2023.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

## TOMPKINS CORTLAND COMMUNITY COLLEGE, INC.

### NEPOTISM

#### **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. This is a College-wide policy, including the affiliate units such as Faculty Student Association and the TC3 Foundation.

#### **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.

Relevant Policies:

Tompkins Cortland Community College – Sexual Assault, Dating Partner and Violence, Domestic Violence and Stalking Prevention

New York State Law 130.20 – 130.65

Tompkins Cortland Community College – Policy Against Discrimination and Harassment

Public Officers Law Section 73 and Section 74

#### **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 assessment of student learning.

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 or indirect reporting responsibilities to each other.

**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.

## **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, the employee must disclose this information to their supervisor and the Office of Human Resources. The employee(s), supervisor(s), and the Executive Council representative will attempt to resolve the situation. If a resolution cannot be identified, the Office of Human Resources will implement a resolution, up to and including employee resignation. Length of employment and responsibilities of each employee may be a consideration. If the impacted employee is in a bargaining unit they may ask for consultation with their union representative at any meeting on the subject. The impacted employee may apply for vacant positions for which they are qualified that do not create a nepotism situation and must go through the normal hiring process.

If the conflict involves a business transaction, the employee must notify the Vice President of Finance and Administration as well as the Office of Human Resources with a request to recuse themselves. "Close relatives" shall not approve the business transaction of a "close relative". Close relatives must recuse themselves from the total bidding, reviewing, and selection process of business transactions that benefit them or familial or household members as this presents a conflict of interest.

### **Examples of Nepotism\***

- No "close relative", as defined above, should hire their "close relative".
- A department director's "close relative" is hired by a supervisor within that department. This is indirect nepotism because the department director has authority over the supervisor, presenting a conflict of interest for the department director.
- A "close relative" may not contract with a family member's business. The "close relative" should recuse themselves, and notify the Vice President of Finance and Administration and the Office Human Resources.

\*Provided as examples, not an exhaustive list.

## **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. It is the responsibility of employees who have a business conflict of interest to present the existence of this conflict to the sources noted above. Employees who fail to disclose familial or household



relationships or business conflicts of interest covered by this policy will be subject to 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 Vice President of Human Resources, and the President. The Vice President of Human Resources is responsible for providing a written justification for the exception to be included in the personnel files of all parties. Any exceptions, including the rationale, shall be reported by the President to the Board of Trustees.

**CONTACTS**

<b>Subject</b>	<b>Office Name</b>	<b>Title or Position</b>	<b>Telephone Number</b>	<b>Email</b>
Questions regarding the policy	Human Resources	Vice President, Human Resources	607-844-8222 X4440	RES024@tomkinscourtland.edu

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

**TOMPKINS CORTLAND COMMUNITY  
COLLEGE RESOLUTION 2022-2023-42**

**2023-2024 TOMPKINS CORTLAND COMMUNITY COLLEGE  
CIVIL SERVICE EMPLOYEES' ASSOCIATION, INC., AGREEMENT**

**WHEREAS**, an agreement has been negotiated between the Civil Service Employees' Association, Inc., Local 1000, AFSCME, AFL-CIO, TC3 Unit 8908 of the Tompkins County Local 855 and Tompkins Cortland Community College for the period of September 1, 2023 through August 31, 2024 and

**WHEREAS**, Tompkins Cortland Community College and the Civil Service Employees' Association, Inc., negotiating teams have reached an understanding on said agreement, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community accepts the terms and conditions of said agreement contingent upon ratification of same by the Civil Service Employees Association.

**STATE OF NEW YORK:** I, **JAN BRHEL, CLERK** of the Board of Trustees of  
**SS:** 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 20th day of April 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 20th of  
April 2023.

Clerk of the Board of Trustees  
Tompkins Cortland Community  
College

**CIVIL SERVICE EMPLOYEES ASSOCIATION TENTATIVE AGREEMENT**

**ARTICLE 4. LENGTH OF AGREEMENT**

This Agreement is to become effective September 1, 2023, for the one-year Agreement period to end August 31, 2024.

**ARTICLE 22 – HOLIDAYS**

	<b>2023-2024</b>
Labor Day	September 4, 2023
Thanksgiving	November 23, 2023
Friday after Thksg.	November 24, 2023
Winter Holiday	December 25, 2023
Winter Holiday	December 26, 2023
Winter Holiday	December 27, 2023
Winter Holiday	December 28, 2023
Winter Holiday	December 29, 2023
Winter Holiday	
New Year's Day	January 1, 2024
M.L. King Day	January 15, 2024
Spring Day	*
Memorial Day	May 27, 2024
Juneteenth	June 19, 2024
Independence Day	July 4, 2024
	July 5, 2024

43.1 Effective September 1, 2023, the September 2022 hourly rate will be increased by 3%.

See Salary Schedule Attached...

TOMPKINS CORTLAND COMMUNITY COLLEGE/CSEA  
SALARY SCHEDULE A


September 1, 2023 - August 31, 2024

Salaries will be computed on an hourly wage.


The salary is converted to hourly rates by dividing by 1957.5.

	HIRE RATE	WAGE RATE
	\$19.868	\$19.868
<b>GRADE B</b>	\$21.330	\$23.742
Project Assistant		
Cleaner		
Clerk (Part-time)		
Laborer		
Library Clerk		
Receptionist		
<b>GRADE C</b>	\$21.942	\$24.458
Groundskeeper		
Mail Clerk/Receptionist		
<b>GRADE D</b>	\$22.860	\$25.534
<b>GRADE E</b>	\$23.780	\$26.609
Maintenance Worker		
Senior Clerk		
Senior Copy & Mail Center Attendant		
<b>GRADE F</b>	\$24.698	\$27.680
Senior Account Clerk		
Senior Cleaner		
<b>GRADE G</b>	\$25.761	\$28.928
Enrollment Services Specialist		
Secretary		
Security Officer		
Senior Groundskeeper		
<b>GRADE H</b>	\$26.988	\$30.360
Payroll Specialist		
<b>GRADE I</b>	\$28.518	\$32.147
Academic Records Coordinator		
Building Maintenance Worker		
Cleaning Supervisor		
Curriculum Assistant		
Global Services Specialist/Spanish Speaking		
Grounds Supervisor		
Principal Account Clerk		
Purchasing Assistant		
<b>GRADE J</b>	\$30.198	\$34.117
Administrative Assistant		
Campus Peace Officer		
Concurrent Enrollment Coordinator		
Diversity Education & Support Services Prog. Coord.		
Enrollment Services Call Center Coordinator		
External Relations Assistant		
Institutional Research Assistant		
Student Disbursement and Direct Loan Coordinator		
Student Housing Coordinator		
Technology Services Coordinator		
<b>GRADE K</b>	\$31.942	\$36.134
Electrician		
Supervising Campus Peace Officer		

FOR CIVIL SERVICE EMPLOYEES ASSOCIATION:

  
Denise L. Campbell, Labor Relations Specialist  
CSEA, Inc., Local 1000, AFSCME, AFL-CIO

3/14/23  
Date

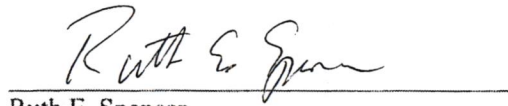
  
Jason Thayer, President  
Tompkins Cortland Community College  
Civil Service Employee's Association, Inc.

3/16/2023  
Date

FOR TOMPKINS CORTLAND COMMUNITY COLLEGE:

  
Dr. Amy Kremenek, President  
Tompkins Cortland Community College

3/20/23  
Date

  
Ruth E. Spencer  
Interim VP for Human Resources

3-20-23  
Date

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2022-2023-44  
Fire Alarm Panel Replacements – WDI Lab Renovations**

**WHEREAS**, there is a need for Fire Alarm Panel Replacements at TC3 as required, and

**WHEREAS**, the College has complied with New York General Municipal Law Section 103, and solicited sealed bids for the Fire Alarm Panel Replacements, and

**WHEREAS**, Siemens Industry, Inc. of Syracuse, NY, has provided the only 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 Fire Alarm Panel Replacements to Siemens Industry, Inc. per their bid of \$66,803.56. The award is subject to the fulfillment of all necessary and appropriate contingencies, including but not limited to verifications by Faculty that the required specifications have been met, approval of all governmental agencies having jurisdiction, the furnishing by contract of required insurance, and acceptable recommendation, be it further

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

**STATE OF NEW YORK:**  
**SS:**  
**COUNTY OF TOMPKINS:**

**I, JAN BRHEL, CLERK** of the Board of Trustee of Tompkins Cortland Community College,  
**DO HEREBY CERTIFY** that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on this 20th day of April 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 20th day of April 2023.

Clerk of the Board of Trustees

Tompkins Cortland Community College  
**SEALED BID FORM**  
Replacement Devices for Existing Fire Alarm Panels

DATE: April 18, 2023  
TIME: 2:00 p.m.

To: Board of Trustees, Purchasing Office  
Tompkins Cortland Community College  
170 North Street, Room 216  
Dryden, New York 13053

In compliance with your invitation for bids on the above date, the undersigned hereby proposes to furnish and deliver all materials and labor in strict accordance with the specifications, drawings and conditions for the following. If bidding more than one trade, the cost of each trade shall be itemized on this Sealed Bid Form.

Lump sum bid..

- Bid Amount: \$ 66,803.56

Panel installation investment of \$55,750 plus required 2-year Service & Maintenance Agreement investment of \$11,053.56.
---

Material lead time item(s): Material lead times to be communicated by project manager upon placement of material order.

Total Estimated on site work duration: \_\_\_\_\_ calendar days.  
approximately 20 days

The proposal, as submitted, shall remain valid for a period of 30 days from the date of the bid opening.

Price must include freight and exclude sales taxes. Tompkins Cortland Community College is exempt from paying sales taxes and will provide an exemption certificate if requested.

Addendums Received: 0

Firm: Siemens Industry, Inc.

By: \_\_\_\_\_

Signature

Michael Rose

Printed Name

Title: \_\_\_\_\_

Branch General Manager

Phone #: 518-313-2872

Email: Michael.Rose@Siemens.com

**END OF DOCUMENT**

- Co statement  
- Print Trace 4/14

Tompkins Cortland Community College  
Corporate Resolution  
Replacement Devices for Existing Fire Alarm Panels

CORPORATE RESOLUTION  
(For Corporate Bidders Only)  
Replacement Devices for Existing Fire Alarm Panels

RESOLVED that Michael Rose be authorized to sign and submit  
(name)  
the bid or proposal of this corporation for the following project TC3 Replacement Devices for Existing Fire Alarm Panels.

to include in such bid or proposal the certificate as to non-collusion required by Section 103-D of the General Municipal Law, as the act and deed of such corporation, And for any inaccuracies or mis-statements in such certificates this corporate bidder shall be liable under the penalties of perjury.

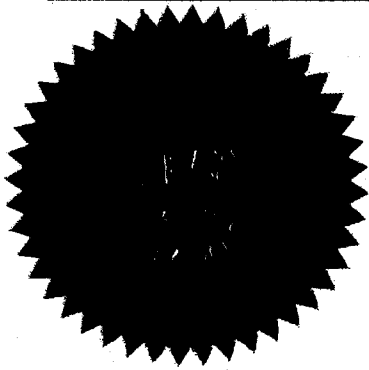
\*\*\*\*\*

The foregoing is a true and correct copy of the resolution adopted by Siemens Industry, Inc.  
(Company)

corporation at a meeting of its Board of Directors held on the 1st day of October 2022

and is still in full force and effect on this 23rd day of March 2023

Seal of the Corporation



Branch General Manager Michael J. Rose  
~~Secretary~~

End of Document

Patricia J. Burgess

Patricia J Burgess  
NOTARY PUBLIC, STATE OF NEW YORK  
Registration No. 01BU0000404  
Qualified in Albany County  
My Commission Expires: 02-02-2027



## **Provost Report April 2023**

**Screening Committees:** The Electrical Engineering Search Committee has invited three finalists to campus, and will be wrapping up our recommendations shortly. The Assistant Registrar Search has completed first round interviews, and is in the process of inviting finalists to campus.

### **Faculty Meeting:**

We held a faculty meeting on 3/17/2023: We talked about the following Agenda Items: Community Coordinator Updates; Proposed Changes to the AW Policy, Withdrawal Deadline, WP/WF; Student Withdrawal policies; Tutors in Brightspace; Road to Registration. A link to the meeting can be found here: <https://tompkinscortland.video.yuja.com/v/FacultyMeeting20230317>

**Faculty Vote:** There was a faculty vote (sometimes called a Level 3 vote) on proposed changes detailed below. The vote passed by a margin of Yes 42, No 9, Abstain 2. The vote was on the following:

- 1) Rescinding the current AW policy and replacing it with a 9 week student attendance/participation verification report
- 2) Extension of the Withdrawal Deadline (i.e. when students may withdraw from classes) from the 10<sup>th</sup> to the 13<sup>th</sup> Week
- 3) The Elimination of the following grades: WP, WF.

### *Rationale:*

The current AW policy requires faculty report a student who has stopped attending or participating in a class for 2 consecutive weeks. That student is then administratively withdrawn from the class. This is a local policy (not one mandated by SUNY, the State, or the Federal Government). We have used it to maintain compliance with federal financial aid policy, which notes that we must be able to verify if a student is participating in a class for which they have received financial aid. However, there are multiple ways that campuses may meet federal financial aid requirements. Our current AW policy, while well-intentioned, made it so that students knew that they could simply stop attending a class and the College would withdraw them. Also, the policy is difficult to enforce and often rescinded to allow a student to return to class, with many of the students who return earning passing grades after the College had withdrawn them initially.

The new policy would require that students withdraw themselves or receive the grade they earn in the class. To determine if students have stopped attending we will add a nine week participation verification report. We do need to note if a student “earned” an F (e.g. attended/participated and still failed) or had an “unearned” F (e.g. stopped participating and thus failed); however, we are still working out the details of how best to note that.

This change will accomplish two main tasks: 1) Students who are reported as not participating won't be withdrawn from the classes and will have the opportunity to return and, if they are not too far behind, continue with their work; 2) it will make students have to take steps to withdraw from a class, creating another point where faculty/staff can intervene to provide support and/or explain the negative ramifications of withdrawing from too many classes. As per the other points in the proposal: we extended the withdrawal date deadline to offer more opportunity for students to speak to a

faculty/staff member and withdraw; the removal of the WP/WF came from the COAS committee, who had requested the grades originally and noted that they no longer needed them.

**Curriculum Committee:** We have approved some courses to meet the SUNY General Education Requirement in Diversity: Equity, Inclusion, and Social Justice category. They are Intercultural Communications, Play Across Cultures, Approaches to Literature, Field Work in Cultural Anthropology, and Public Health Fieldwork. Now that approved courses are coming in, we can start adding them to our programs as needed. As you may recall: SUNY now requires that all programs (phased in over the next year) need to have a DEISJ course, and we can start solidifying that with the advent of these course approvals.

**Comprehensive Program Review/ Snapshot Program Review Templates:** The templates for review of academic programs has been shared with chairs/coordinators, the Academic Assessment Committee, and the Curriculum Committee. As you may recall, we have been working on these templates as a way to improve our practice of academic program review, as our previous system was antiquated and missing some key components. These templates were part of the recommendations of the Program Analysis Sub-Committee of the Curriculum Committee (that is a mouthful), which included templates for Program Creation and Discontinuation as well. Those recommendations are formally working through the Curriculum Committee right now.

**Library:** Below is an update from Gregg Kiehl about our Library. Thank you to Gregg Kiehl and our librarians for the update

“We’d like to highlight some of the ways that librarians and the Library support the campus community, putting expertise and customer service to work to provide consistently high levels of service and library resources for our students, staff, faculty, administrators, and community members. Some highlights:

#### Resources

- Currently on display in the library are children’s and young adult books in support of the We Need Diverse Books initiative.
  - Other recent displays have included ones honoring Black History Month, a celebration of the favorite picture books of our staff and students, recognition of International Education Week, and resources to support research into nursing history. Our New Books and DVDs are regularly on display.
- The Library now provides online access to the *New York Times* and the *Wall Street Journal*, with information on how to activate your accounts: NYT | WSJ
- We have joined a consortium of libraries to offer popular ebooks and audiobooks, with information on how to set up your Libby account.

#### Services

Librarians connect regularly with the campus community in many ways, from traditional methods including in person in the library, in classrooms, in the halls, by email, and yes, even occasionally by phone, to newer technologies such as Teams and our very popular live chat service embedded in the library page and databases. Go to the Ask a Librarian page to try it out!

Some highlights of the help we’ve provided this semester:

- Help with APA and MLA citations.

- Research help and topic development for a wide range of student research needs. Some actual questions received recently:
  - Pros and cons of unionization for nurses
  - Hairstyles for African American women
  - Effects of COVID on students and student learning
  - Abraham Lincoln and the Kansas Nebraska Act
  - Standards of beauty, body image and social media
  - Data hoarding by corporations
  - Disparities in prenatal care and maternal outcomes for women of color
  - Support for student's thesis about "A Worn Path" by Eudora Welty
  - Choosing a banned book and locating an electronic version
  - Help choosing an interesting topic for a student who needed to write a journal article summary but didn't know what to write about.
- Help requesting articles/books/book chapters/videos that the library doesn't have.
- Assistance with research requests from faculty, staff, and administrators on a wide range of topics related to class readings, committee assignments, and outside scholarship.
- Support for CollegeNow classes through campus library visits, site visits, virtual instruction, and chat reference assistance.
- Help connecting students to other resources on campus.

Take our students' words for it:

"...[she] made my first visit to the library online easy and less intimidating...beyond helpful."

"...this really helps me. Most of the articles I was finding made no sense with what I was trying to convey in my research paper. Very helpful!"

"I have no idea how you found all these articles but I'm not complaining!! These are so helpful...this is way more than I was expecting."

"Thank you so much for all your efforts. I am getting really excited about this paper!"

"Your support was a huge time-saver and action booster on my previous papers."

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

**Athletics and Recreation**

Athletics and Recreation have been the host site for numerous community groups this semester. With the aging and deterioration of the TC3 synthetic turf field, we must cut back on the external use of the field until the College can have a new surface installed. The field was opened in 2007 (16 years ago) and has far exceeded normal life for such a surface. More to come regarding the campaign to purchase new turf that will bring the Panthers Lacrosse and Soccer facility back to full operation. Athletics has Baseball, Golf, Men's Lacrosse, and Softball are either already underway with games or will begin this weekend. Please click the links below for scores and updates on our Spring Teams!

Baseball <https://www.tcpanters.com/sports/bsb/index>

Golf <https://www.tcpanters.com/sports/mgolf/index>

Lacrosse <https://www.tcpanters.com/sports/mgolf/index>

Softball <https://www.tcpanters.com/sports/sball/index>

**Campus Police**

Campus Police's provisional full-time peace officer has successfully completed twelve weeks of the Syracuse City Police Academy, with an expected graduation date of late July 2023. Campus Police has also completed all College offices' annual active threat lockdown review. The lockdown review includes suite occupants who have the knowledge and capability to efficiently and effectively lock down their suites. Annually, this is the practice to curb the unlikely event that the campus experiences an active threat incident. Campus Police will host a March Madness pizza event for residence life students on Monday, April 10, and expect a good turnout of students.

**Child Care**

The Child Care Center has experienced a bit of fluctuation in staffing this past month. Thankfully, all four (4) positions have been filled. We have been able to contact all families on our waiting list. We currently only have a couple of openings in both buildings. Also, a springtime fundraiser has been determined, and the plan is to be on Friday, May 12. Fundraiser Food Truck Friday. SmashMe607 food truck will be on campus and will donate 10-15% back to the center. The food truck will be on campus from 11 am-5 pm that day. We are finalizing everything on April 11.

**Health and Wellness Services**

HWS is planning a 5K for Saturday, May 6. Fourteen (14) students attended mental health training to learn how to better prevent, recognize, and assist with common challenges. The Clinical Mental Health Counselor and Case Manager positions have been posted. Students continue to receive 1:1 therapy via referrals to community partners. The Special Populations Grant Coordinator delivered youth engagement training with CADCA for OASAS. HWS staff participated in the Tompkins County Health Equity Community discussion.

**Office of Diversity Education and Support Services**

SUNY Enrollment has committed to weekly phone conversations with EOP and enrollment services to ensure we meet our proposed goals for the year. March 23 marked the 90th birthday of Arthur O. Eve, founder of EOP (Educational Opportunity Program). ODESS commemorated his birthday by inviting a SUNY (State University of New York) representative to TC3's campus to share in our celebration. Cake and inclusive activities were a part of the celebration. Students and administrators were invited to discuss EOP concerns/contemplations and share in the celebrations. In addition, ODESS created photo displays accompanied with biographical information about different historical women during Women's history month. The pieces were posted throughout ODESS and on the front display window.

## Residence Life

Residence Life currently has 224 students actively living in the Residence Halls. Residence Life has started reaching out to returners through calls, emails, and personal check-ins to ensure students have their bills taken care of for the Fall 2023 semester. On April 6, we made an effort to re-recruit our Residence Life students along with Raychon Gillis (Academic Advisor of Student Services) through tabling in the Connection for students to get registered for Fall 2023 courses. We recommend that students wear masks in the halls as students recently came back from Spring Break and with the change in seasons.

## Student Conduct, CARE Team & Title IX

For March, there was twelve (12) conduct incident involving seventeen (17) students. Seven (7) of these were for individuals not completing assigned sanctions. One (1) resulted in a conduct board. The individual who went to a conduct board was suspended. So far this semester, no new Title IX-related issues have been reported. Presentations were made in three (3) classes on Healthy Relationships this month. The CARE team serves as the College's Behavioral Intervention Team – this month, and there have been five (5) new students referred to the group.

## Student Life

Student Activities is preparing for upcoming end-of-semester flagship programs, including the Leadership Awards, SGA Semi-Formal (formerly Prom), and Spring Fest. The Leadership Award nominations close on April 7. A selection committee will then decide this year's recipients. The Award Ceremony will take place in the Forum on May 3rd. Before Spring Break, Student Activities staff took three (3) student representatives from SGA to the APCA (Association for the Promotion of Campus Activities) Conference in Hershey, PA. At the APCA Conference, the Spring 2023 Get Connected Fair TShirt received second place in the national graphics competition. The 2023-24 Student Trustee applications have been reviewed, and candidates are being interviewed. The selection should take place by the end of April. Commencement is scheduled for May 23 at 6:00 pm. The website has been updated, and information will be regularly sent out to students who wish to participate in the ceremony.

## Student Success: Advising, Career, and Transfer Services

The "[Road to Registration](#)" (R2R and fall new student enrollment/onboarding cycle began on April 3. Priority advising appointments for CollegeNow seniors who will matriculate at TC3 this fall are scheduled for over 45 students between April 4-14. These students will register online with our continuing students the week of April 17, according to the number of credits earned. The R2R kickoff event, "Race to Register," saw over 50 students racing tricycles around the Field House! Between April 3-14, advisors are tabling, visiting ENGL100 classrooms, and hosting "pit stop" events around campus to promote fall registration to continuing students.

Additionally, new registration "quick guides" and videos were created and posted online to help students through the online registration process. We will be conducting registration during the newly re-designed Open House on April 21-22, and almost 70 students are signed up to register for classes during their visit. Each of these early registration events aims to capitalize on the significant increase in applicants and accepted students for Fall 2023 and to promote continued gains in retention of continuing students for fall. Beginning on April 24, registration will be open to all students intending to attend in Fall 2023, and appointments will continue daily through August, including six "Summer Saturday" registration events.

## My Desk

I am currently in the process of developing recruitment committee training for all participating members. The recruitment training is transitioning from DEAC experts on the committee to members accountable for increasing representative and thought diversity. Additionally, the Student Affairs Team is in the process of updating the student and faculty resource guides.

Respectfully,

Seth A. Thompson

## Campus Technology Report to the Board of Trustees – April 2023

**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. ComSource has replaced all wifi access points in the main building. This work was completed the week of April 3<sup>rd</sup>. ComSource is working on a quote for TC3 to replace 3 fiber optic lines in the main building. We've asked for this quote in the context of a quote for a fiber upgrade for the whole main building (this is what ComSource, ITEC and the CT team at TC3 see as the ideal future state of the fiber infrastructure) prioritizing the 3 pieces of fiber that are currently having instability and need to be replaced soon.

**IT Assessment in progress** - SUNY ITEC is in the process of doing an IT assessment/review for TC3 (no charge to TC3). Interviews with representatives from all areas of campus were conducted on site April 5<sup>th</sup>-7<sup>th</sup>. The assessment team is compiling a report for President Kremenek, due to be delivered to her by the end of April. The goal is to provide TC3 with a roadmap for IT, with priorities. This will put TC3 in a good position to request and justify any potential SUNY funding for IT digital transformation.

**SUNY Print Initiative** – The device layout design has been submitted to Toshiba. Equipment has been selected. We will provide in-person training and online materials to assist in adapting to the new devices and software before implementation. The training materials are being worked on by CT team. OneCard quality issues were affecting rollout plans, but that issue has been resolved.

**Support Tickets** – In the last 30 days, our number of support tickets opened are down 30% from the previous month. 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, CrowdStrike Falcon Complete. Desktops and Laptops will continue to be protected by Cylance Protect our current EDR (Endpoint Detection Response) solution. The development VMWare environment has been shut down and decommissioned (it wasn't upgradable). Its servers were moved from that environment to the newer more secure production hardware. The remaining open item from the cybersecurity incident is payment to Arete, the incident response and forensics company At-bay, TC3's cyber insurance company engaged for the incident. We're currently waiting for a requested executive summary from Arete, which still needs to be approved by the legal council for At-Bay insurance. The executive summary is needed for TC3 Purchasing to pay Arete the deductible for the At-Bay insurance claim. Arete has delayed payment due date until the summary is made available to TC3.

Respectfully,

Erik Snyder  
Interim CIOaaS

TO: Amy Kremenek, President  
TC3 Board of Trustees

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

DATE: April 11, 2023

College Senate report April 11, 2023

- Working to establish system to fill senate seats that will be vacated end of spring semester
  - Call for nominations to go out ASAP
  
- Evaluation of on campus committees with Senate charges will be the focus this semester
  - Proposing restructure of reporting system
  - Committees still presenting
  
- 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  
April 20, 2023 Meeting

### **Foundation Board and Committees**

An executive committee meeting took place on March 21<sup>st</sup>. Bill Talbot, College Chief Financial Officer attended the meeting and shared the transition plan due to the Foundation Chief Financial Officer's departure. An executive session took place to discuss some of the properties and the Regional Economic Development Council grant. Julie Gerg provided a framework of the fundraising plan that will be discussed in more detail at the upcoming Board Retreat.

The finance/audit/investment committee met on March 27<sup>th</sup>. Bill Talbot, College Chief Financial Officer attended this meeting and provided the transition plan information. February's financials were provided. Review of unplanned expenditures over \$10k were reviewed. The investment manager reviewed the portfolio management report as of February 2023.

The alumni committee met on March 30<sup>th</sup> to select the 2023 Distinguished Alumni award recipients. Notification is in the process of being made to the recipients and nominators. This award will be presented at Commencement on May 23<sup>rd</sup>.

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

### **Upcoming Meetings**

April 11 – Board  
April 25 – Property Management Committee  
April 28 – Board Retreat  
May 22 – Finance/Audit/Investment Committee  
June 6 – Budget Meeting

### **Foundation Board Members**

Tom Van Derzee, Chair (Tompkins County)  
Regina Grantham, Vice Chair (Cortland County)  
Amy Lanzilotta, Secretary/Treasurer (Tompkins County)  
Doug Bentley, alum (Cortland County)  
Amanda Bisson, Faculty Liaison  
Clinton Brooks (Cortland County)  
Rich Cunningham (Cortland County)  
Dale Davis, alum (Cortland County)  
Bob Haight (Cortland County)  
Amy Kremenek, College President



### Foundation Board Members (cont.)

Matt McSherry, Board of Trustees Liaison  
Gary Stewart (Tompkins County)  
Mary Stoe (Tompkins County)  
Jennifer Turck (Cortland County)  
Kansas Underwood, alum (Tompkins County)  
Paula Younger (Tompkins County)

### Philanthropy

Month	Face-to-Face	Calls	Emails	Other
March	3	5	29	1

An internal audit of restricted funds is being completed.

A fundraising plan is being developed and will be shared with President Kremenek and the Foundation Board. The fundraising plan includes a communication plan and a stewardship plan.

The department has upgraded its donor software to Raiser's Edge NXT. We are also working with enrollment services to implement Awards Management.

### Communications

Month	Email	Recipients	Open Rate	Clicks
March	Distinguished Alumni Call for Nominations	18,351	25.2%	0.2%

In April, an email will be sent highlighting Open House on April 21 and 22.

### Upcoming Events

Pathways Recognition  
Triad Luncheon  
Retiree Event

### Tompkins Harvest

The Tompkins County Food Service Directors met on Thursday, March 16<sup>th</sup> at Newfield Elementary School. At the meeting, there was discussion around the Scratchworks Conference that will be held in Austin, Texas on April 23 – 26. The Food Service Directors also received a tour of the Newfield Central School kitchens and shared what is working well in their own kitchens. The next Food Service Director meeting will be held after the Chef Ann Visit May 1 – 3.



TO: Tompkins Cortland Community College Board of Trustees  
FROM: Amy Kremenek, DM, President  
DATE: April 12, 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.
  - As we transition to efforts for the upcoming fall semester, we are currently up in core spring 2023 enrollment by 7.3% in FTE and up 8.2% in headcount or 110 students. Enrollment by continuing students is up by 110 students or 11.3%, and enrollment by new students is up by 26 students or 24.8%. Total core enrollment for spring is 1,456 students, up from 1,346 core spring students a year ago.
  - Applications for fall 2023 remain robust with 1,506 applications currently in-hand, up 73% over this same time in 2022. Of these applications, 28% are from our sponsor counties, 27% from our "donut" or contiguous counties, and 24% from NYC/Long Island. The College's Open House, heavily focused on attracting new applicants and converting current applicants to enrolled students, is Friday, April 21 and Saturday, April 22. There are 159 students currently registered to attend in addition to 250+ families/guests, with Saturday by far the most popular day.
  - SUNY Chancellor John King announced on April 11 the end of the COVID-19 vaccination requirement to attend SUNY colleges, including TC3, effective starting this summer. The policy had been in place since COVID vaccines became available in 2021. TC3 will communicate accordingly with students and will continue to monitor all health-related guidance from SUNY.
  - The College's Strategic Enrollment Management Plan continues to serve as the roadmap for enrollment initiatives on campus. The second quarter update was recently completed by the implementation team. Progress areas to highlight this quarter include the integration of College Now students into the Slate customer relationship management (CRM) system, the return of a SUNY-sponsored bus trip to TC3 for NYC students in May, a new Program Review process to create a standard process and timeline to strengthen the health of our academic programs, and a comprehensive review of microcredential pre-requisites and stackability led by the Provost. The new VP of Enrollment Management, once hired, will take the lead on the plan and will collaborate with the SEM team and senior leadership to meet the stated deliverables.

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.
- A new program called Supervisors Professional Training (SPOT) has been launched to provide current and aspiring supervisors with tools and techniques to overcome challenges, motivate others, and gain confidence and effectiveness as a supervisor. This year-long training is led by Dr. Chris Xaver, a senior TC3 faculty member with professional expertise and experience in management and leadership. Nominations were sought from the campus community and 15 participants were selected by Executive Council for the first cohort. Subsequent cohorts will be selected by program graduates. Please join me in congratulating the following employees on their selection for SPOT:
    - Scott Bennett / Access & Equity / Academic Affairs
    - Katrina Campbell / Registrar / Academic Affairs
    - Lesa Carter / ODESS / Student Affairs
    - Colleen Conroy / Financial Aid / Finance & Administration
    - David Fish / Technology Support / Campus Tech
    - Casey Goodwin / FSA Child Care Center / Student Affairs
    - Gregg Kiehl / Library / Academic Affairs
    - Jasmine LaMontain / STEM / Faculty
    - Kala Rounds / Student Support / Student Affairs
    - Mellora Paucke / Campus Tech Services / Campus Tech
    - Kori Post / Finance / Finance & Administration
    - Ray Scott / Buildings & Grounds / Finance & Administration
    - Denver Stickrod / Admissions & Enrollment Management / Enrollment Management
    - Patty Van de Bogart / Enrollment Services / Finance & Administration
    - Carrie Whitmore / Workforce Development / Enrollment Management
  - The College's Academic Leadership, including Community Coordinators and Department Chairs, will participate in a full-day Leadership Retreat at Coltivare on April 20. The retreat is focused on the specialized nature of leadership in academe, and is facilitated by Dr. Idahlynn Karre, a leadership consultant specializing in higher education.
  - The student leadership and I continue to meet monthly to discuss their priorities, share information, and address outstanding concerns. Most recently, Student Trustee Louis Scholl and I walked the south end of campus in the evening to document lighting issues and ideas for campus improvements. Lighting issues are in process to be addressed, new washing machines/dryers are on order for the residence halls, pot holes are being filled, litter that is now visible after snow melt is being picked up, and two recycling bins have been purchased for the Student Center and Cafeteria. In addition, a phone charging station has been purchased and is scheduled for installation in the lobby of the main building. Students were

also a highlight of Chancellor King’s visit to campus on March 27, including a visit to classrooms and labs and a student focus group.

- A comprehensive framework for institutional planning, including the College’s Strategic Plan, division master plans, department operating plans, and individual goals and objectives, is in development. The goal of the framework is to connect various institutional and departmental plans, implement timelines for assessment, and formalize reporting entities. This work will dovetail with the College Senate’s efforts to implement a new committee structure for campus governance.

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

- The NYS Budget for FY 2024, due on April 1, is still in process. The Governor’s Executive Budget was released in January and included the community college funding floor at 2021-22 levels and a proposed \$200 million transformation fund. Advocacy efforts for a 4% base state aid community college operating increase to account for inflation and removal of the proposed 20% holdback for community college operating aid took place over the spring. We are grateful for everyone’s efforts on our behalf and remain hopeful that we will prevail.
- A committee has been formed to plan and implement the College’s involvement in the annual Dryden Dairy Day, scheduled this year for June 10. TC3 will sponsor the event, purchase five “cows” for display around campus, march in the parade, and host a booth at Montgomery Park. We are looking forward to connecting with area residents and the community for this important event.

In addition, the College is responding to a request from the Middle States Commission on Higher Education for a supplemental information report to address two areas contained within our recent required Annual Institutional Update (AIU). The two areas concern the Comprehensive Financial Index ratio and the reported Change in Net Assets, which we believe are complicated by the GASB requirements and Foundation reporting. We are in communication with SUNY Finance, Bonadio Group (our audit firm), Middle States, and NACUBO (National Association of College & University Business Officers) and will submit our response by April 14.