TOMPKINS CORTLAND COMMUNITY COLLEGE

June 15, 2023 Agenda
Board of Trustees Meeting @ 5:30 p.m.

https://us02web.zoom.us/j/87460333047?pwd=VG1KNEw3WXVSZTdkTHg0SE9OUmwvdz09

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment**
6. Approval of May 18, 2023 BOT Meeting Minutes
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees) –Data discussion presented by Dr. Malvika Talwar
9. College Updates:
    a. Human Resources Updates
10. CFO/Treasurer's Report – Written report provided
11. Consent Agenda (Action Items):
    a. Appointment of Personnel
    b. Approval of Remote Work Policy
    c. In Appreciation of Dave Stevenson
    d. In Appreciation of Louis Scholl
12. Standing Reports:
    a. Provost & VP of Academic Affairs - Written Report Provided
    b. Interim VP of Student Affairs/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. Annual BOT meeting – July 20, 2023 – 5:30 p.m.
    b. Board of Trustees Retreat - August 17, 2023 at Cortland Extension Center
    c. 2023 Fall Semester First Day of Classes – August 28, 2023
    d. 17th Annual Panther Club Open – September 17, 2023 at Elm Tree Golf Course
14. Executive Session
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
May 18, 2023
In person and Zoom
Open Session @ 5:30 p.m.

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

Excused: Matt McSherry

County Liaisons: Mike Lane, Cathy Bischoff

Staff: Scot Beekman, Karla Block, Jan Brhel, Katrina Campbell, Julie Gerg, Keith Hall, Amy Kremenek, Sayre Paradiso, James Perkins, Paul Reifenheiser, Ruth Spencer, Bill Talbot, Malvika Talwar, Seth Thompson, Patty Tvaroha, Patty Van de Bogart, Susanna Van Sant

Guests: Romneya Quenell

1. **Call to Order**: The meeting was called to order at 5:32 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. Scholl moved the May 18, 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 April 20, 2023 Board of Trustees meeting be approved as submitted; seconded by Mr. Scholl; motion approved unanimously.
7. **Budget Presentation**: A written operating 2023-2024 budget was provided and is attached to these minutes. It was noted that revenues are increasing with the expected increase in enrollment and a 2% increase in tuition. NYS contributions and sponsor contributions remain the same. Expenses show an increase of $500,000 due to increase in salaries, an increase in equipment expenditures not covered by capital costs, an increase in contractual cost that had previously been covered by HEERF and SUNY grants, and an increase of $225,000 for IT. Mr. Lane noted that legislators prefer to avoid increasing tuition with the county not increasing their contribution. Mr. Scholl asked if tuition will continue to increase. Mr. Talbot said no more than 2%. President Kremenek added that any increase in tuition and fees is taken very seriously and isn't something that will be done if it can be avoided. Mr. Schlather asked about State Aid. It was noted the NYS budget will hold the funding floor with no increase and removed the proposed 20% operating budget holdback. Ms. Perfetti asked if the amount allotted for IT in the budget is sufficient. Interim CIO Scot Beekman replied the IT department

believes it will support progress but there may be funds available from the SUNY digital transformation fund.

Mr. Scholl moved that Resolution 2022-2023-40 "2023-2024 Tuition and Fee Schedule" be approved; seconded by Ms. Michell-Nunn; approved unanimously.

Mr. Scholl moved that Resolution 2022-2023-64 "Adoption of the Proposed 2023-2024 Operating Budget" be approved; seconded by Ms. Buck; approved unanimously.

8. **Communications**: There were no written communications sent to the President's office.
9. **CFO Report**: Written report provided. Mr. Talbot noted that most of his CFO Report was an explanation of the proposed 2023-2024 budget. His report also included an explanation of the fund balance.
10. **Information Items**:
    a. Human Resources Updates: Interim VP for Human Resources Ruth Spencer gave updates on the status of current searches with some in the interviewing stage, some have offers made and accepted, some are pending and some just posted. The Vice President for Human Resources position has been filled and John Geer will begin officially on July 5th and spend the week of June 12-16 transitioning with Ruth Spencer.

11. **Consent Agenda**: Prior to the motion on the Consent Agenda a brief synopsis of each retiree and Chancellor's Award of Excellence recipient was given by their supervising Vice President. Mr. Schlather moved that the Consent Agenda be approved as submitted; seconded by Mr. Scholl; approved unanimously.
    a. Appointment of Personnel
    b. In Appreciation of Gary Ford *(14 years)*
    c. In Appreciation of Lisa Ford *(28 years)*
    d. In Appreciation of Milagros Cartagena-Cook *(14 years)*
    e. In Appreciation of Alexis Dengel *(17 years)*
    f. In appreciation of James Perkins *(10 years)*
    g. In Appreciation of Julie Ray *(18 years)*
    h. In Appreciation of Bill Talbot *(3 years)*
    i. In Appreciation of Darlene Gold *(14 years)*
    j. 2023 Chancellor's/Trustees Award of Excellence in Adjunct Teaching – Patricia Buchanan
    k. 2023 Chancellor's/Trustees Award of Excellence in Faculty Service – Kelly Wessell
    l. 2023 Chancellor's/Trustees Award of Excellence in Librarianship – Karla Block
    m. 2023 Chancellor's/Trustees Award of Excellence in Professional Service – Keith Hall
    n. 2023 Chancellor's/Trustees Award of Excellence in Classified Service – James Perkins
    o. Approval of Microcredential – Direct Service Provider I
    p. Approval of Microcredential – Direct Service Provider II
    q. Approval of Site Work, Concrete & Masonry (Labs WDI)

r. Approval of Universal Test Machine (Labs WDI)
s. Approval of Study Abroad Policy
12. **Standing Reports**:
   a. **Provost & VP of Academic Affairs** – Written report provided. Provost Reifenheiser noted there are 3 newer grants: 1 for microcredentials used for software, 1 high needs grant for lecture capture equipment in the new labs, and 1 for the DSP I and DSP II. Associate Professor for Human Services Patty Tvaroha gave an overview of the two programs. Mr. Schlather asked about the number of students in the DSP I and DSP II and employment after completion. Ms. Tvaroha said there will be 15 in each section and they have the possibility of furthering their education in the Human Services program, it will also help them be promoted quickly in their work positions. Mr. Corbin explained how he did something similar through Racker.
   b. **Interim VP of Student Services/Senior Diversity Officer** – Written report provided. Mr. Thompson noted that as a follow-up to last month's report, the child care facility is now fully staffed. EdSights, a retention AI Bot is being used in Enrollment and 98% of our students have opted in to this. He gave a big thank you to Student Trustee Louis Scholl and other students in SGA for their work during this academic year and noted they raised the bar for all their accomplishments.
   c. **Campus Tech** – Written report provided. Scot Beekman was introduced as the Interim CIO. He has 30 years' experience in IT, has worked at SUNY Broome for 23 years and is currently with SUNY ITEC. He lives in Endicott and will be on campus 2-3 days a week. Mr. Beekman gave a brief overview of what has taken place in the three weeks he has been at TC3. Mr. Schlather asked about ComSource and their role at TC3. Mr. Beekman noted that they work on the network – mapping the entire network on campus, replace wireless access points, replaced 58 switches which will make TC3 more secure. The SUNY ITEC assessment report has been given to President Kremenek for her to review.
   d. **College Senate** – Written report provided.
   e. **TC3 Foundation Inc.** – Written report provided. Ms. Gerg reported the Foundation Board met on campus on April 28th with the main focus of the meeting on fundraising. Mr. Talbot provided financials. She noted that Consultant Steve Fredrick will guide her in developing a fundraising plan. There will be three Distinguished Alums recognized at commencement: Roxan Noble, Lonnie Park, and Board of Trustee member Lisa Perfetti.
   f. **Chairperson's Report** – Chair Davison noted that she, Vice-Chair Roxann Buck and President Kremenek just finished a 4-hour Aspen Institute session. She asked Vice-Chair Roxann Buck and Dean Corbin to give an update on the NYCCT zoom meeting they attended regarding the State Budget. Topics that were discussed: Johanna Duncan-Poitier noted there are 6 presidential searches in process; marketing campaigns will be regionalized; community colleges have the largest number of students (204,000+); Lumina Foundation; NYS Workforce paid apprenticeships; Columbia Greene has less than 700 high school graduates and will focus

on adult learners; there is $3.2 million monies left over for childcare; legislation for part-time (microcredential) TAP; SUNY budget to be approved in September.

g. **Liaison Report Tompkins County** – Mr. Lane stated that Comptroller DiNapoli said pension funds are the best in the country. There will be a small increase in the contribution. The migrant issue at the US border is under discussion. No requests have been made yet.

h. **Liaison Report Cortland County** – Ms. Bischoff noted that a State of Emergency was made on Friday, May 12, in Cortland County. Department heads will take time to talk through this. The Governor may be looking at using SUNY dorms. More advocacy and better dialogue is needed between the State and local governments. President Kremenek stated outreach has been made to SUNY campuses but it is just initial conversations with many questions to be answered.

i. **Student Trustee Report** – Verbal report given. Mr. Scholl introduced Student Trustee elect Romneya Quennell who was attending this meeting as a guest. She will also be attending as a guest in June. Her first official meeting will be the July 20th Board meeting. Mr. Scholl also noted that the incoming SGA (Student Government Association) President will be Marybeth Ortlieb. Springfest had a big turnout and was very appreciated by students as they headed into finals week. New washers and dryers are in the dorms!

j. **President's Report** – Written report provided. President Kremenek thanked Chair Davison and Vice-Chair Buck for their participation in the 4-hour Aspen Institute meeting that ended just before the Board meeting. SUNY Aspen program for mid-level leadership will be attended by Assistant Provost Dr. Anndrea Mathers and Diversity Education & Support Services Program Coordinator Tracey Brunner. The NYS Budget included financial aid for microcredentials but details will need to be worked out with HESC. Mr. Schlather thanked President Kremenek for her weekly communications to keep the Board members updated.

13. **Executive Session**: Ms. Buck moved that the meeting convene in executive session at 7:30 p.m. to discuss a personnel matter; seconded by Mr. Schlather. Interim VP for Human Resources Ruth Spencer was invited to participate. Motion to go back in to Open Session was moved by Ms. Buck at 8:15 p.m.; seconded by Ms. Michell-Nunn; approved unanimously. The meeting reconvened in open session. A motion was made to authorize President Kremenek's 2023-2024 contract as was discussed in Executive Session. It was approved unanimously.

14. **Adjournment**: Mr. Schlather moved that meeting be adjourned at 8:16 p.m.; seconded by Mr. Corbin; 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 June 7, 2023

UNCLASSIFIED STAFF

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION REVIEW BEGINS	CURRENT STATUS
Admissions & Financial Aid Advisor	ASAP	May 5, 2023	May 19, 2023	Accepting Applications
Assistant Director of Student Activities and the Student Center	ASAP	April 24, 2023	May 8, 2023	Conducting Interviews
Case Manager	ASAP	March 29, 2023	May 1, 2023	Conducting Interviews
Clinical Mental Health Counselor	ASAP	March 22, 2023	April 21, 2023	Conducting Interviews
Director of Admissions (Interim)	ASAP	May 18, 2023	June 1, 2023	Posted Internally to PAA Members
Director of Admissions (Permanent)	ASAP	May 24, 2023	June 26, 2023	Accepting Applications
Director of Enrollment Operations	ASAP	February 3, 2023	March 3, 2023	Hired: Patricia Van de Bogart (05/22/23)
Director of Strategic Marketing	ASAP	May 23, 2023	June 23, 2023	Accepting Applications
Instructor of Anatomy and Physiology/Healthcare (Grant-Funded)	March 15, 2023	November 29, 2022	January 1, 2023	Hired: Kelly Murray (07/10/23)
Instructor of Civil Engineering/Construction Technology	August 21, 2023	November 5, 2022	January 5, 2023	Checking References
Instructor of English	Fall 2023	March 3, 2023	April 3, 2023	Hired: Virginia Shank (08/21/23) (1 of 2 positions)
Laboratory Technical Coordinator	ASAP	March 17, 2023	March 31, 2023	Hired: Jasmine LaMontain (05/17/23)
Student Success Advisor	May 2023	March 7, 2023	April 7, 2023	Checking References
Vice President for Enrollment Management	ASAP	January 20, 2023	February 20, 2023	Hired: Richard Floyd (08/01/23)
Vice President of Finance and Administration	July 1, 2023	March 29, 2023	May 1, 2023	Conducting Interviews
Vice President of Human Resources	ASAP	January 18, 2023	February 20, 2023	Hired: John Geer (07/05/23)
Vice President of Student Affairs & Senior Diversity Officer	ASAP	May 24, 2023	June 7, 2023	Accepting Applications
Workforce Development Coordinator	ASAP	February 8, 2023	March 8, 2023	Hired: Lillian Tomik (06/05/23)

CLASSIFIED STAFF

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Cleaning Supervisor (1.0 FTE)	Buildings & Grounds	ASAP	Reviewing Tompkins County Department of Human Resources certified list of eligible Candidates

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Graduate Assistant	Residence Life/Student Center	June 2023	Accepting Applications; Continuous Recruitment
Lifeguard	Athletics & Recreation	June 2023	Accepting Applications; Continuous Recruitment
Recreation & Fitness Center Assistant	Athletics & Recreation	June 2023	Accepting Applications
Substitute Teacher	Childcare	June 2023	Accepting Applications; Continuous Recruitment
Van Driver	Athletics & Recreation	June 2023	Accepting Applications
Residence Director-Head Coach	Residence Life/Athletics & Recreation	June 2023	Accepting Applications
Assistant Coach, Women's Basketball	Athletics & Recreation	September 2023	Hiring: Keisha McBean
Director of Residence Life	Residence Life	August 2023	RTF in process

BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Bartender	TC3 Bistro	June 2023	Accepting Applications
Banquet Server	TC3 Bistro	June 2023	Accepting Applications
Banquet Supervisor	TC3 Bistro	June 2023	Accepting Applications
Bartender	TC3 Bistro	June 2023	Accepting Applications
Busser/Food Runner	TC3 Bistro	June 2023	Accepting Applications
Dishwasher	TC3 Bistro	June 2023	Accepting Applications
Host/Hostess	TC3 Bistro	June 2023	Accepting Applications
Line Cook	TC3 Bistro	June 2023	Accepting Applications
Server	TC3 Bistro	June 2023	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of June 7, 2023

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

VP of Finance & Administrations Report: June 15, 2023

May 2022-23 Close

The College is maintaining its end of year forecast for closing the year at $1.2M favorable to budget.

Some highlights are the slightly elevated than previously reported County Chargebacks revenue while our expenses forecast remains favorable to the budget especially in Salaries and Contractual expenses.

Our Fall enrollments have been very encouraging that we will be able to achieve or exceed the budget revenue for year 2023-24.

TOMPKINSCORTLAND COMMUNITY COLLEGE
2022-2023 APPROPRIATIONS
Year-To-Date Through April 30, 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	11,774,787	4,076,176	74.3%	15,308,198	11,341,159	74.1%	(433,628)	-2.8%
Equipment	50,000	11,267	38,733	22.5%	102,105	6,569	6.4%	(4,697)	-4.6%
Contractual Expenses	5,721,389	3,639,249	2,082,140	63.6%	3,157,755	3,290,762	104.2%	(348,487)	-11.0%
Employee Benefits	8,544,482	6,619,305	1,925,177	77.5%	5,958,104	6,453,504	108.3%	(165,800)	-2.8%
Total Forecasted Departmental Appropriations[1]	30,166,834	22,044,607	8,122,227	73.1%	24,526,161	21,091,994	86.0%	(952,613)	-4.5%
Scholarships &Awards									
Student Services		176,086	(176,086)	0.0%	90,679	90,679	100.0%	(85,407)	(94.2%)
Academic Support	3,439,832	3,223,352	216,480	93.7%	3,387,441	3,361,687	99.2%	138,335	4.1%
Total Scholarships & Awards	3,439,832	3,399,438	40,394	98.8%	3,478,120	3,452,366	99.3%	52,928	1.5%
Total Forecasted Appropriations[2]	33,606,666	25,444,045	8,162,621	75.7%	28,004,281	24,544,360	87.6%	(899,685)	-3.7%
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 Budget[3] Favorable (Unfav)	59,313	0	59,313	0.0%	0	0	0.0%	0	0.0%
Personnel	16,029,773	11,774,787	4,254,986	73.5%	15,308,198	11,341,159	74.1%	(433,628)	-2.8%
Equipment	50,000	11,267	38,733	22.5%	102,105	6,569	6.4%	(4,697)	-4.6%
Contractual	5,601,892	3,639,249	1,962,643	65.0%	3,157,755	3,290,762	104.2%	(348,487)	-11.0%
Scholarship & Awards Offset	3,439,832	3,399,438	40,394	98.8%	3,478,120	3,452,366	99.3%	52,928	1.5%
Fringe Benefit	8,544,482	6,619,305	1,925,177	77.5%	5,958,104	6,453,504	108.3%	(165,800)	-2.8%
Total Approved Budget Appropriations[4]	33,665,979	25,444,045	8,221,934	75.6%	28,004,281	24,544,360	87.6%	(899,685)	-3.7%

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 Aprl 30, 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	6,625,701	5,507,073	1,118,628	83.1%	6,988,522	5,386,701	77.1%	(120,372)	(2.2%)
Equipment		787	(787)	0.0%	228	228	100.0%	(559)	(245.1%)
Contractual Expenses	1,705,935	1,067,100	638,835	62.6%	79,365	744,195	937.7%	(322,905)	(43.4%)
Employee Benefits	3,493,400	3,092,476	400,924	88.5%	2,830,876	3,023,492	106.8%	(68,984)	(2.3%)
Total Instruction	11,825,036	9,667,435	2,157,601	81.8%	9,898,991	9,154,615	92.5%	(512,820)	(5.6%)
Public Service									
Personal Services	170,439	76,796	93,643	45.1%	186,129	137,875	74.1%	61,079	44.3%
Equipment									
Contractual Expenses	20,000	1,075	18,925	5.4%	3,772	1,505	39.9%	430	28.6%
Employee Benefits	88,501	43,006	45,495	48.6%	78,668	79,040	100.5%	36,034	45.6%
Total Public Service	278,940	120,877	158,063	43.3%	268,569	218,420	81.3%	97,543	44.7%
Academic Support									
Personal Services	1,607,827	1,074,948	532,878	66.9%	1,470,589	1,076,343	73.2%	1,394	0.1%
Equipment		0	0.0%		16,835		0.0%	0	0.0%
Contractual Expenses	260,248	110,393	149,855	42.4%	250,093	223,597	89.4%	113,204	50.6%
Employee Benefits	724,696	605,529	119,167	83.6%	466,597	630,055	135.0%	24,526	3.9%
Total Academic Support	2,592,771	1,790,871	801,900	69.1%	2,204,115	1,929,995	87.6%	139,124	7.2%
Libraries									
Personal Services	552,471	409,247	143,224	74.1%	505,857	366,985	72.5%	(42,262)	(11.5%)
Equipment		813	(813)	0.0%			0.0%	(813)	0.0%
Contractual Expenses	198,200	255,269	(57,069)	128.8%	162,239	140,077	86.3%	(115,192)	(82.2%)
Employee Benefits	294,488	228,680	65,808	77.7%	315,857	208,383	66.0%	(20,296)	(9.7%)
Total Libraries	1,045,159	894,009	151,150	85.5%	983,954	715,445	72.7%	(178,564)	(25.0%)
Student Services									
Personal Services	1,969,180	1,437,288	531,891	73.0%	1,941,659	1,365,691	70.3%	(71,598)	(5.2%)
Equipment	1,000	550	450	55.0%	30,249	499	1.6%	(51)	(10.2%)
Contractual Expenses	729,328	445,637	283,691	61.1%	537,630	425,403	79.1%	(20,234)	(4.8%)
Employee Benefits	1,086,594	829,905	256,689	76.4%	745,697	783,040	105.0%	(46,864)	(6.0%)
Total Student Services	3,786,102	2,713,380	1,072,721	71.7%	3,255,235	2,574,634	79.1%	(138,747)	(5.4%)
Maintenance and Operations									
Personal Services	1,845,397	1,259,514	585,883	68.3%	1,618,792	1,170,747	72.3%	(88,767)	(7.6%)
Equipment		1,186	(1,186)	0.0%	23,122	4,571	19.8%	3,385	74.1%
Contractual Expenses	962,830	668,719	294,111	69.5%	706,502	530,175	75.0%	(138,544)	(26.1%)
Employee Benefits	966,911	713,871	253,040	73.8%	607,595	703,211	115.7%	(10,661)	(1.5%)
Total Maintenance and Operations	3,775,138	2,643,290	1,131,848	70.0%	2,956,011	2,408,703	81.5%	(234,586)	(9.7%)
Institutional Support									
Personal Services	1,537,021	1,115,137	421,884	72.6%	1,222,988	848,697	69.4%	(266,440)	(31.4%)
Equipment									
Contractual Expenses	453,538	327,272	126,266	72.2%	343,703	272,910	79.4%	(54,361)	(19.9%)
Employee Benefits	887,055	621,314	265,741	70.0%	473,910	487,206	102.8%	(134,108)	(27.5%)
Total Institutional Support	2,877,614	2,063,723	813,891	71.7%	2,040,601	1,608,813	78.8%	(454,910)	(28.3%)
General Institutional Services									
Personal Services	1,542,928	894,783	648,145	58.0%	1,373,663	988,121	71.9%	93,338	9.4%
Equipment	49,000	7,931	41,069	16.2%	31,670	1,271	4.0%	(6,660)	(523.9%)
Contractual Expenses	1,391,310	763,784	627,526	54.9%	1,074,449	952,900	88.7%	189,116	19.8%
Employee Benefits	1,002,837	484,524	518,313	48.3%	438,904	539,077	122.8%	54,553	10.1%
Total General Institutional Services	3,986,075	2,151,022	1,835,053	54.0%	2,918,686	2,481,369	85.0%	330,347	13.3%
Total Forecasted Departmental Appropriations[1]	30,166,834	22,044,607	8,122,227	73.1%	24,526,161	21,091,994	86.0%	(952,613)	-3.9%

	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)	FYE 8/31/22 GASB 68/75	FYE 8/31/22 GASB 87
Instruction											
Personal Services	6,625,701	5,507,073	1,118,628	83.1%	6,988,522	5,386,701	77.1%	(120,372)	(2.2%)		
Equipment		787	(787)	0.0%	228	228	100.0%	(559)	(245.1%)		
Contractual Expenses	1,705,935	1,067,100	638,835	62.6%	79,365	744,195	937.7%	(322,905)	(43.4%)		(1,204,214)
Employee Benefits	3,493,400	3,092,476	400,924	88.5%	2,830,876	3,023,492	106.8%	(68,984)	(2.3%)	(690,292)	
Total Instruction	11,825,036	9,667,435	2,157,601	81.8%	9,898,991	9,154,615	92.5%	(512,820)	(5.6%)	(690,292)	(1,204,214)
Public Service											
Personal Services	170,439	76,796	93,643	45.1%	186,129	137,875	74.1%	61,079	44.3%		
Contractual Expenses	20,000	1,075	18,925	5.4%	3,772	1,505	39.9%	430	28.6%		
Employee Benefits	88,501	43,006	45,495	48.6%	78,668	79,040	100.5%	36,034	45.6%	(14,513)	
Total Total Public Service	278,940	120,877	158,063	43.3%	268,569	218,420	81.3%	97,543	44.7%	(14,513)	0
Academic Support											
Personal Services	1,607,827	1,074,948	532,878	66.9%	1,470,589	1,076,343	73.2%	1,394	0.1%		
Equipment		0		0.0%	16,835		0.0%	0	0.0%		
Contractual Expenses	260,248	110,393	149,855	42.4%	250,093	223,597	89.4%	113,204	50.6%		
Employee Benefits	724,696	605,529	119,167	83.6%	466,597	630,055	135.0%	24,526	3.9%	(266,103)	
Total Academic Support	2,592,771	1,790,871	801,900	69.1%	2,204,115	1,929,995	87.6%	139,124	7.2%	(266,103)	0
Libraries											
Personal Services	552,471	409,247	143,224	74.1%	505,857	366,985	72.5%	(42,262)	(11.5%)		
		813	(813)	0.0%			0.0%	(813)	0.0%		
Contractual Expenses	198,200	255,269	(57,069)	128.8%	162,239	140,077	86.3%	(115,192)	(82.2%)		(1,588)
Employee Benefits	294,488	228,680	65,808	77.7%	315,857	208,383	66.0%	(20,296)	(9.7%)	61,208	
Total Libraries	1,045,159	894,009	151,150	85.5%	983,954	715,445	72.7%	(178,564)	(25.0%)	61,208	(1,588)
Student Services											
Personal Services	1,969,180	1,437,288	531,891	73.0%	1,941,659	1,365,691	70.3%	(71,598)	(5.2%)		
Equipment	1,000	550	450	55.0%	30,249	499	1.6%	(51)	(10.2%)		
Contractual Expenses	729,328	445,637	283,691	61.1%	537,630	425,403	79.1%	(20,234)	(4.8%)		
Employee Benefits	1,086,594	829,905	256,689	76.4%	745,697	783,040	105.0%	(46,864)	(6.0%)	(220,685)	
Total Student Services	3,786,102	2,713,380	1,072,721	71.7%	3,255,235	2,574,634	79.1%	(138,747)	(5.4%)	(220,685)	0
Maintenance and Operations											
Personal Services	1,845,397	1,259,514	585,883	68.3%	1,618,792	1,170,747	72.3%	(88,767)	(7.6%)		
Equipment		1,186	(1,186)	0.0%	23,122	4,571	19.8%	3,385	74.1%		
Contractual Expenses	962,830	668,719	294,111	69.5%	706,502	530,175	75.0%	(138,544)	(26.1%)		(24,009)
Employee Benefits	966,911	713,871	253,040	73.8%	607,595	703,211	115.7%	(10,661)	(1.5%)	(218,267)	
Total Maintenance and Operations	3,775,138	2,643,290	1,131,848	70.0%	2,956,011	2,408,703	81.5%	(234,586)	(9.7%)	(218,267)	(24,009)
Institutional Support											
Personal Services	1,537,021	1,115,137	421,884	72.6%	1,222,988	848,697	69.4%	(266,440)	(31.4%)		
Contractual Expenses	453,538	327,272	126,266	72.2%	343,703	272,910	79.4%	(54,361)	(19.9%)		
Employee Benefits	887,055	621,314	265,741	70.0%	473,910	487,206	102.8%	(134,108)	(27.5%)	(136,986)	
Total Institutional Support	2,877,614	2,063,723	813,891	71.7%	2,040,601	1,608,813	78.8%	(454,910)	(28.3%)	(136,986)	0
General Institutional Services											
Personal Services	1,542,928	894,783	648,145	58.0%	1,373,663	988,121	71.9%	93,338	9.4%		
Equipment	49,000	7,931	41,069	16.2%	31,670	1,271	4.0%	(6,660)	(523.9%)		
Contractual Expenses	1,391,310	763,784	627,526	54.9%	1,074,449	952,900	88.7%	189,116	19.8%		(12,681)
Employee Benefits	1,002,837	484,524	518,313	48.3%	438,904	539,077	122.8%	54,553	10.1%	(248,582)	
Total General Institutional Services	3,986,075	2,151,022	1,835,053	54.0%	2,918,686	2,481,369	85.0%	330,347	13.3%	(248,582)	(12,681)
Scholarships &Awards											
Student Services		176,086	(176,086)	0.0%	90,679	90,679	100.0%	(85,407)	(94.2%)		
Academic Support	3,439,832	3,223,352	216,480	93.7%	3,387,441	3,361,687	99.2%	138,335	4.1%		
Total Scholarships & Awards	3,439,832	3,399,438	40,394	98.8%	3,478,120	3,452,366	99.3%	52,928	1.5%	0	0
Total Appropriations before adjustments	33,606,666	25,444,045	8,162,621	75.7%	28,004,281	24,544,360	87.6%	(899,685)	(3.7%)	(1,734,220)	(1,242,492)
Adjustments to Budget											
Personal Services	178,810		178,810	0.0%			0.0%	0	0.0%		
Contractual Expenses	(119,497)		(119,497)	0.0%			0.0%	0	0.0%		
Total Adjustments to Budget	59,313	0	59,313	0.0%	0	0	0.0%	0	0.0%	0	0
Total Appropriations after Adjustments	33,665,979	25,444,045	8,221,934	75.6%	28,004,281	24,544,360	87.6%	(899,685)	(3.7%)	(1,734,220)	(1,242,492)
Personnel	16,029,773	11,774,787	4,254,986	73.5%	15,308,198	11,341,159	74.1%	(433,628)	(3.8%)	0	0
Equipment	50,000	11,267	38,733	22.5%	102,105	6,569	6.4%	(4,697)	(71.5%)	0	0

TOMPKINS CORTLAND COMMUNITY COLLEGE
APPROPRIATIONS 2022-23
FINANCIAL REPORT FOR PERIOD ENDING WEDNESDAY, MAY 31, 2023

	2022-23 Mod Bud	2022-23 Actual	2022-23 Uexpended Balance	2022-23 % Unexpended	2021-22 Total Exp PY	2021-22 PY to Date	2021-22 PY % Expended	Variance CY to PY Fav(Unfav)	% Variance CY to PY Fav(Unfav)	FYE 8/31/22 GASB 68/75	FYE 8/31/22 GASB 87
Contractual	5,601,892	3,639,249	1,962,643	65.0%	3,157,755	3,290,762	104.2%	(348,487)	(10.6%)	0	(1,242,492)
Scholarship & Awards Offset	3,439,832	3,399,438	40,394	98.8%	3,478,120	3,452,366	99.3%	52,928	1.5%	0	0
Fringe Benefit	8,544,482	6,619,305	1,925,177	77.5%	5,958,104	6,453,504	108.3%	(165,800)	(2.6%)	(1,734,220)	0
	33,665,979	25,444,045	8,221,934	75.6%	28,004,281	24,544,360	87.6%	(899,685)	(3.7%)	(1,734,220)	(1,242,492)

2022-2023 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS
Year-To-Date Through Wednesday, MAY 31, 2023

	2022-23 Mod Bud	2022-23 Actual	2022-23 Uexpended Balance	2022-23 % Unexpended	2021-22 Total Exp PY	2021-22 PY to Date	2021-22 PY % Expended	Variance CY to PY Fav(Unfav)	% Variance CY to PY Fav(Unfav)
Retirement Incentive Costs	160,000	134,625	25,375	84.1%	242,216	232,418	96.0%	97,793	42.1%
HRA Retiree Benefits	75,000	59,356	15,644	79.1%	70,859	57,613	81.3%	(1,744)	(3.0%)
State Employee's Retirement	933,091	790,960	142,131	84.8%	932,509	742,013	79.6%	(48,948)	(6.6%)
State Teacher's Retirement	135,000	131,858	3,142	97.7%	139,554	107,614	43.5%	(24,244)	(22.5%)
Optional Retirement Fund	880,000	566,993	313,007	64.4%	844,936	617,216	73.0%	50,223	8.1%
Social Security	1,210,331	914,484	295,847	75.6%	1,163,070	875,030	75.2%	(39,454)	(4.5%)
Worker's Compensation	68,453	87,262	(18,809)	127.5%	91,438	70,999	77.6%	(16,263)	(22.9%)
Executive Benefits	37,000	4,131	32,869	11.2%			0.0%	(4,131)	0.0%
Disability Insurance	9,000	5,396	3,604	60.0%	7,778	5,690	73.2%	294	5.2%
Hospital and Medical Insurance	3,032,711	2,073,600	959,111	68.4%	2,734,495	2,283,343	83.5%	209,744	9.2%
Post Retirement Health Insurance	1,711,160	1,080,000	631,160	63.1%	1,366,381	1,155,000	(52.1%)	75,000	6.5%
Employee Tuition Benefits	103,000	85,790	17,210	83.3%	88,194	84,194	95.5%	(1,596)	(1.9%)
Life Insurance	10,000	5,435	4,565	54.4%	7,641	5,698	74.6%	262	4.6%
Vacation Benefits	200,000	67,500	132,500	33.8%	180,693		0.0%	(67,500)	0.0%
Miscellaneous	5,000	2,575	2,425	51.5%	3,075	2,475	80.5%	(100)	(4.0%)
Unemployment Insurance	10,910		10,910	0.0%	15,953	12,114	75.9%	12,114	100.0%
Total Employee Benefits	8,580,656	6,009,964	2,570,692	70.0%	7,888,791	6,251,416	141.7%	241,451	3.9%

TOMPKINS CORTLAND COMMUNITY COLLEGE
YTD REVENUE 2022-2023
Wednesday MAY 31, 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	3,504,867	(171,552)	105.1%	2,445,535	3,334,365	136.3%	170,502	5.1%
Spring	2,621,196	3,114,965	(493,769)	118.8%	2,361,842	2,850,417	120.7%	264,548	9.3%
Winter	59,669	138,120	(78,451)	231.5%	89,533	100,000	111.7%	38,120	38.1%
Summer	510,792	466,976	43,816	91.4%	440,247	505,527	114.8%	(38,551)	-7.6%
Nonresident Tuition	615,254	805,259	(190,005)	130.9%	694,862	720,677	103.7%	84,582	11.7%
Student Fee Revenue	947,269	923,979	23,290	97.5%	904,092	900,258	99.6%	23,721	2.6%
Bad Debt Reserve		(376,000)	376,000	0.0%			0.0%	(376,000)	0.0%
Total Core Student Revenue	8,087,495	8,954,166	(866,671)	110.7%	6,936,110	8,411,244	121.3%	542,922	6.5%
Concurrent Enrollment Tuition	3,409,068	3,221,936	187,132	94.5%	3,406,954	3,381,121	99.2%	(159,185)	-4.7%
Total Student Revenue	11,496,563	12,176,102	(679,539)	105.9%	10,343,064	11,792,365	114.0%	383,737	3.3%
Government Appropriations									
New York State	9,753,019	7,313,145	2,439,874	75.0%	9,753,019	7,314,765	75.0%	(1,620)	0.0%
Local Sponsors	4,882,882	2,656,528	2,226,354	54.4%	4,882,882	3,234,910	66.3%	(578,382)	-17.9%
Appropriated Cash Surplus	600,000	600,000	0	100.0%	0		0.0%	600,000	0.0%
Charges to Other Counties	5,418,607	5,490,630	(72,023)	101.3%	5,399,713	5,206,196	96.4%	284,434	5.5%
Federal Aid		0	0	0.0%	2,120,459	1,589,662	75.0%	(1,589,662)	-100.0%
Board Designated Reserves	932,518	932,518	0	100.0%	0		0.0%	932,518	0.0%
Total Govt Appropriations	21,587,026	16,992,821	4,594,205	78.7%	22,156,074	17,345,533	78.3%	(352,712)	-2.0%
Other Revenues									
Service Fees	121,340	86,473	34,867	71.3%	68,895	60,871	88.4%	25,602	42.1%
Interest Earnings		4,281	(4,281)	0.0%	7,133	4,761	66.7%	(480)	-10.1%
Rental of Real Property	10,000	7,575	2,425	75.8%	4,955	3,105	62.7%	4,470	144.0%
Contract Courses	100,000	81,289	18,711	81.3%	5,555	44,321	797.9%	36,968	83.4%
Noncredit Tuition	100,000	163,692	(63,692)	163.7%	175,704	142,783	81.3%	20,909	14.6%
Grant Offsets	205,000	99,062	105,938	48.3%	262,731	172,990	65.8%	(73,927)	-42.7%
Unclassified Revenues	46,050	34,588	11,462	75.1%	49,266	41,121	83.5%	(6,533)	-15.9%
Total Other Revenues	582,390	476,961	105,429	81.9%	574,238	469,952	81.8%	7,009	1.5%
TOTAL REVENUES	33,665,979	29,645,884	4,020,095	88.1%	33,073,376	29,607,850	89.5%	38,034	0.1%
Student Revenue	11,817,903	12,507,556	(689,653)	105.8%	10,593,217	12,040,340	113.7%	467,216	3.9%
State Revenue	9,753,019	7,313,145	2,439,874	75.0%	9,753,019	7,314,765	75.0%	(1,620)	0.0%
Local Revenue	10,301,489	8,147,158	2,154,331	79.1%	10,282,595	8,441,105	82.1%	(293,947)	-3.5%
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	145,506	115,544	55.7%	324,085	221,977	68.5%	(76,471)	-34.4%
Total	33,665,979	29,645,884	4,020,095	88.1%	33,073,376	29,607,850	89.5%	38,034	0.1%

TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
FINANCIAL PERIOD FOR THE PERIOD ENDING WEDNESDAY MAY 31, 2023

	Current Month 5/31/2023 11:59:59 PM	Previous Month 4/30/2023 11:59:59 PM	Previous Year 5/31/2022 11:59:59 PM
ASSETS			
Cash in Demand Deposit	1,365,912	1,012,749	1,308,394
Cash in Time Deposits	5,404,465	4,910,587	4,774,122
Petty Cash	1,229	1,229	1,229
Accounts Receivable-Students	2,233,255	2,933,578	4,553,403
Accounts Receivable-Misc.	(337,687)	(459,349)	(51,220)
Due from TC3 Foundation	1,617,993	1,530,686	977,483
Pre-Paid Expenses	133,067	146,389	78,381
Due From FSA	(46,206)	(38,877)	7,770
Due From Other Funds	1,199,875	1,688,649	1,748,993
Due From Other Governments	536,546	1,154,150	355,111
GASB Accounts	13,560,044	13,560,044	20,007,843
TOTAL ASSETS	25,668,494	26,439,836	33,761,510
LIABILITIES AND SURPLUS			
Vouchers Payable	209,153	(304,748)	(44,830)
Payroll Liabilities	624,809	1,225,251	1,495,302
Student Financial Aid Liabilities	1,612,502	1,607,245	1,497,203
Accrued Liabilities	183,208	190,246	108,180
Due to TC3 Foundation	505,983	689,591	1,895,115
Due to FSA	5,593	106,251	91,209
Student Tuition Collected in Advance	807,491	765,823	15,841
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	4,404,198	4,844,620	5,271,501
TOTAL LIABILITIES AND SURPLUS	25,623,494	26,394,836	33,761,510

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-69

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: **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 15th day of June 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 15th day of June 2023.

      Clerk of the Board of Trustees
      Tompkins Cortland Community College

Employee	Department	Title/Rank	Salary	Employment Dates
January				
Zilliox, Roger	FITN109 M01 - INDP - 1 student	Adjunct	$408.00	1/25/2023 To 3/21/2023
February				
Dow, Edwin	FITN130 M12, FITN230 M22	Adjunct	$1,461.00	2/15/2023 To 5/19/2023
Okaru, Alfie	FITN130 M01, FITN230 M01	Adjunct	$1,650.00	2/15/2023 To 5/19/2023
Stevenson, David	FITN130 M11, FITN230 M21, FITN130 M14, FITN230 M24	Adjunct	$3,519.00	2/15/2023 To 5/19/2023
Wilk, Thomas	FITN130 M10, FITN230 M20	Adjunct	$1,461.00	2/15/2023 To 5/19/2023
Williamson, James	FITN130 M13, FITN230 M23	Adjunct	$1,461.00	2/15/2023 To 5/19/2023
March				
Coleman, Patricia	Provide supervision to NURS120 students while administering medications	Adjunct	$1,113.20	3/27/2023 To 5/19/2023
April				
Archer, Pamela	CAPS111, 121, BL3	Adjunct	$2,744.82	4/17/2023 To 5/19/2023
McIntyre, David	HRMG105 M02	Adjunct	$1,100.00	4/17/2023 To 5/19/2023
May				
LaMontain, Jasmin	Academic Affairs - Laboratory Technical Coordinator	Associate Professor	$75,019.00 [*]	05/17/23
Van de Bogart, Patricia	Enrollment Operations - Director of Enrollment Operations	Grade 4	$82,611.00 [*]	05/22/23
Telfer, Amber	Para-Professional Tutor / Access & Equity Adjunct	Adjunct	$7,647.64	5/22/2023 To 8/25/2023
Gray, Amanda	Professional Tutor	Adjunct	$6,122.60	5/30/2023 To 8/25/2023
Mack, Alyssa	Professional Tutor	Adjunct	$5,426.85	5/30/2023 To 8/25/2023
Snyder, Emily	Para-Professional Tutor	Adjunct	$5,462.60	5/30/2023 To 8/25/2023
Weaver, Bobbie	Professional Tutor	Adjunct	$5,009.40	5/30/2023 To 8/25/2023
June				
Webb, Marilyn	Returning Adjunct Library Assistant	Adjunct	$4,021.20	6/1/2023 To 8/26/2023
Tomik, Lillian	Strategic Corporate and Community Partnerships - Workforce Development Coordinator	Grade 2	$52,983.00 [*]	06/05/2023
July				
Geer, John	Human Resources - Vice President of Human Resources	Executive	$118,000.00 [*]	07/05/2023
Murray, Kelly	Academic Affairs - Faculty - Anatomy & Physiology/Healthcare (Grant-Funded)	Instructor	$58,636.00 [*]	07/10/2023
August				
Floyd, Richard	Enrollment Management - Vice President for Enrollment Management	Executive	$130,000.00 [*]	08/01/2023
Shank, Virginia	Academic Affairs - Faculty - English	Assistant Professor	$81,378.00 [*]	08/21/2023

[*] Annual Salary to be Prorated

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustees

June 15, 2023

Resignations/Retirements/Separations

NAME	TITLE	DEPARTMENT	EFFECTIVE	REASON
Morgan Howland	Library Clerk	Library Services	06/16/23	Resigned

FACULTY STUDENT ASSOCIATION

Michael Oyelola	Director of Residence Life	Residence Life	06/09/23	Resigned
Dave Stevenson	Head Coach, Women's Basketball	Athletics & Recreation	07/14/23	Resigned

BISTRO

Peter Cowin	Sous Chef	Coltivare	05/29/23	Resigned
Kevin Olmstead	Executive Chef	Coltivare	06/02/23	Resigned

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-06

Remote Work Policy

WHEREAS, the College implemented a Remote Work Policy Pilot Program during the spring and summer 2022, and

WHEREAS, the College has tasked members of the Executive Council to review and assess the pilot program, and

WHEREAS, the Executive Council has made additional revisions and recommendations to the policy, and

WHEREAS, this policy has been reviewed by the College Senate and are 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 Remote Work Policy.

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 15th day of June 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 15th day of June 2023.

                    Clerk of the Board of Trustees
                    Tompkins Cortland Community College

REMOTE WORK POLICY

Policy Statement

Tompkins Cortland Community College's remote work policy is to support remote work where it is reasonable, based on the College's mission, operational, and meets program needs.

Rationale

This program's purpose is to support the implementation of a remote work program when desired and establish guidelines designed to clearly articulate employee and campus expectations. The needs of the workforce have changed drastically during the pandemic, especially as it relates to the possibility of working remotely. TC3 hopes to implement a remote work policy that is fair, transparent, and can help retain and recruit employees. While not every position is eligible for remote work based on job duties, the College hopes to identify positions where this is possible and provide a means for faculty/staff to request recurring remote work options as appropriate.

The President, in consultation with Human Resources and the Executive Council member, may offer critical, difficult-to-fill positions with negotiated offers that include remote work arrangements.

The Provost's Office has sole discretion as to the Remote Work Option for classes and teaching faculty. ADA accommodations and remote arrangements for limited terms are not under the purview of this policy.

Definitions

Official Work Site -- The employee's TC3-provided, on-campus or satellite workstation. This is the employee's usual and customary work address.

Alternate Work Site – A specific location away from the TC3-provided work site where the employee is authorized to conduct business. This location must meet all criteria set forth in this document and be approved in advance by the employee's immediate supervisor/manager and the campus senior leadership. Any alternate work site must be reported and approved in advance.

Employee – a member of the College or FSA staff.

Fully remote - the entirety of one's work would take place away from the Official Work Site location. The office of staff members working remotely and who previously had a campus-based office may be shared with other staff members during this period. Remote work will not be feasible for permanent out-of-state residents. This is not an option for any persons who are required to have regular face-to-face contact with students or other employees.

Partially Remote - It is expected that the employee would have a campus-based office and would conduct most of their work on campus (3 or 4 days) while the remainder remotely (1 or 2 days).

Remote Work Application – An application form furnished by management and completed by the employee and their supervisor/manager following their discussion. Each approved application shall be effective for a specified period, not to extend beyond the effective dates of this program. Decisions regarding working remotely will be made semester-by-semester rather than for the full academic year.

Remote Work Plan – A document, part of the remote work application, completed by the employee following a meeting with their supervisor/manager, which identifies the specific work to be performed on remote work days, consistent with the employee's normal obligation. The remote work application must indicate when the employee will be available during the normally scheduled workday, through which mode(s) of communication (e.g. Teams, telephone, Zoom, etc.), conditions for the work environment, security, safety, meeting requirements, etc. Telecommuting is not intended to avoid the use of sick or personal time.

Supervisor – the person authorized by the College to direct your day-to-day work activities. Both the Supervisor and the Executive Council member must approve the application.

Executive Council Member – A single cabinet-level employee at the campus who has authority over the department/division reviewing/approving remote work. Member of the President's Executive Council.

Procedures (These Procedures are detailed in the Remote Work Policy Program document.)

1. **Individuals requesting formal remote work arrangements must have a minimum of six (6) months of continuous employment and a satisfactory performance record to apply. Exceptions apply to the President's employment offer and details within the domain of the Provost's office.**
2. **Interested employees must discuss with their supervisor regarding their request and the feasibility of remote work based on the employee's responsibilities.**

3. Employees must submit an application, signed by their supervisor, to the department head. The department head and the Executive Council member must approve the application. The application must include a remote work plan, identifying the work to be performed on telecommuting days.
4. Regular updates/check-ins are required with the supervisor. Remote work employees must comply with all Fair Labor Standards requirements, TC3 policies and practices, NYS, and SUNY rules. The Remote Work Program document contains additional details.
5. Disapproved applications for remote work must be in writing and may be appealed to the V.P. of Human Resources or their designee within seven (7) days of the denial. The response to the denial must be in writing to the employee, and denials are not grievable. Employees' application that was denied or rescinded, may reapply one year from the date of the appeal decision date.
6. The supervisor may direct the employee to return to full-time on campus or the employee may return to full-time on campus with five (5) days' written notice.
7. The College will review and assess the effectiveness of the program on an annual basis.
8. Tompkins Cortland Community College reserves the right to suspend or terminate this remote work program at any time with proper notice to employees and advance consultation with the unions.

CONTACTS

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

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

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-65

IN APPRECIATION OF DAVE STEVENSON

WHEREAS, Dave Stevenson was hired in a part-time position as a coach at the College on March 24, 2004, and on July 12, 2004 was hired full-time as Athletic Coordinator, and

WHEREAS, Dave Stevenson elected to retire from his position as Assistant Director of Athletics effective January 31, 2023, and

WHEREAS, Dave Stevenson is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Dave Stevenson for over 18 years of dedicated service, and be it further

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

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 15th day of June 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 15th day of June 2023.

     Clerk of the Board of Trustees
     Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-68

IN APPRECIATION OF LOUIS SCHOLL

WHEREAS, Mr. Louis Scholl has served as the student member of the Tompkins Cortland Community College Board of Trustees for the Academic Year 2022-2023, and

WHEREAS, Mr. Scholl has been an exemplary member of the student body with his participation as an officer of the Student Government Association, the Faculty Student Association Board of Directors, a Resident Assistant, Peer Mentor for EOP (Educational Opportunity Program), and recipient of the Student Leader of the Year Award, and

WHEREAS, Mr. Scholl has provided the Board of Trustees with advice and comments useful in the decision making at Board of Trustees meetings, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Mr. Scholl for his contributions to the College, and be it further

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

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 15th day of June 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 15th day of June 2023.

     Clerk of the Board of Trustees
     Tompkins Cortland Community College

Provost Report
June 2023

Screening Committees: We completed hiring searches for the following positions: Instructor of English (2 Positions); Instructor of Anatomy and Physiology/ Healthcare; and Laboratory Technical Coordinator. One search is still in progress: Civil Engineering/Construction Faculty.

Emerit: The Faculty approved the new Emerit policy to replace the College's Emeritus Policy. Major changes include the following: inclusion of adjunct faculty; a more inclusive name; the creation of an annual review process and committee; slightly revised criteria; and slightly revised benefits. More information is included in the BOT packet. The Faculty Approved the Emerit Policy by the following vote: Yes 44; No 2; Abstain 2.

Curriculum Committee/General Education: The College has met the requirement of SUNY that all AA and AS degree align with the new Diversity: Equity, Inclusion, and Social Justice General Education framework. This was a significant lift, impacting myriad programs. The next related deadline is for Fall of 2024, by which time all AAS degrees must be in line with the framework

Summer Work: It is always nice to take part in commencement, reflect on the year, and take a breath. Still, summer work looms. The following are some key priorities for the Provost's Office:

Academic Plan: We assess our results from the current year and plan ahead for the next. This includes our Guided Pathways work, as much of the Academic Plan is oriented to that work.

Evaluations: Summer is a heavy time for annual evaluations of faculty and staff, as well as consideration of promotion and excellence award requests

Assessments Results: This is the season to review chair reports, PLO (Program Learning Outcome) Assessment results, General Education Assessment Results and use them to produce a report on our progress for the ILO (Institutional Learning Outcomes) on which we focused this academic year.

Chair Reports and Program Review: The Provost's Office will also work with chairs on their annual reports and on Program Reviews, using our approved cycle. These are newly (and substantially) revised processes, so this will be a sizable lift as we work through the new system.

THE BOARD OF TRUSTEES REPORT

Interim VP of Student Affairs and Senior Diversity Officer
June 2023

Athletics and Recreation

With all seasons wrapped up for 2022-23 and as we say farewell to our graduates and transfers, we turn our attention to our returning student-athletes so they are set for their second year. In addition, work continues in assisting our new class of Panthers in all aspects of preparation for arrival in August – preseason for soccer is only ten weeks away! Four community events will be hosted on campus during the month of June. More details related to how the Panther teams wrapped up their season can be found below:

 Baseball https://www.tcpanthers.com/sports/bsb/index
 Golf https://www.tcpanthers.com/sports/mgolf/index
 Lacrosse https://www.tcpanthers.com/sports/mgolf/index
 Softball https://www.tcpanthers.com/sports/sball/index

Campus Police

Campus Police's provisional full-time peace officer has successfully completed twenty-one weeks of the Syracuse City Police Academy, with an expected graduation date of July 7th, 2023. Campus Police staff provided traffic control assistance to the Dryden Police Department for the annual Memorial Day Parade in the Village of Dryden, and plans are in place to assist the Village and Tompkins County with multiple events during the upcoming summer months. Training reservations have been made to send one officer to an NYS Department of Criminal Justice Services (DCJS) approved Field Training Officer Course in June and another officer to an NYS DCJS approved Instructor Development Course in July. The aforementioned training courses allow officers to expand their job-specific skills and knowledge base and serve to further invest in the officers with ongoing training functions that are integral to Campus Police operations.

Office of Diversity Education and Support Services

ODESS's Success Programs (EOP and LSAMP) continue recruitment activities for the Fall 2023 class. The current class projection s for EOP is 30 students. At this point in the cycle, 79 applications were received, 25 of which were from local students. The science-focused NSF program LSAMP class is projected to include 6-8 students. We currently have four viable applications. ODESS created education displays concerning Asian American Pacific Islander Heritage Month. The displays were posted throughout ODESS and on the front display window. Deidre Kirkem, Romneya Quennell, and Seth Bergman attended a three-day EOP student leadership conference in Syracuse, NY. Deidre also presented at this conference. Romneya Quennell was also selected as the TC3 Student Trustee. SUNY System approved the EOP Summer operational budget. In addition, the NYSED food program approved our plan and will fund the Summer Institute budget up to $14,000.

Residence Life

Residence Life has continued contacting returners through calls, emails, and personal check-ins to ensure students have their bills taken care of for the Fall 2023 semester. Apartment conditions and turnover charges are being assessed. Michael Oyelola, Director of Residence Life, has submitted a letter of resignation to the Faculty Student Association, with his last day of service being June 9, 2023. The position has been approved to begin recruitment. Temporarily, Darese Doskal will assume leadership for the Residence Life program. Residence Life is also recruiting for two Residence Hall Directors, with one of those positions also leading the Women's Soccer athletic program.

Student Conduct, CARE Team & Title IX

There were six (6) conduct incidents for May involving seven (7) students. One (1) of cases will still be going to a conduct board. Three (3) of these were for individuals not completing assigned sanctions. For 2022-2023, there were 73 conduct-related incidents and 122 students. Fourteen (14) student cases were resolved using a conduct board, resulting in two (2) removals from housing and six (6) suspensions from the college. One (1) conduct board is still pending.

There was one (1) Title IX discrimination and harassment complaint reported this month, and an investigation is underway. For the academic year, we received sixteen (16) complaints. Of these complaints, 11 involved other students. Some had conducted hearings; all Title IX investigations were adjudicated through our Informal Process. The new Title IX regulations from the Department of Education were expected this month, but it has been announced that they would be postponed until October. New York State has new employee sexual harassment policies and procedures; ours will be updated to align. This will be implemented in collaboration with Human Resources Department.

The CARE team serves as the College's Behavioral Intervention Team – In May, five (5) students were referred to the group; two (2) have been on the agenda previously. In total, 50 students were referred to the CARE Team this academic year.

Student Life

The Student Government Association elections were held. The incoming SGA President is Marybeth Ortlieb, with VP of Finance Kai Hokanson. Additional VP positions include Cristina Vigliotti Martinez and Madison Camenga as the VPs of Student Involvement, David Bloss as VP of Student Services, and Valencia Gell as VP of Communications. The outgoing E-board planned a successful end-of-year Semi-Formal with 110 students in attendance.

On Wednesday, May 3rd, we had seventy-five (75) attendees at our second annual student leadership award luncheon. The formal event recognized seven (7) award winners, Program of the Year - E-Gaming Tournament by Sport Management Club, New Organization of the Year - African Caribbean Association, Organization of the Year - Student Government Association, Club Advisor of the Year - Patrick Mercer (Outdoor Adventure Club), Resiliency Award - Valentine Murray, New Student of the Year - Josselyn Ramos, and Student Leader of the Year - Louis Scholl. Nominees, nominators, invited family and friends, selection committee members, and President Kremenek were present and celebrated with award winners.

The 2023 Commencement Ceremony was held on May 23, with over two hundred (200) students participating. A link to the ceremony recording can be found on the college website.

Student Success: Advising, Career, and Transfer Services

Upon conclusion of the spring 2023 semester, our retention and registration efforts for continuing students yielded a 14.4% enrollment increase (when compared with this time last year). This gain of 64 continuing students (26.20 FTEs) contributed to overall fall enrollment being up by 9.5% (headcount) and 11.2% (FTE) as of May 22, 2023. Continuing student enrollment continues to trend positively as of June 2, 2023. In the last week of May, the success team reviewed spring grades and academic status, then made necessary adjustments to some students' fall schedules. The spring term concluded with 84% of our students in good academic standing. One hundred twenty-five (125) students fell below academic standards and are now on academic probation, and ten (10) students are on repeat probation) Students on probation will engage in the Academic Recovery process over the coming weeks. This revised recovery process involves using Starfish to complete a success survey, academic recovery plan, and advising appointment. Ten (10) students were dropped from summer and/or fall classes after being academically suspended at the end of the spring term. These students may appeal to the Committee on Academic Status (COAS) if they wish to attend this fall.

Student Success: Advising, Career, and Transfer Services Continued…

New, Transfer, and Reinstate (NTR) student enrollment efforts are ongoing throughout the summer. In May, 119 NTR students attended virtual or in-person Student Testing, Advisement, Registration, and Transition (START) appointments. Additionally, 121 students are already scheduled for START sessions throughout June. We also have 25 students registered so far to attend the June 10 Instant Registration Day. After experiencing early gains in new student enrollment throughout April and early May due to the expanded college now and open house registration initiatives, new student enrollment slowed. As of May 24, the New Student enrollment trend dipped below where we were last year at this time. Contributing factors, including limited staffing, staff departures, and student appointment "no-shows," all contributed to these declines. Over 100 additional START sessions have been added throughout June with the addition of summer faculty advisors (they begin 6/6/23). Moving forward, we plan to hold larger group enrollment sessions by the academic community for July and August.

My Desk

On June 2, I participated in the Local Leaders of Color Zoom meeting hosted by the President of Cornell University. Also, I will co-chair the vacant Residence Life position (Director, Residence Hall Director, and Residence Hall Director / Women's Soccer Coach). Finally, on June 16, TC3 and Cortland State will host the third Annual Juneteenth ceremony at Cortland Courthouse Park in collaboration with the Cortland County Community of Color (C4) organization.

Report to the Board of Trustees

Campus Technology

June 2023

Personnel – Patty Van de Bogart has officially been appointed to a new position at TC3. She will be sorely missed in our department. We thank her for her years of selfless service to our team, as well as TC3's students, faculty and staff, and we wish her the best in her new role.

Miguel Moldonado will be leaving us this month to pursue his graduate degree. While we will miss Miguel, we wish him all the best in his education and career. We thank Miguel for his service to our department, students, faculty and staff.

I have begun an analysis of current staffing needs in campus technology. Over the last few years, the staff has been reduced from 23 FTE to 13.5 FTE, while seeing an increase in workload exacerbated by deferred maintenance and equipment replacement. I believe that this level of staffing is unsustainable in the long term. I also believe that I can identify a few key roles that can be filled to bridge the gap while still realizing a significant overall staff reduction.

IT Network Replacement Project – We continue to work with ComSource to improve network services across campus and in Residence Life. New wireless access points continue to be installed. New network switches are being unboxed, configured, tested and installed. ComSource delivered a quote to replace 3 fiber optic lines in the main building, as well as an additional quote for the other 11 fiber optic cables on campus. I requested that ITEC networking engineers review the quotes for accuracy, and they noted that the quotes did not include new optics that are required when moving from multi strand fiber to single strand fiber. I have asked ComSource to requote with optics included. In addition, CFO Talbot has asked for additional quotes which account for campus staff to run the fiber instead of ComSource staff, and I have requested those. CFO Talbot has also requested a quote for just the new fiber that feeds the new labs. We will continue to discuss what is best for the campus and try to come to a resolution that meets both the critical technical and financial issues of the college.

IT Assessment - SUNY ITEC has delivered the IT Assessment report to President Kremenek. I have reviewed this report with ITEC and President Kremenek. President Kremenek has asked me to review the report with the CT team and report back to her with the items that are most critical. The CT Team and ITEC have already begun implementing resolutions to some of the critical items, and will continue to do so as funding and time become available.

Documentation – In order to move to a more proactive, sustainable and scalable technology model, the CT team has begun a thorough documentation review of all campus systems and services. This will allow front line support to have a better understanding of responsibility distribution as well as allowing the

HelpDesk to answer more issues prior to escalation, freeing up more resources. It will also provide for more depth of coverage for critical incidents and will allow us to create and update existing technical policies, procedures and plans.

Respectfully,

Scot Beekman
Interim CIO

TO: Amy Kremenek, President
              TC3 Board of Trustees

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

<u>College Senate report June 2nd, 2023</u>

- Bylaws were voted on and passed unanimously

- Elections have been held and new Senators were welcomed
    - All but one At large seat has been filled.
    - We are still looking for a new Secretary to start in the fall

- Evaluation of on-campus committees with Senate charges complete
    - Proposing restructuring of reporting system ongoing
    - List of committees passed vote
    - Committees still presenting

- Final meeting of the semester was 5/19
    - Light lunch was served

- Senate Co-Chairs Casey Goodwin and Sayre Paradiso continue to meet with President Kremenek around the missions of the Senate and the college at large

TOMPKINS CORTLAND COMMUNITY COLLEGE FOUNDATION

To: Board of Trustees
    June 15, 2023 Meeting

Foundation Board and Committees
The Board Retreat was held April 28 with eleven attendees not including staff. The topics covered were Foundation financial models, philanthropy, and college updates.

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

An internal audit of restricted funds is being completed.

Upcoming Meetings
June 20 – Executive Committee
July 11 – Board 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
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
May	6	7	16	3

Philanthropy cont.
As an outcome of the Board retreat, the College is collaborating with consultant, Steve Frederick to finalize the fundraising plan. He is due to visit campus and work with the Director of the Foundation.

Gifts
Private funds were pledged to create a campus wide art initiative. The funds will be integrated into the academic curriculum. All students will have an opportunity to participate, provide feedback, and identify opportunities; faculty and staff will also participate.

The Foundation was notified of an incoming bequest.

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
May	Distinguished Alumni Recipients and Commencement	20,100	25.9%	115
May	Childcare Center	86-Retirees	38.4%	2
May	Retiree Event	87-Retirees	52.9%	4

Events
A Triad luncheon was held on May 9 and the eight Triad Foundation nursing scholarship recipients were recognized.

Upcoming Events
Retiree Event – Announced by email, hard copy, and social media

Tompkins Harvest
The Tompkins County Food Service Directors continued their momentum from the Scratchworks Conference and Chef Ann's visit with a Food Service Director Meeting on May 18th at Groton High School. The Food Service Directors had a tour of the kitchen and guest speaker, Lizzie Cooper from Cornell Cooperative Extension and Regional Farm to School Representative, who shared information on how she can help them obtain local foods. Some discussion was held around Chef Ann's visit and moving forward, especially around the summer programming and throughout the school year. The next Food Service Director meeting is scheduled for Wednesday, June 7th at TST BOCES.

TO: Tompkins Cortland Community College Board of Trustees
FROM: Amy Kremenek, DM, President
DATE: June 7, 2023
SUBJECT: President's Update

On June 1, 2023, I celebrated my one-year anniversary of service to Tompkins Cortland Community College. 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. I look forward to engaging with the Board of Trustees at the August retreat to discuss priorities and planning for the 2023-24 year.

1. **STUDENTS: ENROLLMENT AND RETENTION**: Stabilize and begin to build TC3's core (non-high school) enrollment back to pre-pandemic levels.
   - ➢ Enrollment for the fall 2023 semester is well underway. We are currently up in core fall enrollment by 3.8% in FTE and up 5.2% in terms of headcount, a total of 41 additional students over this same time in 2022. Continuing student enrollment is a highlight, up 15.6%, a positive sign for our retention efforts. New core student enrollment is currently down by 16 students or nearly 8%. Applications for fall 2023 are healthy, up 53% over this same time in 2022. Reversing the new student trend and converting applicants to enrolled students is a high priority for this summer.
   - ➢ I completed the New President's Fellowship Program through the Aspen Institute with my final residency from 5/31-6/4. This will inform the work for 2023-24 as we, as a campus community, review and disaggregate our data relative to student success and identify opportunities to further support students. This effort will be a primary focus for the annual campus-wide Fall Day, which will take place this year on October 10.
   - ➢ I have charged the Associate Provost with assembling a campus team to attend the annual Achieving the Dream Data Summit in September to further strengthen our institutional capacity relative to use of data and analysis for informed decision-making.
   - ➢ SUNY has launched the NYS Community College Leadership Academy Fellows Program, a program designed for community college leaders focused on leadership in student success, keeping students' end goals in mind, the student experience, leadership traits that drive change, managing and advancing institutional change, effective external partnerships, and the leadership journey. The curriculum is heavily based on the Aspen Institute College Excellence Program. Both of TC3's nominees, Associate Provost Dr. Anndrea Mathers and Tracey Brunner, Program Coordinator for the Office of Diversity Education & Support Services (ODESS), were accepted to the first program cohort, which launched in May.

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 32-member President's Cabinet, consisting of departmental and academic leaders on campus, held its final meeting of the 2022-23 year on May 17. This team meets monthly to

facilitate cross-campus communication and discuss critical issues of importance for college leadership. This was the first year for the expanded President's Cabinet, and I have engaged the College's Institutional Research department to conduct an assessment of effectiveness as we refine our agenda and practices for the upcoming year.

➢ Numerous celebrations and events to honor our students, faculty and staff for excellence over the past year continued this month, including the End-of-Year Recognition Celebration that recognized this year's SUNY Chancellor's Awards winners and retirees on May 22, the annual Nurses' Pinning Ceremony on May 23, and the annual Commencement Ceremony, also on May 23. These celebrations are both symbolic and significant as we come together to honor our own and our students for their achievements.

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

   ➢ Members of the College's leadership team have been engaged in the recent term with challenges at Coltivare, most acutely issues related to staffing. A difficult decision was made on May 26 to temporarily close the restaurant in order to address urgent concerns as well as to take a fresh look at the operations. Previously booked and new events continue. In the interim, a temporary General Manager has been hired and the search for an Executive Chef is underway, with the goal of reopening in early July. Work is underway in the community to strengthen and redevelop partnerships necessary for long-term success.

   ➢ I was invited by CenterState CEO to serve on a Workforce Development panel for the Chamber Alliance of New York State (CANYS) annual leadership summit in Ithaca on 6/6. My comments were focused on linking credit and non-credit academic programs to living wage jobs, stackable credentials for both certificates and microcredential programs, and the availability of financial aid for short-term workforce credentials which was approved in the NYS Budget for FY 2024.

   ➢ Please join me in recognizing members of the campus community, in particular Jennica Petrella-Baum and Peter Vorhees from the Marketing department, for taking the lead to organize TC3's presence at this year's Dryden Dairy Day event scheduled for June 10. The College is a "Cream of the Crop" sponsor, participating in the Dairy Day Parade (with Pounce and campus volunteers), sponsoring a "herd" of 5 cows, and hosting a booth at the community celebration following the parade in Montgomery Park. This is an important opportunity to connect with residents of our campus' hometown community.