



Board Members:

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

October 21, 2021

**Executive Session @ 5:00 p.m. followed by:
Regular Board of Trustees Meeting @ ~6:30 p.m.**

Via Zoom link

<https://us02web.zoom.us/j/83914994621?pwd=WnExUE54aDFwSFFXMmFsVkpqSIBSZz09>

Amended Agenda

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment**
6. Approval of September 16 2021 Regular Minutes
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees)
NONE
9. Information Items:
 - a. Human Resources Updates
10. CFO/Treasurer's Report Written Report Provided
11. Consent Agenda (Action Items):
 - a. Appointment of Personnel
 - b. Disposal of Surplus Equipment
 - c. Approval of Position Description – Dean for Enrollment Management
 - d. Approval of Position Description – Vector Network Program Associate
 - e. Approval of Position Description – Institutional Research Analyst II
 - f. Approval of Position Description – Foundation Chief Financial Officer
 - g. Approval of Amended 2021-2022 Course Fees
 - h. Approval of Salary Increases
 - i. Approval of Search Firm Contract
12. Standing Reports:
 - a. Vice President of Student Affairs/Faculty Student Association – Written Report provided
 - b. Associate VP of Student Services/Senior Diversity Officer – Written Report provided
 - c. Associate Vice President of College Relations – Written Report provided
 - d. Chief Information Officer – No Report
 - e. College Senate – Written Report provided
 - f. Tompkins Cortland CC Foundation, Inc. – Written Report Provided
 - g. Chairperson's Report
 - h. Liaison Report – Cortland County
 - i. Liaison Report – Tompkins County
 - j. Student Trustee Report – Verbal Report will be given
 - k. Provost & VP of Academic Affairs/Administrator in Charge Report – Written Report
13. Upcoming Events: Board Retreat - November 18, 2021
14. Adjournment***Public Comment: Provision is made at this point in the agenda for citizens of the College community to make comments regarding any agenda item to be discussed at that meeting. Citizens will not be recognized at any other time except at the request of the Chairperson after approval for such recognition by a unanimous vote of the Trustees in attendance. No person, not a member of the Board, shall speak for more than five (5) minutes without specific approval of a majority of the Trustees. The minutes shall show that privilege of the floor was granted and shall include a brief statement of the subject matter presented.*

TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
Regular Meeting
Sept. 16, 2021
Via Zoom Due to COVID19
Executive Session 5:00 P.M.
Open Session 6:00 P.M.

PRESENT: Roxann Buck, Elizabeth Burns, Judy Davison, Arthur Kuckes, Matt McSherry, Schelley Michell-Nunn (Executive Session), Raymond Schlather, Bruce Tytler - Student Trustee elect Paige Innis as an observer

EXCUSED: None

COUNTY

LIAISONS: Michael Lane

STAFF: Jan Brhel, Katrina Campbell, Sharon Clark, Julie Gerg, Cheyenne Gorton, Henry Granison, Beth Kunz, Greg McCalley, Deb Mohlenhoff, Paul Reifenheiser, Janet Swinnich, Bill Talbot, Malvika Talwar, Seth Thompson, Patty Tvaroha, Peter Voorhees, Jonathan Walz-Koeppel

GUESTS: None

1. **Call to Order:** The meeting was called to order at 4:59 p.m. by Chair Schlather.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Executive Session (to discuss a personnel issue – action to be taken in open session) –** It was determined that there was quorum. Mr. Tytler moved that the meeting convene in executive session at 5:00 p.m. for discussion of a personnel issue, with action to be taken; seconded by Ms. Buck. AIC Paul Reifenheiser, Sharon Clark, and Bill Talbot were invited.

Motion to go back into open session moved by Ms. Davison seconded by Ms. Buck; approved unanimously. The meeting reconvened in regular session at 5:58 p.m.

4. **Open Session:** Chair Schlather called the Open Session to order at 6:07 p.m. Ms. Brhel called the role.
5. **Welcome Guests:** Chair Schlather welcomed everyone that had zoomed in for the meeting. He gave a welcome to Student Trustee elect Paige Innis who is attending as an observer until she is able to take her oath of office.
6. **Approval of Agenda:** The agenda was amended to add the Administrative Appointment Recommendation to the Consent Agenda. Ms. Burns moved that the amended agenda be approved; seconded by Mr. Tytler; motion carried unanimously. Chair Schlather mentioned that Ms. Brhel will be Clerk of the Presidential Search Committee with a stipend (which will appear in the October Appointment of Personnel).
7. **Public Comment:** Mike Lane mentioned that the Cortland Standard and other media outlets have had good coverage for the College with articles on Administrator in Charge Paul Reifenheiser.

8. **Approval of Minutes – August 19, 2021 Board Meeting:** Mr. McSherry moved that the minutes of the August 19, 2021, Board meeting be approved as presented; seconded by Ms. Davison; motion approved unanimously.
9. **Communications:** None.
10. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** None
11. **Information Items:**
 - a. **Human Resources Updates –** No discussion.
12. **CFO’s Report:** Mr. Talbot stated his written report needs no further explanation. He did reiterate that the College has put a 3-year plan together with flexibility built in the process to allow for monies to be put aside in case a contingency plan is needed.
13. **Consent Agenda (Action Items):** Mr. Tytler moved that the Consent Agenda be approved with the addition of Ratification of a Recommendation for Administrative Appointment; seconded by Ms. Davison; the motion was called and carried unanimously.
 - a. **Appointment of Personnel –** No discussion.
 - b. **Recommendation of Administrative Appointment –** no discussion
14. **Standing Reports:**
 - a. **Vice President of Student Affairs & Faculty Student Association –** Written report provided. Mr. McCalley gave an update report on enrollment. Overall enrollment is currently down 14%. Contributing factors are the second wave of COVID and the Vaccination requirement. There was a 9% drop in new students but an increase in transfer and part-time student. There are 199 students in the dorms which is higher than predicted. We have been working with SWIM Digital on a new marketing campaign for late start classes and part-time students. We are “in the middle of the pack” for community colleges for enrollment. The student body seems more engaged and administration is hearing great things from faculty and staff about the student body. Students have until September 27th to get the vaccination or an exemption. We are at 80% with students vaccinated. Ms. Buck stated that healthcare has the same date for vaccination deadline and is suffering with people losing their jobs if they aren’t vaccinated. Administrator in Charge/Provost Paul Reifenheiser noted that SUNY Delhi has dropped their concurrent enrollment program and we are picking up those students.
 - b. **Associate VP Student Services and Senior Diversity Officer –** Written Report. Mr. Thompson highlighted that the DEI plan is hitting some milestones mid-report. Vector Network has 15 new students (down 5 students compared to prior to COVID). LSAMP is up and running with a grant of \$250,000 for the STEM area. Panther Olympics was pretty competitive with students energized and engaged. Challenge Workforce has 10 students in the pilot program (not enrolled students) who are engaged in college experiences and use college activities and services. This will lead to possibilities down the road for the College and these students.
 - c. **Associate VP for College Relations –** Written report provided. Ms. Mohlenhoff noted that currently 80% of students and 77% of faculty/staff are either vaccinated or test weekly. There are ~20 religious exemptions for students (TC3 is on the stricter side for this). 49 students were at the 1st vaccination clinic on campus. Masks are required for anyone indoors at the College. Mr. Tytler asked how we will monitor how students are doing after they receive their vaccination. The Health and Wellness team keeps in contact with them. A message has been sent to faculty/staff regarding giving the students some allowance for missed classes if they are not feeling well following the second vaccination. Chair Schlather inquired about the Burning Glass report that former President Montague worked on with EMSI to bundle services together. It can be used to help go after other grants.
 - d. **Chief Information Officer –** Written Report Provided.
 - e. **College Senate –** Written report provided.

- f. **Tompkins Cortland Community College Foundation, Inc.** – Written report provided. Julie Gerg respectfully request 100% Board of Trustee participation in this year's campaign. The Foundation Board would like to meet with the Board of Trustees in a joint meeting at least once a year to make sure that there is a mutual understanding of the direction the College is heading in. It will also build better bridges between the two boards. The Foundation continues to work through financial concerns with the Farm and Bistro.
 - g. **Chairperson's Report** – Chairman Schlather reported that the RFP for the Presidential Search has been sent to a number of search firms with a deadline for submission by noon on October 14th. A decision will be made by October 21st with the formal announcement of the Search Committee to be made at the same time.
 - h. **Liaison Report (Cortland County)** – No Report.
 - i. **Liaison Report (Tompkins County)** – Mr. Lane thanked legislator Henry Granison for being in attendance at this meeting. He noted that Tompkins County has had 3 Delta COVID related deaths in the last several days which is one of the reasons for the mask mandate. Both counties have been meeting with Bill Talbot on the Capital Plan and appreciate the information he provides.
 - j. **Student Trustee's Report** – Verbal report given. Student Trustee elect Paige Innis will give a report at the October meeting.
 - k. **AIC & Provost/VPAA Report** – Written report provided. AIC Reifenhiser added his "kudos" for the outstanding work being done on the ongoing vaccination effort and it has been a significant team effort. The \$3.12 million grant came through that will help update the infrastructure of science and computer labs. It can't be used for Guided Pathways. He noted that strength of the leadership team in moving the strategic plan forward. He introduced Cindy Whitney as the new Criminal Justice professor. He gave an explanation of the Gen. Ed. changes.
 - l. **NYCCT Annual meeting:** Ms. Buck noted that the NYCCT (New York Community College Trustees) annual meeting is November 5 & 6. She will be attending. Ms. Brhel will get the information to Student Trustee Paige Innis.
15. **Adjournment:** Mr. McSherry moved that the meeting be adjourned; seconded by Ms. Buck; motion carried unanimously. The meeting adjourned at 7:04 p.m.

Respectfully submitted,

Jan Brhel
Clerk of the Board of Trustees

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of October 21, 2021

UNCLASSIFIED STAFF

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION DEADLINE	CURRENT STATUS
Admissions and Financial Aid Advisor	July 2021	May 19, 2021	June 21, 2021	Offer in progress.
Assistant Director for Employer Relations and Experiential Learning	September 2021	July 21, 2021	August 23, 2021	Conducting On-Campus Interviews
Assistant Provost	August 2021	July 22, 2021	August 22, 2021	Accepting Applications
Comptroller	August 2021	July 1, 2021	August 9, 2021	Concluded Not to Fill
Director of Facilities	ASAP	September 8, 2021	October 8, 2021	Accepting Applications
Director of Strategic Marketing	ASAP	July 15, 2021	August 16, 2021	Conducting Zoom Interviews
Financial Aid Counselor	ASAP	September 27, 2021	October 18, 2021	Posted to PAA/Internal – Accepting Applications
Institutional Effectiveness Research Analyst	August 2021	July 7, 2021	August 13, 2021	Conducting Zoom Interviews
Senior Systems Administrator	ASAP	September 21, 2021	October 5, 2021	Posted to PAA/Internal Accepting Applications
Systems Administrator	September 2021	August 9, 2021	September 16, 2021	Conducting Zoom Interviews

CLASSIFIED STAFF

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Building Maintenance Worker (1.0 FTE, Permanent)	Facilities	ASAP	Hired: Robert Darling (10/04/21)
Campus Peace Officer (Part-time, Permanent)	Campus Police	ASAP	Position on Hold
Cleaner (1.0 FTE, Permanent)	Buildings & Grounds	ASAP	Hired: Jessica Lafever (09/20/21)
Senior Groundskeeper (1.0 FTE, Permanent)	Buildings & Grounds	ASAP	Position on Hold

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Lifeguard	Athletics & Recreation	October 2021	Accepting Applications; Continuous Recruitment
Graduate Assistant	Residence Life/Student Center	October 2021	Accepting Applications
Substitute Teacher	Childcare	October 2021	Accepting Applications; Continuous Recruitment
Head Teacher	Childcare	October 2021	Accepting Applications; Conducting Interviews
Assistant Teacher	Childcare	October 2021	Accepting Applications; Conducting Interviews Hired: Alexandrea Morgan (9/13/21)
Teacher Aide 10 Month	Childcare	October 2021	Accepting Applications; Conducting Interviews Hired: Stephanie Wales (9/17/21)
Head Coach, Men's & Women's Golf	Athletics & Recreation	October 2021	Accepting Applications
Head Coach, Women's Volleyball	Athletics & Recreation	October 2021	Accepting Applications
Recreation & Fitness Assistant	Athletics & Recreation	October 2021	Accepting Applications
Head Coach, Women's Soccer	Athletics & Recreation	October 2021	Accepting Applications

BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Server	TC3 Bistro	October 2021	Accepting Applications
Banquet Bartender	TC3 Bistro	October 2021	Accepting Applications
Banquet Supervisor	TC3 Bistro	October 2021	Accepting Applications
Bartender	TC3 Bistro	October 2021	Accepting Applications
Busser/Food Runner	TC3 Bistro	October 2021	Accepting Applications
Dishwasher	TC3 Bistro	October 2021	Accepting Applications
Line Cook	TC3 Bistro	October 2021	Accepting Applications
Server	TC3 Bistro	October 2021	Accepting Applications Hired: Justice Hoff (9/28/21)
Host/Hostess	TC3 Bistro	October 2021	Accepting Applications
Catering and Events Coordinator	TC3 Bistro	October 2021	Hired: Kari Ray (tbd)

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of October 21, 2021

COMPLAINANT

SUBJECT

DISPOSITION

None.

FACULTY ASSOC.

None.

PAA

None.

TC3 ADJUNCT ASSOC.

None.

VP of Finance & Administrations Report: October 21, 2021

Financials:

We are no further along with closing the books for the 2020-21 year than we were last month. The College's search for a comptroller has ended in a second failed search. In response we have just hired an experienced part-time GASB accountant with prior comptroller experience. Last month's forecast that we will end the year with a \$1.5M (+-\$400) favorable contribution to our fund balance remains. If this forecast materializes we will draw any fund balance above \$1.0M in 2021-22 to help offset the shortfall in Fall 2021 enrollments.

Unfortunately our Great Plains accounting software limits our ability to run financial reports for 2021-22 until we close 2020-21. We have already estimated the shortfall in Fall enrollments will result in a \$1.0M shortfall in revenue for 2021-22. The largest of expenses, wages and benefits, are on track with budget as are our contractual expenses. The real focus now is our expenditures in those areas that ensure growth of core enrollments: retention, reinstatements, and new.

HEERF:

Our Quarterly Institutional report was filed this past week and as outlined below we utilized \$3.4M of the \$7.8M allotted. The 2nd column shows how we are planning to spend the remaining \$4.3M given our existing enrollment, health and regulatory environment.

HEERF Reporting under Department of Education Categories		
HEERF Institution Funds ¹	\$7,806,254	
	Utilized as of 9/30/21	Remaining Allocations until 5/2024
Expense Offsets		
A - FA Grants to Students	\$0	\$0
B - Reimburse Students	\$0	\$0
D - Tech for Students	\$44,350	\$10,000
E - Student Wi-Fi or Teacher Online	\$28,553	\$35,000
F - Student Travel Costs/Boarding	\$34	\$955
G - Subsidize Food	\$0	\$124,000
H - Additional Class Sections	\$28,183	\$30,000
I - Campus Safety & Operations ²	\$928,949	\$500,000
J - Instructional Equip.	\$0	\$25,000
M - Faculty & Staff Training	\$0	\$10,000
N - Equip/Software Dist. Learning & Wi-Fi	\$277,024	\$100,000
O - Other ³	\$0	\$1,500,000
Expense Offsets	\$1,307,094	\$2,334,955
Incremental Revenue		
Indirect Reimbursement	\$127,517	\$236,688
Loss in Revenue ⁴	\$2,000,000	\$1,800,000
Incremental Revenue	\$2,127,517	\$2,036,688
Total HEERF Utilized	\$3,434,612	\$4,371,643
Remaining HEERF Funds	\$4,371,642	\$0

Notes:

1-CARES, CRRSAA & ARP all combined under one HEERF grant and expires May 2024, one year after most other colleges.

2-Testing for COVID \$350K, Lease relief while closed \$304K, Software minimizing students' needs to come to campus \$134K, Cleaning & PPE \$63K, Misc. \$78K.

3-Consist primarily of 13 new positions that support students' success and reduces students' anxiety of attending in a COVID environment.

4-While drawn down in 2020-21, it has been placed in a reserve account for use in 2022-23.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-7**

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 21st day of October 2021, 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 21st day of October 2021.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Tuesday, October 5, 2021
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
August				
Biata, Alanna	Para-Professional Tutor	Adjunct	\$6,619.80	8/23/2021 To 12/17/2021
Kidder, Jennifer	Program Chair - Developmental Math	Adjunct	\$1,182.83	8/23/2021 To 12/20/2021
Sabol, Zenta	Professional Tutor	Adjunct	\$4,407.68	8/23/2021 To 12/17/2021
Webb, Marilyn	Returning Adjunct Library Assistant	Adjunct	\$5,812.20	8/23/2021 To 12/31/2021
Buchanan, Patricia	Ninety minute session - Professional Development for Developmental English instructors	Adjunct	\$75.00	8/24/2021
Donohue, Kathryn	Ninety minute session - Professional Development for Developmental English instructors	Adjunct	\$75.00	8/24/2021
Hemingway Jones, Kat	Ninety minute session - Professional Development for Developmental English instructors	Adjunct	\$75.00	8/24/2021
Potter, Kristi	Ninety minute session - Professional Development for Developmental English instructors	Adjunct	\$75.00	8/24/2021
Tambascio, Theresa	Ninety minute session - Professional Development for Developmental English instructors	Adjunct	\$75.00	8/24/2021
Weed, Steve	Ninety minute session - Professional Development for Developmental English instructors	Adjunct	\$75.00	8/24/2021
Zaia, Heather	Ninety minute session - Professional Development for Developmental English instructors	Adjunct	\$75.00	8/24/2021
Blackman, Patrick	Amendment - previously issued contract lab hours miscalculation (78/22 split) w/ A. Bisson	Adjunct	\$2,331.00	8/30/2021
Britton, Emma	Amendment due to terminal degree possession.	Adjunct	\$240.00	8/30/2021 To 12/17/2021
Cameron, Jeanne	SOCI203	Adjunct	\$3,630.00	8/30/2021 To 12/17/2021
Carr, Kyle	COMM111 M01COMM245 M01COMM120 M01COMM112 M01	Adjunct	\$6,175.84	8/30/2021 To 12/17/2021
DiBartolo, Debra	NURS208-M30 FLD	Adjunct	\$12,430.00	8/30/2021 To 12/17/2021
Hendrix, Brittany	Provide supervision to NURS225-ME21 students while administering medications	Adjunct	\$1,585.80	8/30/2021 To 12/17/2021
Littell, Harry	ART 112, ALEX249	Adjunct	\$7,910.00	8/30/2021 To 12/17/2021
Maltz, Allyson	NURS110-M34 FLD	Adjunct	\$6,475.00	8/30/2021 To 12/17/2021
Mast, Holli	BOOST Math Course - BIZ	Adjunct	\$264.30	8/30/2021 To 10/8/2021
McLane, Todd	CULI120 V01ENVS285 M01ENVS117 F01	Adjunct	\$9,363.13	8/30/2021 To 12/17/2021
Mueller, Susan	NURS110-M32 FLD, NURS208-M01 LEC	Adjunct	\$11,605.00	8/30/2021 To 12/17/2021
Olson, Richard	Perform engineering duties in radio station	Adjunct	\$6,914.00	8/30/2021 To 1/2021/22
Payton, L. Christine	Provide supervision to NURS208-M30 students while administering medications	Adjunct	\$1,808.40	8/30/2021 To 12/17/2021
Peterson, Rachel	Provide supervision to NURS225-M20 students while administering medications	Adjunct	\$1,585.80	8/30/2021 To 12/17/2021
Quick, RC	Teach per-student class compensated at independent study rate (BUAD219-5 students)	Adjunct	\$3,000.00	8/30/2021 To 12/17/2021
Read, Kira	Provide supervision to NURS208-M32 students while administering medications	Adjunct	\$3,171.60	8/30/2021 To 12/17/2021
Rice, Douglas	ENGL100, 101 - OCM BOCES	Adjunct	\$8,865.00	8/30/2021 To 12/17/2021
Richards, David	Teach per-student class compensated at independent study rate (PARA/PARC/POSC213-3 students)	Adjunct	\$1,800.00	8/30/2021 To 12/17/2021
Roach, Benjamin	Amendment - previously issued contract lab hours miscalculation	Adjunct	\$2,543.75	8/30/2021 To 12/17/2021
Roche, Heather	Provide supervision to NURS208-M33 students while administering medications	Adjunct	\$10,175.00	8/30/2021 To 12/17/2021
Schaffer, Patti	NURS208-M31 FLD	Adjunct	\$12,430.00	8/30/2021 To 12/17/2021

Employee	Department	Title/Rank	Salary	Employment Dates
Scofield, Elizabeth	NUS225-ME21 FLD	Adjunct	\$10,175.00	8/30/2021 To 12/17/2021
Sewell, Patrick	President of Adjunct Association duties	Adjunct	\$2,421.75	8/30/2021 To 1/2021/22
Seyfried, Matthew	Teach per-student class compensated at independent study rate (SPMT260-1 student)	Adjunct	\$600.00	8/30/2021 To 12/17/2021
Spencer, Rebecca	NURS208-M32 FLD	Adjunct	\$13,310.00	8/30/2021 To 12/17/2021
Steenberg, Jennifer	NURS225-ME20 FLD	Adjunct	\$11,605.00	8/30/2021 To 12/17/2021
Thompson, Jacqueline	NURS110-M31 FLD	Adjunct	\$6,895.00	8/30/2021 To 12/17/2021
Whitcraft, Michele	CTC Services Adjunct Coordinator	Adjunct	\$3,630.00	8/30/2021 To 1/2021/22
Wolff, Sarah	ENGL098 EL62ENGL100 IE62ENGL100 EL62	Adjunct	\$6,780.00	8/30/2021 To 12/17/2021
Wright, Rachel	NURS110-M36 FLD	Adjunct	\$7,385.00	8/30/2021 To 12/17/2021

September

Tilton, Laurel	Para-Professional Tutor/Culinary Lab Assistant	Adjunct	\$7,087.08	9/6/2021 To 12/17/2021
Weaver, Bobbie	Professional Tutor	Adjunct	\$9,620.52	9/17/2021 To 12/17/2021
Lafever, Jessica	Cleaner	Grade B	\$43,595.49 *	9/20/2021
DeGaetano, Margaret	METR101 BL2	Adjunct	\$4,235.00	9/21/2021 To 12/17/2021
Dunham, Peggy	FITN130 M13FITN230 M23	Adjunct	\$1,387.50	9/21/2021 To 12/17/2021
McComb, Jared	MATH200 ME51	Adjunct	\$2,775.00	9/21/2021 To 12/17/2021
McDaniel, Michael	FITN130 M10FITN230 M20	Adjunct	\$1,815.00	9/21/2021 To 12/17/2021
Weed, Steve	ENGL049 EL30ENGL100 EL29	Adjunct	\$5,085.00	9/21/2021 To 12/17/2021
Haverlock, Braden	Para-Professional Tutor	Adjunct	\$3,212.55	9/29/2021 To 12/17/2021

October

Darling, Robert	Building Maintenance Worker	Grade I	\$52,365.09 *	10/4/2021
Kilanowski, Deanna	Para-Professional Tutor	Adjunct	\$4,283.40	10/4/2021 To 12/17/2021
Bennett, Nicholas	ENGL135 BL1	Adjunct	\$985.00	10/5/2021 To 11/9/2021
Burns, Frank	HRMG107 HY1	Adjunct	\$985.00	10/5/2021 To 11/9/2021
Earley, Bernard	ENGL101 BL4	Adjunct	\$3,630.00	10/5/2021 To 12/17/2021
Hollenbeck, Charles	ENGL100 M26	Adjunct	\$3,390.00	10/5/2021 To 12/17/2021
Jones, Paula	BIOL114 BL3	Adjunct	\$3,390.00	10/5/2021 To 12/17/2021
Kaminski, Adrian	ASTR101 BL2PHSC104 ME51	Adjunct	\$7,387.50	10/5/2021 To 12/17/2021
Lewis, Justine	SOC1101 M05	Adjunct	\$2,955.00	10/5/2021 To 12/17/2021
Panzer, Nina	SOC1101 BL4	Adjunct	\$3,630.00	10/5/2021 To 12/17/2021
Pask, Margery	CAPS121 M02CAPS131 M01CAPS123 M01CAPS121 M03	Adjunct	\$5,648.28	10/5/2021 To 12/17/2021
Richards, David	BUAD201 BL2	Adjunct	\$3,630.00	10/5/2021 To 12/17/2021
Searing, Robert	HSTY201 M05	Adjunct	\$2,775.00	10/5/2021 To 12/17/2021
Timonin, Michael	HSTY102 BL1	Adjunct	\$2,955.00	10/5/2021 To 12/17/2021
Young, Tammi	FITN170 M02	Adjunct	\$1,582.50	10/5/2021 To 12/17/2021

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

October 21, 2021

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
LaSonya Griggs	09/13/21	Personal

FACULTY STUDENT ASSOCIATION

Kristen Hayes	09/03/21	Resigned
Nicholas Kent	09/13/21	Contract ended

BISTRO

None.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-2**

DISPOSAL OF SURPLUS PROPERTY

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

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

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

STATE OF NEW YORK: **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 October 2021, 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 October 2021.

Clerk of the Board of Trustees
Tompkins Cortland Community College

October 2021

From: Kevin Caveney, Purchasing
Re: Disposal of Surplus Items Report

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

- 80 - Computers
- 17 - Monitors
- 25 - Printers
- 3 - Scanners
- 1 - Brother Fax Machine
- 1 - DCT-3 Card Swipe Machine
- 1 - Large Format Printer (non-operational) auctioned for \$206

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

- 1 - File Organizer
- 1 - Office Chair
- 1 - Stove

Upon advisement from and in coordination with the Fitness Center and Buildings and Grounds Departments, due to replacements/upgrades, the following equipment was determined to be in of no further use to the College. The equipment was placed for auction through Auctions International and sold to the highest bidders for the amounts indicated.

- 1 - Trotter Row Machine \$260
- 1 - Trotter Lateral Pulldown Exercise Machine - \$370
- 1 - Trotter Lateral Raise Exercise Machine - 260
- 1 - Trotter Fly Exercise Machine - \$260
- 1 - Trotter Chin Up/Dip Assist Exercise machine \$310

Buildings and Grounds
53 - 'Groton' Desk/Chair Units (Lot auctioned for \$25)

Upon advisement from and in coordination with the Biology Department, due to non-use and/or replacement upgrades, the following items were determined to be obsolete and of no further use to the College. The items have been donated to The Dryden School District, and removed from the College's inventory.

44 – Monocular Microscopes

TO: Paul Reifenheiser
FROM: Sharon Clark, Greg McCalley, Malvika Talwar, and Seth Thompson
RE: Position Descriptions for October 2021 Board Approval
DATE: October 5, 2021

For the month of October 2021, there are four position descriptions being presented to the Board of Trustees for approval:

Vector Network Program Associate

The Program Associate is a twelve-month, grant-funded non-teaching faculty position whose responsibility is to support the 5 week Summer Institute, the Vector Network Program. A program that supports first-year, traditional age, low-income, college ready students. As a member of the Office of Diversity Education and Support Services and a member of the Student Engagement Team, the associate works with colleagues to offer intentional programming throughout campus to support educational relationships with students enrolled in the program. Expected hiring range is \$56,720 - \$70,901.

Dean for Enrollment Management

The revisions to the Dean for Enrollment Management include the enhanced partnership with Strategic Marketing that resulted from the review and restructure of the Enrollment and Marketing functions of the College. The Dean will work in partnership with Marketing to coordinate campaigns that promote the College's enrollment initiatives. The Dean provides leadership for the other functions within the Enrollment Services Center. The Dean position is graded as a PAA Grade 6. The expected hiring salary for this position is \$76,744 - \$95,930.

Institutional Research Analyst II

The Institutional Research Analyst II is a new PAA title and is intended to provide a promotional path for growth within the IR department. The Analyst II is a leadership role for others within the department, collaborates across campus to support data informed decision making. The position provides data for all State, Federal, SUNY and regulatory reporting. As a grade 4, the salary range is \$61,123 - \$76,404.

Foundation Chief Financial Officer

The Foundation Chief Financial Officer is a new PAA title. The changes in executive leadership over the last few years have resulted in the Foundation Comptroller having responsibility for the oversight of this work with an overload stipend. This Foundation CFO will continue to be responsible for all financial activities and business operations of the TC3 Foundation, TC3 Farm and TC3 Bistro. The Foundation CFO serves as a Foundation Board Member and is involved with the strategic planning for the Foundation. As a grade 6, the salary range is \$76,744 - \$95,930.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Dean for Enrollment
Management

GRADE

6

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ORGANIZATIONAL UNIT

Student Affairs

REPORTS TO

Vice President for
Student Affairs

APPROVED BY

SUMMARY

The Dean for Enrollment Management is responsible for the development, coordination and ongoing evaluation of the College's comprehensive enrollment management plan from the point of student inquiry to the achievement of educational goals. The Dean works closely in partnership with the Director of Strategic Marketing to develop and coordinate marketing campaigns to promote academic programs, admissions events and other activities to further strategic enrollment initiatives. Directs, develops, and administers the enrollment management functions of the College in support of enrollment, academic programs and student learning outcomes. Assists in the formulation of policy, as distinct from implementation, at the highest level of the College to insure the college achieves its vision, mission and goals. Provides leadership and vision for the centralized student service functions in the Enrollment Services Center and related departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the development, coordination, and ongoing evaluation of the College's comprehensive enrollment management plan. Directs, develops and administers the enrollment management functions of the College in support of enrollment goals, academic programs and student success aligned with budgeting goals and the strategic plan.
2. Provides leadership and vision for coordinated, student-focused enrollment services, including building a strong partnership with Strategic Marketing. Serves as co-chair of the College Enrollment Management Committee with the Director of Strategic Marketing in order to develop and implement a data-informed comprehensive enrollment management plan that incorporates long-range strategy in marketing, student recruitment, enrollment and retention and supports the College's strategic goal of student success.
3. Provides leadership and vision for a comprehensive, student focused enrollment services in the Enrollment Services Center, the Cortland Extension Center, the Ithaca Extension Center and the Call Center in the areas of recruitment, admissions, financial aid, billing, cash receipts, centralized reception and call center.
4. Coordinates and directs planning and assessment activities for operational and enrollment management functions. Provides necessary guidance and support to connect departmental planning and assessment to College-wide goals.
5. Advocates for resource allocation and recommends policies to the senior leadership that enhance the College's mission in the areas of enrollment management, planning, and technology.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Dean for Enrollment
Management

GRADE

6

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ORGANIZATIONAL UNIT

Student Affairs

REPORTS TO

Vice President for
Student Affairs

APPROVED BY

6. Builds strong partnerships and linkage with internal college operations such as Workforce Development and Micro-credentials (BIZ), CollegeNow, Global and others as applicable to enrollment management.
7. Advises college leadership on development and implementation of enrollment management plans and strategies throughout the college and formulates recommendations which result from discussions, consideration of implications and selection among possible outcomes.
8. Accountable for the enrollment management function of the College by directing research and analysis and the preparation of reports and policy recommendations regarding recruitment, enrollment, and retention.
9. Interacts with appropriate outside local, state, and federal agencies on issues related to operations and enrollment management.
10. Provides leadership for the development, recommendation, and implementation of policies and procedures that support enrollment, academic programs, and student success.
11. Provides strategic direction, promotes institution-wide collaboration, and coordinates cross-departmental enrollment support ensuring consistent communication. Works with all areas of the College to develop an ongoing all-college enrollment management process.
12. Evaluates current and potential recruitment target areas and makes recommendations to enhance strategies with the goal of increasing the number of inquiries, applications, and prospective students.
13. May serve as Director of Admissions as required for external constituencies and government-based reporting agencies.
14. Partners with leadership of the Cortland and Ithaca extension centers to ensure smooth delivery of services and enrollment activities.
15. Analyzes and implements marketing strategies and develops a close working relationship with the Director of Strategic Marketing, with the goal of increasing recruitment in target areas, registration and retention of students.
16. Creates and implements opportunities to engage faculty, staff, students and alumni in recruitment and admission initiatives and events by providing leadership, direction and appropriate recommendations.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Dean for Enrollment
Management

GRADE

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ORGANIZATIONAL UNIT

Student Affairs

REPORTS TO

Vice President for
Student Affairs

APPROVED BY

17. Assures efficient use of material resources by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
18. Ensures effective use of human resources by recommending hiring, disciplinary and other administrative actions together with the training, motivating, evaluating, and counseling assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Employment/Affirmative Action Law, other applicable laws, regulation, and collective bargaining agreements.
19. Serves on various college committees and performs other duties as assigned.

SUPERVISION

Types Supervised (check each category):

Classified Staff
 Administrative
 Faculty

Indicate number of direct reports in each category:

1-2 # of Classified Staff
4-5 # of Administrative
 # of Faculty

MINIMUM QUALIFICATIONS

Master's Degree or equivalent certification, plus five to seven years administrative experience at an institution of higher education required.

Must not be convicted of, or have entered an Alford Plea or plea of nolo contendere or guilty to, a crime involving the acquisition, use, or expenditure of federal, state, or local government funds, -or- be administratively or judicially determined to have committed fraud or any other material violation of law involving federal, state, or local government fund.

PREFERRED QUALIFICATIONS

Experience working within a community college environment. Experience working with Slate CRM or other CRM tools. Experience working closely with Institutional Research and related data assessment and trend analysis.

OTHER REQUIREMENTS

Ability to work nights/weekends as needed and to travel as a representative of the College at college fairs, high school events, association meetings and conferences.

GRANT FUNDED POSITION

Faculty Position Title: **Program Associate**

Organizational Unit:

Diversity Education &
Support Services

Reports to:

Associate Vice President for Student
Affairs/Chief Diversity Officer

Approved by:

SUMMARY

This position supports a segment of the Vector Network Program. The Vector Network Program supports student success for first-year, traditional age, low-income, college/near college-ready students. The Program Associate will support a cohort of students enrolled in the 5-week Summer Institute. This position collaborates with the Coordinators of Diversity Education and Support Services support Student Engagement Team initiatives, Vector Network Advisory Group, associated faculty, and staff across the campus to offer intentional programming of students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develops supportive educational relationships with students enrolled in the Vector Network Program and Louis Stokes Alliance cohort in collaboration with faculty mentors, program staff.
2. Provides guidance and referrals to help develop the skills and habits necessary for academic, personal, and social success at the College.
3. Responsible for collaborative design, implementation, and assessment of learning-centered Summer Institute.
4. Provide timely and relevant support services for students enrolled in Vector Network Umbrella Programs to promote a strengths-based student development approach to increase academic momentum, integration, and a sense of belonging.
5. Communicates regularly with associated department faculty and staff to support student success and involvement in program activities.
6. Assists with the coordination of programming on and off-campus.
7. Collaborates with Admissions, Financial Aid, Marketing, and other college departments to develop marketing and communications for prospective program students.
8. Assist with maintaining progress records for Vector Network umbrella program students; prepare and present reports regarding the program.
9. Co-supervises and co-delivers training for the Peer Mentors supporting students enrolled in Vector Network Umbrella Programs.
10. Maintains best practices regarding student development theory, academic program requirements, financial aid eligibility requirements, academic standards, college and community resources, and college policies and procedures.

TOMPKINS CORTLAND COMMUNITY COLLEGE

GRANT FUNDED POSITION

Faculty Position Title: **Program Associate**

Organizational Unit:

Diversity Education &
Support Services

Reports to:

Associate Vice President for Student
Affairs/Chief Diversity Officer

Approved by:

11. Assures the efficient use of material resources by assessment of program needs, development of budget recommendations, and management of the program within the budgetary constraints imposed by the College.
12. Demonstrates cultural competency skills and a commitment to equal opportunity and success for all students, regardless of possible barriers including, but not limited to, race, gender, socio-economic class, culture, ability, or life experience.
13. Serves on various college committees and performs other related tasks as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree. Ability to work weekends and evenings as required. Ability to legally operate 10 passenger van in New York State.

DESIRED QUALIFICATIONS

Bachelor's degree a minimum of one year of experience in student affairs/student service role, providing support services to students in a post-secondary environment. Experience coordinating support programs for students enrolled in STEM academic programs.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u> Institutional Research Analyst II	<u>GRADE</u> 4	<u>PAGE</u> 1 of 3
<u>ORGANIZATIONAL UNIT</u> Academic Affairs	<u>REPORTS TO</u> Associate Provost	<u>APPROVED BY</u>

SUMMARY

Institutional Research (IR) Analyst II will develop reports and carry out quantitative and qualitative analysis to support planning, trends analyses, assessment, and compliance reporting at the College as part of a cross-functional Institutional Research Team that reports to the Associate Provost. This will also include being involved in survey creation, approval, compliance, professional development and implementation in conjunction with the appropriate College committee. The IR analyst II will have a leadership role in the IR team in the development of business intelligence (BI) content to support executive leadership to enable effective decision making across the college and campus community. The enhanced BI capabilities will support the College's effort to enhance transparency of college data and statistics to help support data informed decision-making across the College.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Participates collaboratively as part of a cross functional IR team and maintains a strong continuous improvement culture.
2. Participates in the development and timely submission of data and reports for standard institutional reporting required for State, Federal, SUNY and other regulatory reporting. Ensures integrity of data, reports, and communications, and compliance with all applicable deadlines.
3. Leads the development of business intelligence, data visualization and analytics content in support of college-wide decision making. Creates and maintains updated dashboards for both public and internal use in conjunction with the IR team, including reports that are essential for reporting to the executive leadership and the College Board of Trustees.
4. Coordinates and works closely with Campus Technology to ensure access to sources of college data required to develop business intelligence capacity.
5. As part of the IR team extracts data or prepares clear and effective reports from student information systems and other relevant databases to carry out quantitative, and/or qualitative data analysis and reporting with a high attention to detail and thorough data documentation for mandated reporting (state, federal, grant etc.)
6. As part of the IR team coordinates and leverages data collection from various departments across the College, works closely with these offices to understand their information needs, provides support to clarify data questions, and provides data analysis and BI assistance from an integrated

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u> Institutional Research Analyst II	<u>GRADE</u> 4	<u>PAGE</u> 2 of 3
<u>ORGANIZATIONAL UNIT</u> Academic Affairs	<u>REPORTS TO</u> Associate Provost	<u>APPROVED BY</u>

data collection. This is carried out with a high degree of awareness of data, and decision-making confidentiality.

7. As part of the IR team, assists academic units with their data needs for accreditation and support of student success initiatives. Advises and assists faculty and staff by providing ongoing consulting and research services to projects involved with the comprehensive assessment of and improvement of educational programs and services.
8. Communicates the results of data analysis and/or survey data with stakeholders on behalf of IR department in an accessible, meaningful way to support decision making at the College.
9. Along with the survey review committee chair, leads periodic professional development opportunities around survey development and implements best practices via curation of online resources, and presentations.
10. Responds to requests for data analytics and/or survey data from both internal and external sources; works collaboratively with other college offices to insure timely, accurate processing and completion of requests.
11. Demonstrates cultural competency skills and a commitment to equal opportunity and success for all students, regardless of possible barriers including, but not limited to, race, gender, socio-economic class, culture, age, ability or life experience.
12. May direct student workers within the Institutional Research department. Assures effective use of human resources by recommending hiring, disciplinary, and other human resource actions, together with the training, motivating, evaluating and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Opportunity/Affirmative Action Laws, other applicable regulations and collective bargaining agreements.
13. Assures the efficient use of material resources by assessment of department and institutional needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
14. Serves on various college and community committees and performs other related tasks as assigned.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Institutional Research Analyst II

GRADE

4

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ORGANIZATIONAL UNIT

Academic Affairs

REPORTS TO

Associate Provost

APPROVED BY

SUPERVISION

Types Supervised (check each category):

Classified Staff

Administrative

Faculty

Adjunct faculty, **students**, etc.

Indicate number in each category:

of Classified Staff

of Administrative

of Faculty

1-3 # of Adj. faculty, **students**, etc.

MINIMUM QUALIFICATIONS

Masters degree in social sciences, sciences, data science, and related degree OR Bachelor's degree in social sciences, sciences, data science, and related field and two to three years' experience in an analytical, data-oriented environment.

Extensive experience with business intelligence tools, advanced SQL skills, and MS tools such as Access, and Excel. Demonstrated ability to use programming tools such as R or Python.

Strong attention to detail, and a commitment to high standards of data integrity and thorough documentation. Excellent communication skills – both verbal and written.

PREFERRED QUALIFICATIONS

Master's degree in social sciences, sciences, data science or related field. More than 2 years of related work experience in higher education institutional research or higher education data analysis (e.g., through a public policy lens) is also preferred.

Strong problem-solving skills, including the ability to be proactive, innovative, and creative. Ability to work independently, and collaboratively in groups.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-6**

**APPROVAL OF POSITION DESCRIPTION
FOUNDATION CHIEF FINANCIAL OFFICER**

WHEREAS, the College has determined, based on a review and analysis of the TC3 Foundation, that there is a need to create a Foundation Chief Financial Officer position description, and

WHEREAS, the attached Foundation Chief Financial Officer position description has been reviewed by the Administrative Classification Committee and is recommended by the Administrator in Charge, be it therefore

RESOLVED, that the Foundation Chief Financial Officer position description be approved in accordance with the position description attached to this resolution, and be it further

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

STATE OF NEW YORK: **I, JAN BRHEL, CLERK** of the Board of
 SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
 a true copy of a resolution duly adopted by the Board of
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the
21st day of October, 2021, 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 21st day of
October, 2021.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Foundation Chief Financial Officer	6	1 of 2

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
TC3 Foundation	President	Board of Trustees

SUMMARY

The Chief Financial Officer of the TC3 Foundation has oversight of the financial activities and business operations of the Tompkins Cortland Community College Foundation, a charitable not for profit corporation and its subsidiaries the TC3 Bistro LLC and the TC3 Farm LLC. Responsible for the accounting, financial reporting, and the safeguarding of assets for the Foundation, Bistro and Farm. Ensures that comprehensive financial controls are in place and are maintained. Responsible for the oversight of all Foundation properties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for complex financial analysis, financial reporting, budget preparation, and audit functions for the TC3 Foundation, TC3 Bistro, and TC3 Farm.
2. Serves as a key member of the Foundation staff to provide general leadership in the administration of financial matters and works directly with the appropriate Board committees to develop and implement policy and procedures in areas of audit and regulatory compliance.
3. Participates with members of the Board in strategic planning, policy formation and problem solving, and offers advice and counsel on financial implications of Foundation decisions.
4. Oversight of monthly financial operations to ensure the proper recording, measuring and reporting of all operations, transactions, assets and liability of the Foundation in accordance with generally accepted accounting practices.
5. Prepares the annual budget and accompanying narratives for Board review and approval.
6. Works with College administration, contractors, and other personnel to provide oversight of Foundation properties, including rental agreements with third parties.
7. Reviews, updates, and develops internal control system for the Foundation.
8. Works closely with the Foundation Board to manage the endowments and seasonal cash needs to ensure all three entities remain fiscally fit.
9. Manages the Foundation insurance matters including the oversight and maintenance and renewal of insurance plans.
10. Responsible for the property and liability insurance programs for the Foundation. Develops insurance requirements, solicits bids, and monitors both cost and insurance coverage on a

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Foundation Chief Financial Officer	6	2 of 2

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
TC3 Foundation	President	Board of Trustees

continual basis. Responsible for negotiation and resolution of claims processing. Responsible for risk management analysis in conjunction with appropriate managers.

11. Stays current on law, guidelines and regulations to ensure effectiveness and compliance in a not-for-profit environment.
12. Assesses Foundation facilities, operational needs and sets pricing for the College’s residential students.
13. Works closely with the TC3 Farm Director and the TC3 Culinary Center Director to prepare annual operating budgets, maintain budgetary controls, perform complex financial analysis, and prepare budgetary forecasts to ensure each is meeting the operational and educational goals.
14. Directs the work of the Farm and Bistro Operation directors. Assures the effective use of human resources by recommending hiring, disciplinary, and other human resources actions, together with the training motivating, evaluating and counseling of assigned personnel. Conducts all personnel matters in accordance with federal state and local Equal Opportunity/Affirmative Action Laws, other applicable regulations and collective bargaining agreements.
15. Assures the efficient use of material resources by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
16. Serves as a Board member for the TC3 Bistro/TC3 Farm and on various College committees and performs other related duties as assigned.

SUPERVISION

Types Supervised (check each category):

Classified Staff
 Foundation Administrative
 Faculty
 Adjunct faculty, students, etc

Indicate number in each category:

 1 # of Classified Staff
 2 # of Foundation Administrative
 # of Faculty
 # of Adj. faculty, students, etc.

MINIMUM QUALIFICATIONS

Bachelors Degree in Accounting and a minimum of 5 years of experience with at least 2 years in a full-charge accounting position.

PREFERRED QUALIFICATIONS

Experience in Government and/or non-profit accounting.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022 - 8**

2021-2022 COURSE FEE SCHEDULE - Amended

WHEREAS, the 2021-2022 Amended Course Fee Schedule has been reviewed and is recommended by the Administration of the College, be it therefore

RESOLVED, that the attached 2021-2022 Amended Course Fee Schedule be adopted by the Board of Trustees of Tompkins Cortland Community College.

STATE OF NEW YORK: **I, JAN BRHEL, CLERK** of the Board
 SS: of Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** that the foregoing resolution is
 a true copy of a resolution duly adopted by the Board of
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the
21st day of October 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 21st day of October 2021.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**STATE UNIVERSITY OF NEW YORK
COMMUNITY COLLEGE COURSE FEE – 2021-2022
TOMPKINS CORTLAND COMMUNITY COLLEGE**

Course Fee:

ART 109	\$70.00	Student	Course Materials
ART 117	\$70.00	Student	Course Materials
ART 118	\$70.00	Student	Course Materials
ART 120	\$100.00	Student	Course Materials
ART 123	\$70.00	Student	Course Materials
ART 124	\$30.00	Student	Course Materials
ART 180	\$100.00	Student	Course Materials
ART 270	\$50.00	Student	Course Materials
ART 271	\$50.00	Student	Course Materials
BIOL101	\$20.00	Student	Course Fee
BIOL102	\$20.00	Student	Course Fee
BIOL104	\$20.00	Student	Course Fee
BIOL105	\$20.00	Student	Course Fee
BIOL112	\$20.00	Student	Course Fee
BIOL119	\$20.00	Student	Course Fee
BIOL125	\$20.00	Student	Course Fee
BIOL131	\$20.00	Student	Course Fee
BIOL132	\$20.00	Student	Course Fee
BIOL201	\$20.00	Student	Course Fee
BIOL206	\$20.00	Student	Course Fee
BIOL211	\$20.00	Student	Course Fee
BIOL216	\$20.00	Student	Course Fee
BIOL221	\$20.00	Student	Course Fee
BIOL232	\$20.00	Student	Course Fee
CHEM101	\$20.00	Student	Course Fee
CHEM102	\$20.00	Student	Course Fee
CHEM107	\$20.00	Student	Course Fee
CHEM108	\$20.00	Student	Course Fee
CHEM205	\$20.00	Student	Course Fee
CHEM206	\$20.00	Student	Course Fee
CONT208	\$40.00	Student	Certification for OSHA 10
CONT216	\$25.00	Student	Course Materials
CSCI210	\$95.00	Student	Course Materials
CULI101	\$400.00	Student	Lab Fee – Culinary Center
CULI102	\$400.00	Student	Lab Fee – Culinary Center
CULI110	\$200.00	Student	Lab Fee – Culinary Center
CULI120	\$100.00	Student	Lab Fee – Culinary Center
CULI205	\$300.00	Student	Lab Fee – Culinary Center
ENVS116	\$100.00	Student	Lab Fee – Farm
ENVS117	\$100.00	Student	Lab Fee – Farm
ENVS142	\$100.00	Student	Lab Fee – Farm
ENVS202	\$100.00	Student	Lab Fee – Farm
ENVS203	\$100.00	Student	Lab Fee – Farm
FITN101	\$10.00	Student	Red Cross Fee
FITN102	\$10.00	Student	Red Cross Fee
FITN107	\$240.00	Student	Scuba Fee

FITN109	\$271.00	Student	Greek Peak
FITN112	\$10.00	Student	Red Cross Fee
FITN120	\$25.00	Student	Equipment Rental
FITN121	\$25.00	Student	Equipment Rental
FITN203	\$120.00	Student	Lane Rental – Cortlanes
FITN216	\$ 85.00	Student	Red Cross Fees
FITN221	\$100.00	Student	Greek Peak
FSS131	\$10.00	Student	Testing Fee
HLTH205	\$40.00	Student	Red Cross Fee
HRMG105	\$40.00	Student	Testing Fee
MATH098	\$85.00	Student	Course Materials
NURS110	\$400.00	Student	Course Materials
NURS225	\$399.00	Student	Exam Fee & Materials
PSED160	\$10.00	Student	Exam Fee
RECR107	\$210.00	Student	Equipment Fee
RECR110	\$50.00	Student	Conference Attendance Fee
RECR140	\$250.00	Student	Certification/Instructor Cost
RECR/FITN159	\$150.00	Student	Course Activity/Food/Travel
RECR/FITN160	\$40.00	Student	Course Equipment/Travel
RECR/FITN161	\$30.00	Student	Course Equipment/Travel
RECR/FITN164	\$25.00	Student	Course Equipment/Travel
RECR/FITN165	\$30.00	Student	Course Equipment/Travel
RECR/FITN166	\$30.00	Student	Course Equipment/Travel
RECR210	\$30.00	Student	Inclusion “U” Training
RECR274	\$40.00	Student	Course Equipment/Travel
RECR276	\$350.00	Student	Course Travel, Food, Rentals
WINE110	\$400.00	Student	Lab Fee – Culinary Center
WINE120	\$300.00	Student	Lab Fee – Culinary Center
WINE130	\$200.00	Student	Lab Fee – Culinary Center
WINE200	\$200.00	Student	Lab Fee – Culinary Center
WINE202	\$300.00	Student	Lab Fee – Culinary Center
WINE220	\$200.00	Student	Lab Fee – Culinary Center

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-10**

APPROVAL OF SALARY INCREASES

WHEREAS, the job responsibilities have changed for the positions of Associate Vice President of College Relations, Associate Vice President of Student Services/Senior Diversity Officer, and Chief Information Officer, and

WHEREAS, in August 2021, the Board of Trustees requested a review and analysis of Cabinet level positions across the SUNY Community Colleges and sponsor counties upon the recommendation of the immediate past president, in connection with the renewal of the contracts for these positions effective September 1, 2021, and

WHEREAS, the Administrator in Charge together with the Human Resources Department requested, collected and analyzed the job responsibilities and salaries of Cabinet level positions across the SUNY Community Colleges and sponsor counties, and

WHEREAS, the Administrator in Charge recommends a salary increase for each of the three positions, and

WHEREAS, the Board of Trustees accepts the recommendation of the Administrator in Charge, therefore be it

RESOLVED, that Associate Vice President of College Relations, Associate Vice President of Student Services/Senior Diversity Officer, and Chief Information Officer be provided a salary increase effective September 1, 2021.

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
21st day of October 2021, 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 21st day of October 2021.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-9**

SEARCH FIRM SERVICES CONTRACT

WHEREAS, Orinthia T. Montague, Ph.D., President of Tompkins Cortland Community College, on July 13, 2021, submitted her letter of intent to resign effective August 23, 2021, to the Tompkins Cortland Community College Board of Trustees, and

WHEREAS, the College has distributed Requests for Proposals for Search Firm Services related to the recruitment of a new President for Tompkins Cortland Community College to Executive Search Firms around the country, and

WHEREAS, the proposals for Search Firm Services were reviewed by a sub-committee made up of the Chair, Vice Chair and one other member of the Board of Trustees who forwarded input to the full Board of Trustees for their decision, and

WHEREAS, Pauly Group, Inc. of Springfield, Illinois, is one of the six firms who submitted a proposal to the Board of Trustees showing their commitment to provide search services to the College, and therefore be it

RESOLVED, the Board Chair be and he is hereby authorized to execute a contract for such services, be it therefore

RESOLVED, that the firm of Pauly Group, Inc. of Springfield, Illinois, be retained to perform Search Firm Services for the recruitment of a new President of Tompkins Cortland Community College during the 2021-2022 fiscal year.

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 special meeting of said
Board on the 21st day of October 2021, 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 21st day of October 2021.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Vice President for Student Services
October 2021

Below is a department-by-department guide on how the Division of Student Services is supporting students.

Health and Wellness Center

Health and Wellness Services (HWS) had a busy and productive first 5 weeks of the semester. With the help of Deb Mohlenhoff, Barb Thayer, Sharon Clark, Greg McCalley and others, we have managed COVID vaccine requirements and testing with remarkable success. In accordance with the chancellor's mandate, Tompkins Cortland required all students who come to campus to provide verification of their COVID vaccine before September 17th. During a little over a month, through many phone calls, emails, and texts, we were able to verify the vaccines of 98% of our students who come to campus and we granted 30 medical or religious exemptions. Our employee vaccination rate is approximately 80%. Unvaccinated students and employees test once per week through our continued partnership with Cayuga Medical Systems.

HWS conducted the Celebration of Life as part of Recovery Awareness and Suicide Prevention Awareness Month, bringing community and state partners, staff, faculty, and students together with informational tabling, a Lego competition, a Narcan training, and other events to connect and share our mutual support.

The Panther Pantry continued to reduce food insecurity concerns for our College community, serving more than 50 families and students per week. Our clinical counselors are busy. Not surprisingly, students seem to be presenting with increased and complex needs and we are working hard to de-stigmatize mental health challenges, opening the conversations, and connecting with students in new and more comfortable ways. In our Best Life Lounge, students are joining faculty and staff to work on puzzles, play ping pong, and cross stitch while discussing college life and its challenges, opportunities, and rewards.

HWS implemented our partnership with TalkCampus to connect our students with trained peer support 24/7. We also redesigned the Best Life site to feature the stories of our students and colleagues. HWS has a growing social media presence and we host a Tompkins Cortland intern, an MSW graduate intern, and a community volunteer. We hired 3 federal work study students.

We are just starting to hit our stride and are cautiously optimistic that we will be able to turn even more of our attention to promoting wellness on campus through added events, groups, and communications. HWS will host a Grand Opening of our new space soon.

Health Center

- The Health Center verified vaccines for 972 students and granted 30 medical or religious exemptions.
- The HWS Nurse tested, managed, and processed 338 student and 122 employee tests.
- HWS participates in the SUNY COVID group with 3 meetings weekly.
- The HWS Nurse continues to provide care for students' injury and illness and offer holistic preventive education.
- Tompkins Cortland hosted a flu clinic by Wegmans Pharmacy. More than 100 faculty, staff, and students were vaccinated.

Counseling

- Clinical Counselors and the Clinical Intern have seen students for 108 mental health appointments.
- 44 appointments have been 30-minute consultation appointments and 64 appointments have been 50- minute clinical intakes or clinical follow up appointments.
- The Clinical Intern has started a cross stitch group for stress reduction.
- The Mind: Your Business mindfulness workshop started this week. Three faculty and staff members and four students attended.
- The Clinical Counselors have been conducting outreach in person and virtually at the start of classes at instructors' requests.
- Students are utilizing TalkCampus as a peer support outside of clinical services offered by the College.
- The Mental Health Committee of the Wellness Council is preparing a panel of faculty, staff, and students to discuss ways to support student mental health on campus and the various challenges to doing so.

Panther Pantry

- The Panther Pantry was closed for one week while we hire and train 2 student workers.
- HWS met with community partners to promote SNAP benefits and healthy meal preparation.

Recovery Program

- The Recovery Program Specialist conducted 5 personal wellness and recovery support sessions with students.
- During the Celebrate Life event, 51 Narcan Kits and 86 Fentanyl Test Strips were distributed. More than 60 students attended.
- 3-5 students regularly attend the Building Connections mutual aid meeting weekly.
- Our Lego Competition was a hit with students wanting more.

- 20 students attended the September Snack-n-Share.
- The Recovery Specialist provided a Recovery Ally/Narcan Training for RAs and student leaders.

Alcohol and other Drug (AOD) Prevention and Health Promotion

- The College Prevention Coordinator provided three AOD/Health/Wellness programs for classes that would otherwise have been cancelled as part of the Don't Cancel That Class (DCTC).
- The College Environmental Alcohol and Drug Survey has received IRB approval and will be administered at the end of the month. 100% of the student body will be contacted through regular email reminders. Students will be incentivized to participate with chances to win \$500 from SUNY.
- The Best Life social norms campaign continues to connect students, faculty, and staff around personal "Best Life Stories". 12 individuals have chosen to share how TC3 has helped them to live their "best life"
- Stories are being published, along with student photos, at youdefineyourbestlife.com and will be displayed in the Best Life Health and Wellness Lounge.
- AOD screenings, brief interventions, and referrals are continuing. 41 students have been screened for risk. 3 students have received brief interventions.

Enrollment Services

With the resignation of the Associate Dean of Enrollment Services, the position description was updated and reclassified to be retitled the Dean of Enrollment Services. The search for the new Dean will begin immediately, with an anticipated start date in the Spring 2022 semester.

Activities, continue in the Center with recruiters able to visit many (but not all), high schools in person, with Daniel and Kevin presenting at schools across the state. Justin Goot will join us on October 18th as our third admission recruiter.

Upcoming, and a few recent, recruitment events include:

9/22/2021 Gates-Chili College Fair
 9/23/2021 Liverpool High School FAFSA Presentation
 9/27/2021 Hornell HS College Night
 9/28/2021 Last day to submit certificate of residence
 9/28/2021 Bath-Haverling College Fair
 9/29/2021 SUNY College Fair - Rochester
 9/29/2021 SUNY virtual FAFSA completion training
 9/30/2021 SUNY College Fair - Syracuse
 9/30/2021 Jamesville-Dewitt FAFSA Presentation

9/30/2021 Mott Hall Bronx High School
10/5/2021 SUNY virtual college Fair
10/7/2021 SUNY virtual college Fair
10/7/2021 Oneida High School FAFSA Completion
10/8/2021 NYSFAAA FAFSA/TAP Webinar
10/11/2021 Columbus Day Program
10/12/2021 Mohawk Valley College Night
10/13/2021 Rome Free Academy College Night
10/14/2021 Madison County College Fair
10/16/2021 SUNY Virtual FAFSA completion
10/17/2021 SUNY virtual college Fair
10/19/2021 TC3 College Fair
10/19/2021 Southern Westchester County Fair
10/20/2021 Binghamton College Day
10/20/2021 Northern Westchester County Fair
10/20/2021 Riverdale Kingsbridge Academy College Fair
10/21/2021 UFT College and College Fair (2 day event)
10/21/2021 Cayuga Counselors Association College Night
10/22/2021 UFT College and College Fair (2 day event)
10/23/2021 SUNY Financial Aid Day-campus event
10/30/2021 SUNY Virtual FAFSA completion -Spanish only
11/13/2021 SUNY Virtual FAFSA completion
11/18/2021 Peekskill High School Fair
11/20/2021 SUNY Financial Aid Day-campus event

Athletics and Campus Recreation

Athletics Advisory Board & Captains Council

The AAB will begin meeting on a regular basis once team leaders are selected for all Panthers sports, which should be by the third week of October.

Intercollegiate Athletics

15th Annual Panther Club Golf Outing

On September 26, friends and alumni of Tompkins Cortland Community College Athletics gathered at Elm Tree for our fifteenth annual fundraiser and reunion. Please click here for photos and results from this special event

https://www.tcpanters.com/information/panther_club

Men's Soccer

Due to the cancellation of several programs around the Region, the Panthers have only been playing one game per week. When October comes around, the team will get into a nice routine

of multiple games per week with the last day of regular season being October 20. The guys are looking forward to getting back on home turf as the all but two games have been on the road this season. Read more on link below:

<https://www.tcpanters.com/sports/msoc/index>

Volleyball

With a huge opening win over Onondaga CC to serve up the season, Panthers VB has been battling against the best teams in the Region narrowly missing additional wins in five-set thrillers. Coaches Stevenson and Voorhees are proud of how the team has come together for our first season since fall 2019. See the schedule and stats here:

<https://www.tcpanters.com/sports/wvball/index>

Cross Country

Panthers XC has run well in meets around NY hosted by four-year institutions thus far in 2021. We are looking forward to hosting the Mid-State Athletic Conference meet here on October 23, one of only two community colleges in Region III to host a meet this fall. Take a look at all race results at this link:

<https://www.tcpanters.com/sports/wxc/index>

Men's Basketball

Coach Wilk hosted Open Tryouts on September 27 and 29 to select our team for the 2021-22 season. More than thirty prospects came out to the tryouts!

Regular practices and preseason scrimmages will tip off on Monday, 10/4 with eighteen Panthers making the cut to be on the court.

Women's Basketball

Coach Stevenson's squad will, officially, take the court on Monday, 10/4 in preparation for the upcoming season. The team is comprised of excellent talent from both local programs along with a few student athletes coming from great distances.

Fitness | Recreation | Community Groups

Community Groups

During the month of September, A&R hosted several outside groups including the Alzheimer's Association of Central NY for the Ithaca/Cortland Walk to End Alzheimer's on Sunday, September 12.

Here is a comment back to TC3, following their event, from their Development Specialist Jeff Loope:

Hi Mick,

I am beyond words, thank you so much. A huge thanks to you and all TC3 staff that helped us put on such a great event. We had a great time and the walkers did too. The campus looked great as usual and everything went according to plan. The event also exceeded its fundraising goal by \$10,000, raising a grand total of \$35,466 dollars and donations are still coming in!

Thank you again and I will be in touch next year regarding our 2022 plans.

*With gratitude,
Jeff*

In addition to this excellent event, we have hosted multiple club soccer games (paid rentals from Cornell University) on the TC Turf and are preparing for the IAC Girls and Boys Soccer Championships on 10/16 – our twelfth year of having the event here on campus and the IAC Girls Volleyball Championships on 10/22.

Fitness Center

For the month of September, we had 521 **member visits**:

- **48 community**
- **74 faculty/staff**

Six (6) new staff members joined within the last week of September

- **399 students**

After a review of the first five weeks, we have decided to continue our current hours for the remainder of the semester. The two primary factors regarding this decision are the mask mandate and café hours ending at 7pm. There has been very little usage of cardio equipment due to member resistance to wearing a mask. We also want to ensure students have adequate time to get dinner before the café closes.

Hours will remain 8am-6pm Monday-Thursday; 8am-4pm Friday; 2pm-5pm Sunday

The decision has been to postpone resuming Group Fitness Classes* until the mask mandate is lifted. Unless that changes quickly, we will look ahead to Spring 2022.

*The one Group Fitness Class that has resumed is Athlete Yoga. These practices started 9/27 and response has been overwhelmingly positive to continue.

There has been no additional word in regards to the local 24/7 fitness center opening that could potentially affect our community membership.

Recreation & Pool

We opened recreation on August 30 this year. Mask/face coverings are mandatory to participate, but unlike last year, patrons have much more freedom to intermingle with each other. We started the year off with basketball, dodgeball and flag football with strong participation in each program. Now that varsity basketball has begun, there is a drop off in numbers in the afternoon.

The pool has remained steady. At the moment, we are limited in staff and after contacting numerous aquatic facilities, we have learned others are battling the same issues. We are open Monday through Friday 11am-1 pm for lap swim. Water aerobics is 10am-11am Monday/Wednesday/ Friday and 4pm-5pm Tuesday/Thursday. We are looking to train and hire more staff this to expand our hours of operation.

Recreation participation is about sixteen students per day while in the pool we average 35 patrons per day.

Student Life

Event Spotlight

Get Connected Fair

The semi-annual Get Connected Fair was able to be held in-person in the Student Center. The fair consists of tabling from student clubs, departments, off-campus resources, etc. with one goal in mind: get students connected and involved. Over 60 energized students attended, with most visiting at least 5 or more tables. Student Government tabled and recruited more student leaders to plan events, manage student concerns, and promote student engagement and retention. The highlight of the event was that there was great interest in revitalizing student clubs that may have lost membership during the pandemic, as well as creating brand new clubs.

Clubs

Club participation is increasing now that we are returned to in-person options.

Current registered clubs:

African Caribbean Association – not active

Chemistry Club - not active

CRU – Active

Hospitality and Restaurant Association – not active

LGBT Club (renamed to Q&A) – Restarting

Gaming Club – Active and holding events

Outdoor Adventure Club – Active

Recovery Club (renamed to ARCTC) - not active, active advisor

Residence Hall Association

Sport Management Club – not active
STAND – not active, advisor taking a break.

Potential new clubs:

Art club - held their first meeting

Foodies club - held their first meeting

Gardening club

Student Government Association

Student Government continues to hold meetings and events. The current issues that have been raised are related to Dining and Residence Life. SGA met with Interim Director of Residence Life, Michael Oyelola, to communicate questions and concerns about living on campus. Kevin Stillman is working with SGA to improve student relations and offer unique and fun dining experiences for students living on campus.

Fall 2021 SGA E-board:

President – Julia Gutierrez

Vice President of Finance – Sasha Machmuller

Vice President of Communication – Benjamin Bates

Vice President of Student Involvement for Commuters - Matthew Davis-Howard

Ex-Officio member and Student Trustee - Paige Innis

The following seat(s) are vacant and SGA is currently accepting applications:

Vice President of Student Involvement for Residents

Vice President of Student Services

Joint Training and CRLA

Trainings, workshops, and experiences have continued for the student leaders participating in the program. The students are expected to be certified by the end of the year, pending approval from CRLA.

For more information about the College Reading & Learning Association's International Peer Educator Training Program: <https://www.crla.net/index.php/certifications/ittpc-international-tutor-training-program>.

As a reminder: Student Activities is collaborating with ODESS and Residence Life launched the joint-training series for Student Leaders. The Student Leadership Assistant's, Resident Assistant's, and Vector Network Mentors are required to complete the certification, though all students are welcome to participate. Trainings so far have been Role of the Peer Educator, Peer Educator Do's and Don'ts, Mentoring Boundaries, Conflict Resolution, Health and Safety, Preparing to Study, Programming, Academic Majors and Advising, Learning Styles, Critical Thinking, Problem Solving, Stress Management, Ways of Mentoring, Constructive Criticism, Conferencing Skills, Customer Service, Campus Resources, Establishing Rapport, and Teambuilding. This is an International certification that is highly respected by transfer schools and employers.

Co-Curricular Transcript

We recently hired a new Project Assistant, Monica-Grace Mukendi, who will continue the work to help us implement programming tracks and badges for the CCT. We will be presenting at Staff Development Day with updates regarding the CCT and new badges that students can earn by attending programs or completing tasks. Caryanne Keenan is developing an advanced badge that will be used for career readiness.

As a reminder: A Co-Curricular Transcript (CCT) is an unofficial record generated through Campus Groups® that documents a students' activities and accomplishments that occur outside of the classroom during their time at Tompkins Cortland. In partnership with Caryanne Keenan, we have established a process for students to receive their Co-Curricular Transcript and learn how to apply that to their next steps, whether they be career or transfer. Leah Tompkins, our summer Graduate Project Assistant, built the foundation on Campus Groups and we owe her a huge thanks for all of her hard work. For more information, visit:

<https://www.tompkinscortland.edu/campus-life/co-curricular-transcript>

Programming Partnerships

In partnership with ODESS, Tim Thompson and I will be hosting a Salsa Night in celebration of Hispanic Heritage Month. A local Salsa instructor and DJ will teach a Salsa class, followed by a DJ'd dance. Students have been requesting an evening "dance" since so many missed out on those opportunities in High School. We will also be working with Karen Miller out of the Global Initiatives Office to support a celebration of events for Día de los Muertos, or Day of the Dead.

Child Care Center

Updates:

Both child care centers are fully open. We are in the process of hiring 2 more teacher assistants so we can increase our enrollment in the main campus center.

We current have 26 student children, 17 faculty/staff children, and 28 community members' families. We have more newborns this semester then we have ever had before. Twenty-four students children qualify for grants or subsidy that pay either most or all of their child care tuition.

Scott Bennett and Casey have been working with all of our students on the family empowerment grant to see how the semester is going and to make sure they are attending their tutoring session.

Grants:

We are applying for the campus center NYS Stabilization grant in the next few weeks. Once again this grant can help pay for staff salaries as well as any maintenance and cleaning supplies that we need. It can also help pay for any changing or additions that we needs to make due to COVID.

We have a new apprentice that will be starting our apprenticeship program within the next month.

Student Conduct and Community Standards

Conduct and Community Standards

- For the month of September, there were 33 conduct incidents involving 35 students. Of these, 21 were health and safety violations found during NY State Fire Inspections. No students were removed from housing, suspended or expelled for violations in September.
- 1 student was involved in a COVID policy violation in September.
- 1 student went through a conduct board; this was for a July violation which was just discovered.
- Darese attended 2 SUNY conduct update meetings this month.

Title IX

- During September there was one student reported Title IX issue and a couple employee concerns
- Darese continues to wrap up the Annual NY state employee sexual harassment training. We are getting close to completion. A
- All new students were sent a new online Title IX training to comply with NY Ed. Law 129-B.
- Darese presented health relationship information and resources in one class in September and also presented to the women's volleyball and cross country teams.
- Tabling with Student Conduct and Title IX information at the get connected fair.
- October is Domestic Violence Awareness Month and the violence prevention group has been planning events.
- On 9/29 The Advocacy Center Staff presented a program on Supporting Survivors for students.
- October 4-6 – Red Flags will be on display at the main entrance and on the path from the residence halls. The flags have notes of hope and support for survivors of domestic violence. Posters with additional information are up and information was emailed to all students.
- Oct 18-20 - Clothesline Project will be on display in the Library with shirts dedicated to victims of Domestic Violence
- Oct 20 is our Wear Purple to Support Survivors of Domestic Violence Day – at 12:45 on main stairwell we will take a community photo
- Oct 20 – we will also have a student program: Good 4 You – Healthy Relationship program for students.

- The Conduct Office attended a half day workshop from the One Love Foundation which highlighted new student training programs we can use, as well as the SUNY sexual citizens workshop.

Residence Life

Residence Life is working on reviewing policies and procedures for the residence halls for the upcoming academic year in relation to CO-VID. Currently all our students are fully vaccinated, and we plan to implement that mandate into our policies and procedures. Currently we have lifted our mask mandate inside of the residence halls however we do not allow visitors into the halls.

In efforts to increase Residence Life student retention we are planning a Halloween event in the residence halls including a costume party and pumpkin carving..

**VPSS – Addendum
10/19/2021**

Student Success: Advising, Career, & Transfer Services

Advisors continued to assist students with schedule changes, registration for later starting sections, and other advising related concerns through the first full month of the fall semester. This included outreach to students after attendance reporting at the end of week two, with outreach to students reported as “never attended” in one or more courses. With the posting of Early Progress Indicators at the end of the fourth week, the success team and faculty academic advisors also conducted outreach to students who had below satisfactory (S-) and unsatisfactory (U) indicators. These early alert efforts to identify and assist students experiencing academic challenges as soon as possible are a major component of our retention efforts.

In addition, Starfish is being readily used by faculty and staff to raise concerns and provide positive feedback. So far this semester, over 400 tracking items have been raised as follows:

Tracking Item Type	Number Raised	Flag Name	Number Raised	Number Cleared	Percentage
Flags	198	Attendance Concern	32	22	68.75%
Kudos	188	Academic Concern	95	33	34.74%
Referrals	20	In Danger of Failing	68	23	33.82%
To-Do	1	I Need Help (Student Raised Flag)	3	N/A	N/A

Starfish appointment and drop-in traffic remained heavy during the month of September and into early October (884 total logins). From September 7-October 8, 2021 the following meetings took place:

Enrollment Services Center 459 total meetings		Baker Center for Learning (Tutoring) 425 total meetings	
Kiosk Summary (Drop-in traffic to 101)		Accounting & Business Center	26
Admissions	41	Online Tutoring	6 (most using Teams)
Advising (academic, career, & transfer)	147	Math & Science Center	296
Financial Aid	182	Nursing Tutoring	16
Registration & Billing	89	Writing Center	81

Student Success is engaged in planning with the Math, English and Reading departments for upcoming changes to the first semester course placement process and related curricular changes. For the Spring 2022 cycle, we are piloting self-directed placement surveys for both math and English/reading. In addition to the multiple measures placement practices already in use (high school GPA, TASC scores, course grades, Regents exam grades, etc.), these self-directed placement surveys will engage students in assessing both topical knowledge and non-cognitive traits (resilience, problem solving ability, etc.). These changes will accompany curricular updates which will eliminate stand-alone developmental math courses by Fall 2022. These changes are well-aligned with our Guided Pathways progress, the high-impact practices and current research in placement, and goal to minimize placement testing and under-placement. These changes will especially benefit our returning adult student population.

Under the leadership of Tackie Huff, the student success team is coordinating the “*Road to Registration*,” a series of programming, events, video resources, and student communications to promote the importance of proactive academic advising and early registration (as well as its impact on retention). These events will commence on October 18 and will run through the opening of registration for spring courses the week of November 8. A Blackboard community will be accessible to all students, faculty, and staff and will highlight many resources about academic advising and registration processes. Students who register for spring (and remain registered until spring census date) will be entered into an incentive drawing to win prizes. Sessions will include Guided Pathways presentations, DegreeWorks presentations, and career and transfer preparation sessions for faculty advisor and students.

The three new Student Success Advisors continued ongoing training throughout the month of September and virtually attended the [NACADA](#) (Global Community for Academic Advising) annual conference as their first professional development event. The promotion of Handshake, our new career and employer relations software, was conducted throughout the first month through the “Handshake Challenge” which resulted in 188 students creating their profile in the system. We also promoted student success services at the Get Connected Fair, had college visits from several transfer representatives, and resumed in-person visits by our SUNY Cortland transfer pathway advisor on campus.

We are planning the upcoming new student enrollment cycle for the Spring 2022 semester, which will commence on November 15 with a combination of virtual and in-person START (Student Transition, advising, registration, & testing) sessions. We will be incorporating a new student checklist through Starfish in order to help students navigate through the onboarding process.

AVP OF STUDENT SERVICES AND SENIOR DIVERSITY OFFICER REPORT TO THE BOARD OF TRUSTEES | OCTOBER 2021

Campus Strategic Diversity, Equity, and Inclusion Plan

- The steering committee is now meeting weekly and is planning to do so throughout the plan development. We are currently in Milestone 5-7, which includes assessing responses and other collected content from the campus community.
 - The committee is currently reviewing the SUNY 25 Point DEI Action Plan to align the emerging themes found in the Faculty and Staff survey.
 - The collection of student responses to the DEI survey will begin next week and run for two weeks.

Staff Development Committee

- Fall staff development day occurred on October 12, 2021. One hundred forty-two members of the campus community participated in the day's professional development sessions. See a schedule of activities attached.

DEI Recruitment Training

- At this year's Fall Day, I offered initial DEI recruitment practices and strategies training.
 - Additional segments of the training will be offered during the academic year.

National Science Foundation Louis Stokes Minority Participation Program

- I submitted the revision of the Vector Network Program Associate job description for board approval.

Student Engagement Team

- Departments of the Student Engagement Team (SET), which is comprised of ODESS, Residence Life, and Student Activities
 - Held a meeting to formalize their collaborative mission for the realization of measurable efforts that support student retention.

Updates

- NYS GENDA Policy and TC3 Preferred Name, Gender, Pronoun Policy notices were shared with the campus community.

Respectfully,

Seth A. Thompson

October 13, 2021



Fall Staff Development Day - Schedule

TIME	Session 1	Session 2	Session 3	Session 4	Session 5
8:30-9:00	Yoga (OC/V) Multipurpose Room				
9:10-9:50	Data Summit/Department Updates (OC/V) Forum				
9:50-9:55	<i>Break</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>
9:55-10:55	NEW Student Development Badges on the Co-Curricular Transcript (OC/V) <i>Room 280D</i>	Social Media Users (OC/V) <i>Room 286</i>	Teams Refresher (OC/V) <i>Room 282</i>	Changes within in our Math Course Offerings - Math Co-requisite Courses vs Pre-College Courses (OC/V) <i>Room 288B</i>	* Basics 101 on Essential Oils, What You Should Know to Get Started (V)
11:00-12:00	Employer Relations and TC3- Handshake, Recruiting Guidelines, and More (OC/V) <i>Room 280D</i>	Mindful Talent Recruitment Strategies and Practices (OC/V) <i>Sprole</i>	PowerCampus Update (OC/V) <i>Room 282</i>	Peer Assisted Learning and Push-In Tutoring (OC/V) <i>Room 280B</i>	Supporting Students' Mental Health (OC/V) <i>Room 210B</i>

TIME	Session 1	Session 2	Session 3	Session 4	Session 5
Noon -1:00	Lunch	Pick up at Fireside Café		Virtual Trivia	W/ Provost Paul

1:00-2:00	First Level Career Coaching for Exploratory Students: Tips for Advisors, Supervisors & Mentors (OC/V) Room 280D	*Access 101 (V)	Teaching in a Lecture Capture Classroom (OC) Room 280B & 282	For Adjuncts By Adjuncts (OC) Room 287B	Paint & Learn (OC) Room 210B
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2:05-3:05	Advising Your Undecided Students Using Career Coach and the Holland Career Codes (OC/V) Baker Commons Classroom	* Right to Know/ Bloodborne Pathogen Training (V)	Teaching in a Lecture Capture Classroom (OC) Room 280B & 282	DEAC Programming Committee Meeting (OC) Sprole	
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3:05-3:15	Break Refreshments in the Fireside Café				
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3:15-4:15	Department / Group Meetings (See Department Head)	Department / Group Meetings (See Department Head)	Department / Group Meetings (See Department Head)	Department / Group Meetings (See Department Head)	Department / Group Meetings (See Department Head)
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To provide TC3 trivia questions, see the link below in session descriptions

Legend V- Virtual Session OC- On campus Session OC/V Hybrid Session

TIME	Session 1	Session 2	Session 3	Session 4	Session 5
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SESSION DESCRIPTIONS

Access 101 | Carolyn Boone *

Did you know you can increase the accessibility of all your print communications? This won't be a training session, per se, but will help you to think about where you can quickly improve in making accessible Word, PowerPoint, Publisher, Excel, email, and PDFs.

Advising your undecided students using Career Coach and the Holland Career Codes | Hal Brown

Career Coach is a free software on the TC website that you and your students can easily use before or during the advising process. It offers a simple, quick career assessment, gives you the top 3 Holland career codes, lists top industry areas that match the student interests, as well as a list of exact job titles and up-to-date job market data in those industry areas. In this Fall Day Session, you will be guided in the use of Career Coach and receive deeper training in the meaning of the Holland codes. Both resources can be valuable to use with undecided students before registering for classes for their next semester.

Basics 101 on Essential Oils, What You Should Know to Get Started | Debra Meeker *

Have you ever wondered what the hype is about regarding Essential Oils? Well now is your chance to find out a little more information, such as; What does it mean when a label says "PURE" or "Fragrance" on an essential oil? What's the difference between oils I buy at Walmart and those that I buy from someone saying they are a distributor? Are essential oils safe to have around my family and my pets? What does it mean when someone says that is a "HOT" oil? What is a diffuser and how does it work? Class is virtual and just for fun – Got questions that weren't listed above? GREAT! Come ask – if I don't know I will say and will find out the answer for you.

Changes Within Our Math Course Offerings - Math Co-requisite Courses vs Pre-College Courses | Jennifer Kidder/Danielle Bethoney/Mary Ellen Ensign

We will discuss and show data on how Math co-requisite courses will better serve our student population as opposed to the Pre-College Courses that are currently offered and how soon this will be implemented. We will show new math pathways, we will discuss the benefits to this for our students, and we would like to give and receive input from Chairs/Coordinators on how this might impact their specific program(s). We will also discuss the new Math BOOST course that we have to offer the students; as well as, our plan for a new and improved Quantitative Reasoning Math course.

TIME	Session 1	Session 2	Session 3	Session 4	Session 5
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Department / Group Meetings (See Department Head or Committee Chair)

Blocks of time for groups/ departments to collaborate on projects or complete training.

Employer Relations and TC3- Handshake, Recruiting Guidelines, and More | Carrie Whitmore, Caryanne Keenan, Hal Brown

As part of the "Connecting to Employers" theme in the College's Strategic Plan, we've been working hard to strategically build a comprehensive employer/recruiter relations operation at the College. We'll cover what we've done so far, including a brief demo of Handshake, our new job and internship board for students and alumni. We'll also share our new employer/recruiter guidelines, how to handle employer requests, and some other fun updates. Additionally, you'll learn about upcoming Career Connections events and how they support employer relations, alumni connections, and student success.

First Level Career Coaching for Exploratory Students: Tips for Advisors, Supervisors, & Mentors | Caryanne Keenan

Exploratory students, particularly those from marginalized populations, present an elevated risk of disconnection, disengagement, and attrition. Sometimes it takes just one conversation, one experience, one event to make all the difference. High-quality academic (or other) advising, infused with inclusive career coaching, can provide exploratory students with the necessary tools and support for:

- making informed decisions,
- pursuing courses and activities that fit them,
- feeling more connected to and satisfied with the College, and
- taking action for current and future success.

If career conversations frequently arise in your advising, mentoring, and supervision interactions with students, come to this session to learn some inclusive career coaching best practices for having initial conversations with students exploring majors and career options, including when to refer to a career counselor. Open to faculty and staff – feel free to bring FAQs you receive, questions you have, and strategies that work for you.

For Adjuncts By Adjuncts | Christine Iacobucci

For Adjuncts By Adjuncts was a program that was offered in the past. We discussed and shared about everything we adjuncts experience here at TC3, from what's going well for us to wanting to ask other adjuncts about how they navigate through ambiguous or sticky situations. Come and share your successes and challenges so far this semester.

Mindful Talent Recruitment Strategies and Practices | Seth A. Thompson

This session will explore talent recruitment strategies to align with the college's goal to secure candidate diverse pools. In addition, participants will review processes and practices using a scenario framework to cement the standards needed to serve as a Diversity, Equity, and Action Council Representative.

TIME	Session 1	Session 2	Session 3	Session 4	Session 5
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NEW Student Development Badges on the Co-Curricular Transcript | Caryanne Keenan, Cheyenne Gorton, Hal Brown, Monica-Grace Mukendi The Co-Curricular Transcript (CCT) team has some exciting news to share: we've created specialized badges that students can earn and we'd love to get you involved! Last time we talked about the value and impact of co-curricular experiences for students and the overall purpose of the CCT. Join us in this session to learn about the new badges, how they can help student success and retention, and how you can participate in this new initiative with work you may already be doing.

Paint and Learn | Chris Xaver

Wellness is more important now than ever. No matter what your role at the college, we all can make a difference in both student's and each other's lives. In this session, we'll use interactive art, and two extremely short videos to see how to "Be Nice"; Notice, Invite, Challenge, and Empower. Leave with a one-of-a-kind piece of art (everyone can make) you'll be proud to display or use after this relaxing and informative metaphoric wellness session designed for staff and faculty.

Peer Assisted Learning and Push-In Tutoring | Scott Bennett, Margaret DeGaetano, Michael Haupt and Emily Snyder

This session will address two effective modes the Baker Center for Learning has implemented to provide academic support. Peer assisted learning (PAL) is a supplementary instruction method that involves having a PAL leader, someone who has successfully taken a particular course previously, facilitate small group activities during or after class to help foster an interactive and engaging learning environment. Push-in involves having a tutor linked to a specific class to make periodic visits, whether in-person/on campus or online, based on the instructor's wishes. Typically, these visits occur at the beginning of the semester and recur a few more times throughout the fifteen weeks. It enables the instructor to introduce their students to a designated tutor with hopes the students will feel more comfortable seeking out tutoring services by putting a name with a face and having conversations with the tutor during class sessions.

Power Campus Upgrade | James MacLain, Tim Densmore

Introduction and Demonstration of the new Self Service (myINFO). "How is it going to affect me?" - its going to affect everyone to some degree. Time frame explanation and discussion. Question and answer.

TIME	Session 1	Session 2	Session 3	Session 4	Session 5
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Right to Know Training- Blood Borne Pathogens | CollaborNation (Web-Based Training) *

This opportunity is for all staff to take advantage of if you choose. However, please confirm with your supervisor, as this training may be required for some job responsibilities on campus. Right to Know Training/ Blood Borne Pathogens.

Social Media Users | Carolyn Boone and Bailey White

#BeInclusive #SocialMedia Join Carolyn Boone and Bailey White as we provide tips and best practices in providing social media and/or blog posts that are more accessible to people with disabilities. Feel free to bring your own phones/tablets or other electronic tools you use to regularly post on Facebook/Instagram/Twitter/TikTok/Snapchat/WordPress, or log in to your account(s) on a computer. Hashtags, emojis, video captioning, alt-text/captioning for pictures, text-to-speech ... we look forward to including all of you in a more inclusive #SocialMediaWorld!

Supporting Students' Mental Health | Alison Taylor (student, future PhD), Juliana Garcia, MSW, John Witkiewicz, LMHC, Declan Fullerton (student), Joe Smith, PhD

The Mental Health Committee will be hosting a student-led open dialogue discussing student needs related to accessibility of resources, community resources, how to refer a student in crisis, ways to help students (Talk Campus app, Panther Pantry, etc.), stigmas surrounding specialized populations engaging in mental health (athletes, gender, race, etc.), importance of peer supports, and creative solutions for students to have their mental health needs met.

Teaching in a Lecture Capture Classroom | Breton Bienvenue, Keith Hall, Gregg Kiehl, Don Perkins, Patty Van de Bogart

Learn about the lecture capture classrooms at TC3. We will discuss setting up the equipment for various class modalities, navigating the technology while you're teaching, recording your sessions and what to do at the end of your class. There will be time for questions as well as hands-on practice. Note: All lecture capture classroom sessions will be identical, you do not need to attend more than one.

TEAMS refresher | Breton Bienvenue

Updates, tips & tricks, trouble-shooting issues.

Virtual Trivia with Provost Paul

Prizes await for the top three winners of Fall Day Trivia. All are welcome. It will be easiest to play if you download the Kahoot app on your phone or follow along on a second screen at kahoot's website. Following this link to provide TC3 trivia questions and other fun material:

<https://forms.office.com/Pages/ResponsePage.aspx?id=bwT0jebZikiC-oRFLwqtSZeFKRdoleBDj-i8fYwSUANUMTc1QVVBVUhVQkhFTIJDRjBTvjdxNkiWUy4u>

* Room 250 has been reserved for staff members who need to access a computer for virtual sessions

TIME	Session 1	Session 2	Session 3	Session 4	Session 5
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Notes

report

Date: October 1, 2021

To: Paul Reifenheiser, AIC

From: Deborah Mohlenhoff
Associate Vice President for College Relations

RE: Monthly Report to the President/AIC and Board of Trustees

My report feels a little sparse this month, and I realized it is due mostly to some vacation time I was able to take as well as the month being mostly consumed with managing the logistics of the College's compliance with the SUNY COVID-19 vaccine mandate. I look forward to (hopefully) focusing this report on non-covid related items in the future.

COMMUNITY ENGAGEMENT & PARTNERSHIPS:

Cayuga Radio Group – Met with representatives from the Cayuga Radio Group to talk about possible program partnerships and sponsorships and to give them an update on new College initiatives. They are quite interested in supporting the College as we move forward with programs that support local businesses recruiting new employees.

GOVERNMENT RELATIONS & ADVOCACY:

Economic Impact Report -Coordinated a presentation from EMSI on the College Economic Impact report for representatives from both legislatures, President's Cabinet, and the Board of Trustees. This was held on September 21 and was recorded for those who were not able to attend.

Town Gown Calendar -We will be establishing a communications calendar so that we are coordinating our touchpoints with federal, state, and local governments. We know that providing ongoing updates and information about College initiatives to our representatives will allow for them to serve as better advocates for us. We hope to have this completed by January of 2022.

LEADERSHIP TOMPKINS AND LEADERSHIP CORTLAND:

We held an in-person session for the Leadership and Lemonade series on the TC3 campus on Friday, October 8. Representatives from the College's Health and Wellness Center were able to give participants a tour of the Wellness Center, Food Pantry, and Recovery Center. We then had a panel discussion about how the team was able to continue to provide crucial mental health services for our students during the pandemic.

We will be relaunching a closer-to-normal version of Leadership Tompkins and Leadership Cortland in February of 2022. We were also able to hire a TC3 alumna, now Cornell MPA student, to assist with the organizational development of the program for 2022.

MARKETING AND COMMUNICATIONS:

The search committee for the Director of Strategic Marketing has completed the first-round interviews and will be identifying the finalists and bringing them to campus in the coming weeks. We hope to have a hire for this position by the end of November.

Swim Digital was on campus for an intensive two-day session to finalize the 12-month Enrollment calendar. We were able to convene a good cross-section of staff to finalize all the milestones related to deadline dates, programs, special events, and recruitment initiatives and map them on a 12-month activation calendar. This will nicely set up the next phase which is to map all marketing campaigns to coordinate with the dates laid out on the enrollment calendar.

WORKFORCE DEVELOPMENT:

The search for the Assistant Director for Employer Relations & Experiential Learning is coming to a close. The finalists are on campus for interviews this week and we hope to have a hire by the end of October.

NYATEP Manufacturing Roundtable – On September 16, we participated in a roundtable hosted by NYATEP with several local manufacturers. This is part of the ongoing work for the AdMan Working Group – a partnership between the College, Ithaca Area Economic Development, and Tompkins Workforce Development. We were able to identify some first steps in assisting with the job market and will have a discussion with local guidance counselors to start talking about pathways for students from high school to college to local manufacturing jobs.

CNA Test Site Certification – Due to the hard work from Carrie Whitmore, the College is now approved as a CNA test site. This will make it a smoother process for participants and will allow for better planning as we can wrap the test and any retests right into the College program.

OTHER MEETINGS & COMMUNITY EVENTS:

- Weekly Cortland Downtown Partnership Board meetings
- Monthly Strategic Tourism Planning Board (STPB) meetings
- Monthly Workforce Development Board meetings
- Bi-weekly SUNY Government Affairs meeting
- Weekly COVID-19 Campus Safety Monitors meetings
- Weekly COVID-19 Higher Education & Tompkins County meetings

COVID-19 UPDATES

The College is pleased to report that as of 10/8/2021:

-98% students are vaccinated

-81% faculty and staff are vaccinated

This was a monumental amount of work and we should be thankful for the team in Health & Wellness and the VP of Student Success office for their support in working with our students to get the College to this place. We are also so pleased that our students have participated at this level to ensure the ongoing safety of our campus. Our case counts remain low and this bodes well for us to be able to continue classes and events in-person without much interruption or transition to remote operations.

College Senate Report
Board of Trustees
October 11, 2021

The College Senate met via Microsoft Teams on September 24th. The meeting was basically house keeping for what has been going on on the College campus and what is coming up. A. Ahola and J. Walz-Koeppel met with P. Reifenheiser and asked multiple questions about the happenings of the College which P. Reifenheiser shared with Cabinet members for response. Some questions included an update of the dorms, how many students are currently housed, do we have adequate staffing, what buildings are open. There were questions about the previous childcare center reopening. Questions also involved Swim Digital consultants and the budget. A. Ahola shared responses to many of the questions either by email response or information found in the previous Board of Trustee packet. Questions by members arose from the budget report. A. Ahola shared information from the Board packet and it was felt that there were discrepancies between the Town Hall meeting information and what the Board was being told. That the Town Hall painted a rosier picture than the Board information. There was follow up with B. Talbot about these discrepancies.

P. Reifenheiser has charged the College Senate with determining and creating a method for providing feedback by staff and faculty that does not include the everyone email. Not everyone is comfortable speaking up at Provost Hour and may find a written medium to be more appropriate. It was determined there is a need. Questions included how to make it anonymous or at least have the option for anonymity and who would monitor this platform. If it would be a Microsoft Form or if some other option would be more fitting. The Senate will continue to pursue this charge.

The Senate is also going to take a look at by-laws and review what may or may not be working and if wording needs clarification.

P. Tvaroha shared a report from the Faculty Council of Community Colleges that mainly discussed moving away from Blackboard and General Education changes. There is a Fall Plenary scheduled for October 14-16th. Information from the Plenary will be shared at a November meeting.



The mission of the Tompkins Cortland Community College Foundation is to secure resources to enhance the learning opportunities for students of the College.

To: Board of Trustees October 21, 2021 Meeting

Foundation Board and Committees

A special Board meeting took place on September 27 to approve refinancing of the Farm-to-Bistro Project loan and accept a donor's gift of \$1.8m dollars designated to the indebtedness of the loan.

The finance/audit/investment committee also met on September 27, and a review of the August preliminary financials and August's endowment report took place. Representatives from The Bonadio Group discussed the upcoming audit.

On September 30, an executive committee meeting took place. Information was shared regarding an upcoming Eagle Scout project that will create a path to the TC3 Farm. The path will be located on the Foundation's property. Provided were campus housing, Coltivare, and the Foundation's strategic plan status updates.

The alumni committee will be hosting the Day of Giving on Wednesday, October 20 from 8 am – 8 pm. A committee meeting took place on September 15 and October 6 to discuss online champions and view the online platform.

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

The Farm-to-Bistro Project loan refinancing loan documents are signed and notarized by both parties. The refinance loan is now for a six-year term and will save the Foundation \$30k per year compared to the previous loan, which will assist in cash flow.

Upcoming Meetings

October 12 – Board

October 26 – Property Management

Foundation Board Members

Tom Van Derzee, chair (Tompkins County), Rich Cunningham, vice chair (Cortland County), Leslie Danks Burke, secretary/treasurer (Tompkins County), Doug Bentley, alum (Cortland County), Dale Davis, alum (Cortland County), Brian Fuller, alum (Tompkins County), Regina Grantham (Cortland County), Bob Haight (Cortland County), Matt McSherry, Board of Trustees Liaison, Walt Priest (Cortland County) Deb Raupers (Tioga County), Gary Stewart (Tompkins County), Jennifer Turck (Cortland County), and Paula Younger (Tompkins County)

Alumni and Development Office

Philanthropy

Donor contacts and visits continue. Administrator-in-Charge, Paul Reifenheiser has participated in some donor visits. The executive director's donor portfolio is currently being reviewed, adjusted, and coded for MOVES Management intended for future growth.

In-house 2022 solicitation will take place by the end of the month. Smart classrooms needs will be the focus for this year's solicitation.

Communications

A workforce development direct mail piece will be mailed to 12,000 people in October. A year-end solicitation piece will be sent highlighting the need for smart classrooms by December.

Scholarships

Awarded over ninety different scholarships for the fall semester; more information will be shared in November.

Tompkins Harvest

Visits to Tompkins County schools continue.

AIC and Provost Report October 2021

Vaccination Mandate: People have been doing great work to meet the SUNY Vaccine Mandate. Over 97% of our on-campus students have been vaccinated. The rest either have exemptions, are in the process of getting a second dose, or have been MWd. It is nothing short of amazing the work that was done to whittle down a list of over 1000 students to basically a handful in a few weeks time. I need to give a huge shout-out to Greg McCalley, Deb Mohlenhoff, Barb Thayer, Matt Kiechle, Sayre Paradiso, Greg Lyons, and Malvika Talwar for working that list. Thank you also to Academic Records for processing the MWs (yay Lauren, Julie, and Kat).

Shout outs as well to our students, to our faculty/staff who worked to accommodate students, and to Ginger (The official mascot of our pandemic response!).

Town Hall Meeting: We had our first Town Hall meeting on 9/20. We gave a brief budget report, a brief covid report, some positive grant information, and then we talked about highlights and next steps as they related to the first theme – connecting to students -- of our strategic plan. We will have a similar format for our next two Town Halls, with a focus on the remaining four themes. Our goal is to give an honest assessment of where we are as a college, what we are doing to improve, and to re-orient ourselves around our very solid strategic plan. I shared out the video and slide show in a separate e-mail, but here is the link: <https://ensemble.itec.suny.edu/Watch/TC3TownHall20210920>

Strategic Planning and Town Halls Redux: Our Strategic plan is broken down into five themes: connecting to students; connecting to community; connecting to employers; connecting to resources; and connecting to each other. All of the areas have specific KPIs (Key Performance Indicators) and we assess our work in the Spring to see how we did. For the Fall, we wanted to talk about “highlights and next steps” in each area. The following were the main highlights since the pandemic and next steps from Theme 1 that we discussed at our town hall:

General

- New teaching modalities; greater flexibility for student scheduling; increased use of Teams, Blackboard, Lecture-Capture equipment
- ILOs (Institutional Learning Outcomes) created; (PLOs) Program Learning Outcomes revised; Curriculum Mapped to SLOs (Student Learning Outcomes) via a new template
- Increase in CollegeNow enrollments and part-time enrollments; more residential students than expected; significant decrease in full-time enrollment.
- Org chart created and disseminated
- Provosts Hour maintained to provide space for questions, concerns, triumphs; academic plan was created, revised, and assessed yearly.
- Increase use of Microsoft Forms to collect information/feedback; myriad paperless forms created

Guided Pathways

- Math Co-Curricular redesign underway and massive in scope
- Internal professional development implemented in Dev Ed English and reading, including embedding mentoring into classes and tailoring previously face-to-face content to online as needed

- Multiple measures and revised placement work actively engaged to ensure better placement for students to make sure students take the right classes
- Registration day eliminated and re-imagine with the road to registration

Diversity Equity and Inclusion

- Campus Diversity Equity and Inclusion plan in development, and aligned with SUNY's 25 point plan
- DEI Get Connected initiatives, including programming ("Let's Talk about it") and grants (LSAMP)
- Achievement Gap Awareness work to improve retention and success rates

Marketing

- Increased and improved targeted marketing, messaging, and advertising.
- Continued marketing of specific programs and not just the College
- Work with two groups (Swim Digital and E-Design) on marketing efforts

Enrollments

- Review of enrollment funnel and process with SWIM digital
- Creation of 12 month enrollment calendar that can be published, reviewed, and assessed
- Analysis of shifts on recruiting, connected to marketing and messaging
- Increased emphasis on students who did not enroll: (e.g. those who deferred, who have balances, or who just ghosted us)

New Markets

- Increase in workforce development and career programming
- Increased support from county sponsors
- Increase non-credit to credit pathways
- Focus on allied health, civil/electrical, advanced manufacturing

Financials

- Multi-year budget development
- Realistic Goals: return to pre-pandemic levels
- Increase investment to grow enrollment rather than focus on cost-cutting

Academic Plan: The academic plan for 2021-2022 has been finalized. Thank you to those who provided feedback, assessment, and review of the document. It can now be found in the [Provost Communications Folder](#).

Faculty Meeting: We held a faculty meeting on 9/17. The Agenda included: Active Threat Incidents; Mental Health Supports for Students; Success Rates; Scheduling, Delayed and Late Start; Teaching Manual. [A link to the meeting can be found here:](#)

General Education: SUNY has made changes to the General Education framework based on feedback given last semester. I sent out a document that summarizes the changes and notes some of the key

work we will need to do be in compliance. SUNY is now asking for feedback about implementation. A key question is how long we will have to implement the changes.

The largest changes are the following:

- The inclusion of a category in Diversity: Equity, Inclusion, and Social Justice
- 4 Categories will be required (instead of 2), with Diversity and Natural Science being added in all AA and AS programs
- Those 4 categories will also be required for all AAS programs, which was not previously the case, and all AAS program must have at least 20 credits of Gen Ed.
- Many of the learning outcomes associated with categories or competencies were changed
- American History was changed to US History and added Civic Engagement
- Other World Civilization and Western Civ were combined into World History and Global Awareness

Town Hall Date Change: Please note that we plan to change the town halls to the Third Thursday of the Month. They will happen during the College Hour, supplanting the Provosts Hour that would have normally been held during that slot. So the next town hall will be 10/21 @ 12:30. We will hold it in the Forum and via teams.

Jedi Council (Meeting Moratorium): I sent out a notice requesting a moratorium for meetings during the College Hour between 10/25-28 and 11/1-11/4. Please note that this moratorium was designed to allow for space for programming with students and for students to meet with advisors. It was not designed to stop events for students or to interrupt classes. It is designed to free up time for folks who may be taking part in programming for students or for working with students. The group working on this programming is calling this the “Road to Registration.” We’ll have more information for you soon about specifics.

Grant Work: We’ve begun some over-arching discussion about spending the grant money we have associated with Workforce Development. This is the SUNY 2020 Grant, the job linkage grant, and the increased funding from our counties that totals 4 plus million dollars. We have identified multiple areas of need both for infrastructure on campus and for needed curriculum in our community. Our next step is to combine those two more specifically and ensure that the work of improving our lab spaces starts with the programming that is benefit our community most and generate enrollments (either in credit or non-credit pathways). In short, we can’t upgrade every facility all at once, and we can’t create every new program simultaneously. So we will now prioritize our approach and target the right programs and facilities to be revised/created/renovated.

Mascot(s): This installment’s mascots come from Lauren Wright in Academic Records, so you won’t be surprised to discover cats are involved! I hereby dub Alice the Mascot of the forms/records we need to make sure that we can properly monitor student’s status. I sent a photo out of Alice admonishingly reminded folks to get forms in on time 😊. And I grant Jesse Mascot Emeritus status of keeping institutional memory alive. Lauren has been sharing written tid-bits with the Provost’s Office about her experiences at the College and of how certain processes evolved. She shared one when Malvika and I had a question about a policy and its history, and we’ve encouraged her to write more. They have been enjoyable to read and helpful to give us perspective on why some policies are (or are no longer) in place.

2022-2023



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Class Day

H College Holiday

F Fall Day: Oct 11

M Mid Winter Day: Feb 22

Faculty Non-Class Contract Day

C Commencement

Fall Day and Mid-Winter Day are Contract Days
New Student Orientation: 8-27/8-28 & 1-23/1-24

2022-2023

- College Holiday**
- Winter Session**
- Summer First Five Week**
- Summer Second Five Week**
- Summer 8 Week**
- Summer 10 Week**

Dec 21- Jan 20
 May 31 - July 7
 July 10 - August 11
 May 31- July 28
 May 31- August 11

December 22						
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August 23						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

