

VISION

*To see strengths and unique potential in every person.
To inspire people to make the courageous choice to learn, grow, and serve.*

MISSION

We serve our community by meeting educational needs, creating an environment for student success, and preparing our students and ourselves for citizenship in a global community.

VALUES

*Learning
Excellence
Opportunity
Innovation
Relationships
Diversity*



SPECIAL MEETING OF THE BOARD OF TRUSTEES

MONDAY, JULY 1, 2019

RONALD W. SPACE BOARD ROOM – 5:00 P.M.

AGENDA

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment*
6. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Appointment of Personnel
 - c. Appropriation of Fund Balance
 - d. Appropriation of Board Designated Reserve Funds
 - e. Adoption of the Proposed 2019-2020 Operating Budget
 - f. 2019-2020 Tuition and Fee Schedule
 - g. Shared Governance Bylaws – Revision
 - h. Maintenance of Academic Standards
 - i. In Appreciation of Chad Miller
 - j. Exploration of Shared Services
7. 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
CAPITAL PAYMENTS - JUNE 2019**

	AMOUNT	SUBTOTAL	GRAND TOTAL
<hr/> Childcare Facility Project			
Administrative			
Harris Beach Legal Fees, All Seasons Dispute Invoice #2311234	\$610.05		
Will Munson, Mileage fo Travel to Childcare Ctr Site/Meeting	\$34.80		
Total Administrative		\$644.85	
Computer Network			
Friedman Electric (PO#32784) Modular Jackcats, Invoice #S036615330.001	\$1,293.60		
Amazon Wall Jacks	\$66.20		
Computer Network		\$1,359.80	
Design/Architectural Services			
Claudia Brenner Design (PO #31685) Architectural Design Services Invoice #3146	\$10,407.50		
Invoice #3147 Related Expenses	\$312.72		
Total Design/Architectural Services		\$10,720.22	
Electrical			
Blanding Electric (PO #32185) Application #10	\$48,460.53		
Total Electrical		\$48,460.53	

FFE

Fronrunner (PO #32748)
Surveillance System, Invoice #37161 \$24,854.99

American Time (PO #32800)
Intergrated Clock System, Invoice #817803 \$2,259.45

Total FFE \$27,114.44

General Construction

Streeter Associates (PO #32183)
Application #12, General \$188,505.65

Duke Company
GeoSoxx Filtrexx 8'x200'
Invoice #003020026 \$450.00

Total General Construction \$188,955.65

HVAC/Mechanical

Kimball, Inc. (PO #32186)
Application #11 \$12,557.14

Total HVAC/Mechanical \$12,557.14

Plumbing

Brosh Mechanical, Inc. (PO #32187)
Application #10 \$24,302.20

Total Plumbing \$24,302.20

Materials Testing/Inspection Services

SJB Services (PO #32231)
Invoice #CT-18-040-11 \$1,112.00

Total Materials Testing Services \$1,112.00

TOTAL CHILDCARE FACILITY PROJECT \$315,226.83

TOTAL CAPITAL PAYMENTS \$315,226.83

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-60**

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, CATHY A. NORTHROP, CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 20th day of June 2019, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 20th day of June 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Friday, June 07, 2019
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
January				
Arnold, Melanie	Participation with F. Villano in CTC Development Partnership (Mentoring) Program	Adjunct	\$413.55	1/16/2019 To 5/20/2019
Pillar, Veronica	Participation with J. Swinnich in CTC Development Partnership (Mentoring) Program	Adjunct	\$390.00	1/16/2019 To 5/20/2019
Zaia, Heather	Participation with A. Mathers in CTC Development Partnership (Mentoring) Program	Adjunct	\$390.00	1/16/2019 To 5/20/2019
Zencka, Jason	Participation with K. Johnson in CTC Development Partnership (Mentoring) Program	Adjunct	\$413.55	1/16/2019 To 5/20/2019
May				
DeGaetano, Margaret	Facilitation of Rope Challenge Course - Level 2+	Adjunct	\$400.00	5/1/2019 To 8/31/2019
Orejuela, Jorge	HSTY260/261-SLC1 & BIOL116-SLC1	Adjunct	\$9,900.00	5/15/2019 To 6/2/2019
Gray, Amanda	Para-Professional Tutor - MSC	Adjunct	\$3,710.00	5/21/2019 To 8/20/2019
Miranda, Tracy	Para-Professional Tutor - MSC	Adjunct	\$3,710.00	5/21/2019 To 8/20/2019
Orrantia-Kotowski, Olivia	Access & Equity Assistant/Professional Tutor	Adjunct	\$4,004.00	5/21/2019 To 8/20/2019
Price, Lee	Administration EMT Program (Certifications, Budget Management and Fall Scheduling)	Adjunct	\$3,090.00	5/21/2019 To 8/27/2019
Ahmed, Ahmed	CHEM107 - Teach per-student basis at independent study rate	Adjunct	\$1,448.00	5/29/2019 To 8/2/2019
Archer, Pamela	BUAD203 - Teach per-student basis at independent study rate	Adjunct	\$1,086.00	5/29/2019 To 8/2/2019
Arnold, Melanie	COMM298 - Teach per-student basis at independent study rate	Adjunct	\$1,086.00	5/29/2019 To 8/2/2019
Arnold, Melanie	COMM110 BL1	Adjunct	\$1,377.06	5/29/2019 To 6/28/2019
Buchanan, Patricia	ENGL201 ME58 ENGL100 M17	Adjunct	\$7,080.00	5/29/2019 To 8/2/2019
Cambridge, Jessica	ENGL101 M16	Adjunct	\$3,300.00	5/29/2019 To 8/2/2019
Cicciarelli, Richard	BIOL101 M15	Adjunct	\$3,605.00	5/29/2019 To 6/28/2019
Cole, Raymond	MATH138 ME58	Adjunct	\$4,400.00	5/29/2019 To 7/23/2019
Cooper, Joanne	MATH090 - Teach per-student basis at independent study rate	Adjunct	\$724.00	5/29/2019 To 8/2/2019
Cornish, Erin	MATH200 M15	Adjunct	\$3,300.00	5/29/2019 To 6/28/2019
DeFranco, Anthony	COMM100 - Teach per-student basis at independent study rate	Adjunct	\$2,715.00	5/29/2019 To 8/2/2019
Earley, Bernard	ENGL102 BL1	Adjunct	\$3,540.00	5/29/2019 To 6/28/2019
Ford, Zachary	ENGL200 - Teach per-student basis at independent study rate	Adjunct	\$2,715.00	5/29/2019 To 8/2/2019
Galezo, David	PHIL101 BL1	Adjunct	\$3,540.00	5/29/2019 To 6/28/2019
Hillis, Patrick	PSYC103 - Teach per-student basis at independent study rate	Adjunct	\$2,172.00	5/29/2019 To 8/2/2019
Huelse-Barker, Jaime	BIOL131 M15 BIOL132 M25	Adjunct	\$11,550.00	5/29/2019 To 8/2/2019
Johnsen, Laura	ANTH202 BL1	Adjunct	\$2,730.00	5/29/2019 To 6/28/2019
King, Andrew	ESL110, 111, 112 - Teach per-student basis at independent study rate	Adjunct	\$4,344.00	5/29/2019 To 8/2/2019
Kobre, Michael	BIOL112 M15 BIOL114 BL1	Adjunct	\$7,670.00	5/29/2019 To 6/28/2019
Kyle, John	BUAD111 M16	Adjunct	\$3,540.00	5/29/2019 To 6/28/2019
Loop, Jill	ESL 122 M15	Adjunct	\$4,400.00	5/29/2019 To 8/2/2019
Loop, Jill	ESL 120, 121 - Teach per-student basis at independent study rate	Adjunct	\$2,896.00	5/29/2019 To 8/2/2019

Employee	Department	Title/Rank	Salary	Employment Dates
Marie, Jill	ENGL103 - Teach per-student basis at independent study rate	Adjunct	\$2,715.00	5/29/2019 To 8/2/2019
McLane, Todd	ENVS203 M15	Adjunct	\$3,090.00	5/29/2019 To 8/2/2019
Need, Barbara	ESL 120 M16 ESL 121 M16 ESL 122 M16	Adjunct	\$13,200.00	5/29/2019 To 8/2/2019
Nobles, Jill	COMM111, 112, 210 - Teach per-student basis at independent study rate	Adjunct	\$3,077.00	5/29/2019 To 6/28/2019
Panzer, Nina	SOCI101 BL2	Adjunct	\$3,540.00	5/29/2019 To 6/28/2019
Richards, David	BUAD201 M15	Adjunct	\$3,540.00	5/29/2019 To 6/28/2019
Rukavena, Peter	BUAD215 - Teach per-student basis at independent study rate	Adjunct	\$2,172.00	5/29/2019 To 8/2/2019
Rukavena, Peter	BUAD215 M15 BUAD217 M15	Adjunct	\$7,080.00	5/29/2019 To 6/28/2019
Sabol, Zenta	ACCT101 M15	Adjunct	\$4,720.00	5/29/2019 To 6/28/2019
Schat, Marjolein	BIOL104 - Teach per-student basis at independent study rate	Adjunct	\$2,172.00	5/29/2019 To 8/2/2019
Schettino, Joseph	PHSC105 M25 PHSC104 M15	Adjunct	\$10,620.00	5/29/2019 To 8/2/2019
Sewell, Pat	President of Adjunct Faculty Association duties	Adjunct	\$1,571.50	5/29/2019 To 8/2/2019
Sloan, Cindy	SOCI101 BL1	Adjunct	\$3,540.00	5/29/2019 To 7/23/2019
Tombasco, Raphael	ENGL101 BL2	Adjunct	\$2,895.00	5/29/2019 To 8/2/2019
Veshcherevich, Radmil	ESL 120 - Teach per-student basis at independent study rate	Adjunct	\$2,896.00	5/29/2019 To 8/2/2019
Wheaton, Justin	ENGL101 M17	Adjunct	\$2,730.00	5/29/2019 To 8/2/2019
Whitecraft, Michele	CHEM101 M15	Adjunct	\$5,310.00	5/29/2019 To 6/28/2019
Williamson, Mark	ART 101 BL1	Adjunct	\$3,540.00	5/29/2019 To 7/23/2019
Wolff, Sarah	ENGL101 M15	Adjunct	\$3,090.00	5/29/2019 To 8/2/2019
Yavits, Robert	CAPS152 BL1	Adjunct	\$1,377.06	5/29/2019 To 7/23/2019
Moore, Heather	Student Success Services	Project Assistant	\$17,947/hr.	5/31/2019
Mack, Don	Budget and Finance	Senior Account Clerk (Temporary)	\$49,475*	6/10/2019

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

June 20, 2019

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Amy Becker	06/15/19	Other Employment
Kendra Drake	06/14/19	Other Employment

FACULTY STUDENT ASSOCIATION

James Collins	8/31/19	Retrenchment
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BISTRO

None

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-55**

APPROPRIATION OF FUND BALANCE

WHEREAS, the operating budget for Tompkins Cortland Community College for the fiscal year September 1, 2018 through August 31, 2019 was adopted via resolution 2017-2018-85, and

WHEREAS, projected enrollment for 2018-2019 is less than budgeted causing tuition revenues to be lower than planned, and

WHEREAS, the College has available fund balance totaling \$1,187,527 as of May 31, 2019, and

WHEREAS, it has been determined that the College will need up to \$300,000 in fund balance to replace lost revenue, be it therefore

RESOLVED, that fund balance in the amount of up to \$300,000 be appropriated to replace lost revenue, and be it further

RESOLVED, that the Clerk of the Board of Trustees will forward certified copies of this resolution to the Cortland County Legislature and the Tompkins County Legislature, for their approval.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, CLERK of the Board

of Trustees of Tompkins Cortland Community College,

DO HEREBY CERTIFY that the foregoing resolution is a true copy of a resolution duly adopted by the Board of

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 20th day of June 2019 and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 20th day of June 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-58**

APPROPRIATION OF BOARD DESIGNATED RESERVE FUNDS

WHEREAS, the operating budget for Tompkins Cortland Community College for the fiscal year September 1, 2018 through August 31, 2019 was adopted via resolution 2017-2018-85, and

WHEREAS, projected enrollment for 2018-2019 is less than budgeted causing tuition revenue to be lower than planned, and

WHEREAS, the College has Board Designated Reserves totaling \$718,431 as of August 31, 2018, and

WHEREAS, it has been determined that the College will need up to \$400,000 in Board Designated Reserve funds to replace lost revenue, be it therefore

RESOLVED, that Board Designated Reserve funds in the amount of \$400,000 be appropriated to replace lost revenue.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** that the foregoing resolution is a true copy of a resolution duly adopted by the Board of

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 20th day of June 2019 and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 20th day of June 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-57**

ADOPTION OF THE PROPOSED 2019-2020 OPERATING BUDGET

WHEREAS, a proposed operating budget for Tompkins Cortland Community College for the fiscal year September 1, 2019 through August 31, 2020 has been presented to the Board of Trustees of Tompkins Cortland Community College pursuant to Section 6306 of the Education Law, be it therefore

RESOLVED, that an operating budget in the amount of \$35,695,519 for the fiscal year September 1, 2019 through August 31, 2020 is adopted pursuant to Section 6306 of the Education Law, and be it further

RESOLVED, that the Clerk of the Board of Trustees will forward certified copies of the resolution to the Cortland County Legislature, the Tompkins County Legislature, and the State University of New York for their approval.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, CLERK of the Board

of Trustees of Tompkins Cortland Community College,

DO HEREBY CERTIFY that the foregoing resolution is a true copy of a resolution duly adopted by the Board of

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 20th day of June 2019 and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 20th day of June 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College



2019 - 2020
PROPOSED
OPERATING
BUDGET

Tompkins Cortland Community College
Operating Budget Proposal

2019-2020

Board of Trustees

Raymond Schlather, Chair
Roxann Buck
Elizabeth Burns
Judy Davison
Arthur Kuckes
Matthew McSherry
Schelley Michell-Nunn
Bruce Tytler
Chad Miller, Student Trustee
Orinthia Montague, President
June 2019

Board Liaisons

Michael Lane
Kelly Fairchild-Preston

**TOMPKINS CORTLAND COMMUNITY COLLEGE 2019-2020 PRELIMINARY BUDGET
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**TOMPKINS CORTLAND COMMUNITY COLLEGE 2019-2020 PRELIMINARY BUDGET
HIGHLIGHTS**

Revenues

Basic State aid for 2019-2020 will be \$2,947 per FTE (an increase of \$100 from \$2,847) or 98% of the prior year base funding, whichever is higher. The projected enrollment for 2018-2019 is 3,172 and 3,129 for 2019-2020. We are proposing a 3% increase in full-time and 5% increase in part-time tuition for the 2019-2020 year. The 2019-2020 budget includes a 5% increase in sponsor cash contribution. Out of County Chargeback FTE's are projected to be 1,350 in 2018-2019 and 1,325 for 2019-2020.

Reserves

We are proposing to appropriate \$500,000 from fund balance for 2019-2020.

Appropriations

The College's proposed spending plan for 2019-2020 is 12.4% less than the approved 2018-2019 budget, which decreased by .27% over the preceding year. Personnel and fringe benefits comprise 74.8% of the College's budget. There are expenditures for equipment amounting to \$161,872. Contractual expenses of \$5,505,512 are increasing by 1.53% and comprise 15.4% of the College operating budget. Contractual offsets representing concurrent enrollment scholarships and global program administration amount to \$3,322,159, which is 9.3% of the College operating budget.

Personnel Services

Total wages show a decrease of (4.26%) over the prior year's approved budget. This reflects a reduction of 10 FTE staff positions remaining unfilled for 2019-2020.

Equipment

The 2019-2020 budget includes \$161,872 for equipment replacement, which amounts to .45% of the operating budget.

Contractual Expenses

The 2019-2020 contractual expenses are increasing by \$83,102 or 1.53% from the prior year level.

Contractual Offsets

Contractual tuition offsets are decreasing (56.98%). This decrease reflects an accounting change for our concurrent enrollment program.

Employee Benefits

The overall budgeted costs for employee benefits are increasing by \$108,393 or 1.28% in 2019-2020. This increase is a combination of increases in retirement incentive payouts and reductions in anticipated health insurance costs.

**TOMPKINS CORTLAND COMMUNITY COLLEGE 2019-2020 PRELIMINARY BUDGET
ANALYSIS OF BUDGET CHANGES - APPROPRIATIONS AND REVENUES**

	2018-2019 BUDGET VERSUS 2019-2020 REQUEST				
	ACTUAL 2017-2018	BUDGET 2018-2019	REQUEST 2019-2020	INCREASE (DECREASE)	PERCENT VARIANCE
REVENUES					
Tuition & Fees	20,707,978	20,361,693	14,598,154	(5,763,539)	(28.31%)
New York State	10,469,118	10,613,687	10,479,311	(134,376)	(1.27%)
Local Sponsors	4,650,364	4,650,364	4,882,882	232,518	5.00%
Charges to Other Counties	4,049,964	4,471,544	4,584,500	112,956	2.53%
Other Revenues	575,814	606,862	588,800	(18,062)	(2.98%)
Appropriated Fund Balance	246,503	45,000	500,000	455,000	1011.11%
Allocation of Designated Reserves	161,714	-	61,872	61,872	100.00%
Total Revenues	40,861,455	40,749,150	35,695,519	(5,053,631)	(12.40%)
APPROPRIATIONS BY FUNCTION					
Instruction	21,892,322	21,968,413	16,516,789	(5,451,624)	(24.82%)
Student Service	5,581,104	5,439,270	5,013,818	(425,452)	(7.82%)
Public Service	-	-	134,784	134,784	100.00%
Academic Support	2,437,665	2,612,620	3,111,423	498,803	19.09%
Library	837,899	862,236	841,500	(20,736)	(2.40%)
Operation & Maintenance of Plant	3,877,057	3,878,957	3,968,370	89,413	2.31%
Institutional Support	2,451,985	2,524,211	2,348,113	(176,098)	(6.98%)
General Institutional Services	3,764,673	3,463,443	3,760,722	297,279	8.58%
Total Appropriations By Function	40,842,705	40,749,150	35,695,519	(5,053,631)	(12.40%)
APPROPRIATIONS BY OBJECT OF EXPENSE					
Personal Services	19,826,509	18,941,160	18,134,543	(806,617)	(4.26%)
Equipment	76,792	200,000	161,872	(38,128)	(19.06%)
Contractual Expenses	5,369,297	5,422,410	5,505,512	83,102	1.53%
Contractual Offsets	7,353,667	7,722,540	3,322,159	(4,400,381)	(56.98%)
Employee Benefits	8,216,440	8,463,040	8,571,433	108,393	1.28%
Total Appropriations By Object	40,842,705	40,749,150	35,695,519	(5,053,631)	(12.40%)

TUITION

Full-time tuition is increasing 3% to \$5,100 and part-time tuition is increasing 5% to \$190 per credit hour. Enrollment is budgeted at 3,129 FTEs, which is 43 FTE's lower than our projection of 3,172 for 2018-2019 enrollment. In total, tuition and fee revenue is decreasing by (\$5,763,539) or (28.31%). Approximately \$4,000,000 of this decrease is due to the change in accounting requirements for the concurrent enrollment program.

GOVERNMENT APPROPRIATIONS

New York State Operating Assistance

Total budgeted State aid is decreasing (\$134,376) over the 2018-2019 budget. Total State aid for 2019-2020 represents 29% of appropriations, compared to 26% in 2018-2019 and 25.7% in 2017-2018. The State Aid rate for 2019-2020 is calculated at \$2,947 (a \$100/FTE increase) or 98% of the prior year's base aid amount. The College budget includes 98% of the prior year base aid amount as it is slightly higher than the per FTE funding amount.

Local Sponsors

5% increase in sponsor funding is being requested with the 2019-2020 operating budget. The sponsor cash support level for 2019-2020 will be 13.6% of the total net operating budget compared to 11.6% in 2018-2019 and 11.5% in 2017-2018.

Appropriated Fund Balance

We will be appropriating \$500,000 from fund balance in the 2019-2020 budget.

Charges to Other Counties

Out of county chargeback FTE's for 2019-2020 are projected to be 1,325. The projected chargeback rate of \$3,460 for 2019-2020 is an increase from \$3,080 in 2018-2019.

OTHER REVENUES

Other revenues are decreasing (18,062) or (2.98%) from 2018-2019.

**TOMPKINS CORTLAND COMMUNITY COLLEGE 2019-2020 PRELIMINARY BUDGET
BUDGET RESOURCES**

	2018-2019 BUDGET VERSUS 2019-2020 REQUEST				
	ACTUAL 2017-2018	BUDGET 2018-2019	REQUEST 2019-2020	INCREASE (DECREASE)	PERCENT VARIANCE
Tuition					
Fall & Spring	16,804,867	16,219,321	11,613,619	(4,605,702)	(28.40%)
Winter	109,450	81,300	85,500	4,200	5.17%
Summer	1,022,521	1,151,864	802,125	(349,739)	(30.36%)
Nonresident Tuition	1,429,535	1,581,308	961,370	(619,938)	(39.20%)
Student Fee Revenue	1,341,605	1,327,900	1,135,540	(192,360)	(14.49%)
Total Tuition	20,707,978	20,361,693	14,598,154	(5,763,539)	(28.31%)
Government Appropriations					
New York State	10,469,118	10,613,687	10,479,311	(134,376)	(1.27%)
Local Sponsors	4,650,364	4,650,364	4,882,882	232,518	5.00%
Charges to Other Counties	4,049,964	4,471,544	4,584,500	112,956	2.53%
Appropriated Fund Balance	246,503	45,000	500,000	455,000	1011.11%
Allocation of Designated Reserves	161,714	0	61,872	61,872	100.00%
Total Government Appropriations	19,577,663	19,780,595	20,508,565	727,970	3.68%
Other Revenues					
Service Fees	102,769	102,000	98,800	(3,200)	(3.14%)
Interest Earnings	3,990	4,000	4,000	-	0.00%
Contract/Noncredit Tuition	240,628	289,000	240,000	(49,000)	(16.96%)
Other Unclassified Revenues	63,504	66,000	81,000	15,000	22.73%
Grant Offsets	164,923	145,862	165,000	19,138	13.12%
Total Other Revenues	575,814	606,862	588,800	(18,062)	(2.98%)
TOTAL REVENUES	40,861,455	40,749,150	35,695,519	(5,053,631)	(12.40%)

INSTRUCTION

Instruction expenses are budgeted to decrease (\$5,451,624) or (24.82%).

Personal Services and Employee Benefits: Personal Services and Employee Benefits are decreasing (\$983,798) or (7.7%) over 2018-2019. This decrease reflects personnel reductions due to lower enrollment and/or retirements.

Equipment: There are no Instructional Equipment requests for 2019-2020.

Contractual Expenses: Contractual expenses are decreasing (\$4,467,826) or (48.61%) over 2018-2019. This decrease is primarily due to the change in accounting requirements for the concurrent enrollment program.

STUDENT SERVICES

Student Services are budgeted to decrease (\$425,452) or (7.82%).

Personal Services and Employee Benefits: Personal Services and Employee Benefits are decreasing (\$453,338) or (10.5%). This decrease is due to personnel reductions and/or retirements as well as reclassification of positions to Academic Support.

Equipment: There are no Student Service Equipment requests for 2019-2020.

Contractual Expenses: Contractual expenses are increasing \$27,886 or 2.44%.

PUBLIC SERVICE

Public Service includes the new office of outreach and community engagement.

Personal Services and Employee Benefits: Personal Services and Employee Benefits represent 100% of the Public Service budget.

ACADEMIC SUPPORT

Academic Support expenses are budgeted to increase \$498,803 or 19.09%.

Personal Services and Employee Benefits: Personal Services and Employee Benefits are increasing \$569,019 or 27.4%. This is due to reclassification of employees from Student Services to Academic Support.

Equipment: There is \$50,000 of equipment funds allocated in 2019-2020, a (50%) decrease from the prior year.

Contractual Expenses: Contractual expenses are decreasing (\$20,216) or (4.61%).

**TOMPKINS CORTLAND COMMUNITY COLLEGE 2019-2020 PRELIMINARY BUDGET
BUDGET APPROPRIATIONS**

	2018-2019 BUDGET VERSUS 2019-2020 REQUEST				
	ACTUAL 2017-2018	BUDGET 2018-2019	REQUEST 2019-2020	INCREASE (DECREASE)	PERCENT VARIANCE
Instruction					
Personal Services	9,083,443	8,830,788	8,010,129	(820,659)	(9.29%)
Equipment	4,614	0	0	0	100.00%
Contractual Expenses	9,039,933	9,191,900	4,724,074	(4,467,826)	(48.61%)
Employee Benefits	3,764,332	3,945,725	3,782,586	(163,139)	(4.13%)
Total Instruction	21,892,322	21,968,413	16,516,789	(5,451,624)	(24.82%)
Student Services					
Personal Services	3,209,713	2,974,796	2,608,235	(366,561)	(12.32%)
Equipment	3,614	0	0	0	0.00%
Contractual Expenses	1,037,618	1,144,002	1,171,888	27,886	2.44%
Employee Benefits	1,330,159	1,320,472	1,233,695	(86,777)	(6.57%)
Total Student Services	5,581,104	5,439,270	5,013,818	(425,452)	(7.82%)
Public Service					
Personal Services	0	0	91,503	91,503	100.00%
Equipment	0	0	0	0	0.00%
Contractual Expenses	0	0	0	0	0.00%
Employee Benefits	0	0	43,281	43,281	100.00%
Total Public Service	0	0	134,784	134,784	100.00%
Academic Support					
Personal Services	1,516,945	1,433,634	1,794,434	360,800	25.17%
Equipment	5,106	100,000	50,000	(50,000)	(50.00%)
Contractual Expenses	286,966	438,438	418,222	(20,216)	(4.61%)
Employee Benefits	628,648	640,548	848,767	208,219	32.51%
Total Academic Support	2,437,665	2,612,620	3,111,423	498,803	19.09%

LIBRARIES

Library expenses are budgeted to decrease (\$20,736) or (2.4%).

Personal Services and Employee Benefits: Personal Services and Employee Benefits are decreasing (\$31,005) or (4.4%) due to retirements.

Equipment: There are no Library Equipment requests for 2019-2020.

Contractual Expenses: Contractual expenses in the Library are increasing \$10,269 or 6.35% over 2018-2019.

MAINTENANCE AND OPERATION OF PLANT

Maintenance and Operation of Plant expenses are increasing \$89,413 or 2.31%.

Personal Services and Employee Benefits: Personal Services and Employee Benefits are increasing \$25,653 or .87% due to a change in allocation of fringe benefits.

Equipment: Maintenance & Operations equipment needs have been addressed by leasing needed items.

Contractual Expenses: Budgeted contractual expenses are increasing \$63,760 or 6.87%. This represents increases in lease costs as well as any anticipated increases in utilities.

INSTITUTIONAL SUPPORT

Institutional Support expenses are budgeted to decrease (\$176,098) or (6.98%).

Personal Services and Employee Benefits: Personal Services and Employee Benefits are decreasing (\$221,023) or (9.8%). This is due to decreases in personnel as well as reclassifications of staff to General Institutional Services.

Equipment: There are no Institutional Support equipment requests for 2019-2020.

Contractual Expenses: Contractual expenses in the administrative area are increasing \$44,925 or 16.12%. This increase is primarily due to changes in required service agreements.

GENERAL INSTITUTIONAL SERVICES

General Institutional Services are budgeted to increase \$297,279 or 8.58%.

Personal Services and Employee Benefits: Personal Services and Employee Benefits are increasing \$261,484 or 11.1%. This is primarily due to reclassification of positions from Institutional Support.

Equipment: There is \$111,872 in Institutional equipment requests for 2019-2020, including the use of reserves to replace telecommunications equipment.

Contractual Expenses: Budgeted contractual expenses in the area of General Institutional Services are increasing by \$23,923 or 2.39%. This increase is primarily due to changes in required services agreements.

**TOMPKINS CORTLAND COMMUNITY COLLEGE 2019-2020 PRELIMINARY BUDGET
BUDGET APPROPRIATIONS (CONTINUED)**

	2018-2019 BUDGET VERSUS 2019-2020 REQUEST				
	ACTUAL 2017-2018	BUDGET 2018-2019	REQUEST 2019-2020	INCREASE (DECREASE)	PERCENT VARIANCE
Libraries					
Personal Services	481,285	484,224	454,562	(29,662)	(6.13%)
Equipment	525	0	0	0	0.00%
Contractual Expenses	156,637	161,661	171,930	10,269	6.35%
Employee Benefits	199,452	216,351	215,008	(1,343)	(0.62%)
Total Libraries	837,899	862,236	841,500	(20,736)	(2.40%)
Maintenance and Operations					
Personal Services	2,184,274	2,039,549	2,020,687	(18,862)	(0.92%)
Equipment	4,442	0	0	0	0.00%
Contractual Expenses	783,142	928,138	991,898	63,760	6.87%
Employee Benefits	905,199	911,270	955,785	44,515	4.88%
Total Maintenance and Operations	3,877,057	3,878,957	3,968,370	89,413	2.31%
Institutional Support					
Personal Services	1,555,985	1,552,118	1,374,461	(177,657)	(11.45%)
Equipment	1,222	0	0	0	0.00%
Contractual Expenses	249,952	278,607	323,532	44,925	16.12%
Employee Benefits	644,826	693,486	650,120	(43,366)	(6.25%)
Total Institutional Support	2,451,985	2,524,211	2,348,113	(176,098)	(6.98%)
General Institutional Services					
Personal Services	1,794,865	1,626,051	1,780,532	154,481	9.50%
Equipment	57,269	100,000	111,872	11,872	11.87%
Contractual Expenses	1,168,717	1,002,204	1,026,127	23,923	2.39%
Employee Benefits	743,822	735,188	842,191	107,003	14.55%
Total General Institutional Services	3,764,673	3,463,443	3,760,722	297,279	8.58%
TOTAL APPROPRIATIONS	40,842,705	40,749,150	35,695,519	(5,053,631)	(12.40%)

**TOMPKINS CORTLAND COMMUNITY COLLEGE 2019-2020 PRELIMINARY BUDGET
SCHEDULE OF EMPLOYEE BENEFITS**

Employee Benefits	2018-2019 BUDGET VERSUS 2019-2020 REQUEST				
	ACTUAL 2017-2018	BUDGET 2018-2019	REQUEST 2019-2020	INCREASE (DECREASE)	PERCENT VARIANCE
Retirement Incentive Costs	211,560	250,000	340,000	90,000	36.00%
State Employee's Retirement	709,702	1,047,808	1,093,404	45,596	4.35%
State Teacher's Retirement	190,323	262,400	280,000	17,600	6.71%
Optional Retirement Fund	1,063,318	1,029,189	1,063,501	34,312	3.33%
Social Security	1,465,375	1,442,137	1,383,850	(58,287)	(4.04%)
Worker's Compensation	124,079	140,000	140,000	0	0.00%
Miscellaneous Employee Benefits	26,906	25,000	25,000	0	0.00%
Disability Insurance	13,590	11,500	11,500	0	0.00%
Hospital and Medical Insurance	4,125,210	4,074,697	3,963,778	(110,919)	(2.72%)
Employee Tuition Benefits	126,145	91,940	100,400	8,460	9.20%
Life Insurance	10,480	10,000	10,000	0	0.00%
Vacation Benefits	103,518	18,369	100,000	81,631	444.40%
Unemployment Insurance	46,234	60,000	60,000	0	0.00%
Total Employee Benefits	8,216,440	8,463,040	8,571,433	108,393	1.28%

Retirement Incentive Costs: The budgeted amount is increasing due to the number of retirees and anticipated payouts of incentives.

Retirement System Costs: These amounts are estimated based on anticipated rates in the coming year.

Social Security: Anticipated costs are decreasing due to decreases in personnel.

Hospital and Medical Insurance: Anticipated costs are decreasing due to personnel changes.

Vacation Benefits: The 18-19 budget amount reflects contractual give backs in vacation days for one year.

**TOMPKINS CORTLAND COMMUNITY COLLEGE 2019-2020 PRELIMINARY BUDGET
REVENUE HISTORY**

STUDENT RESIDENT TUITION

YEAR	STUDENT REVENUE	% OF NET REVENUE *	FULL-TIME PER FTE	PART-TIME PER CREDIT	\$ Increase/FTE Full-time	Increase %	10 yr avg
10-11	\$16,645,481	48.7%	\$3,760	\$139.00	\$180	5.03%	
11-12	\$17,364,561	49.3%	\$3,950	\$143.00	\$190	5.05%	
12-13	\$17,857,620	48.7%	\$4,150	\$147.00	\$200	5.06%	
13-14	\$18,053,469	48.4%	\$4,300	\$152.00	\$150	3.61%	
14-15	\$18,049,293	48.5%	\$4,500	\$157.00	\$200	4.65%	
15-16	\$18,655,562	47.4%	\$4,650	\$164.00	\$150	3.33%	
16-17	\$18,970,297	47.4%	\$4,790	\$172.00	\$140	3.01%	
17-18	\$19,269,879	47.8%	\$4,950	\$181.00	\$160	3.34%	3.61%
18-19B	\$18,780,385	47.0%	\$4,950	\$181.00	\$0	0.00%	
19-20B**	\$13,462,614	38.9%	\$5,100	\$190.00	\$150	3.03%	

* This includes Resident Tuition and Technology Fee

** Large change is % of net revenue due to changes in accounting requirements for concurrent enrollment

STATE AID

YEAR	GROSS	PER FTE	% OF NET REVENUE	\$ Increase/FTE State Aid	Increase %	10 yr avg
10-11	\$9,124,623	\$2,260	26.9%	-\$285	-11.20%	
11-12	\$8,669,975	\$2,122	24.8%	-\$138	-6.11%	
12-13	\$9,383,530	\$2,272	25.7%	\$150	7.07%	
13-14	\$9,948,789	\$2,422	26.7%	\$150	6.60%	
14-15	\$10,046,308	\$2,497	26.7%	\$75	3.10%	
15-16	\$10,160,283	\$2,597	25.8%	\$100	4.00%	
16-17	\$10,457,656	\$2,697	26.1%	\$100	3.85%	
17-18	\$10,501,648	\$2,747	25.8%	\$50	1.85%	1.63%
18-19B	\$10,613,687	\$2,847	26.4%	\$100	3.64%	
19-20B**	\$10,479,311	\$2,947	29.9%	\$100	3.51%	

** Large change is % of net revenue due to changes in accounting requirements for concurrent enrollment

LOCAL SHARE

YEAR	SPONSOR CASH	SPONSOR FTE'S	INCREASE \$	INCREASE %	CHARGES TO OTHER COUNTY'S	% OF NET REVENUE *	CHARGEBACK RATE	NON-RESIDENT	10 yr avg
10-11	\$4,254,915	1,937	\$0	0.00%	\$3,298,807	24.0%	\$2,000	\$ 855,113	
11-12	\$4,254,915	1,834	\$0	0.00%	\$3,530,546	25.4%	\$2,040	\$ 1,225,896	
12-13	\$4,297,464	1,851	\$42,549	1.00%	\$3,751,854	25.4%	\$2,312	\$ 1,141,970	
13-14	\$4,426,388	1,817	\$128,924	3.00%	\$3,709,800	24.3%	\$2,360	\$ 1,258,394	
14-15	\$4,559,180	1,710	\$132,792	3.00%	\$3,948,840	24.8%	\$2,530	\$ 1,159,328	
15-16	\$4,650,364	1,699	\$91,184	2.00%	\$4,344,906	25.3%	\$2,700	\$ 1,353,950	
16-17	\$4,650,364	1,609	\$0	0.00%	\$3,947,333	25.1%	\$2,710	\$ 1,456,672	
17-18	\$4,650,364	1,620	\$0	0.00%	\$4,143,120	25.0%	\$2,830	\$ 1,252,350	1.40%
18-19B	\$4,650,364	1,636	\$0	0.00%	\$4,471,544	26.6%	\$3,080	\$ 1,581,308	
19-20B**	\$4,882,882	1,600	\$232,518	5.00%	\$4,584,500	31.2%	\$3,460	\$ 961,370	

** Large change is % of net revenue due to changes in accounting requirements for concurrent enrollment

* This includes sponsor cash, use of surplus, charges to other counties and non-resident tuition

**TOMPKINS CORTLAND COMMUNITY COLLEGE 2019-2020 PRELIMINARY BUDGET
HISTORY OF COST PER FTE FOR ALL SUNY COMMUNITY COLLEGES**

Year	FTE TC3	Expenditures Gross TC3	Gross Cost		Gross Cost Per FTE		Expenditures Net TC3	Net Cost	
			Per FTE TC3	% Change	SUNY Comm. Colleges	% Change		Per FTE TC3	% Change
95-96	2,104	\$13,771,002	\$6,545	8.1	\$6,452	(0.6)	\$13,272,525	\$6,308	8.1
96-97	2,003	\$13,995,466	\$6,986	6.7	\$6,702	3.9	\$13,464,368	\$6,721	6.5
97-98	2,086	\$14,511,364	\$6,957	(0.4)	\$6,865	2.4	\$13,911,448	\$6,669	(0.8)
98-99	2,211	\$15,296,547	\$6,919	(0.5)	\$7,156	4.2	\$14,425,063	\$6,525	(2.2)
99-00	2,325	\$16,124,021	\$6,935	0.2	\$7,324	2.3	\$15,394,545	\$6,621	1.5
00-01	2,378	\$17,361,414	\$7,300	5.3	\$7,460	1.9	\$16,569,275	\$6,967	5.2
01-02	2,637	\$18,424,400	\$6,987	(4.3)	\$7,392	(0.9)	\$17,590,284	\$6,670	(4.3)
02-03	2,917	\$20,689,720	\$7,093	1.5	\$7,459	0.9	\$19,624,493	\$6,728	0.9
03-04	2,955	\$22,580,000	\$7,641	9.4	\$7,801	4.6	\$21,231,950	\$7,185	7.7
04-05	3,100	\$23,354,350	\$7,534	(1.4)	\$8,120	4.1	\$22,048,849	\$7,113	(1.0)
05-06	3,110	\$25,389,946	\$8,164	8.4	\$8,469	4.3	\$24,727,988	\$7,951	11.8
06-07	3,189	\$27,641,821	\$8,668	6.2	\$8,913	5.2	\$27,008,457	\$8,469	6.5
07-08	3,451	\$29,964,194	\$8,683	0.2	\$9,066	1.7	\$29,168,050	\$8,452	(0.2)
08-09	3,626	\$32,280,306	\$8,902	2.5	\$9,028	(0.4)	\$31,593,228	\$8,713	3.1
09-10	3,967	\$34,566,676	\$8,712	(2.1)	\$8,739	(3.2)	\$33,887,749	\$8,542	(2.0)
10-11	3,953	\$34,519,303	\$8,732	0.2	\$8,995	2.9	\$33,888,634	\$8,573	0.4
11-12	4,000	\$35,568,440	\$8,893	1.8	\$9,342	3.9	\$34,912,498	\$8,729	1.8
12-13	3,894	\$37,365,419	\$9,596	7.9	\$9,719	4.0	\$36,673,589	\$9,418	7.9
13-14	3,748	\$37,877,209	\$10,106	5.3	\$10,157	4.5	\$36,808,146	\$9,821	4.3
14-15	3,633	\$38,786,325	\$10,676	5.6	\$10,652	4.9	\$37,697,063	\$10,376	5.7
15-16	3,691	\$42,871,514	\$11,615	8.8	\$11,314	6.2	\$39,346,248	\$10,660	2.7
16-17	3,480	\$40,590,537	\$11,674	0.5	\$11,755	3.9	\$39,847,877	\$11,451	7.4
17-18	3,470	\$40,842,705	\$11,770	0.8	\$12,366	5.2	\$40,065,695	\$11,546	0.8
18-19P	3,175	\$34,990,471	\$11,021	(6.4)			\$34,431,671	\$10,845	(6.1)
19-20B	3,129	\$35,695,519	\$11,408	3.5			\$35,106,719	\$11,220	3.5

P-Projected Actual

B-Budgeted

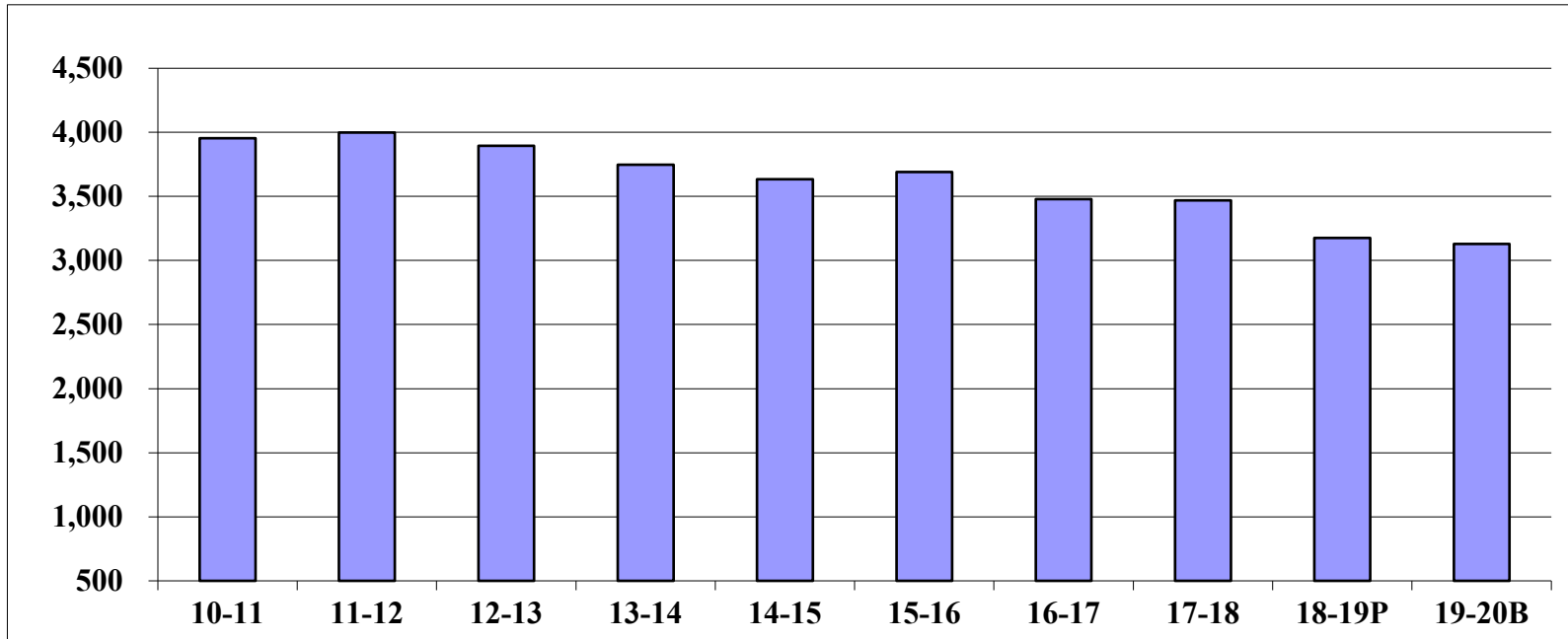
Net Expenditures=Gross Expenditures - Other Revenues

SUNY represents 30 upstate community colleges

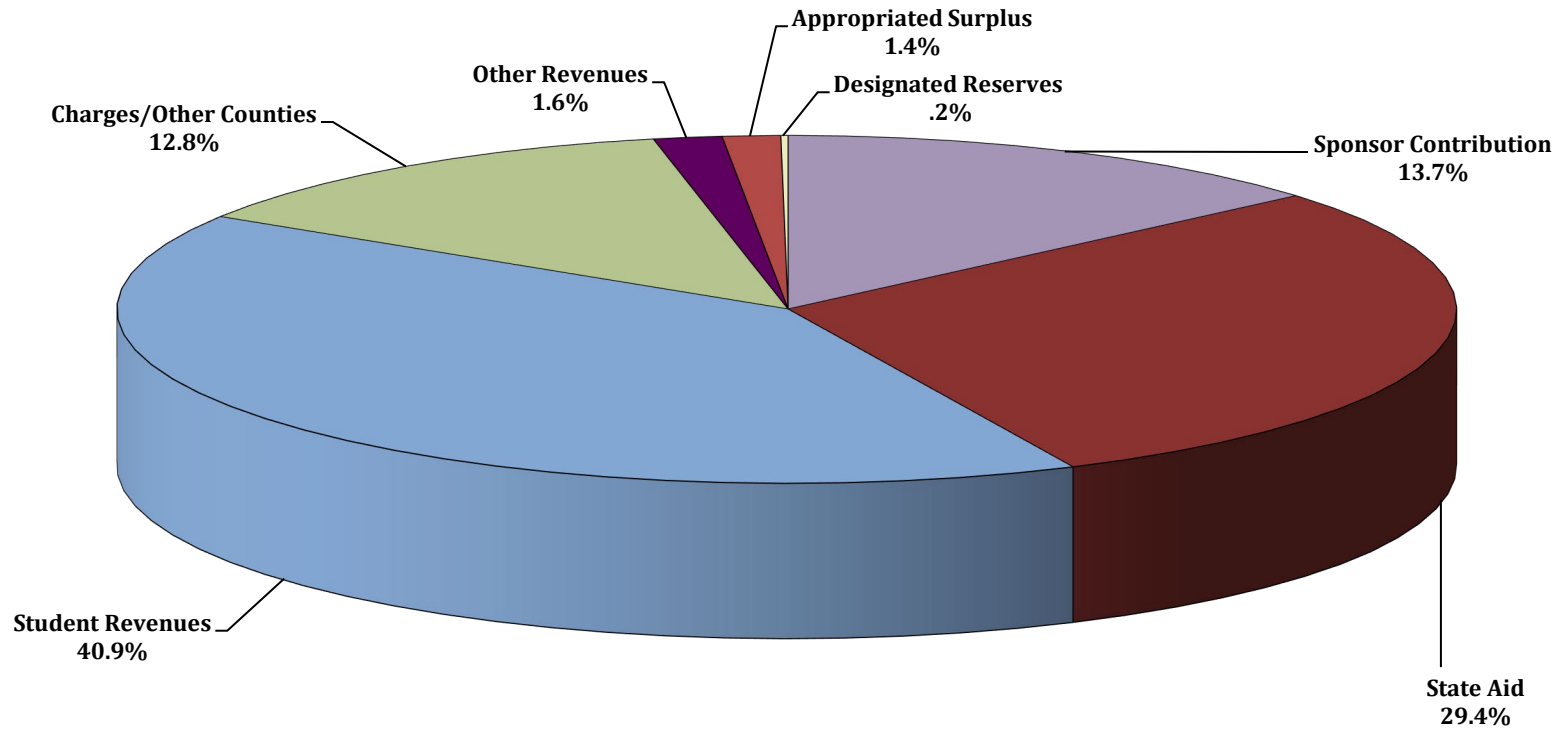
Information taken directly from SUNY Annual Report for Community Colleges

CHART 1

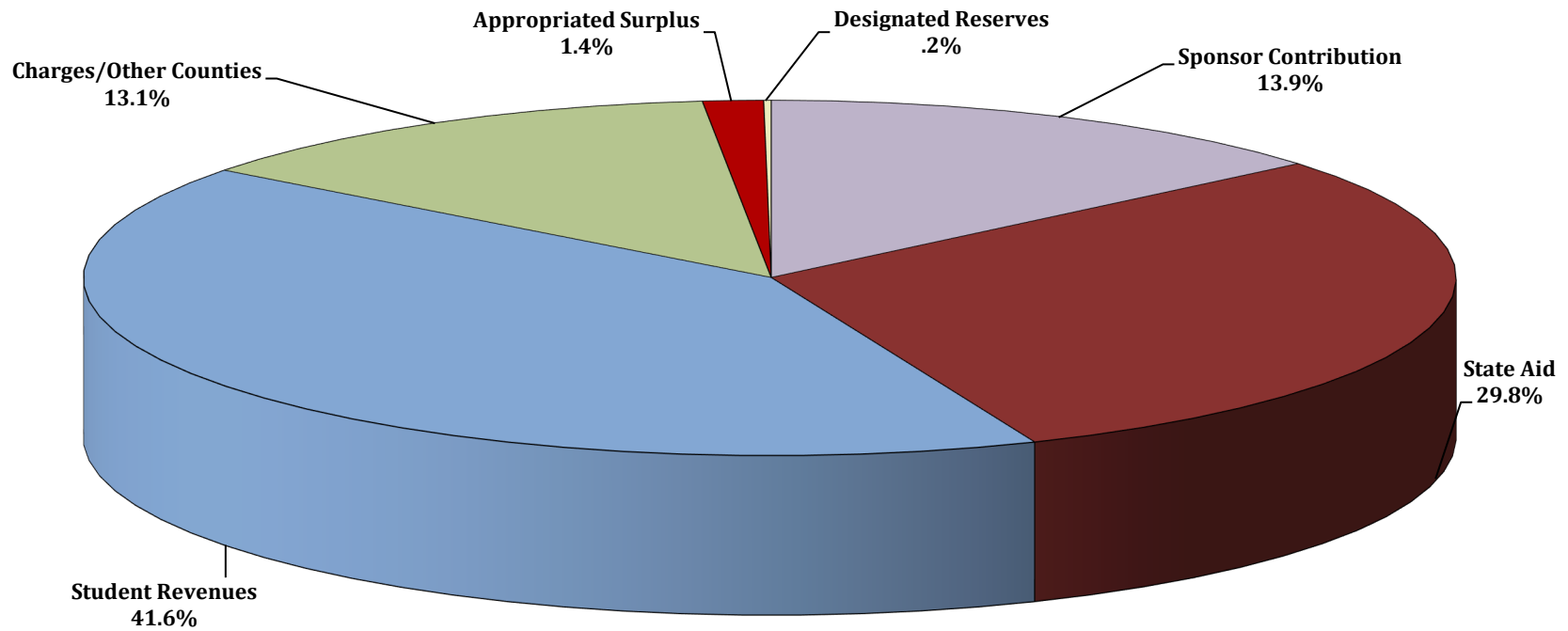
Student Enrollment Full-Time Equivalent (FTE)



2019-2020 Percent Gross Revenues By Source

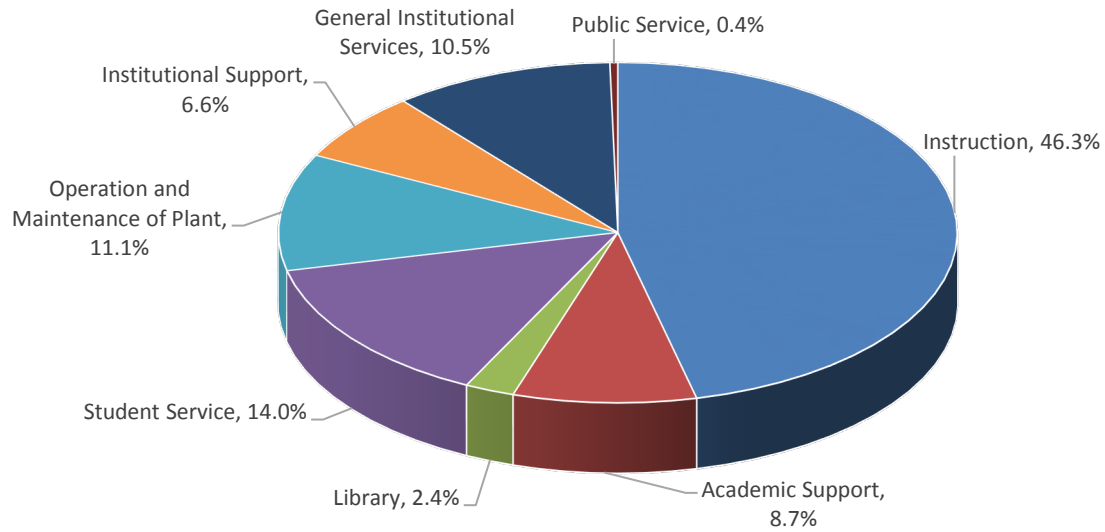


2019-2020 Percent Net Revenues By Source

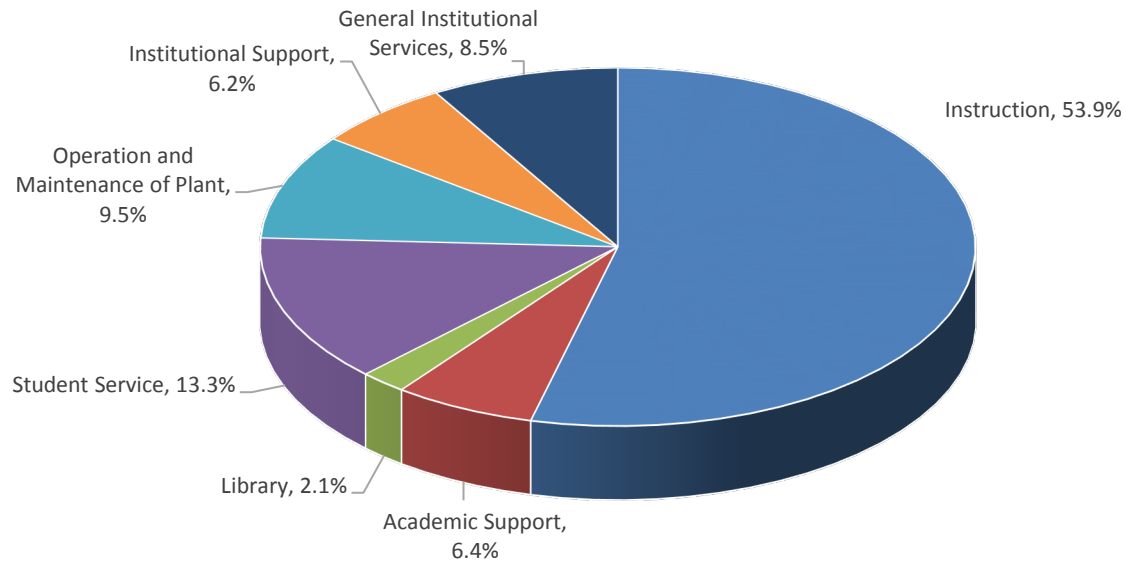


Appropriations - Percent by Function

2019-2020

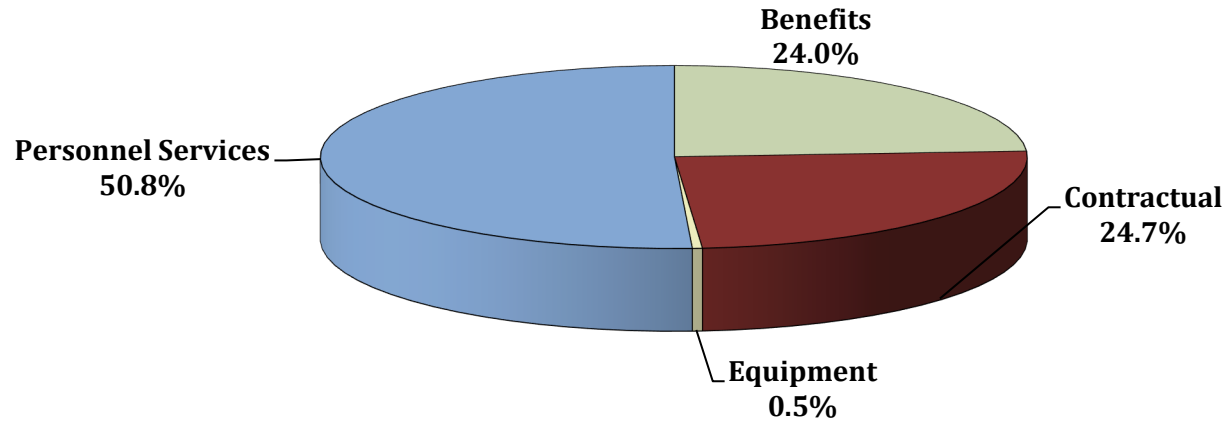


2018-2019

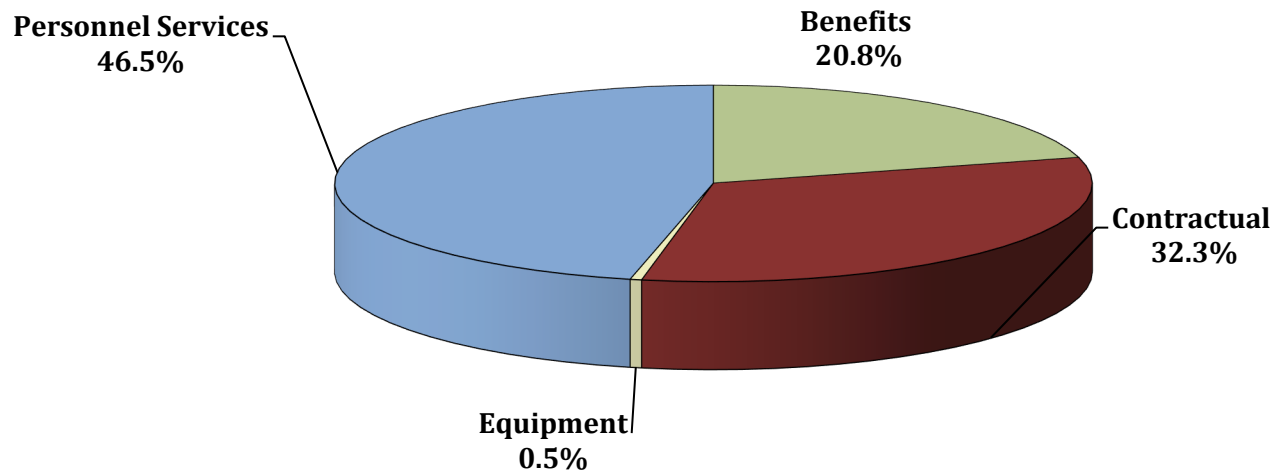


Appropriations - Percent by Object

2019-2020



2018-2019



**STATE UNIVERSITY OF NEW YORK
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2019-2020**

TOMPKINS CORTLAND COMMUNITY COLLEGE

Tuition -	New York State residents who are residents of the sponsorship area or non-residents of the sponsorship area who present a Certificate(s) of Residence:	
	Full-Time (per academic year)	\$5,100.00
	Part-Time (per credit hour)	\$190.00
Tuition -	New York State residents who are not a resident of the sponsorship area and do <u>not</u> present a Certificate of Residence:	
	Full-Time (per academic year)	\$10,500.00
	Part-Time (per credit hour)	\$390.00
Tuition -	New York State residents who have been awarded the Excelsior Scholarship and who are residents of the sponsorship area or non-residents of the sponsorship area who present a Certificate(s) of Residence:	
	Full-Time (per academic year)	\$4,790.00
Tuition -	New York State residents who have been awarded the Excelsior Scholarship and who are not a resident of the sponsorship area and do <u>not</u> present a Certificate(s) of Residence:	
	Full-Time (per academic year)	\$9,880.00
Tuition -	Out-of-State Students:	
	Full-Time (per academic year)	\$10,500.00
	Part-Time (per credit hour)	\$390.00
Tuition -	Auditing a Course (per credit hour)	\$190.00
	Non-Resident	\$390.00
	Out-of-State	\$390.00
Off Semester, Off Hours, Off Campus Tuition (per credit hour):		
	Web-Based Courses	\$190.00
	Concurrent Enrollment Program - Resident	\$ 75.00
	Concurrent Enrollment Program – Nonresident	\$150.00
Tuition Deposits-	Full-Time	\$50.00
	Part-Time	-0-

**STATE UNIVERSITY OF NEW YORK
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2019-2020**

TOMPKINS CORTLAND COMMUNITY COLLEGE

The following fees are charged only to those who receive the services rendered (fees are nonrefundable):

<u>Student Service Fee</u>		<u>Charge Per</u>	<u>Service Rendered</u>
Transcript Fee	\$ 8.00	Transcript	Online Request – Paper
	\$ 8.00	Transcript	Online Request – Electronic
	\$ 15.00	Transcript	Manual Request and Payment
	\$ 25.00	Transcript	Emergency Service
Technology Service Fee	\$ 20.00	Credit	Technology Services
Web Course Fee	\$ 6.00	Credit	Technology Services
OER Fee	\$ 10.00	Student	Course Materials
Course Fee:			
BIOL116	\$2,950.00	Student	Course Travel
BIOL215	\$2,950.00	Student	Course Travel
CIS240	\$ 35.00	Student	Membership
CSCI210	\$ 95.00	Student	Course Materials
CULI101	\$ 400.00	Student	Lab Fee – Culinary Center
CULI102	\$ 400.00	Student	Lab Fee – Culinary Center
CULI205	\$ 300.00	Student	Lab Fee – Culinary Center
ENGL134	\$2,900.00	Student	Course Travel
ENVS116	\$ 100.00	Student	Lab Fee – Farm
ENVS117	\$ 100.00	Student	Lab Fee – Farm
ENVS141	\$ 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	\$ 210.00	Student	Scuba Fee
FITN109	\$ 242.00	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
HLTH216	\$2,900.00	Student	Course Travel
HRMG105	\$ 40.00	Student	Testing Fee
HRMG220	\$4,950.00	Student	Course Travel
HSTY230	\$2,200.00	Student	Course Travel

**STATE UNIVERSITY OF NEW YORK
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2019-2020**

TOMPKINS CORTLAND COMMUNITY COLLEGE

Service Fees (Continued):

<u>Student Service Fee</u>		<u>Charge Per</u>	<u>Service Rendered</u>
Course Fee (continued):			
MATH098	\$ 120.00	Student	Course Materials
NURS102	\$ 25.00	Student	Lab Fee
NURS110	\$ 465.00	Student	Course Materials
NURS208	\$ 115.00	Student	Course Materials
NURS223	\$2,900.00	Student	Course Travel
NURS225	\$ 375.00	Student	Exam Fee & Materials
PSED160	\$ 10.00	Student	Exam Fee
RECR107	\$ 210.00	Student	Equipment Fee
RECR110	\$ 40.00	Student	Conference Attendance Fee
RECR/FITN160	\$ 30.00	Student	Course Equipment/Travel
RECR/FITN161	\$ 30.00	Student	Course Equipment/Travel
RECR/FITN163	\$ 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	\$ 50.00	Student	Workshop Fee
RECR274	\$ 30.00	Student	Course Equipment/Travel
RECR276	\$ 300.00	Student	Course Travel
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
Late Payment Fee			
Part-Time	\$ 10.00	Student	Acceptance of Late Payment
Full-Time	\$ 20.00	Student	Acceptance of Late Payment
Matriculation Fee	\$ 50.00	Student	Provides for free unofficial transcripts and cost of cap and gown for graduation.
Experiential Credit	\$ 50.00	Evaluation	Portfolio Evaluation
Proficiency Exams	\$ 10.00	Credit	Administration of Exam
	\$ 30.00	Minimum	
			Note: there is an additional charge for the Dante exam
Nursing Proficiency Exam	\$105.00	Exam	Administration of Exam
Returned Check Charge	\$ 25.00	Occurrence	Processing Returned Check

**STATE UNIVERSITY OF NEW YORK
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2019-2020**

TOMPKINS CORTLAND COMMUNITY COLLEGE

Service Fees (Continued):

<u>Student Service Fee</u>		<u>Charge Per</u>	<u>Occurrence</u>	<u>Service Rendered</u>
Library Lost Book Fee	\$ 15.00			Processing Fee for Replacement Book
Library Reserved Materials				
Late Fines	\$.25		Hour	
Late Return of Media Equipment	\$ 5.00		Hour	
Resume Preparation	\$ 8.00		Page	Typing and Duplicating
Study Abroad Program Fee	\$200.00		Semester	Administrative Services
Administrative Withdrawal Fee				
Full-Time	\$100.00		Semester	Administrative Services
Part-Time	\$ 10.00		Credit	Administrative Services
Student Non-Credit Fees	Various		Course	

Proposed changes to the Forum's Bylaws

- The College Forum's name will change to College Senate.
 - *The College Community is uncertain of what the College Forum's name means and what its purpose entails.*
 - *Update the title of Sections to Articles*
- Preamble-*No changes*
- Governance Structure –*No changes except for the name "College Senate"*
- Statement of Purpose-*Renamed to Purpose and Function*
 - Include a more descriptive purpose.
 - *Utilized Broome Community College's Purpose statement (permission given)*
 - Establishment of committee structure, which includes criteria and dissolution of committees.

Currently there is not a process in place for committees of the College or a line of reporting and communication to the College Community regarding committees. This information will now be reported to the College Senate on an annual basis and will be posted on the College's website, thus providing transparency of the committee's responsibilities and its work.

- Membership
 - Reduction of four (4) members-at-large seats, beginning with the 2020-2021 academic year.

Currently there are 23 seats of the shared governance and the reduction will take this down to 19 voting members. Although this is a reduction in seats, this results in a greater ease of making quorum and therefore serving our purpose by being able to vote/communicate more effectively. The numbers reflect fairer representation amongst various campus areas and reduce the possibility that any particular area of the campus community to be over represented in shared governance.

- Include ex-officio, non-voting seats for members of the President's Cabinet and Executive Leadership Team.
 - *This will facilitate communications between the Executive Branch of the College and the College Senate.*
- Include the Faculty Council of Community College delegate as an ex-officio, non-voting member.
 - *This will facilitate communication between the shared governance representatives.*

- Officers renamed: Officers, Terms & Other Roles
 - Continuation of a chairperson(s) term as an ex-officio member
 - *Should the chairperson's term expire, this will allow for consistency.*
 - Include written procedures should a chairperson or secretary vacate their leadership position.
 - *Procedure has been determined.*
 - Include added responsibilities to the chairperson(s) duties
 - *Ensure that the College's committees' charge takes place; ensure that a review of the College's committees' charge takes place every three (3) years; arrange for a College Senate member to participate in the College's review of their policies every three years; attend the SUNY Shared Governance Conference for further awareness of SUNY's processes.*
 - Include added responsibility to the secretary.
 - *Ensure increased communication and transparency for the College Community with an accessible location by posting updated College Senate and committees' information on the College's website.*
 - *In the absence of the College Senate Chairperson(s), the Secretary shall preside over the scheduled College Senate meeting.*
 - Include process if a College Senate member (including leadership) for non-compliance of duties.
 - *Currently there is not a process and this will enable the College Senate to take action if necessary.*

- Meetings
 - Set a determined number of meetings each semester that the College Senate will meet.
 - *Procedure to allow for more flexibility of the Chairperson(s) to add more meetings at their discretion.*

- Information-No changes

- Election Process-Included in Article 4
 - *Reduced time frame*

- College Wide Coordination
 - *Combined with Article 3, Purpose and Function*

- Bringing Issues to the College Forum
 - *Updated to: Item of New Business to Come Before the College Senate*
 - *Information broken down into subsections*

- Appeal Process-*No changes*
- Definitions
 - The definition of Staff added two additional groups and excluded the President's Cabinet.
 - *Included full-time Coltivare employees and full-time TC3 Farm employees. The President's Cabinet will be excluded due to their oversight responsibilities.*
- By-Law Amendments
 - Change the by-law amendment process.
 - *Provides the structure for the College Senate to act upon amendments through the elected members representing the College Staff in a timelier manner.*

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BYLAWS FOR COLLEGE GOVERNANCE**

Article 1: Preamble

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

Article 2: Governance Structure

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

Article 3: Purpose and Function

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

The College Senate shall:

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

¹ Adapted from Broome Community College’s College Assembly

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

Article 4: Membership

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

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

- It shall be the responsibility of the College Senate chairperson(s) to arrange for the selection of two (2) student representatives through the Student Advisory Board. Student terms of membership shall be for one year.
- 4.1.3** Ex-Officio, non-voting members: One member from the President's Cabinet or Executive Leadership Team shall be present at each meeting to facilitate communication flow between the Executive Branch and the College Senate. The Faculty Council of Community Colleges (FCCC) delegate should either present or send an update to the College Senate at least once a year.
- 4.2** Any staff member whose position is not clearly identified by the terms Teaching Faculty, Non-teaching Faculty, Classified Staff, Administrative Staff, or Faculty Student Association, shall be considered a part of the employee group identified as Non-teaching Faculty/Administrative Staff. Examples include, but are not limited to, positions identified as Technical Assistant or Learning Lab Specialist.
- 4.3** No person shall serve as a College Senate member for more than two consecutive terms.
- 4.4** If the completion of the term as Chairperson coincides with the end of their College Senate term, they then shall continue as an ex-officio member for one year. This shall be for the purpose of providing continuity in the leadership of the College Senate. Otherwise, they shall continue as a member of the College Senate for the completion of their term.³
- 4.5** An open call for nominations will be sent by members (not necessarily any specific officer) of the College Senate six (6) weeks prior to the end of the semester to solicit nominees for open seats in order to populate a ballot.
- 4.5.1** All nominees shall be identified on the ballot by employee group: Teaching Faculty, Classified Staff, Non-Teaching Faculty/Administrative Staff, or Faculty Student Association.
- 4.5.2** Instances where more nominations exist than seats available for elected members shall be selected as follows:
- 4.5.2.1** The nominees with the highest vote tallies within that employee group shall fill the requisite number of seats identified for a particular employee group. When all designated seats have been filled, the remaining nominees shall then be considered at-large and seats shall be filled by those nominees with the highest vote tallies, without regard to employee designation.
- 4.5.3** Before the end of the academic year, the newly constituted College Senate shall meet and elect the Chairperson(s) to serve for the following academic year.
- 4.6** The term of the newly elected College Senate shall begin on the first day of the next academic year.

Article 5: Officers, Terms & Other Roles

- 5.1** Chairperson(s) - One or two College Senate chairperson(s) for the forthcoming year shall be elected from, and by, the College Senate members for a one-year term. If the Chairperson(s) vacates the office before the expiration of his/her term, election shall be made from among the voting membership of the College Senate as soon as possible to fill the position. The total compensation for the chairperson(s) during each of the Fall and Spring semesters shall be at a

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

rate of \$1850.00 beginning the Spring 2007 semester and thereafter increased at the range movement provided in the Faculty Association contract.

5.1.1 Chairperson(s) Duties

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

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

5.2.1 Secretary Duties:

- 5.2.1.1** Ensure that scheduled meetings are sent to College Senate members.
- 5.2.1.2** Forward the agenda and all pertinent materials to the College Senate members and College community within one (1) week prior to the College Senate meeting.
- 5.2.1.3** Ensure that accurate minutes of each meeting are taken and make every attempt to distribute them to all appropriate persons within one week of a meeting. The minutes shall record all motions and the action taken thereon, absences, dates and time of convening and adjourning, the essence of discussion on a motion when such information will aid in the understanding of a motion, and direct action of the College Senate and all pertinent announcements.
- 5.2.1.4** Maintain the contents of the College Senate public folders and the College Senate website.⁶
- 5.2.1.5** In the absence of the College Senate Chairperson(s), the Secretary shall preside over the scheduled College Senate meeting.

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

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

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

5.3 Non-compliance of members:

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

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

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

Article 6: Meetings

6.1 Regular meetings of the College Senate shall be scheduled at least seven (7) times per semester.

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

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

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

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

6.6 Voting:

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

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

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

Article 7: Information

7.1 Electronic mail shall be considered the primary means of disseminating information between the College Senate and the College community. All agendas, minutes, and other appropriate documents shall be posted to "Everyone" public groups for staff and students, or the equivalent.

7.2 Agendas and minutes shall be made available to the College community at least three business days prior to all meetings. Unapproved minutes shall be distributed within one (1) week.

7.3 In order to foster communication to and from the Board of Trustees, the Chairperson(s) shall attend regular Board of Trustees meetings and shall be afforded time on the agenda to share information relating to new business currently under consideration in the College Senate.

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

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

Article 9: Appeal Process

- 9.1** In those instances when any member of the College community wishes to appeal the recommendation/action by the College Senate, they should submit a petition, signed by 20 percent of the staff, to the College Senate. The College Senate will then be obligated to commence, within fifteen (15) working days, a meeting of the College community to consider the subject of said petition.

Article 10: Definitions

For purposes of Governance the following definitions shall apply:

- 10.1** Staff: The term "staff" shall include any person currently employed in the employee groups defined as Teaching Faculty, Non-teaching Faculty, Technical Assistant, Learning Lab Specialist, Classified Staff, Administrative Staff, full-time Coltivare employees, full-time TC3 Farm employees or Faculty Student Association, excluding the President and President's Cabinet.
- 10.2** Student: The term "Student" shall include any currently enrolled student who is matriculated in a degree or certificate program and who is in good academic standing.
- 10.3** College Community: The term "College Community" shall be the most inclusive and shall include all current faculty, staff, adjunct faculty, students, the President, the President's Cabinet, and members of the Board of Trustees.

- 10.4** Institutional Policy/Policy: “Institutional Policy” and “Policy” shall be defined for the purposes of Governance as those policies which require Board of Trustees approval and which then serve as guiding principles for the College. Nothing in these bylaws shall be construed to shift the ultimate approval or disapproval of a recommended policy from the Board of Trustees nor shall governance encroach on those issues that are within the purview of collective negotiations.
- 10.5** Operational Decision: “Operational Decision” shall be defined as administrative decisions that affect the ongoing functions and operations of the College. Nothing in these bylaws shall be construed to shift the ultimate decision-making authority, in regard to operational decisions, from the President.
- 10.6** Academic Year: For the purposes of these bylaws, the term "academic year" shall refer to the period of time considered to be the contract year for ten-month employees under the Faculty Association contract.
- 10.7** Definitions of Organizational Groups
See Appendix II

Article 11: Bylaw Amendments

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

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

Article 12: Standing Committees

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

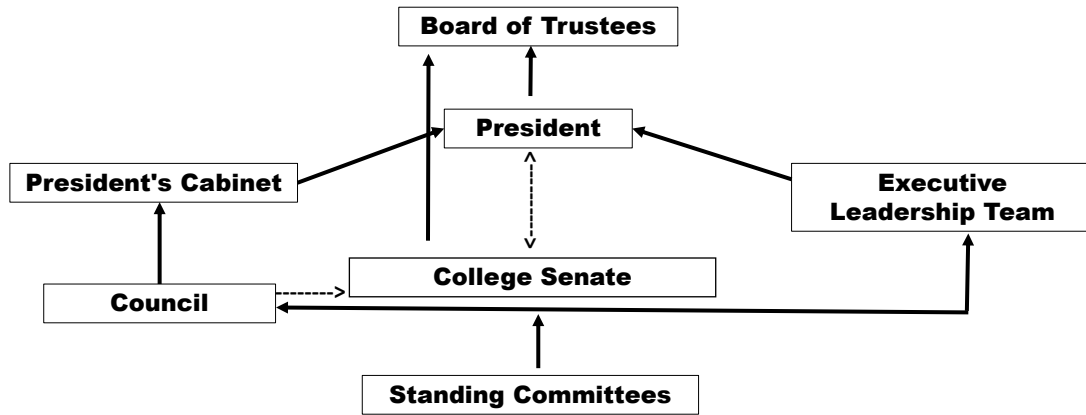
- 12.1** Standing Committees of the College Senate:
See Appendix III
- 12.1.1** Committees will receive their charge from the President or College Senate.
12.1.1.1 The committees will be given a committee charge form to fill out and return to the secretary of the College Senate to submit for College Senate approval.
See Appendix IV
- 12.2** Communications:
12.2.1 Approved minutes for each of the standing committees will be posted on the College Senate website by the secretary or chairperson.

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

- 12.2.2** Annually, all standing committee chair(s) or designee will report in person and in writing to the College Senate. Action items must be forwarded to the College Senate chair(s) two (2) weeks prior to the meeting date.
- 12.2.3** Every three (3) years a review will take place of each of the standing committees' charges and structure.

Appendix I

College Senate Reporting Flowchart



-----> = presents to/shares with
—————> = reports to

Appendix II

Definitions of Organizational Groups

Executive Branch of the College

- Includes the President, the President's Cabinet, the Executive Cabinet (currently known as Executive Council)

College Senate

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

Standing Committee

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

Ad Hoc Committee

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

Recommendations for Council Formation and Function
(Councils are not under the purview of the College Senate)

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

Appendix III

College Senate Standing Committees

Budget Committee
Campus Safety Advisory Committee
Committee on Academic Standards (COAS)
Curriculum Committee
Guided Pathways Steering Committee
Information Security Program Committee
Student of Concern Group (SOC)
Technology Advisory Group

Appendix IV



Name of Committee

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

Updated 4/23/19

Recommendations from the Committee on Academic Status

Policy

1. Returning to a graduated cumulative GPA for being in good standing

Cumulative GPA Credits	Cumulative Minimum GPA
12 – 20	1.6
21-29	1.8
30+	2.0

Rationale: At most high schools, a passing grade is a **D-**, which equates to a 0.7 GPA. Students who maintained grades below a **C** (below 2.0) in high school are the typical students to apply to an open-access community college. These students are often not prepared for the rigor and expectations of the college setting. We need to allow for a transitional period for them to adjust to these standards. The proposed graduated structure will not allow students to fly under the radar for countless semesters, but it will provide most students with at least one semester during which they can have room to figure out what additional effort and support is needed for them to be successful in college without labeling them right away as on Probation (with the consequent jeopardy to their access to financial aid support). Also, many students who are placed on Probation after their first semester simply choose not to return.

2. Change the ratio for achieving *significant progress* for purposes of calculating Repeat Probation eligibility to successful completion of 50% of attempted credits.

Rationale: The current 75% requirement has proven to be especially harmful to part-time students and students taking developmental courses. Under the current policy, we have seen too many cases where students who were making excellent effort and progress were moved into a Suspension or Repeat Suspension status due to withdrawal from a single course.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-61**

IN APPRECIATION OF CHAD MILLER

WHEREAS, Mr. Chad Miller has served as the student member of the Tompkins Cortland Community College Board of Trustees since July 2018, and

WHEREAS, Mr. Miller has been an exemplary member of the student body with his participation as a member of the Student Government Association, the Faculty Student Association Board of Directors, and a member of Phi Theta Kappa, and

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

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

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

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, 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 special meeting of said Board on the 1st day of July 2019, 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 1st day of July 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019- 62**

**RESOLUTION APPROVING THE EXPLORATION OF SHARED SERVICES
BETWEEN AND AMONG CAYUGA COMMUNITY COLLEGE, JEFFERSON
COMMUNITY COLLEGE, ONONDAGA COMMUNITY COLLEGE AND TOMPKINS
CORTLAND COMMUNITY COLLEGE**

WHEREAS, as the leadership of Tompkins Cortland Community College is working to balance budgets and effectively serve our students and community despite rising operating costs, increasing fixed costs, and ongoing funding challenges, and

WHEREAS, community colleges in New York State and across the nation are facing declining enrollments, shrinking populations of feeder high school students, and fierce competition from both private and public institutions; and

WHEREAS, enrollment pressure and resulting budget challenges are projected to continue for the foreseeable future; and

WHEREAS, the State University of New York has actively encouraged collaboration and sharing of services among colleges within its 64-campus system to realize cost savings and streamline operations; and

WHEREAS, the respective leadership of Cayuga Community College, Jefferson Community College, Onondaga Community College, and Tompkins Cortland Community College, all located in close proximity to one another in Central/Northern New York, is committed to exploring shared services as a means to improve services and free resources to better serve students;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Tompkins Cortland Community College endorses the exploration of shared services among Cayuga Community College, Jefferson Community College, Onondaga Community College, and Tompkins Cortland Community College, that will benefit and strengthen each campus individually and the SUNY community college system as a whole; and

BE IT FURTHER RESOLVED, that the President of Tompkins Cortland is requested to provide a report to the Board of Trustees of Tompkins Cortland Community College on the status of said exploration of shared services within six (6) months.

STATE OF NEW YORK:
SS:
COUNTY OF TOMPKINS:

of Trustees of Tompkins Cortland Community College at a special meeting of said Board on the 1st day of July 2019, and the same is a complete copy of the whole of such resolution.

I, CATHY A. NORTHROP, 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

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 1st day of July 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College