

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
Diversity
Opportunity
Innovation
Relationships*

TOMPKINS CORTLAND COMMUNITY COLLEGE

BOARD OF TRUSTEES
THURSDAY, SEPTEMBER 20, 2018
RONALD W. SPACE BOARD ROOM – 5:30 P.M.

AGENDA

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment*
6. Approval of Minutes
 - a. July 19, 2018 – Board of Trustees – Annual Meeting
 - b. July 19, 2018 – Regular Board of Trustees Meeting
 - c. August 20, 2018 – Executive Committee Meeting
7. Introduction of New Employees
8. Communications
9. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): None
10. Provost and Vice President of Academic Affairs – Report (highlight Consent Agenda items and updates on major initiatives)
11. Information Items:
 - a. Human Resources Updates
 - b. Professional Development Report

12. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Appointment of Personnel
 - c. Amendment to 2018-2019 Tuition and Fee Schedule
 - d. Approval of Position Description – Director of Continuing Education and Workforce Development
 - e. Approval of Position Description – Director of Student and Residence Life
 - f. Approval of Position Description – Director of Community Outreach and Engagement
 - g. Approval of Position Description – Technology Support Associate
 - h. Approval of Position Description – Technology Support Specialist
 - i. Approval of Classified Staff Position – Copy & Mail Center Attendant
 - j. Approval of Classified Staff Position – Senior Copy & Mail Center Attendant
 - k. Concurrent Enrollment Program Scholarship
 - l. Discontinuance/Deregistration of the Executive Office Assistant Certificate
 - m. Ratification of August 20, 2018, Executive Committee Action

13. Standing Reports:
 - a. College Forum – Co-Chairs
 - b. Faculty Student Association – Greg McCalley
 - c. Tompkins Cortland Community College Foundation, Inc. – Elizabeth Burns
 - d. Chairman’s Report – Raymond Schlather
 - e. Liaison Report (Cortland County) – Kelly Preston
 - f. Liaison Report (Tompkins County) – Michael Lane
 - g. Student Trustee’s Report – Chad Miller
 - h. President’s Report

14. Executive Session (to discuss personnel issue – no action to be taken)

15. Upcoming Events:
 - a. NYCCT Conference – September 20-23, 2018
 - b. Fall Day – October 9, 2018
 - c. Next Meeting – October 18, 2018

16. Adjournment

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

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
ANNUAL MEETING
JULY 19, 2018
RONALD W. SPACE BOARD ROOM**

PRESENT: Roxann Buck, Elizabeth Burns, Chad Coates, Matt McSherry, Raymond Schlather, and Bruce Tytler

EXCUSED: Judy Davison, Dammi Herath, Arthur Kuckes, Chad Miller

ABSENT: None

COUNTY

LIAISONS: Michael Lane, Kelly Preston

STAFF: Jan Brhel, Donna Casula, Bryan Chambala, John Connors, Susan Dewey, Greg McCalley, Orinthia Montague, Cathy Northrop, Paul Reifenheiser, Blixxy Taetzsch, Malvika Talwar, Seth Thompson, Victoria Zeppelin

GUESTS: None

1. Call to Order: Chairperson Schlather called the annual meeting to order at 5:38 p.m. in the Ronald W. Space Board Room at the College.

2. Election of Officers: Ms. Buck moved the following slate of officers for the Board of Trustees for the 2018 – 2019 year:

Raymond Schlather, Chairperson
Judy Davison, Vice Chairperson
Matt McSherry, Treasurer
Elizabeth Burns, Member of the Executive Committee

Motion was seconded by Ms. Burns; carried unanimously.

3. Appointments –

3.1 Clerk of the Board of Trustees: Ms. Buck moved that Cathy Northrop be appointed Clerk of the Board of Trustees; seconded by Mr. McSherry; carried unanimously.

3.2 Deputy Clerk of the Board of Trustees: Ms. Buck moved that Lisa O'Loughlin be appointed Deputy Clerk of the Board of Trustees; seconded by Mr. McSherry; carried unanimously.

4. Meeting Dates: The proposed dates for the Board of Trustees' meetings for the 2018 – 2019 year are as follows:

August 2018 – No meeting

September 20, 2018

October 18, 2018 (meeting to be held at Residence Life – location to be confirmed)

December 6, 2018

January 24, 2019

February 21, 2019

March 21, 2019 (spring break)

April 18, 2019

May 16, 2019

June 20, 2019

July 18, 2019

All meetings will be held in the Ronald W. Space Board Room (Room 215G) at the College and will begin at 5:30 p.m., except when otherwise noted. No changes were requested. Mr. McSherry moved that the proposed meeting dates be approved as presented; seconded by Dr. Coates; approved unanimously.

5. Other Business: None.

6. Adjournment: Dr. Coates moved that the annual meeting be adjourned; seconded by Ms. Burns; carried unanimously. The annual meeting adjourned at 5:41 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
JULY 19, 2018
RONALD W. SPACE BOARD ROOM**

PRESENT: Roxann Buck, Elizabeth Burns, Chad Coates, Matt McSherry, Raymond Schlather, and Bruce Tytler

EXCUSED: Judy Davison, Dammi Herath, Arthur Kuckes, Chad Miller

ABSENT: None

COUNTY

LIAISONS: Michael Lane, Kelly Preston

STAFF: Jan Brhel, Donna Casula, Bryan Chambala, John Conners, Susan Dewey, Greg McCalley, Orinthia Montague, Cathy Northrop, Paul Reifenheiser, Blixy Taetzsch, Malvika Talwar, Seth Thompson, Victoria Zeppelin

GUESTS: None

1. **Call to Order:** The meeting was called to order at 5:41 p.m. by Chairman Schlather in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Chairman Schlather welcomed guests.
4. **Approval of Agenda:** Chairman Schlather asked that Resolution #2018-2019-4, Administrator Emeritus Designation – John R. Conners, Ph.D., be added as Item 4a. He also asked that Recommendations for Adjunct Faculty Promotions be added as Item 13d. Dr. Coates moved that the agenda be approved with these additions; seconded by Ms. Buck; carried unanimously.
 - a. **Administrator Emeritus Designation – John R. Conners, Ph.D.** – Chairman Schlather moved that the Administrator Emeritus Designation – John R. Conners, Ph.D., be approved; seconded by Mr. McSherry. Mr. Lane said it has been a pleasure work with Provost Conners and said thank you on behalf of all of the legislators in both counties and Ms. Preston agreed. Ms. Buck said that having statewide experience with the NYCCT, she is aware that Provost Conners is very highly respected by his peers and the community college presidents. Ms. Burns thanked Provost Conners for the amount of work, his knowledge, guidance, and assistance he provided during the presidential search. Mr. Tytler seconded everything that had been said. The motion was called and approved unanimously. Chairman Schlather spoke about Dr. Conners' loyalty, dedication, and supreme quality leadership and presented him with a framed copy of the Administrator Emeritus Designation. A time will be

scheduled for the Board and Provost Connors to hold a farewell dinner. Provost Connors said that this a tremendously supportive and well-informed Board of Trustees, and he thanked them all for putting the College first in all they do.

5. **Public Comment:** None
6. **Approval of Minutes – June 21, 2018:** Ms. Burns moved that the minutes of the June 21, 2018, meeting be approved as presented; seconded by Dr. Coates; carried unanimously.
7. **Communications:** Chairman Schlather mentioned that two wonderful Trustees who have worked with us and have offered insight and wisdom and a lot of common sense on a number of issues will be leaving the Board. Dr. Coates, a Tompkins County appointee, is leaving at the end of July to take a position out-of-state. Chairman Schlather thanked Dr. Coates for all that he has done for the Board and for the College and wished him the best in his new job. Dr. Herath's term is up this year and she will not be seeking reappointment due to family health concerns. Chairman Schlather said that Dr. Herath has added a huge value to our Board and College, as well as to the community over the years and he thanked her for all she has done. Mr. Lane thanked Dr. Coates for his service to the Board and mentioned that Arthur Kuckes' term, a Tompkins County appointee, is expiring this year, as well. President Montague has had an informal discussion with Mr. Kuckes who has affirmed his desire to continue in his role as a Trustee at Tompkins Cortland Community College. Mr. Lane will reach out to Mr. Kuckes to confirm. The County will take applications and do interviews for a replacement for Dr. Coates. Dr. Herath is a gubernatorial appointee.
8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): Overview of the Foundation Budget – Blixey Taetzsch –** Dean Taetzsch provided a PowerPoint presentation of the Foundation budget. The total endowment is approximately \$17.5 million. She said she doesn't know of any community college of our size that has this much of an endowment. Chairman Schlather asked how the money is invested. Dean Taetzsch mentioned that the Foundation has an investment committee, as well as a hired investment manager. Growth has been very strong over the past couple of years. Last year we did a Request for Proposals and we changed our investment advisors. For residence life – we are 20% ahead in contracts compared to this time last year. The Foundation has approved this budget for 2018-2019. Dean Taetzsch also spoke briefly about the Farm LLC and Bistro LLC.
9. **Provost and Vice President of Academic Affairs – Report (Highlight Consent Agenda items and updates on major initiatives):** Provost Reifenheiser spoke to his written report. He provided an update on the Guided Pathways initiative. President Montague discussed the cost of making the changes to the Director of CollegeNow job description.

10. Information Items:

- a. **Human Resources Updates** – No discussion.

11. Consent Agenda (Action Items): Highlights of the Consent Agenda were discussed during the meeting. Dr. Coates moved that the Consent Agenda be approved as presented; seconded by Mr. McSherry. After a brief discussion of the action items, the motion was called and carried unanimously.

- a. **Capital Payments** – No discussion.
- b. **Treasurer's Report – May 31, 2018** – No discussion.
- c. **Appointment of Personnel** – No discussion.
- d. **Disposal of Surplus Property** – No discussion.
- e. **Approval of Position Description – Director of CollegeNow** – discussed earlier in the meeting.

12. Standing Reports:

- a. **College Forum** – No report.
- b. **Faculty Student Association** – No report.
- c. **Tompkins Cortland Community College Foundation, Inc.** – Written report provided.
- d. **Chairperson's Report** – Chairperson Schlather mentioned that President Montague's inauguration is scheduled for September 7 and members of the Board will robe and process.
 - i. **Board Evaluation/Retreat** – Chairman Schlather reported that the Board Retreat is scheduled for November 15 and will be held in Tompkins County this year. He asked that members let him know what topics they would like to have on the Retreat agenda. Ms. Northrop will send out the Board self-evaluation to be completed and returned prior to the October meeting.
- e. **Liaison Report (Cortland County)** – Ms. Preston said it was greatly appreciated that the budget workshop was held at the Cortland Extension Center this year. In speaking with other members of the Cortland County Legislature, Ms. Preston emphasized the importance of Tompkins Cortland Community College and that it is a good opportunity to educate people, and especially the concurrent enrollment opportunity for high school students. Concurrent enrollment is an important financial savings for high school students. The following Cortland County positions are currently vacant and have been posted: county administrator; highway superintendent; and director of veterans services.
- f. **Liaison Report (Tompkins County)** – Mr. Lane mentioned a few changes in personnel in the County Administrator's Office. Lisa Holmes has been moved into the Deputy County Administrator position. The Airport project is moving right along with the pre-bid meetings for the airport expansion. There is now a flight once a week from Ithaca to Charlotte on Saturdays and we continue to ask and seek a connection into Chicago, as well.
- g. **Student Trustee's Report** – No report.

h. President's Report – President Montague provided a written report at the meeting and spoke to that report. She mentioned initiatives underway to bring our enrollment up to meet budget projections (i.e., hold three instant admit days; additional start dates; placement testing in the evenings at the extension centers). Residence Life reservations are strong compared to this time last year. Billboards have been noticed and new billboards are going up with new information such as last day to register, etc. It will be necessary to bring a new tuition rate resolution and a resolution to authorize a scholarship to the Board at its September meeting. She also mentioned that Global students will hold a vigil this Saturday as a memorial of the accident last year.

13. Executive Session for Discussion of Personnel Items (action to be taken in regular session) – Ms. Burns moved that the meeting convene in executive session for discussion of personnel items, with action to be taken upon return to regular session; seconded by Dr. Coates; carried unanimously. The meeting convened in executive session at 7:47 p.m.

The meeting reconvened in regular session at 8:30 p.m.

Dr. Coates moved that the Board ratify President Montague's recommendations regarding continuing appointments, promotions, administrative appointments, and awards for excellence as listed below; seconded by Mr. Tytler; carried unanimously.

a. Recommendations for Promotions and Continuing Appointments for 2018-2019 Academic Year

To the Rank of Full Professor

Gary Ford
Amber Gilewski
Harry Littell
Anna Regula
Mary Sheldon
Lucy Yang

To the Rank of Associate Professor

Karla Block
Lisa Seyfried
Christine Shanks

To the Rank of Assistant Professor

None

Continuing Appointment

Karla Block
Alicia Maroney
Barbara Moose

b. Recommendations for Administrative Appointments for 2018-2019

Academic Year

Sunday Earle

c. Recommendations for Awards for Excellence for 2018

Matty Hamel

Keith Millman

Kim Sharpe

Joseph Smith

Kelly Wessell

d. Recommendations for Adjunct Faculty Promotions

Ahmed	Ahmed	In Shik	Lee
Herman	Altmann	Deborah	Less
Pamela	Archer	Marketa	Lillard
Melanie	Arnold	Tom	Lipa
Jaime	Barker	Jill	Loop
Patricia	Buchanan	Jill	Marie
Jessica	Cambridge	Denise	Meyer
Marty	Christofferson	Randi	Millman-Brown
Cynthia	Coleman	Barbara	Need
Joanne	Cooper	Nina	Panzer
Erin	Cornish	Paul	Parks
Richard	Cowan	Jaclyn	Pittsley
Nancy	Crane	RC	Quick
Ben	Curtis	Ken	Reynolds
Jessica	Cute	David	Richards
Andy	Davis	Jessica	Ross
Margaret	DeGaetano	Ron	Ross
Brent	Doane	Peter	Rukavena
Bernie	Earley	Guy	Ruoff
Regina	Eckert	Zenta	Sabol
Seth	Eisenberg	Joseph	Schmid
Nancy	Estep	Ron	Schoneman
Fred	Farah	Kim	Schrag
Jody	Feavearyear	Pat	Sewell
Sandy	Foote	Matthew	Seyfried
Shirley	Fussner-Kelly	John	Sheehan
David	Galezo	Lorraine	Sinclair
Mark	Grimm	Stephen	Snyder
Peter	Han	Dawn	Stanton
Kathy	Hemingway Jones	Dale	Strauf
Patrick	Hillis	Sherry	Tackill
Charles	Hollenbeck	Theresa	Tambascio
Christine	Iacobucci	George	Vazenios
Jennifer	Kidder	Fran	Wells
Michael	Kobre	Michele	Whitecraft
John	Kyle	Diane	Williams
Cindy	Labuff		

14. Upcoming Events – No discussion. President Montague mentioned that the Executive Council had read and discussed the book entitled *A Good Time for the*

Truth – Race in Minnesota at a recent retreat. She suggested that the Board members may want to read and have a discussion about it in the future. It was suggested that possibly this could be a discussion topic at the retreat.

- 15. Adjournment:** Dr. Coates moved that the meeting be adjourned; seconded by Mr. McSherry; carried unanimously. The meeting adjourned at 8:41 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
EXECUTIVE COMMITTEE
AUGUST 20, 2018
RONALD W. SPACE BOARD ROOM**

EXECUTIVE COMMITTEE MEMBERS

PRESENT: Elizabeth Burns, Judy Davison, Ray Schlather

OTHER MEMBERS

PRESENT: Roxann Buck

EXCUSED: Matt McSherry

LIAISONS: None

STAFF: Orinthia Montague, Cathy Northrop, Adam Potter, Jim Turner

GUESTS: None

- 1. Call to Order:** The meeting was called to order at 5:03 p.m. by Chairman Schlather in the Board Room at the College. Mr. Turner introduced Adam Potter to the Board members. Mr. Potter will be replacing Mr. Turner upon his retirement at the end of the month.
- 2. Roll Call:** Ms. Northrop called the roll.
- 3. Approval of Agenda:** Ms. Burns moved that the agenda be approved as presented; seconded by Ms. Davison; carried unanimously.
- 4. Action Items:** Mr. Turner mentioned that the Child Care Center construction is behind schedule due to the contractor having trouble finding laborers and getting material in a timely manner. The Child Care Center was scheduled to open in January, but it looks like it won't be able to open until March 2019. An alternative location (room 150 in the main building) is being considered for infant care beginning in January until the Child Care Center is operational. President Montague commended Mr. Turner on the design work for the new ODESS Office.
 - a. Capital Payments** – Ms. Davison moved that the Capital Payments be approved as presented; seconded by Ms. Burns; carried unanimously.
- 5. Executive Session to Discuss Personnel Issues (action to be taken):** Ms. Burns moved that the meeting convene in executive session for discussion of personnel issues, with no action to be taken; seconded by Ms. Davison; carried unanimously. The meeting convened into executive session at 5:10 p.m.

The meeting reconvened in regular session at 6:12 p.m.

Ms. Davison moved that the Board ratify President Montague's recommendation regarding an administrative appointment; seconded by Ms. Burns; carried unanimously.

a. Additional Recommendation for Administrative Appointments for 2018-2019 Academic Year

John Gebo

- 6. Adjournment:** Ms. Burns moved that the meeting be adjourned; seconded by Ms. Davison; carried unanimously. The meeting adjourned at 6:13 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

TO: Board of Trustees

FROM: Paul Reifenheiser, Ph.D.
Provost and Vice President of Academic Affairs

DATE: September 14, 2018

SUBJECT: September Provost Report

Guided Pathways: Guided Pathways asks, in part, that we group majors into communities or clusters to help students more easily navigate our curricula. The Steering Committee has created an initial draft of these committees and is currently soliciting feedback, especially from teaching faculty, before finalizing the lists. Our next institute event – with the other nine schools involved in the pilot – has a focus in the onboarding process, and it will take place from 9/24-9/26 at Mohawk Valley Community College.

Meetings with Faculty: Malvika Talwar and I spoke with faculty in small-group meetings prior to the start of the semester. We encouraged them to ask us questions and challenge our decisions, as we welcome earnestly those conversations. We emphasized our desire to keep people informed, consult with folks widely, and to enact a collaborative process whenever possible. We talked about how Guided Pathways asks us to stop looking at our roles individually and asks to look at how we fit into the larger picture of the College and the student experience. Also, we wanted folks to know that just because we are asking questions, that doesn't mean we want to change everything about which we are asking. However, we are trying to learn about the College at both a macro and micro level.

We also spent a lot of time talking about what faculty have valued (and have not valued) in supervisors in the past at any institution. One of the top things that everyone mentioned was that they valued a supervisor that saw them as a holistic human being and not just a worker. I should note, that was something that drew to me to Tompkins Cortland Community College. It is so important to see people as human beings and not worker drones. I see that at so many levels here, from leadership at the top to people on the ground level. I think the proof is in the longevity of so many people who work here, as you don't find that staying power everywhere. That is because too many institutions don't treat people as well as they could. We really do have a special place here, where people have historically supported you as a person and an employee. I hope to continue that as well as I can.

CollegeNow: In the week prior to the start of the semester, CollegeNow hosted around 150 of our concurrent enrollment instructors to campus for professional development with 20 or so of our faculty liaisons. For the first time, Gregg Kiehl and Lucy Yang recorded four of the sessions, as we are working to build a repository for our high school colleagues who may miss these events. Rhonda Kowalski-Oltz, Vicki Posseur, and Victoria Zeppelin organized the excellent event.

Starfish: We have agreed to take part in an 18-month trial (paid by SUNY) of the software called Starfish. Starfish looks like it has the potential to help students, advisors, mentors, tutors, counselors, and teachers make their tasks easier. However, it will require some work in order to integrate it with our systems and to “roll-it-out” in a way that offers functionality without it being overwhelming. This software should dovetail very well with our guided pathways initiatives around advising and mentoring, as it essentially helps create a way for those who interact with students at all levels to communicate with each other about matters that concern the success of individual students.

Faculty Messages: I sent out a series of messages to the faculty just before the start of the semester to get us talking about some key issues. The topics included: classroom management, classroom civility, and continued respect and concern for our students; the role of the Office of Mental Health Services, especially as it relates to students in distress; academic dishonesty guidelines; and some potential approaches to help get students engaged in a class from the outset by explaining and contextualizing the inherent value of any course, be it academic, professional, or personal.

Chairpersons and Adjunct Contract: We had a meeting with academic department chairpersons to share information about the new Adjunct Association and its contract. The group asked a lot of great questions, and we will have much to consider in conjunction with the Adjunct Association during this first year of the contract. Malvika and I are committed to working to help make our adjuncts feel included, welcomed, and supported on our campus. I am not trying to say that hasn't been the case in the past. I am saying that adjunct faculty can sometimes feel disconnected on a campus for a variety of reasons. It is important to be aware of the possible disconnect and strive to help alleviate it as much as possible.

OPEN SUNY: The College has been going through the OPEN SUNY Institutional Readiness Program, which asks us to reflect on what we do well with online learning (which seems to be quite a lot) and what we can improve (there seems to be some). This process started a year ago, and we hope to have a plan approved this Fall. I've taught online before, and I'm very interested in making sure that our online folks are well-trained, get the support they need, and thrive online. Online courses aren't easy, but they are an area of growth for us, even as enrollments decline in some other areas. So, I am looking forward to evaluating our offerings and helping to ensure that we are delivering consistent quality.

OER: SUNY is offering OER (Open Education Resources) funding based on new OER sections, and we are poised to be able to get some that can help us sustain and grow our OER offerings. However, they are also offering funding for fully OER programs and for the development of OER content. I will be working with Tony DeFranco on this during the remainder of this month.

Constitution Day: I've been working with Kerry Curran, Barbara Kobritz, and Kelly Wessell on planning our Constitution Day celebrations on September 17th. We are encouraging students to take our constitution quiz (and maybe win a gift card), to register to vote (and make their voice heard), and to come to our viewing and discussion of the film *13th* (pizza included). You are welcome to attend as well!

Miscellaneous: Much of my time continues to involve learning about the campus, our programs, and the people who make our College work. This report focuses more on new initiatives or items rather than the day-to-day operations of the Provost's Office. However, I am happy to craft these reports as you see necessary. If this format does not work or if you would like to see other material presented, would you please let me know? I am happy to oblige.

How am I doing? No, this isn't an Ed Koch reference. A lot of people have been so kind in asking how I am doing, including members of the BOT. I wanted to say that, my family and I are doing very well. My 14-year-old son (Noah) just started 9th grade at Ithaca High School, and he loves it. My wife (Tara) and I have moved into Ellis Hollow, and are enjoying both the neighborhood and all that Tompkins and Cortland County have to offer. Our beagle (Floppy) and cat (Ella) are loving the new place, but our other cat (Omar) is kind-of-freaked out still. Professionally, I keep finding more and more to like about working here. I really do keep finding new things that I think are wonderful, as well as confirmation of positive facets of the college that I had learned during the interview process. There is much for us to do, but it is being built off of a very solid foundation.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of September 11, 2018

UNCLASSIFIED STAFF

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION DEADLINE	CURRENT STATUS
Assistant Director of Student Activities & the Student Center	September 2018	September 2018	September 2018	Posted to PAA
Admissions & Financial Aid Advisor	October 2018	August 22, 2018	September 23, 2018	Accepting Applications
Assistant Director of CollegeNow	July 2018	June 15, 2018	July 9, 2018	Checking References
Clinical Counselor (Full-Time Temporary)	September 2018	September 2018	September 2018	Hired: Rebecca Clark 09/10/18
Director of Continuing Education & Workforce Development	December 2018	September 2018	October 2018	Accepting Applications
Director of Student & Residence Life	September 2018	September 2018	September 2018	Accepting Applications
Instructor of Culinary Arts (Full-Time Temporary)	August 2018	June 26, 2018	July 9, 2018	Hired: Amanda Bisson 08/15/18
Student Success Advisor	Summer 2018	June 4, 2018	June 15, 2018	Hired: Christine Matos 09/10/18 Tackie Huff 09/10/18
Technology Support Associate	September 2018	August 23, 2018	September 23, 2018	Accepting Applications

CLASSIFIED STAFF

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Cleaner	Buildings & Grounds	September 2018	Reviewing Applications
Copy & Mail Center Attendant (Provisional)	Campus Technology	September 2018	Conducting Interviews
Enrollment Services Specialist (1.0 FTE Perm.) (Ithaca Extension Center) – Internal Posting	Enrollment Services	July 2018	Hired: Bonnie Moffett 07/23/18
Enrollment Services Specialist (1.0 FTE Perm.) (Registration & Billing) – Internal Posting	Enrollment Services	July 2018	Hired: Deborah Jarrell 08/01/18
Senior Copy & Mail Center Attendant (Provisional)	Campus Technology	August 2018	Hired: Kierra Martin 08/10/18

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Assistant Teacher	Child Care Center	July 2018	Hired: Gisselle Ruiz 08/06/18
Lifeguard	Athletics & Recreation	September 2018	Accepting Applications
Assistant Coach, Men's Basketball	Athletics & Recreation	October 2018	Accepting Applications
Head Coach, Women's Softball	Athletics & Recreation	September 2018	Hired: Maranda Kinsman 09/01/18
Head Coach, Men's & Women's Cross Country	Athletics & Recreation	August 2018	Hired: Peggy Dunham 09/01/18
Fitness Center Assistant	Athletics & Recreation	August 2018	Hired: Tanija Pulsts 08/20/18
Campus Card Systems Office Assistant	Campus Technology	August 2018	Accepting Applications
Teacher Aide/Substitute Teacher	Child Care Center	September 2018	Hired: Meghan Valesente 09/10/18
Senior Residence Assistant	Residence Life	August 2018	Hired: Glennys Cordero 08/08/18 Roshawna Thomas 08/08/18
Graduate Assistant	Residence Life/Student Center	September 2018	Hired: Anna Bullock 09/01/18

BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Server	TC3 Bistro	September 2018	Accepting Applications Hired: Andrew Frye 07/25/18
Banquet Bartender	TC3 Bistro	September 2018	Accepting Applications Hired: Andrew Frye 07/25/18
Banquet Supervisor	TC3 Bistro	September 2018	Accepting Applications
Bartender	TC3 Bistro	September 2018	Accepting Applications Hired: Jodian McKenzie 07/22/18
Busser/Food Runner	TC3 Bistro	August 2018	Accepting Applications Hired: Eugenia Digges 08/26/18 Zachary Winn 08/26/18 Nara Norgil 08/26/18
Dishwasher	TC3 Bistro	September 2018	Accepting Applications
Front of House Supervisor	TC3 Bistro	September 2018	Hired: Kevin Andersen 09/01/18 Mark Lawrence 09/01/18
General Manager	TC3 Bistro	ASAP	Checking References/Offer in Progress
Line Cook	TC3 Bistro	September 2018	Accepting Applications
Server	TC3 Bistro	September 2018	Accepting Applications
Sous Chef	TC3 Bistro	September 2018	Hired: Patrick Blackman 09/01/18
Host/Hostess	TC3 Bistro	September 2018	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of September 11, 2018

COMPLAINANT	SUBJECT	DISPOSITION
CSEA Membership	Medco – Change in provider diminished prescription plan benefits	CSEA requested a waiver to time requirement to move to Stage 3 of grievance process while waiting for a response from Tompkins County.
Sylvia Ganoë	MedCo - Change in provider changed prescription co-pay.	Would like matter fully researched by Tompkins County.
FACULTY ASSOC.		
None.		
PAA		
Professional Administrators Assoc.	Article 50 Quality Step Increase System	College to consider QSI applications as outlined in Article 50.
TC3 ADJUNCT ASSOC.		
TC3 Adjunct Association	Article XV Discipline	Adjunct Association requested adjunct reinstatement.

TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
JANUARY 1 - JUNE 30, 2018

LEADERSHIP SKILLS/DEVELOPMENT - programs primarily geared toward supervisors, department heads, and faculty such as formal leadership development programs, supervisory training, etc.

Summary - Leadership Skills/Development

of reported events - 33

of employees - 14

- 0 Bistro
- 2 Classified Staff
- 0 Executive
- 3 FSA
- 22 Faculty
- 4 PAA
- 2 Adjuncts

CONFERENCE/SEMINARS - includes internal and external conferences, seminars, and workshops.

Summary - Conference/Seminars

of reported events - 108

of employees - 49

- 1 Bistro
- 7 Classified Staff
- 2 Executive
- 27 FSA
- 36 Faculty
- 32 PAA
- 3 Adjuncts

JOB SPECIFIC EDUCATION - Includes technical/Computer training, customer service training, legal/compliance training and other job specific programs.

Summary - Job Specific Education

of reported events - 98

of employees - 48

- 0 Bistro
- 14 Classified Staff
- 0 Executive
- 23 FSA
- 35 Faculty
- 24 PAA
- 2 Adjuncts

DEGREE RELATED PROGRAMS - list individuals pursuing formal degree programs at TC3 or other institutions.

Summary - Degree Related Programs

of reported events - 19

of employees - 8

- 0 Bistro
- 7 Classified Staff
- 0 Executive
- 0 FSA
- 0 Faculty
- 11 PAA
- 1 Adjuncts

OTHER DEVELOPMENT ACTIVITIES - various other programs attended by employees.

Summary - Other Development Activities

of reported events - 35

of employees - 22

- 0 Bistro
- 3 Classified Staff
- 0 Executive
- 3 FSA
- 11 Faculty
- 14 PAA
- 4 Adjuncts

PROFESSIONAL PUBLICATIONS

Summary - Professional Publications

of reported events - 7

of employees - 2

- 0 Bistro
- 0 Classified Staff
- 0 Executive
- 0 FSA
- 0 Faculty
- 0 PAA
- 2 Adjuncts

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL PAYMENTS - SEPTEMBER 2018**

	AMOUNT	SUBTOTAL	GRAND TOTAL
Childcare Facility Project			
Administrative Cost			
William Munson (Sr. Maintenance Technician based at Tioga Place) Mileage Reimbursement for Travel to Childcare Center Site, 7/6 - 7/23 8/10 - 8/24	\$103.01 \$26.71		
Total Administrative Cost		\$129.72	
Design Services			
Claudia Brenner Design (PO #31685) Architectural Design Services Invoice #3043, 3044 Design, Related Services	\$11,070.07		
Total Design Services		\$11,070.07	
Civil Construction			
All Seasons Excavating (PO #32184) Application #4, Civil Construction	\$59,145.00		
Total Civil Construction		\$59,145.00	
Electric & Gas			
NYSEG Invoice #801000200393 Gas Service - Line Extension	\$1,844.58		
Total Electric & Gas		\$1,844.58	
General Construction			
Streeter Associates (PO #32183) Application #3, General	\$122,977.50		
Total General Construction		\$122,977.50	

Mechanical

Kimble, Inc. (PO #32186)
Application #3 \$163,138.75

Total Mechanical \$163,138.75

Plumbing

Brosh Mechanical, Inc. (PO #32187)
Application #1 \$24,700.00

Total Plumbing \$24,700.00

Testing Services

SJB Cortland (PO #32231)
CT-18-040-2 \$776.00

Total Testing Services \$776.00

TOTAL CHILDCARE FACILITY PROJECT \$383,781.62

Master Plan**Elevator Rebuild (Yellow Elevator)**

Davis Ulmer Sprinkler Co.
Fire Alarm Programming, Invoice #LP025272 \$880.00

Total Elevator Rebuild (Yellow Elevator) \$880.00

TOTAL MASTER PLAN \$880.00

TOTAL CAPITAL PAYMENTS \$384,661.62

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-12**

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 September 2018, 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 September 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Tuesday, September 11, 2018
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
April				
Ryan, Patrick	Adopted PSYC103 BL3 for OER	Adjunct	\$3,000.00	4/1/2018 To 6/1/2018
May				
Richards, David	Developed BUAD106 M02 for OER	Adjunct	\$3,000.00	5/1/2018 To 7/15/2018
Richards, David	Developed POSC103 BL1 for OER	Adjunct	\$3,000.00	5/1/2018 To 7/15/2018
Gerg, Julie	Executive Director of the Foundation	Grade 5	\$83,640.00 *	5/18/2018
June				
Barker, Jaime	CollegeNow Faculty Liaison-BIOL courses	Adjunct	\$217.60	6/4/2018 To 8/21/2018
Carey, Christopher	CollegeNow Faculty Liaison-ENGL courses	Adjunct	\$108.80	6/4/2018 To 8/21/2018
Crane, Nancy	CollegeNow Faculty Liaison-SPAN/FREN/GERM courses	Adjunct	\$136.00	6/4/2018 To 8/21/2018
DeGaetano, Margaret	CollegeNow Faculty Liaison-METR courses	Adjunct	\$163.20	6/4/2018 To 8/21/2018
Emilian, Cathy	CollegeNow Faculty Liaison-DRAF courses	Adjunct	\$54.40	6/4/2018 To 8/21/2018
Farah, Fred	CollegeNow Faculty Liaison-ENVS/PHSC courses	Adjunct	\$380.80	6/4/2018 To 8/21/2018
Galezo, David	CollegeNow Faculty Liaison-PHIL courses	Adjunct	\$54.40	6/4/2018 To 8/21/2018
Hillis, Patrick	CollegeNow Faculty Liaison-Professional Development Conference Workshop	Adjunct	\$108.80	6/4/2018 To 8/21/2018
Kidder, Jennifer	CollegeNow Faculty Liaison-GEOL courses	Adjunct	\$108.80	6/4/2018 To 8/21/2018
Reid, Taylor	CollegeNow Faculty Liaison-ENVS courses	Adjunct	\$54.40	6/4/2018 To 8/31/2018
Ross, Jessica	CollegeNow Faculty Liaison-SOCI courses	Adjunct	\$163.20	6/4/2018 To 8/21/2018
Sabol, Zenta	CollegeNow Faculty Liaison-ACCT courses	Adjunct	\$108.80	6/4/2018 To 8/21/2018
Sewell, Patrick	CollegeNow Faculty Liaison-ENVS courses	Adjunct	\$54.40	6/4/2018 To 8/21/2018
Stremlin, Tatiana	CollegeNow Faculty Liaison-MUSI courses	Adjunct	\$108.80	6/4/2018 To 8/21/2018
Sutton, Levi	CollegeNow Faculty Liaison-DRAF courses	Adjunct	\$108.80	6/4/2018 To 8/21/2018
Westfield, Butch	CollegeNow Faculty Liaison-BUAD courses	Adjunct	\$217.60	6/4/2018 To 8/31/2018
Whitecraft, Michele	CollegeNow Faculty Liaison-CHEM courses	Adjunct	\$435.20	6/4/2018 To 8/21/2018
Young, Tammi	CollegeNow Faculty Liaison-FITN/HLTH/RECR courses	Adjunct	\$870.40	6/4/2018 To 8/21/2018
July				
Plumeau, Meg	Borg Warner Math Review	Adjunct	\$250.00	7/24/2018 - 8/9/2018
Cornish, Erin	Independent Study - MATH095 (P. Cook, M. Duncan, M. Tarantelli, C. Van Petten)	Adjunct	\$2,896.00	7/5/2018 - 8/2/2018
Crane, Nancy	Independent Study - SPAN102 (I. Langer, A. Lopez-Crane, W. Mitchell, L. Wright)	Adjunct	\$2,172.00	7/5/2018 - 8/2/2018
Gilbert, Mary	Additional compensation for enrollment above 16 students in ENGL204-BL4	Adjunct	\$100.00	7/5/2018 - 8/2/2018
Kyle, John	Independent Study - BUAD111 (P. Sanchez, V. Nunez, V. Nunez, E. Oeckel, D. Rodriguez, J. Ryerson)	Adjunct	\$2,715.00	7/5/2018 - 8/2/2018
Schat, Marjolein	Independent Study - BIOL102 (B. Dickenson, K. Miller, N. Thacker, J. Wodi)	Adjunct	\$2,172.00	7/5/2018 - 8/2/2018
Schat, Marjolein	Independent Study - BIOL105 (A. Androshchuk, D. Janicki, M. Kaur)	Adjunct	\$2,172.00	7/5/2018 - 8/2/2018
Sewell, Patrick	Independent Study - ENVS105 (M. Carrero)	Adjunct	\$543.00	7/5/2018 - 8/2/2018
Whitecraft, Michele	Independent Study - CHEM102 (C. Dodge, S. Lee, M. Rutherford, Eschwed, R. Wawrzynek)	Adjunct	\$3,620.00	7/5/2018 - 8/2/2018
Seyfried, Matthew	Additional compensation for enrollment above 16 students in ENGL204-BL2 & BL3	Adjunct	\$150.00	7/6/2018 - 8/2/2018

Employee	Department	Title/Rank	Salary	Employment Dates
August				
Raethka, Tim	CPR for Nursing student	Adjunct	\$600.00	8/1/2018 To 8/4/2018
Echevarria, Richard	Attend academic advisement training provided by Student Success & Advisement Services staff in order to prepare for the transition to the role of faculty advisor	Adjunct	\$191.00	8/8/2018
Moricette, Janita	Attend academic advisement training provided by Student Success & Advisement Services staff in order to prepare for the transition to the role of faculty advisor	Adjunct	\$191.00	8/8/2018
DeGaetano, Margaret	Facilitation of Rope Challenge Course - Level 2+	Adjunct	\$600.00	8/10/2018 To 12/31/2018
Astra, Tazio	Para-Professional Tutor - WRC	Adjunct	\$4,914.00	8/15/2018 To 12/17/2018
Barker, Jaime	Writing Partner/Science Writing - WRC	Adjunct	\$2,357.25	8/15/2018 To 12/17/2018
Bisson, Amanda	Culinary Arts	Instructor	\$56,212.00	8/15/2018
DeGaetano, Margaret	Professional Tutor	Adjunct	\$13,349.16	8/15/2018 To 12/17/2018
Dzikovski, Holly	Professional Tutor - Developmental Math Support Specialist	Adjunct	\$5,650.56	8/15/2018 To 12/17/2018
Gray, Amanda	Para-Professional Tutor - MSC	Adjunct	\$6,406.40	8/15/2018 To 12/17/2018
Inderwies, Heidi	Para-Professional Tutor - MSC	Adjunct	\$6,115.20	8/15/2018 To 12/17/2018
Kidder, Jennifer	Professional Tutor - Developmental Math Support Specialist	Adjunct	\$3,033.90	8/15/2018 To 12/17/2018
Kjellander-Cantu-Cynthi	Professional Tutor - Digital/Media Arts Specialist	Adjunct	\$2,067.75	8/15/2018 To 12/17/2018
Lyon, Crystal	Professional Tutor - Digital/Media Arts Specialist	Adjunct	\$4,290.00	8/15/2018 To 12/17/2018
Miranda, Tracy	Para-Professional Tutor - MSC	Adjunct	\$7,571.20	8/15/2018 To 12/17/2018
Ndiaye, Mame	Para-Professional Tutor - WRC	Adjunct	\$3,276.00	8/15/2018 To 12/17/2018
Orrantia-Kotowski, Olivi	Access & Equity Assistant/Professional Tutor	Adjunct	\$10,296.00	8/15/2018 To 12/17/2018
Rafferty, Megan	Photo Lab Technician/Tutor	Adjunct	\$1,170.00	8/15/2018 To 12/17/2018
Sabol, Zenta	Professional Tutor - ABC & Access & Equity Assistant	Adjunct	\$4,180.04	8/15/2018 To 12/17/2018
Sandifer, Phil	Professional Writing Tutor - WRC	Adjunct	\$9,098.10	8/15/2018 To 12/17/2018
Tombasco, Raphael	Professional Writing Tutor - WRC	Adjunct	\$2,730.00	8/15/2018 To 12/17/2018
Donohue, Kathryn	Participating in training pursuant to the SUNY Developmental English Learning Community Grant	Adjunct	\$75.00	8/16/2018
Hemingway Jones, Kat	Participating in training pursuant to the SUNY Developmental English Learning Community Grant	Adjunct	\$75.00	8/16/2018
Potter, Kristi	Participating in training pursuant to the SUNY Developmental English Learning Community Grant	Adjunct	\$75.00	8/16/2018
Weed, Steve	Participating in training pursuant to the SUNY Developmental English Learning Community Grant	Adjunct	\$75.00	8/16/2018
Wheaton, Justin	Participating in training pursuant to the SUNY Developmental English Learning Community Grant	Adjunct	\$75.00	8/16/2018
Wolff, Sarah	Participating in training pursuant to the SUNY Developmental English Learning Community Grant	Adjunct	\$75.00	8/16/2018
Price, Colleen	Per Article 9.5 of TC3 Adjunct Association Contract - \$50/credit for cancellation less than one week before start of classes/EMG 230	Adjunct	\$200.00	8/21/2018
Abdu-Shahid, Rafsanja	HUMS105 M01	Adjunct	\$2,730.00	8/22/2018 To 12/14/2018
Ahmed, Ahmed	CHEM108 ME50 CHEM205 ME50	Adjunct	\$11,505.00	8/22/2018 To 12/14/2018
Almann, Nancy	BIOL131 M02 BIOL131 M01	Adjunct	\$8,850.00	8/22/2018 To 12/14/2018
Altmann, Herman	BIOL101 M03 BIOL101 M01 BIOL102 M02	Adjunct	\$12,390.00	8/22/2018 To 12/14/2018
Archer, Pamela	CAPS111 M01 BUAD203 M01	Adjunct	\$4,583.70	8/22/2018 To 12/14/2018
Arnold, Melanie	COMM110 ME50 COMM245 M01 COMM115 M01	Adjunct	\$9,047.06	8/22/2018 To 12/14/2018
Aspinwall, Breck	BIOL100 M02 BIOL100 M01	Adjunct	\$7,210.00	8/22/2018 To 12/14/2018
Barker, Jaime	BIOL132 ME50 BIOL131 M01 BIOL201 ME50	Adjunct	\$9,900.00	8/22/2018 To 12/14/2018

Employee	Department	Title/Rank	Salary	Employment Dates
Barker, Ryan	BIOL132 ME50 BIOL201 ME50	Adjunct	\$4,342.50	8/22/2018 To 12/14/2018
Bechtold, Charles	MATH120 M10 ENSC204 M01 MATH120 M09	Adjunct	\$12,980.00	8/22/2018 To 12/14/2018
Bennett, Chauncey	COMM135 ME50 COMM127 HY51	Adjunct	\$6,370.00	8/22/2018 To 12/14/2018
Blackman, Patrick	Duties-inventory, ordering for CULI/WINE program and coordinating product for courses	Adjunct	\$4,160.00	8/22/2018 To 12/14/2018
Blackman, Patrick	CULI160 V01	Adjunct	\$3,185.00	8/22/2018 To 12/14/2018
Boden, Brandy	RECR215 ME50	Adjunct	\$3,605.00	8/22/2018 To 12/14/2018
Buchanan, Patricia	ENGL100 M12 ENGL098 EL09 ENGL100 EL09 ENGL201 M01	Adjunct	\$10,620.00	8/22/2018 To 12/14/2018
Byrne, Kristin	Provide supervision to NURS208-M33 FLD students while administering medication	Adjunct	\$1,654.20	8/22/2018 To 12/14/2018
Cambridge, Jessica	ENGL100 M28 ENGL100 M27	Adjunct	\$6,600.00	8/22/2018 To 12/14/2018
Caroompas, Alice	President of Adjunct Faculty Association	Adjunct	\$2,067.75	8/22/2018 To 12/14/2018
Carr, Kyle	COMM120 ME50 COMM120 M01 COMM111 M01	Adjunct	\$5,133.70	8/22/2018 To 12/14/2018
Carr, Kyle	Provide coverage for Communications Cage as ell as provide necessary tutoring to Communications students	Adjunct	\$3,771.60	8/22/2018 To 12/14/2018
Christofferson, Martin	CAPS121 HY2 CAPS121 HY1 CAPS111 HY1 CAPS131 HY1 CAPS131 HY2 CAPS111 HY2	Adjunct	\$8,262.36	8/22/2018 To 12/14/2018
Cicciarelli, Richard	BIOL101 M04 BIOL101 M02	Adjunct	\$6,755.00	8/22/2018 To 12/14/2018
Coleman, Cynthia	SOCI101 BL3 SOCI101 M09 SOCI205 BL1	Adjunct	\$10,620.00	8/22/2018 To 12/14/2018
Cooper, Joanne	MATH095 M02	Adjunct	\$4,400.00	8/22/2018 To 12/14/2018
Cornish, Erin	MATH095 M05 MATH120 IE62 MATH109 M04	Adjunct	\$12,100.00	8/22/2018 To 12/14/2018
Cowan, Richard	MATH200 M03	Adjunct	\$3,540.00	8/22/2018 To 12/14/2018
Crane, Nancy	SPAN101 M03 SPAN102 M01 SPAN101 M02	Adjunct	\$12,980.00	8/22/2018 To 12/14/2018
Curtis, Benjamin	CONT107 M01	Adjunct	\$3,540.00	8/22/2018 To 12/14/2018
Cutter, Elizabeth	MATH090 M07 MATH090 M02	Adjunct	\$7,720.00	8/22/2018 To 12/14/2018
Davis, Andrew	FITN230 M20 FITN130 M10	Adjunct	\$1,650.00	8/22/2018 To 12/14/2018
DiBartolo, Debra	NURS208-M33 FLD	Adjunct	\$12,100.00	8/22/2018 To 12/14/2018
Doane, Eric	CRJU105 M02 CRJU105 BL1 CRJU105 M01	Adjunct	\$8,685.00	8/22/2018 To 12/14/2018
Donohue, Kathryn	ENGL100 M21 ENGL100 EL17 ENGL098 EL17	Adjunct	\$5,790.00	8/22/2018 To 12/14/2018
Dzikovski, Holly	MATH090 M03	Adjunct	\$4,120.00	8/22/2018 To 12/14/2018
Earley, Bernard	ENGL101 BL2 ENGL101 BL1	Adjunct	\$7,080.00	8/22/2018 To 12/14/2018
Eckert, Regina	HSTY102 M01	Adjunct	\$3,090.00	8/22/2018 To 12/14/2018
Eller, Dawn	BIOL114 M01	Adjunct	\$3,300.00	8/22/2018 To 12/14/2018
Ellis, Rachel	ENGL100 M25 ENGL098 EL20 ENGL100 EL20	Adjunct	\$5,460.00	8/22/2018 To 12/14/2018
Emmart, Michael	HUMS104 BL1 CRJU104 BL1	Adjunct	\$3,300.00	8/22/2018 To 12/14/2018
Epstein, Judith	ENGL201 ME50 ENGL201 M03 ENGL201 M05	Adjunct	\$10,620.00	8/22/2018 To 12/14/2018
Estep, Nancy	ECHD240 M01 ECHD242 HY1	Adjunct	\$4,950.00	8/22/2018 To 12/14/2018
Esworthy, Barrett	HSTY201 M01	Adjunct	\$3,540.00	8/22/2018 To 12/14/2018
Evans, Christine	ESL 110 M01 ESL 112 M01 ESL 111 M01	Adjunct	\$12,100.00	8/22/2018 To 12/14/2018
Falk, Laura	WINE200 V01	Adjunct	\$3,090.00	8/22/2018 To 12/14/2018
Farah, Fred	BIOL115 M01 GEOL125 M01 BIOL125 M01	Adjunct	\$10,325.00	8/22/2018 To 12/14/2018
Feavearyear, Jody	MATH090 M05 MATH090 M04	Adjunct	\$9,440.00	8/22/2018 To 12/14/2018
Foote, Sandra	MATH095 ME50 MATH200 ME50	Adjunct	\$7,210.00	8/22/2018 To 12/14/2018
Fussner-Kelly, Shirley	MATH090 ME50	Adjunct	\$4,120.00	8/22/2018 To 12/14/2018
Galezo, David	PHIL101 M02 PHIL201 BL1	Adjunct	\$7,080.00	8/22/2018 To 12/14/2018
Gammage-Sikora, Gina	SPAN101 BL1	Adjunct	\$4,720.00	8/22/2018 To 12/14/2018
Gilbert, Mary	ENGL102 BL3 ENGL102 BL1 ENGL102 BL2	Adjunct	\$10,620.00	8/22/2018 To 12/14/2018
Gillis, Andrew	ART 255 M01 ART 111 M01	Adjunct	\$8,260.00	8/22/2018 To 12/14/2018
Goldsberry, Evelyn	NURS110-M34 FLD	Adjunct	\$6,755.00	8/22/2018 To 12/14/2018
Granison, Henry	PARA101 BL1 PARC101 BL1	Adjunct	\$3,540.00	8/22/2018 To 12/14/2018
Green, Rachel	ECHD110 ME50	Adjunct	\$3,090.00	8/22/2018 To 12/14/2018

Employee	Department	Title/Rank	Salary	Employment Dates
Grimm, Mark	ART 214 M01	Adjunct	\$3,850.00	8/22/2018 To 12/14/2018
Ha, Lien	DRAF117 M01	Adjunct	\$4,101.25	8/22/2018 To 12/14/2018
Hallas, Katherine	ENVS110 M01	Adjunct	\$1,820.00	8/22/2018 To 12/14/2018
Hamilton, Kathryn	RDNG116 M10 RDNG116 M12 RDNG116 M09	Adjunct	\$8,190.00	8/22/2018 To 12/14/2018
Han, Man-Young	SPMT255 M01	Adjunct	\$3,300.00	8/22/2018 To 12/14/2018
Hemingway Jones, Kat	ENGL100 M06 ENGL204 M01	Adjunct	\$6,600.00	8/22/2018 To 12/14/2018
Hillis, Patrick	PSYC103 M11 PSYC207 M01 PSYC103 M07	Adjunct	\$9,900.00	8/22/2018 To 12/14/2018
Iacobucci, Christine	ANTH202 M01	Adjunct	\$3,300.00	8/22/2018 To 12/14/2018
Iacobucci, Christine	CTC Adjunct Service Coordinator	Adjunct	\$3,300.00	8/22/2018 To 12/14/2018
Johnson, John	COMM140 M01 COMM240 M01	Adjunct	\$6,755.00	8/22/2018 To 12/14/2018
Josef, Keith	CHEM101 HY1	Adjunct	\$1,545.00	8/22/2018 To 12/14/2018
Kapusta, Patricia	CAPS131 BL1	Adjunct	\$1,377.06	8/22/2018 To 9/26/2018
Kidder, Jennifer	MATH098 M04 GEOL101 M01	Adjunct	\$8,850.00	8/22/2018 To 12/14/2018
Kobre, Michael	BIOL131 ME50 BIOL114 BL1	Adjunct	\$13,275.00	8/22/2018 To 12/14/2018
Kyle, John	CAPS121 M05 CAPS111 M02 CAPS121 M03 CAPS111 M03 CAPS121 M04 CAPS111 M04	Adjunct	\$8,262.36	8/22/2018 To 11/5/2018
LaFavor, Erik	SOCI101 M10	Adjunct	\$2,730.00	8/22/2018 To 12/14/2018
Lamey, Timothy	FITN213 ME50	Adjunct	\$1,650.00	8/22/2018 To 12/14/2018
Lee, In Shik	ART 120 ME50 ART 114 M01 ART 120 M03	Adjunct	\$12,390.00	8/22/2018 To 12/14/2018
Less, Deborah	ENGL204 M02	Adjunct	\$3,300.00	8/22/2018 To 12/14/2018
Lillard, Marketa	CHEM101 HY1	Adjunct	\$3,300.00	8/22/2018 To 12/14/2018
Lipa, Thomas	CDSC220 HY1 CDSC101 BL1	Adjunct	\$4,720.00	8/22/2018 To 12/14/2018
Manning, Kaeti	PHIL101 M03	Adjunct	\$3,090.00	8/22/2018 To 12/14/2018
Marie, Jill	ENGL201 M06 ENGL103 BL1	Adjunct	\$7,080.00	8/22/2018 To 12/14/2018
Mast, Holli	MATH095 M06	Adjunct	\$3,640.00	8/22/2018 To 12/14/2018
McCabe, Thomas	ENGL256 M01	Adjunct	\$3,540.00	8/22/2018 To 12/14/2018
McCracken, Kathleen	COMM120 ME50 COMM120 M01	Adjunct	\$3,605.00	8/22/2018 To 12/14/2018
McLane, Todd	ENVS117 M02 ENVS117 M01	Adjunct	\$3,090.00	8/22/2018 To 12/14/2018
Meddaugh, Arlene	NURS110-M37 FLD	Adjunct	\$6,370.00	8/22/2018 To 12/14/2018
Meyer, Denise	ART 130 ME50 ART 130 M01 ART 130 M02	Adjunct	\$12,390.00	8/22/2018 To 12/14/2018
Millman-Brown, Randi	ART 101 ME50	Adjunct	\$3,300.00	8/22/2018 To 12/14/2018
Montgomery, Ashley	ENGL101 M10 ENGL100 M01	Adjunct	\$5,460.00	8/22/2018 To 12/14/2018
Moody, Frank	BUAD203 BL1	Adjunct	\$3,540.00	8/22/2018 To 12/14/2018
Morse, Annemarie	WINE120 VE50	Adjunct	\$3,090.00	8/22/2018 To 12/14/2018
Moss, Gregory	HUMS200 M01	Adjunct	\$2,730.00	8/22/2018 To 12/14/2018
Mueller, Susan	NURS110-M32 FLD	Adjunct	\$6,755.00	8/22/2018 To 12/14/2018
Need, Barbara	ENGL101 M03 ENGL101 M01 SPAN101 M01	Adjunct	\$11,000.00	8/22/2018 To 12/14/2018
Okaru, Alfred	FITN230 M22 FITN130 M12	Adjunct	\$1,545.00	8/22/2018 To 12/14/2018
Olson, Rich	To perform engineering duties in the radio station	Adjunct	\$8,764.60	8/22/2018 To 12/14/2018
Panzer, Nina	SOCI101 BL2	Adjunct	\$3,540.00	8/22/2018 To 12/14/2018
Parks, Paul	ART 101 M01 HUMN232 M01	Adjunct	\$7,080.00	8/22/2018 To 12/14/2018
Perehinec, Michael	PARA215 BL1 PARC215 BL1	Adjunct	\$2,895.00	8/22/2018 To 12/14/2018
Piedmonte, Matthew	CHEM101 M02 CHEM101 M01	Adjunct	\$8,190.00	8/22/2018 To 12/14/2018
Piery, Miguel	SPAN101 I30	Adjunct	\$4,400.00	8/22/2018 To 12/14/2018
Pijanowski, Gregory	ASTR101 BL1	Adjunct	\$3,300.00	8/22/2018 To 12/14/2018
Pillar, Veronica	PHSC104 M02 PHSC104 M01	Adjunct	\$8,190.00	8/22/2018 To 12/14/2018
Pittsley, Jaclyn	ENGL101 M07 ENGL102 M07	Adjunct	\$6,600.00	8/22/2018 To 12/14/2018
Potter, Kristi	ENGL100 M14 ENGL098 EL10 ENGL100 EL10	Adjunct	\$5,460.00	8/22/2018 To 12/14/2018
Price, Lee	To perform Program Chair duties for the EMT Program for F18	Adjunct	\$2,060.00	8/22/2018 To 12/14/2018
Price, S. Lee	EMT 220 M73	Adjunct	\$8,755.00	8/22/2018 To 12/14/2018

Employee	Department	Title/Rank	Salary	Employment Dates
Quick, Raymond	BUAD219 BL1	Adjunct	\$3,540.00	8/22/2018 To 12/14/2018
Raethka, Timothy	HLTH205 M01	Adjunct	\$3,300.00	8/22/2018 To 12/14/2018
Rice, Robert	FITN230 M21 FITN130 M11	Adjunct	\$1,447.50	8/22/2018 To 12/14/2018
Richards, David	POSC103 BL2 PARC213 BL1 PARA213 BL1 POSC213 BL1 POSC103 BL1	Adjunct	\$10,620.00	8/22/2018 To 12/14/2018
Ritz Deutch, Ute	ANTH202 M02	Adjunct	\$3,540.00	8/22/2018 To 12/14/2018
Roche, Heather	NURS110-M36 FLD	Adjunct	\$6,370.00	8/22/2018 To 12/14/2018
Ross, Jessica	SOCI101 M05T SOCE201 M01 SOCI101 M04 SOCI101 M04T SOCI101 M05	Adjunct	\$9,900.00	8/22/2018 To 12/14/2018
Ross, Ronald	BUAD109 M01	Adjunct	\$3,540.00	8/22/2018 To 12/14/2018
Rukavena, Peter	BUAD111 M01 ALEX249 M01 ALEX249 M02 ALEX249 M03	Adjunct	\$10,620.00	8/22/2018 To 12/14/2018
Ruoff, Guy	POSC104 BL1	Adjunct	\$3,300.00	8/22/2018 To 12/14/2018
Sabol, Zenta	ACCT102 M01 ACCT101 M01	Adjunct	\$9,440.00	8/22/2018 To 12/14/2018
Schaffer, Patrica	NURS208-M31 FLD	Adjunct	\$12,100.00	8/22/2018 To 12/14/2018
Schat, Marjolein	BIOL104 ME50 BIOL102 M01	Adjunct	\$9,012.50	8/22/2018 To 12/14/2018
Scheminger, Hannah	NURS208-M32 FLD	Adjunct	\$10,010.00	8/22/2018 To 12/14/2018
Schmid, Joseph	ACCT101 BL2 ACCT207 BL1	Adjunct	\$9,440.00	8/22/2018 To 12/14/2018
Schmidt, Kurt	ENVS101 M02 ENVS101 M01	Adjunct	\$6,370.00	8/22/2018 To 12/14/2018
Schoneman, Ronald	CRJU104 M02 HUMS104 M01 CRJU104 M01 HUMS104 M02	Adjunct	\$7,080.00	8/22/2018 To 12/14/2018
Schrag, Kimberly	ART 110 M02 ART 120 M01	Adjunct	\$8,260.00	8/22/2018 To 12/14/2018
Sewell, Pat	Chair - Sustainable Farming & Food Systems program	Adjunct	\$945.60	8/22/2018 To 12/14/2018
Sewell, Patrick	ENVS110 M02 ENVS285 F01 ENVS112 M01	Adjunct	\$9,075.00	8/22/2018 To 12/14/2018
Seyfried, Matthew	SPMT260 HY1 ENGL204 BL1 ENGL204 BL2	Adjunct	\$10,620.00	8/22/2018 To 12/14/2018
Sheehan, John	HSTY111 BL1	Adjunct	\$3,540.00	8/22/2018 To 12/14/2018
Sidle, Jason	CULI270 V01 HRMG206 BL1	Adjunct	\$2,730.00	8/22/2018 To 12/14/2018
Sinclair, Lorraine	ENGL100 M20 SOCI201 M01	Adjunct	\$7,080.00	8/22/2018 To 12/14/2018
Sloan, Cindy	SOCI101 BL1	Adjunct	\$3,540.00	8/22/2018 To 12/14/2018
Smith, Nancy	EMT 730 / Basic Refresher	Adjunct	\$750.00	8/22/2018 To 12/14/2018
Smith, Susan	ENGL102 ME50	Adjunct	\$3,300.00	8/22/2018 To 12/14/2018
Snyder, Stephen	BIOL101 HY1	Adjunct	\$3,850.00	8/22/2018 To 12/14/2018
Stanton, Dawn	CDSC201 BL2	Adjunct	\$3,300.00	8/22/2018 To 12/14/2018
Starmer, Ronald	ENGL102 M08	Adjunct	\$3,540.00	8/22/2018 To 12/14/2018
Suben, Mark	CRJU205 M02 CRJU205 M01	Adjunct	\$5,790.00	8/22/2018 To 12/14/2018
Tambascio, Theresa	INTD095 M03 INTD095 M01	Adjunct	\$10,300.00	8/22/2018 To 12/14/2018
Thompson, Jacqueline	NURS208-M30 FLD	Adjunct	\$10,615.00	8/22/2018 To 12/14/2018
Tombasco, Raphael	ENGL101 M09 INTD095 M07	Adjunct	\$7,280.00	8/22/2018 To 12/14/2018
Traub, Adrienne	ENVS116 M01	Adjunct	\$3,185.00	8/22/2018 To 12/14/2018
Tremaine, Heidi	ENVS105 M01	Adjunct	\$2,730.00	8/22/2018 To 12/14/2018
VanGorder, Esther	RECR210 M01	Adjunct	\$2,730.00	8/22/2018 To 12/14/2018
Vazenios, George	MATH095 M03 BUAD103 BL1 MATH109 M01	Adjunct	\$11,000.00	8/22/2018 To 12/14/2018
Veshcherevich, Radmil	RUSN101 M01 ESL 149 M01 ESL 149 M02	Adjunct	\$10,620.00	8/22/2018 To 12/14/2018
Waffner, Marcia	BUAD212 BL1	Adjunct	\$3,300.00	8/22/2018 To 12/14/2018
Watrous, Sara	HLTH207 M01	Adjunct	\$2,730.00	8/22/2018 To 12/14/2018
Weatherby, Gregg	ENGL101 M05	Adjunct	\$3,300.00	8/22/2018 To 12/14/2018
Weed, Steve	ENGL100 M23 ENGL100 EL15 ENGL098 EL15 ENGL100 IE35	Adjunct	\$9,270.00	8/22/2018 To 12/14/2018
Wells, Frances	CAPS131 M02 CAPS111 BL2 CAPS121 BL3 CAPS111 BL4 CAPS121 BL5 CAPS131 M01 CAPS121 M01	Adjunct	\$11,016.48	8/22/2018 To 12/14/2018
Wheaton, Justin	ENGL100 M16 ENGL100 EL11 ENGL098 EL11 ENGL102 M04	Adjunct	\$8,190.00	8/22/2018 To 12/14/2018
Whitaker, John	MATH090 M06 MATH109 M03 MATH095 M04	Adjunct	\$11,330.00	8/22/2018 To 12/14/2018

Employee	Department	Title/Rank	Salary	Employment Dates
Whitecraft, Michele	CHEM101 ME50	Adjunct	\$3,540.00	8/22/2018 To 12/14/2018
Williams, Diane	BIOL101 ME51 BIOL101 ME50 CHEM101 ME50	Adjunct	\$10,030.00	8/22/2018 To 12/14/2018
Wilson, Valerie	Provide supervision to NURS208-31 FLD students while administering medication	Adjunct	\$1,885.80	8/22/2018 To 12/14/2018
Wolff, Sarah	ENGL100 M07 ENGL098 EL04 ENGL100 EL04 ENGL102 M03	Adjunct	\$9,270.00	8/22/2018 To 12/14/2018
Wright, Rachel	Provide supervision to NURS208-32 FLD students while administering medication	Adjunct	\$1,765.80	8/22/2018 To 12/14/2018
Yavits, Robert	CAPS152 BL1	Adjunct	\$1,377.06	8/22/2018 To 10/16/2018
Young, Tammi	RECR230 M01 FITN215 M01 FITN170 M01	Adjunct	\$6,180.00	8/22/2018 To 12/14/2018
Zencka, Jason	ENGL102 M05 ENGL102 M01 ENGL101 M02	Adjunct	\$8,685.00	8/22/2018 To 12/14/2018
Zhao, Jiang	CHEM107 M01	Adjunct	\$4,095.00	8/22/2018 To 12/14/2018
Plumeau, Meg	Borg Warner Math Review	Adjunct	\$125.00	8/23/2018
Zaia, Heather	Per Article 9.5 of TC3 Adjunct Association Contract - \$50/credit for cancellation less than one week before start of classes/ENGL098-100	Adjunct	\$300.00	8/23/2018

September

Matos, Christine	Student Success Advisor	Instructor	\$58,648.00 *	9/10/2018
Huff, Tackie	Student Success Advisor	Instructor	\$58,319.00 *	9/10/2018
Schwartz, Flora	Preparation/support for CULI Program	Adjunct	\$9,464.00	9/12/2018 To 12/14/2018
Plumeau, Meg	Borg Warner Math Review - BIZ	Adjunct	\$125.00	9/18/2018
Rice, Douglas	ENGL100-D92, 101-D92 - OCM BOCES	Adjunct	\$5,790.00	9/24/2018 To 1/25/19
Ruoff, Guy	Contract adjustment - Resignation from instructing POSC104 M01	Adjunct	\$3,740.00	9/5/2018
Chapman, Robert	POSC104 M01	Adjunct	\$3,300.00	9/6/2018 To 12/14/2018

October

Dickerson, Nancy	SAVE - BIZ	Adjunct	\$100.00	10/13/2018
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November

Burns, Frank	ServSafe Alcohol - BIZ	Adjunct	\$500.00	11/30/2018
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TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

September 20, 2018

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Taylor Potter	07/31/18	Other Employment
Raymond Weaver	08/31/18	Other Employment
Travis Winter	09/14/18	Other Employment
Anthony DeFranco	10/05/18	Other Employment

FACULTY STUDENT ASSOCIATION

Brian Carroll	08/31/18	Other Employment
Jackson Jean Jacques	07/16/18	Resignation
Janita Moricette	07/27/18	Resignation

BISTRO

Elliot Anderson	08/31/18	Other Employment
Paul Stelmack	08/24/18	Termination

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-10**

AMENDMENT TO 2018-2019 TUITION AND FEE SCHEDULE

WHEREAS, via Resolution 2017-2018-88, the Board of Trustees of Tompkins Cortland Community College approved the 2018-2019 Tuition and Fee Schedule, and

WHEREAS, there is a need to amend the 2018-2019 Tuition and Fee Schedule to include tuition rates for Excelsior Scholars and Off Semester, Off Hours, Off Campus per credit hour tuition for the Concurrent Enrollment Program, be it therefore

RESOLVED, that the attached amended 2018-2019 Tuition and Fee Schedule be adopted by the Board of Trustees of Tompkins Cortland Community College.

STATE OF NEW YORK: I, CATHY A. NORTHROP, CLERK of the Board
 SS: of Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: DO HEREBY CERTIFY that the foregoing resolution is
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the
20th day of September 2018 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 September 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**STATE UNIVERSITY OF NEW YORK
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2018-2019
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)	\$4,950.00
	Part-Time (per credit hour)	\$181.00
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)	\$10,200.00
	Part-Time (per credit hour)	\$372.00
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 not present a Certificate(s) of Residence:	
	Full-Time (per academic year)	\$9,880.00
Tuition -	Out-of-State Students:	
	Full-Time (per academic year)	\$10,200.00
	Part-Time (per credit hour)	\$372.00
Tuition -	Auditing a Course (per credit hour)	\$180.00
	Non-Resident	\$372.00
	Out-of-State	\$372.00
	Off Semester, Off Hours, Off Campus Tuition (per credit hour):	
	Web-Based Courses	\$181.00
	Concurrent Enrollment Program – Resident	\$70.00
	Concurrent Enrollment Program – Nonresident	\$140.00
Tuition Deposits-	Full-Time	\$50.00
	Part-Time	-0-

**STATE UNIVERSITY OF NEW YORK
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2018-2019
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
International Application Fee	\$ 50.00	Application	Begin Admissions Process
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	\$3,150.00	Student	Course Travel
BIOL215	\$3,150.00	Student	Course Travel
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

**STATE UNIVERSITY OF NEW YORK
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2018-2019
TOMPKINS CORTLAND COMMUNITY COLLEGE**

Service Fees (Continued):

<u>Student Service Fee</u>		<u>Charge Per</u>	<u>Service Rendered</u>
Course Fee (continued):			
HRMG220	\$4,950.00	Student	Course Travel
HSTY230	\$2,200.00	Student	Course Travel
HSTY262	\$2,200.00	Student	Course Travel
MATH098	\$ 110.00	Student	Course Materials
NURS102	\$ 25.00	Student	Lab Fee
NURS110	\$ 420.00	Student	Course Materials
NURS223	\$2,900.00	Student	Course Travel
NURS225	\$ 350.00	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
RECR274	\$ 30.00	Student	Course Equipment/Travel
RECR276	\$ 285.00	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 \$ 30.00	Credit Minimum	Administration of Exam
			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 – 2018-2019
TOMPKINS CORTLAND COMMUNITY COLLEGE**

Service Fees (Continued):

<u>Student Service Fee</u>		<u>Charge Per</u>	<u>Service Rendered</u>
Library Lost Book Fee	\$ 15.00	Occurrence	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	

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-9**

**APPROVAL OF POSITION DESCRIPTION –
DIRECTOR OF CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT**

WHEREAS, the College has determined, based on a review and analysis of the functions within Academic Affairs, that there is a need to revise the position description title of Director of Strategic Corporate and Community Partnerships to Director of Continuing Education and Workforce Development, and

WHEREAS, the attached Director of Continuing Education and Workforce Development position description has been reviewed by the Executive Council and is recommended by the President, be it therefore

RESOLVED, that the Director of Continuing Education and Workforce Development 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:

SS:

COUNTY OF TOMPKINS:

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 20th day of September 2018, 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 of

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 September 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Director of Continuing Education and Workforce Development	5	1 of 3

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Academic Affairs	Provost and VPAA	

SUMMARY

Builds and sustains collaborative relationships with business and community leaders, regional partners, and area employers to develop continuing education opportunities that meet regional workforce and economic development needs. Partners with faculty, administrative staff, and other internal constituents to develop programs, customize training, propose grant applications, and advance other initiatives to meet the needs of external constituents and provide resources to the College.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Initiates, develops, and manages mutually beneficial strategic relationships with area employers and key regional partners that lead to customized contract training, grant opportunities, degree program input and support, and enrollment in degree or certificate programs.
2. Provides leadership for the planning, development, delivery and assessment of workforce development training and open enrollment programs.
3. Supports the mission and goals of the College by providing workforce development programs for area employers and individuals, facilitating access to relevant programs and services, and developing and implementing strategies to meet revenue goals.
4. Serves as the Program Director of Leadership Cortland. Collaborates with and provides support for the Leadership Tompkins program as needed.
5. In collaboration with the Director of Community Outreach and Engagement, maintains the extension centers as a community hub to support community based programs and partnerships.
6. Collaborates with TC3 faculty, administrative staff, and other internal constituents to ensure the quality and effectiveness of all programs and services offered to employers and other external partners, including appropriate micro-credentials and non-credit to credit pathways.
7. Works with college faculty, non-credit facilitators, and other relevant external partners, as needed, to develop customized contract training curriculum, learning objectives, and programs that provide benefits to the college and meet the needs of external constituents.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Director of Continuing Education and Workforce Development	5	2 of 3

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Academic Affairs	Provost and VPAA	

8. Collaborates with development staff and the Foundation board to optimize strategic external relationships, to achieve strategic objectives for the College and the Foundation, and to coordinate external contacts.
9. Actively develops business and professional relationships and represents the college on appropriate committees and boards to further the College's strategic interests in workforce and economic development initiatives.
10. Performs regular business and corporate site visits in our region to develop partnerships, identify needs, and ensure customer satisfaction and quality programming.
11. Seeks, identifies, and applies for appropriate grant opportunities to achieve college goals and support external constituents. Manages various grant funding streams. Works with the grants team as opportunities arise that further the development of corporate and community relationships for TC3.
12. 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 needs, development of budget revenue generation, and management of all budgets within the area.
14. Serves on various college committees and performs other related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

 X Classified Staff
 Administrative
 Faculty
 X Non-credit adjunct faculty, students, etc.

Indicate number in each category:

 1 # of Classified Staff
 # of Administrative
 # of Faculty
50-100 # of Non-credit adjunct faculty, students, etc.

- Note: Number of positions supervised may vary depending on grants and projects.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Director of Continuing Education and Workforce Development	5	3 of 3

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Academic Affairs	Provost and VPAA	

MINIMUM QUALIFICATIONS

Bachelor's degree and a minimum of 5 years of administrative experience in adult or continuing education in higher education or a business environment. Experience in development, implementation and delivery of non-degree professional and/or workforce development programs.

DESIRED QUALIFICATIONS

Master's Degree and experience in developing and maintaining strategic relationships with the business community, academic departments, partners and content experts in a community college setting. Experience working with training assessments, curriculum development, and grant writing for workforce development efforts.

OTHER REQUIREMENTS: Ability and willingness to work nights/weekends as needed and to travel as needed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-8**

**APPROVAL OF POSITION DESCRIPTION
DIRECTOR OF STUDENT AND RESIDENCE LIFE**

WHEREAS, the College has determined, based on a review and analysis of the functions within Student Services, that there is a need to create a Director of Student and Residence Life position description, and

WHEREAS, the attached Director of Student and Residence Life position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Director of Student and Residence Life 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:

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 September 2018, 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 September 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Director of Student and Residence Life

GRADE

6

PAGE

1 of 3

ORGANIZATIONAL UNIT

Student Services

REPORTS TO

Vice President

Student Services

APPROVED BY

SUMMARY

The Director of Student and Residence Life provides leadership, direction and support to the Office of Student Activities and the Office of Residence Life. The Director oversees the areas of student clubs and organizations, extra and co-curricular programs on campus for both residential and commuter students, fostering a positive social and educational environment on campus and in the residence halls and provides operational oversight to both offices. The Director works collaboratively with other offices to ensure a positive and developmental experience for all students to enhance the college experience, increase student success, and to aid in the College's recruitment and retention of new, transfer and returning students through an effective student life program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develops, implements and evaluates purposeful, holistic, student development programming for the Tompkins Cortland CC student community. Ensures that a wide array of educational and recreational programming is available throughout the academic year that facilitates commuter and resident student growth and development. In conjunction with other college departments, develops a vision and long range planning for student development, learning communities, student retention, diversity, and multiculturalism.
2. Responsible for the development of extra- and co-curricular programs, civic engagement opportunities and student organizations on campus, including special interest clubs and the Student Government Association (SGA). Advises students on an individual and group basis about the availability of student activities for personal development and enrichment.
3. Oversees all operational aspects of the Residence Life program, including residence hall openings and closings, purchasing, key control, and monitoring of inventory. Addresses maintenance concerns in collaboration with the facilities department. Assures that computer / technology, including security systems, door access systems, and vending systems are maintained.
4. Responsible for the creation and implementation of a leadership program for new, emerging and veteran student leaders. Works closely with students and Student Life staff relative to student leadership opportunities. Oversees the LEAD (Leadership Education and Development) program for club officers, members and interested students.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Director of Student and Residence Life

GRADE

6

PAGE

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ORGANIZATIONAL UNIT

Student Services

REPORTS TO

Vice President

Student Services

APPROVED BY

5. Responsible for the overall operation of the Student Center including budget development, Residence Life budget, building services, program offerings and staff.
6. Ensures the safety and security of residential students by working closely with the Director of Campus Police, Director of Facilities, and the Facilities Superintendent to provide a safe, clean, and well maintained living / learning facility. Works with the Facilities Superintendent to ensure maintenance, repair, replacement and cleaning of residence halls, grounds and parking lots.
7. Coordinates and collaborates with other College departments, including Enrollment Services, Mental Health Services, ODESS, Student Success Services, and the Baker Commons to support and ensure student success.
8. Initiates positive, collaborative relationships both on-campus and with appropriate community agencies, including local fire department, police, and human service agencies to enhance program functions.
9. Serves as liaison from the College to the Faculty Student Association (FSA) in regard to development and implementation of student extra- and co-curricular activities. Reviews and signs all program contracts for student groups on behalf of the Faculty Student Association.
10. Oversees the preparation and updates of the Activities Calendar, weekly newsletter, brochures, pamphlets and informational bulletins related to the extra- and co-curricular program. Advises the Communications Department regarding current information and location for Student Activities on the college website.
11. Works collaboratively with Campus Police, Student Clubs and Organizations, Athletics, Residence Life, Academic departments and the Global Initiatives Office regarding the use of college transportation and travel. Assists in the presentation and certification of the Van Drivers program.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Director of Student and Residence Life

GRADE

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ORGANIZATIONAL UNIT

Student Services

REPORTS TO

Vice President
Student Services

APPROVED BY

- 12. Directs the staff of the Student Activities Office and the Residence Life Office. Assures effective use of human resources by recommending hiring, disciplinary, and other administrative actions together with the training, motivating, evaluating, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state and local Equal Employment/Affirmative Action Laws, other applicable laws, regulations and collective bargaining agreements.
- 13. Assures efficient use of material resources by assessment of department needs, development of budget recommendations, and management of departments within the budgetary constraints imposed by the College.
- 14. Serves on various College committees and performs other related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

____ Classified Staff

____ Administrative

____ Faculty

X Adjunct faculty, students, FSA, etc.

Indicate number of direct reports in each category

____ # of Classified Staff

__ # of Administrative

____ # of Faculty

7-11 # of Adj. faculty, students, FSA, etc.

QUALIFICATIONS

Bachelor's Degree and 5 years of related experience or a Master's Degree and three years of related experience. Ability to possess a valid New York State driver's license and van driver's certification within 90 days preferred.

PREFERRED QUALIFICATIONS

Experience in student affairs.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-7**

**APPROVAL OF POSITION DESCRIPTION
DIRECTOR OF COMMUNITY OUTREACH AND ENGAGEMENT**

WHEREAS, the College has determined, based on a review and analysis of the functions within the President's Office, that there is a need to create a Director of Community Outreach and Engagement position description, and

WHEREAS, the attached Director of Community Outreach and Engagement position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Director of Community Outreach and Engagement 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:

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 September 2018, 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 September 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Director of Community Outreach and Engagement	4	1 of 3

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
President's Office	President	

SUMMARY

Responsible for developing and leading service-based programs for the College, emphasizing civic engagement. Provides overall leadership and management responsibility for services, staffing, and programming related to civic and community engagement initiatives on the main campus and at both extension centers. Serves as the main point of contact for community members and organizations to support and cultivate local collaborative initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Fosters civic engagement and community partnerships for the college by designing, implementing, and assessing a comprehensive community service program; tracks contributions by faculty and staff to the community; and develops, manages, and writes informational articles for the internal College and external community promoting community based programs.
2. Develops and oversees a comprehensive student service-learning program. Partners with faculty to identify and incorporate civic engagement opportunities into their curricula and work with local and regional organizations to understand how they might benefit from a connection with faculty, students, and staff.
3. Plans, develops, and executes major community outreach events on and off campus in collaboration with other areas of the College including Admissions.
4. Responsible for the College's speaker series, making it a recognized community resource by increasing the number of speakers and the frequency they are utilized. Creates materials to actively promote the speaker series and routinely monitors the events and calendars of strategic external organizations to identify forums in which the College might partner and/or make presentations to promote the College.
5. Coordinates internships by reviewing current processes and developing/refining processes and administration to facilitate internship management and coordination; creating and distributing handbooks and materials, and increasing the number of internship opportunities. Communicates and coordinates with faculty and career services staff who place students in internship opportunities.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Director of Community Outreach and Engagement	4	2 of 3

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
President's Office	President	

7. Stays current and engaged with research, government initiatives, funding opportunities, and organizations in the field of college-civic engagement relationships. In collaboration with faculty, maintains contact as needed with SUNY for Applied Learning and other related initiatives.
8. Serves as a clearinghouse for members of the community who are interested in supporting the College, such as being a member of a campus advisory committee or providing volunteer services. Develops and maintains positive relations with the communities through partnerships that serve the goals of the college and our host communities in a mutually beneficial manner.
9. Serves as the Program Director of Leadership Tompkins. Collaborates with and provides support for the Leadership Cortland program as needed.
10. Serves as a special college recruiter for targeted campaigns and supports the efforts of Tompkins Cortland Community College recruitment activities through recruitment displays within the community and local businesses in conjunction with the Admissions Office.
11. Develops innovative and fun initiatives to bring the community into the College to establish the College as a good neighbor and a community resource.
12. Serves as a resource to campus departments and local organizations in cultivating and supporting campus volunteer opportunities.
13. Maintains the extension centers as community hubs to support community based programs and partnerships.
14. Represents the College to various local, state, and national groups in support of service-based programs and civic engagement. Interacts with appropriate external agencies on issues related to college-civic engagement relationships. Presents at regional and national conferences.
15. Serves on various college committees and performs other related tasks as assigned.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Director of Community Outreach
and Engagement

GRADE

4

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ORGANIZATIONAL UNIT

President's Office

REPORTS TO

President

APPROVED BY

SUPERVISION

Types Supervised (check each category):

_____ Classified Staff
_____ Administrative
_____ Faculty
_____ Non-credit adjunct faculty,
students, etc.

Indicate number in each category:

_____ # of Classified Staff
_____ # of Administrative
_____ # of Faculty
_____ # of Non-credit adjunct faculty,
students, etc.

MINIMUM QUALIFICATIONS

Master 's Degree and three years of professional experience or Bachelor 's degree and five years of professional experience. Professional experience in education or a related field. This position requires travel to offsite locations, must have reliable transportation

DESIRED QUALIFICATIONS

Master's Degree and experience in developing and maintaining strategic relationships with the business community, academic departments, partners and content experts in a community college setting. Experience working with training assessments, curriculum development, and grant writing for workforce development efforts.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-5**

**APPROVAL OF POSITION DESCRIPTION –
TECHNOLOGY SUPPORT ASSOCIATE**

WHEREAS, the College has determined, based on a review and analysis of the functions within Campus Technology, that there is a need to revise the position description title of Computer Support Associate to Technology Support Associate, and

WHEREAS, the attached Technology Support Associate position description has been reviewed by the Executive Council and is recommended by the President, be it therefore

RESOLVED, that the Technology Support Associate 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:

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 September 2018, 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 September 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Technology Support Associate

GRADE

1

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ORGANIZATIONAL UNIT

Campus Technology

REPORTS TO

Director of Technology
Support

APPROVED BY

SUMMARY

Provides technical support for various computer hardware and software at the College. Solves problems in a networked environment. Supports Windows application software. Develops database systems, in conjunction with other IT staff, for administrative offices. Provides high quality service to a diverse group of faculty, staff and students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Diagnoses and repairs computer equipment and solves network connectivity problems. Installs computers, software and network equipment.
2. Provides help desk support for computer hardware and software.
3. Confers with vendors and other technical support personnel to obtain solutions to problems.
4. Assists other Campus Tech staff with daily operations, i.e., computer deployments, phone deployments, classroom technology setups, etc.
5. Assists with the analysis of proposed technology projects.
6. Assists in the design and development of technology software and hardware solutions. Prepares documentation and provide training on these systems.
7. Provides technical support for various academic and administrative systems.
8. Provides basic computer training to users.
9. Serves on various College committees and performs other job related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

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

Indicate number in each category:

- # of Classified Staff
- # of Administrative
- # of Faculty
- 1-2 # of Adj. faculty, **students**

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Technology Support Associate

GRADE

1

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ORGANIZATIONAL UNIT

Campus Technology

REPORTS TO

Director of Technology
Support

APPROVED BY

MINIMUM QUALIFICATIONS

Bachelor's degree in Computer Support/Information Systems or closely related field, or an Associate's degree in Computer Support/Information Systems or closely related field with previous experience working in a technology support setting.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-6**

**APPROVAL OF POSITION DESCRIPTION
TECHNOLOGY SUPPORT SPECIALIST**

WHEREAS, the College has determined, based on a review and analysis of the functions within Campus Technology, that there is a need to create a Technology Support Specialist position description, and

WHEREAS, the attached Technology Support Specialist position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Technology Support Specialist 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:

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 September 2018, 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 September 2018.

Deputy Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Technology Support Specialist

GRADE

2

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ORGANIZATIONAL UNIT

Campus Technology

REPORTS TO

Director of Technology
Support

APPROVED BY

SUMMARY

Provides technical support for computer hardware and software at the College. Solves complex computer hardware and software problems in a networked environment. Supports academic and administrative application software. Develops customized IT solutions for academic and administrative functions. Ensures and provides high quality service to a diverse group of faculty, staff and students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Diagnoses and repairs computer equipment and solves network connectivity problems. May install computers, computer components, computer software and network equipment.
2. Manages help desk operations and provides advanced help desk support for computer hardware and software.
3. Confers with vendors and other technical support personnel to obtain solutions to software and hardware problems.
4. Mentors Technology Support Associates, student interns, and student workers as they work on assigned projects. Teaches and trains these individuals on College software systems.
5. Analyses, designs, and develops technology software and hardware solutions. Prepares documentation and provides user training on these systems.
6. Provides technical support at the expert level for at least one major system and at the proficiency level for at least one other major system.
7. Provides advanced computer training to users.
8. Is responsible for assigned elements of daily operations such as backups, printing, inventory and parts management, and equipment deployments.
9. Serves on various College committees and performs other job related tasks as assigned.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Technology Support Specialist

GRADE

2

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ORGANIZATIONAL UNIT

Campus Technology

REPORTS TO

Director of Technology
Support

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
- 1-2 # of Adj. faculty, **students**

MINIMUM QUALIFICATIONS

Bachelor's degree in Computer Support/Information Systems or closely related field with 1 year experience, or an Associate's degree in Computer Support/Information Systems or closely related field with 3 years of directly related work experience. Must hold at least one IT certification.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-13**

**APPROVAL OF CLASSIFIED STAFF POSITION
COPY AND MAIL CENTER ATTENDANT**

WHEREAS, the Human Resources Administrator has reviewed, in concert with the Tompkins County Commissioner of Personnel, a request to create one Copy and Mail Center Attendant position, Labor Grade C, Competitive Class, and

WHEREAS, monies have been allocated in the 2018-2019 operating budget, be it therefore

RESOLVED, that the request to create one Copy and Mail Center Attendant position, Labor Grade C, Competitive Class, be approved.

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 September 2018, 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 September 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-14**

**APPROVAL OF CLASSIFIED STAFF POSITION
SENIOR COPY AND MAIL CENTER ATTENDANT**

WHEREAS, the Human Resources Administrator has reviewed, in concert with the Tompkins County Commissioner of Personnel, a request to create one Senior Copy and Mail Center Attendant position, Labor Grade E, Competitive Class, and

WHEREAS, monies have been allocated in the 2018-2019 operating budget, be it therefore

RESOLVED, that the request to create one Senior Copy and Mail Center Attendant position, Labor Grade E, Competitive Class, be approved.

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 September 2018, 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 September 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-11**

CONCURRENT ENROLLMENT PROGRAM SCHOLARSHIP

WHEREAS, the College has for many years partnered with local school districts to provide a high quality concurrent enrollment program to serve area families, and

WHEREAS, Concurrent enrollment students do not have access to Federal and State financial aid, and

WHEREAS, the College's ability to serve area families and recruit such students would be significantly enhanced by the availability of a scholarship, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College approves the use of funds from the College's operating budget to support the scholarship needs of these students, and be it further

RESOLVED, that the Board of Trustees requests that the TC3 Foundation Consider initiatives aimed at establishing an endowment fund to support these scholarships in the future.

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 September 2018, 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 September 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-15**

**DISCONTINUANCE/DEREGISTRATION OF THE
EXECUTIVE OFFICE ASSISTANT CERTIFICATE**

WHEREAS, the College has offered an Executive Office Assistant Certificate since 1976, and

WHEREAS, there continues to be low enrollment in the Executive Office Assistant Certificate, and

WHEREAS, via Resolution 2013-2014-75, the Office Management & Administration AAS degree, which was associated with the Executive Office Assistant Certificate, was discontinued, and

WHEREAS, the Curriculum Committee and the faculty have been consulted, and

WHEREAS, based on this consultation, the Provost and Vice President of Academic Affairs recommends that the Executive Office Assistant Certificate be discontinued, and

WHEREAS, the President has accepted this recommendation, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College approves the recommendation to discontinue the Executive Office Assistant Certificate, and be it further

RESOLVED, that as of the 20th day of September 2018 the Executive Office Assistant Certificate be deregistered, and be it further

RESOLVED, that the administration of the College be directed to send this resolution to the State University of New York and the New York State Education Department for appropriate action.

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 September 2018, 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 September 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College