

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, JANUARY 24, 2019

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. October 18, 2018 Regular Meeting
 - b. November 29, 2018 Special Meeting
 - c. January 11, 2019 Executive Committee Meeting
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): On-site Tour of TC3 Pantry
9. Provost and Vice President of Academic Affairs – Report (highlight Consent Agenda items and updates on major initiatives) (written report provided)
10. Information Items:
 - a. Human Resources Updates
 - b. Compliance Report
11. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Appointment of Personnel
 - c. Approval of Position Description – Clinical Counselor, Office of Mental Health Services
 - d. Ratification of January 11, 2019 Executive Committee Action
 - e. Approval of Micro-Credential Policy (addition to agenda)

12. Standing Reports (written reports provided):
 - a. College Forum – Sheila Abbey and Ashley Ahola, Co-Chairs
 - b. Faculty Student Association – Greg McCalley
 - c. Tompkins Cortland Community College Foundation, Inc. – Elizabeth Burns
 - d. Chairperson’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
13. Dialogue Session – Substance Abuse Grant
14. Executive Session (to discuss a personnel issue – no action to be taken)
15. Upcoming Events:
 - a. Faculty Return – January 16, 2019
 - b. Classes Begin – January 23, 2019
 - c. Tentative SUNY Chancellor Visit – February 14, 2019
 - d. Next Meeting – February 21, 2019
15. Adjournment

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

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
OCTOBER 18, 2018
RESIDENCE LIFE BUILDING E, 4TH FLOOR LOUNGE**

PRESENT: Judy Davison, Arthur Kuckes, Matt McSherry, Schelley Michell-Nun, Chad Miller, Raymond Schlather, and Bruce Tytler

EXCUSED: Roxann Buck, Elizabeth Burns

ABSENT: None

COUNTY

LIAISONS: Michael Lane and Kelly Preston

STAFF: Sheila Abbey, Amber Boulay, Donna Casula, Bryan Chambala, Tim Densmore, Julie Gerg, Christine Hendrick, Gio Isaacs, Matt Kiechle, Greg McCalley, Orinthia Montague, Lisa O'Loughlin, Don Perkins, Paul Reifenheiser, Blixy Taetzsch, Seth Thompson, Patty Tvaroha, Peter Voorhees

GUESTS: Zhane Best, student; Kelly White, observer

- 1. Call to Order:** The meeting was called to order at 5:38 p.m. by Chairman Schlather in Residence Life Building E, 4th Floor Lounge.
- 2. Roll Call:** Mrs. O'Loughlin called the roll.
- 3. Welcome Guests:** Chairman Schlather welcomed our new Board Member appointed by the Tompkins County Legislature, Ms. Schelley Michell-Nunn. Chairman Schlather also welcomed all other guests.
- 4. Approval of Agenda:** Chairman Schlather noted that there will not be an executive session as noted on the agenda; Matt McSherry moved that the agenda be approved as modified; seconded by Judy Davison; carried unanimously.
- 5. Public Comment:** None.
- 6. Approval of Minutes – September 20, 2018 Regular Meeting:** Bruce Tytler moved that the minutes of the September 20, 2018, regular meeting be approved as presented; seconded by Judy Davison; carried unanimously.
- 7. Communications:** None.
- 8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** None.
- 9. Provost and Vice President of the College – Report (Highlight Consent Agenda items and updates on major initiatives):** Provost Reifenheiser spoke to

his written report. He reported that we used the morning session of Fall Day as a time to gather faculty together to begin working on Guided Pathways, focusing our efforts on the course sequencing and potential barriers to students. Chairman Schlather questioned whether or not Cortland Regional Medical Center was involved in the meeting between TC3, Cayuga Medical Center and Ithaca College referenced in Provost Reifenheiser's written report. Provost Reifenheiser stated that this particular meeting was called by Cayuga Medical Center and that there will be other opportunities for our nursing program to partner with Cortland Regional Medical Center.

10. Information Items:

a. Human Resources Updates – No discussion.

11. Consent Agenda (Action Items): Matt McSherry moved that the Consent Agenda be approved as presented; seconded by Judy Davison; carried unanimously.

a. Capital Payments – No discussion.

b. Appointment of Personnel – No discussion.

c. Treasurer's Report – June 30, 2018 – No discussion.

d. Treasurer's Report – July 31, 2018 – No discussion.

12. Standing Reports:

a. College Forum – Written report provided. Bruce Tytler questioned if there was an issue raised in the Middle States feedback regarding governance and what "shared governance" was referring to in the written report. Ms. Abbey explained that there seems to be some confusion around the term "shared governance" and that governance was an issue noted in the Middle State report. The College Forum is delving into this to determine exactly what "shared governance" means and what it should look like for Tompkins Cortland. Ms. Abbey will report back to the Board on the Forum's findings at a future meeting.

b. Faculty Student Association – Vice President McCalley spoke to his written report.

c. Tompkins Cortland Community College Foundation, Inc. – Written report provided.

d. Chairperson's Report – Chairman Schlather reminded Board members that the Board retreat is scheduled for November 15, at 5:00 p.m. at Coltivare. There will not be any other Board meeting in November. He reviewed some of the topics for discussion at the retreat: evaluations, topics for the Board to discuss for the upcoming year, governance, strategic planning, and access from residence halls to downtown. He asked that Board members let him know if there are other topics they would like to discuss and he will have them added to the agenda. Chairman Schlather also reported that he and Roxann Buck

attended the NYCCT meeting at which a discussion took place regarding gubernatorial Board of Trustees positions not being filled. We currently have a vacancy on our Board and the Governor's office has reached out to us. He fully expects that this position will be filled. He also reported that all community colleges are facing enrollment, political, and funding challenges.

- e. **Liaison Report (Cortland County)** – Ms. Preston reported that September and October are busy months for the County. She attended the New York State Association of Counties conference. The County is working through how to handle the costs and logistics of the State-mandated changes in how youth ages 16 and 17, are handled beginning October 1. As of October 1, 2018, 16 year olds will go through the Youth Court system rather than being charged as an adult. As of October 1, 2019, 17 year olds will also go through the Youth Court system. Sales tax revenue for the first half of 2018 is up in Cortland County by 6.3%. There has been a reorganization in Cortland County. Kevin Whitney is now the Chairman of the Legislature and Kelly Preston is now the Chair of the Budget and Finance Committee. The College's request for a revised capital repayment schedule was unanimously endorsed. A resolution to hire a very qualified candidate from Madison County for the County Administrator failed to pass at the Legislature meeting.
- f. **Liaison Report (Tompkins County)** – Mr. Lane reported that Tompkins County had a lengthy but good process for selecting the next member of our Board of Trustees. They had a great group of individuals interested in filling this vacancy and spent time interviewing each one. Although it was not an easy decision, he felt that they selected a great person, Schelley Michell-Nunn. An open hearing will be held on October 30, as part of Tompkins County budget process followed by a vote in early November. Tompkins County approved the College's grant request; \$110,000 the first year and \$80,000 the second year to support an initiative to identify, purchase and implement a new data business intelligence and analytics system.
- g. **Student Trustee's Report** – Mr. Miller spoke to his written report.
- h. **President's Report** – President Montague reported that we held a college-wide meeting on October 15, to discuss the status of the 2018-2019 operating budget. We have hired Mitchell Bailey as a consultant to guide us through strategic planning. It will take 6-12 months to develop the strategic plan; President Montague's goal is to have the plan in place by the start of the fall 2019 semester. We will commence the next budget cycle at the end of October/beginning of November. On November 2, 2018, President Montague will be volunteering at the Rotary Pancake Day from 7-9 a.m. at Coltivare. She attended her first Board meeting at Ithaca College today.

13. Dialogue Session – Food Scarcity/Insecurity

Matt Kiechle provided a Power Point presentation on Student Food Insecurity. Patty Tvaroha, Sara Arsenault, Amber Boulay, Gio Isaacs, and Zhane Best were also in attendance and participated in this discussion. Mr. Kiechle stated that food insecurity is a real issue and that he appreciated the Board's interest in this topic. Food insecurity is defined as "the limited or uncertain availability of nutritionally adequate and safe foods, or the ability to acquire such goods in a socially acceptable manner." Mr. Kiechle reviewed many of the challenges college students face. He stated that as many as half of undergraduate students experience food insecurity while pursuing college degrees. Food insecurity, basic needs insecurities, housing insecurity are all associated with reduced academic performance and lower rates of degree completion. In the spring, SUNY announced the formation of a Food Insecurities Task Force, which Matt is a member of. This task force is looking at ways to support and advance the Governor's "No Student Goes Hungry Program" by studying the issues of food insecurities on college campuses and recommending necessary changes to alleviate this issue.

Food insecurity is definitely an issue on our campus. Gio Isaacs stated that many of our residential students are making meals together and sharing groceries. Each apartment is equipped with a full kitchen and generally there are four students per apartment. Mrs. Tvaroha stated that she is working with many of the nontraditional students and that many of these students have people at home that are hungry too. Even if a student has had a meal, if his/her family has not, the student cannot focus on schoolwork. We are looking into hosting cooking and nutrition education classes, possibly a cooking competition/education program where students would be given five ingredients for them to each make something, and then a panel of judges would determine a winner. They are working on fire education and a check out system for pots and pans as many of our students do not have them. We are partnering with Cornell Cooperative Extension for cooking demonstrations and nutrition education. We have a monthly mobile food pantry and a residence hall pantry. We have expanded dining services to include weekends and are providing transportation to area stores. We also have our own farm stand. The College started the Panther Pantry a few years ago as a pilot project of the Wellness Committee. It was open 4-6 hours per week to start and only had non-perishable food items from donations, can and fundraising drives, and more recently, payroll deductions.

Mr. Kiechle reported that in the spring of 2018, the Panther Pantry became the first college in our region to establish a "brick and mortar" partnership with the Food Bank of the Southern Tier. In addition, the Panther Pantry received \$5,000 of external start-up grant funding through the Food Bank, more than doubled its square footage, and used \$10,000 of Presidential Initiatives Fund for improvements including a commercial grade refrigerator, freezer, shelving and flooring. We also designed and developed a custom database with our Campus Technology

Department to meet our data recording and reporting needs. We established a partnership with the Friendship Donations Network. Employees of the College and FSA can now support the Panther Pantry through payroll deduction.

The Panther Pantry will be open from 4-6 p.m. on Veteran's Day, November 12, for all community veterans. There will also be a turkey giveaway on November 14, from 2-4 p.m. This is limited to the first 35 that sign up.

Ms. Best shared that she is a second year student and that she has experience with the original Food Pantry. She felt that the original food pantry was not used as much as our new Panther Pantry. From working in the food pantry, she can attest to the fact that there are a lot more students making use of it. In addition, there is a larger variety of food available. She does not feel that students are ashamed or embarrassed to use the Panther Pantry now. The pantry goes beyond just food; it also has toiletries (toilet paper, feminine hygiene products, etc.). Ms. Hendrick read an email from a student describing just how much the food pantry has affected her life and that of her family.

14. Upcoming Events – The Board of Trustees Meeting and Retreat is scheduled for November 15, 2018, at 5:00 p.m. at Coltivare. The December Graduate Recognition Ceremony will be held on December 7, 2018.

15. Adjournment: Schelley Michell-Nunn moved that the meeting be adjourned; seconded by Judy Davison; carried unanimously. The meeting adjourned at 7:26 p.m.

Respectfully submitted,

Lisa M. O'Loughlin
Deputy Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE
SPECIAL MEETING
BOARD OF TRUSTEES
NOVEMBER 29, 2018
COLTIVARE**

PRESENT: Roxann Buck, Elizabeth Burns, Judy Davison, Arthur Kuckes, Matt McSherry, Schelley Michell-Nunn, Ray Schlather and Bruce Tytler

EXCUSED: Chad Miller

LIAISONS: Michael Lane

STAFF: Cathy Northrop

GUESTS: None

1. **Call to Order:** The meeting was called to order at 5:41 p.m. by Chairman Schlather.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Action Items:**
 - a. **Capital Payments** – Board members requested that a budget status report be provided each month with the capital payments to ensure that the payments all fall within the budget. Mr. Tytler moved that the Capital Payments be approved as presented; seconded by Mr. McSherry; carried unanimously.
4. **Adjournment:** Chairman Schlather asked that President Montague provide an update on the Child Care Center construction at the January meeting. Mr. McSherry moved that the meeting be adjourned; seconded by Ms. Buck; carried unanimously. The meeting adjourned at 5:44 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
EXECUTIVE COMMITTEE
JANUARY 11, 2019
PRESIDENT'S OFFICE**

EXECUTIVE COMMITTEE MEMBERS

PRESENT: Elizabeth Burns, Judy Davison, Matt McSherry, Ray Schlather

OTHER MEMBERS

PRESENT: None

EXCUSED: None

LIAISONS: None

STAFF: Cathy Northrop, Blixly Taetzsch

GUESTS: None

1. **Call to Order:** The meeting was called to order at 7:33 a.m. by Chairman Schlather in the President's Office at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Approval of Agenda:** Mr. McSherry moved that the agenda be approved as presented; seconded by Ms. Davison; carried unanimously.
4. **Action Items:** Ms. Taetzsch mentioned that there have been a few challenges with the construction of the Child Care Center. There was confusion on who was authorized to issue the building permit. It is noted that Tompkins County is the authorizing body and a temporary permit has been issued. There was a brief work stoppage until the temporary permit was issued. The permanent permit is expected within the week. The most current estimated date of completion is now May 2019.
 - a. **Capital Payments** – Ms. Davison moved that the Capital Payments be approved as presented; seconded by McSherry; carried unanimously.
5. **Adjournment:** Ms. Burns moved that the meeting be adjourned; seconded by Ms. Davison; carried unanimously. The meeting adjourned at 7:53 a.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: January 24, 2019
SUBJECT: January Provost Report

Hello: I've detailed a few of the highlights from the last few months. This isn't exhaustive, but it hits on the key (and perhaps some less-key but interesting) points.

Micro-Credentials: SUNY has been encouraging campuses to create micro-credentials (think of them – in their simplest form – as a small bundle of classes that fit within one of our current degrees) designed to meet the needs of external partners/local business. The goal is for students to be able to take these courses and then merge into the workforce more quickly than with an AAS or AOS or AA or AS. Then, after some time, if those folks want one of our degrees, they will already have completed a chunk towards a diploma. This is good stuff all around. It makes us more responsive to local business needs, and it gives students a foothold potentially in the job market and in higher education. In December our proposed Micro-Credential Approval Process was passed by the Curriculum Committee, the Faculty, and the College Forum. We await only approval from the BOT to formally proceed. Your approval will make us one of only – I believe – five schools in SUNY to gain that level of campus-wide commitment.

Guided Pathways: There have been two institutes regarding Guided Pathways since the last BOT meeting, one devoted to on-boarding (getting students on the path) and one devoted to advising/mentoring/support (keeping students on the path). Each institute requires pre-work, which we have been diligently doing. Furthermore, we have created seven academic communities, which have majors grouped by discipline. Faculty have been working towards recognizing roadblocks to student's success within the first semester, and they have been working to align the first semester where possible. The next step in that process is to bring proposals to the Curriculum Committee when changes are appropriate. Furthermore, we will begin in earnest a review of our on-boarding and advising/mentoring procedures in the Spring semester. This will help us align the work we do well now with best practices we glean from our work in Guided Pathways. There is a lot of work to do, but we are proceeding well.

ACE: In October, we had about 150 high school students on campus as part of the Access to College Education (ACE) program that is partnership between TST Boces, TC3, SUNY Cortland, Ithaca College, and Cornell. I had a chance to welcome them for a few minutes, talk about college and why, in particular, community colleges were created and have value. It really is a good program: and students are lucky to have that variety of great schools in our local area.

Academic Probation: Malvika Talwar shared with the Executive Committee information about our retention data, especially for students who end up on academic probation. About a third of our first-time full-time students go on academic probation.

And only about 11-14% of those students end up returning to good standing. Clearly this is an area we need to address. I've asked the members of COAS (The Committee on Academic Standing) to take a look at our probation standards and how they compare with other community colleges. I've also asked them to take a look at support practices for students on academic probation, as well as how to enforce those practices. In other words: I'd like to work to craft a probation semester that is designed to a) identify students who need support; b) support those students in a way that doesn't reinforce the sense that they don't belong in college; C) create systems designed to help them to succeed; d) have significant consequences if they don't work with us. This is a tough issue – and it is interconnected with other efforts on campus -- but we must address it. We have systems in place, but I think we can improve in this area. And I think we have to. COAS is a good group, and I have faith in their ability to start this important conversation.

Phi Theta Kappa: Phi Theta Kappa had their induction ceremony in November. It was a really great event, in no small part because we have a vibrant PTK group on campus. Kudos to Hal Brown, Katrina Campbell, Deb Fedenko, and the officers of the group. But one person really blew me away. The mother of one of the inductees was intensely proud of her daughter, and she was nothing short of ebullient. When the inductees were posing for a group photo, the mother started yelling out how proud she was of her daughter. She said that this was so much better than her getting on the Dean's List, that she was so proud of her, and that she deserved this. At first I thought the daughter might be embarrassed, but I was wrong: she broke down in tears and left the stage to embrace her mother. It was simply awesome. I must note that when the student was introduced they read a brief blurb about her, and it said that she wanted to graduate and help her mother. How wonderful is that? She didn't say she wanted a better job or to make more money. She said she wanted to help her family. That is a moment for us all to savor. Let's face it: people need help to succeed in life or improve their circumstances. For some people, our college (and other community colleges like us) are the best or only shot that people get to help themselves and those they love. Many want to improve their lot and move up our socioeconomic ladder. And we are the institution that can give them a boost. And that Phi Theta Kappa student and her mother – to me – are a powerful and happy reminder of what we do, why we do it, and that we do it very well.

OER: We were awarded a grant from SUNY to help us add a fully OER degree in the next 18 months. We have already two fully OER degrees, and we have four degrees that are somewhat close to being fully OER. However, SUNY asked us to pick one. We have chosen our AAS Entrepreneurship degree, with Tim McCabe taking the lead. In the meantime, we will still work on bring some of our other programs closer to being fully OER. This work continues to be good for the school's luster and great for our student's bank accounts.

Middle States and the Statement of Accreditation Status (SAS): The current accreditation status of a College within the Middle States purview is open to the public via the middle states website: <https://www.msche.org/>. That SAS lists if a College is accredited (we are), if a college is on warning (we are not) for possibly failing to meet a standard, if a college is on probation (we are not) for failing to meet a standard. Warnings and probations are very bad things, so it is good that we have avoided them.

TC3 SAS: The latest item in our SAS states the following:

November 15, 2018

“To acknowledge receipt of the self-study report. To note the visit by the Commission’s representatives. To reaffirm accreditation. To request a supplemental information report, due September 1, 2019, documenting further development and implementation of (1) organized and systematic assessments that evaluate the extent of student achievement in all programs including, general education (Standard V) and (2) clearly documented planning and improvement processes that incorporate the use of assessment results (Standard VI). The next evaluation visit is scheduled for 2026-2027.”

This means that our accreditation has been reaffirmed, and that is good. It also means that Middle States wants some more information from us by about assessment by September. When the visiting team gave us their report, they listed a variety of recommendations. Middle States has asked that give an update on work done based on those recommendations in the area of academic and institutional assessment. Most (if not all) of the institutional assessment points will be addressed through our Strategic Planning Process. The academic assessment points will be handled – primarily – through the Provost’s Office, especially with the help of Dr. Talwar.

P-Tech: In January, College Now hosted students and faculty from our P-Tech program. We had a gaggle of 9th graders who are part of a pipeline heading towards TC3. The cohort is small now, but the program has potential to grow

Martha Hubbard: Martha Hubbard’s last day as Director of Strategic Corporate and Community Partnerships was in January. Please join me in thanking Martha for her years of service and for her deep concern and caring for TC3. Martha worked hard; she worked smart; and she worked well. That work led to a lasting and positive imprint on the campus. Thank you.

New Director of Strategic and Corporate and Community Partnerships: After a national search, the College hired Carrie Coates-Whitmore to replace Martha Hubbard. Carrie is an internal hire, so her name should sound familiar. She is well-suited to maintain the great work of the department and move us into new territory.

Green Grant: SUNY put out an RFP (request for proposals) for a Clean Green Energy Grant that was due in December. The week before the break, Malvika and worked to get in a proposal. We put in with Hudson Valley Community College, as the grant

requires partnerships between SUNY schools and local business. We requested funding to help augment our ability to meet local needs in the clean energy sector, especially through micro-credentials. One example is a partnership we are cultivating with a local electrician's union to craft a pre-apprenticeship credential. I'll keep you updated (hopefully with news that we were funded).

Hospital Partnership: I'm sure you are aware of this, but we held a signing event for a new partnership between TC3 and Cortland Regional Medical Center (soon to be Guthrie Cortland Medical Center). The agreement has TC3 bringing in two cohorts of nursing students (over the next five years), who will start in the Spring instead of Fall and will take courses at night. This will help address the local (and national) nursing shortage, and it will allow CRMC to recruit all year. This is a five year plan, and Guthrie is going to help fund the increased costs associated with new cohorts. This is a fantastic partnership between two institutions devoted to helping our community. The main kudos go to Dr. O (as this was a product of her work after her initial listening tour), Martha Hubbard (who helped broker the deal), and Kim Sharpe (who helped with key logistics for our program). There were more involved, so thank you to all. This one is exciting.

Applied Learning: We put in funding request for applied learning through SUNY PIF (Performance Improvement Funds). Applied learning can include internships, civic engagement, service learning, field work, practicums, and more. We do a lot of this valuable work already, but it needs coordination and support to grow more. In particular, this work often requires communication and collaboration between academic departments/disciplines and external partners. Deb Mohlenhoff has been tasked with helping to organize our applied learning offerings, and Katrina Campbell is vital to this work, as much of it flows through the Registrar's office. Our funding request will revolve around centralizing these efforts and helping solve some of the transportation problems our students have when trying to do this work (and generally). We will also be proposing to have a sub-committee for Applied Learning report to the Curriculum Committee to help. I hope we get full funding, but, of course, we'll have to wait and see. Still, I'm optimistic about the direction we are moving towards for this.

Thank you.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of January 24, 2019

UNCLASSIFIED STAFF

| <u>POSITION</u> | <u>DESIRED EMPLOYMENT DATE</u> | <u>ADVERTISED</u> | <u>APPLICATION DEADLINE</u> | <u>CURRENT STATUS</u> |
|--|--------------------------------|-------------------|-----------------------------|--|
| Admissions & Financial Aid Advisor (2 Positions) | October 2018 | August 22, 2018 | September 23, 2018 | Hired: Daniel Krawiec (12/04/18) Kevin Ramos (12/10/18) |
| Clinical Counselor | December 2018 | November 5, 2018 | December 3, 2018 | Accepting Applications |
| Director of Continuing Education & Workforce Development | December 2018 | September 2018 | October 2018 | Hired: Carrie Whitmore (01/02/19) |
| Director of Student & Residence Life | September 2018 | September 2018 | September 2018 | Reposting |
| Director of Technology Support | November 2018 | October 3, 2018 | November 2, 2018 | Hired: David Fish (01/28/19) |
| Technology Support Specialist | September 2018 | August 23, 2018 | September 23, 2018 | Hired Fredrick Coon (01/02/19) |

CLASSIFIED STAFF

| <u>POSITION</u> | <u>DEPARTMENT</u> | <u>DESIRED EMPLOYMENT DATE</u> | <u>CURRENT STATUS</u> |
|--|--|--------------------------------|-----------------------------------|
| Cleaner | Buildings & Grounds | September 2018 | Hired: Michelle Genson (11/06/18) |
| Copy & Mail Center Attendant (1.0 FTE Perm.) | Campus Technology | September 2018 | Hired: Elizabeth Mack (10/15/18) |
| Enrollment Services Specialist (1.0 FTE Perm.) | Student Success: Advising, Career and Transfer | January 2018 | Reviewing Applications |

FACULTY STUDENT ASSOCIATION

| <u>POSITION</u> | <u>DEPARTMENT</u> | <u>DESIRED EMPLOYMENT DATE</u> | <u>CURRENT STATUS</u> |
|--------------------------------------|-------------------------------|--------------------------------|---------------------------------|
| Interim Director of Residence Life | Residence Life | September 2018 | Hired: Amber Boulay 09/01/18 |
| Lifeguard | Athletics & Recreation | January 2019 | Accepting Applications |
| Campus Card Systems Office Assistant | Campus Technology | November 2018 | Hired: Maranda Kinsman 11/12/18 |
| Graduate Assistant | Residence Life/Student Center | January 2019 | Accepting Applications |
| Recovery Program Specialist | Health Center | January 2019 | Checking References |

BISTRO

| <u>POSITION</u> | <u>DEPARTMENT</u> | <u>DESIRED EMPLOYMENT DATE</u> | <u>CURRENT STATUS</u> |
|--------------------|-------------------|--|--|
| Banquet Server | TC3 Bistro | January 2019 | Accepting Applications Hired: Alexander Cano 11/15/18 Maia Erslev 10/11/18 Ryan McHugh 11/28/18 Neal Ruparelia 11/02/18 |
| Banquet Bartender | TC3 Bistro | January 2019 | Accepting Applications Hired: Alexander Cano 11/15/18 Neal Ruparelia 11/02/18 |
| Banquet Supervisor | TC3 Bistro | January 2019 | Accepting Applications |
| Bartender | TC3 Bistro | January 2019 | Accepting Applications Hired: Tollin Roth 10/31/18 Lexie Smith 10/17/18 |
| Busser/Food Runner | TC3 Bistro | January 2019 | Accepting Applications Hired: Ryan McHugh 11/28/18 |
| Dishwasher | TC3 Bistro | January 2019 | Accepting Applications Hired: Andrew Haldeman 12/19/18 Krista Streek 11/15/18 |
| Line Cook | TC3 Bistro | January 2019 | Accepting Applications Hired: Marion Ferrer 11/02/18 Ernest Gran 11/02/18 |
| Server | TC3 Bistro | January 2019 | Accepting Applications Hired: George Kalaras 11/02/18 Ryan McHugh 11/28/18 Archna Pathak 10/30/18 Riley Rappaport 11/02/18 |
| Host/Hostess | TC3 Bistro | January 2019 | Accepting Applications Hired: Ryan McHugh 11/28/18 Archna Pathak 10/30/18 |
| Executive Chef | TC3 Bistro | January 2019 | Accepting Applications |

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of January 24, 2019

| 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. | | |
| Faculty Association | Gated Parking Lot | College will close access from Bahar Drive and reactivate the arm gate to Lot #6 in mid-October. |
| PAA | | |
| TC3 ADJUNCT ASSOC. | | |

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL PAYMENTS - JANUARY 2019**

| | AMOUNT | SUBTOTAL | GRAND TOTAL |
|--|--------------|---------------------|-------------|
| <hr/> Childcare Facility Project | | | |
| Administrative Fees | | | |
| Tompkins County Facilities Dept. Building Permit Fee | \$14,732.00 | | |
| William Munson Mileage/Travel to site | \$32.70 | | |
| Mileage/Travel to site | \$49.05 | | |
| Total Administrative Fees | | \$14,813.75 | |
| <hr/> | | | |
| Design/Architectural Services | | | |
| Claudia Brenner Design (PO #31685) Architectural Design Services Invoice #3098 | \$4,449.00 | | |
| Invoice #3097 Related Expenses | \$218.35 | | |
| Total Design/Architectural Services | | \$4,667.35 | |
| <hr/> | | | |
| Civil Construction | | | |
| All Seasons Excavating (PO #32184) Application #8, Civil Construction | \$7,011.00 | | |
| Total Civil Construction | | \$7,011.00 | |
| <hr/> | | | |
| Electrical | | | |
| Blanding Electric (PO #32185) Application #5 | \$3,831.43 | | |
| Total Electrical | | \$3,831.43 | |
| <hr/> | | | |
| General Construction | | | |
| Streeter Associates (PO #32183) Application #7, General | \$367,602.50 | | |
| Total General Construction | | \$367,602.50 | |
| <hr/> | | | |

HVAC/Mechanical

Kimball, Inc. (PO #32186)
Application #6 \$28,205.26

Total HVAC/Mechanical \$28,205.26

Plumbing

Brosh Mechanical, Inc. (PO #32187)
Application #5 \$37,287.50

Total Plumbing \$37,287.50

Materials Testing Services

SJB Services
Structural Materials Testing \$600.00

Total Materials Testing Services \$600.00

TOTAL CHILDCARE FACILITY PROJECT \$464,018.79

TOTAL CAPITAL PAYMENTS \$464,018.79

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-18**

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 24th day of January 2019, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 24th day of January 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Friday, January 04, 2019
Presented to the Board of Trustees

| Employee | Department | Title/Rank | Salary | Employment Dates |
|-------------------------|--|------------|--------------|-------------------------|
| August | | | | |
| Bisson, Amanda | Participation w/ S. Stafford in the CTC Development Partnership (Mentoring) Program. | Adjunct | \$873.80 | 8/15/2018 To 12/17/2018 |
| Lyon, Crystal | Participation w/ S. Shanks in the CTC Faculty Partnership Program | Adjunct | \$390.00 | 8/15/2018 To 12/17/2018 |
| Archer, Pamela | CAPS111 M01 CAPS141 BL1 BUAD203 M01 | Adjunct | \$5,867.40 | 8/22/2018 To 12/14/2018 |
| Carr, Kyle | COMM120 ME50 COMM120 M01 COMM111 M01 COMM265 M01 COMM112 M01 COMM112 ME50 | Adjunct | \$9,441.18 | 8/22/2018 To 12/14/2018 |
| Feavearyear, Jody | MATH090 M05 MATH090 M04 | Adjunct | \$9,440.00 | 8/22/2018 To 12/14/2018 |
| Piedmonte, Matthew | CHEM101 M02 CHEM101 M01 | Adjunct | \$8,190.00 | 8/22/2018 To 12/14/2018 |
| 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 |
| Williams, Diane | BIOL101 ME51 BIOL101 ME50 CHEM101 ME50 | Adjunct | \$10,030.00 | 8/22/2018 To 12/14/2018 |
| Yavits, Robert | CAPS152 BL2 CAPS152 BL1 | Adjunct | \$2,754.12 | 8/22/2018 To 10/16/2018 |
| Zhao, Jiang | CHEM107 M01 | Adjunct | \$4,095.00 | 8/22/2018 To 12/14/2018 |
| September | | | | |
| Calzolaio, Leah | Admissions & Financial Aid Advisor | Grade 1 | \$48,000.00* | 9/1/2018 |
| Hall, Keith | Technology Support Specialist | Grade 2 | \$52,815.00* | 9/21/2018 |
| Perkins, Donald | Technology Support Specialist | Grade 2 | \$58,228.20* | 9/21/2018 |
| Van de Bogart, Patricia | Technology Support Specialist | Grade 2 | \$58,299.54* | 9/21/2018 |
| Buchanan, Patricia | One-hour training pursuant to the SUNY Developmental English Learning Community Grant | Adjunct | \$50.00 | 9/26/2018 To 9/27/2018 |
| Donohue, Kathryn | One-hour training pursuant to the SUNY Developmental English Learning Community Grant | Adjunct | \$50.00 | 9/26/2018 To 9/27/2018 |
| Ellis, Rachel | One-hour training pursuant to the SUNY Developmental English Learning Community Grant | Adjunct | \$50.00 | 9/26/2018 To 9/27/2018 |
| Wheaton, Justin | One-hour training pursuant to the SUNY Developmental English Learning Community Grant | Adjunct | \$50.00 | 9/26/2018 To 9/27/2018 |
| Wolff, Sarah | One-hour training pursuant to the SUNY Developmental English Learning Community Grant | Adjunct | \$50.00 | 9/26/2018 To 9/27/2018 |
| Kyle, John | Additional compensation for enrollment above 16 students in online CAPS131 BL2 | Adjunct | \$50.00 | 9/27/2018 To 11/5/2018 |
| Loop, Jill | Additional compensation for enrollment above 16 students in online ENGL204-BL3 (19) and BL4 (18) | Adjunct | \$250.00 | 9/27/2018 To 11/5/2018 |
| Zaia, Heather | Independent Study-ENGL101 (M. Harris, L. Menzies, E. Soe) | Adjunct | \$1,629.00 | 9/27/2018 To 12/14/2018 |
| October | | | | |
| Zaia, Heather | College Initiative Upstate (CIU) - Instruct Study Skills and College Prep non-credit class | Adjunct | \$2,340.00 | 10/2/2018 To 12/14/2018 |
| Mack, Elizabeth | Copy & Mail Center Attendant | Grade C | \$38,940.55* | 10/15/2018 |

| Employee | Department | Title/Rank | Salary | Employment Dates |
|------------------------|--|------------|--------------|--------------------------|
| November | | | | |
| Wells, Fran | Additional compensation for enrollment above 16 students in online CAPS111 BL4 and CAPS121 BL5 | Adjunct | \$100.00 | 11/6/2018 To 12/14/2018 |
| Genson, Michelle | Cleaner | Grade B | \$37,816.94* | 11/6/2018 |
| Buchanan, Patricia | One-hour training pursuant to the SUNY Developmental English Learning Community Grant | Adjunct | \$50.00 | 11/12/2018 To 11/26/2018 |
| Donohue, Kathryn | One-hour training pursuant to the SUNY Developmental English Learning Community Grant | Adjunct | \$50.00 | 11/12/2018 To 11/26/2018 |
| Ellis, Rachel | One-hour training pursuant to the SUNY Developmental English Learning Community Grant | Adjunct | \$50.00 | 11/12/2018 To 11/26/2018 |
| Hemingway Jones, Kathy | One-hour training pursuant to the SUNY Developmental English Learning Community Grant | Adjunct | \$50.00 | 11/12/2018 To 11/26/2018 |
| Potter, Kristi | One-hour training pursuant to the SUNY Developmental English Learning Community Grant | Adjunct | \$50.00 | 11/12/2018 To 11/26/2018 |
| Weed, Steve | One-hour training pursuant to the SUNY Developmental English Learning Community Grant | Adjunct | \$50.00 | 11/12/2018 To 11/26/2018 |
| December | | | | |
| Kapusta, Patricia | Teach online per-student class compensated at independent study rate (CAPS131/2 students) | Adjunct | \$362.00 | 12/18/2018 To 1/21/2019 |
| Lipa, Thomas | Teach online per-student class compensated at independent study rate (HLTH207/3 students) | Adjunct | \$1,629.00 | 12/18/2018 To 1/21/2019 |
| Loop, Jill | Teach online per-student class compensated at independent study rate (ENGL204/2 students) | Adjunct | \$1,086.00 | 12/18/2018 To 1/21/2019 |
| Ryan, Patrick | Teach online per-student class compensated at independent study rate (PSYC101/5 students) | Adjunct | \$2,715.00 | 12/18/2018 To 1/21/2019 |
| Wells, Frances | Teach online per-student class compensated at independent study rate (OFFC101/1 student) | Adjunct | \$543.00 | 12/18/2018 To 1/21/2019 |
| Williamson, Mark | Teach online per-student class compensated at independent study rate (ART 101/3 students) | Adjunct | \$1,629.00 | 12/18/2018 To 1/21/2019 |
| Gorton, Cheyenne | Assistant Director of Residence Life & The Student Center | Grade 2 | \$51,213.00* | 12/22/2018 To 5/31/2019 |
| Zaia, Heather | Coverage for A. Regula courses/finals: ECHD125 M01, M02; ECHD206 final | Adjunct | \$312.00 | 12/3/2018 To 12/11/2018 |
| Krawiec, Daniel | Admissions & Financial Aid Advisor | Grade 1 | \$40,974.00* | 12/4/2018 |
| Ramos, Kevin | Admissions & Financial Aid Advisor | Grade 1 | \$42,484.00* | 12/4/2018 |
| January | | | | |
| Rafferty, Megan | Photo Lab Technician/Tutor | Adjunct | \$1,170.00 | 1/16/2019 - To 5/20/2019 |
| Coon, Fredrick | Technology Support Specialist | Grade 2 | \$55,251.00* | 1/2/2019 |
| Whitmore, Carrie | Director of Continuing Education & Workforce Development | Grade 5 | \$72,976.00* | 1/2/2019 |
| Fish, David | Director of Technology Support | Grade 5 | \$84,894.00* | 1/28/2019 |

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

January 24, 2018

Resignations/Retirements/Separations

| <u>NAME</u> | <u>EFFECTIVE</u> | <u>REASON</u> |
|---------------|------------------|------------------|
| Sandy Drumluk | 01/09/19 | Retrenchment |
| April Myles | 12/21/18 | Other employment |

FACULTY STUDENT ASSOCIATION

None

BISTRO

None

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-19**

**APPROVAL OF POSITION DESCRIPTION
CLINICAL COUNSELOR, OFFICE OF MENTAL HEALTH SERVICES**

WHEREAS, the College has determined, based on a review and analysis of the functions within the Mental Health Services area, that there is a need to create a Clinical Counselor, Office of Mental Health Services position description, and

WHEREAS, the attached Clinical Counselor, Office of Mental Health Services position description is recommended by the President, be it therefore

RESOLVED, that the Clinical Counselor, Office of Mental Health Services 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 24th day of January 2019, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 24th day of January 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

Faculty Position Title: Clinical Counselor, Office of Mental Health Services

Organizational Unit:
Student Services

Reports to:
Director, Office of Mental
Health Services

Approved by:

SUMMARY:

Clinical Counselors employed in the Office of Mental Health Services provide vital mental health services to residential and commuter students. Clinical Counselors are responsible for evaluation, diagnosis, brief treatment, consultation, crisis intervention, and referral of students in the support of academic success and retention in accordance with the College's mission and values. They are at once mental health experts and higher education professionals, addressing the unique challenges that affect college students and campus communities. The Office of Mental Health Services emphasizes mental health outreach and interventions with students who identify from historically marginalized and underrepresented groups, including but not limited to first generation students, students of color, non-traditional age students, students with disabilities, and international students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide short-term therapy/counseling services to meet specific student client needs including mental health assessments and therapy sessions.
2. Conduct psychological assessments and employ diagnostic procedures to determine student functioning and treatment/disposition recommendations to foster student self-understanding and decision-making, and to determine the most effective intervention strategies possible within the limits of available resources.
3. Complete documentation of care as prescribed by law and in accordance with best practices and college policy.
4. Develop and deliver formal and informal educational and awareness programs for students, staff, and faculty regarding mental health wellness.
5. Provide crisis intervention for students with acute emotional symptoms and work closely with other campus personnel (Campus Police, Students of Concern Committee, Health Center) in the provision of these services.
6. Participate in the training of residential life staff and other campus personnel.
7. Provide students with education and training related to suicide prevention, mental health promotion and academic success.
8. Encourage faculty and administrative collaborations with the Office of Mental Health Services. Provide consultation to faculty, staff, and parents concerning students' developmental and mental health concerns, and assist them in making appropriate referrals.
9. Serve on various college committees, such as those related to health, wellness, student safety, and student success.
10. Perform all above tasks in consultation with the Director of the Office of Mental Health Services.
11. Perform other related tasks, as assigned by the Director of the Office of Mental Health Services.

MINIMUM QUALIFICATIONS

Master's degree in psychology, social work, or related clinical counseling field and 2 years of related experience. NY State licensure/certification or license eligible within two years of initial hire date.

Experience working with issues encountered in late adolescence, including new onset psychological symptoms/diagnoses, trauma issues, identity, transgender identity, men's issues, sexual trauma, eating disorders, and substance use disorders. Multicultural competency in working with students of color, students from all economic classes, first generation students, LGBTQ students, and international students.

This position is subject to a criminal background check and Statewide Central Register Database check. All offers will be contingent on verification of State Licensure.

PREFERRED QUALIFICATIONS

Experience working in higher education. Expertise in short-term treatment, including brief psychotherapy, stabilization and referral of serious mental illness, suicide assessment, and crisis intervention. Competency in one or more of the following areas: diversity and multicultural issues, suicidality, eating disorders, substance abuse, and sexual assault trauma. Ability to adapt to emerging technologies.



Micro-Credential Policy

- Tompkins Cortland micro-credentials will be approved via Level 3 Curriculum Committee policy, but do not require SUNY or SED approval.
- Tompkins Cortland micro-credentials will be titled “*name* Credential.” (Example: “*Direct Support* Credential.”)
- Micro-credential proposals must be brought before the Curriculum Committee by a department chair or full-time faculty member, including those developed by adjunct faculty or with staff from outside agencies. As with any Curriculum Committee proposal, department approval is required before consideration by the Curriculum Committee.
- Tompkins Cortland micro-credentials may not be revised. Any revision to an existing credential constitutes a new credential.
- Credentials will consist of no fewer than 6 and no more than 23 credits for completion.
- The Academic Records Office will create and maintain a Credential Requirement Checklist for each approved micro-credential.
- Fifty-percent of required credits must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning.)
- Any course may be applied to meet requirements for more than one credential. No minimum number of unique courses/credits are required.
- In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.
- Course substitutions will be considered on a case-by-case basis using the existing Waiver Request process.
- Students must have at least a 2.0 cumulative GPA at the college to be awarded a credential. Any proposed exceptions to this policy will require that the student submit an Appeal for Special Consideration.
- Credentials may be conferred in January, May, August, and December. Students will be awarded a certificate of completion, which will display the title of the credential and list courses completed with credits awarded for each, signed by the registrar. Academic Records will be responsible for maintaining permanent records of awarded credentials. Academic Records will collaborate with Campus Technology to create a process to email students their certificates. Initial or replacement micro-credential hard-copy certificates will be supplied to students for a fee. (Suggested fee: \$10.00).

College Forum Report
Board of Trustees
January 17, 2019

The last meeting of the College Forum, for the Fall semester, took place on December 14, 2018.

The Forum voted to approve the minutes from the November 9th meeting. Katrina Campbell presented information on microcredentialing and, after discussion, the Forum voted to approve the program. The formation of an ad hoc group formed to begin the process of reviewing and revising the Forum's bylaws and will be meeting throughout January and into the Spring semester. The group consists of Ashley Ahola, Sheila Abbey, Lisa Seyfried, Eric Sambolec, Glenna McMinn, Gina Gammage-Sikora, and Teri Evener. The timeline for the ad hoc group is to propose and begin the voting process of the new bylaws by March so that they can be enacted in the Fall 2019 semester.

Seth Thompson shared information about the SUNY required Preferred Name/Gender Policy and the updates involved for Tompkins Cortland databases and services. Ashley Ahola and Sheila Abbey shared that the two, along with Eric Sambolec, attended the SUNY Voices Conference in Syracuse, on November 8th and 9th. The three garnered valuable information, as far as, Tompkins Cortland not having a shared governance established and recognized by SUNY and that Tompkins Cortland is unique, having equal members of every union. This aids greatly in the revision and reestablishment of the Forum and Forum bylaws for the College campus.

The Spring semester, noon, meeting dates are:

- Friday, February 8th
- Friday, March 8th
- Friday, March 29th
- Friday, April 12th
- Friday, April 26th
- Friday, May 10th

Respectfully submitted,

Ashley Ahola and Sheila Abbey

College Forum co-chairs

Foundation Report
Board of Trustees
January 17, 2019

The Foundation Board held a retreat on October 25.

A Pathways Scholarship Reception was held on November 9.

The annual in-house campaign kickoff was held on November 14th. This year's focus was the Panther Pantry.

A Child Care Center donor update direct mail piece was mailed in November.

The Foundation held its annual meeting on January 8. New Board members were elected: Doug Bentley, Cortland County and Jennifer Turck, Cortland County. The following retired from the Board: Andy Polley, Cortland County, Jennifer Tegan, Tompkins County, and Gene Yarussi, Tompkins County.

Officers elected: Tom LiVigne, Chair

Steve Romaine, Vice Chair

Leslie Danks-Burke, Secretary/Treasurer

Chair Tom LiVigne shared that the Foundation had awarded \$1,167,278 in scholarship, grants, and awards in 2017-2018; an increase of \$231,990 from last year, and that the public goal of \$1 million for the Child Care Center was surpassed by \$352,000.

Immediately following the annual meeting a regular meeting took place. A resolution was approved to keep the campus housing room rates the same as last year.

A holiday direct mail piece focusing on the Panther Food Pantry was mailed in late November and another holiday direct mail piece will be mailed within the week.

A Property Management Committee meeting is scheduled for January 28 and a Finance Committee meeting is scheduled for February 4.

The Scholarship Recognition Ceremony is scheduled for Friday, March 8 at noon. All are invited to attend.

The next scheduled Board meeting is slated for April 9.

TO: Board of Trustees
FROM: Greg McCalley
DATE: January 17, 2019
SUBJECT: Faculty Student Association Report to the Board

The Faculty Student Association meeting was held on December 6th, 2018.

The primary focus of the meeting was a presentation by Craig Stevens from the Bonadio Group CPA's, Consultants & More. He gave an overview of a financial audit conducted on 2017-18 FSA records. He outlined the process for the review and indicated the process went very smoothly, and was without any problems or issues. The FSA audit resulted in our processes and records being given the "unmodified report/clean report" stamp of approval.

Mr. Stevens indicated we have a very strong statement of financial position (aka balance sheet). The only recommendation for improvement is to formalize and document our retention and destruction policies, as well as our whistleblower policy.

Committee Reports:

- Finance Committee – Working on budget for the coming year and how to address some shortfalls. This will be a topic at our February meeting.
- Human Resource Committee – Working on how to address staffing needs for the new child care center, primarily the benefits structure for 10 and 12 month employees.
- Athletic Advisory Board – Shared results of student meetings and their feedback. This included concerns athletes have with food service and difficulty getting meals after practice. On the positive side, they really like all being housed in one residence hall, the mobile food truck and pantry, the health center, student events and their athletic trainer. Planning has been ongoing for "Pack the House" night.

Department Presentation – This month's presentation was from Greg Lyons in the One Card office.

The next meeting of the FSA is scheduled for February 14th, 2019.



TO: Board of Trustees
FROM: Orinthia Montague, President
DATE: January 24, 2019
SUBJECT: President's Report to the Board

Collective Bargaining

As you are aware, all bargaining unit contracts are up for renewal at the end of this fiscal year (August 2019). Three of the four bargaining units (Professional Administrative Association (PAA), Faculty Association, Adjunct Faculty Association) have decided to enter negotiations through an Interest Based model. The Classified Service Employees Association (CSEA) have decided to use traditional bargaining.

Bargaining Teams will be comprised of representatives from each unit along with Board of Trustee members, and Legislators from each county. Training has already begun to ensure shared understanding of the process and goals.

Strategic Planning

The College has identified members of its Strategic Planning Steering Committee. The electronic survey instrument will be distributed next week to students, staff and external community members.

Childcare Center

The Childcare Center project has suffered a delay due to some paperwork and contracting issues. We received a (verbal) building permit on Friday. This allowed us to inform the electrical, mechanical, plumbing, and excavation contractors that they could resume on-site operations. With poor weather conditions not being of any help, the full complement of trades workers did get back to campus today (Wednesday). Now that they are working, the general contractor (Streeter) is developing an official updated schedule (for Friday's construction meeting). In discussions with the G.C., they believe that approximately 5 weeks were lost due to the shutdown. Our architect (C. Brenner), sees this estimate as being reasonable. She considers June 15th to be a fair updated completion date (we should have a chart on Friday). I will update you once a new timeline for completion has been determined.

Enrollment

As of yesterday morning, enrollment has reached 91.96% of our day zero FTE goal of 815. This number means that we are at 93.3% our projected budget. This equates to an approximate \$800K shortfall. Please see the attached enrolment budget update.



Miscellaneous

- 10/23 Attended Tompkins County Workforce Development Board Meeting
- 10/23 Attended TCAD Finance Committee Meeting
- 10/24 Dinner meeting with Ithaca College President
- 10/24 M&T Bank Great Chamber
- 10/25 Met with Bob Sprole and toured THERM
- 10/31 Attended SUNY President's Meeting in Albany
- 11/6 Attended Ithaca Rotary Election Day Pancake Breakfast
- 11/14 Attended AACC Global Commission Meeting
- 11/28 Attended Middles States Conference
- 12/6 Attended "Tasteful Sensations" event at Coltivare
- 12/7 Hosted December Graduate Ceremony
- 12/10 Attended Cortland BDC Meeting
- 12/11 Attended Workforce Development Meeting
- 1/3 Attended Regional Campuses Meeting @ Onondaga Community College
- 1/4 Signing Partnership Ceremony w/Cortland Guthrie Medical Center
- 1/11 Meeting with James Brown (United Way)
- 1/11 Downtown Programming meeting with Gary Ferguson
- 1/13 Meeting with SUNY Cortland on potential collaborations
- 1/16 Meeting with Baruch Whitehead and Janet Morgan re: Dorothy Cotton Legacy
- 1/16 Attended Athletics Department Fundraiser at Texas Roadhouse
- 1/19 Attended MLK program @ GIAC
- 1/22 Delivered 10 gallons of milk to Dryden Pantry (Milk Challenge)
- 1/23 Attended Athletics Department "Pack the House" event

To: Orinthia Montague
From: Blixxy Taetzsch
Date: January 24, 2019
Re: Enrollment and Budget Update

Spring Enrollment

I have prepared a budget to actual comparison of spring enrollment as of the first day of classes. At this point in time, we are at 93.3% of our revised budget goal. Year over year, FTE enrollment is down almost 14.8%, which is 5% under the revised budget. Enrollment for spring 2019 won't be final until 2/12/19, which is the semester census date.

Looking at the categories of enrollment, one of the most concerning areas appears to be retention. This was very noticeable in the variance from budget for continuing students in the fall semester with continuing full-time student enrollment at 88% of the enrollment budget, about 45 FTE's, or 98 students short. However, fall 2018 to spring 2019 retention appears to be a little better with continuing student enrollment for spring 2019 currently at 96% of goal.

Reinstate and transfer student enrollments are significantly below the revised budget for spring 2019, and have been difficult to predict due to their variability over the last few years. In total, full-time reinstated and transfer student enrollments are about 35 FTE's below budget, or 100 students short. New full-time student enrollment is at 75% of budgeted FTE's, which amounts to about 14 FTE's and 30 students shy of the budget goal.

Budget Update

Sue Dewey continues to work on projections for the 18-19 budget year, and will prepare a more complete update after the semester census date and enrollment for spring 2019 is final. However, current projections show an operating budget deficit of about \$800,000. This includes the impact of the loss of enrollment in the fall and the revised enrollment budget for spring, but does not yet factor in the impact of not meeting the revised spring 2019 enrollment budget. A summary of the annual FTE's budgeted in all categories of enrollment is included for your review. Additionally, we have factored into the projections for 18-19 anticipated savings in instructional costs due to the lowered enrollment, as well as any other areas of savings identified thus far by budget managers.

Although the audit is not yet finalized, the College has submitted its annual report to SUNY and the 17-18 fiscal year final numbers show us just about even with revenue and expenditures for the year. This is an improvement from previous projections. However, we did utilize \$246,503 of fund balance and \$161,714 of reserves as had been planned in the approved operating budget for 17-18. We have also begun work on the 19-20 budget and hope to distribute materials to budget managers in early February to begin work on budget preparation.

After census date, not only will we provide an update on the College operating budget, but also the FSA and Foundation.

Addressing Substance Abuse at Tompkins Cortland

**Updates on the College Environmental Prevention Grant
and the Collegiate Recovery Mini-Grants**

HEALTH SERVICES AND STUDENT LIFE

TOMPKINS
CORTLAND
COMMUNITY COLLEGE

COMMUNITY
COALITION

Introductions

- Joseph Smith, Professor, Chemical Dependency Counseling
- Matthew Kiechle, Assistant Director for Health Education
- Sara Watrous, College Alcohol and Drug Prevention Coordinator

The College Environmental Prevention Grant

A 5-year grant funding 20 SUNY/CUNY colleges (2017-2021)

\$118,000 per year (total \$597,000)

Goal: Prevent and reduce underage drinking, binge drinking and other drug use by college students

How: Environmental strategies for prevention on campus and in the community



**Office of Alcoholism and
Substance Abuse Services**

HEALTH SERVICES AND STUDENT LIFE

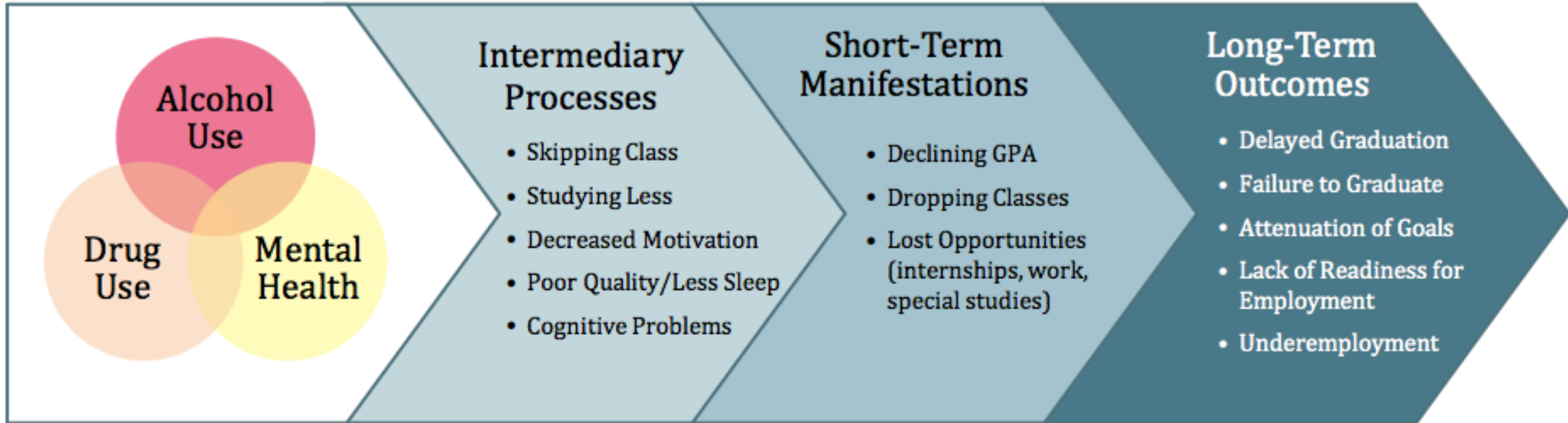
**TOMPKINS
CORTLAND**
COMMUNITY COLLEGE

**COMMUNITY
COALITION**

Grant Objectives:

1. Reduce alcohol and drug access on campus and in the surrounding community
2. Reduce availability of alcohol and drugs to the targeted college student population
3. Change attitudes and norms that support college underage drinking and drug use
4. Provide Screening Brief Intervention and Referral to Treatment (SBIRT) services to college students

Substance Use and Student Success



Source: Arria, A.M., Caldeira, K.M., Bugbee, B.A., Vincent, K.B., O'Grady, K.E. (2013). The academic opportunity costs of substance use during college. College Park, MD: Center on Young Adult Health and Development.



Year 1: Assessment & Building Capacity

- College Environmental Prevention Survey – 372 students
- Key Informant Survey – 66 responses
- Focus Groups – Almost 100 students participated
- Archival Data: Campus Police, Student Conduct, Options Program, Health Center, local law enforcement, EMS, Fire Dept., etc.

Grant Objectives:

1. Reducing alcohol and drug access on campus and in the surrounding community
2. Reducing availability of alcohol and drugs to the targeted college student population

Strategies:

- Partner with Campus Police – 64 hours of overtime during the Fall 2018 and Spring 2019 semesters
- Strengthen AOD Policies
- Improve information sharing between local PDs and the College
- Compliance Checks

Grant Objectives:

3. Changing attitudes and norms that support college underage drinking and drug use

Strategies:

- Best Life Campaign
 - Marketing Campaign
 - Sponsoring Events
 - Don't Cancel That Class Program
 - RA Training



Social Norms: Correcting Misperceptions

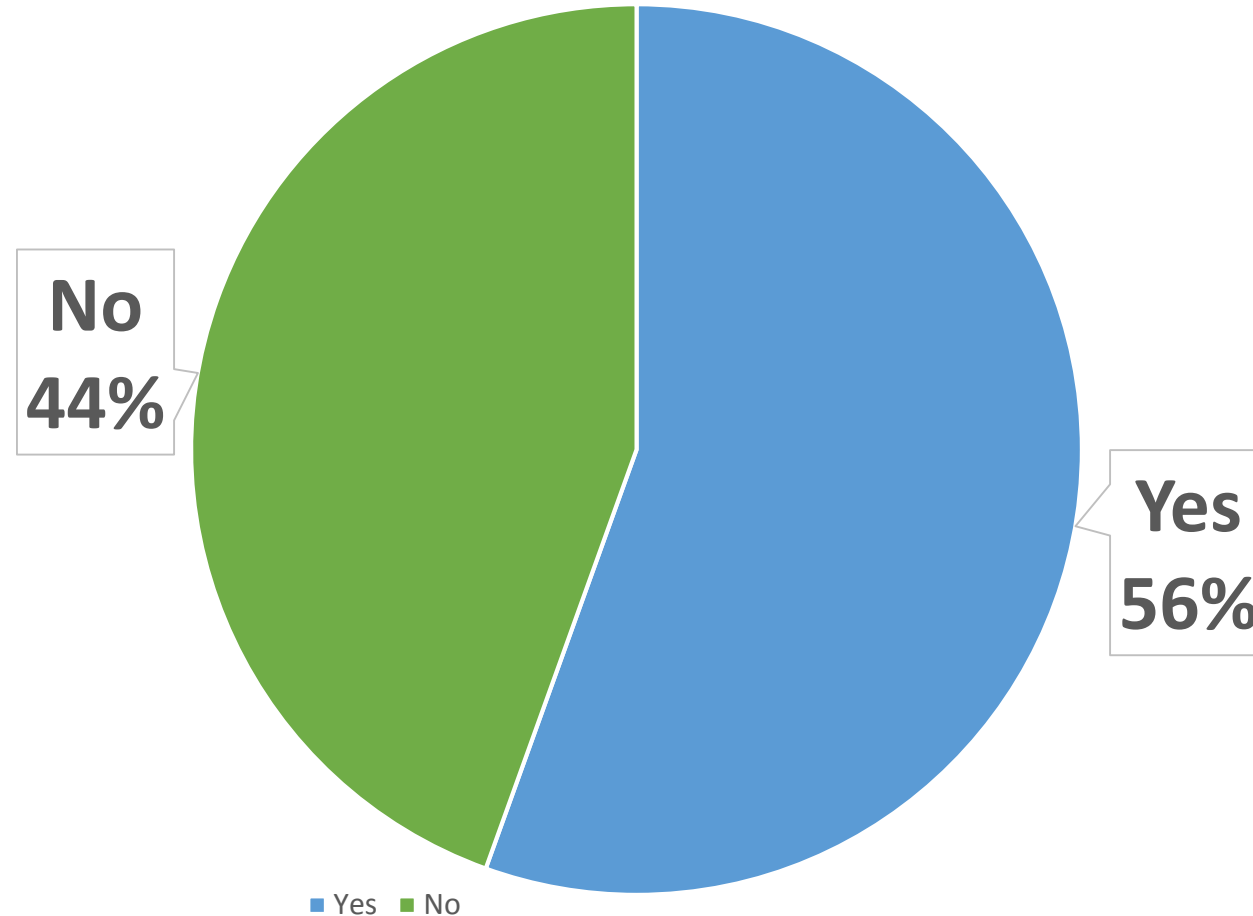
Myth:

“Everyone drinks a lot and experiments with drugs in college.”

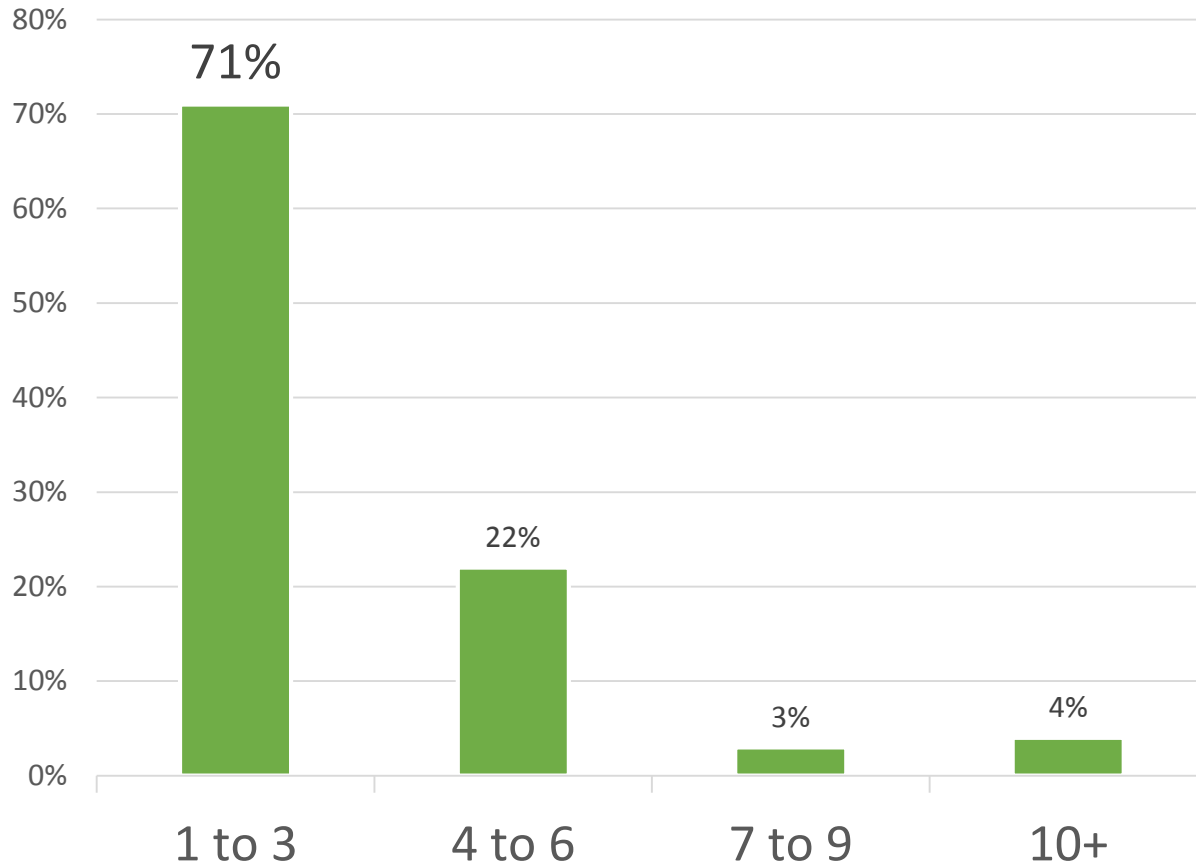
Fact:

“Most students either don’t drink or do so responsibly. Most don’t use drugs.”

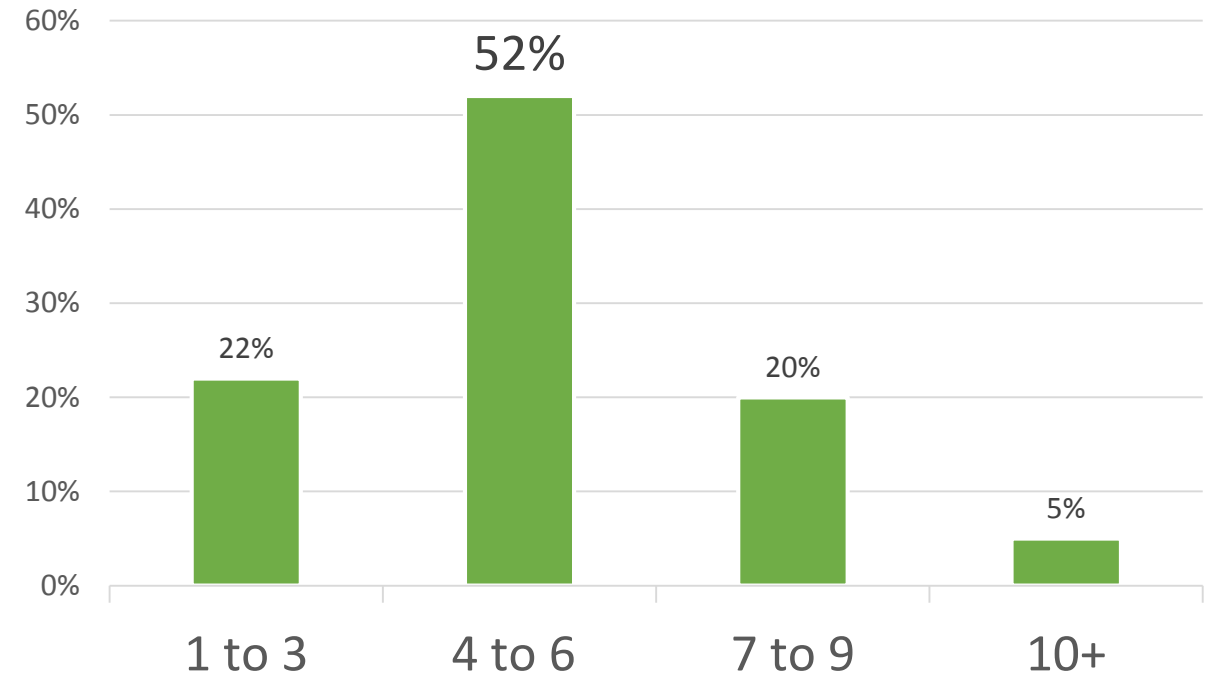
30 Day Use of Alcohol Use



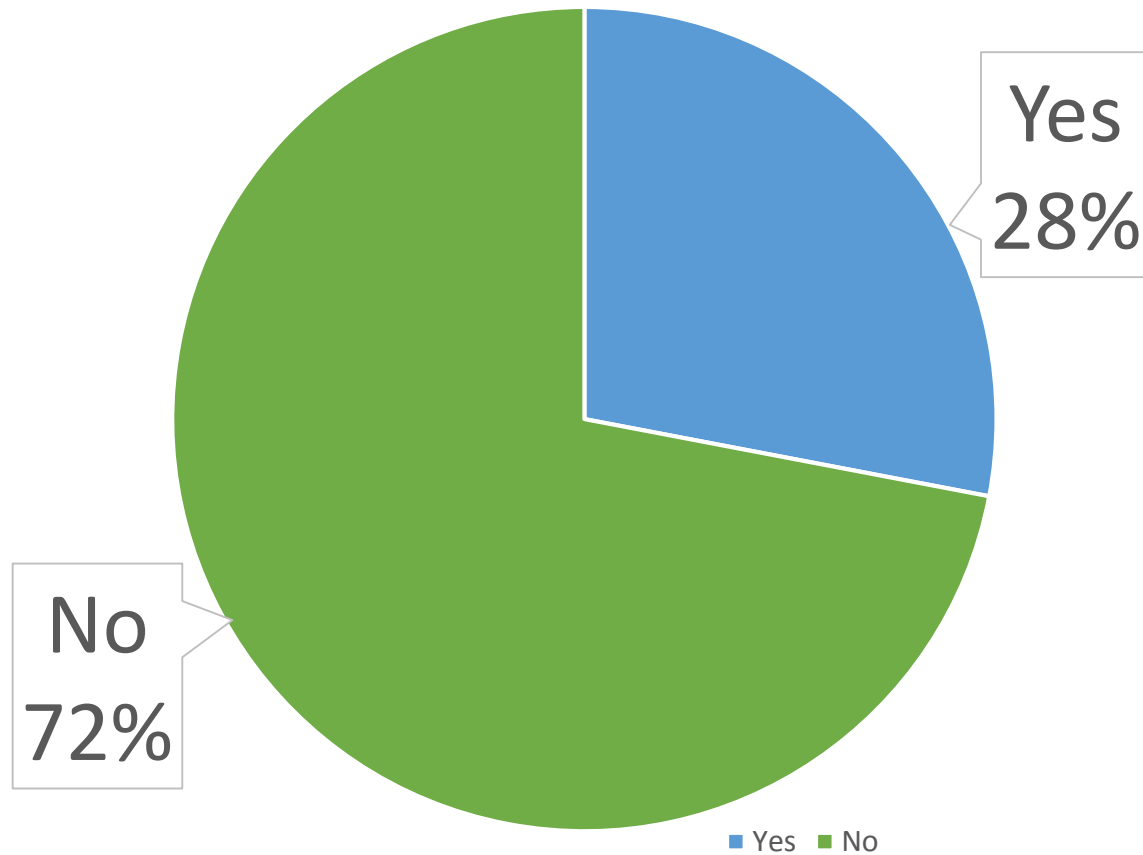
Number of Drinks Student Report Having



Number of Drinks Students Think the Average College Student Drinks



30 Day Use of Marijuana



10% Daily Use

7 OUT OF 10

TC STUDENTS DON'T MAKE
SMOKING WEED PART OF
THEIR WEEKLY ROUTINE.

“ I’VE GOT GOALS AND I KNOW I NEED
TO FOCUS TO ACCOMPLISH THEM. WEED
IS JUST GOING TO SLOW ME DOWN. ”

I DEFINE MY
BEST
LIFE



“ I KNOW I’VE GOT POTENTIAL. I’M NOT TRYING TO GET DISTRACTED AND FORGET ABOUT MY **END GAME.**”

I DEFINE MY

**BEST
LIFE**

9 OUT OF **10**

**TC STUDENTS DON'T SMOKE
WEED ON A DAILY BASIS.**

**TOMPKINS
CORTLAND
COMMUNITY COLLEGE**



Tompkins Cortland Community College Student Life is with

Arielle Ayres.

August 29 · 🌐

The Best Life campaign for healthy choices held its launch party in the Panther Den during last week's silent rave. Students and staff were asked to define what living their best life means to them. Check out their answers! Find your own photo and learn more about living your best life at <https://youdefineyourbest.life/photos/>



👍❤️ 32

1 Comment 2 Shares

👍 Like

💬 Comment

➦ Share



Grant Objectives:

4. Provide Screening Brief Intervention and Referral to Treatment (SBIRT) services to college students

Strategies:

- Screening student in Counseling Center using AUDIT and CUDIT-R
- Creation and pilot of SUSI program in Health Center and Student Success

Targets:

- Year 2: 30%
- Year 3: 45%
- Year 4: 60%
- Year 5: 80-100%

Students in Recovery

- 5% of Tompkins Cortland students report being in recovery
 - 100-150 students
- College Initiative Upstate

Collegiate Recovery Leadership Academy

CHEMICAL DEPENDENCY COUNSELING STUDENT ACCEPTED INTO NATIONAL LEADERSHIP PROGRAM

Posted: November 6, 2018



**COLLEGIATE RECOVERY
LEADERSHIP ACADEMY**

Founding Sponsor:  The Ammon Foundation

**MID-ATLANTIC COLLEGIATE
RECOVERY LEADERSHIP SUMMIT:**

**NOVEMBER 9-11, 2018
IN WASHINGTON, D.C.**

The graphic features a background image of the Washington Monument and the S.A.F.E. statue in Washington, D.C. Overlaid on the image are the logos for ARHE (Association for Recovery in Higher Education) and S.A.F.E. (Stop the Addiction Fatality Epidemic). The text is in white, bold, sans-serif font.

Recovery Updates

- Received OASAS Collegiate Recovery Mini-Grant (\$20,000) in December 2018
- Received Regional Addiction Resource Center Mini-Grant (\$2,600) in December 2018
- Welcome Week Recovery Luncheon Thursday, January 24th
- Continue to hold weekly Recovery Meetings:
 - Tues & Thurs 12-12:45pm in Room 178
- Hired two Recovery Program Specialists for the spring 2019 semester for 5+ hours a week: Ashley Dickson & Aaron Bach

ARE YOU A STUDENT IN RECOVERY?

HAVE YOU BEEN AFFECTED
BY **ADDICTION?**

Join Panthers for Recovery,
Tompkins Cortland's
recovery program.

**Visit us in the Recovery Space
in Room 178** (near the eatery).

Look out for events and other opportunities in the Recovery Space throughout the semester. Drop in if you want to connect with other students, study, or find a quiet place to lounge.

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JOIN US

Welcome Week
Panthers for
Recovery Luncheon

Thursday, January 24,
noon - 1 p.m. | room 178

Join other students in recovery and students/staff who support students in recovery for this informal lunch in our new Recovery Space.

Weekly Recovery Meetings

Starting the week of January 28
Tuesdays and Thursdays 12 - 12:45 p.m. | room 178
(throughout the semester so long as classes are in session)

**For more information, stop in
or contact Sara Watrous at
SEW017@tompskinscortland.edu.**



HEALTH SERVICES AND STUDENT LIFE

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HEALTH SERVICES AND STUDENT LIFE

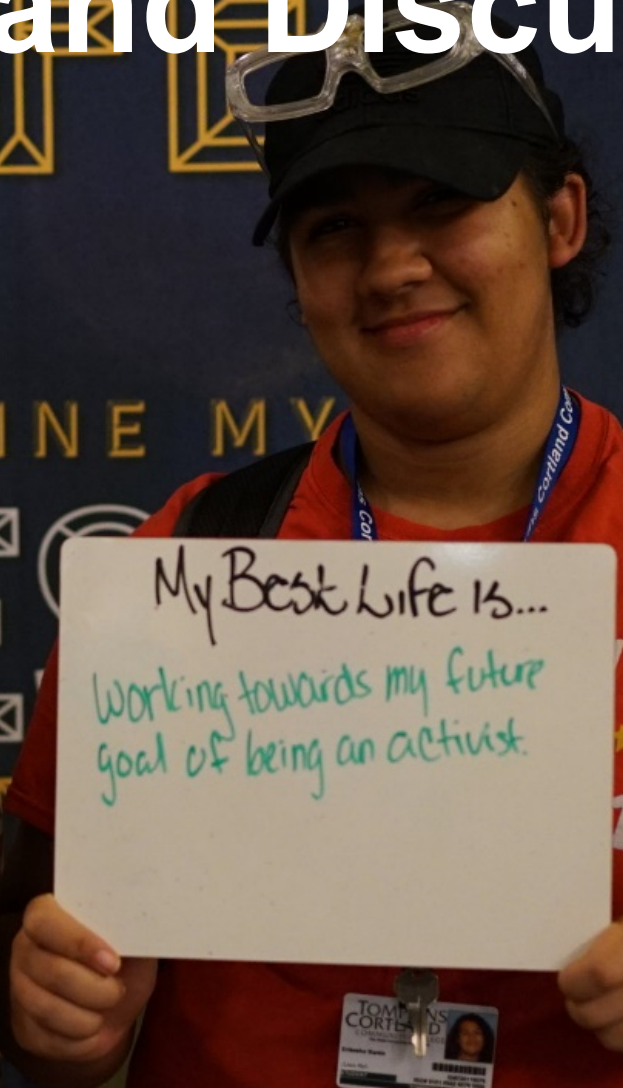
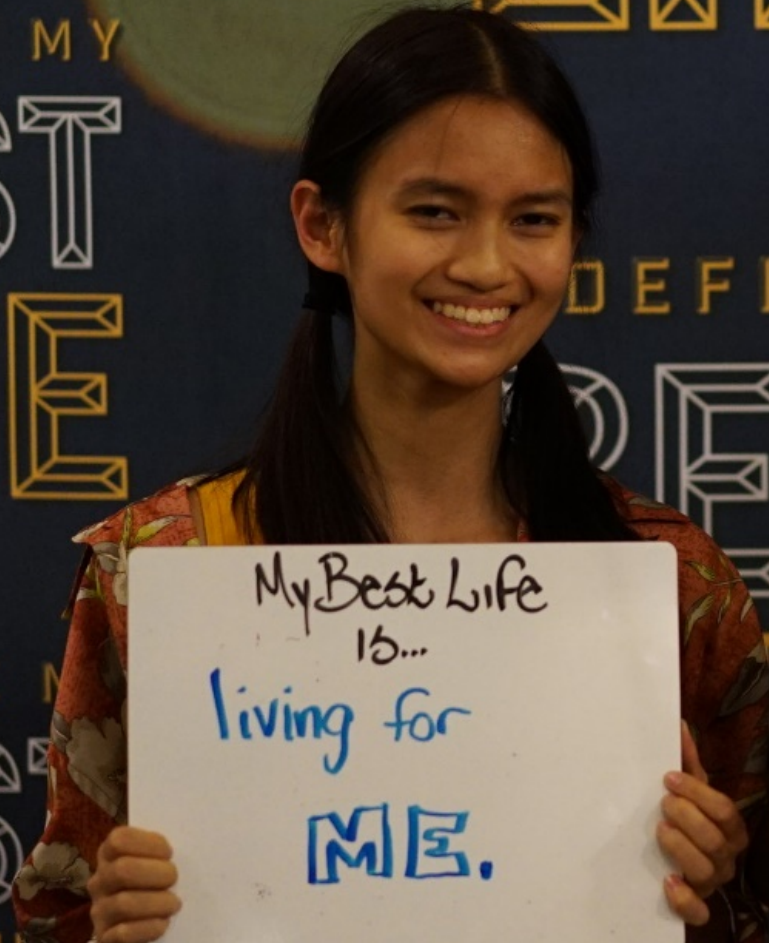
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COALITION

What's Next / Sustainability

- Secure additional support
 - Increase partnerships
 - Pursue additional grant and funding opportunities
- Demonstrate a decrease in substance use and/or consequences and a positive impact on student success
- Continue to establish Tompkins Cortland as a leader in college and university substance abuse prevention and recovery work

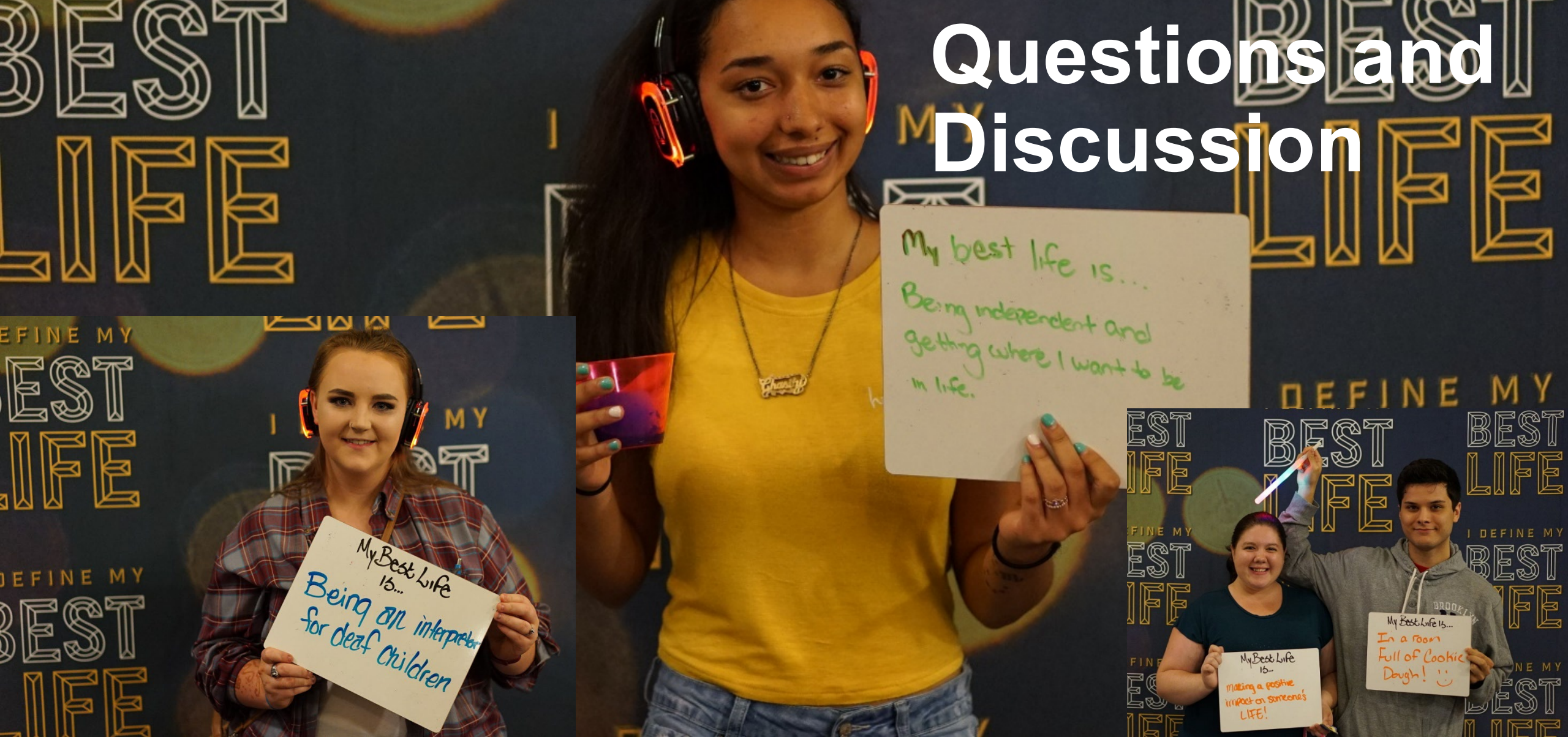
Questions and Discussion



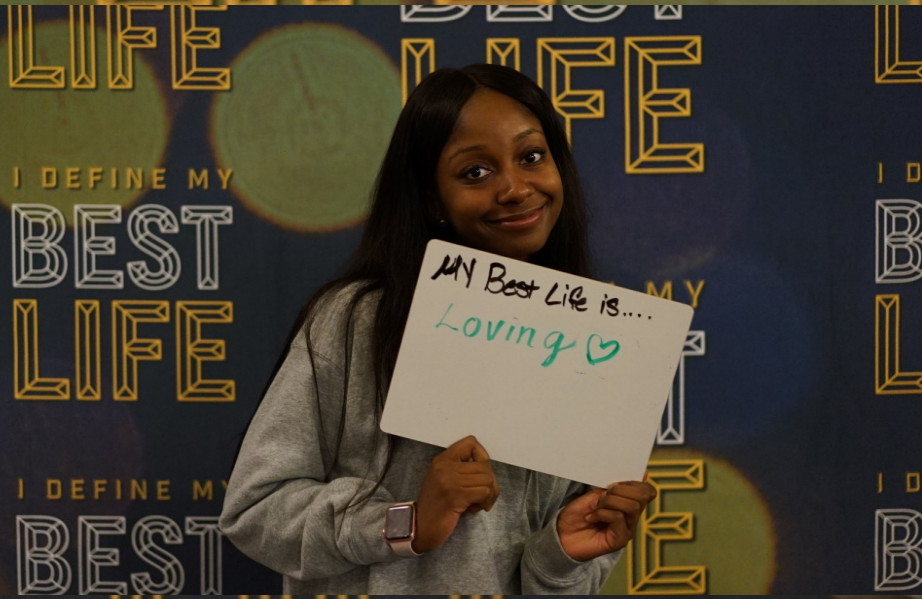


Questions and Discussion

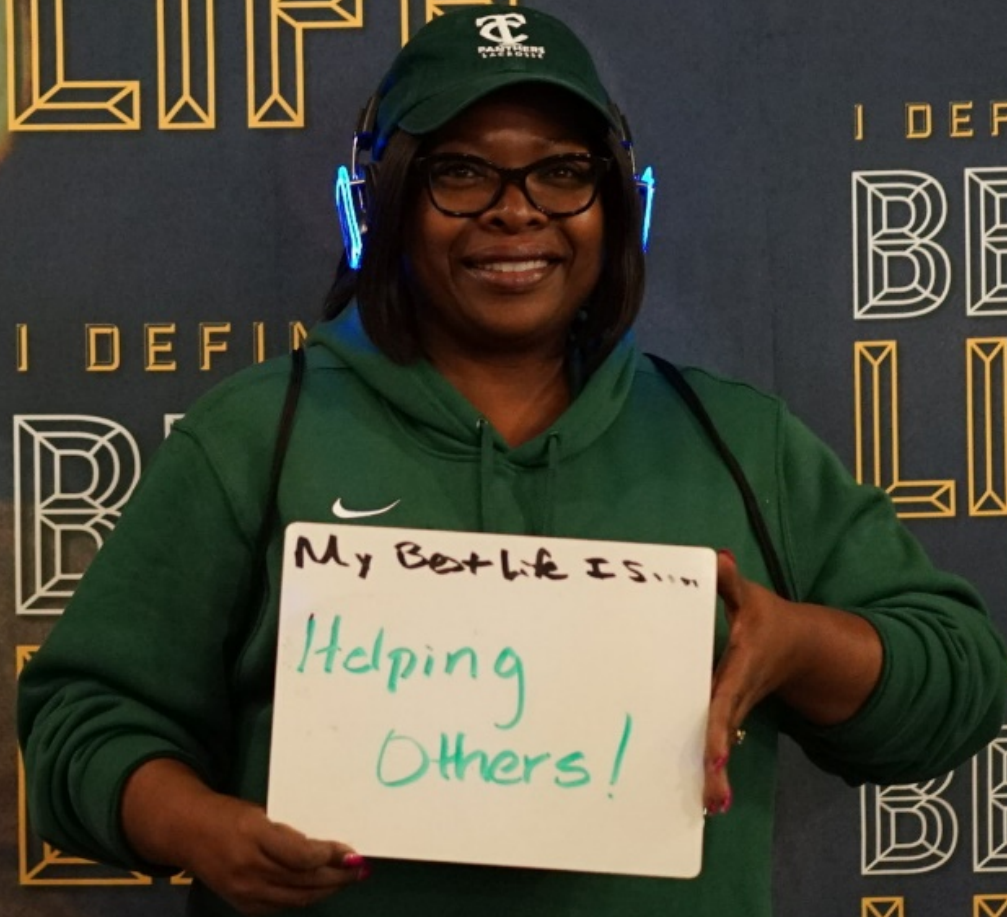
Questions and Discussion



Questions and Discussion



Questions and Discussion



HEALTH SERVICES AND STUDENT LIFE

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