

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, JULY 18, 2019

RONALD W. SPACE BOARD ROOM – 5:30 P.M.

NOTICE OF ANNUAL MEETING: The Annual Meeting of the Board of Trustees of Tompkins Cortland Community College will be held in the Ronald W. Space Board Room at the College at 5:30 p.m. on Thursday, July 18, 2019. The regular July monthly meeting will commence immediately following the adjournment of the Annual Meeting.

AGENDA

1. Call to Order
2. Election of Officers
3. Appointments
 - 3.1 Clerk of the Board of Trustees
 - 3.2 Deputy Clerk of the Board of Trustees
4. Meeting Dates
5. Other Business
6. Adjournment

AGENDA

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment*
6. Approval of Minutes
 - a. June 20, 2019 Regular Meeting
 - b. July 1, 2019 Special Meeting
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): Mental Health – Ali Beach
9. Provost and Vice President of Academic Affairs – Report (highlight Consent Agenda items and updates on major initiatives)
10. Information Items:
 - a. Human Resources Updates

11. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Treasurer Reports (4) – 3/31/19; 4/30/19; 5/31/19; 6/30/19
 - c. Appointment of Personnel
 - d. Extension of the Appointment of the President (To be distributed)
 - e. Approval of Position Description – Social Media and Marketing Coordinator (Updated)
 - f. Approval of Position Description – Director of Enrollment Operations & Auxiliary Services (New)
 - g. Approval of Position Description – Communications Associate (New)
 - h. Approval of Position Description – Assistant to the President and Provost (Updated)
 - i. Approval of Classified Staff Position – Diversity Education and Support Services Coordinator (New)
 - j. Naming of Infant Room 1 in the Arthur Kuckes Childcare Center in Recognition of Tompkins Trust Company
 - k. Approval of Position Description – Vector Network Program Associate (New)
12. Standing Reports:
 - a. College Forum – Sheila Abbey
 - b. Faculty Student Association – Greg McCalley
 - c. Tompkins Cortland Community College Foundation, Inc. – Elizabeth Burns
 - d. Chairperson’s Report – Ray Schlather
 - i. Board Evaluation/Retreat
 - e. Liaison Report (Cortland County) – Kelly Preston
 - f. Liaison Report (Tompkins County) – Michael Lane
 - g. Student Trustee’s Report – Lana Esho
 - h. President’s Report
13. Executive Session (to discuss personnel items – action to be taken)
 - a. Recommendations for Promotions and Continuing Appointments for 2019 - 2020 Academic Year
 - b. Recommendations for Quality Step Increases and Administrative Appointments for 2019 - 2020 Academic Year
 - c. Recommendations for Adjunct Promotions 2019 – 2020 Academic Year
 - d. Recommendations for Awards for Excellence for 2019 – 2020 Academic Year
14. Upcoming Events:
 - a. Global Connections Commencement – August 2, 2019
 - b. Faculty Return – August 21, 2019
 - c. Classes Begin – August 28, 2019
 - d. Labor Day – College Holiday – September 2, 2019
 - e. Next Meeting – September 26, 2019
 - f. NYCCT Institute – September 19 - 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.

TO: Members of the Board of Trustees
FROM: Raymond Schlather, Chair
Board of Trustees
DATE: July 18, 2019
SUBJECT: Board Meeting Dates and Other Important Dates

The following is the proposed list of the meetings of the Board of Trustees of Tompkins Cortland Community College for 2019-2020. All meetings will be held at 5:30 p.m. in the Ronald W. Space Board Room at the College unless otherwise specified.

BOARD OF TRUSTEES MEETINGS

August 2019 – No meeting
September 26, 2019.....meeting to be held at the Child Care Center
October 24, 2019
December 5, 2019
January 16, 2020
February 20, 2020
March 19, 2020
April 16, 2020
May 14, 2020
June 18, 2020
July 16, 2020

OTHER IMPORTANT DATES FOR THE 2018-2019 ACADEMIC YEAR

Global Commencement	August 2, 2019
NYCCT Institute	September 19-21, 2019
Board of Trustees Retreat	November 21, 2019
December Graduate Ceremony	December 6, 2019
Retiree Event	May 18, 2020
Nursing Pinning Ceremony	May 19, 2020
Commencement	May 21, 2020

COLLEGE CLOSED (holidays/campus retreats)

Labor Day Holiday	September 2, 2019
Fall Day College-wide Retreat	October 11, 2019
Thanksgiving Holiday	November 28-29, 2019
Winter Break	December 25, 2019 – January 1, 2020
Martin Luther King Holiday	January 20, 2020
Mid-winter Day College-wide Retreat	February 27, 2020
Spring Day	March 27, 2020
Memorial Day	May 25, 2020
July 4 th Holiday	July 3, 2020

cc: Media Personnel
Liaisons
County Board Clerks
County Attorneys
County Budget Officers
College Faculty and Staff

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
JUNE 20, 2019
RONALD W. SPACE BOARD ROOM
5:30 P.M.**

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

EXCUSED: Arthur Kuckes, Chad Miller, Raymond Schlather

ABSENT: None

COUNTY

LIAISONS: Michael Lane

STAFF: Sheila Abbey, Jan Brhel, Bryan Chambala, Sharon Clark, Susan Dewey,
Julie Gerg, LaSonya Griggs, Orinthia Montague, Cathy Northrop, Paul
Reifenheiser, Malvika Talwar, Blixty Taetzsch, Jason Thayer, Seth
Thompson

GUESTS: None

1. **Call to Order:** The meeting was called to order at 5:34 p.m. by Vice Chair Davison in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Vice Chair Davison welcomed guests.
4. **Approval of Agenda:** President Montague and Mr. Tytler asked that Resolution 2018-2019-62, Resolution Approving the Exploration of Shared Services Between and Among Cayuga Community College, Jefferson Community College, Onondaga Community College and Tompkins Cortland Community College, be added to the agenda as Item 11j. Mr. McSherry moved that the agenda be approved with this addition; seconded by Mr. Tytler; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes – May 16, 2019:** Ms. Burns moved that the minutes of the May 16, 2019, regular meeting be approved as presented; seconded by Ms. Buck; Mr. Tytler asked that reference be made to Mr. Bickford's long career of 50 years at the College. Motion called to approve minutes with this change, 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 Academic Affairs – Report:** Written report provided. Provost Reifenheiser mentioned year-end ceremonies that took place and the large attendance and enthusiasm that surrounded all the events. A survey was sent out to faculty and staff for feedback on the Provost's and Associate Provost's first year.
10. **Information Items:**
 - a. **Human Resources Updates** – No discussion.

Mr. Tytler moved that the meeting convene in executive session for discussion of collective bargaining, with no action to be taken; seconded by Mr. McSherry; carried unanimously. The meeting convened in executive session at 6:00 p.m.

The meeting reconvened in regular session at 6:24 p.m.

11. **Consent Agenda (Action Items):** Ms. Burns moved that the Consent Agenda be approved as presented; seconded by Mr. McSherry; after a lengthy discussion, primarily about the budget, the motion was called; carried by 4 affirmative votes and 2 opposing votes by Ms. Burns and Ms. Davison.
 - a. **Capital Payments** – No discussion.
 - b. **Appointment of Personnel** – No discussion.
 - c. **Appropriation of Fund Balance** – No formal budget presentation was given by Ms. Dewey & Ms. Taetzsch. An explanation was given in response to questions by Board members regarding the amount of the fund balance being used to balance the budget.
 - d. **Appropriation of Board Designated Reserve Funds** – Ms. Burns asked for clarification of the difference between designated reserve funds and the fund balance and the manner in which they are used. Ms. Davison asked a question regarding negotiations, what can be done to avoid impasse, and whether or not the Board has a responsibility of making some adjustments to the contracts that are currently under negotiation. It was suggested that an executive session be called to discuss this.
 - e. **Adoption of the Proposed 2019-2020 Operating Budget** – With the fund balance being lowered, it will be offset by an increase in our chargeback rate. There is a risk that the low fund balance could have an impact on our Middle States accreditation. Provost Reifenheiser stated that this could lead to a warning from Middle States. The low fund balance was not highlighted in our last Middle States visit.

- f. **2019-2020 Tuition and Fee Schedule** – No discussion.
- g. **Shared Governance Bylaws – Revision** – The revised bylaws now include membership of Coltivare employees.
- h. **Maintenance of Academic Standards** – No discussion.
- i. **In Appreciation of Chad Miller** – No discussion.
- j. **Resolution Approving the Exploration of Shared Services Between and Among Cayuga Community College, Jefferson Community College, Onondaga Community College, and Tompkins Cortland Community College** – Mr. Tytler gave an overview of resolution 2018-2019-62 with regard to the motivation on the part of the named community colleges to share services in a joint effort to save money on expenditures, utilize all monies in all named community colleges, and the ability to take advantage of efforts and skills by various offices/employees of those community colleges. The Governor and SUNY Chancellor have talked about collaboration partnerships. The Onondaga Community College Board of Trustees has approved a resolution similar to Tompkins Cortland Community College resolution 2018-2019-62. Each named community college will vote on their version of the resolution at their upcoming Board meetings. Mr. Lane asked why these particular community colleges are partnering/collaborating on the shared services initiative. Mr. Tytler and President Montague stated this initiative was based on the regions of New York State. We are in the Southern Tier as well as Central NY. A new task force at SUNY is being formed for this purpose and this puts us out in front of the work of that task force.

12. Standing Reports:

- a. **College Forum** – Written report provided. Ms. Abbey thanked the Board of Trustees for passing the new by-laws and name change.
- b. **Faculty Student Association** – No report.
- c. **Tompkins Cortland Community College Foundation, Inc.** – Written report provided. Ms. Burns said she will talk with Chairman Schlather about her difficulty in attending the Foundation Board meetings. Mr. McSherry will also talk with Chairman Schlather about the possibility of sharing the Board liaison position with Ms. Burns due to her difficulty in attending the meetings. Ms. Abbey will speak with the Foundation Board and let Mr. McSherry know if he can share the position as Board of Trustee Liaison to the Foundation Board.
- d. **Chairperson’s Report** – There was consensus that Vice Chair Davison and Ms. Buck will be the nominating committee to bring the slate of officers to the July annual meeting.
- e. **Liaison Report (Cortland County)** – No report. Mr. Tytler wanted to recognize that Ms. Preston was part of the budget and finance committee that approved moving our operating budget forward and she was a strong advocate for the 5% increase in support by Cortland County.

- f. Liaison Report (Tompkins County)** – Mr. Lane reported that the Budget, Capital and Personnel Committee will act on our proposed operating budget tomorrow. They will act on our operating budget during their second session in July. Tompkins County is pleased that Cortland County approved the 5% increase of support for the College. He spoke to the pride he senses in the Dryden and Tompkins County communities for the College. He is anticipating there will be support from Tompkins County Legislature for the 5% increase in support for the College’s operating budget. He thanked President Montague and staff at the College for putting this budget together. He also mentioned that the trail between Dryden and Freeville is now open. The County is continuing to work on the airport project. There are discussions about a new office building downtown, as well as about the synergy between the Ithaca Police Department and the Tompkins County Sherriff’s Department and the possibility of finding a location to combine the two offices.
 - g. Student Trustee’s Report** – No report.
 - h. President’s Report** – Written report provided. President Montague mentioned that a group from the College participated in the Ithaca Festival parade. We had hoped to participate in the Cortland and Dryden parades, but there were not enough volunteers. There were eleven people and one “cheerleader” who showed up for the staff softball game. President Montague was the umpire and catcher for both teams. Staff has asked for more engagement opportunities, so we will continue to offer them. We will be holding an Executive Council and President’s cabinet retreat to look at ways to implement the Strategic Plan. President Montague said that she will also be looking at ways to engage more with the campus community.
- 13. Dialogue Session – Marketing** – Mr. Chambala provided an update on the College’s marketing initiatives with a PowerPoint presentation on “Refining, Re-Envisioning, and Re-Setting Marketing.” Previous marketing focus has been internal – strong academics. We are refocusing on the community – going out into the communities. We are changing our language to “Your Community. Your College.” Strong academics and strong sense of campus community are still part of our brand, but not the primary focus. We are very lucky to have a very good designer and very good marketing team. We want to have advertising at The Rink and the JM McDonald Center again. The President’s Initiative funding has been helpful in obtaining some needed equipment – a new blue tooth camera. A new communications plan has been developed and there has been better connections and sharing of ideas with the Admissions Office. Mr. Lane asked how you test whether or not our marketing initiatives are being successful. We have used our web metrics/activity and we have discussed having IR develop a survey to determine people’s perception of us in the community, as well as determine how people hear about us. Mr. Tytler asked if there is any marketing going to businesses. Mr. Chambala said his staff works the TC3.Biz Office to work with emphasis on training current workforce as well as training for new employees. It was suggested that testimonials from alumni and businesses could be a good

marketing tool. Provost Reifenheiser said the microcredential piece is a fascinating way to look at training for the workforce. Marketing used to be web and social media based and focused on high school students. We are now getting out physically in places such as parades, community organizations, athletic fields, etc., to help people feel more connected to the College.

- 14. Executive Session (to discuss a personnel issue – no action to be taken) –** Mr. McSherry moved that the meeting convene in executive session for discussion of a personnel issue, with no action to be taken; seconded by Mr. Tytler; carried unanimously. The meeting convened in executive session at 7:35 p.m.

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

- 15. Upcoming Events –** No discussion.

- 16. Adjournment:** Mr. Tytler moved that the meeting be adjourned; seconded by Ms. Buck; carried unanimously. The meeting adjourned at 8:31 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE
SPECIAL MEETING
BOARD OF TRUSTEES
JULY 1, 2019
RONALD W. SPACE BOARD ROOM**

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

EXCUSED: Lana Esho

LIAISONS: Michael Lane

STAFF: Jan Brhel, Susan Dewey, Orinthia Montague, Cathy Northrop, Blix Taetzsch, Jason Thayer, Seth Thompson, Peter Voorhees

GUESTS: None

- 1. Call to Order:** The meeting was called to order at 5:02 p.m. by Chairman Schlather in the Ronald W. Space Board Room at the College. It is noted that this meeting was called in response to an item at the June Board meeting that did not have 6 affirmative votes, which is required by the Tompkins Cortland Community College Board of Trustees Bylaws.
- 2. Roll Call:** Ms. Northrop called the roll.
- 3. Welcome Guests:** Chairman Schlather welcomed guests.
- 4. Approval of Agenda:** Ms. Buck moved that the agenda be approved as presented; seconded by Mr. Tytler; carried unanimously.
- 5. Public Comment*:** None.
- 6. Action Items:** Ms. Buck moved the Consent Agenda be approved as presented; seconded by Mr. Tytler; carried unanimously. Members expressed concern over the amount of money being used to balance the budget from the reserve fund and fund balance. The question was raised as to where this leaves us for next year if there is another shortfall. Ms. Burns had a discussion with President Montague following the June 20th Board of Trustees meeting regarding the next projected budget numbers being more conservative which will reduce the risk of a similar shortfall. Ms. Davison stated that it was not her intention to vote down the budget, but she wanted to make a statement about her concern in using too much of our reserves to balance the budget. Blix Taetzsch explained that \$300,000 of fund balance is being for the current year; \$500,000 fund balance is allocated for use for next year; \$400,000 reserve funds will be used in the current year; \$61,000 for reserve funds for next year. This would leave a combined \$700,000 in fund balance and reserve funds for next year. Summer Enrollment numbers are down

23% and this has been incorporated in the budget. At this same time of year, fall to fall comparison numbers for enrollment are up 1-2%. The College won't know actual enrollment numbers until September. It appears that as of today we are at 2/3 of our projected number for fall. If numbers are less than anticipated, decisions need to be made in August to address the 20-21 budget. Some options to address a decrease in enrollment are to leave a couple of faculty positions unfilled, cut back spending, and review other positions. An increase in chargeback revenue will offset some of the loss in fund balance. It was reiterated that SUNY expects 5% - 10% in fund balance, but in the past we have not accumulated more than 3% in fund balance because our sponsors did not want us to accumulate any more than that.

- a. **Capital Payments** – No discussion.
- b. **Appointment of Personnel** – No discussion.
- c. **Appropriation of Fund Balance** – No discussion.
- d. **Appropriation of Board Designated Reserve Funds** – No discussion.
- e. **Adoption of the Proposed 2019-2020 Operating Budget** – No discussion.
- f. **2019-2020 Tuition and Fee Schedule** – No discussion.
- g. **Shared Governance Bylaws – Revision** – No discussion.
- h. **Maintenance of Academic Standards** – No discussion.
- i. **In Appreciation of Chad Miller** – No discussion.
- j. **Resolution Approving the Exploration of Shared Services Between and Among Cayuga Community College, Jefferson Community College, Onondaga Community College, and Tompkins Cortland Community College** – No discussion.

7. **Adjournment:** Ms. Davison moved that the meeting be adjourned; seconded by Mr. McSherry; carried unanimously. The meeting adjourned at 5:16 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees



**TOMPKINS
CORTLAND**
COMMUNITY COLLEGE

**COUNSELING
CENTER** OFFICE OF
MENTAL HEALTH
SERVICES

**WHO
ARE WE?**

- 🐾 emerged from the former Counseling, Career & Transfer Services
- 🐾 opened as a “free standing” mental health center in August 2018
- 🐾 staffing—director, two full-time/10-month licensed clinical counselors, one administrative assistant
- 🐾 located on the second floor of the main building; student accessibility/visibility with proximity to safety rescue
- 🐾 open 8:30am-4pm; after-hours crisis phone coverage
- 🐾 no fee/no health insurance collected

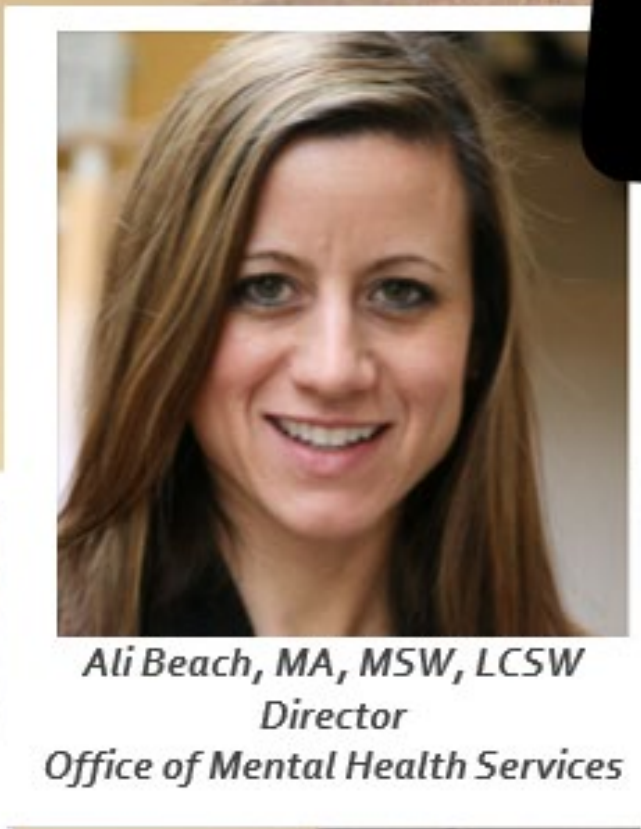




Teri Evener, AAS



*Alicia Maroney, MSW,
LCSW*



*Ali Beach, MA, MSW, LCSW
Director
Office of Mental Health Services*

*Visit us in
Room 230!*



*Excellent New
Clinical Counselor*

Clinical social workers are health care professionals who apply social work theory and methods to diagnosis, prevention, and treatment of bio-psycho-social-spiritual dysfunction, disability and impairment.

What do we do?

Clinical social workers have a Master of Social Work (MSW) degree.

Intensive clinical supervision occurs during and following this graduate program.

What is our training?

The process requires passing two national clinical "boards" (exams), and 3,000 hours of clinical supervision in the field prior to earning NYS licensure to practice.

The entire process takes a minimum of five years.

How do we achieve licensure?





What
do we do?

- 🐾 practice planned, short term, brief treatment model (78%)
- 🐾 crisis intervention response (13%)
- 🐾 after-hours on call service
- 🐾 utilize integrative approaches such as cognitive behavioral therapy (CBT), dialectical behavioral therapy (DBT), psychodynamic, task-centered practice, etc..
- 🐾 scope of practice limitations
- 🐾 referral relationships in the sponsoring communities
- 🐾 challenges—lack of insurance, concerns about EOBs, transportation barriers, timing challenges/academic disruption, waitlists





- individual counseling
- crisis response
- AOD clinical assessment & counseling
- educational programs
- groups
- student & staff trainings

- medical withdrawals
- medical re-instate clinical review & planning
- referrals to prescribers
- community resource referrals

- Routine screening for depression, anxiety, suicidality, Alcohol Use D/o, Cannabis Use D/o

- 9.41 involuntary psych evaluations
- negotiate voluntary psychiatric evaluations
- discharge planning with area hospitals
- AOD treatment referrals (MAT/outpatient/inpatient/court-mandate)
- sexual violence/trauma informed counseling (Title IX)

What do we do in the OMHS Counseling Center?

- Behavioral Intervention Team
- Wellness Committee
- Violence Prevention
- COAS
- College Senate
- AOD Policy & Enforcement Work Group
- Ex-Offender Committee

**OMHS services are confidential,
as required by State & Federal laws.**

Sharing of information requires a signed
“Release of Information” —even for
parents/guardians.

**OMHS Clinical Counselors
ARE NOT
mandated Title IX reporters.**

**They are mandated to report high
lethality for suicidality; homicidality;
child/vulnerable adult abuse;
and, access to firearms (Safe Act)**





Since the 1990s, university and college counseling centers have been experiencing a shift in the needs of students seeking counseling services from developmental and informational needs, to presenting with increasingly serious psychological problems.

- 🐾 shift further intensified after the April 2007 active shooter tragedy at Virginia Polytechnic Institute and State University
- 🐾 college-based mental health clinicians have comparable licensure and legal practice requirements of clinicians in the community
- 🐾 they provide diagnosis and treatment that is guided by clinical education and training, but also have as a specialized focus of retention, student success, and campus community safety



Reasons We Do What We Do

1. Increase student performance
2. Improve student retention
3. Bolster campus safety
4. Reduce suicide rates
5. Promote resilience & reduce stress
6. Reduce AOD use & associated risky behaviors by treating cause MI
7. Model & support life long student health & wellness



25%

of students who dropped
out with a

< 3.0

GPA screened positive for
at least one mental illness.

Source: Connections between Mental Health and
Academic Outcomes

IN A SINGLE SCHOOL YEAR:



Source: Data from the Healthy Minds Network:
The Economic Case for Student Health Services

- 🐾 1 in 3 students has at least one mental-health disorder (AUCCCD, 2017)
- 🐾 Half of attackers were motivated by a grievance related to a domestic situation, workplace/school, or other personal issue
- 🐾 2/3 of attackers had histories of mental health symptoms, including depressive, suicidal, and psychotic symptoms.
- 🐾 Nearly all attackers had at least one significant stressor within the last five years; over 1/2 had indications of financial instability in that timeframe
- 🐾 Nearly all made threatening or concerning communications; >3/4 elicited concern from others prior to carrying out their attacks



- 🐾 21% of college students reported at least one violent act
- 🐾 of those, 36% had at least one diagnosable psychiatric disorder
- 🐾 the prevalence of one or more psychiatric disorders significantly in

Schwartz JA, Beaver KM, Barnes JC (2015) The Association between Mental Health and Violence among a Nationally Representative Sample of College Students from the United States. PLoS ONE 10(10): e0138914.

<https://doi.org/10.1371/journal.pone.0138914> created the odds of violent



Who Are Our Students?

COMMUNITY COLLEGE MENTAL HEALTH

1 in **4** students have diagnosable
MENTAL HEALTH PROBLEMS

61%
of students come from
LOW-INCOME FAMILIES

40%
of students with
mental health
problems go
UNTREATED

ONE DOLLAR of
mental health investment equals
\$11 IN BENEFITS

34%

OF COLLEGE STUDENTS SAID THEY FELT
DEPRESSED IN THE PAST THREE MONTHS*



73%

of college students living with a mental health condition had a **mental health crisis on campus**

64%

of young adults **who dropped out of college** did so due to a mental health-related reason

75%

of lifetime mental health conditions are **diagnosed before the age of 24**

According to the American Psychological Association:

There has been a

30% increase

in college students seeking appointments at college and university counseling centers



🐾 Total of 1092 student appointments (17% increase from 2017-18/3 FT CC)

🐾 ongoing appts weekly/biweekly

🐾 avoided standardized session limits ; non-urgent wait >week

🐾 40% students are male (N23%)
60% students are female (N74%)



Student Race/Ethnicity	% Overall Enrollment Fall 2018*	% Utilizing OMHS Fall 2018
White	62%	54% (N72%)
Black or African American	13%	30% (N11%)
Hispanic	12%	5% (N6%)
Two or more	5%	7% (N2%)
Undeclared	4%	----
Asian	3%	3% (N7%)

*Retrieved from

<https://www.tompkinscortland.edu/college-info/enrollment-trends-raceethnicity>





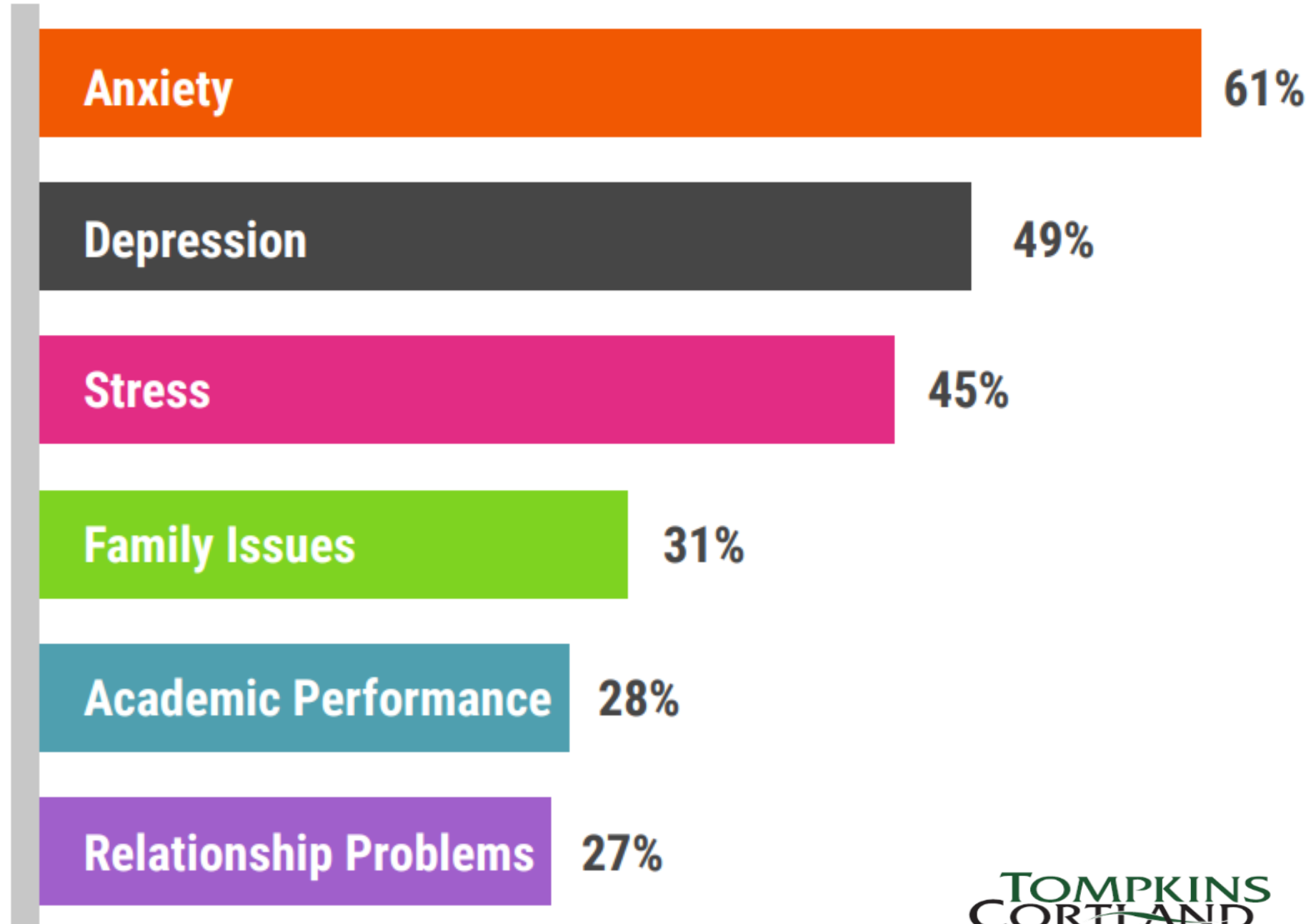
61%

**college students
report anxiety**

49%

**college students
report depression**

College students who seek counseling report



GAD-7

(Generalized Anxiety Disorder Assessment 7-item Scale; 2006)

85% students present with clinically significant symptoms of Anxiety Disorder

28% students present with **Severe** symptoms warranting treatment

PHQ-9

(Patient Health Questionnaire 9-item Scale; 1999)

79% students present with clinically significant symptoms of Major Depressive Disorder

37% students present with **Moderately Severe to Severe** symptoms warranting treatment



GAD-7

Over the <u>last 2 weeks</u> , how often have you been bothered by the following problems? <i>(Use "✓" to indicate your answer)</i>	Not at all	Several days	More than half the days	Nearly every day
1. Feeling nervous, anxious or on edge	0	1	2	3
2. Not being able to stop or control worrying	0	1	2	3
3. Worrying too much about different things	0	1	2	3
4. Trouble relaxing	0	1	2	3
5. Being so restless that it is hard to sit still	0	1	2	3
6. Becoming easily annoyed or irritable	0	1	2	3
7. Feeling afraid as if something awful might happen	0	1	2	3

(For office coding: Total Score T ___ = ___ + ___ + ___)

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**PATIENT HEALTH QUESTIONNAIRE-9
(PHQ-9)**

Over the <u>last 2 weeks</u> , how often have you been bothered by any of the following problems? <i>(Use "✓" to indicate your answer)</i>	Not at all	Several days	More than half the days	Nearly every day
1. Little interest or pleasure in doing things	0	1	2	3
2. Feeling down, depressed, or hopeless	0	1	2	3
3. Trouble falling or staying asleep, or sleeping too much	0	1	2	3
4. Feeling tired or having little energy	0	1	2	3
5. Poor appetite or overeating	0	1	2	3
6. Feeling bad about yourself — or that you are a failure or have let yourself or your family down	0	1	2	3
7. Trouble concentrating on things, such as reading the newspaper or watching television	0	1	2	3
8. Moving or speaking so slowly that other people could have noticed? Or the opposite — being so fidgety or restless that you have been moving around a lot more than usual	0	1	2	3
9. Thoughts that you would be better off dead or of hurting yourself in some way	0	1	2	3

FOR OFFICE CODING: 0 + ___ + ___ + ___
=Total Score: ___

If you checked off any problems, how difficult have these problems made it for you to do your work, take care of things at home, or get along with other people?

Not difficult at all	Somewhat difficult	Very difficult	Extremely difficult
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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GAD-7 & PHQ-9

**AUDIT (Alcohol Use Disorders
Identification Test; WHO, 1989)**

Harmful/Hazardous Use 8%
Possible Dependence/Use Disorder 2%
No Use 42%

**CUDIT-R (Cannabis Use Disorders
Identification Test, Revised; Alcohol &
Drug Abuse Institute, University of
Washington, 2009)**

Harmful/Hazardous Use 8%
Possible Dependence/Use Disorder 12%
No Use 52%



1. How often do you have a drink containing alcohol?

- Never
- Monthly or less
- 2-4 times a month
- 2-3 times a week
- 4 or more times a week

2. How many standard drinks containing alcohol do you have on a typical day when drinking?

- 1 or 2
- 3 or 4
- 5 or 6
- 7 to 9
- 10 or more

3. How often do you have six or more drinks on one occasion?

- Never
- Less than monthly
- Monthly
- Weekly
- Daily or almost daily

4. During the past year, how often have you found that you were not able to stop drinking once you had started?

- Never
- Less than monthly
- Monthly
- Weekly
- Daily or almost daily

5. During the past year, how often have you failed to do what was normally expected of you because of drinking?

- Never
- Less than monthly
- Monthly
- Weekly
- Daily or almost daily

6. During the past year, how often have you needed a drink in the morning to get yourself going after a heavy drinking session?

- Never
- Less than monthly
- Monthly
- Weekly
- Daily or almost daily

7. During the past year, how often have you had a feeling of guilt or remorse after drinking?

- Never
- Less than monthly
- Monthly
- Weekly
- Daily or almost daily

8. During the past year, have you been unable to remember what happened the night before because you had been drinking?

- Never
- Less than monthly
- Monthly
- Weekly
- Daily or almost daily

9. Have you or someone else been injured as a result of your drinking?

- No
- Yes, but not in the past year
- Yes, during the past year

10. Has a relative or friend, doctor or other health worker been concerned about your drinking or suggested you cut down?

- No
- Yes, but not in the past year
- Yes, during the past year

Saunders JB, ~~Asaad~~ OG, ~~Babor~~ TF et al. Development of the alcohol use disorders identification test (AUDIT): WHO collaborative project on early detection of persons with harmful alcohol consumption —II. *Addiction* 1993, 88: 791–803.

The Cannabis Use Disorder Identification Test

Have you used any cannabis over the past six months? **YES / NO** (please circle response)

If YES, please answer the following questions about your cannabis use.

Circle the response that is most correct for you in relation to your cannabis use over the past six months:

1.	How often do you use cannabis?				
	Never 0	Monthly or less 1	2-4 times a month 2	2-3 times a week 3	4 or more times a week 4
2.	How many hours were you "stoned" on a typical day when you had been using cannabis?				
	Less than 1 0	1 or 2 1	3 or 4 2	5 or 6 3	7 or more 4
3.	How often during the past 6 months, did you find that you were not able to stop using cannabis once you had started?				
	Never 0	Less than monthly 1	Monthly 2	Weekly 3	Daily or almost daily 4
4.	How often during the past 6 months, did you fail to do what was normally expected from you because of using cannabis?				
	Never 0	Less than monthly 1	Monthly 2	Weekly 3	Daily or almost daily 4
5.	How often in the past 6 months, have you devoted a great deal of your time to getting, using, or recovering from cannabis?				
	Never 0	Less than monthly 1	Monthly 2	Weekly 3	Daily or almost daily 4
6.	How often in the past 6 months, have you had a problem with your memory or concentration after using cannabis?				
	Never 0	Less than monthly 1	Monthly 2	Weekly 3	Daily or almost daily 4
7.	How often do you use cannabis in situations that could be physically hazardous, such as driving, operating machinery, or caring for children:				
	Never 0	Less than monthly 1	Monthly 2	Weekly 3	Daily or almost daily 4
8.	Have you ever thought about cutting down, or stopping, your use of cannabis?				
	Never 0	Yes, but not in the past 6 months 2		Yes, during the past 6 months 4	

AUDIT & CUDIT-R

According to the Center for Collegiate Mental Health at Penn State University:

Counseling centers have seen an increase in the number of **college students seeking treatment who represent “threat-to-self”** for seven years in a row

26%

of college students who sought help said they had intentionally hurt themselves

34%

of college students considered suicide

Spring 2018:

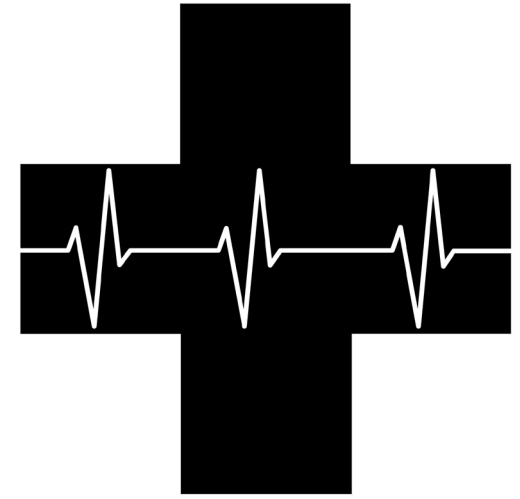
- 🐾 21 CFS labeled as Mental Health
- 🐾 10 of those resulted in 9.41 transports

Fall 2018:

- 🐾 19 CFS labeled as Mental Health
- 🐾 5 of those resulted in 9.41 transports
- 🐾 32% elevated lethality

Spring 2019

- 🐾 12 CFS labeled as Mental Health
- 🐾 5 of those resulted in 9.41 transports
- 🐾 39% elevated lethality



COLUMBIA-SUICIDE SEVERITY RATING SCALE
Screen with Triage Points for Schools

	Past month	
	YES	NO
Ask questions that are in bold and underlined.		
Ask Questions 1 and 2		
1) <u>Have you wished you were dead or wished you could go to sleep and not wake up?</u>		
2) <u>Have you had any actual thoughts of killing yourself?</u>		
If YES to 2, ask questions 3, 4, 5, and 6. If NO to 2, go directly to question 6.		
3) <u>Have you been thinking about how you might do this?</u> <i>e.g. "I thought about taking an overdose but I never made a specific plan as to when where or how I would actually do it....and I would never go through with it."</i>		
4) <u>Have you had these thoughts and had some intention of acting on them?</u> <i>as opposed to "I have the thoughts but I definitely will not do anything about them."</i>		
5) <u>Have you started to work out or worked out the details of how to kill yourself? Do you intend to carry out this plan?</u>		
6) <u>Have you ever done anything, started to do anything, or prepared to do anything to end your life?</u> Examples: Collected pills, obtained a gun, gave away valuables, wrote a will or suicide note, took out pills but didn't swallow any, held a gun but changed your mind or it was grabbed from your hand, went to the roof but didn't jump; or actually took pills, tried to shoot yourself, cut yourself, tried to hang yourself, etc. If YES, ask: <u>Was this within the past 3 months?</u>		
	Lifetime	
	Past 3 Months	

Response Protocol to C-SSRS Screening


- Item 1 Behavioral Health Referral
- Item 2 Behavioral Health Referral
- Item 3 Behavioral Health Referral and Consider Consultation (Psychologist/Social Worker) and Student Safety Precautions
- Item 4 Student Safety Precautions and psychiatric evaluation by crisis team/EMT/Emergency room
- Item 5 Student Safety Precautions and psychiatric evaluation by crisis team/EMT/Emergency room
- Item 6 Behavioral Health Referral and Consider Consultation (Psychologist/Social Worker) and Student Safety Precautions
- Item 6 3 months ago or less: Student Safety Precautions and psychiatric evaluation by crisis team/EMT/Emergency room


COLUMBIA-SUICIDE SEVERITY RATING SCALE

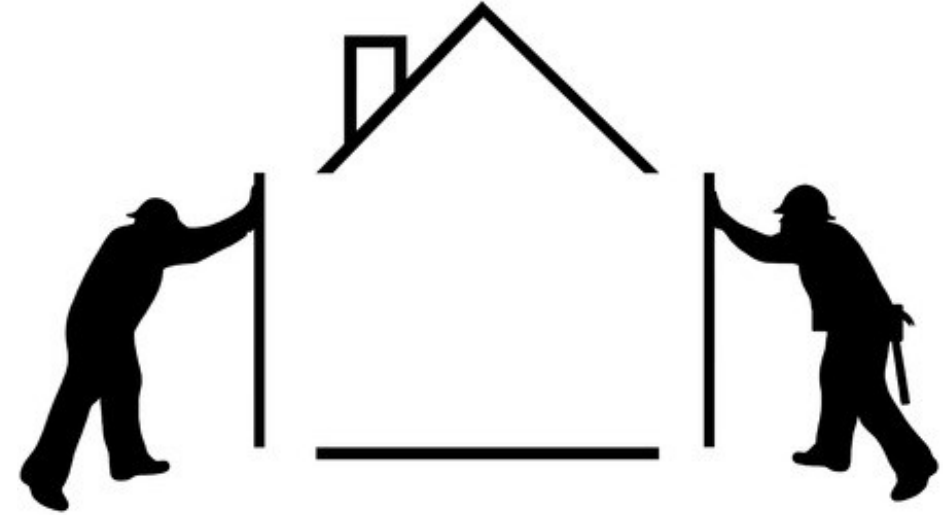


...what have we done so far?

 built the infrastructure of a mental health service

 provided direct mental health assessment & intervention to students

 created a foundation for a growing Field Practicum program (associates, bachelors & masters levels)





WHAT'S NEXT

College Students with Mental Illness

4 out of 10 don't seek help



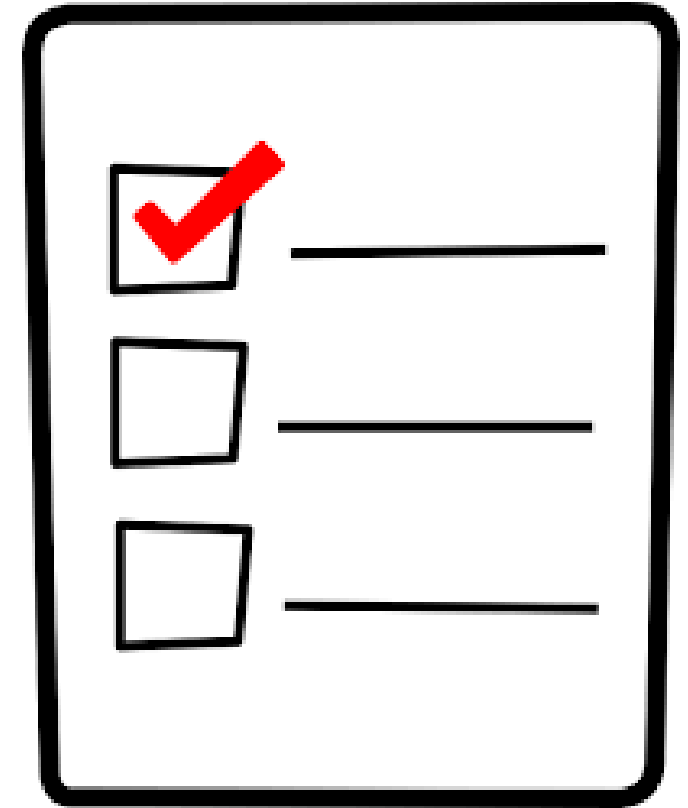
5 out of 10 struggle in school



8 out of 10 feel overwhelmed



- 🐾 fill our open Clinical Counselor position!
- 🐾 orient new students to our services
- 🐾 expand mental health programming on campus = PREVENTION
- 🐾 pilot psychoeducational & peer-operated student groups
- 🐾 student evaluation process
- 🐾 staff professional development=Gatekeeper Trainings
- 🐾 further relationship building with our community partners
- 🐾 SUNY collaborations



**TOMPKINS
CORTLAND**
COMMUNITY COLLEGE

**COUNSELING
CENTER** OFFICE OF
MENTAL HEALTH
SERVICES



TO: Board of Trustees
FROM: Paul Reifenheiser, Ph.D.
Provost and Vice President of Academic Affairs
DATE: July 11, 2019
SUBJECT: July Provost Report

BIZ: BIZ secured \$92,500 in SUNY Workforce Development Grants for the 2018/2019 cycle. The programs are supporting training of incumbent workers in the industries of advanced manufacturing, professional services, and non-profit organizations. It is a good balance of both Tompkins and Cortland County organizations (one organization also has locations in Tioga County). The amount funded is a small increase over 2017/2018 funding (secured \$82,410) and the largest total award since 2014/2015. SUNY removed the per campus cap this year allowing us access to more funds for our local employers. In total, BIZ has secured \$773,840.59 in SUNY Workforce Development Grants for local employers since 2004/2005. The projects funded are as follows: Software Training for Transonic Engineers; First National Bank of Dryden Upskilling for all Employees; YWCA of Cortland Supervisory Development for Senior Staff; Cayuga Addiction Recovery Services Embracing Differences; CAPCO Managing Decisive Dialogue; Intertek Supervisory Development; Borg Warner Problem Solving for Production Workers; KIK Marietta Skill Development for Increased Productivity; Communication through American Sign Language for Racker Residential Program Staff; Q2 Communication and Employee Engagement Series; and Stork H&E GDT Training for Engineers and Quality Control.

CAO Meeting: A few weeks back, I went to the SUNY CAO (Chief Academic Officer) meeting. There is a lot to discuss here, so let me give some snapshots. The key session for me was when the SUNY Provost Tod Laurson spoke to us about major initiatives happening in SUNY now and in the future. Here is the basic list presented to us.

SUNY Achieve: This is an area that will receive funding and it includes the following: Early Alert Systems (Starfish, Advise, EAB Student Success); Guided Pathways; Mentoring/Tutor Networks; Quantway; Degree Works; Transfer Finder; Re-Enroll to Complete. My biggest take-away here was that SUNY is going to place a heavy emphasis on Starfish in the coming months and years AND that we are already involved heavily in these key spaces.

PRODiG and OER and Micro-Credentials: These are the separate and major initiatives in which we are already involved.

Global: This was focused on providing study-abroad or semester abroad opportunities for students. However, I also saw that we should be partnering more with SUNY for our international partnerships, especially if we can align ourselves with locales where SUNY already has a good reputation and is known brand.

Data Initiative: SUNY is working on an initiative to provide the following: predictive data analytics capability for system admin and campuses; tools for academic planning and budgeting; and they want to look at existing IT support needs and existing infrastructure. They also placed an emphasis on Starfish here. There was also discussion of the variety of systems that SUNY uses (like LMSs, SISs, CRMs, etc.) and a desire to make

that more uniform. However, that is a pretty huge lift.

Geeky Sidenote: SUNY IR has created a list of commonly used acronyms. It is on page 49 of this document: <https://system.suny.edu/media/suny/content-assets/documents/institutional-research/Glossary-of-Terms-Feb-8-2018-final.pdf> I was excited when I found this, as I have often wished one existed!

SUNY Task Forces: The SUNY Provost announced that the Electronic Information Technology Taskforce would soon be established and would be dealing with accessibility concerns; the Concurrent Enrollment Working Group is underway, and we are a part of that now; there will be one for Student Wellness, which will have a focus on mental health; Gen Ed white and green papers have been published (and I have forwarded them to the Curriculum Committee) and this topic generated a lot of discussion among the Provosts, so I will have to revisit that for you; and they are putting together task forces on Gender Inclusivity and on Global Learning.

PIF: PIF (or Performance Improvement Funds) will now be called the Provost Innovation Fund. And forthcoming priorities for funding include the following: SUNY Achieve (with an RFP this summer); Applied Learning (*RFP this summer*); Mental Health (Task force to inform RFP to be issued in Winter 2020); faculty development; Innovation for Online Learning; and Academic Planning tools.

Disc Golf: I had a meeting with the designer of our disc golf course. As you may know, we have been given grant funding to renovate the course. That will include new tee-boxes, but it will also require at least one new hole. That is because the first hole has essentially morphed into a day care center! So, we were talking about potential redesigns and making plans to walk the course with buildings and grounds folks to talk about possible changes and the redesign project as a whole.

Applied Learning: We've also been having discussions about applied learning. We were awarded a PIF (Performance Improvement Funding) grant from SUNY for applied learning. We were not awarded the full amount we requested, but we were awarded \$150,000 to be spread out over two years. We heard that the entire pot of money was reduced and no one was granted their full request. Still, it appears we were awarded more than most, and it is good to be supported by SUNY in these efforts. Since we did not get our full award, we are working out how to adjust and use the funds effectively.

SUNY Morrisville: The CAO of SUNY Morrisville contacted me this week, and they are interested in creating a partnership with us (and other Central New York Community Colleges) to allow students to complete a Morrisville degree while on our campus. I will share details as I get them.

Workforce Development Grant: I wanted to take a moment to highlight some important work. Carrie Whitmore, Sophia Georgiakaki, Malvika Talwar, and Deb Mohlenhoff have been working on a grant revolving around Workforce Development that has clear connections to SUNY. In fact, SUNY – it seems – has pulled funding

from some other grants (like the PIF award I mentioned before) in order to augment this one. The following link can give some details.

<https://www.governor.ny.gov/news/governor-cuomo-launches-175-million-workforce-development-initiative>

One of the first things that President Montague spoke to me about (this was on my interview with her) was the need to better respond to community workforce needs. She noted that we did transfer well, but we were lacking in meeting needs of employers as fully as we could. She also noted that she would like to see the College be more aggressive in going after grant funding. Our Micro-Credential work has been a key facet of our strategy to help meet the needs of employers. In addition, this grant is an opportunity to fund those initiatives. So, it is a mix of two important pieces of the College's adapting to the new higher ed. landscape in New York. When we hired Carrie Whitmore, I explained that micro-credentials would be incredibly important. She has taken a lead on working with employers to listen to their needs, explain micro-credentials, and see how we can work together. Sophia Georgiakaki – as Chair of the Applied Science and Technology major – has been working with Carrie to meet these employers and talk about the specifics of the AST major. It is worth noting that the AST major has great flexibility to create micro-credentials for a variety of employers. Deb has been talking with folks in local government to help us, since the best proposals will be combinations of schools, government, and private employers. Malvika Talwar has been great at helping figure out how all these disparate pieces can fit together into a narrative. President Montague is involved in helping us work with local health care entities, since that is an important sector that could bolster a proposal. There are – of course – no guarantees when it comes to grants. Still, the work we have been doing will help whether we get this grant or not. Plus, the combination has been enjoyable to watch: it is an excellent mixture of dedicated faculty, staff, and administration responding to local needs in the community. I think we do a lot of great work, but I felt I would be remiss if I didn't highlight this work this week as a good example of how to come together to possibly help the College and our Community.

Global Initiatives: We had a meeting to talk about our strategic planning for Global Initiatives. We determined that we would like to do the following: 1) Maintain Disney and ensure that it continues to perform well (as we are sure that it makes the College money); 2) Shore up our Summer Global Program, especially with PUCMM; 3) Conclude our budget modeling to help maintain profitability and set goals based on FTEs; 4) Identify and solicit help/support in the short-term while we transition the department; 5) Initiate a larger conversation about “traditional” international student recruitment. We have not yet finalized details, especially since there are a lot of people to talk to about this. However, this is a general plan for proceeding forward in the short term. I believe in Global Initiatives and the benefit of these academic programs; I believe they can be a growth area during difficult times; I believe that we need to integrate Global Initiatives better with the rest of campus; I believe we need clear budget analysis to know how many FTEs we need in our programs in order for them to maintain profitability. Finally, I believe in Mimi Ansbro, Maria Barrero, and Merryn Clay who have been so incredibly helpful during this time of transition despite having a lot

thrown their way. I also appreciate greatly the faculty and staff who have been supportive of our efforts during this process. There is more to come, but I wanted to give a general update.

Executive Leadership Meeting: As part of Guided Pathways Institute #6, there was a leadership session designed for Chief Academic Officers and Chief Student Affairs Officers. We talked about leadership style based on the concept of four different leadership styles: Structural, Human Resources, Political, and Symbolic. Part of what we were asked to do was think about how our Chief Student Affairs colleague scored and how that matched up with our Chief Academic Officer results. This was a good exercise, and it gave Greg and I a chance to talk a bit about our values/scores, and we had a chance to talk about how best to help create more space for people on campus to interact outside of their own silos.

Guided Pathways Institute #6: I was so happy to see so many of our employees at the Pre-Institute talk by Michael Collins. I'm so impressed by the array of people, especially adjuncts who were able to carve out the time to come. The keynote was all about how our work needs to align better with job outcomes. For example, I didn't know that under-represented minorities statistically tend to choose majors that earn less money. I'm all for allowing people to follow a passion (I mean I was an English major after all), but I'm also for providing information about career paths. And, it feels like Higher Education could do this better. The session was recorded, and I will be sure to share that link. Thank you to Don Perkins, Patty Van de Bogart, and Gregg Kiehl who helped with the sound and the recording. The institute itself was held at Coltivare on Friday, and it was a chance for us to reflect on the work we have accomplished to date. When I looked back at the list of work we had accomplished (and I'll make sure we send out an itemized list) this past year in Guided Pathways, I left the institute feeling really good about TC3 and our future.

Guided Pathways Steering Committee: The following people have taken part in our steering committee during the year: Hal Brown, Brent Doane, Mary Ellen Ensign, Lisa Ford, Matty Hamel, Anndrea Mathers, Greg McCalley, President Montague, Michelle Nightingale, Alaina Ryan, Sue Stafford, Heather Stevens, Joe Smith, and Malvika Talwar. Take a look at this list, and you will see a great cross section of folks working together on a project that can (and has) transformed our campus for the better. They helped steer this work. I know they would want me to thank everyone on campus who believes in Guided Pathways, sees its value, and has taken steps to help make it happen. However, I want to thank them, because they did this work from the ground up and because they aren't done doing that work. Not by a long shot. We have a lot more to do, but we have made a very good start. Thank you, team. However, the list above was missing one key person. The team facilitator for Guided Pathways was Katrina Campbell. This work simply would not have happened without her. She organized ALL of the meetings. She made sure we did ALL of the prep-work for each institute, while often doing much more than her share. She organized our Fall day efforts around Guided Pathways. She did ALL of the travel arrangements and logistics. She took on this work because she believes in TC3 and she believes in Guided Pathways. I can't

even begin to tell you how much she went above and beyond this past year to take on Guided Pathways. Thank you Katrina.

Welcome: Please join me in welcoming Scott Bennett to campus as the Coordinator of Tutoring and Accommodation Services. Scott has worked in higher education for more than twenty years. He began at Hartwick College as an academic support coordinator. He then moved to Binghamton University, serving in Residential Life, Campus Recreational Services, and Career Services. Most recently, he was with the Discovery Program, an academic success office that helps students effectively transition to college, enhance their undergraduate experience, and maximize their academic potential. He oversaw the early alert system, organizational coaching, peer advising, and supplemental instruction services. He also served as the functional lead and student support coordinator for the Starfish Administration Team. Scott is a huge advocate of taking a collaborative approach within and across campus units to foster student success in a holistic manner. On a personal note, Scott grew up in Trumansburg and earned a B.A. in Sociology from SUNY Cortland as well as an MS in Education from Wagner College. He and his wife, Lisa, have five children ranging from age one to fourteen who make them very happy and keep them on the go. They are very fond of the Finger Lakes area and extremely thrilled for the amazing opportunity to become a part of the wonderful TC3 family!

Mea Culpa: I never formally welcomed Lynne Sheldon to Workforce Development, though she started with us there full time in early April. Over two months ago, Lynne accepted the position of Administrative Assistant for BIZ, Continuing Education and Workforce Development, and Corporate and Community Partnerships. Prior to coming to Tompkins Cortland, Lynne worked for the Syracuse City School District for more than a decade as a supervisor of school treasurers overseeing Extra Curricular Activity Accounts, and she also served as the District's Medicaid Compliance Officer. After living in the Syracuse area for 20 years, Lynne returned to her hometown in Tompkins County to be closer to family. As an adult, she enjoyed furthering her education with courses here at TC3, and she continues to enjoy taking classes and online workshops with BIZ. She enjoys working with our corporate clients, our facilitators, and continuing education students. Lynne believes we all have the same goal-- to grow ourselves and our community through educational opportunities.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of July 18, 2019

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Assistant Professor of Nursing	August 2019	May 6, 2019	June 6, 2019	Zoom Interviews
Assistant Director of Student Activities & the Student Center	April 2019	March 21, 2019	April 22, 2019	Hired: Cheyenne Gorton (06/17/19)
Clinical Counselor	August 2019	November 5, 2018	Ongoing until Filled	On-Campus Interviews
Coordinator of Diversity Education and Support Services	June 2019	March 29, 2019	April 15, 2019	Hired: Timothy Thompson (06/25/19)
Coordinator of Summer Cultural Activities: Global Connections (Part-time/Temporary)	June 2019	May 28, 2019	June 11, 2019	Hired: Caroline Krendel (06/17/19)
Coordinator of Tutorial and Accommodation Services	June 2019	April 4, 2019	May 6, 2019	Hired: Scott Bennett (07/01/19)
Instructional Technology Associate	July 2019	June 5, 2019	July 8, 2019	Accepting Applications
Instructor of Culinary Arts	August 2019	June 21, 2019	June 28, 2019	Offer in Progress
Software Applications Administrator	August 2019	June 20, 2019	July 22, 2019	Accepting Applications
Vector Network Program Associate (.75 FTE/Grant Funded)	May 2019	April 10, 2019	April 24, 2019	Hired: Priscilla Burke (07/15/19)

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Senior Groundskeeper (1.0 FTE)	Buildings & Grounds	August 25, 2019	Accepting Applications via Tompkins County Department of Human Resources
Cleaner (1.0 FTE)	Buildings & Grounds	July 2019	Reviewing Applications
Enrollment Services Specialist (1.0 FTE Temporary through August 30, 2019)	Admissions	July 2019	Reviewing Applications
Enrollment Services Specialist (1.0 FTE)	Student Success	July 2019	Reviewing Applications

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Lifeguard	Athletics & Recreation	July 2019	Accepting Applications Hired: Elijah Griep (7/8/19) Madisyn Zimmer (5/31/19)
Graduate Assistant	Residence Life/Student Center	July 2019	Accepting Applications
Teacher Aide	Childcare	August 2019	Accepting Applications Conducting Interviews
Kitchen Assistant	Childcare	August 2019	Accepting Applications Conducting Interviews
Assistant Teacher	Childcare	August 2019	Accepting Applications Conducting Interviews
Office Coordinator	Childcare	August 2019	Conducting Interviews
Head Teacher	Childcare	August 2019	Accepting Applications Conducting Interviews

BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Server	TC3 Bistro	July 2019	Accepting Applications
Banquet Bartender	TC3 Bistro	July 2019	Accepting Applications
Banquet Supervisor	TC3 Bistro	July 2019	Accepting Applications Hired: Alina Firer (6/19/19)
Bartender	TC3 Bistro	July 2019	Accepting Applications
Busser/Food Runner	TC3 Bistro	July 2019	Accepting Applications
Dishwasher	TC3 Bistro	July 2019	Accepting Applications
Line Cook	TC3 Bistro	July 2019	Accepting Applications
Server	TC3 Bistro	July 2019	Accepting Applications
Host/Hostess	TC3 Bistro	July 2019	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of July 18, 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.
Faculty Associate	Dismissal or discipline of an employee.	Discipline of Faculty Association Member.
PAA		
TC3 ADJUNCT ASSOC.		

TO: President Montague
FROM: Sharon Clark and Blixey Taetzsch
RE: Position Descriptions for July 2019 Board Approval
DATE: July 15, 2019

For the month of July 2019, there are five position descriptions being presented to the Board of Trustees for approval:

- Diversity Education and Support Services Program Coordinator
- Director of Enrollment Operations and Auxiliary Services
- Social Media and Marketing Coordinator
- Communications Associate
- Assistant to the President and Provost
- Vector Network Program Associate

Diversity Education and Support Services Program Coordinator: This position is currently held by Tracey Brunner who is working under the title of Secretary. This new Classified Staff position was created to better reflect the changes in the responsibilities of the position as the ODESS office has expanded. This is a promotional Civil Service position, classified as a TC3 grade level J. The annualized salary for the position is \$54,099. This adds \$2,333 in cost to the 2019-2020 budget. The impact on the current year budget (18-19) is estimated to be less than \$500.

Director of Enrollment Operations and Auxiliary Services: This is a new title that combines the duties of the Manager of the One Card Program (FSA), Coordinator of Enrollment Operations, and some of the duties of the Assistant Director of Admissions to allow for a great holistic approach to the enrollment function and better service to and with our contracted service vendors – Dining, Vending and the Bookstore. This position has been graded as a Level 4 PAA title which as a salary midpoint of \$75,275 – we would not normally place a new employee above the midpoint. This position will be primarily funded with FSA One-Card revenue (as the former Manager position was funded).

Social Media and Marketing Coordinator: This position is currently held by Marlo Colletto. This position has been revised to more accurately reflect the duties of the position. This position has been graded as a Level 2 PAA title. The minimum salary adjustment for this employee will be \$500.

Communications Associate: This is a new title that reflects the duties necessary to support the operations the Communications Department. Since 2017 the department has experienced a shift in employment base between a lay-off and a retirement leaving a gap in services, coverage necessary to fulfill the demands of the office. This position will help to address the more immediate front facing work on the College's website, while also working to support various

departments across the College. This position has been graded as a Level 1 PAA title which as a salary midpoint of \$51,221 – we would not normally place a new employee above the midpoint. This position is included in the 2019-2020 operating budget.

Assistant to the President and Provost: This is a new title that reflects the duties necessary to support the Office of the President and the Office of the Provost and Vice President for Academic Affairs. Collectively, the President and the Provost have agreed to share a position as a way to contribute to savings in the 2019-2020 budget. This will be a one-year, temporary assignment of Jan Brhel who is currently serving as the Assistant to the Provost.

Vector Network Program Associate: This is a new title that reflects the work within the ODESS (Office of Diversity Education and Support Services) and the refocused scope of the work with the Vector Scholars. The College intended to send this to the Board back in April 2019 but due to an oversight, this did not occur. At this time, Pricilla Burke has been appointed to this role and is starting her work with the cohort of students coming to campus this summer. This is a grant-funded 0.75 FTE faculty position.

TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL PAYMENTS - JULY 2019

	AMOUNT	SUBTOTAL	GRAND TOTAL
<hr/> Childcare Facility Project			
Administrative			
Harris Beach Legal Fees, All Seasons Dispute Invoice #2317220	\$7,753.82		
Total Administrative		\$7,753.82	
Design/Architectural Services			
Claudia Brenner Design (PO #31685) Architectural Design Services Invoice #3150	\$9,007.75		
Invoice #3154 Related Expenses	\$229.10		
Total Design/Architectural Services		\$9,236.85	
Electrical			
Blanding Electric (PO #32185) Application #11	\$24,406.20		
Total Electrical		\$24,406.20	
FFE			
Lowe's (PO#32762) Appliances, Invoice #980365	\$11,206.97		
Total FFE		\$11,206.97	
General Construction			
Streeter Associates (PO #32183) Application #13, General	\$243,298.80		
Total General Construction		\$243,298.80	

Plumbing

Lowe's Softwater Service (PO #32804)
Water Softener, Invoice #18629

\$2,050.00

Total Plumbing \$2,050.00

TOTAL CHILDCARE FACILITY PROJECT \$297,952.64

TOTAL CAPITAL PAYMENTS \$297,952.64

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

MARCH 31, 2019

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

MARCH 31, 2019

NARRATIVE	PAGE 1
BALANCE SHEET	PAGE 2
APPROPRIATIONS	PAGE 3-4
REVENUES	PAGE 5
CASH FORECAST	PAGE 6

Narrative Highlights
Treasurer's Report
March 31, 2019

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$775,392 in a money market savings account averaging .20% interest earnings for March and \$1,953,115 in savings. The maximum amount available for investment will fluctuate with a peak of \$2,900,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$3,765,635 is an increase from \$2,196,329. Student receivables are underwritten by various funding agencies such as TAP, PELL, TRA, Student Loan and local employers.

DUE FROM OTHER GOVERNMENTS AND FUNDS - (PAGE 3)

Out of county chargebacks have an outstanding balance of \$605,265. The interfunds account balance of \$2,448,091 consists of federal, state grant and capital payments made by the current operating fund. Reimbursement from other funds is in transit at the end of each period.

LIABILITIES - (PAGE 3)

Payroll Liabilities include amounts due to retirement systems (New York State Retirement and the TIAA-CREF), governmental agencies for payroll-related liabilities, and accrued vacation. Student Financial Aid Liabilities primarily consists of NYS TAP rosters received, and not yet disbursed. Accrued Liabilities represents miscellaneous liabilities such as amounts due to FSA, and various reserves. Due to State governments represents overpayment of state aid in the prior year.

FUND BALANCE - (PAGE 3)

The current fund balance represents surplus revenues over expenditures from prior years.

TOTAL EXPENDITURES - (PAGES 4-6)

As of March 31, total expenditures amounted to \$18,035,405 or 44.3% of the 2018-2019 budget. Comparable expenditures for period four last year were \$21,947,196 or 53.72% of the 2017-2018 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$27,374,705 are 67.2% of the revenue budget. Prior year revenues were \$33,928,359 or 81.6% of total budgeted revenue.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
FINANCIAL REPORT FOR THE PERIOD ENDING MARCH 31, 2019**

	Current Month 3/31/2019	Previous Month 2/28/2019	Previous Year 3/31/2018
ASSETS			
Cash in Demand Deposit	775,392	2,172,485	1,387,524
Cash in Time Deposits	1,953,115	3,176,904	2,493,647
Petty Cash	1,229	1,229	1,229
Accounts Receivable--Students	3,765,635	2,196,329	4,583,405
Accounts Receivable--Misc.	5,481,068	5,440,710	4,006,380
Prepaid Expenses	(20,989)	(12,702)	46,959
Due From Other Funds	2,448,091	2,172,574	2,928,175
Due From Sponsor Governments			
Due From State Governments			
Due From Other Governments	605,265	27,714	1,428,632
TOTAL ASSETS	\$ 15,008,806	\$ 15,175,243	\$ 16,875,951
LIABILITIES AND SURPLUS			
Vouchers Payable	(1,381)	(1,381)	43,229
Payroll Liabilities	1,484,799	1,245,685	1,596,700
Student Financial Aid Liabilities	(340,775)	(623,347)	(75,318)
Accrued Liabilities	4,392,616	4,874,976	3,780,245
Due to Other Funds	1,852,611	2,877,441	2,064,323
Due to State Governments	0	0	0
Student Tuition Collected in Advance	(500)		(3,750)
Restatement of Net Position	121,807	121,807	121,807
Board Designated Fund Balance	718,430	718,430	853,411
Undesignated Fund Balance	1,232,527	1,232,527	1,468,842
Revenue Over (Under) Expenditures	5,548,672	4,729,105	7,026,462
TOTAL LIABILITIES AND SURPLUS	\$ 15,008,806	\$ 15,175,243	\$ 16,875,951

TOMPKINS CORTLAND COMMUNITY COLLEGE
 APPROPRIATIONS 2018-2019
 FINANCIAL REPORT FOR THE PERIOD ENDING MARCH 31, 2019

	PER CENT YEAR					58.00%
	Original Budget	Modified Budget	Expenditures To Date	Unexpended Balance	% Expended	
Instruction						
Personal Services	\$ 8,766,610	\$ 8,571,131	4,180,249	\$ 4,390,882	48.77%	
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	
Contractual Expenses	\$ 9,184,400	\$ 9,184,400	867,480	\$ 8,316,920	9.45%	
Employee Benefits	\$ 3,887,508	\$ 3,826,926	1,923,967	\$ 1,902,959	50.27%	
Total Instruction	\$ 21,838,518	\$ 21,582,457	\$ 6,971,696	\$ 14,610,761	32.30%	
Public Service						
Personal Services	\$ 86,756	\$ 91,503	43,118	\$ 48,385	47.12%	
Equipment	\$ -	\$ -	0	\$ -	0.00%	
Contractual Expenses	\$ -	\$ -	2,896	\$ (2,896)	0.00%	
Employee Benefits	\$ 38,346	\$ 40,444	20,555	\$ 19,889	50.82%	
Total Public Service	\$ 125,102	\$ 131,947	\$ 66,569	\$ 65,378	50.45%	
Academic Support						
Personal Services	\$ 1,832,134	\$ 1,835,749	724,532	\$ 1,111,217	39.47%	
Equipment	\$ -	\$ 100,000	0	\$ 100,000	0.00%	
Contractual Expenses	\$ 438,438	\$ 438,438	2,551,447	\$ (2,113,009)	581.94%	
Employee Benefits	\$ 803,350	\$ 803,158	398,886	\$ 404,272	49.66%	
Total Academic Support	\$ 3,073,922	\$ 3,177,345	\$ 3,674,865	\$ (497,520)	115.66%	
Libraries						
Personal Services	\$ 506,791	\$ 508,791	241,808	\$ 266,983	47.53%	
Equipment	\$ -	\$ -	0	\$ -	0.00%	
Contractual Expenses	\$ 161,661	\$ 161,661	126,101	\$ 35,560	78.00%	
Employee Benefits	\$ 224,002	\$ 224,002	114,067	\$ 109,935	50.92%	
Total Libraries	\$ 892,454	\$ 894,454	\$ 481,976	\$ 412,478	53.88%	
Student Services						
Personal Services	\$ 2,534,425	\$ 2,601,101	1,136,850	\$ 1,464,251	43.71%	
Equipment	\$ -	\$ -	1,672	\$ (1,672)	0.00%	
Contractual Expenses	\$ 1,144,977	\$ 1,144,977	557,764	\$ 587,213	48.71%	
Employee Benefits	\$ 1,120,216	\$ 1,139,610	576,270	\$ 563,340	50.57%	
Total Student Services	\$ 4,799,618	\$ 4,885,688	\$ 2,272,556	\$ 2,613,132	46.51%	
Maintenance and Operation of Plant						
Personal Services	\$ 2,142,597	\$ 2,151,586	\$ 917,793	\$ 1,233,793	42.66%	
Equipment	\$ -	\$ 1,483	\$ 1,483	\$ 925,172	0.00%	
Contractual Expenses	\$ 928,138	\$ 926,655	\$ 380,478	\$ 566,766	0.00%	
Employee Benefits	\$ 947,028	\$ 947,244	\$ 485,527	\$ 461,717	51.26%	
Total Maintenance and Operation of Plant	\$ 4,017,763	\$ 4,026,968	\$ 1,785,281	\$ 3,187,448	44.33%	
Institutional Support						
Personal Services	\$ 1,548,201	\$ 1,592,787	\$ 708,751	\$ 884,036	44.50%	
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	
Contractual Expenses	\$ 295,132	\$ 295,132	\$ 124,791	\$ 170,341	42.28%	
Employee Benefits	\$ 709,799	\$ 704,012	\$ 355,627	\$ 348,385	50.51%	
Total Institutional Support	\$ 2,553,132	\$ 2,591,931	\$ 1,189,169	\$ 1,402,762	45.88%	
General Institutional Services						
Personal Services	\$ 1,523,646	\$ 1,588,512	\$ 724,129	\$ 864,383	45.59%	
Equipment	\$ 200,000	\$ 100,000	\$ 2,678	\$ 97,322	0.00%	
Contractual Expenses	\$ 990,204	\$ 990,204	\$ 471,867	\$ 518,337	47.65%	
Employee Benefits	\$ 734,791	\$ 779,644	\$ 394,619	\$ 385,025	50.62%	
Total General Institutional Services	\$ 3,448,641	\$ 3,458,360	\$ 1,593,293	\$ 1,865,067	46.07%	
TOTAL APPROPRIATIONS	\$ 40,749,150	\$ 40,749,150	\$ 18,035,405	\$ 23,659,506	44.26%	

TOMPKINS CORTLAND COMMUNITY COLLEGE
 APPROPRIATIONS 2018-2019
 FINANCIAL REPORT FOR THE PERIOD ENDING MARCH 31, 2019

PER CENT YEAR 58.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
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2018-2019 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	\$ 250,000	\$ 250,000	\$ 307,934	\$ (57,934)	0.00%
State Employee's Retirement	\$ 1,054,558	\$ 1,054,558	\$ 489,446	\$ 565,112	46.41%
State Teacher's Retirement	\$ 262,400	\$ 262,400	\$ 102,779	\$ 159,621	39.17%
Optional Retirement Fund	\$ 1,029,189	\$ 1,029,189	\$ 456,911	\$ 572,278	44.40%
Social Security	\$ 1,445,580	\$ 1,445,580	\$ 652,814	\$ 792,766	45.16%
Workers Compensation	\$ 140,000	\$ 140,000	\$ 88,235	\$ 51,765	63.03%
Misc Employee Benefits	\$ 25,000	\$ 25,000	\$ 15,098	\$ 9,902	60.39%
Disability Insurance	\$ 11,500	\$ 11,500	\$ 5,218	\$ 6,282	45.37%
Hospital and Medical Insurance	\$ 4,056,044	\$ 4,056,044	\$ 2,014,636	\$ 2,041,408	49.67%
Employee Tuition Benefits	\$ 100,400	\$ 100,400	\$ 107,971	\$ (7,571)	107.54%
Life Insurance	\$ 10,000	\$ 10,000	\$ 4,889	\$ 5,111	48.89%
Vacation Benefits	\$ 18,369	\$ 18,369	\$ 20,000	\$ (1,631)	108.88%
Unemployment Insurance	\$ 60,000	\$ 60,000	\$ 3,587	\$ 56,413	0.00%
Total Employee Benefits	\$ 8,463,040	\$ 8,463,040	\$ 4,269,518	\$ 4,193,522	50.45%

TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2018-2019
FINANCIAL REPORT FOR THE PERIOD ENDING MARCH 31, 2019

	Budget Adopted	Modified Budget	Realized To Date	To Be Realized	% Realized
Tuition					
Fall & Spring	\$16,219,321	\$16,219,321	\$ 11,761,282	\$ 4,458,039	72.51%
Winter	\$81,300	\$81,300	\$ 133,940		
Summer	1,151,864	1,151,864	\$ 160,549	\$ 991,315	13.94%
Nonresident Tuition	1,581,308	1,581,308	\$ 1,064,864	\$ 516,444	67.34%
Student Fee Revenue (Tech Fee)	1,327,900	1,327,900	\$ 1,133,233	\$ 194,667	85.34%
			\$ -		
Total Tuition	20,361,693	20,361,693	\$ 14,253,868	\$ 6,160,465	70.00%
Government Appropriations					
New York State	10,613,687	10,613,687	\$ 8,017,710	\$ 2,595,977	75.54%
Local Sponsors	4,650,364	4,650,364	\$ 1,906,649	\$ 2,743,715	41.00%
Appropriated Cash Surplus	0	0	\$ -	\$ -	
Charges to Other Counties	4,471,544	4,471,544	\$ 2,675,647	\$ 1,795,897	59.84%
Board Designated Reserves	45,000	45,000	\$ -	\$ 45,000	0.00%
Total Government Appropriations	19,780,595	19,780,595	\$ 12,600,006	\$ 7,180,589	63.70%
Other Revenues					
Service Fees	102,000	102,000	\$ 85,999	\$ 16,001	84.31%
Interest Earnings	4,000	4,000	\$ 2,189	\$ 1,811	54.73%
Rental of Real Property	16,000	16,000	\$ 8,340	\$ 7,660	52.13%
Contract Courses	95,000	95,000	\$ 76,242	\$ 18,758	80.25%
Noncredit Tuition	192,000	192,000	\$ 112,905	\$ 79,095	58.80%
Grant Offsets	147,862	147,862	\$ 74,690	\$ 73,172	50.51%
Unclassified Revenues	50,000	50,000	\$ 160,466	\$ (110,466)	320.93%
Total Other Revenues	606,862	606,862	\$ 520,831	\$ 86,031	85.82%
TOTAL REVENUES	\$40,749,150	\$40,749,150	\$ 27,374,705	\$ 13,427,085	67.18%

**TOMPKINS CORTLAND COMMUNITY COLLEGE
FINANCIAL REPORT FOR THE PERIOD ENDING MARCH 31, 2019**

	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$ 5,350,618	\$ 2,729,737	\$ 2,138,270	\$ 1,642,328	\$ 2,971,273	\$ 2,740,331
<u>RECEIPTS</u>						
Student Accounts Receivable	\$ 427,482	\$ 500,000	\$ 500,000	\$ 600,000	\$ 500,000	\$ 500,000
Student Financial Aid	\$ 1,247,508	\$ 850,000	\$ 500,000	\$ -	\$ 1,000,000	\$ -
Sponsor Payments	\$ 418,533	\$ 418,533	\$ 744,058	\$ 418,533	\$ 744,058	\$ 418,533
Chargebacks to Other Counties	\$ 300,235	\$ 800,000	\$ 400,000	\$ 500,000	\$ 100,000	\$ 75,000
State Aid	\$ 2,710,928			\$ 2,625,412		\$ -
Repayment of Grant Fund Advances	\$ 35,604	\$ 15,000	\$ 200,000	\$ 10,000	\$ -	\$ -
Repayment of Capital Fund Advances	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 300,000
Other Receipts	\$ 65,185	\$ 65,000	\$ 250,000	\$ 100,000	\$ 150,000	\$ 75,000
Projected Cash Receipts	\$ 5,205,475	\$ 2,898,533	\$ 2,594,058	\$ 4,253,945	\$ 2,494,058	\$ 1,368,533
<u>DISBURSEMENTS</u>						
Payments to Students	\$ 2,497,984	\$ 135,000	\$ 135,000	\$ 120,000	\$ 120,000	\$ 100,000
Accounts Payable	\$ 3,179,630	\$ 1,400,000	\$ 1,200,000	\$ 1,200,000	\$ 1,000,000	\$ 1,000,000
Payroll and Fringe Benefits	\$ 1,784,691	\$ 1,750,000	\$ 1,750,000	\$ 1,600,000	\$ 1,600,000	\$ 1,900,000
Grant Fund Advances	\$ 26,672	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 20,000
Capital Fund Advances	\$ 337,379	\$ 200,000	\$ -	\$ -	\$ -	\$ 50,000
Projected Cash Disbursements	\$ 7,826,356	\$ 3,490,000	\$ 3,090,000	\$ 2,925,000	\$ 2,725,000	\$ 3,070,000
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>						
MONEY MARKET/ SAVINGS	\$ 2,679,703	\$ 2,088,235	\$ 1,592,292	\$ 2,921,236	\$ 2,690,292	\$ 988,835
CASH IN TIME DEPOSITS	\$ 50,034	\$ 50,035	\$ 50,036	\$ 50,037	\$ 50,039	\$ 50,029
TOTAL CASH IN TIME DEPOSITS	\$ 2,729,737	\$ 2,138,270	\$ 1,642,328	\$ 2,971,273	\$ 2,740,331	\$ 1,038,864

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

APRIL 30, 2019

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

APRIL 30, 2019

NARRATIVE HIGHLIGHTS	PAGE 1
BALANCE SHEET	PAGE 2
APPROPRIATIONS	PAGE 3-4
REVENUES	PAGE 5
CASH FORECAST	PAGE 6

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$699,282 in a money market savings account averaging .20% interest earnings for April and \$1,641,590 in savings. The maximum amount available for investment will fluctuate with a peak of \$3,500,000 available over the next five months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$3,568,187 is a reduction from \$3,765,635. Student receivables are underwritten by various funding agencies such as TAP, PELL, TRA, Student Loan and local employers.

DUE FROM OTHER GOVERNMENTS AND FUNDS - (PAGE 3)

Out of county chargebacks have an outstanding balance of \$609,541. The interfunds account balance of \$2,167,935 consists of federal, state grant and capital payments made by the current operating fund. Reimbursement from other funds is in transit at the end of each period.

LIABILITIES - (PAGE 3)

Payroll Liabilities include amounts due to retirement systems (New York State Retirement and the TIAA-CREF), governmental agencies for payroll-related liabilities, and accrued vacation. Student Financial Aid Liabilities primarily consists of NYS TAP rosters received, and not yet disbursed. Accrued Liabilities represents miscellaneous liabilities such as amounts due to FSA, and various reserves. Due to State governments represents overpayment of state aid in the prior year.

FUND BALANCE - (PAGE 3)

The current fund balance represents surplus revenues over expenditures from prior years.

TOTAL EXPENDITURES - (PAGES 4-6)

As of April 30, total expenditures amounted to \$24,514,000 or 60.2% of the 2018-2019 budget. Comparable expenditures for period four last year were \$28,548,547 or 69.8% of the 2017-2018 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$29,197,298 or 71.7% of the revenue budget. Prior year revenues were \$34,891,256 or 85.4% of total budgeted revenue.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
FINANCIAL REPORT FOR THE PERIOD ENDING APRIL 30, 2019**

	Current Month 4/30/2019	Previous Month 3/31/2019	Previous Year 4/30/2018
ASSETS			
Cash in Demand Deposit	699,282	775,392	1,115,187
Cash in Time Deposits	1,641,590	1,953,115	1,346,861
Petty Cash	1,229	1,229	1,229
Accounts Receivable--Students	3,568,187	3,765,635	3,940,045
Accounts Receivable--Misc.	5,600,346	5,481,068	4,119,111
Prepaid Expenses	(13,680)	(20,989)	48,594
Due From Other Funds	2,167,935	2,448,091	2,668,178
Due From Sponsor Governments	0	0	
Due From State Governments	0	0	
Due From Other Governments	609,541	605,265	1,220,627
TOTAL ASSETS	<u>\$ 14,274,430</u>	<u>\$ 15,008,806</u>	<u>\$ 14,459,832</u>
LIABILITIES AND SURPLUS			
Vouchers Payable	882	(1,381)	11,229
Payroll Liabilities	1,512,280	1,484,799	1,748,424
Student Financial Aid Liabilities	(347,475)	(340,775)	(238,615)
Accrued Liabilities	4,394,495	4,392,616	3,741,987
Due to Other Funds	1,870,302	1,852,611	1,655,902
Due to State Governments	0	0	0
Student Tuition Collected in Advance	(6,702)	(500)	9,360
Restatement of Net Position	121,807	121,807	121,807
Board Designated Fund Balance	718,430	718,430	853,411
Undesignated Fund Balance	1,232,527	1,232,527	1,468,842
Revenue Over (Under) Expenditures	4,777,884	5,548,672	5,087,485
TOTAL LIABILITIES AND SURPLUS	<u>\$ 14,274,430</u>	<u>\$ 15,008,806</u>	<u>\$ 14,459,832</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
 APPROPRIATIONS 2018-2019
 FINANCIAL REPORT FOR THE PERIOD ENDING APRIL 30, 2019**

				PER CENT YEAR	67.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Instruction					
Personal Services	\$ 8,766,610	\$ 8,558,029	5,971,346	\$ 2,586,683	69.77%
Equipment	\$ -			\$ -	0.00%
Contractual Expenses	\$ 9,184,400	\$ 9,195,406	1,115,673	\$ 8,079,733	12.13%
Employee Benefits	\$ 3,887,508	\$ 3,826,926	2,731,047	\$ 1,095,879	71.36%
Total Instruction	\$ 21,838,518	\$ 21,580,361	\$ 9,818,066	\$ 11,762,295	45.50%
Public Service					
Personal Services	\$ 86,756	\$ 91,503	60,715	\$ 30,788	66.35%
Equipment	\$ -	\$ -	0	\$ -	0.00%
Contractual Expenses	\$ -	\$ -	3,240	\$ (3,240)	0.00%
Employee Benefits	\$ 38,346	\$ 40,444	28,474	\$ 11,970	70.40%
Total Public Service	\$ 125,102	\$ 131,947	\$ 92,429	\$ 39,518	70.05%
Academic Support					
Personal Services	\$ 1,832,134	\$ 1,834,574	1,028,446	\$ 806,128	56.06%
Equipment			18,502	\$ (18,502)	0.00%
Contractual Expenses	\$ 438,438	\$ 438,638	2,889,291	\$ (2,450,653)	658.70%
Employee Benefits	\$ 803,350	\$ 803,158	532,456	\$ 270,702	66.30%
Total Academic Support	\$ 3,073,922	\$ 3,076,370	\$ 4,468,695	\$ (1,392,325)	145.26%
Libraries					
Personal Services	\$ 506,791	\$ 508,791	340,039	\$ 168,752	66.83%
Equipment	\$ -	\$ -	0	\$ -	0.00%
Contractual Expenses	\$ 161,661	\$ 163,661	139,216	\$ 24,445	85.06%
Employee Benefits	\$ 224,002	\$ 224,002	158,271	\$ 65,731	70.66%
Total Libraries	\$ 892,454	\$ 896,454	\$ 637,526	\$ 258,928	71.12%
Student Services					
Personal Services	\$ 2,534,425	\$ 2,602,172	1,625,975	\$ 976,197	62.49%
Equipment	\$ -	\$ -	1,672	\$ (1,672)	0.00%
Contractual Expenses	\$ 1,144,977	\$ 1,146,977	650,569	\$ 496,408	56.72%
Employee Benefits	\$ 1,120,216	\$ 1,139,610	799,392	\$ 340,218	70.15%
Total Student Services	\$ 4,799,618	\$ 4,888,759	\$ 3,077,608	\$ 1,811,151	62.95%
Maintenance and Operation of Plant					
Personal Services	\$ 2,142,597	\$ 2,151,586	1,359,306	\$ 792,280	63.18%
Equipment	\$ -	\$ 1,483	1,483	\$ 925,172	0.00%
Contractual Expenses	\$ 928,138	\$ 926,655	503,378	\$ 443,866	0.00%
Employee Benefits	\$ 947,028	\$ 947,244	684,208	\$ 263,036	72.23%
Total Maintenance and Operation of Plant	\$ 4,017,763	\$ 4,026,968	\$ 2,548,375	\$ 2,424,354	63.28%

**TOMPKINS CORTLAND COMMUNITY COLLEGE
 APPROPRIATIONS 2018-2019
 FINANCIAL REPORT FOR THE PERIOD ENDING APRIL 30, 2019**

PER CENT YEAR 67.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Institutional Support					
Personal Services	\$ 1,548,201	\$ 1,592,787	\$ 1,006,812	\$ 585,975	63.21%
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Expenses	\$ 295,132	\$ 295,132	\$ 153,067	\$ 142,065	51.86%
Employee Benefits	\$ 709,799	\$ 704,012	\$ 489,755	\$ 214,257	69.57%
Total Institutional Support	\$ 2,553,132	\$ 2,591,931	\$ 1,649,634	\$ 942,297	63.64%
General Institutional Services					
Personal Services	\$ 1,523,646	\$ 1,588,512	\$ 1,039,806	\$ 548,706	65.46%
Equipment	\$ 200,000	\$ 200,000	\$ 12,984	\$ 187,016	0.00%
Contractual Expenses	\$ 990,204	\$ 990,204	\$ 635,013	\$ 355,191	64.13%
Employee Benefits	\$ 734,791	\$ 777,644	\$ 533,864	\$ 243,780	68.65%
Total General Institutional Services	\$ 3,448,641	\$ 3,556,360	\$ 2,221,667	\$ 1,334,693	62.47%
TOTAL APPROPRIATIONS	\$ 40,749,150	\$ 40,749,150	\$ 24,514,000	\$ 17,180,911	60.16%

Page 3

2018-2019 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	\$ 250,000	\$ 250,000	\$ 330,223	\$ (80,223)	0.00%
State Employee's Retirement	\$ 1,054,558	\$ 1,054,558	\$ 697,637	\$ 356,921	66.15%
State Teacher's Retirement	\$ 262,400	\$ 262,400	\$ 145,889	\$ 116,511	55.60%
Optional Retirement Fund	\$ 1,029,189	\$ 1,029,189	\$ 644,230	\$ 384,959	62.60%
Social Security	\$ 1,445,580	\$ 1,445,580	\$ 931,114	\$ 514,466	64.41%
Workers Compensation	\$ 140,000	\$ 140,000	\$ 119,194	\$ 20,806	85.14%
Misc Employee Benefits	\$ 25,000	\$ 25,000	\$ 16,476	\$ 8,524	65.90%
Disability Insurance	\$ 11,500	\$ 11,500	\$ 6,831	\$ 4,669	59.40%
Hospital and Medical Insurance	\$ 4,056,044	\$ 4,056,044	\$ 1,443,158	\$ 2,612,886	35.58%
Post Retirement Health Ins	\$ -	\$ -	\$ 620,000	\$ (620,000)	#DIV/0!
Employee Tuition Benefits	\$ 100,400	\$ 100,400	\$ 113,622	\$ (13,222)	113.17%
Life Insurance	\$ 10,000	\$ 10,000	\$ 6,607	\$ 3,393	66.07%
Vacation Benefits	\$ 18,369	\$ 18,369	\$ 20,000	\$ (1,631)	108.88%
Unemployment Insurance	\$ 60,000	\$ 60,000	\$ 3,587	\$ 56,413	0.00%
Total Employee Benefits	\$ 8,463,040	\$ 8,463,040	\$ 5,098,568	\$ 3,364,472	60.25%

TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2018-2019
FINANCIAL REPORT FOR THE PERIOD ENDING APRIL 30, 2019

	Budget Adopted	Modified Budget	Realized To Date	To Be Realized	% Realized
Tuition					
Fall & Spring	\$16,219,321	\$16,219,321	\$ 11,771,612	\$ 4,447,709	72.58%
Winter	\$81,300	\$81,300	\$ 133,940		
Summer	1,151,864	1,151,864	\$ 376,734	\$ 775,130	32.71%
Nonresident Tuition	1,581,308	1,581,308	\$ 1,081,058	\$ 500,250	68.36%
Student Fee Revenue (Tech Fee)	1,327,900	1,327,900	\$ 1,160,440	\$ 167,460	87.39%
Total Tuition	20,361,693	20,361,693	\$ 14,523,784	\$ 5,890,549	71.33%
Government Appropriations					
New York State	10,613,687	10,613,687	\$ 8,017,710	\$ 2,595,977	75.54%
Local Sponsors	4,650,364	4,650,364	\$ 2,325,182	\$ 2,325,182	50.00%
Appropriated Cash Surplus	0	0	\$ -	\$ -	
Charges to Other Counties	4,471,544	4,471,544	\$ 3,737,426	\$ 734,118	83.58%
Board Designated Reserves	45,000	45,000	\$ -	\$ 45,000	0.00%
Total Government Appropriations	19,780,595	19,780,595	\$ 14,080,318	\$ 5,700,277	71.18%
Other Revenues					
Service Fees	102,000	102,000	\$ 95,445	\$ 6,555	93.57%
Interest Earnings	4,000	4,000	\$ 2,473	\$ 1,527	61.83%
Rental of Real Property	16,000	16,000	\$ 8,800	\$ 7,200	55.00%
Contract Courses	95,000	95,000	\$ 107,029	\$ (12,029)	112.66%
Noncredit Tuition	192,000	192,000	\$ 127,825	\$ 64,175	66.58%
Grant Offsets	147,862	147,862	\$ 82,652	\$ 65,210	55.90%
Unclassified Revenues	50,000	50,000	\$ 168,972	\$ (118,972)	337.94%
Total Other Revenues	606,862	606,862	\$ 593,196	\$ 13,666	97.75%
TOTAL REVENUES	\$40,749,150	\$40,749,150	\$ 29,197,298	\$ 11,604,492	71.65%

**TOMPKINS CORTLAND COMMUNITY COLLEGE
FINANCIAL REPORT FOR THE PERIOD ENDING APRIL 30, 2019**

	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$ 2,729,737	\$ 2,342,102	\$ 2,046,160	\$ 3,575,105	\$ 3,344,163
<u>RECEIPTS</u>					
Student Accounts Receivable	\$ 391,241	\$ 500,000	\$ 600,000	\$ 500,000	\$ 500,000
Student Financial Aid	\$ 35,333	\$ 500,000	\$ -	\$ 1,000,000	\$ -
Sponsor Payments	\$ 418,533	\$ 744,058	\$ 418,533	\$ 744,058	\$ 418,533
Chargebacks to Other Counties	\$ 1,104,378	\$ 400,000	\$ 500,000	\$ 100,000	\$ 75,000
State Aid	\$ -		\$ 2,625,412		\$ -
Repayment of Grant Fund Advances	\$ 7,845	\$ 200,000	\$ 10,000	\$ -	\$ -
Repayment of Capital Fund Advances	\$ 698,050	\$ -	\$ -	\$ -	\$ 300,000
Other Receipts	\$ 67,742	\$ 250,000	\$ 100,000	\$ 150,000	\$ 75,000
Projected Cash Receipts	\$ 2,723,122	\$ 2,594,058	\$ 4,253,945	\$ 2,494,058	\$ 1,368,533
<u>DISBURSEMENTS</u>					
Payments to Students	\$ 189,508	\$ 135,000	\$ 120,000	\$ 120,000	\$ 100,000
Accounts Payable	\$ 1,001,849	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Payroll and Fringe Benefits	\$ 1,670,312	\$ 1,750,000	\$ 1,600,000	\$ 1,600,000	\$ 1,750,000
Grant Fund Advances	\$ 4,840	\$ 5,000	\$ 5,000	\$ 5,000	\$ 20,000
Capital Fund Advances	\$ 244,248	\$ -	\$ -	\$ -	\$ 50,000
Projected Cash Disbursements	\$ 3,110,757	\$ 2,890,000	\$ 2,725,000	\$ 2,725,000	\$ 2,920,000
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>					
MONEY MARKET/ SAVINGS	\$ 2,292,067	\$ 1,996,124	\$ 3,525,068	\$ 3,294,124	\$ 1,742,667
CASH IN TIME DEPOSITS	\$ 50,035	\$ 50,036	\$ 50,037	\$ 50,039	\$ 50,029
TOTAL CASH IN TIME DEPOSITS	\$ 2,342,102	\$ 2,046,160	\$ 3,575,105	\$ 3,344,163	\$ 1,792,696

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

MAY 31, 2019

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

MAY 31, 2019

NARRATIVE HIGHLIGHTS	PAGE 1
BALANCE SHEET	PAGE 2
APPROPRIATIONS	PAGE 3-4
REVENUES	PAGE 5
CASH FORECAST	PAGE 6

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$537,402 in a money market savings account averaging .20% interest earnings for May and \$826,120 in savings. The maximum amount available for investment will fluctuate with a peak of \$2,800,000 available over the next four months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$3,774,762 is a reduction from \$3,568,187. Student receivables are underwritten by various funding agencies such as TAP, PELL, TRA, Student Loan and local employers.

DUE FROM OTHER GOVERNMENTS AND FUNDS - (PAGE 3)

Out of county chargebacks have an outstanding balance of \$606,050. The interfunds account balance of \$2,359,316 consists of federal, state grant and capital payments made by the current operating fund. Reimbursement from other funds is in transit at the end of each period.

LIABILITIES - (PAGE 3)

Payroll Liabilities include amounts due to retirement systems (New York State Retirement and the TIAA-CREF), governmental agencies for payroll-related liabilities, and accrued vacation. Student Financial Aid Liabilities primarily consists of NYS TAP rosters received, and not yet disbursed. Accrued Liabilities represents miscellaneous liabilities such as amounts due to FSA, and various reserves. Due to State governments represents overpayment of state aid in the prior year.

FUND BALANCE - (PAGE 3)

The current fund balance represents surplus revenues over expenditures from prior years.

TOTAL EXPENDITURES - (PAGES 4-6)

As of May 31, total expenditures amounted to \$27,328,997 or 67.1% of the 2018-2019 budget. Comparable expenditures for period four last year were \$31,099,496 or 76.2% of the 2017-2018 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$31,554,061 or 77.4% of the revenue budget. Prior year revenues were \$36,406,120 or 89.1% of total budgeted revenue.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
FINANCIAL REPORT FOR THE PERIOD ENDING MAY 31, 2019**

	Current Month 5/31/2019	Previous Month 4/30/2019	Previous Year 5/31/2018
ASSETS			
Cash in Demand Deposit	537,402	699,282	1,115,187
Cash in Time Deposits	826,120	1,641,590	1,346,861
Petty Cash	1,229	1,229	1,229
Accounts Receivable--Students	3,774,762	3,568,187	3,940,045
Accounts Receivable--Misc.	5,650,623	5,600,346	4,119,111
Prepaid Expenses	(10,528)	(13,680)	48,594
Due From Other Funds	2,359,316	2,167,935	2,668,178
Due From Sponsor Governments	0	0	
Due From State Governments	\$ -	0	
Due From Other Governments	606,050	609,541	1,220,627
TOTAL ASSETS	\$ 13,744,974	\$ 14,274,430	\$ 14,459,832
LIABILITIES AND SURPLUS			
Vouchers Payable	882	882	11,229
Payroll Liabilities	1,554,597	1,512,280	1,748,424
Student Financial Aid Liabilities	(344,071)	(347,475)	(238,615)
Accrued Liabilities	4,417,845	4,394,495	3,741,987
Due to Other Funds	1,701,400	1,870,302	1,655,902
Due to State Governments	0	0	0
Student Tuition Collected in Advance	(15,132)	(6,702)	9,360
Restatement of Net Position	121,807	121,807	121,807
Board Designated Fund Balance	718,430	718,430	853,411
Undesignated Fund Balance	1,232,527	1,232,527	1,468,842
Revenue Over (Under) Expenditures	4,356,689	4,777,884	5,087,485
TOTAL LIABILITIES AND SURPLUS	\$ 13,744,974	\$ 14,274,430	\$ 14,459,832

**TOMPKINS CORTLAND COMMUNITY COLLEGE
 APPROPRIATIONS 2018-2019
 FINANCIAL REPORT FOR THE PERIOD ENDING MAY 31, 2019**

PER CENT YEAR 75.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Instruction					
Personal Services	\$ 8,766,610	\$ 8,558,029	6,767,145	\$ 1,790,884	79.07%
Equipment	\$ -	\$ -	0	\$ -	0.00%
Contractual Expenses	\$ 9,184,400	\$ 9,195,406	1,242,450	\$ 7,952,956	13.51%
Employee Benefits	\$ 3,887,508	\$ 3,826,926	3,084,922	\$ 742,004	80.61%
Total Instruction	\$ 21,838,518	\$ 21,580,361	\$ 11,094,517	\$ 10,485,844	51.41%
Public Service					
Personal Services	\$ 86,756	\$ 91,503	67,753	\$ 23,750	74.04%
Equipment	\$ -	\$ -	0	\$ -	0.00%
Contractual Expenses	\$ -	\$ -	4,160	\$ (4,160)	0.00%
Employee Benefits	\$ 38,346	\$ 40,444	31,641	\$ 8,803	78.23%
Total Public Service	\$ 125,102	\$ 131,947	\$ 103,554	\$ 28,393	78.48%
Academic Support					
Personal Services	\$ 1,832,134	\$ 1,834,574	1,157,431	\$ 677,143	63.09%
Equipment			19,212	\$ (19,212)	0.00%
Contractual Expenses	\$ 438,438	\$ 438,638	2,901,960	\$ (2,463,322)	661.58%
Employee Benefits	\$ 803,350	\$ 803,158	590,499	\$ 212,659	73.52%
Total Academic Support	\$ 3,073,922	\$ 3,076,370	\$ 4,669,102	\$ (1,592,732)	151.77%
Libraries					
Personal Services	\$ 506,791	\$ 508,791	378,565	\$ 130,226	74.40%
Equipment	\$ -	\$ -	0	\$ -	0.00%
Contractual Expenses	\$ 161,661	\$ 163,661	141,716	\$ 21,945	86.59%
Employee Benefits	\$ 224,002	\$ 224,002	175,607	\$ 48,395	78.40%
Total Libraries	\$ 892,454	\$ 896,454	\$ 695,888	\$ 200,566	77.63%
Student Services					
Personal Services	\$ 2,534,425	\$ 2,602,172	1,823,288	\$ 778,884	70.07%
Equipment	\$ -	\$ -	1,672	\$ (1,672)	0.00%
Contractual Expenses	\$ 1,144,977	\$ 1,146,977	693,230	\$ 453,747	60.44%
Employee Benefits	\$ 1,120,216	\$ 1,139,610	889,545	\$ 250,065	78.06%
Total Student Services	\$ 4,799,618	\$ 4,888,759	\$ 3,407,735	\$ 1,481,024	69.71%
Maintenance and Operation of Plant					
Personal Services	\$ 2,142,597	\$ 2,151,586	1,538,332	\$ 613,254	71.50%
Equipment	\$ -	\$ 1,483	\$ 1,483	\$ 925,172	0.00%
Contractual Expenses	\$ 928,138	\$ 926,655	\$ 590,705	\$ 356,539	0.00%
Employee Benefits	\$ 947,028	\$ 947,244	\$ 764,769	\$ 182,475	80.74%
Total Maintenance and Operation of Plant	\$ 4,017,763	\$ 4,026,968	\$ 2,895,289	\$ 2,077,440	71.90%

**TOMPKINS CORTLAND COMMUNITY COLLEGE
 APPROPRIATIONS 2018-2019
 FINANCIAL REPORT FOR THE PERIOD ENDING MAY 31, 2019**

PER CENT YEAR 75.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Institutional Support					
Personal Services	\$ 1,548,201	\$ 1,592,787	\$ 1,122,389	\$ 470,398	70.47%
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Expenses	\$ 295,132	\$ 295,132	\$ 170,238	\$ 124,894	57.68%
Employee Benefits	\$ 709,799	\$ 704,012	\$ 541,765	\$ 162,247	76.95%
Total Institutional Support	\$ 2,553,132	\$ 2,591,931	\$ 1,834,392	\$ 757,539	70.77%
General Institutional Services					
Personal Services	\$ 1,523,646	\$ 1,588,512	\$ 1,166,874	\$ 421,638	73.46%
Equipment	\$ 200,000	\$ 200,000	\$ 26,855	\$ 173,145	0.00%
Contractual Expenses	\$ 990,204	\$ 990,204	\$ 671,882	\$ 318,322	67.85%
Employee Benefits	\$ 734,791	\$ 777,644	\$ 589,979	\$ 187,665	75.87%
Total General Institutional Services	\$ 3,448,641	\$ 3,556,360	\$ 2,455,590	\$ 1,100,770	69.05%
TOTAL APPROPRIATIONS	\$ 40,749,150	\$ 40,749,150	\$ 27,156,067	\$ 14,538,844	66.64%

Page 3

2018-2019 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	\$ 250,000	\$ 250,000	\$ 330,223	\$ (80,223)	0.00%
State Employee's Retirement	\$ 1,054,558	\$ 1,054,558	\$ 784,027	\$ 270,531	74.35%
State Teacher's Retirement	\$ 262,400	\$ 262,400	\$ 163,943	\$ 98,457	62.48%
Optional Retirement Fund	\$ 1,029,189	\$ 1,029,189	\$ 646,050	\$ 383,139	62.77%
Social Security	\$ 1,445,580	\$ 1,445,580	\$ 1,046,980	\$ 398,600	72.43%
Workers Compensation	\$ 140,000	\$ 140,000	\$ 119,194	\$ 20,806	85.14%
Misc Employee Benefits	\$ 25,000	\$ 25,000	\$ 19,953	\$ 5,047	79.81%
Disability Insurance	\$ 11,500	\$ 11,500	\$ 7,618	\$ 3,882	66.24%
Hospital and Medical Insurance	\$ 4,056,044	\$ 4,056,044	\$ 1,445,158	\$ 2,610,886	35.63%
Post Retirement Health Ins	\$ -	\$ -	\$ 620,000	\$ (620,000)	#DIV/0!
Employee Tuition Benefits	\$ 100,400	\$ 100,400	\$ 113,622	\$ (13,222)	113.17%
Life Insurance	\$ 10,000	\$ 10,000	\$ 7,462	\$ 2,538	74.62%
Vacation Benefits	\$ 18,369	\$ 18,369	\$ 20,000	\$ (1,631)	108.88%
Unemployment Insurance	\$ 60,000	\$ 60,000	\$ 3,587	\$ 56,413	0.00%
Total Employee Benefits	\$ 8,463,040	\$ 8,463,040	\$ 5,327,817	\$ 3,135,223	62.95%

TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2018-2019
FINANCIAL REPORT FOR THE PERIOD ENDING MAY 31, 2019

	Budget Adopted	Modified Budget	Realized To Date	To Be Realized	% Realized
Tuition					
Fall & Spring	\$16,219,321	\$16,219,321	\$ 11,776,281	\$ 4,443,040	72.61%
Winter	\$81,300	\$81,300	\$ 133,940		
Summer	1,151,864	1,151,864	\$ 648,357	\$ 503,507	56.29%
Nonresident Tuition	1,581,308	1,581,308	\$ 1,289,430	\$ 291,878	81.54%
Student Fee Revenue (Tech Fee)	1,327,900	1,327,900	\$ 1,198,686	\$ 129,214	90.27%
Total Tuition	20,361,693	20,361,693	\$ 15,046,694	\$ 5,367,639	73.90%
Government Appropriations					
New York State	10,613,687	10,613,687	\$ 8,017,710	\$ 2,595,977	75.54%
Local Sponsors	4,650,364	4,650,364	\$ 3,813,299	\$ 837,065	82.00%
Appropriated Cash Surplus	0	0	\$ -	\$ -	
Charges to Other Counties	4,471,544	4,471,544	\$ 4,029,616	\$ 441,928	90.12%
Board Designated Reserves	45,000	45,000	\$ -	\$ 45,000	0.00%
Total Government Appropriations	19,780,595	19,780,595	\$ 15,860,625	\$ 3,919,970	80.18%
Other Revenues					
Service Fees	102,000	102,000	\$ 117,559	\$ (15,559)	115.25%
Interest Earnings	4,000	4,000	\$ 2,621	\$ 1,379	65.53%
Rental of Real Property	16,000	16,000	\$ 9,520	\$ 6,480	59.50%
Contract Courses	95,000	95,000	\$ 109,165	\$ (14,165)	114.91%
Noncredit Tuition	192,000	192,000	\$ 135,411	\$ 56,589	70.53%
Grant Offsets	147,862	147,862	\$ 93,277	\$ 54,585	63.08%
Unclassified Revenues	50,000	50,000	\$ 179,189	\$ (129,189)	358.38%
Total Other Revenues	606,862	606,862	\$ 646,742	\$ (39,880)	106.57%
TOTAL REVENUES	\$40,749,150	\$40,749,150	\$ 31,554,061	\$ 9,247,729	77.43%

**TOMPKINS CORTLAND COMMUNITY COLLEGE
 FINANCIAL REPORT FOR THE PERIOD ENDING MAY 31, 2019**

	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$ 2,342,102	\$ 1,364,751	\$ 2,893,696	\$ 2,662,754
<u>RECEIPTS</u>				
Student Accounts Receivable	\$ 364,530	\$ 600,000	\$ 500,000	\$ 500,000
Student Financial Aid	\$ 244,825	\$ -	\$ 1,000,000	\$ -
Sponsor Payments	\$ 1,488,117	\$ 418,533	\$ 744,058	\$ 418,533
Chargebacks to Other Counties	\$ 296,160	\$ 500,000	\$ 100,000	\$ 75,000
State Aid		\$ 2,625,412		\$ -
Repayment of Grant Fund Advances	\$ 14,221	\$ 10,000	\$ -	\$ -
Repayment of Capital Fund Advances	\$ -	\$ -	\$ -	\$ 300,000
Other Receipts	\$ 127,446	\$ 100,000	\$ 150,000	\$ 75,000
Projected Cash Receipts	\$ 2,535,299	\$ 4,253,945	\$ 2,494,058	\$ 1,368,533
<u>DISBURSEMENTS</u>				
Payments to Students	\$ 123,663	\$ 120,000	\$ 120,000	\$ 100,000
Accounts Payable	\$ 1,342,200	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Payroll and Fringe Benefits	\$ 1,761,033	\$ 1,600,000	\$ 1,600,000	\$ 1,750,000
Grant Fund Advances	\$ 3,030	\$ 5,000	\$ 5,000	\$ 20,000
Capital Fund Advances	\$ 282,724	\$ -	\$ -	\$ 50,000
Projected Cash Disbursements	\$ 3,512,650	\$ 2,725,000	\$ 2,725,000	\$ 2,920,000
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>				
MONEY MARKET/ SAVINGS	\$ 1,314,715	\$ 2,843,659	\$ 2,612,715	\$ 1,061,258
CASH IN TIME DEPOSITS	<u>\$ 50,036</u>	<u>\$ 50,037</u>	<u>\$ 50,039</u>	<u>\$ 50,029</u>
TOTAL CASH IN TIME DEPOSITS	\$ 1,364,751	\$ 2,893,696	\$ 2,662,754	\$ 1,111,287

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

JUNE 30, 2019

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

JUNE 30, 2019

NARRATIVE HIGHLIGHTS	PAGE 1
BALANCE SHEET	PAGE 2
APPROPRIATIONS	PAGE 3-4
REVENUES	PAGE 5
CASH FORECAST	PAGE 6

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$604,099 in a money market savings account averaging .20% interest earnings for June and \$2,971,377 in savings. The maximum amount available for investment will fluctuate with a peak of \$3,400,000 available over the next three months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$3,335,020 is a reduction from \$3,774,762. Student receivables are underwritten by various funding agencies such as TAP, PELL, TRA, Student Loan and local employers.

DUE FROM OTHER GOVERNMENTS AND FUNDS - (PAGE 3)

Out of county chargebacks have an outstanding balance of \$111,997. The interfunds account balance of \$1,614,673 consists of federal, state grant and capital payments made by the current operating fund. Reimbursement from other funds is in transit at the end of each period.

LIABILITIES - (PAGE 3)

Payroll Liabilities include amounts due to retirement systems (New York State Retirement and the TIAA-CREF), governmental agencies for payroll-related liabilities, and accrued vacation. Student Financial Aid Liabilities primarily consists of NYS TAP rosters received, and not yet disbursed. Accrued Liabilities represents miscellaneous liabilities such as amounts due to FSA, and various reserves. Due to State governments represents overpayment of state aid in the prior year.

FUND BALANCE - (PAGE 3)

The current fund balance represents surplus revenues over expenditures from prior years.

TOTAL EXPENDITURES - (PAGES 4-6)

As of June 30, total expenditures amounted to \$29,552,013 or 72.5% of the 2018-2019 budget. Comparable expenditures for period four last year were \$33,386,945 or 81.7% of the 2017-2018 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$34,316,583 or 84.2% of the revenue budget. Prior year revenues were \$39,723,152 or 96.1% of total budgeted revenue.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2019**

	Current Month 5/31/2019	Previous Month 4/30/2019	Previous Year 5/31/2018
ASSETS			
Cash in Demand Deposit	604,099	699,282	1,115,187
Cash in Time Deposits	2,971,377	1,641,590	1,346,861
Petty Cash	1,229	1,229	1,229
Accounts Receivable--Students	3,335,020	3,568,187	3,940,045
Accounts Receivable--Misc.	5,707,451	5,600,346	4,119,111
Prepaid Expenses	(20,845)	(13,680)	48,594
Due From Other Funds	1,614,673	2,167,935	2,668,178
Due From Sponsor Governments	0	0	
Due From State Governments	\$ -	0	
Due From Other Governments	111,997	609,541	1,220,627
TOTAL ASSETS	\$ 14,325,001	\$ 14,274,430	\$ 14,459,832
LIABILITIES AND SURPLUS			
Vouchers Payable	882	882	11,229
Payroll Liabilities	1,555,297	1,512,280	1,748,424
Student Financial Aid Liabilities	153,306	(347,475)	(238,615)
Accrued Liabilities	4,396,771	4,394,495	3,741,987
Due to Other Funds	1,380,617	1,870,302	1,655,902
Due to State Governments	0	0	0
Student Tuition Collected in Advance	(7,243)	(6,702)	9,360
Restatement of Net Position	121,807	121,807	121,807
Board Designated Fund Balance	718,430	718,430	853,411
Undesignated Fund Balance	1,232,527	1,232,527	1,468,842
Revenue Over (Under) Expenditures	4,772,607	4,777,884	5,087,485
TOTAL LIABILITIES AND SURPLUS	\$ 14,325,001	\$ 14,274,430	\$ 14,459,832

**TOMPKINS CORTLAND COMMUNITY COLLEGE
 APPROPRIATIONS 2018-2019
 FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2019**

				PER CENT YEAR	83.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Instruction					
Personal Services	\$ 8,766,610	\$ 8,558,029	7,326,403	\$ 1,231,626	85.61%
Equipment	\$ -			\$ -	0.00%
Contractual Expenses	\$ 9,184,400	\$ 9,195,406	1,415,681	\$ 7,779,725	15.40%
Employee Benefits	\$ 3,887,508	\$ 3,826,926	3,336,588	\$ 490,338	87.19%
Total Instruction	\$ 21,838,518	\$ 21,580,361	\$ 12,078,672	\$ 9,501,689	55.97%
Public Service					
Personal Services	\$ 86,756	\$ 91,503	74,792	\$ 16,711	81.74%
Equipment	\$ -	\$ -	0	\$ -	0.00%
Contractual Expenses	\$ -	\$ -	4,360	\$ (4,360)	0.00%
Employee Benefits	\$ 38,346	\$ 40,444	34,809	\$ 5,635	86.07%
Total Public Service	\$ 125,102	\$ 131,947	\$ 113,961	\$ 17,986	86.37%
Academic Support					
Personal Services	\$ 1,832,134	\$ 1,834,574	1,287,426	\$ 547,148	70.18%
Equipment			19,212	\$ (19,212)	0.00%
Contractual Expenses	\$ 438,438	\$ 438,638	2,947,493	\$ (2,508,855)	671.96%
Employee Benefits	\$ 803,350	\$ 803,158	648,997	\$ 154,161	80.81%
Total Academic Support	\$ 3,073,922	\$ 3,076,370	\$ 4,903,128	\$ (1,826,758)	159.38%
Libraries					
Personal Services	\$ 506,791	\$ 508,791	417,018	\$ 91,773	81.96%
Equipment	\$ -	\$ -	0	\$ -	0.00%
Contractual Expenses	\$ 161,661	\$ 163,661	146,713	\$ 16,948	89.64%
Employee Benefits	\$ 224,002	\$ 224,002	192,911	\$ 31,091	86.12%
Total Libraries	\$ 892,454	\$ 896,454	\$ 756,642	\$ 139,812	84.40%
Student Services					
Personal Services	\$ 2,534,425	\$ 2,602,172	2,012,216	\$ 589,956	77.33%
Equipment	\$ -	\$ -	\$ 1,672	\$ (1,672)	0.00%
Contractual Expenses	\$ 1,144,977	\$ 1,146,977	873,760	\$ 273,217	76.18%
Employee Benefits	\$ 1,120,216	\$ 1,139,610	974,563	\$ 165,047	85.52%
Total Student Services	\$ 4,799,618	\$ 4,888,759	\$ 3,862,211	\$ 1,026,548	79.00%
Maintenance and Operation of Plant					
Personal Services	\$ 2,142,597	\$ 2,151,586	\$ 1,662,158	\$ 489,428	77.25%
Equipment	\$ -	\$ 1,483	\$ 1,990	\$ 924,665	0.00%
Contractual Expenses	\$ 928,138	\$ 926,655	\$ 611,469	\$ 335,775	0.00%
Employee Benefits	\$ 947,028	\$ 947,244	\$ 826,991	\$ 120,253	87.30%
Total Maintenance and Operation of Plant	\$ 4,017,763	\$ 4,026,968	\$ 3,102,608	\$ 1,870,121	77.05%

**TOMPKINS CORTLAND COMMUNITY COLLEGE
 APPROPRIATIONS 2018-2019
 FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2019**

PER CENT YEAR 83.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Institutional Support					
Personal Services	\$ 1,548,201	\$ 1,592,787	\$ 1,239,162	\$ 353,625	77.80%
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Expenses	\$ 295,132	\$ 295,132	\$ 189,344	\$ 105,788	64.16%
Employee Benefits	\$ 709,799	\$ 704,012	\$ 594,313	\$ 109,699	84.42%
Total Institutional Support	\$ 2,553,132	\$ 2,591,931	\$ 2,022,819	\$ 569,112	78.04%
General Institutional Services					
Personal Services	\$ 1,523,646	\$ 1,588,512	\$ 1,292,669	\$ 295,843	81.38%
Equipment	\$ 200,000	\$ 200,000	\$ 26,855	\$ 173,145	0.00%
Contractual Expenses	\$ 990,204	\$ 990,204	\$ 747,190	\$ 243,014	75.46%
Employee Benefits	\$ 734,791	\$ 777,644	\$ 645,258	\$ 132,386	82.98%
Total General Institutional Services	\$ 3,448,641	\$ 3,556,360	\$ 2,711,972	\$ 844,388	76.26%
TOTAL APPROPRIATIONS	\$ 40,749,150	\$ 40,749,150	\$ 29,552,013	\$ 12,142,898	72.52%

Page 3

2018-2019 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	\$ 250,000	\$ 250,000	\$ 330,223	\$ (80,223)	0.00%
State Employee's Retirement	\$ 1,054,558	\$ 1,054,558	\$ 867,328	\$ 187,230	82.25%
State Teacher's Retirement	\$ 262,400	\$ 262,400	\$ 177,824	\$ 84,576	67.77%
Optional Retirement Fund	\$ 1,029,189	\$ 1,029,189	\$ 797,677	\$ 231,512	77.51%
Social Security	\$ 1,445,580	\$ 1,445,580	\$ 1,146,244	\$ 299,336	79.29%
Workers Compensation	\$ 140,000	\$ 140,000	\$ 119,194	\$ 20,806	85.14%
Misc Employee Benefits	\$ 25,000	\$ 25,000	\$ 22,183	\$ 2,817	88.73%
Disability Insurance	\$ 11,500	\$ 11,500	\$ 9,130	\$ 2,370	79.39%
Hospital and Medical Insurance	\$ 4,056,044	\$ 4,056,044	\$ 2,447,158	\$ 1,608,886	60.33%
Post Retirement Health Ins	\$ -	\$ -	\$ 1,060,000	\$ (1,060,000)	#DIV/0!
Employee Tuition Benefits	\$ 100,400	\$ 100,400	\$ 124,844	\$ (24,444)	124.35%
Life Insurance	\$ 10,000	\$ 10,000	\$ 8,270	\$ 1,730	82.70%
Vacation Benefits	\$ 18,369	\$ 18,369	\$ 20,000	\$ (1,631)	108.88%
Unemployment Insurance	\$ 60,000	\$ 60,000	\$ 3,587	\$ 56,413	0.00%
Total Employee Benefits	\$ 8,463,040	\$ 8,463,040	\$ 7,133,662	\$ 1,329,378	84.29%

TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2018-2019
FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2019

	Budget Adopted	Modified Budget	Realized To Date	To Be Realized	% Realized
Tuition					
Fall & Spring	\$16,219,321	\$16,219,321	\$ 11,770,972	\$ 4,448,349	72.57%
Winter	\$81,300	\$81,300	\$ 133,940		
Summer	1,151,864	1,151,864	\$ 678,063	\$ 473,801	58.87%
Nonresident Tuition	1,581,308	1,581,308	\$ 1,234,318	\$ 346,990	78.06%
Student Fee Revenue (Tech Fee)	1,327,900	1,327,900	\$ 1,202,788	\$ 125,112	90.58%
Total Tuition	20,361,693	20,361,693	\$ 15,020,081	\$ 5,394,252	73.77%
Government Appropriations					
New York State	10,613,687	10,613,687	\$ 10,671,100	\$ (57,413)	100.54%
Local Sponsors	4,650,364	4,650,364	\$ 3,813,299	\$ 837,065	82.00%
Appropriated Cash Surplus	0	0	\$ -	\$ -	
Charges to Other Counties	4,471,544	4,471,544	\$ 4,087,725	\$ 383,819	91.42%
Board Designated Reserves	45,000	45,000	\$ -	\$ 45,000	0.00%
Total Government Appropriations	19,780,595	19,780,595	\$ 18,572,124	\$ 1,208,471	93.89%
Other Revenues					
Service Fees	102,000	102,000	\$ 121,606	\$ (19,606)	119.22%
Interest Earnings	4,000	4,000	\$ 2,904	\$ 1,096	72.60%
Rental of Real Property	16,000	16,000	\$ 9,600	\$ 6,400	60.00%
Contract Courses	95,000	95,000	\$ 145,088	\$ (50,088)	152.72%
Noncredit Tuition	192,000	192,000	\$ 147,676	\$ 44,324	76.91%
Grant Offsets	147,862	147,862	\$ 108,956	\$ 38,906	73.69%
Unclassified Revenues	50,000	50,000	\$ 188,548	\$ (138,548)	377.10%
Total Other Revenues	606,862	606,862	\$ 724,378	\$ (117,516)	119.36%
TOTAL REVENUES	\$40,749,150	\$40,749,150	\$ 34,316,583	\$ 6,485,207	84.21%

TOMPKINS CORTLAND COMMUNITY COLLEGE
FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2019

	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$ 1,364,751	\$ 3,576,705	\$ 3,445,763
<u>RECEIPTS</u>			
Student Accounts Receivable	\$ 296,808	\$ 500,000	\$ 500,000
Student Financial Aid	\$ 814,190	\$ 1,000,000	\$ -
Sponsor Payments	\$ -	\$ 744,058	\$ 418,533
Chargebacks to Other Counties	\$ 552,732	\$ 100,000	\$ 75,000
State Aid	\$ 2,653,390		\$ -
Repayment of Grant Fund Advances	\$ 238,395	\$ -	\$ -
Repayment of Capital Fund Advances	\$ 880,509	\$ -	\$ 300,000
Other Receipts	\$ 106,675	\$ 150,000	\$ 75,000
Projected Cash Receipts	\$ 5,542,699	\$ 2,494,058	\$ 1,368,533
<u>DISBURSEMENTS</u>			
Payments to Students	\$ 104,580	\$ 120,000	\$ 100,000
Accounts Payable	\$ 1,412,513	\$ 1,000,000	\$ 1,000,000
Payroll and Fringe Benefits	\$ 1,495,594	\$ 1,500,000	\$ 1,500,000
Grant Fund Advances	\$ 2,897	\$ 5,000	\$ 20,000
Capital Fund Advances	\$ 315,161	\$ -	\$ 50,000
Projected Cash Disbursements	\$ 3,330,745	\$ 2,625,000	\$ 2,670,000
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>			
MONEY MARKET/ SAVINGS	\$ 3,526,668	\$ 3,395,724	\$ 2,094,267
CASH IN TIME DEPOSITS	<u>\$ 50,037</u>	<u>\$ 50,039</u>	<u>\$ 50,029</u>
TOTAL CASH IN TIME DEPOSITS	\$ 3,576,705	\$ 3,445,763	\$ 2,144,296

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2019-2020-6**

APPOINTMENT OF PERSONNEL

WHEREAS, The Department of Human Resources has confirmed that each of the individuals identified on the attached list possesses credentials necessary for the appointments indicated, and

WHEREAS, it also has been confirmed that each of the listed individuals has accepted all requisite conditions for appointment, and

WHEREAS, each of the listed individuals also has been recommended for his or her appointment by the President, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby appoints the individuals listed on the attachment.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, JAN BRHEL, CLERK of the Board of

Trustees of Tompkins Cortland Community College,

DO HEREBY CERTIFY the foregoing resolution is

a true copy of a resolution duly adopted by the Board of

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 18th day of July 2019, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 18th day of July 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Monday, July 08, 2019
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
May				
Arnold, Melanie	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$110.98	5/18/2019 To 8/27/2019
Barker, Jaime	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$221.96	5/18/2019 To 8/27/2019
Cornish, Erin	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$388.43	5/18/2019 To 8/27/2019
Crane, Nancy	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$887.84	5/18/2019 To 8/27/2019
DeGaetano, Margaret	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$2,219.60	5/18/2019 To 8/27/2019
Emilian, Catherine	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$221.96	5/18/2019 To 8/27/2019
Farah, Fred	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$887.84	5/18/2019 To 8/27/2019
Galezo, David	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$221.96	5/18/2019 To 8/27/2019
Gammage-Sikora, Gina	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$110.98	5/18/2019 To 8/27/2019
Kidder, Jennifer	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$221.96	5/18/2019 To 8/27/2019
Okaru, Alfie	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$221.96	5/18/2019 To 8/27/2019
Richards, David	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,775.68	5/18/2019 To 8/27/2019
Ross, Jessica	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$443.92	5/18/2019 To 8/27/2019
Sabol, Zenta	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$221.96	5/18/2019 To 8/27/2019
Schmidt, Kurt	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$110.98	5/18/2019 To 8/27/2019
Sewell, Pat	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$221.96	5/18/2019 To 8/27/2019
Stremmlin, Tatiana	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$443.92	5/18/2019 To 8/27/2019
Whitecraft, Michele	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$665.88	5/18/2019 To 8/27/2019
Young, Tammi	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$2,774.50	5/18/2019 To 8/27/2019
Archer, Pamela	BUAD203 M25 BUAD203 M15	Adjunct	\$6,600.00	5/29/2019 To 8/2/2019
Coleman, Cynthia	SOCI205 - Teach per-student basis at independent study rate	Adjunct	\$2,172.00	5/29/2019 To 7/23/2019
Cornish, Erin	MATH095 M25 MATH200 M15 MATH120 M25	Adjunct	\$12,100.00	5/29/2019 To 8/2/2019
Earley, Bernard	ENGL100 BL3 ENGL102 BL1	Adjunct	\$7,080.00	5/29/2019 To 8/2/2019
Galezo, David	PHIL101 BL1 PHIL201 BL1	Adjunct	\$7,080.00	5/29/2019 To 8/2/2019
Richards, David	BUAD201 M25 BUAD201 M15	Adjunct	\$7,080.00	5/29/2019 To 8/2/2019
Sinclair, Lorraine	ENGL101 - Teach per-student basis at independent study rate	Adjunct	\$1,086.00	5/29/2019 To 7/23/2019
June				
Inderwies, Heidi	Facilitation of Rope Challenge Course - Level 1	Adjunct	\$300.00	6/1/2019 To 8/31/2019
Schat, Marjolein	BIOL115 - Trip portion of Spring class	Adjunct	\$1,545.00	6/1/2019 To 6/9/2019
Gorton, Cheyenne	Assistant Director of Student Activities & the Student Center	Grade 2	\$55,000.00*	6/17/2019
Krendel, Caroline	Coordinator of Summer Cultural Activities: Global Connections (Part-time Temporary)	Grade 1	\$6,925.00*	6/17/2019
Thompson, Timothy	Coordinator of Diversity Education and Support Services	Instructor	\$59,929.00*	6/25/2019
July				
Bennett, Scott	Coordinator of Tutorial and Accommodation Services	Instructor	\$65,580.00*	7/1/2019
Arnold, Melanie	COMM245 - Teach per-student basis at independent study rate	Adjunct	\$2,172.00	7/1/2019 To 8/2/2019
Carroll, Lynda	ANTH202 BL2	Adjunct	\$2,730.00	7/1/2019 To 8/2/2019
Gilbert, Mary	ENGL102 BL2	Adjunct	\$3,540.00	7/1/2019 To 8/2/2019
Johnston-Anumonwo, Ibipo	GEOG120 M25	Adjunct	\$3,300.00	7/1/2019 To 8/2/2019

Employee	Department	Title/Rank	Salary	Employment Dates
Jones, Paula	BIOL114 BL2	Adjunct	\$3,300.00	7/1/2019 To 8/2/2019
Kapusta, Patricia	CAPS121 BL2 CAPS131 BL1	Adjunct	\$2,754.12	7/1/2019 To 8/2/2019
Lipa, Thomas	HLTH208 BL1	Adjunct	\$3,540.00	7/1/2019 To 8/2/2019
Snyder, Stephen	BIOL101 BL1	Adjunct	\$3,850.00	7/1/2019 To 8/2/2019
Williams, Diane	ASTR101 BL1	Adjunct	\$3,540.00	7/1/2019 To 8/2/2019
Zavaski, John	BIOL112 M25	Adjunct	\$3,850.00	7/1/2019 To 8/2/2019
Burke, Priscilla	Vector Network Program Associate (.75 FTE/Grant Funded)	Instructor	\$50,500.00*	7/15/2019

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

July 18, 2019

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Jennifer Amato	07/09/19	Other Employment

FACULTY STUDENT ASSOCIATION

None.

BISTRO

None

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2019-2020-2**

**APPROVAL OF POSITION DESCRIPTION
SOCIAL MEDIA AND MARKETING COORDINATOR**

WHEREAS, The College has determined, based on a review and analysis of the functions of the Social Media and Marketing Coordinator that there is a need to revise the position description, and

WHEREAS, the attached Social Media and Marketing Coordinator position description has been reviewed by the Executive Council and is recommended by the President, be it therefore

RESOLVED, that the Social Media and Marketing Coordinator position description be approved in accordance with the position description attached to this resolution, and be it further

RESOLVED, that the Clerk of the Board of Trustees be authorized to forward the professional service position description to State University of New York for approval.

STATE OF NEW YORK: I, **JAN BRHEL, CLERK** of the Board of
SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
a true copy of a resolution duly adopted by the Board of
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the
18th day of July 2019, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and
caused the official seal of Tompkins Cortland Community
College to be hereunto affixed this 18th day of July 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Social Media and Marketing Coordinator	2	1 of 2

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Communications	Director of Communications	

SUMMARY

The Social Media and Marketing Coordinator is responsible for developing, implementing and coordinating social media and marketing initiatives for the College. Responsible for maintaining the College's presence on social media. The Coordinator also acts as a liaison to various departments across campus, attending relevant meetings and activities with the intention of enhancing marketing messages and generating content for College communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates, plans, and executes social media initiatives and content for the College and its related entities. Develops a social media calendar and overall strategy to work with the College's Integrated Marketing Plan.
2. Works collaboratively with faculty and staff to effectively develop content for the College's website, social media, and publications. This includes but is not limited to student stories, alumni stories, and faculty stories.
3. Analyzes data from website, social media, and customer surveys to assess and improve the effectiveness of various promotional efforts for the College and its entities.
4. Responsible for the development of various College publication materials, including admissions and other recruiting publications to highlight the academic and non-academic programs, services and activities offered at Tompkins Cortland.
5. Assists with maintenance of the College's website, including posting relevant stories, and assisting with updates when needed.
6. Serves as part of the emergency alert team helping to coordinate social media, web, and text messages in the case of unexpected closures.
7. Shares supervisory responsibility of student intern(s).
8. Maintains cross-training in InDesign to assist with basic graphic design tasks such as text changes and updates, alleviating bottleneck and making edits when designer is not available.
10. Assists with scheduling and directing photography services contracted by the department.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Social Media and Marketing Coordinator	2	2 of 2

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Communications	Director of Communications	

- 11. Maintains currency of in the media and social media fields and trends in the field to stay abreast of trends in communication and technology.
- 12. Oversees online listings and ratings of the College including on Wikipedia, Google, and other sites.
- 13. Assists with public information and crisis communication activities as needed, with a focus on social media communications.
- 14. Assists with government relations activities and communications with a focus on social media.
- 14. Serves on various committees and performs other related tasks as assigned.

SUPERVISION

Types Supervised (check each category):	Indicate number in each category:
_____ Classified Staff	_____ # of Classified Staff
_____ Administrative	_____ # of Administrative
_____ Faculty	_____ # of Faculty
_____ <u>X</u> Non-credit adjunct faculty, students, etc.	_____ <u>1-2</u> # of Non-credit adjunct faculty, students, etc.

MINIMUM QUALIFICATIONS

Bachelor’s degree and two years related experience. Experience must include progressive responsibilities in marketing communications and social media. Ability to work weekends and evenings as events require and travel to various locations.

DESIRED QUALIFICATIONS

Experience taking photos, videography, managing social media marketing campaigns and day-to-day communications with campus offices.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2019-2020-3**

**APPROVAL OF POSITION DESCRIPTION
DIRECTOR OF ENROLLMENT OPERATIONS AND AUXILIARY SERVICES**

WHEREAS, the College has determined, based on a review and analysis of the functions within the Enrollment Services Center, that there is a need to create a Director of Enrollment Operations and Auxiliary Services position description, and

WHEREAS, the attached Director of Enrollment Operations and Auxiliary Services position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Director of Enrollment Operations and Auxiliary 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: **I, JAN BRHEL, CLERK** of the Board of
 SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
 a true copy of a resolution duly adopted by the Board of
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the
18th day of July 2019, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand
and caused the official seal of Tompkins Cortland
Community College to be hereunto affixed this 18th day of
July 2019.

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 Enrollment Operations and Auxiliary Services	4	1 of 3

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Enrollment Services	Associate Dean for Enrollment Management	

SUMMARY

The position is responsible for the direction, coordination, supervision, and overall operation of the College's centralized, front-line enrollment services. This includes, but may not be limited to, the reception desk, call center, registration and billing, and campus card services functional areas within the Enrollment Services Center. The Director will ensure the effective implementation of policies, procedures, and protocols established by the Academic Records and Finance Offices, as well as supporting the needs of the other functional areas within the Enrollment Services Center. The Director will also provide oversight and act as the primary liaison for the College with contracted auxiliary services such as the Bookstore, Vending, and Food Service. Ensures students are receiving outstanding customer service from all areas reporting to this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Directs and provides leadership and oversight for the centralized, front-line services of the Enrollment Services Center, including Card Office services, Call Center, Reception Desk, and Registration & Billing programs and personnel.
2. Responsible for student registration, add/drop, and withdrawal activities within the Enrollment Services Center, including de-scheduling students based on faculty reported attendance data. Ensures that policies, procedures, and protocols established by the Academic Records Office are implemented.
3. Responsible for student billing functions within the Enrollment Services Center, including batch billings, processing certificates of residence, maintaining relevant stop list data, and processing tuition deferrals. Ensures that policies, procedures, and protocols established by the Finance Office are implemented.
4. Responsible for the implementation of fiscal control policies with respect to cash receipts and the distribution of student refund checks in accordance with the guidelines established by the Finance Office.
5. Acts as liaison between contracted auxiliary services and the College, including the Bookstore, Food Services and campus Vending services. In this role, the position is responsible for ensuring the services provided to students, staff and faculty of the college meet the requirements as laid out in the contracts. This will be achieved by planning, organizing, and implementing procedures and policies required to support the strategic direction of the College's contracted operations.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Director of Enrollment Operations and Auxiliary Services	4	2 of 3

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Enrollment Services	Associate Dean for Enrollment Management	

6. Responsible for Campus Card Services (TC3 Card) including, but not limited to, student printing, meal plan administration (Panther, Dining, Staff Dining and Flex dollars), and managing access to residential housing.
7. Responsible for the data verification processes for all functional areas reporting to this position to maintain a complete and accurate student database.
8. Responsible for creating and maintaining quality and consistency in internal and external communications, including website information, for all functional areas reporting to this position.
9. Reviews and makes annual recommendations regarding contracted auxiliary services through collaboration with Executive Council, President's Cabinet and the Student Government Association in conjunction with the Director of Residence and Student Life and Student Government advisors. Monitor contracts and services to ensure all College, State, Federal and SUNY mandates are met and/or followed.
10. Develops modes of feedback for students and employees of the college to determine satisfaction with contracted auxiliary services and to identify unmet needs. Develops assessment model to determine efficacy of services. Collaborates with Student Government Association to ensure student voice is included in relation to contracted services.
11. Responsible for creation and maintenance of assigned departmental budgets. Assures efficient use of material resources by assessment of department needs, development of budget recommendations and management of the department within the budgetary constraints imposed by the College and the Faculty Student Association.
12. Attends professional conferences related to assigned areas of responsibility, including Enrollment Services (One Card, Call Center, Reception Desk, Registration & Billing), as well as Bookstore, Food and Vending related developmental activities.
13. Ensures effective use of human resources by recommending hiring, promotion, disciplinary, termination, and other administrative actions, together with training, motivating, evaluation, and counselling of assigned personnel. Conducts all matters in accordance with federal, state and local Equal Opportunity/Affirmative Action Laws, other applicable laws, regulations and collective bargaining agreements.
14. Serves as a member of the Enrollment Services leadership team, serves on various college committees, and performs other duties as assigned.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Director of Enrollment Operations
and Auxiliary Services

GRADE

4

PAGE

3 of 3

ORGANIZATIONAL UNIT

Enrollment Services

REPORTS TO

Associate Dean for
Enrollment Management

APPROVED BY

SUPERVISION

Types Supervised (check each category):

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

Indicate number in each category:

- 5 # of Classified Staff
- # of Administrative
- # of Faculty
- 5-10 # of Adj. faculty, **students**, etc.
- 1 # of FSA Staff

MINIMUM QUALIFICATIONS

Bachelor's Degree in Business Administration or related field and four years of experience involving the management and delivery of student services in a higher education environment. Two years of supervisory experience, including supervision in a union environment.

PREFERRED QUALIFICATIONS

Experience with customer billing and call center operations.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2019-2020-4**

**APPROVAL OF POSITION DESCRIPTION
COMMUNICATIONS ASSOCIATE**

WHEREAS, the College has determined, based on a review and analysis of the functions within the Communications area, that there is a need to create a Communications Associate position description, and

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

RESOLVED, that the Communications 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, JAN BRHEL, CLERK of the Board of

Trustees of Tompkins Cortland Community College,

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

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 18th day of July 2019, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 18th day of July 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Communications Associate	1	1 of 2

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Communications	Director of Communications	

SUMMARY

Maintains the College's website content and ensures its effectiveness as a communications tool for the College serving external and internal audiences. Responsible for the development, design, editorial content, and organization of the College's website. Provides strategic guidance for website organization/navigation, as well as content and design. Works with external vendor(s) to complete technical web tasks. Serves as a member of the communications team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains the College website. Manages routine maintenance and ensures content is current and accurate.
2. Provides training and technical support to campus constituents to help them develop and maintain their web pages. Assesses informational and operational needs and works collaboratively and proactively with a wide range of college departments, faculty, staff, and students to produce high-quality, effective web solutions. Develops and distributes materials that outline web policies, design standards, and protocol.
3. Stays current with accessibility guidelines and ensures all College web pages comply with relevant accessibility guidelines.
4. Works with the Campus Technology department to assure effective coordination and integration of software running on the College website.
5. Serves as a member of the creative team that develops communications strategies and concepts.
6. Works with necessary external vendor(s) as needed to complete technical projects related to the website.
7. Manages or assists in all bidding and purchasing for the communications team. Coordinates media buys and monitors advertising production, schedules, and implementation.
8. Builds and maintains excellent working relationships with printer and product vendors – assisting the graphic designer with job completion, any errors needing to be rectified, and maintaining a list of available vendors.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Communications Associate	1	2 of 2

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Communications	Director of Communications	

- 9. Develops and implements analytical tools for offline and real-time monitoring of website usage and performance. Conducts usability studies that measure interface effectiveness and inform strategic planning.
- 10. Ensures that the College website can function as an effective vehicle for emergency communications or other timely and important announcements. Provides support as needed in crisis or emergency situations.
- 11. Follows appropriate security procedures to ensure web applications and content provide adequate data and privacy protection. Works with appropriate staff to provide support for survey and simple data collection web pages.
- 12. Serves on various college committees and performs other job-related tasks as assigned.

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

Bachelor 's degree in a related field and two years of professional experience.

DESIRED QUALIFICATIONS

Bachelor 's degree in a related field and four years of professional experience.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2019-2020-5**

**APPROVAL OF POSITION DESCRIPTION
ASSISTANT TO THE PRESIDENT AND PROVOST**

WHEREAS, the College has determined, based on a review and analysis of the functions within the President's and Provost's office, that there is a need to create an Assistant to the President and Provost position description, and

WHEREAS, the attached Assistant to the President and Provost position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Assistant to the President and Provost position description be approved in accordance with the position description attached to this resolution, and be it further

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

STATE OF NEW YORK: **I, JAN BRHEL, CLERK** of the Board of
 SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
 a true copy of a resolution duly adopted by the Board of
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the
18th day of July 2019, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand
and caused the official seal of Tompkins Cortland
Community College to be hereunto affixed this 18th day of
July 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant to the President
and Provost

GRADE

3

PAGE

1 of 2

ORGANIZATIONAL UNIT

President's Office

REPORTS TO

President

APPROVED BY

SUMMARY

Reports to the President of the College and is responsible for administrative and clerical outcomes for the President's Office and the Board of Trustees. Provides administrative and logistical support to the Provost/Vice President for Academic Affairs. Responsibilities include the management of correspondence and participation in the development and review of institutional policies and procedures. Serves as a liaison with campus offices and as a resource to both internal and external constituencies. Assists with matters that are confidential in nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the day-to-day operations of the President's/Provost's Offices, including supervision of student assistants, setting priorities for projects, and coordination/organization of information and special report data from various offices for submittal to the President and Board of Trustees.
2. In the absence of the Provost/VPAA, assists in solving problems that arise, makes decisions based on knowledge of current operations, and assists employees with decisions that may need to be made.
3. Develops and implements effective office procedures including, but not limited to document preparation and organization of documents.
4. Maintains and organizes the President's and Provost's schedules and arranges meetings for the President and/or Provost and the Board of Trustees.
5. Communicates with faculty, students, administrators, classified staff, and visitors in securing information and answers to questions, provides information and/or routes inquiries to appropriate person, and defuses situations requiring immediate attention.
6. Acts as liaison for the President and/or Provost with students, faculty, staff, College administrators, members of Boards, public and other governmental officials and private agencies, State University of New York staff, international dignitaries, and other individuals and groups.
7. Takes action authorized during President's/Provost's absence and uses initiative and judgment to see that matters requiring attention are referred to delegated authority or handled in a manner to minimize the effect of the President's absence.
8. Coordinates all aspects of special events and meetings, and social obligations for the President and Board of Trustees.
9. Coordinates arrangements for travel by the President, Provost, Board of Trustees, and visiting dignitaries.
10. Coordinates faculty and staff involvement in committee activities (i.e.,

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Assistant to the President and Provost	3	2 of 2

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

sabbatic/administrative leave, Chancellor/Trustees' Awards, and Award for Distinguished Service for Trustees). This includes the recruitment of faculty/staff to serve and the overall management of committee activities.

11. Manages the business of the Board of Trustees. Prepares agendas and resolutions for the Board of Trustees, and maintains official Board of Trustees records.
12. As the College's Record Access Officer, is responsible for responding to requests for records in compliance with Public Officers Law, Sections 84-90 and 95-106 (Freedom of Information Law and the Open Meeting Law).
13. Assures efficient use of material resources by assessment of department needs, development of budget recommendations, for the President, Provost and Board of Trustees, and management of these budgets within budgetary constraints imposed by the College.
14. Supervises the secretarial support of the faculty suites and student workers in the President/Provost's offices. May provide direction to the staff of the President's Office as needed. Assures the 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, regulations, and collective bargaining agreements.
15. Serves on various College committees including the President's Cabinet, Executive Council, Academic Council, and performs other related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

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

Indicate number in each category:

 3 # of Classified Staff
 # of Administrative
 # of Faculty
 1-2 # of Non-credit adjunct faculty, students, etc.

MINIMUM QUALIFICATIONS

Bachelor's Degree or equivalent plus four years of experience in office management in the field of business or education.

DESIRED QUALIFICATIONS

Related work experience in higher education.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2019-2020-8**

**APPROVAL OF CLASSIFIED STAFF POSITION
DIVERSITY EDUCATION AND SUPPORT SERVICES PROGRAM COORDINATOR**

WHEREAS, the Human Resources Administrator has reviewed, in concert with the Tompkins County Commissioner of Personnel, a request to create one Diversity Education and Support Services Program Coordinator position, Labor Grade J, Competitive Class, and

WHEREAS, monies have been allocated in the 2019-2020 operating budget, be it therefore

RESOLVED, that the request to create one Diversity Education and Support Services Program Coordinator position, Labor Grade J, Competitive Class, be approved.

STATE OF NEW YORK: I, **JAN BRHEL, CLERK** of the Board of
SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
a true copy of a resolution duly adopted by the Board of
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the
18th day of July 2019, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and
caused the official seal of Tompkins Cortland Community
College to be hereunto affixed this 18th day of July 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2019-2020-7**

**NAMING OF INFANT ROOM 1 IN THE ARTHUR KUCKES CHILDCARE CENTER
IN RECOGNITION OF TOMPKINS TRUST COMPANY**

WHEREAS, Tompkins Cortland Community College, through the Tompkins Cortland Community College Foundation, accepts charitable gifts to support its many operations, and

WHEREAS, Tompkins Cortland Community College desires to name buildings, parts of buildings, rooms, and other physical spaces (i.e. courtyards) in honor of friends, benefactors, persons, and/or corporations who have made substantial contributions to the College, and

WHEREAS, the Research Foundation of the State University of New York has published “General Guidelines for Naming Opportunities” on the State University of New York Campuses to inform and guide campuses, and

WHEREAS, in November 2016 the Board of Trustees approved Resolution 2016-2017-20, Approval of the Board Policy Manual, which included revisions to the Policy for Naming Physical Facilities, and

WHEREAS, Tompkins Trust Company contributed the lead corporate gift to the Childcare Initiative campaign, the campaign for building the new TC3 Childcare Center, conducted by the TC3 Foundation, be it therefore

RESOLVED, that in honor of Tompkins Trust Company's extraordinary gift and campaign leadership that the Infant Room 1 in the Arthur Kuckes Childcare Center be named the Tompkins Trust Company Infant Room 1, and be it further

RESOLVED, that this naming opportunity is a permanent recognition.

STATE OF NEW YORK:

SS:

OF TOMPKINS:

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 18th of July, 2019 and the same is a complete copy of the whole of such resolution.

I, JAN BRHEL, CLERK of the Board of Trustees
Tompkins Cortland Community College, **DO COUNTY**
HEREBY CERTIFY that 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 18th of
July, 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2019-2020-9**

**APPROVAL OF POSITION DESCRIPTION
VECTOR NETWORK PROGRAM ASSOCIATE**

WHEREAS, the College has received grant funding from a private donor, and

WHEREAS, the Vector Network Program required that a Vector Network Program Associate position be created, and

WHEREAS, the attached Vector Network Program Associate is recommended by the President, be it therefore

RESOLVED, that the Vector Network Program 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, JAN BRHEL, CLERK of the Board of

Trustees of Tompkins Cortland Community College,

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

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 18th day of July 2019, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 18th day of July 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

GRANT FUNDED POSITION

Faculty Position Title:

Vector Network Program Associate

Organizational Unit:

Diversity Education &
Support Services

Reports to:

Chief Diversity Officer and Director
of Diversity Education Services

Approved by:

SUMMARY

This position supports a segment of the Vector Network Program. The Vector Network Program supports student success for first-year, traditional age, low-income, college/near college-ready students. The Program Associate will support a cohort of students enrolled in the 5-week Summer Institute. This position works in collaboration with the Coordinators within the Department of Diversity Education and Support Services, Vector Network Advisory Group, faculty, and staff across the college.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develops supportive educational relationships with students enrolled in the Vector Network Program; in collaboration with faculty mentors, program staff.
2. Provides guidance and referrals to help develop the skills and habits necessary for academic, personal, and social success at the College.
3. Responsible for collaborative design, implementation, and assessment of learning-centered Summer Institute.
4. Provide timely and relevant support services to the students enrolled in the Vector Network Program that promote a strengths-based student development approach to increase academic momentum, integration, and a sense of belonging.
5. Communicates regularly with the department faculty and staff to support student success and involvement in program activities.
6. Assists with the coordination of programming on and off campus.
7. Collaborates with Admissions, Financial Aid, External Relations, and other college departments to develop marketing and communications for prospective program students.
8. Assist with the maintenance of records and progress of Vector Network program students; assist with preparing and presenting reports regarding the program.
9. Co-supervises and co-delivers training for the Peer Mentors supporting students enrolled in the Vector Network Program.
10. Maintains best-practices regarding student development theory, academic program requirements, financial aid eligibility requirements, academic standards, college and community resources, and college policies and procedures.
11. Assures the efficient use of material resources by assessment of program needs, development of budget recommendations, and management of the program within the budgetary constraints imposed by the College.
12. Demonstrates cultural competency skills and a commitment to equal opportunity and success for all students, regardless of possible barriers including, but not limited to, race, gender, socio-economic class, culture, ability, or life experience.
13. Serves on various college committees and performs other related tasks as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree or Associate's degree and one year of experience. Ability to work weekends and evenings to meet the needs of the program. Ability to legally operate 10 passenger van in New York

TOMPKINS CORTLAND COMMUNITY COLLEGE

GRANT FUNDED POSITION

Faculty Position Title:

Vector Network Program Associate

Organizational Unit:

Diversity Education &
Support Services

Reports to:

Chief Diversity Officer and Director
of Diversity Education Services

Approved by:

State.

PREFERRED QUALIFICATIONS

Experience in student affairs/student service role, providing support services to students in a postsecondary environment. Experience as student or staff member in a college setting. Experience coordinating academic support programs.

Foundation Report
Board of Trustees
July 18, 2019

The Foundation Board met on Tuesday, July 9th. Representatives from Alesco Advisors (investment manager) and Bailey Place Insurance Company both presented to the Board. Authorization authority resolutions were approved due to the upcoming retirement of Blix Taetzsch.

The campus housing request for proposals question time ended on July 5th. Proposals are due to the Foundation on August 9th. The Foundation made its July campus housing bond interest payment. Budget and finance staff and legal counsel are currently re-negotiating with the bond holders regarding the SERIES 2013A bonds.

Fifty percent of the Foundation Board members have contributed to the Annual Campaign year to date, and they anticipate to have 100% participation by the end of August.

A stewardship committee meeting is scheduled for July 12th and a board development committee is scheduled for July 17th. The next Foundation Board meeting is scheduled for October 8th.

An Arthur Kuckes Childcare Center Grand Opening is scheduled for September 5th from 6-8 pm, please join us in this celebration.



TO: Board of Trustees
FROM: Orinthia Montague, President
DATE: July 12, 2019
SUBJECT: President's Report to the Board

Enrollment

As of July 8th, Fall enrollment is at 1421 students, which is flat compared to last year. Highlights include:

- New Student enrollment up 3.7% (339 vs. 327)
- Reinstated students up 36.5% (101 vs. 74)
- Transfer students up 1% (90 vs 82)
- High School, Incidental and Unknown students are all showing slight increases

The only category currently showing a decrease is Continuing Students, which is down by 5.4% (872 vs. 922).

Mid-June, the Enrollment Services Center engaged in an intensive phone call campaign to contact 1000 accepted students, eligible to test and register, but not yet scheduled to do either. Three enrollment teams made hundreds of phone calls and left many voicemail messages. Within three days, enrollment teams scheduled 74 students to test and/or register before the end of June.

We're taking placement testing/registration on the road to New York City August 6, 7 and 8. Students in the New York City area have the opportunity to test and register at the SUNY Welcome Center the first week of August. They can do everything they would normally do on campus except have their TC3 ID taken. They can get their ID on move-in weekend August 25th.

365 New York City students received an email with the option to either register on campus or meet us at the SUNY Welcome Center. The SUNY Welcome Center is a popular option. This the first time we have offered testing/registration at the SUNY Welcome Center. We're hoping this will encourage more of our New York City applicants to take the plunge from applicant to student.



Facilities Update

As everyone on campus is aware, the summer provides our buildings and grounds staff the opportunity to do extensive cleaning and repair work, as well as undertake renovations. I'd like to make everyone aware of one such renovation that is underway now. Thanks to a donor, we are giving the seating area of our cafeteria a much-needed facelift.

In addition to fresh paint in a new color scheme, we are putting in new flooring, updating some existing furniture, acquiring some new furnishings, and generally making the area a more inviting, welcoming, and productive space for our students and the entire campus community.

Miscellaneous

- 6/27 Attended Cortland County Legislative Meeting
- 6/27-28 Participated in SUNY Guided Pathways Institute #6
- 7/1 Participated in an Ithaca History Center video shoot with Carl Haynes regarding the Colleges history
- 7/8 Participated in a meeting with Cayuga Medical Center to discuss potential program development synergy
- 7/9 Attended TC3Foundation Board Meeting
- 7/13-16 Participated in American Association of Community College Presidential Conference

TO: Members of the Board of Trustees
FROM: Orinthia T. Montague, President
DATE: July 19, 2019
SUBJECT: Recommendations for Promotions and Continuing Appointments for 2019-2020 Academic Year

As called for in Article 13 of the Faculty Association collective bargaining agreement, I am recommending the following individuals for promotion:

To the Rank of Full Professor

Patrick Mercer

To the Rank of Associate Professor

Alicia Maroney
Patty Tvaroha

To the Rank of Assistant Professor

Merryn Clay
Aaron Decker
Angela Martin
Alaina Ryan
John Troyer

I am also recommending the following individuals for Continuing Appointment this year:

Jasmine LaMontain

cc: Provost and Vice President of Academic Affairs
Director of Human Resources

TO: Members of the Board of Trustees
FROM: Orinthia T. Montague, President
DATE: July 19, 2019
SUBJECT: Recommendations for Administrative Appointments for 2019-2020
Academic Year

As called for in Article 51.3 of the Professional Administrators Association collective bargaining agreement, I am recommending the following individual for:

Administrative Appointment:

Jan Brhel
Marlo Colletto
Darese Doskal
Sharon Kaye-Hector

Quality Step 1:

Chris Armitage
Patty van de Bogart

Quality Step 2:

Jennica Petrella-Baum
Bryan Chambala
Greg Kiehl

Quality Step 3:

Olivia Hersey
Victoria Zeppelin

cc: Director of Human Resources

TO: Members of the Board of Trustees

FROM: Orinthia T. Montague, President

DATE: July 19, 2019

SUBJECT: Awards for Excellence

According to Section 9.11 of the Faculty Association contract, Professors/Technical Specialist IV who have at least five years in rank and have consistently maintained excellence in teaching/professional service are eligible for an Award for Excellence. I am recommending that the following individuals receive the Award for Excellence:

Jeanne Cameron
Mary Hallisey
Sandy Moser
Tim Putnam
Robert Sarachan

cc: Provost and Vice President of Academic Affairs
Director of Human Resources