

## **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, February 20, 2020  
Ronald W. Space Board Room – 5:30 P.M.**

### **AGENDA**

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment\*
6. Approval of Minutes
  - a. January 16, 2020 Regular meeting
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): Benefits Summary - Sharon Clark & Sunday Earle
9. Provost and Vice President of Academic Affairs Report
10. Information Items:
  - a. Human Resources Updates

11. Consent Agenda (Action Items):
  - a. Capital Payments
  - b. Appointment of Personnel
  - c. Interim CFO's Report
  - d. Position Description – Student Account Administrator
  - e. Position Description – Comptroller
  
12. Standing Reports:
  - a. College Senate – Ashley Ahola & Jonathan Walz-Koeppel
  - b. Faculty Student Association/Enrollment – Greg McCalley & Bill Talbot
  - c. Chief Diversity Officer Report – Seth Thompson
  - d. Director of Community Outreach and Engagement – Deb Mohlenhoff
  - e. Tompkins Cortland Community College Foundation, Inc. – Matt McSherry
  - f. Chairman's Report – Raymond Schlather
  - g. Liaison Report (Cortland County) – Kevin Fitch
  - h. Liaison Report (Tompkins County) – Michael Lane
  - i. Student Trustee's Report – Lana Esho
  - j. President's Report
  
13. Executive Session (to discuss personnel issue – no action to be taken)
  
14. Upcoming Events:

Mardi Gras for United Way @ Coltivare – Tuesday, February 25, 5:00 p.m.  
Mid-Winter Day – Thursday, February 27  
FABS Young Professional Awards @ Coltivare – Monday, March 2, 5:30 p.m.
  
15. Adjournment

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

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**January 16, 2020**  
**Board Room**  
**5:30 P.M.**

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

EXCUSED: Lana Esho, Jan Brhel

COUNTY

LIAISONS: Michael Lane

STAFF: Bryan Chambala, Sharon Clark, Greg McCalley, Deb Mohlenhoff, Orinthia Montague, Paul Reifenheiser, Bill Talbot, Seth Thompson, Peter Voorhees

GUESTS: None

1. **Call to Order:** The meeting was called to order at 5:47 p.m. by Chair Schlather in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Clark called the roll.
3. **Welcome Guests:** None
4. **Approval of Agenda:** Ms. Davison moved that the agenda be approved; seconded by Mr. McSherry; carried unanimously.
5. **Public Comment:** None
6. **Approval of Minutes – December 5, 2019 Regular Meeting:** Ms. Buck moved that the minutes of the December 5, 2019, regular meeting be approved as presented; seconded by Ms. Davison; motion called to approve minutes, motion approved unanimously.
7. **Communications:** None
8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): Deb Mohlenhoff – Strategic Plan.** Ms. Mohlenhoff provided a PowerPoint presentation highlighting an overview of the timeline of the College's strategic planning processes to date. The presentation and accompanying attachments were included with the Board packet and available on the website. Mr. Schlather commented on a few interesting themes – greatest need is retention per the response from faculty/staff and student body's response that many "love it here." There are external factors impacting retention – transportation, childcare, cost and other life distractions. Mr. Tytler commented on the positive feedback from students about the food pantry and tutoring center. Mr. Tytler also commented on the comments from faculty/staff. Ms. Mohlenhoff and the Strategic Planning Committee recognized a theme emerging after the survey that led to the 5<sup>th</sup> theme, Connecting with Each Other. The College currently schedules professional development days – Fall and Mid-Winter Days and there is an interest in building into the academic calendar Fireside Chats and other conversations throughout the semester. Mr. Schlather inquired about the assessment of the

strategic plan and Ms. Mohlenhoff explained the dashboard concept with Red, Yellow, Green indicators is to highlight how the College is progressing with meeting outlined objectives. Mr. Talbot provided an example for Theme 4 through the creation of a Budget Committee. The Committee has three objectives: to communicate better throughout the budgeting process, to design a new budget process, and to tie resources to the strategic plan. Membership of this committee includes representatives from all bargaining units. Mr. McSherry asked if faculty and staff were engaged in the process. President Montague shared positive comments received following the Opening Day Welcome Back. Mr. Tytler commented on the monumental task this was to create this strategic plan and acknowledged the amount of work that went into this. Mr. McSherry commented that he is more knowledgeable of the College after review of these documents. Ms. Burns commented that this strategic plan is one that can be used, and won't be left sitting on a shelf. Ms. Mohlenhoff commented that this document links to other living documents, e.g. the Diversity Plan, and brings the College into greater compliance with Middle States.

9. **Provost and Vice President of Academic Affairs – Report:** Written report provided.
10. **Information Items:**
  - a. **Human Resources Updates –** No discussion.
11. **Consent Agenda (Action Items):** Ms. Burns moved that the Consent Agenda be approved as submitted; seconded by Ms. Michell-Nunn; the motion was called; carried unanimously.
  - a. **Capital Payments –** No discussion.
  - b. **Appointment of Personnel –** No discussion.
  - c. **Interim CFO Report –**

Mr. Talbot presented a review of the budget for the fall semester commenting that we are within 8-9 total enrollments from the budgeted figures. Mr. Schlather inquired about Spring 2020 enrollment. As of this morning, the College was about 13 behind from budget. Mr. Talbot highlighted the activities addressed at re-enrollments. Ms. Buck inquired about what could the College identify about the retention of students. Mr. Talbot and Mr. McCalley commented on communication, review of academic probation standard, and financial holds. Mr. Talbot commented that there is still more work to be done but we have started to make small gains by knocking on doors in the residence halls and more individualized outreach to students. Mr. Reifenheiser noted that many thanks should be given to the advisors who voiced concerns about financial holds that led to the future review of the current practices.
  - d. **Position Description – School Food Grant Coordinator**
  - e. **Position Description – Coordinator of Applied Learning Initiatives**
  - f. **Approval of Strategic Plan -** Ms. Davison moved that the Strategic Plan be approved as submitted; seconded by Mr. McSherry; the motion was called; carried unanimously.
  - g. **Approval of Animals on Campus Policy –** no comment.
  - h. **Resolution on State Aid Formula**
12. **Standing Reports:**
  - a. **College Senate -** Written report provided.
  - b. **Faculty Student Association –** Written report provided.
  - c. **Chief Diversity Officer –** Written report provided.
  - d. **Tompkins Cortland Community College Foundation, Inc. –** Written report. The FSA financial audit report was distributed around the room for members to review. Mr. Schlather inquired about Child Care capacity. Mr. McCalley commented that the center is full with a waiting list. President Montague highlighted the new Family Empowerment Grant. Mr. McCalley and Ms. Clark explained that the grant was for 25 single parents, and would assist with covering child care costs, tuition, and have focused tutoring and

workshops for those students who are awarded funds from the grant.

- e. **Chairperson's Report** – No report.
  - f. **Liaison Report (Cortland County)** – No report.
  - g. **Liaison Report (Tompkins County)** – Mr. Lane highlighted that the airport is open, there is a Global Garden at the entrance and the theme is One World. Tompkins County invites people from all over to come to visit Ithaca. Mr. Lane provided an update that there is new leadership within the County. Mr. Lane also brought forward the need for part-time workers to help with the census this spring. Special consideration is being given to those who are bilingual. Ms. Mohlenhoff commented that the College will be hosting recruitment sessions on the Dryden Main Campus as well as the Ithaca Extension Center to attract workers for the census.
  - h. **Student Trustee's Report** – No report
  - i. **President's Report** – Written Report. President Montague highlighted the Interim Director of Facilities candidate who were on campus.
- 13. Executive Session (to discuss a personnel issue – 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 Ms. Davison; carried unanimously. The meeting convened in executive session at 7:12 p.m.
- Motion to go back into open session moved by Mr. McSherry seconded by Ms. Davison; approved unanimously. The meeting reconvened in regular session at 8:17 p.m.
- 14. Upcoming Events** – No discussion.
- 15. Adjournment:** Ms. Davison moved that the meeting be adjourned; seconded by Ms. Burns; carried unanimously. The meeting adjourned at 8:18 p.m.

Respectfully submitted,

Sharon Clark  
Deputy Clerk of the Board of Trustees



# Benefits Summary

- Health Insurance
- Dental Insurance
- Vision Insurance
- SIEBA – Flexible Spending Savings Account
- Life Insurance
- Disability Insurance
- Leave time
- Sick bank
- Paid Holidays
- Retirement Systems – SUNY ORP, NYS ERS, NYS TRS
- Supplemental Retirement – AIG, TIAA, Voya 403b and Roth, NYS Deferred Compensation 457b and Roth options
- Employee Assistance Program
- Misc. Union Benefits – CSEA, NYSUT
- Fitness Center
- Childcare Center
- Retirement Health Insurance – 7 potential plans
- Supplemental Cap Program
- Medicare Part B premium paid by employer

## **Adjunct Faculty Benefit Summary**

- Health Insurance – No employer Cost Share – 6 plans
- Dental Insurance – No employer cost share
- Vision Insurance – No employer cost share
- Retirement Systems – SUNY ORP (with restrictions), NYS ERS, NYS TRS
- Supplemental Retirement – AIG, TIAA, Voya 403b and Roth, NYS Deferred Compensation 457b and Roth options
- Teaching Leave
- Non-teaching Leave
- Professional Development Stipend



### **Administrators – PAA**

- Health Insurance - 80/20 cost share – 2 plans
- Dental Insurance – No employer cost share
- Vision Insurance – No employer cost share
- Life Insurance – employer paid
- Disability Insurance – employer paid
- Leave time – vacation, sick, personal, family leave, floating holidays
- Sick Bank
- Holiday Pay
- Retirement System – SUNY ORP, NYS ERS, NYS TRS
- Supplemental Retirement – AIG, TIAA, Voya 403b and Roth, NYS Deferred Compensation 457b and Roth options
- SIEBA – Flexible Spending Savings Account
- Employee Assistance Program
- Misc. Union Benefits – NYSUT

## **CSEA**

- Health Insurance - 80/20 cost share – 6 plans
- Dental Insurance – No employer cost share
- Vision Insurance – No employer cost share
- Leave Time – vacation, sick, personal, family leave, floating holiday
- Paid Holidays
- Sick Bank
- Retirement System – NYS ERS
- Supplemental Retirement – AIG, TIAA, Voya 403b and Roth, NYS Deferred Compensation 457b and Roth options
- SIEBA – Flexible Spending Savings Account
- Employee Assistance Program
- Misc. Union Benefits – CSEA

## **Faculty Association**

\*Health Insurance – 80/20 cost share – 6 plans

- Dental Insurance – no cost share
- Vision Insurance – no cost share
- SIEBA – Flexible Spending Savings Account
- Life Insurance – cost share
- Disability Insurance – cost share
- Leave time – personal/family, sick, plus vacation and floating holidays for 12 month
- Sick bank
- Paid Holidays (12 month)
- Retirement Systems – SUNY ORP, NYS ERS, NYS TRS
- Supplemental Retirement – AIG, TIAA, Voya 403b and Roth, NYS Deferred Compensation 457b and Roth options
- Employee Assistance Program
- Misc. Union Benefits – NYSUT

## **Retirees**

- Health Insurance – 7 potential plans – College pays 50% of individual and 35% of cost difference from family to individual coverage
- Supplemental Cap Program
- Medicare Part B premium paid by the College by reduction in health insurance premium
- Health Reimbursement Accounts – Sick time converted to account for unreimbursed medical expenses

## **Provost Report February 2020**

**Dominican Republic and UFHEC:** Five of us spent a few days in the Dominican Republic as guests of Universidad Federico Henriquez y Carvajal, colloquially known as UFHEC. UFHEC paid for four of us, and we supported the travel of one person. And I believe we will find that it was worth it all-around. They are an impressive institution; 15 years ago when the current administration took over, they had only 1000 students 15 years ago. Today UFHEC is a growing private school with around 27,000 students. They are – essentially – what we would call an Ag-Tech school. UFHEC serves students in need who are looking for an alternative to the public university in the DR, and most of their students are going to school part-time while working. They have a vision, and they are pursuing it deliberately and well. And we learned after this week that we may be able to factor into that vision.

**UFHEC and TC3:** Jorge Huayhuaca – who most of you know used to work in our Global office -- made connections with UFHEC some time ago, and they have been to TC3 before. However, the potential partnership fell off the radar in the past few years. The former VP of Academics at PUCMM is now a consultant to the President of UFHEC. That VP is the man who started our Global Connections program with PUCMM. So he knows us, he wants to work with us again, and Jorge connected us. We sent down myself, Dr. O, Jorge, Rich Echevarria, and Todd McLane. Jorge is interested in consulting with us, and this trip was a good way to reconnect with TC3. We talked business, but this was also about developing a relationship with key players at UFEC. I am sure that having the President of our College meant a great deal. Having a smart and personable faculty member -- who also happens to be Dominican and Puerto Rican – was infinitely helpful, as Rich was excellent at connecting with our partners in the DR. The impetus for the visit was to talk about Sustainable Farming, and Todd made an excellent pitch about our Farm-to-Bistro program, and he found a way to get dirty and harvest some yucca.

**What do they want?** They want many things. However, the focus of our meeting was on our Sustainable Farming program. To start, we agreed that we would like to do curriculum development together, and we would like to do a study abroad trip to the DR with UFHEC as a host. They are interested in Micro-Credentials VERY MUCH, and I think we can do some great work with them in that regard. They are interested in other programs down the road. For example, sports is pretty huge in the DR, especially baseball, but Sports Marketing programs don't really exist. Rich was able to plant the seed for that idea. They may have need of ESL for faculty and for students in the future as well. They would like to send their students to us, but cost is going to be an issue. They are increasing their online courses as well, so that may be a more viable option. Generally, I sense they want to have that clear connection with a US institution. I do not think this will be like our current Global Connections format; instead I think this will be aligned towards micro-credentials, which will mean students taking fewer courses with us, but there is the potential to be a lot more students doing that than in our current model. I'm looking forward to seeing what will work for both our schools.

**Some Thanks:** The trip went very well. On the morning of the second day we talked for about an hour about some possible partnerships. And then it felt – to me -- like we had been partnering with them for years. In our own way, each of us connected with key players. Dr. O worked with their President well. Rich and Todd connected well with a vice rector and with a key researcher in the field. And Jorge kept us all together, and I enjoyed working with him and was impressed. UFHEC showed us their multiple campuses, including a current working farm and the land for two more. Their President was there the

whole time, including a 16 hour day with them. And it all really worked; we have started to develop a partnership, and we have begun some small steps to build it. However, the thanks goes to Rich, Todd, and Dr. O, especially for working the relationships that Jorge sought to bridge. At one point, the President of UFHEC announced that he was excited about our partnership and that he wanted us to see UFHEC as TC3's campus in the Dominican Republic! It made me smile. I have to admit, it was a really good way to end our time with them, and it made me excited to help work out the details that will keep this partnership going.

**Guided Pathways Meeting:** Before the start of the semester, we hosted a series of webinars around Guided Pathways. The Steering Committee met, and we have agreed to create three sub-groups this semester to help guide some of our work. We have dubbed those groups "Design Teams." Those three design teams will revolve around the following: 1) finalizing our academic communities and working on branding and marketing them; 2) our onboarding process; 3) some work with career and transfer. This work will be conjoined with the on-going work of assessment and removing barriers through our Master Course Syllabus review. So we have a lot happening that is related to Guided Pathways, but some of it is in the background a bit right now. But please know that it is still on-going work and it is incredibly important.

**ILO Meeting:** Prior to the start of the semester, we had a meeting to engage faculty around our Institutional Learning Outcomes (ILOs). The Academic Assessment Committee crafted four ILOs last semester, and we made a recommendation for another one last week, and we wanted to get some input. As a reminder, the ILOs are a key component to effective assessment that can help improve teaching and learning for students and faculty. They also help define graduates of our College. I think we had a lot of very good conversations around this I, and we have a lot of feedback to help us craft our new ILOs.

**TC3 Gen Ed:** Some may be wondering about our old ILOs, which is called Tompkins Cortland General Education. We currently have a mixture ILOs and required courses for every major. However, those two concepts really need to be separate, especially since ILOs shouldn't be connected to specific classes. They should be connected to Program Specific Learning Outcomes in each major (PLOs). Also, the current/old list of ILOs had too many and some were written in ways they weren't measurable. So we are going to separate these two entities. I drafted a proposal for the Curriculum Committee to maintain the current list of required courses but call it the Tompkins Cortland Liberal Arts Core Classes. That will separate it from ILOs, and it has the added benefit of not using the term General Education, which already has a specific SUNY meaning. That proposal was approved with some slight revisions and will be going to the full faculty for a vote.

**Department Chair Meeting and PLOs:** Prior to the start of the semester, we also had a meeting with program chairs to talk about revisions to their Programmatic Learning Outcomes (PLOs) to align them with our proposed ILOs. This is vital work, and it isn't easy. To perform effective Curriculum Mapping (which is charting how SLOs, PLOs, and ILOs all connect) requires an understanding of many parts. And to complicate matters, some of our parts are currently moving. So this kind of reminds me of the old adage about fixing a plane while it is flying. The bottom line is that all of these components are currently being revised: the ILOs are being crafted, the SLOs are being revised through our on-going process of reviewing our Master Course Syllabi in all courses, and the PLOs are under revision as well.

The good news is that we are talking about assessment, and that is always a continual process anyway. When assessment becomes static, it isn't really doing its job anymore.

**Library Strategic Planning:** I took part in some meetings to talk about the budget and strategic planning for the Library. I am continually struck by the positively unique nature of our Library. One core goal is to help advertise the work of our library (internally and externally) to help showcase the range of services available to students, faculty/staff, and external constituents. Our library folks really cover a wide range of work that reach into campus extensively. You should hear more about this as the semester moves along.

**SUNY Grant Presentation:** We had a presentation last month with SUNY to request funding related to our Workforce Development Initiative grant proposal. The areas on which we focused (and are eligible per the grant) are clear gaps in our curriculum and infrastructure: Advanced Manufacturing, Civil Engineering, and Health Care. We are in competition with at least 10-12 other SUNY schools for a finite amount of funding. The proposal details some of the core strategies needed to better connect with industry partners in the region now and in the future, to create more opportunities for those under-employed to gain fuller-employment, to connect the unemployed to job skills in a shorter time-frame, and to craft a clearer pipeline for traditional-aged students interested in STEM to attend TC3. I am quite sure that we have a very strong blueprint for what we need to do – in these areas – to better adjust to the changing landscape in New York for higher education and serve our local constituents well. Alas, much of it requires infrastructure and equipment that we lack, and that is why we are putting in for this funding. I'm very pleased with the work done to date (and this has been months of work), especially as it relates to our academic plan's point about "programming that fits needs of employers and the community."

**Some Random Tid-Bits and updates:** We finished up our Zoom interviews for the Global Director Search, and we have made our choices about whom we would like to extend an invitation to campus. We continue to be on pace for this hire. We had a meeting to talk about the Provost's Office and staffing, especially since Dr. O and I are sharing Jan Brhel's support right now and that was always meant as a temporary step; the Academic Assessment Committee met to review feedback about ILOs; and Carrie Whitmore organized a really phenomenal Health Care Roundtable, where we talked about jobs in this field and how we can partner with the industry through apprenticeships (supported by the state and SUNY) and micro-credentials. That last one is pretty big, and you will hear more about it in the coming months I am sure.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of February 20, 2020

**UNCLASSIFIED STAFF**

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Coordinator of Global Partnerships and Programs	March 2020	November 25, 2019	January 9, 2020	Conducting Zoom Interviews
Director of Global Education and Initiatives	March 2020	November 22, 2019	January 6, 2020	Conducting Zoom Interviews
Institutional Research Analyst	October 2019	September 6, 2019	October 21, 2019	On-Campus Interviews Completed
School Food Grant Coordinator	February 2020	December 13, 2019	January 13, 2020	Accepting Applications
Technology Support Associate	February 2020	December 18, 2019	January 20, 2020	Reviewing Applications

**CLASSIFIED STAFF**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Enrollment Services Specialist (1.0 FTE)	Ithaca Extension Center	December 2019	Conducting Interviews
Receptionist (Part-time Temporary through May 15, 2020)	Provost Office	ASAP	Concluded Not to Fill

**FACULTY STUDENT ASSOCIATION**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Assistant Coach, Men's Soccer	Athletics & Recreation	February 2020	Accepting Applications
Fitness Center Assistant	Athletics & Recreation	January 2020	Hired: Claire Waldron (1/7/20) Jamie Barrows (1/15/20)
Assistant Coach, Men's Baseball	Athletics & Recreation	January 2020	Hired: Eric Conway (1/20/20)
Lifeguard	Athletics & Recreation	February 2020	Accepting Applications
Graduate Assistant	Residence Life/Student Center	January 2020	Accepting Applications Hired: Matthew Cunningham (1/22/20)
Teacher Aide	Childcare	February 2020	Hired: Yadira Torres Ocotitla (2/3/20)
Substitute Teacher	Childcare	February 2020	Accepting Applications
College Health Services Registered Nurse	Health Center	February 2020	Accepting Applications



**BISTRO**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Banquet Server	TC3 Bistro	January 2020	Accepting Applications Hired: Haley Richardson (12/18/19)
Banquet Bartender	TC3 Bistro	January 2020	Accepting Applications Hired: Matthew Rachun (12/19/19) Tori Russell (1/14/20)
Banquet Supervisor	TC3 Bistro	January 2020	Accepting Applications
Bartender	TC3 Bistro	January 2020	Accepting Applications Hired: Matthew Rachun (12/19/19) Tori Russell (1/14/20)
Busser/Food Runner	TC3 Bistro	January 2020	Accepting Applications
Dishwasher	TC3 Bistro	January 2020	Accepting Applications Hired: Travis Anderson (1/8/20) John Gould (12/5/19)
Line Cook	TC3 Bistro	January 2020	Accepting Applications Hired: Benjamin Roach (12/20/19)
Server	TC3 Bistro	January 2020	Accepting Applications Hired: Tori Russell (1/14/20)
Host/Hostess	TC3 Bistro	January 2020	Accepting Applications Hired: Haley Richardson (12/18/19)

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of February 20, 2020

**COMPLAINANT**

**SUBJECT**

**DISPOSITION**

None.

**FACULTY ASSOC.**

None.

**PAA**

None.

**TC3 ADJUNCT ASSOC.**

None.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CAPITAL PAYMENTS - FEBRUARY 2020**

	AMOUNT	SUBTOTAL	GRAND TOTAL
<hr/> <b>Childcare Facility Project</b>			
<b>Design/Architectural Services</b>			
Claudia Brenner Design (PO #31685)			
Architectural Design & Related Services			
Invoice #3201	\$1,440.00		
Invoice #3217	\$2,910.00		
Invoice #3218	\$87.00		
<b>Total Design/Architectural Services</b>		<b>\$4,437.00</b>	
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<b>Playground</b>			
Superior recreational Products (PO #33136)			
Invoice INV0159290	\$1,569.92		
Invoice INV0159490	\$16,392.71		
<b>Total Playground</b>		<b>\$17,962.63</b>	
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<b>Administrative</b>			
Harris Beach			
Legal Fees, All Seasons Dispute			
Invoice #2352442	\$231.28		
NYS Dept Environmental Conservation			
Storm Water Environmental Fee			
Invoice #9990000430344	\$110.00		
<b>Total Administrative</b>		<b>\$341.28</b>	
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<b>TOTAL CHILDCARE FACILITY PROJECT</b>		<b>\$22,740.91</b>	
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<b>TOTAL CAPITAL PAYMENTS</b>			<b>\$22,740.91</b>
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**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2019-2020-34**

**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.

<p><b>STATE OF NEW YORK:</b></p> <p style="padding-left: 100px;"><b>SS:</b></p> <p><b>COUNTY OF TOMPKINS:</b></p>	<p><b>I, JAN BRHEL, CLERK</b> of the Board of Trustees of Tompkins Cortland Community College, <b>DO HEREBY CERTIFY</b> 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 20<sup>th</sup> day of February 2020, and the same is a complete copy of the whole of such resolution.</p>
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**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 20<sup>th</sup> day of February 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**Appointment of Personnel**  
**Monday, February 3, 2020**  
**Presented to the Board of Trustees**

Employee	Department	Title/Rank	Salary	Employment Dates
<b>August</b>				
Carr, Kyle	Provide coverage for Communications Cage/Tutoring to COMM students	Adjunct	\$4,080.00	8/28/2019 To 12/17/2019
<b>December</b>				
Ansbro, Marianne	International/Disney Liaison	Adjunct	\$4,998.00	12/16/2019 To 5/15/2020
DeGaetano, Margaret	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$838.58	12/18/2019 To 1/21/2020
Farah, Fred	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,565.34	12/18/2019 To 1/21/2020
Grossman, Rick	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$55.91	12/18/2019 To 1/21/2020
Kidder, Jennifer	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$55.91	12/18/2019 To 1/21/2020
Need, Barbara	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,788.96	12/18/2019 To 1/21/2020
Whitcraft, Michele	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$55.91	12/18/2019 To 1/21/2020
Young, Tammi	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$307.48	12/18/2019 To 1/21/2020
DeFranco, Anthony	Teach online per-student class compensated at independent study rate (BUAD208 - 2 students)	Adjunct	\$1,710.00	12/19/2019 To 1/17/2020
Gilbert, Mary	Teach online per-student class compensated at independent study rate (ENGL102 - 4 students)	Adjunct	\$2,280.00	12/19/2019 To 1/17/2020
Kobre, Michael	Teach online per-student class compensated at independent study rate (BIOL114 - 4 students)	Adjunct	\$2,280.00	12/19/2019 To 1/17/2020
Kyle, John	Teach online per-student class compensated at independent study rate (CAPS131 - 4 students)	Adjunct	\$760.00	12/19/2019 To 1/17/2020
Ryan, Patrick	Teach online per-student class compensated at independent study rate (ENGL102 - 4 students)	Adjunct	\$2,280.00	12/19/2019 To 1/17/2020
Williamson, Mark	Teach online per-student class compensated at independent study rate (ART 101 - 3 students)	Adjunct	\$1,710.00	12/19/2019 To 1/17/2020
<b>January</b>				
Webb, Marilyn	Adjunct Library Assistant	Adjunct	\$5,707.80	1/6/2020 To 5/15/2020
Love, Collin	Photo Lab Technician/Tutor	Adjunct	\$1,254.72	1/15/2020 To 5/18/2020
Price, Lee	Program Chair Duties - EMT	Adjunct	\$2,222.00	1/15/2020 To 5/18/2020
Buchanan, Patricia	Ninety-minute training pursuant to SUNY Developmental English (098) Learning Community Grant	Adjunct	\$75.00	1/17/2020
Donohue, Katheryn	Ninety-minute training pursuant to SUNY Developmental English (098) Learning Community Grant	Adjunct	\$75.00	1/17/2020
Tambascio, Theresa	Ninety-minute training pursuant to SUNY Developmental English (098) Learning Community Grant	Adjunct	\$75.00	1/17/2020
Weed, Steve	Ninety-minute training pursuant to SUNY Developmental English (098) Learning Community Grant	Adjunct	\$75.00	1/17/2020
Wolf, Sarah	Ninety-minute training pursuant to SUNY Developmental English (098) Learning Community Grant	Adjunct	\$75.00	1/17/2020
Clay, Merryn	Global Initiatives	Coordinator of Global Partnerships and Programs	\$69,890.00 *	1/20/2020
Abdu-Shahid, Rafsanja	HUMS105 M01	Adjunct	\$2,745.00	1/22/2020 To 5/15/2020
Abshire, Christian	BIOL131 ME50 BIOL132 M01	Adjunct	\$9,607.50	1/22/2020 To 5/15/2020
Ahmed, Ahmed	CHEM107 ME50 CHEM206 ME50	Adjunct	\$11,602.50	1/22/2020 To 5/15/2020
Almann, Nancy	BIOL114 M01 BIOL132 M02	Adjunct	\$9,817.50	1/22/2020 To 5/15/2020
Altmann, Herman	BIOL102 M01 BIOL102 M02	Adjunct	\$8,330.00	1/22/2020 To 5/15/2020

Employee	Department	Title/Rank	Salary	Employment Dates
Amidon, Amanda	Provide supervision to NURS120-M36 and NURS225-34 FLD students while administering medications	Adjunct	\$3,398.20	1/22/2020 To 5/15/2020
Archer, Pamela	BUAD203 BL1 CAPS121 BL3 CAPS121 BL2 CAPS121 BL1 CAPS111 BL2	Adjunct	\$8,511.48	1/22/2020 To 5/15/2020
Arnold, Melanie	COMM110 ME50 COMM298 M01	Adjunct	\$4,958.73	1/22/2020 To 5/15/2020
Aspinwall, Breck	BIOL100 BL1 BIOL100 M01	Adjunct	\$7,245.00	1/22/2020 To 5/15/2020
Asta, Tazio	Para-Professional Tutor	Adjunct	\$5,046.02	1/22/2020 To 5/15/2020
Bean, Danielle	Provide supervision to NURS120-M32 students while administering medications	Adjunct	\$1,699.10	1/22/2020 To 5/15/2020
Bechtold, Charles	ENSC137 M01 MATH122 M01	Adjunct	\$5,355.00	1/22/2020 To 5/15/2020
Bennett, Chauncey	COMM227 ME50 COMM235 ME50	Adjunct	\$6,790.00	1/22/2020 To 5/15/2020
Biata, Alanna	Para-Professional Tutor	Adjunct	\$1,859.06	1/22/2020 To 5/15/2020
Buchanan, Patricia	ENGL100 CE66 ENGL201 M01	Adjunct	\$7,140.00	1/22/2020 To 5/15/2020
Burgholzer, Benjamin	ENGL098 EL03 ENGL100 M03 ENGL100 EL03	Adjunct	\$5,490.00	1/22/2020 To 5/15/2020
Butts, Megan	Provide supervision to NURS120-M33 students while administering medications	Adjunct	\$1,699.10	1/22/2020 To 5/15/2020
Cambridge, Jessica	Course cancellation - ENGL100-M14	Adjunct	\$150.00	1/22/2020
Carlsen, Joshua	WINE202 VE50	Adjunct	\$2,745.00	1/22/2020 To 5/15/2020
Chapman, Robert	POSC104 M01	Adjunct	\$3,570.00	1/22/2020 To 5/15/2020
Christofferson, Martin	CAPS111 BL3 CAPS111 HY1	Adjunct	\$2,777.46	1/22/2020 To 5/15/2020
Christopher, Renee	BIOL202 ME50	Adjunct	\$5,092.50	1/22/2020 To 5/15/2020
Cicciarelli, Richard	BIOL101 M04	Adjunct	\$3,622.50	1/22/2020 To 5/15/2020
Collins, Patrick	FITN130 M15 FITN230 M25	Adjunct	\$1,372.50	1/22/2020 To 5/15/2020
Cooper, Joanne	MATH109 M01	Adjunct	\$3,330.00	1/22/2020 To 5/15/2020
Cooper, Joanne	Professional Tutor	Adjunct	\$8,434.86	1/22/2020 To 5/20/2020
Cornish, Erin	MATH049 MLC1 MATH098 MLC1 MATH098 M01 MATH090 M02	Adjunct	\$11,900.00	1/22/2020 To 5/15/2020
Cowan, Richard	MATH109 M03 MATH200 IE62 MATH109 ME50	Adjunct	\$10,710.00	1/22/2020 To 5/15/2020
Crowe, William	FITN130 M14 FITN230 M24	Adjunct	\$1,372.50	1/22/2020 To 5/15/2020
DeFranco, Anthony	IRM 101 BL1	Adjunct	\$1,190.00	1/22/2020 To 5/15/2020
DeGaetano, Margaret	Professional Tutor	Adjunct	\$9,180.00	1/22/2020 To 5/20/2020
DeGaetano, Margaret	METR101 BL1	Adjunct	\$4,165.00	1/22/2020 To 5/15/2020
DiBartolo, Debra	NURS225-M31 FLD	Adjunct	\$12,210.00	1/22/2020 To 5/15/2020
Doane, Eric	CRJU110 M01	Adjunct	\$2,910.00	1/22/2020 To 5/15/2020
Donohue, Katheryn	SUNY Developmental Learning Comm. Grant	Adjunct	\$970.00	1/22/2020 To 5/15/2020
Donohue, Kathryn	ENGL098 EL04 ENGL100 M04 ENGL100 EL04	Adjunct	\$5,820.00	1/22/2020 To 5/15/2020
Earley, Bernard	ENGL100 BL3 ENGL102 BL3	Adjunct	\$7,140.00	1/22/2020 To 5/15/2020
Easton, Jonathan	CIS 213 BL1 CIS 214 BL1	Adjunct	\$5,947.50	1/22/2020 To 5/15/2020
Eckert, Regina	HSTY102 M01	Adjunct	\$3,105.00	1/22/2020 To 5/15/2020
Eisenberg, Seth	CRJU215 BL1 PARC216 BL1 PARA216 BL1	Adjunct	\$3,570.00	1/22/2020 To 5/15/2020
Emmart, Michael	CRJU105 BL1	Adjunct	\$3,330.00	1/22/2020 To 5/15/2020
Esworthy, Barrett	HSTY201 M02 WGST233 M01 HSTY233 M01	Adjunct	\$7,140.00	1/22/2020 To 5/15/2020
Evans, Christine	ESL 110 M01 SPAN102 M01 SPAN101 M02	Adjunct	\$12,210.00	1/22/2020 To 5/15/2020
Falk, Laura	WINE220 V01	Adjunct	\$3,105.00	1/22/2020 To 5/15/2020
Farah, Fred	BIOL101 M03 GEOL125 M01 BIOL125 M01	Adjunct	\$10,412.50	1/22/2020 To 5/15/2020
Feavearyear, Jody	MATH090 M03 MATH095 M05	Adjunct	\$9,520.00	1/22/2020 To 5/15/2020
Feberwee, Bart	PHIL101 M01	Adjunct	\$2,745.00	1/22/2020 To 5/15/2020
Ferrer, Marion	Preparation and support for Culinary Program	Adjunct	\$4,156.50	1/22/2020 To 5/15/2020
Ferrer, Marion	CULI110 V01	Adjunct	\$6,305.00	1/22/2020 To 5/15/2020
Ford, Zachary	ENGL200 BL1	Adjunct	\$2,745.00	1/22/2020 To 5/15/2020
Frey, Kim	PSYC101 M01	Adjunct	\$2,745.00	1/22/2020 To 5/15/2020
Fussner-Kelly, Shirley	MATH095 ME50	Adjunct	\$4,140.00	1/22/2020 To 5/15/2020

Employee	Department	Title/Rank	Salary	Employment Dates
Galezo, David	PHIL101 BL1 PHIL201 M01	Adjunct	\$7,140.00	1/22/2020 To 5/15/2020
Gammage-Sikora, Gina	SPAN101 BL1 SPAN102 BL1	Adjunct	\$8,330.00	1/22/2020 To 5/15/2020
Gilbert, Mary	ENGL102 BL1 ENGL102 BL2	Adjunct	\$7,140.00	1/22/2020 To 5/15/2020
Goldsberry, Evelyn	NURS225-M33 FLD	Adjunct	\$11,385.00	1/22/2020 To 5/15/2020
Gonzalez Suarez, Jose	CONT210 ME50	Adjunct	\$4,117.50	1/22/2020 To 5/15/2020
Granison, Henry	PARA101 BL1 PARC101 BL1	Adjunct	\$3,570.00	1/22/2020 To 5/15/2020
Gray, Amanda	Professional Tutor	Adjunct	\$7,449.90	1/22/2020 To 5/20/2020
Grimm, Mark	ART 254 M01	Adjunct	\$1,942.50	1/22/2020 To 5/15/2020
Grossman, Rick	Academic Success Specialist	Adjunct	\$3,570.00	1/22/2020 To 5/15/2020
Ha, Lien	DRAF118 M01	Adjunct	\$4,398.75	1/22/2020 To 5/15/2020
Hallas, Katherine	ENVS111 M01 ENVS111 M02	Adjunct	\$3,880.00	1/22/2020 To 5/15/2020
Hammond, Marli	Para-Professional Tutor	Adjunct	\$4,552.80	1/22/2020 To 5/15/2020
Han, Man-Young	SPMT270 M01	Adjunct	\$3,330.00	1/22/2020 To 5/15/2020
Hazard, Andrea	CHEM101 M01	Adjunct	\$4,657.50	1/22/2020 To 5/15/2020
Heisermann, Gary	BIOL132 ME50 CHEM101 M02	Adjunct	\$9,457.50	1/22/2020 To 5/15/2020
Hemingway Jones, Kat	ENGL101 M14	Adjunct	\$3,330.00	1/22/2020 To 5/15/2020
Hillis, Patrick	PSYC207 M01	Adjunct	\$3,330.00	1/22/2020 To 5/15/2020
Hollenbeck, Charles	ENGL101 M06 ENGL101 M08	Adjunct	\$6,210.00	1/22/2020 To 5/15/2020
Iacobucci, Christine	CTC Adjunct Service Coordinator	Adjunct	\$3,300.00	1/22/2020 To 5/15/2020
Iacobucci, Christine	ANTH202 M01	Adjunct	\$3,330.00	1/22/2020 To 5/15/2020
Johnson, John	COMM140 M01 COMM225 M01 COMM140 M02	Adjunct	\$8,797.50	1/22/2020 To 5/15/2020
Jones, Paula	BIOL114 ME50	Adjunct	\$3,330.00	1/22/2020 To 5/15/2020
Josef, Keith	CHEM101 HY1 PHSC211 M01 PHSC105 ME50	Adjunct	\$10,867.50	1/22/2020 To 5/15/2020
Kalabanka, Hannah	Para-Professional Teaching Assistant (CULI)	Adjunct	\$4,268.25	1/22/2020 To 5/15/2020
Kelly, Kevin	BUAD201 M01	Adjunct	\$2,910.00	1/22/2020 To 5/15/2020
Kidder, Jennifer	GEOL101 M01 MATH098 M04	Adjunct	\$8,925.00	1/22/2020 To 5/15/2020
Kidder, Jennifer	Professional Tutor - Quantway Support Specialist	Adjunct	\$3,570.00	1/22/2020 To 5/20/2020
Kobre, Michael	BIOL114 BL1 BIOL131 HY50 BIOL114 BL2	Adjunct	\$13,387.50	1/22/2020 To 5/15/2020
Kyle, John	CAPS111 M02 CAPS131 BL3 CAPS131 BL2 CAPS121 M03 CAPS121 M02 CAPS111 M04 CAPS111 M03	Adjunct	\$9,721.11	1/22/2020 To 5/15/2020
Lee, In Shik	ART 110 M01 ART 120 M02	Adjunct	\$8,330.00	1/22/2020 To 5/15/2020
Less, Deborah	ENGL201 M04 ENGL204 M01	Adjunct	\$6,660.00	1/22/2020 To 5/15/2020
Lillard, Marketa	CHEM101 HY1 CHEM102 HY1	Adjunct	\$6,660.00	1/22/2020 To 5/15/2020
Lipa, Thomas	HLTH207 BL1	Adjunct	\$3,570.00	1/22/2020 To 5/15/2020
Lockwood, Michael	CIS 227 BL1	Adjunct	\$2,745.00	1/22/2020 To 5/15/2020
Loop, Jill	ENGL100 BL1 ENGL100 BL2	Adjunct	\$6,660.00	1/22/2020 To 5/15/2020
Lyon, Crystal	ART 123 M01	Adjunct	\$3,395.00	1/22/2020 To 5/15/2020
Lyon, Crystal	Professional Tutor	Adjunct	\$6,650.40	1/22/2020 To 5/20/2020
Marie, Jill	ENGL102 M01 ENGL201 IE62 ENGL103 HY1	Adjunct	\$10,710.00	1/22/2020 To 5/15/2020
Marvin, Tracy	ESL 111 M01 ESL 112 M01	Adjunct	\$7,320.00	1/22/2020 To 5/15/2020
McCabe, Thomas	ENGL101 BL1 ENGL101 BL5	Adjunct	\$7,140.00	1/22/2020 To 5/15/2020
McMahon, Maria	ART 115 ME50 ART 120 M01 ART 116 ME50	Adjunct	\$7,770.00	1/22/2020 To 5/15/2020
McMullin, Zachary	FITN130 M16 FITN230 M26	Adjunct	\$1,455.00	1/22/2020 To 5/15/2020
Meddaugh, Arlene	NURS120-M37 FLD	Adjunct	\$10,670.00	1/22/2020 To 5/15/2020
Meyer, Denise	ART 130 M01 ART 130 M02	Adjunct	\$8,330.00	1/22/2020 To 5/15/2020
Millman-Brown, Randi	ART 104 ME50	Adjunct	\$3,570.00	1/22/2020 To 5/15/2020
Miranda, Tracy	Para-Professional Tutor	Adjunct	\$4,552.80	1/22/2020 To 5/15/2020
Montgomery, Ashley	Professional Tutor	Adjunct	\$9,018.30	1/22/2020 To 5/20/2020
Mozie, Davi	CRJU105 M01	Adjunct	\$2,745.00	1/22/2020 To 5/15/2020
Mueller, Susan	NURS120-M32 FLD	Adjunct	\$10,670.00	1/22/2020 To 5/15/2020

Employee	Department	Title/Rank	Salary	Employment Dates
Myers, Deborah	Provide supervision to NURS120-M31 and M34 students while administering medications	Adjunct	\$3,602.30	1/22/2020 To 5/15/2020
Need, Barbara	SPAN101 C43 SPAN101 M01	Adjunct	\$8,880.00	1/22/2020 To 5/15/2020
Nobles, Jill	COMM210 M01 COMM210 M02	Adjunct	\$6,405.00	1/22/2020 To 5/15/2020
O'Connor, A.L.	PARA220 BL1 PARC220 BL1	Adjunct	\$3,105.00	1/22/2020 To 5/15/2020
Okaru, Alfred	FITN102 M01	Adjunct	\$1,552.50	1/22/2020 To 2/25/2020
Orejuela, Jorge	ANTH260 SLC1	Adjunct	\$3,330.00	1/22/2020 To 2/25/2020
Panzer, Nina	SOCI101 BL2	Adjunct	\$3,570.00	1/22/2020 To 5/15/2020
Parks, Paul	ART 102 M01 ART 102 M02	Adjunct	\$7,140.00	1/22/2020 To 5/15/2020
Payton, Christine	NUR225-M35 FLD	Adjunct	\$11,385.00	1/22/2020 To 5/15/2020
Peterson, Rachel	Provide supervision to NURS120-M37 students while administering medications	Adjunct	\$1,699.10	1/22/2020 To 5/15/2020
Pijanowski, Gregory	ASTR101 BL1	Adjunct	\$3,330.00	1/22/2020 To 5/15/2020
Pilosi, Lori	RECR201 BL1	Adjunct	\$2,745.00	1/22/2020 To 5/15/2020
Pittsley, Jaclyn	ENGL102 M04	Adjunct	\$3,330.00	1/22/2020 To 5/15/2020
Potter, Kristi	ENGL101 CE66	Adjunct	\$2,745.00	1/22/2020 To 5/15/2020
Price, Colleen	EMT 220 ME73 EMT 730 ME73	Adjunct	\$8,797.50	1/22/2020 To 5/15/2020
Price, Colleen	EMG 730 - ME73	Adjunct	\$750.00	1/22/2020 To 5/15/2020
Quaresma, Juliana	ENVS141 M01	Adjunct	\$3,202.50	1/22/2020 To 5/15/2020
Quick, Raymond	BUAD208 BL1	Adjunct	\$3,570.00	1/22/2020 To 5/15/2020
Raethka, Timothy	HLTH205 ME50	Adjunct	\$3,330.00	1/22/2020 To 5/15/2020
Read, Kira	Provide supervision to NURS120-M35 students while administering medications	Adjunct	\$1,699.10	1/22/2020 To 5/15/2020
Richards, David	COMM225 M01 POSC103 M01 POSC103 BL1	Adjunct	\$8,925.00	1/22/2020 To 5/15/2020
Ritz Deutch, Ute	ANTH202 M03	Adjunct	\$3,570.00	1/22/2020 To 5/15/2020
Roach, Benjamin	Para-Professional Teaching Assistant (CULI)	Adjunct	\$4,268.25	1/22/2020 To 5/15/2020
Ross, Jessica	SOCI101 M03 SOCI101 M07	Adjunct	\$6,660.00	1/22/2020 To 5/15/2020
Rukavena, Peter	BUAD111 M01	Adjunct	\$3,570.00	1/22/2020 To 5/15/2020
Sabol, Zenta	Professional Tutor	Adjunct	\$255.00	1/22/2020 To 5/20/2020
Sabol, Zenta	ACCT102 CE66 ACCT120 BL1 ACCT102 M01	Adjunct	\$13,090.00	1/22/2020 To 5/15/2020
Schaffer, Patricia	NURS120-M32 FLD	Adjunct	\$12,210.00	1/22/2020 To 5/15/2020
Schat, Marjolein	ENVS101 M01	Adjunct	\$3,885.00	1/22/2020 To 5/15/2020
Scheible, Anita	Access & Equity Adjunct/Professional Tutor	Adjunct	\$11,553.88	1/22/2020 To 5/20/2020
Schmid, Joseph	ACCT101 BL2 ACCT205 BL1	Adjunct	\$9,520.00	1/22/2020 To 5/15/2020
Schmidt, Kurt	ENVS101 M02	Adjunct	\$3,202.50	1/22/2020 To 5/15/2020
Schrag, Kimberly	ART 114 M01 ART 122 M01	Adjunct	\$8,330.00	1/22/2020 To 5/15/2020
Schultz, Benjamin	PHSC213 M01	Adjunct	\$4,365.00	1/22/2020 To 5/15/2020
Sewell, Patrick	President of Adjunct Faculty Association duties	Adjunct	\$2,378.25	1/22/2020 To 5/15/2020
Sewell, Patrick	ENVS105 M01 POSC107 M01 ENVS107 M01	Adjunct	\$6,660.00	1/22/2020 To 5/15/2020
Seyfried, Matthew	ENGL201 CE66 SPMT260 HY1	Adjunct	\$7,140.00	1/22/2020 To 5/15/2020
Sheehan, John	ANTH202 BL4 HSTY111 BL1	Adjunct	\$7,140.00	1/22/2020 To 5/15/2020
Sherman, Rachel	Provide supervision to NURS 225-M33 students while administering medications	Adjunct	\$1,699.10	1/22/2020 To 5/15/2020
Sidle, Jason	CULI270 V01 HRMG206 V01	Adjunct	\$5,820.00	1/22/2020 To 5/15/2020
Sloan, Cindy	SOCI101 BL1	Adjunct	\$3,570.00	1/22/2020 To 5/15/2020
Smith, Susan	ENGL102 ME50	Adjunct	\$3,330.00	1/22/2020 To 5/15/2020
Snyder, Stephen	BIOL101 BL1 BIOL101 BL2	Adjunct	\$7,770.00	1/22/2020 To 5/15/2020
Srikrishna, Pinyaphat	Professional Tutor	Adjunct	\$5,881.50	1/22/2020 To 5/20/2020
Stanton, Dawn	CDSC225 BL1	Adjunct	\$3,330.00	1/22/2020 To 5/15/2020
Steenburg, Jennifer	NURS110-ME32 FLD	Adjunct	\$7,245.00	1/22/2020 To 5/15/2020
Stevenson, David	FITN130 M13 FITN230 M23	Adjunct	\$1,665.00	1/22/2020 To 5/15/2020
Suben, Mark	CRJU215 M01 PARA216 M01	Adjunct	\$2,910.00	1/22/2020 To 5/15/2020



Employee	Department	Title/Rank	Salary	Employment Dates
Tambascio, Theresa	ENGL049 EL08 ENGL100 M08 ENGL100 EL08	Adjunct	\$6,210.00	1/22/2020 To 5/15/2020
Thompson, Jacqueline	NURS120-M34 FLD	Adjunct	\$10,670.00	1/22/2020 To 5/15/2020
Timonin, Michael	HSTY202 M01	Adjunct	\$2,910.00	1/22/2020 To 5/15/2020
Tombasco, Raphael	ENGL101 M09 ENGL101 M15	Adjunct	\$5,820.00	1/22/2020 To 5/15/2020
Tremaine, Heidi	BIOL119 M01	Adjunct	\$2,910.00	1/22/2020 To 5/15/2020
Ulinski, Madeleine	RECR260 M01	Adjunct	\$2,745.00	1/22/2020 To 5/15/2020
Vazenios, George	MATH109 M02	Adjunct	\$3,330.00	1/22/2020 To 5/15/2020
Villano, Fredric	COMM105 ME50	Adjunct	\$970.00	1/22/2020 To 5/15/2020
Watrous, Sara	HLTH208 BL1	Adjunct	\$2,745.00	1/22/2020 To 5/15/2020
Weaver, Bobbie Jo	Professional Tutor	Adjunct	\$10,194.60	1/22/2020 To 5/20/2020
Weed, Steve	ENGL101 IE62 ENGL102 M05	Adjunct	\$6,660.00	1/22/2020 To 5/15/2020
Weiseiquist, Linnie	Provide supervision to NURS225-M31 students while administering medications	Adjunct	\$1,699.10	1/22/2020 To 5/15/2020
Wells, Frances	BUAD203 BL2 CAPS131 M02 CAPS131 M01 CAPS131 BL1 CAPS123 BL1 CAPS111 BL1	Adjunct	\$10,513.65	1/22/2020 To 5/15/2020
Wheaton, Justin	ENGL101 M01 ENGL101 M05	Adjunct	\$5,490.00	1/22/2020 To 5/15/2020
Williams, Diane	BIOL101 M01 BIOL101 M02	Adjunct	\$8,330.00	1/22/2020 To 5/15/2020
Wilson, Valerie	Provide supervision to NURS225-M35 students while administering medications	Adjunct	\$2,061.15	1/22/2020 To 5/15/2020
Wolff, Sarah	ENGL098 EL62 ENGL101 M02 ENGL100 IE62 ENGL100 EL62	Adjunct	\$9,990.00	1/22/2020 To 5/15/2020
Woloszyn, Alexander	ACCT101 M01	Adjunct	\$3,880.00	1/22/2020 To 5/15/2020
Wright, Rachel	NURS120-M35	Adjunct	\$11,385.00	1/22/2020 To 5/15/2020
Yavits, Robert	CAPS152 BL1	Adjunct	\$1,388.73	1/22/2020 To 3/16/2020
Young, Tammi	BIOL232 M01 RECR285 BL1 RECR232 M01 RECR112 M01	Adjunct	\$7,245.00	1/22/2020 To 5/15/2020
Zaia, Heather	ENGL101 M04	Adjunct	\$2,745.00	1/22/2020 To 5/15/2020
Zavaski, John	BIOL112 M01 BIOL112 M02	Adjunct	\$7,770.00	1/22/2020 To 5/15/2020
Zhao, Jiang	CHEM102 HY1 CHEM108 M02 CHEM108 M01	Adjunct	\$10,185.00	1/22/2020 To 5/15/2020
<b>February</b>				
Torelli, Tracy	.BIZ - Cognitive Brief Therapy for Substance Use Disorders	Adjunct	\$1,175.00	2/3/2020
McIntyre, David	HRMG105 M01	Adjunct	\$1,035.00	2/8/2020 To 2/9/2020
Rice, Douglas	ENGL102-D92	Adjunct	\$2,910.00	2/24/2020 To 6/25/2020
Caroompas, Alice	ENGL215 BL1	Adjunct	\$3,105.00	2/26/2020 To 5/15/2020
<b>April</b>				
Donohue, Katheryn	BIZ Workshop - Grant Writing Made Easy	Adjunct	\$300.00	4/7/2020

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

February 20, 2020

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
None.		

FACULTY STUDENT ASSOCIATION

None.

BISTRO

None.

## **CFO's Report to the TC3 Board of Trustees February 20, 2020**

### **2018-19 Audit:**

TC3's 2018-19 audit has been completed and the auditing firm, The Bonadio Group, will be presenting their findings to the TC3 Board of Trustees at the March meeting. There are no material findings but they do have one recommendation, which suggests we continue to invest in and develop broader plans to secure our student data.

### **December and January Preliminary Closes:**

The Appropriations report has been further modified to enable relevant analysis of the College's forecasted departmental costs and total forecasted appropriations. Personnel Service Costs for January are running at a higher "% of Expended" because of the three payrolls in January. This will realign itself in March but if we normalized 2019-20, we are at 38% versus 39% in the prior year. Total Forecasted Appropriations if normalized would be 40.5% versus 39.3% in the prior year. More to come on the contractual variances.

### **Forecasting 2019-20 EOY:**

With spring census, the College expects to be short 20.7 FTE or 2.9% below its core enrollment budget: Continuing +1.9, New -12.3, Reinstates -7.7 and Transfers -2.8. Our revenue projection for 2019-20 is an overall \$146K revenue shortage (plus or minus \$50K). Tompkins County notified the College that we will receive \$117K from the proceeds of a Medical/Medicare Retire Drug program. We therefore maintain our prior forecast that we will end the year \$250 (plus or minus \$100K) favorable to budget. These projections will be reflected in the February along with additional staffing budget updates.

### **Cash Flow:**

We will release our cash flow forecast at the board meeting. However the Board asked in December for a recommended cash reserve target for the College. My research leads me to believe that a target operating cash reserve of 3 months (\$9M) is sufficient. We should also be considering two additional cash reserves, one for deferred maintenance and one for capital projects, yet to be determined. Our Interim Facilities Director and I are currently working on a deferred maintenance plan. If we contract out for this plan we would require \$20K, so we are assessing the time and quality of a plan if developed in-house with some external support. We expect to complete within this budget cycle.

### **2020-21 Budget Cycle:**

Three 50 minute "2020-21 Planning Process" Presentations were delivered to 65 employees. They were a nice representation of the College staff and faculty and had positive comments; most common was the appreciated transparency, a better understanding of our college operations and recognition that they can have a positive impact on the College. The session was recorded and being made available to all employees. Departmental budget meetings begin the week of the 17<sup>th</sup>.

### **Restructuring of the Finance Department:**

The Finance department has outlined a plan to reassign functions, staff and workflows along with adopting new technology that will enable a reduction in headcount, permit more analysis, improve timely reporting, and enable redundancy of work. The structure, positions, work activities have been socialized without objections. The first of three phases automating AP and Purchasing has been completed.

TOMPKINS CORTLAND COMMUNITY COLLEGE  
 PRELIMINARY STATEMENTS OF ACTIVITIES - YTD APPROPRIATIONS 2019-2020  
 FINANCIAL REPORT FOR PERIOD ENDING TUESDAY, January 31, 2020

	Modified Budget 2019-20	Expend to Date 2019-20	Unexpend Balance 2019-20	% Expended 2019-20	Total Exp PY 2018-19	YTD Exp PY to Date 2018-19	PY % Expended 2018-19	Fav Var (Unfav Var) to PY	% Variance to PY
<b>Instruction</b>									
Personal Services	7,919,202	3,634,239	4,284,963	45.9%	8,596,108	3,522,298	41.0%	(111,941)	-3.2%
Equipment		17,691	(17,691)	0.0%			0.0%	(17,691)	0.0%
Contractual Expenses	1,646,664	602,962	1,043,702	36.6%	1,621,450	517,054	31.9%	(85,908)	-16.6%
Employee Benefits	3,866,441	1,795,543	2,070,898	46.4%	3,790,538	1,634,469	43.1%	(161,074)	-9.9%
<b>Total Instruction</b>	<b>13,432,307</b>	<b>6,050,435</b>	<b>7,381,872</b>	<b>45.0%</b>	<b>14,008,096</b>	<b>5,673,820</b>	<b>40.5%</b>	<b>(376,615)</b>	<b>-6.6%</b>
<b>Public Service</b>									
Personal Services	91,503	44,289	47,214	48.4%	92,389	36,079	39.1%	(8,210)	-22.8%
Contractual Expenses		1,390	(1,390)	0.0%	4,380	2,843	64.9%	1,453	51.1%
Employee Benefits	44,168	21,935	22,233	49.7%	40,740	17,458	42.9%	(4,477)	-25.6%
<b>Total Total Public Service</b>	<b>135,671</b>	<b>67,614</b>	<b>68,057</b>	<b>49.8%</b>	<b>137,509</b>	<b>56,380</b>	<b>41.0%</b>	<b>(11,234)</b>	<b>-19.9%</b>
<b>Academic Support</b>									
Personal Services	1,761,321	700,250	1,061,071	39.8%	1,621,292	605,902	37.4%	(94,348)	-15.6%
Equipment			0	0.0%	42,361		0.0%	0	0.0%
Contractual Expenses	266,022	45,073	220,949	16.9%	213,544	36,638	17.2%	(8,435)	-23.0%
Employee Benefits	866,163	352,291	513,872	40.7%	714,925	346,689	48.5%	(5,602)	-1.6%
<b>Total Academic Support</b>	<b>2,893,506</b>	<b>1,097,614</b>	<b>1,795,892</b>	<b>37.9%</b>	<b>2,592,121</b>	<b>989,229</b>	<b>38.2%</b>	<b>(108,385)</b>	<b>-11.0%</b>
<b>Libraries</b>									
Personal Services	454,562	193,841	260,721	42.6%	514,825	202,320	39.3%	8,479	4.2%
Equipment	1,180	1,179	1	99.9%			0.0%	(1,179)	0.0%
Contractual Expenses	170,750	106,790	63,960	62.5%	154,075	93,346	60.6%	(13,444)	-14.4%
Employee Benefits	219,414	96,478	122,936	44.0%	227,017	96,692	42.6%	214	0.2%
<b>Total Libraries</b>	<b>845,906</b>	<b>398,288</b>	<b>447,618</b>	<b>47.1%</b>	<b>895,918</b>	<b>392,358</b>	<b>43.8%</b>	<b>(5,931)</b>	<b>-1.5%</b>
<b>Student Services</b>									
Personal Services	2,556,471	1,049,796	1,506,675	41.1%	2,555,684	945,148	37.0%	(104,648)	-11.1%
Equipment		1,152	(1,152)	0.0%	1,672	1,672	100.0%	520	31.1%
Contractual Expenses	777,079	306,033	471,046	39.4%	706,842	285,120	40.3%	(20,914)	-7.3%
Employee Benefits	1,258,979	524,526	734,453	41.7%	1,126,954	491,921	43.7%	(32,604)	-6.6%
<b>Total Student Services</b>	<b>4,592,529</b>	<b>1,881,507</b>	<b>2,711,022</b>	<b>41.0%</b>	<b>4,391,151</b>	<b>1,723,860</b>	<b>39.3%</b>	<b>(157,646)</b>	<b>-9.1%</b>
<b>Maintenance and Operations</b>									
Personal Services	1,945,496	796,368	1,149,128	40.9%	2,127,704	749,780	35.2%	(46,588)	-6.2%
Equipment	15,769	17,395	(1,626)	110.3%	3,539	1,483	41.9%	(15,912)	-1073.0%
Contractual Expenses	902,129	442,030	460,099	49.0%	794,504	264,912	33.3%	(177,118)	-66.9%
Employee Benefits	975,373	402,439	572,934	41.3%	938,232	408,885	43.6%	6,446	1.6%
<b>Total Maintenance and Operations</b>	<b>3,838,767</b>	<b>1,658,232</b>	<b>2,180,535</b>	<b>43.2%</b>	<b>3,863,979</b>	<b>1,425,060</b>	<b>36.9%</b>	<b>(233,172)</b>	<b>-16.4%</b>
<b>Institutional Support</b>									
Personal Services	1,453,276	520,395	932,881	35.8%	1,548,072	591,170	38.2%	70,775	12.0%
Contractual Expenses	311,132	187,529	123,603	60.3%	266,950	94,909	35.6%	(92,620)	-97.6%
Employee Benefits	663,444	260,327	403,117	39.2%	682,638	303,892	44.5%	43,565	14.3%
<b>Total Institutional Support</b>	<b>2,427,852</b>	<b>968,251</b>	<b>1,459,601</b>	<b>39.9%</b>	<b>2,497,660</b>	<b>989,972</b>	<b>39.6%</b>	<b>21,721</b>	<b>2.2%</b>
<b>General Institutional Services</b>									
Personal Services	1,746,306	675,727	1,070,579	38.7%	1,582,829	601,422	38.0%	(74,306)	-12.4%
Equipment	161,872	21,660	140,213	13.4%	58,951	2,678	4.5%	(18,982)	-708.8%
Contractual Expenses	1,024,362	489,541	534,821	47.8%	1,170,739	442,068	37.8%	(47,472)	-10.7%
Employee Benefits	859,451	334,242	525,209	38.9%	709,215	340,884	48.1%	6,642	1.9%
<b>Total General Institutional Services</b>	<b>3,791,991</b>	<b>1,521,169</b>	<b>2,270,822</b>	<b>40.1%</b>	<b>3,521,734</b>	<b>1,387,052</b>	<b>39.4%</b>	<b>(134,118)</b>	<b>-9.7%</b>
<b>Total Forecasted Departmental Appropriations<sup>1</sup></b>									
	<b>31,958,529</b>	<b>13,643,111</b>	<b>18,315,418</b>	<b>42.7%</b>	<b>31,908,168</b>	<b>12,637,731</b>	<b>39.6%</b>	<b>(1,005,379)</b>	<b>-3.2%</b>

TOMPKINS CORTLAND COMMUNITY COLLEGE  
 PRELIMINARY STATEMENTS OF ACTIVITIES - YTD APPROPRIATIONS 2019-2020  
 FINANCIAL REPORT FOR PERIOD ENDING TUESDAY, January 31, 2020

	Modified Budget 2019-20	Expend to Date 2019-20	Unexpend Balance 2019-20	% Expended 2019-20	Total Exp PY 2018-19	YTD Exp PY to Date 2018-19	PY % Expended 2018-19	Fav Var (Unfav Var) to PY	% Variance to PY
<b>Forecasted Dept. Appropriations</b>									
Personal Services	17,928,137	7,614,904	10,313,233	42.5%	18,638,904	7,254,118	38.9%	(360,786)	-1.9%
Equipment	178,821	59,077	119,744	33.0%	106,522	5,833	5.5%	(53,244)	-50.0%
Contractual Expenses	5,098,138	2,181,349	2,916,789	42.8%	4,932,484	1,736,891	35.2%	(444,458)	-9.0%
Employee Benefits	8,753,433	3,787,781	4,965,652	43.3%	8,230,258	3,640,890	44.2%	(146,891)	-1.8%
<b>Total Forecasted Departmental Appropriations<sup>1</sup></b>	<b>31,958,529</b>	<b>13,643,111</b>	<b>18,315,418</b>	<b>42.7%</b>	<b>31,908,168</b>	<b>12,637,731</b>	<b>39.6%</b>	<b>(1,005,379)</b>	<b>-3.2%</b>
<b>Scholarships &amp; Awards</b>									
Student Services	380,409	181,508	198,902	47.7%	305,470	64,838	21.2%	(116,670)	-179.9%
Academic Support	3,091,750	1,900,450	1,191,300	61.5%	11,337,066	4,433,320	39.1%	2,532,870	57.1%
<b>Total Scholarships &amp; Awards</b>	<b>3,472,159</b>	<b>2,081,958</b>	<b>1,390,202</b>	<b>60.0%</b>	<b>11,642,536</b>	<b>4,498,158</b>	<b>38.6%</b>	<b>2,416,200</b>	<b>53.7%</b>
<b>Total Forecasted Appropriations<sup>2</sup></b>	<b>35,430,688</b>	<b>15,725,068</b>	<b>19,705,620</b>	<b>44.4%</b>	<b>43,550,704</b>	<b>17,135,889</b>	<b>39.3%</b>	<b>1,410,821</b>	<b>8.2%</b>
<b>Adjustments to Approved Budget</b>									
Personal Services	207,206		207,206	0.0%			0.0%	0	0.0%
Contractual Expenses	239,625		239,625	0.0%			0.0%	0	0.0%
Employee Benefits	(182,000)		(182,000)	0.0%			0.0%	0	0.0%
<b>Total Adjustments to Approved Budget<sup>3</sup> Favorable (Unfav)</b>	<b>264,831</b>	<b>0</b>	<b>264,831</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b>Appropriations</b>									
Personnel	18,135,343	7,614,904	10,520,439	42.0%	18,638,904	7,254,118	38.9%	(360,786)	-5.0%
Equipment	178,821	59,077	119,744	33.0%	106,522	5,833	5.5%	(53,244)	-912.8%
Contractual	5,337,763	2,181,349	3,156,414	40.9%	4,932,484	1,736,891	35.2%	(444,458)	-25.6%
Scholarship & Awards Offset	3,472,159	2,081,958	1,390,202	60.0%	11,642,536	4,498,158	38.6%	2,416,200	53.7%
Fringe Benefit	8,571,433	3,787,781	4,783,652	44.2%	8,230,258	3,640,890	44.2%	(146,891)	-4.0%
<b>Total Approved Budget Appropriations<sup>4</sup></b>	<b>35,695,519</b>	<b>15,725,068</b>	<b>19,970,451</b>	<b>44.1%</b>	<b>43,550,704</b>	<b>17,135,889</b>	<b>39.3%</b>	<b>1,410,821</b>	<b>8.2%</b>

**Explanation of Sub-Totals and Totals:**

- Total Forecasted Departmental Appropriations:* Enables an analysis of departmental operating costs.
- Total Forecasted Appropriations:* Forecasts the End-of-Year Appropriations for the College.
- Total Adjustments to Approved Budget:* Represents the forecasted adjustments to the 2019-20 Appropriations Budget. If positive, less Fund Balance is required. If negative, more Fund Balance is required.
- Total Approved Budget Appropriations:* This represents the Approved Budget.

2019-2020 APPROPRIATIONS  
Preliminary SCHEDULE OF EMPLOYEE BENEFITS  
Year-To-Date Through Friday, January 31, 2020

	Modified Budget 2019-20	Expend to Date 2019-20	Unexpend Balance 2019-20	% Expended 2019-20	Total Exp PY 2018-19	YTD Exp PY to Date 2018-19	PY % Expended 2018-19	Fav Var (Unfav Var) to PY	% Variance to PY
Retirement Incentive Costs	340,000	457,888	(117,888)	134.7%	250,000	277,901	111.2%	(179,987)	-64.8%
HRA Retiree Benefits		57,534	(57,534)	0.0%	92,444		0.0%	(57,534)	0.0%
State Employee's Retirement	1,100,154	476,725	623,429	43.3%	962,066	408,692	42.5%	(68,033)	-16.6%
State Teacher's Retirement	280,000	84,049	195,951	30.0%	550,842	86,737	15.7%	2,688	3.1%
Optional Retirement Fund	1,063,501	387,663	675,838	36.5%	971,772	384,302	39.5%	(3,361)	-0.9%
Social Security	1,387,293	612,441	774,852	44.1%	1,385,946	548,904	39.6%	(63,537)	-11.6%
Worker's Compensation	140,000	72,290	67,710	51.6%	117,455	78,197	66.6%	5,907	7.6%
Executive Benefits	25,000	29,720	(4,720)	118.9%	25,476	10,172	39.9%	(19,548)	-192.2%
Disability Insurance	11,500	4,115	7,385	35.8%	10,912	5,218	47.8%	1,103	21.1%
Hospital and Medical Insurance	2,719,038	1,244,602	1,474,436	45.8%	2,878,956	1,198,740	41.6%	(45,862)	-3.8%
Post Retirement Health Insurance	1,501,548	610,000	891,548	40.6%	1,331,465	510,000	38.3%	(100,000)	-19.6%
Employee Tuition Benefits	100,400	100,610	(210)	100.2%	124,844	96,487	77.3%	(4,123)	-4.3%
Life Insurance	10,000	3,468	6,532	34.7%	9,915	4,065	41.0%	598	14.7%
Vacation Benefits	100,000	25,000	75,000	25.0%	20,000	20,000	100.0%	(5,000)	-25.0%
Miscellaneous		3,350	(3,350)	0.0%	7,455	2,680	35.9%	(670)	-25.0%
Unemployment Insurance	20,000	15,338	4,662	76.7%	3,587	3,587	100.0%	(11,752)	-327.6%
<b>Total Employee Benefits</b>	<b>8,798,434</b>	<b>4,184,792</b>	<b>4,613,642</b>	<b>47.6%</b>	<b>8,743,134</b>	<b>3,635,682</b>	<b>41.6%</b>	<b>(549,110)</b>	<b>-15.1%</b>

	Modified Budget 2019-20	Revenues to Date 2019-20	Unrealized Balance 2019-20	% Realized 2019-20	Total Rev PY 2018-19	YTD Rev PY 2018-19	PY % Realized 2018-19	Fav Var (Unfav Var) to PY	% Variance to PY
<b>Tuition</b>									
Fall & Spring	11,613,619	10,395,662	1,217,957	89.5%	11,592,507	10,562,192	91.1%	(166,530)	-1.6%
Winter	85,500	133,570	(48,070)	156.2%	132,090	133,940	101.4%	(370)	-0.3%
Summer	802,125		802,125	0.0%	660,516	927	0.1%	(927)	-100.0%
Nonresident Tuition	961,370	1,235,303	(273,933)	128.5%	972,811	1,587,489	163.2%	(352,187)	-22.2%
Student Fee Revenue	1,135,540	1,046,661	88,879	92.2%	1,171,785	1,113,661	95.0%	(67,000)	-6.0%
<b>Total Tuition</b>	<b>14,598,154</b>	<b>12,811,195</b>	<b>1,786,959</b>	<b>87.8%</b>	<b>14,529,708</b>	<b>13,398,209</b>	<b>92.2%</b>	<b>(587,013)</b>	<b>-4.4%</b>
<b>Government Appropriations</b>									
New York State	10,479,311	5,210,208	5,269,103	49.7%	10,663,983	5,306,782	49.8%	(96,574)	-1.8%
Local Sponsors	4,882,882	2,441,441	2,441,441	50.0%	4,650,364	1,488,117	32.0%	953,325	64.1%
Appropriated Cash Surplus	500,000		500,000	0.0%	345,000		0.0%	0	0.0%
Charges to Other Counties	4,584,500	1,967,877	2,616,623	42.9%	4,173,042	1,801,492	43.2%	166,385	9.2%
Board Designated Reserves	61,872		61,872	0.0%	400,000		0.0%	0	0.0%
<b>Total Govt Appropriations</b>	<b>20,508,565</b>	<b>9,619,526</b>	<b>10,889,039</b>	<b>46.9%</b>	<b>20,232,389</b>	<b>8,596,391</b>	<b>42.5%</b>	<b>1,023,135</b>	<b>11.9%</b>
<b>Other Revenues</b>									
Service Fees	98,800	48,741	50,059	49.3%	178,800	52,743	29.5%	(4,002)	-7.6%
Interest Earnings	4,000	1,959	2,041	49.0%	3,458	1,774	51.3%	185	10.4%
Rental of Real Property	27,000	35,314	(8,314)	130.8%	11,467	6,515	56.8%	28,799	442.0%
Cafe Commissions			0	0.0%	68,738	35,423	51.5%	(35,423)	-100.0%
Contract Courses	97,000	57,259	39,741	59.0%	79,462	60,560	76.2%	(3,301)	-5.5%
Noncredit Tuition	143,000	73,566	69,434	51.4%	168,518	72,719	43.2%	847	1.2%
Grant Offsets	165,000	42,681	122,319	25.9%	154,026	46,805	30.4%	(4,124)	-8.8%
Unclassified Revenues	54,000	22,517	31,483	41.7%	100,627	107,582	106.9%	(85,065)	-79.1%
<b>Total Other Revenues</b>	<b>588,800</b>	<b>282,039</b>	<b>306,761</b>	<b>47.9%</b>	<b>765,095</b>	<b>384,122</b>	<b>50.2%</b>	<b>(102,083)</b>	<b>-26.6%</b>
<b>TOTAL REVENUES</b>	<b>35,695,519</b>	<b>22,712,760</b>	<b>12,982,759</b>	<b>63.6%</b>	<b>35,527,192</b>	<b>22,378,721</b>	<b>63.0%</b>	<b>334,039</b>	<b>1.5%</b>
<b>Student Revenue</b>									
Student Revenue	13,636,784	11,575,893	2,060,891	84.9%	13,556,898	11,810,720	87.1%	(234,827)	-2.0%
State Revenue	10,479,311	5,210,208	5,269,103	49.7%	10,663,983	5,306,782	49.8%	(96,574)	-1.8%
Local Revenue	11,017,552	5,926,659	5,090,893	53.8%	10,561,312	5,261,219	49.8%	665,439	12.6%
Use of Fund Balance	561,872	0	561,872	0.0%	745,000	0	0.0%	0	0.0%

TOMPKINS CORTLAND COMMUNITY COLLEGE  
 PRELIMINARY STATEMENTS OF ACTIVITIES - YTD APPROPRIATIONS 2019-2020  
 FINANCIAL REPORT FOR PERIOD ENDING TUESDAY, DECEMBER 31, 2019

	Modified Budget 2019-20	Expend to Date 2019-20	Unexpend Balance 2019-20	% Expended 2019-20	Total Exp PY 2018-19	YTD Exp PY to Date 2018-19	PY % Expended 2018-19	Fav Var (Unfav Var) to PY	% Variance to PY
<b>Instruction</b>									
Personal Services	7,919,202	2,880,440	5,038,762	36.4%	8,596,108	3,039,235	35.4%	158,795	5.2%
Equipment		17,691	(17,691)	0.0%			0.0%	(17,691)	0.0%
Contractual Expenses	1,646,664	482,752	1,163,912	29.3%	1,621,450	496,868	30.6%	14,116	2.8%
Employee Benefits	3,866,441	1,351,200	2,515,241	34.9%	3,790,538	965,074	25.5%	(386,126)	-40.0%
<b>Total Instruction</b>	<b>13,432,307</b>	<b>4,732,083</b>	<b>8,700,224</b>	<b>35.2%</b>	<b>14,008,096</b>	<b>4,501,177</b>	<b>32.1%</b>	<b>(230,906)</b>	<b>-5.1%</b>
<b>Public Service</b>									
Personal Services	91,503	31,190	60,313	34.1%	92,389	29,041	31.4%	(2,150)	-7.4%
Contractual Expenses		640	(640)	0.0%	4,380	1,806	41.2%	1,166	64.6%
Employee Benefits	44,168	14,760	29,408	33.4%	40,740	9,293	22.8%	(5,467)	-58.8%
<b>Total Total Public Service</b>	<b>135,671</b>	<b>46,590</b>	<b>89,081</b>	<b>34.3%</b>	<b>137,509</b>	<b>40,140</b>	<b>29.2%</b>	<b>(6,451)</b>	<b>-16.1%</b>
<b>Academic Support</b>									
Personal Services	1,761,321	506,675	1,254,646	28.8%	1,621,292	481,329	29.7%	(25,346)	-5.3%
Equipment			0	0.0%	42,361		0.0%	0	0.0%
Contractual Expenses	266,022	36,900	229,122	13.9%	213,544	33,022	15.5%	(3,879)	-11.7%
Employee Benefits	866,163	241,980	624,183	27.9%	714,925	159,336	22.3%	(82,644)	-51.9%
<b>Total Academic Support</b>	<b>2,893,506</b>	<b>785,555</b>	<b>2,107,951</b>	<b>27.1%</b>	<b>2,592,121</b>	<b>673,686</b>	<b>26.0%</b>	<b>(111,869)</b>	<b>-16.6%</b>
<b>Libraries</b>									
Personal Services	454,562	142,124	312,438	31.3%	514,825	163,344	31.7%	21,220	13.0%
Equipment	1,180	1,179	1	99.9%			0.0%	(1,179)	0.0%
Contractual Expenses	170,750	95,080	75,670	55.7%	154,075	90,107	58.5%	(4,973)	-5.5%
Employee Benefits	219,414	67,248	152,166	30.6%	227,017	53,054	23.4%	(14,194)	-26.8%
<b>Total Libraries</b>	<b>845,906</b>	<b>305,631</b>	<b>540,275</b>	<b>36.1%</b>	<b>895,918</b>	<b>306,505</b>	<b>34.2%</b>	<b>874</b>	<b>0.3%</b>
<b>Student Services</b>									
Personal Services	2,556,471	761,623	1,794,848	29.8%	2,555,684	747,574	29.3%	(14,049)	-1.9%
Equipment			0	0.0%	1,672	1,672	100.0%	1,672	100.0%
Contractual Expenses	777,079	257,185	519,894	33.1%	706,842	264,538	37.4%	7,353	2.8%
Employee Benefits	1,258,979	360,918	898,061	28.7%	1,126,954	256,499	22.8%	(104,419)	-40.7%
<b>Total Student Services</b>	<b>4,592,529</b>	<b>1,379,726</b>	<b>3,212,803</b>	<b>30.0%</b>	<b>4,391,151</b>	<b>1,270,282</b>	<b>28.9%</b>	<b>(109,444)</b>	<b>-8.6%</b>
<b>Maintenance and Operations</b>									
Personal Services	1,945,496	553,649	1,391,847	28.5%	2,127,704	572,311	26.9%	18,661	3.3%
Equipment	15,769	5,714	10,055	36.2%	3,539	1,483	41.9%	(4,231)	-285.3%
Contractual Expenses	902,129	215,939	686,190	23.9%	794,504	209,760	26.4%	(6,178)	-2.9%
Employee Benefits	975,373	266,346	709,027	27.3%	938,232	206,976	22.1%	(59,370)	-28.7%
<b>Total Maintenance and Operations</b>	<b>3,838,767</b>	<b>1,041,648</b>	<b>2,797,119</b>	<b>27.1%</b>	<b>3,863,979</b>	<b>990,530</b>	<b>25.6%</b>	<b>(51,118)</b>	<b>-5.2%</b>
<b>Institutional Support</b>									
Personal Services	1,453,276	382,351	1,070,925	26.3%	1,548,072	473,890	30.6%	91,539	19.3%
Contractual Expenses	311,132	133,580	177,552	42.9%	266,950	84,766	31.8%	(48,815)	-57.6%
Employee Benefits	663,444	180,742	482,702	27.2%	682,638	154,831	22.7%	(25,911)	-16.7%
<b>Total Institutional Support</b>	<b>2,427,852</b>	<b>696,674</b>	<b>1,731,178</b>	<b>28.7%</b>	<b>2,497,660</b>	<b>713,487</b>	<b>28.6%</b>	<b>16,813</b>	<b>2.4%</b>
<b>General Institutional Services</b>									
Personal Services	1,746,306	478,911	1,267,395	27.4%	1,582,829	479,845	30.3%	934	0.2%
Equipment	161,872	7,015	154,857	4.3%	58,951	2,678	4.5%	(4,337)	-162.0%
Contractual Expenses	1,024,362	424,119	600,243	41.4%	1,170,739	416,416	35.6%	(7,703)	-1.8%
Employee Benefits	859,451	224,369	635,082	26.1%	709,215	159,506	22.5%	(64,863)	-40.7%
<b>Total General Institutional Services</b>	<b>3,791,991</b>	<b>1,134,414</b>	<b>2,657,577</b>	<b>29.9%</b>	<b>3,521,734</b>	<b>1,058,446</b>	<b>30.1%</b>	<b>(75,968)</b>	<b>-7.2%</b>
<b>Total Forecasted Departmental Appropriations<sup>1</sup></b>									
	<b>31,958,529</b>	<b>10,122,322</b>	<b>21,836,207</b>	<b>31.7%</b>	<b>31,908,168</b>	<b>9,554,253</b>	<b>29.9%</b>	<b>(568,069)</b>	<b>-1.8%</b>



TOMPKINS CORTLAND COMMUNITY COLLEGE  
 PRELIMINARY STATEMENTS OF ACTIVITIES - YTD APPROPRIATIONS 2019-2020  
 FINANCIAL REPORT FOR PERIOD ENDING TUESDAY, DECEMBER 31, 2019

	Modified Budget	Expend to Date	Unexpend Balance	% Expended	Total Exp PY	YTD Exp PY to Date	PY % Expended	Fav Var (Unfav Var)	% Variance
<b>Forecasted Dept. Appropriations</b>									
Personal Services	17,928,137	5,736,963	12,191,174	32.0%	18,638,904	5,986,568	32.1%	249,605	1.3%
Equipment	178,821	31,599	147,222	17.7%	106,522	5,833	5.5%	(25,766)	-24.2%
Contractual Expenses	5,098,138	1,646,196	3,451,942	32.3%	4,932,484	1,597,283	32.4%	(48,913)	-1.0%
Employee Benefits	8,753,433	2,707,563	6,045,870	30.9%	8,230,258	1,964,569	23.9%	(742,994)	-9.0%
<b>Total Forecasted Departmental Appropriations<sup>1</sup></b>	<b>31,958,529</b>	<b>10,122,322</b>	<b>21,836,207</b>	<b>31.7%</b>	<b>31,908,168</b>	<b>9,554,253</b>	<b>29.9%</b>	<b>(568,069)</b>	<b>-1.8%</b>
<b>Scholarships &amp; Awards</b>									
Student Services	380,409	91,170	289,239	24.0%	305,470	64,838	21.2%	(26,333)	-40.6%
Academic Support	3,091,750	1,098,150	1,993,600	35.5%	11,337,066	3,911,338	34.5%	2,813,188	71.9%
<b>Total Scholarships &amp; Awards</b>	<b>3,472,159</b>	<b>1,189,320</b>	<b>2,282,839</b>	<b>34.3%</b>	<b>11,642,536</b>	<b>3,976,175</b>	<b>34.2%</b>	<b>2,786,855</b>	<b>70.1%</b>
<b>Total Forecasted Appropriations<sup>2</sup></b>	<b>35,430,688</b>	<b>11,311,642</b>	<b>24,119,046</b>	<b>31.9%</b>	<b>43,550,704</b>	<b>13,530,428</b>	<b>31.1%</b>	<b>2,218,786</b>	<b>16.4%</b>
<b>Adjustments to Approved Budget</b>									
Personal Services	207,206		207,206	0.0%			0.0%	0	0.0%
Contractual Expenses	239,625		239,625	0.0%			0.0%	0	0.0%
Employee Benefits	(182,000)		(182,000)	0.0%			0.0%	0	0.0%
<b>Total Adjustments to Approved Budget<sup>3</sup> Favorable (Unfav)</b>	<b>264,831</b>	<b>0</b>	<b>264,831</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b>Appropriations</b>									
Personnel	18,135,343	5,736,963	12,398,380	31.6%	18,638,904	5,986,568	32.1%	249,605	4.2%
Equipment	178,821	31,599	147,222	17.7%	106,522	5,833	5.5%	(25,766)	-441.7%
Contractual	5,337,763	1,646,196	3,691,567	30.8%	4,932,484	1,597,283	32.4%	(48,913)	-3.1%
Scholarship & Awards Offset	3,472,159	1,189,320	2,282,839	34.3%	11,642,536	3,976,175	34.2%	2,786,855	70.1%
Fringe Benefit	8,571,433	2,707,563	5,863,870	31.6%	8,230,258	1,964,569	23.9%	(742,994)	-37.8%
<b>Total Approved Budget Appropriations<sup>4</sup></b>	<b>35,695,519</b>	<b>11,311,642</b>	<b>24,383,877</b>	<b>31.7%</b>	<b>43,550,704</b>	<b>13,530,428</b>	<b>31.1%</b>	<b>2,218,786</b>	<b>16.4%</b>

**Explanation of Sub-Totals and Totals:**

1. *Total Forecasted Departmental Appropriations:* Enables an analysis of departmental operating costs.
2. *Total Forecasted Appropriations:* Forecasts the End-of-Year Appropriations for the College.
3. *Total Adjustments to Approved Budget:* Represents the forecasted adjustments to the 2019-20 Appropriations Budget. If positive, less Fund Balance is required. If negative, more Fund Balance is required.
4. *Total Approved Budget Appropriations:* This represents the Approved Budget.

2019-2020 APPROPRIATIONS  
 PRELIMINARY SCHEDULE OF EMPLOYEE BENEFITS  
 Year-To-Date Through Tuesday, December 31, 2019

	Modified Budget 2019-20	Expend to Date 2019-20	Unexpend Balance 2019-20	% Expended 2019-20	Total Exp PY 2018-19	YTD Exp PY to Date 2018-19	PY % Expended 2018-19	Fav Var (Unfav Var) to PY	% Variance to PY
Retirement Incentive Costs	340,000	229,048	110,952	67.4%	250,000	155,691	62.3%	(73,357)	-47.1%
HRA Retiree Benefits		41,409	(41,409)	0.0%	92,444		0.0%	(41,409)	0.0%
State Employee's Retirement	1,100,154	347,984	752,170	31.6%	803,850	325,068	40.4%	(22,916)	-7.0%
State Teacher's Retirement	280,000	65,502	214,498	23.4%	209,019	74,496	35.6%	8,994	12.1%
Optional Retirement Fund	1,063,501	292,054	771,447	27.5%	971,772	314,594	32.4%	22,539	7.2%
Social Security	1,387,293	450,888	936,405	32.5%	1,385,946	446,749	32.2%	(4,139)	-0.9%
Worker's Compensation	140,000	63,250	76,750	45.2%	117,455	68,083	58.0%	4,834	7.1%
Executive Benefits	25,000	22,584	2,416	90.3%	25,476	8,065	31.7%	(14,519)	-180.0%
Disability Insurance	11,500	2,204	9,296	19.2%	10,912	3,968	36.4%	1,764	44.5%
Hospital and Medical Insurance	2,719,038	996,602	1,722,436	36.7%	2,878,956	1,350,322	46.9%	353,720	26.2%
Post Retirement Health Insurance	1,501,548	490,000	1,011,548	32.6%	1,331,465		0.0%	(490,000)	0.0%
Employee Tuition Benefits	100,400	84,060	16,340	83.7%	124,844	82,278	65.9%	(1,782)	-2.2%
Life Insurance	10,000	2,095	7,905	20.9%	9,915	2,434	24.5%	339	13.9%
Vacation Benefits	100,000	20,000	80,000	20.0%	20,000	20,000	100.0%	0	0.0%
Miscellaneous		2,750	(2,750)	0.0%	7,455	2,205	29.6%	(545)	-24.7%
Unemployment Insurance	20,000	8,093	11,907	40.5%	3,587	3,587	100.0%	(4,507)	-125.6%
<b>Total Employee Benefits</b>	<b>8,798,434</b>	<b>3,118,523</b>	<b>5,679,911</b>	<b>35.4%</b>	<b>8,243,095</b>	<b>2,857,541</b>	<b>34.7%</b>	<b>(260,983)</b>	<b>-9.1%</b>

TOMPKINS CORTLAND COMMUNITY COLLEGE  
 PRELIMINARY STATEMENT OF ACTIVITIES - YTD REVENUE 2019-2020  
 Tuesday, December 31, 2019

	Modified Budget 2019-20	Revenues to Date 2019-20	Unrealized Balance 2019-20	% Realized 2019-20	Total Rev PY 2018-19	YTD Rev PY 2018-19	PY % Realized 2018-19	Fav Var (Unfav Var) to PY	% Variance to PY
<b>Tuition</b>									
Fall & Spring	11,613,619	8,690,875	2,922,744	74.8%	11,592,507	8,998,555	77.6%	(307,679)	-3.4%
Winter	85,500	134,710	(49,210)	157.6%	132,090	135,026	102.2%	(316)	-0.2%
Summer	802,125		802,125	0.0%	660,516	927	0.1%	(927)	-100.0%
Nonresident Tuition	961,370	1,226,640	(265,270)	127.6%	972,811	1,457,072	149.8%	(230,432)	-15.8%
Student Fee Revenue	1,135,540	934,353	201,187	82.3%	1,171,785	992,216	84.7%	(57,863)	-5.8%
<b>Total Tuition</b>	<b>14,598,154</b>	<b>10,986,578</b>	<b>3,611,576</b>	<b>75.3%</b>	<b>14,529,708</b>	<b>11,583,795</b>	<b>79.7%</b>	<b>(597,216)</b>	<b>-5.2%</b>
<b>Government Appropriations</b>									
New York State	10,479,311	5,210,208	5,269,103	49.7%	10,663,983	5,306,782	49.8%	(96,574)	-1.8%
Local Sponsors	4,882,882	2,441,441	2,441,441	50.0%	4,650,364	1,488,117	32.0%	953,325	64.1%
Appropriated Cash Surplus	500,000		500,000	0.0%	345,000		0.0%	0	0.0%
Charges to Other Counties	4,584,500	1,935,793	2,648,707	42.2%	4,173,042	1,773,567	42.5%	162,227	9.1%
Board Designated Reserves	61,872		61,872	0.0%	400,000		0.0%	0	0.0%
<b>Total Govt Appropriations</b>	<b>20,508,565</b>	<b>9,587,442</b>	<b>10,921,123</b>	<b>46.7%</b>	<b>20,232,389</b>	<b>8,568,465</b>	<b>42.4%</b>	<b>1,018,977</b>	<b>11.9%</b>
<b>Other Revenues</b>									
Service Fees	98,800	44,312	54,488	44.9%	178,800	45,495	25.4%	(1,183)	-2.6%
Interest Earnings	4,000	1,532	2,468	38.3%	3,458	1,408	40.7%	123	8.8%
Rental of Real Property	27,000	34,300	(7,300)	127.0%	11,467	1,805	15.7%	32,495	1800.3%
Cafe Commissions			0	0.0%	68,738	29,466	42.9%	(29,466)	-100.0%
Contract Courses	97,000	55,700	41,300	57.4%	79,462	56,121	70.6%	(421)	-0.8%
Noncredit Tuition	143,000	61,497	81,503	43.0%	168,518	57,384	34.1%	4,113	7.2%
Grant Offsets	165,000	36,894	128,106	22.4%	154,026	42,718	27.7%	(5,824)	-13.6%
Unclassified Revenues	54,000	20,443	33,557	37.9%	100,627	104,052	103.4%	(83,609)	-80.4%
<b>Total Other Revenues</b>	<b>588,800</b>	<b>254,678</b>	<b>334,122</b>	<b>43.3%</b>	<b>765,095</b>	<b>338,450</b>	<b>44.2%</b>	<b>(83,772)</b>	<b>-24.8%</b>
<b>TOTAL REVENUES</b>	<b>35,695,519</b>	<b>20,828,699</b>	<b>14,866,820</b>	<b>58.4%</b>	<b>35,527,192</b>	<b>20,490,710</b>	<b>57.7%</b>	<b>337,989</b>	<b>1.6%</b>
<b>Student Revenue</b>	<b>13,636,784</b>	<b>9,759,938</b>	<b>3,876,846</b>	<b>71.6%</b>	<b>13,556,898</b>	<b>10,126,723</b>	<b>74.7%</b>	<b>(366,785)</b>	<b>-3.6%</b>
<b>State Revenue</b>	<b>10,479,311</b>	<b>5,210,208</b>	<b>5,269,103</b>	<b>49.7%</b>	<b>10,663,983</b>	<b>5,306,782</b>	<b>49.8%</b>	<b>(96,574)</b>	<b>-1.8%</b>
<b>Local Revenue</b>	<b>11,017,552</b>	<b>5,858,552</b>	<b>5,159,000</b>	<b>53.2%</b>	<b>10,561,312</b>	<b>5,057,205</b>	<b>47.9%</b>	<b>801,347</b>	<b>15.8%</b>
<b>Use of Fund Balance</b>	<b>561,872</b>	<b>0</b>	<b>561,872</b>	<b>0.0%</b>	<b>745,000</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>

TO: President Montague  
FROM: Sharon Clark, Susan Dewey, and Bill Talbot  
RE: Position Descriptions for February 2020 Board Approval  
DATE: February 10, 2020

For the month of February 2020, there are two position descriptions being presented to the Board of Trustees for approval:

Student Account Administrator

The Student Account Administrator is a member of the Finance and Administration Department. The position focuses on financial policies and procedures related to student accounts. The position has oversight and responsibility for collections, special financial considerations, 1098-T's, and the administration of student employment. This is a grade 3, full-time, administrative position. The current incumbent is currently in a Grade 3 position with a salary range of \$54,602-\$81,903.

Comptroller

The Comptroller is a member of the Finance and Administration Department. The position focuses on the daily functions of the department including but not limited to accounts payable, purchasing, capital project accounting and the general ledger. This is a grade 4, full-time, administrative position. The expected hiring range is \$60,220 to \$75,275.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2019-2020-32**

**APPROVAL OF POSITION DESCRIPTION  
STUDENT ACCOUNT ADMINISTRATOR**

**WHEREAS**, the College has determined, based on a review and analysis of the Finance and Administration department, that there is a need to create a Student Account Administrator position description, and

**WHEREAS**, the attached Student Account Administrator position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

**RESOLVED**, that the Student Account Administrator 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 20<sup>th</sup> day of February 2020, 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 20<sup>th</sup> day of February 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

## TOMPKINS CORTLAND COMMUNITY COLLEGE

<b><u>POSITION TITLE</u></b> Student Account Administrator	<b><u>GRADE</u></b> 3	<b><u>PAGE</u></b> 1 of 2
<b><u>ORGANIZATIONAL UNIT</u></b> Finance and Administration	<b><u>REPORTS TO</u></b> Director of Budget and Finance	<b><u>APPROVED BY</u></b>

### **SUMMARY**

Responsible for the following functions within the finance and administration office: the effective administration of policy and procedures related to student registration, billing, past due accounts and cash receipts; the collection and accounting for past due student accounts, and responsible to Human Resources for the administration of student employment on campus, including the training of staff and students and serves the liaison between the College and NextGen (Student employment software).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Develops and administers financial policies and procedures related to registration and billing for the College. Works with Enrollment Service Center, Extension Centers and other departments, e.g. CollegeNow.
2. Responsible for cash control policies with respect to cash receipts and the distribution of student refund checks, in accordance with guidelines established by the Office of Finance and Administration.
3. Responsible for the collection and accounting for past due student accounts including promissory notes and bankruptcy notices. Manages requests for special financial consideration from students; interacts with parents and students to resolve concerns; and approves within administrative controls.
4. Directs the work of the Enrollment Service Specialist responsible for student financial accounts.
5. Provides support as needed to various College staff by creating reports from the student information system and related databases. Maintains proficiency in the use of PowerCampus and Excel in order to provide assistance to staff as well as perform data analysis.
6. Responsible for administering all student employment on campus, both Federal and College funded, including the formation of College policies and procedures regarding student employment. As part of the Human Resource team, ensures compliance with federal and state requirements for employment.
7. Responsible for the training of college staff and students in the use of the student employment software.
8. Attends enrollment management meetings at the request of the Director of Budget & Finance as needed. May provide administrative support during registration days and special events.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Student Account Administrator

**GRADE**

3

**PAGE**

2 of 2

**ORGANIZATIONAL UNIT**

Finance and Administration

**REPORTS TO**

Director of Budget  
and Finance

**APPROVED BY**

9. Responsible for the creation and issuance of 1098-T tax forms for all qualified students. Assists the Enrollment Services Center staff with answering the more complex questions from parents and students regarding their 1098-Ts.
10. Responsible for de-scheduling students in accordance with tuition deferral, non-attendance or non-payment policies.
11. Collaborates with the Campus Technology Department to implement and maintain computerized support systems for the billing and cash receipts.
12. Works with departments and faculty to build connections with off campus employers to develop and promote jobs for students.
13. Maintains student employment database, working closely with outside service provider and Campus Technology.
14. Assures effective use of human resources by recommending hiring, disciplinary, and other human resource actions, together with the training, motivating, evaluating and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Opportunity/Affirmative Action Laws, other applicable regulations and collective bargaining agreements.
15. Serves on various college committees and performs other related tasks as assigned.

**SUPERVISION**

Types Supervised (check each category):

    X     Classified Staff  
         Administrative  
         Faculty  
         Adjunct faculty, students, etc.

Indicate number in each category:

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

**MINIMUM QUALIFICATIONS**

Bachelor's Degree and three years of experience in office management or customer service, including one year of supervisory experience; or Associate's degree and five years of experience in office management or customer service, including two years of supervisory experience.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2019-2020-33**

**APPROVAL OF POSITION DESCRIPTION  
COMPTROLLER**

**WHEREAS**, the College has determined, based on a review and analysis of the functions within Finance and Administration, that there is a need to revise the position description of Comptroller, and

**WHEREAS**, the attached Comptroller position description has been reviewed by the Executive Council and is recommended by the President, be it therefore

**RESOLVED**, that the Comptroller 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 20<sup>th</sup> day of February 2020, 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 20<sup>th</sup> day of  
February 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



## TOMPKINS CORTLAND COMMUNITY COLLEGE

**POSITION TITLE**

Comptroller

**GRADE**

4

**PAGE**

1 of 2

**ORGANIZATIONAL UNIT**

Finance and Administration

**REPORT TO**

Chief Financial Officer

**APPROVED BY**

**SUMMARY**

Responsible for the following functions of the budget and finance office: accounts payable, cash receipts, restricted fund accounting, capital project accounting, purchasing, and the general ledger. Assists the Director of Budget and Finance with complex financial analysis, financial reporting, budget preparation, and audit functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Responsible for the daily functions of the budget and finance office including accounts payable, cash receipts, purchasing, capital project accounting, and the general ledger.
2. Supervises the accounts payable, cash receipts, purchasing, restricted fund accounting, and general ledger functions of the College.
3. Maintains internal financial controls for the College.
4. Responsible for the administrative approval of all financial software access related to the budget and financial functions of the College and its related organizations.
5. Posts data from subsidiary ledgers to the general ledger and closes the general ledger monthly, including review and preparation of journal entries.
6. Prepares monthly bank reconciliations for all accounts; responsible for monitoring cash flow and investments.
7. Responsible for the general ledger of the College ensuring that all accounts are fully reconciled with supporting systems and related party transactions.
8. Assists department managers and/or staff with new activities and programs by developing procedures in order to achieve their goal and still maintain effective accounting practices as well as ensuring compliance with college policy, state and federal laws and regulations.
9. Assists the Director with preparation of annual operating budgets, maintenance of budgetary controls, complex financial analysis and budgetary forecasts.
10. Directs the preparation for annual independent audits of the College.
11. Directs internal audit functions of various college departments and activities including tests of compliance with college policy, state and federal laws and regulations as they apply to the College and its related organizations.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Comptroller

**GRADE**

4

**PAGE**

2 of 2

**ORGANIZATIONAL UNIT**

Finance and Administration

**REPORT TO**

Chief Financial Officer

**APPROVED BY**

12. Responsible for maintaining appropriate records to document final accounting for all books of account, including the general ledger, cash receipts, and cash disbursements. Such record keeping methods will comply with record retention requirements.
13. Monitors revenue sources and ensure compliance of revenue sources.
14. Develops and maintains relationships with various county government departments, banking institutions, outside funding agencies, as well as internal college departments and organizations.
15. Serve as a backup for the Director of Budget and Finance in their absence.
16. Directs select staff within the Budget and Finance Office. Assures the effective use of human resources by recommending hiring, disciplinary, and other human resources actions, together with the training motivating, evaluating and counseling of assigned personnel. Conducts all personnel matters in accordance with federal state and local Equal Opportunity/Affirmative Action Laws, other applicable regulations and collective bargaining agreements.
17. Serves on various College committees and performs other related tasks as assigned.

**SUPERVISION**

Types Supervised (check each category):

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

Indicate number in each category:

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

**MINIMUM QUALIFICATIONS**

Bachelors Degree in Accounting and 5 years of experience in a full-charge accounting position within government, non-profit or higher education

**PREFERRED QUALIFICATIONS**

MBA – Accounting or CPA preferred. Supervision experience.

TO: Board of Trustees  
FROM: Greg McCalley  
DATE: February 14, 2020  
SUBJECT: Faculty Student Association Report to the Board

The Faculty Student Association meeting was held on February 13<sup>th</sup>, 2020 in the Sprole Conference room at Tompkins Cortland Community College.

The February meeting included a presentation by the Director of Athletics regarding E-Gaming, in addition to the regular updates from the subcommittees.

#### Committee Reports:

- Finance Committee – The Finance committee has not met since our last meeting. Next meeting scheduled for February 24<sup>th</sup>.
- Human Resource Committee – The HR Committee brought forward a resolution to update the Personnel Policy to update changes to Paid Family Leave, Types of Employment, Holiday Pay, Leave Benefits for Child Care Staff and Professional Development. For the most part, these changes were made to maintain compliance with New York law, as well as clarify policies for 10-month employees.
- Athletic Advisory Board – The Athletic Advisory Board last met on February 12<sup>th</sup>, 2020. Updates included Coaching evaluations and the announcement of Sophomore Day for Basketball on February 15<sup>th</sup>.
- Bookstore Advisory Committee – No report
- FSA Bylaw Committee – A resolution was presented to the Board, which was subsequently approved, to update the FSA bylaws. The changes had previously been reviewed by the entire board, and were recently vetted by the FSA attorney.

Department Presentation – The presentation this month was done by Mick McDaniel, TC3 Athletic Director. Instead of the typical update, Mick did a presentation on the possibility of starting an officially sanctioned NJCAA athletic team for e-gaming. This would include not only the creation of a team, but the addition of an e-gaming arena to the campus. This would need to be funded by the FSA. Cheyenne Gorton (Asst. Director of Student Life) and Tim Densmore (CIO), had previously prepared information on the cost of building an e-gaming arena on campus. There was overwhelming support for both starting the teams, and building an arena. Bill Talbot and Greg McCalley were charged with creating a more detailed proposal to bring forth at the next FSA meeting.

Future presentations include:

- March 12 – One Card (Greg Lyons)
- April 9 – Student Activities (Cheyenne Gorton)
- April 30 – Child Care (Casey Goodwin)

The next meeting of the FSA is scheduled for March 12<sup>th</sup>, 2020.

**February 10, 2020,**

**Chief Diversity Officer Report to the Board of Trustees**

**A Male Student Success Initiative – *Man Talk presents the Barbershop* | February 12, 2020**

Office of Diversity Education and Support Services ODESS has partnered with Residence Life and Student Activities in an effort to support our male student success and retention. The program is a unique program that meets student's immediate personal needs. The "barbershop" format allows for staff and students to engage in meaningful dialogue. A result is earned trust and rapport that ultimately permits students being connected to resources across campus.

**6<sup>th</sup> Annual ID summit – February 16, 2020**

The ID Summit fosters critical dialogue about the intersection of identity and the social systems that affect our daily lives. This is an opportunity for undergraduate students, faculty and staff to share their research, network, and enhance their presentation skills. Most importantly, this conference promotes positive change for participants and the social fabric of our society. This year's theme is **Masculinity**. This is a campus - wide development opportunity held annually on our campus. This conference is sponsored by the Office of Diversity Education and Support Services.

**Retaining Educators and Professionals of Color in Tompkins County**

*Collaborating with the Tompkins County ALANA Leadership Group* - A group of professionals that are currently made up of members from Tompkins County. The main aim is to support the retention of professionals in Tompkins County. The annual reception is scheduled to take place at Coltivare on April 23, 2020.

**Vector Network Retention Update**

- Vector Network Summer Institute students – 8 out of 8 are returning from fall to spring (100%)
- Vector Network First Year students – 18 out of 20 are returning from fall to spring (90%)
- 2nd and 3rd Year Vector students – Out of 15 students, 13 are returning and 2 graduated (100%)

Respectfully submitted by,

Seth A. Thompson

# report

Date: February 10, 2020

To: President Montague

From: Deborah Mohlenhoff  
Director, Community Outreach and Engagement

RE: Monthly report on Community Engagement Initiatives

Please find below a report that provides updates on ongoing community outreach and engagement initiatives.

## **ITHACA EXTENSION CENTER:**

***Search for ESS day time staff:*** We still have a gap in coverage for the day shift. We are working with the County to hire someone on a provisional basis until the state provides the latest test scores.

## **COMMUNITY ENGAGEMENT:**

***United Way Mardi Gras Fundraiser:*** The College has offered to host the annual United Way of Tompkins County Mardi Grad Fundraiser at Coltivare. I will be coordinating the efforts in conjunction with Greg McCalley (on the United Way Board) and the staff of Coltivare. It will be held on Tuesday, February 25. We are continuing our planning efforts for this event. We have confirmed Orinthia and the Mayor of the City of Ithaca as celebrity bartenders.

***CVB Winter Recess Sponsorship:*** The College and Coltivare are the bag sponsor for the 2020 Winter Recess. The Winter Recess Teacher Festival is a celebration of public educators, school support staff, educational administrators, public school employees, school district retirees and their guests. The festival is in its 15<sup>th</sup> year and offers discounted lodging, dining, shopping and activities throughout Tompkins County over the February school break. Last year there were 4,328 participants in the week-long event. We are planning special discounts and events in conjunction with the festival to elevate recognition of both the College and Coltivare. This will give us great exposure to regional families and teachers. ***UPDATE:*** We will be staffing a table at the kick-off event on Feb 16<sup>th</sup>. Both the College and Coltivare will have a presence at the opening reception.

***American Association of University Women (AAUW) Fundraiser:*** The local AAUW chapter is hosting an event during the CVB Teacher's Winter Recess at Coltivare. This event will also be a fundraiser for an established TC3 scholarship. We will also be working with the AAUW and Admissions to highlight the College to the AAUW and teacher participants.

***UPDATE:*** This event will be held 2/20 at Coltivare and tickets can be purchased here:

<https://www.eventbrite.com/e/food-and-wine-for-scholarships-pairing-and-reception-tickets-88851532325?aff=ebdssbdestsearch>

***Dryden Summer Camp Use of TC3 space:*** I met with staff from the Dryden Summer recreation program to see if there are options for hosting the Dryden Summer camps on our campus, as their standing location in the Dryden School district will be under construction. We are exploring use of the old child care facility for this purpose.

***UPDATE:*** We will be hosting this on campus but are still working on the best space for them to use.

## **GOVERNMENT RELATIONS:**

**CVB/TC3 Monthly meetings:** We did not meet in December and will not meet in January. Our February meeting will be held at the Ithaca Extension Center and our March meeting will be at Coltivare.

**CFA/WDI Group:** The College is pursuing funding for enhancing our Applied Science and Technology offerings by partnering with several local businesses, municipalities, and local non-profits. We are pursuing Workforce Development Initiative (WDI) funds through a new Consolidated Funding Application (CFA) through New York State. Over the holiday break, the WDI team prepped materials for a January 2<sup>nd</sup> presentation to SUNY to seek approval/support for renovation of our STEM labs on campus. SUNY expressed support on the call on January 2<sup>nd</sup> and encouraged us to apply independently for the WDI funds as a separate application from the SUNY capital grant. We will be uploading our CFA this week.

**UPDATE:** We are still waiting to hear from SUNY about the status of this application.

**City of Cortland Office Relocation:** We continue to be open to conversations with the City on the use of our Cortland Extension Center for some city functions. The City cancelled the most recent meeting that was scheduled and we are waiting for them to reach out and reschedule.

### **Census 2020:**

I have had two meetings with our Regional Coordinator and this is a summary of how we are working with the County and State to support the efforts:

**Recruit Census Takers** – The regional office is looking to hire over 700 people to assist with the completion of the 2020 Census. These could be great jobs for some of our students. Here is more information:

<https://2020census.gov/en/jobs.html>

We are going to do a few things:

- a. Send an email to faculty, staff, and students informing them of the opportunities.
- b. Host a recruitment event on the main campus and the Ithaca Extension Center. (The College is located in Tompkins County – so this Census Manager cannot do anything in other counties – or otherwise we would also host one at Cortland.) We are currently scheduled to hold one on the main campus on February 27<sup>th</sup> from 4pm to 8pm and March 3<sup>rd</sup> from 4pm to 8pm at the Ithaca Extension Center.

### **Ensure our Resident Students Are Counted**

There are apparently two ways we can ensure that our Residence Hall students are counted, and not double counted – this is from the Census office:

Option (1)... Ask students to self-respond: which means, students will respond on their own. There's no special student version, they will have the same Questionnaire.

Option (2)... TC3 gives us data of their on-campus students, but that data is subject to The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). Please check with University Counsel if they have received any guidelines from United States Department of Education on giving students' data to the United States Census Bureau.

Our Residence Life staff have also been meeting directly with local Census representatives to make sure our resident students are aware of how to self-report.

**Plan for Potential Protests/Pushback** – Apparently at other colleges, there are groups planning active protests against the Census. There are several concerns – the gender question (it only allows someone to check male or female) and the citizenship question - which was removed but there are still concerns that Census data could be used by the government to target specific populations. (i.e., when the Japanese were put in internment camps, they used Census data to identify families.) Per the gender question – respondents can just write in what they choose or not answer that question – this will not invalidate their other responses. We have decided to handle this on a case by case basis if it comes up.

## **LEADERSHIP TOMPKINS AND LEADERSHIP CORTLAND:**

### ***Leadership Tompkins:***

**JANUARY PROGRAM:** The program was hosted at the Tompkins Center for History and Culture. We got a tour of the new museum and a talk about the programs and services from new Executive Director Ben Sandberg. We then heard from a panel of non-profits that are housed in the center: Community Arts Partnership, Wharton Studios Museum, and Discover Cayuga Lake. Tompkins Trust Company hosted our lunch with a panel of their employees who are graduates of the program. We met with the Executive Director of the Downtown Ithaca Alliance and learned more about local festivals. We ended the day with a workshop on Leadership and Creativity that I facilitated.

**BOARD MEETING:** Facilitated a board meeting on 1/15/20.

**WAKE UP TOMPKINS:** Facilitated a Wake Up Tompkins event featuring a leadership chat with Cornell Hockey Coach Mike Schafer. We had 21 people attend the program, held at the Chamber.

### ***Leadership Cortland:***

**JANUARY PROGRAM:** The program was hosted at the Cortland Extension Center. We featured a panel of local elected officials – two from the County (Doug Bentley and Kelly Preston) and two from the City (Brian Tobin and Kat McCarthy.) We also heard about local media and political coverage from the Publisher of the Cortland Standard, Evan Geibel.

**BOARD MEETING:** Facilitated a board meeting on 2/10/20 to bring the Leadership Cortland board up to date with the program.

## **WORKS IN PROGRESS:**

***SUNY Applied Learning:*** In late August, SUNY informed us that in order to distribute \$150,000 in funding from this PIF grant to us we needed to submit a revised scope of work and a new budget, as we were given less than we originally requested. I completed that paperwork and changed our scope of work to request the funding for a ¾ time position that will focus on analyzing and organizing the current campus infrastructure for applied learning opportunities and programs. We also intend to move the College to a Center for Career Development and will ask the person in this position to function as a consultant that would allow us to move in this direction.

We have received the first installment of our PIF funding and have pulled a campus group together to work on a job description for the new position.

**[UPDATE] The request to fill has been completed and we will be posting the job this week. We have to file a report with SUNY on our use of the funds by March 1, so we will not have much to report out yet.**

***Cayuga Health Systems Partnership:*** Carrie Whitmore and I met with the VP of Human Resources (Brian Forrest) and the COO for Cayuga Medical Associates (Jeff Penoyer) to discuss several ideas for partnerships on workforce development and pathways to employment within the Cayuga Health System. We are working on a summary document that will be shared soon with some prioritized ideas and strategies for our Executive Team to review and recommend.

## **COLLEGE STRATEGIC PLANNING PROCESS:**

I will be working with the President on the public rollout of the Strategic Plan, now that it has been approved by the board. We used the themes of the Strategic Plan as a way to structure the President's annual report and that will be a nice companion piece to the plan itself when we roll it out to the community-at-large.

### ***Meetings/Events Attended:***

- Strategic Planning Tourism Board Monthly meeting
- TC3 Foundation Board meeting
- United Way Mardi Gras Planning meeting
- Tompkins County Economic Summit – featuring Lt. Governor Kathy Hochul



Foundation Board Report  
Board of Trustees  
February 20, 2020

### **Annual Board Meeting Highlights**

The Foundation Board of Directors met on January 14. At the annual meeting, the Board thanked Tom LiVigne and John Mason for their years of service and wished them well on their retirement from the Board. The following were elected as officers: Tom Van der zee, chair; Stephen Romaine, vice chairman; Leslie Danks Burke, secretary/treasurer. The board will be comprised of 21 members.

Alesco Advisors representative, Tim Tindall reported on the Foundation's Investment portfolio. As of December 31, 2019, the combined restricted investments accounts were valued at \$18,073.563.

### **Regular Board Meeting Highlights**

Deb Mohlenhoff shared that the College's strategic plan will be presented to the Board of Trustees at their January meeting for approval. Julie Gerg noted that the Foundation Board will begin its work on their strategic plan soon afterward.

Board expectations were shared with the members.

The November 2019 operating, Ithaca Extension Center, Cortland Extension Center, Farm to Bistro, Coltivare, and Campus Housing income statements were reviewed.

Campus housing and Coltivare updates were provided.

Resolution approval for an additional \$50,000 funds for bond attorney counsel took place.

### **Other**

A campus housing informational direct mail piece was sent to approximately 13,000 people the week of February 2 – 6.

Distinguished Alumni Call for Nominations were distributed on February 6<sup>th</sup>. The recipient(s) will be recognized at Commencement.

### **Upcoming meetings/events:**

February 25 - Investment committee  
March 4 – Alumni committee  
March 5 – Executive committee  
March 5 – Scholarship Speed Networking  
April 14 – Board meeting