

## 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, June 18, 2020

Conducted remotely via Zoom due to COVID19

Link to be provided

**Executive Session @ 5:00 P.M.**

**Regular Open Session @ 6:00 P.M.**

## AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Executive Session @ 5:00 p.m.
5. Welcome Guests
6. Public Comment\*
7. Approval of Minutes
  - a. May 14, 2020 Regular meeting
8. Communications
9. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): NONE
10. Information Items:
  - a. Human Resources Updates

11. Consent Agenda (Action Items):
  - a. Capital Payments
  - b. Appointment of Personnel
  - c. Interim CFO's Report – Treasurer's Report
  - d. In Appreciation of Patty Azotea
  - e. In Appreciation of Leslie (Lolly) Carpenter
  - f. In Appreciation of Kevin Fairand
  - g. In Appreciation of Olivia Hersey
  - h. In Appreciation of Bruce Need
  - i. In Appreciation of Tim Putnam
  - j. In Appreciation of Beau Saul
  - k. In Appreciation of Lyn Thompson
  - l. Approval of CDC Assistant Credential
  - m. Approval of Early Childhood Credential
  - n. Approval of Residential Aide Credential
  - o. Tuition and Fee Schedule
  
12. Standing Reports:
  - a. Provost & Vice President of Academic Affairs – Paul Reifenheiser
  - b. Vice President Student Affairs & Faculty Student Association – Greg McCalley
  - c. Chief Diversity Officer Report – Seth Thompson
  - d. Assistant VP for College Relations Engagement – Deb Mohlenhoff
  - e. College Senate – Ashley Ahola & Jonathan Walz-Koeppel
  - f. Tompkins Cortland Community College Foundation, Inc. – Matt McSherry
  - g. Chairman's Report – Raymond Schlather
  - h. Liaison Report (Cortland County) – Kevin Fitch
  - i. Liaison Report (Tompkins County) – Michael Lane
  - j. Student Trustee's Report – Lana Esho
  - k. President's Report
  
13. Upcoming Events:

Next Board of Trustees Meeting – July 16, 2020
  
14. 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**  
**May 14, 2020**  
**Via Zoom Due to COVID19**  
**5:30 P.M.**

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

**EXCUSED:** None

**COUNTY**

**LIAISONS:** Michael Lane, Kevin Fitch

**STAFF:** Amber Boulay, Jan Brhel, Bryan Chambala, Sharon Clark, Tim Densmore, Michelle Doe, Julie Gerg, LaSonya Griggs, TK Huff, Greg McCalley, Mick McDaniel, Deb Mohlenhoff, Barbara Moose, Orinthia Montague, Paul Reifenheiser, Bill Talbot, Malvika Talwar, Jason Thayer, Lyn Thompson, Seth Thompson, Alaina Vetere, Peter Voorhees, Jonathan Walz-Koeppel, Carrie Whitmore

1. **Call to Order:** The meeting was called to order at 5:04 p.m. by Chair Schlather in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Executive Session (to discuss a personnel issue – no action to be taken) –** Mr. McSherry moved that the meeting convene in executive session at 5:07p.m. for discussion of a personnel issue, with action to be taken; seconded by Ms. Davison; President Montague, Sharon Clark and Bill Talbot were invited.

Motion to go back into open session moved by Mr. McSherry seconded by Ms. Davison; approved unanimously. The meeting reconvened in regular session at 5:50p.m.

4. **Welcome Guests:** None
5. **Approval of Agenda:** Ms. Burns moved that the agenda be approved; seconded by Ms. Michell-Nunn; motion carried unanimously.
6. **Public Comment:** None
7. **Approval of Minutes – April 16, 2020 Regular Meeting:** Ms. Burns moved that the minutes of the April 16, 2020, regular meeting be approved as presented; seconded by Ms. Davison; motion approved unanimously.
8. **Communications:** None
9. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** None
10. **Information Items:**
  - a. **Human Resources Updates –** No discussion.

- 11. Consent Agenda (Action Items):** Ms. Buck moved that the Consent Agenda be approved as submitted; seconded by Ms. Davison; the motion was called and carried unanimously.
- a. Capital Payments –** No discussion.
  - b. Appointment of Personnel –** No discussion.
  - c. Interim CFO Report –** Bill Talbot discussed his report.
  - d. Approval of Risk Management Micro-credential**
  - e. Approval of TC3 Institutional Learning Outcomes Policy**
  - f. 2020 Chancellor's/Trustees Award for Excellence in Adjunct Teaching – Marjolein Schat** - Provost, Paul Reifenheiser, gave a brief summation of the qualities that were submitted to the TC3 selection committee on behalf of her nomination for this award.
  - g. 2020 Chancellor's/Trustees Award for Excellence in Classified Service – Teri Evener** - VPSS, Greg McCalley, gave a brief summation of the qualities that were submitted to the TC3 selection committee on behalf of her nomination for this award.
  - h. 2020 Chancellor's/Trustees Award for Excellence in Professional Service – Jonathan Walz-Koeppel** - CIO, Tim Densmore, gave a brief summation of the qualities that were submitted to the TC3 selection committee on behalf of his nomination for this award.
  - i. 2020 Chancellor's/Trustees Award for Excellence in Teaching – Sandy Moser** Provost, Paul Reifenheiser, gave a brief summation of the qualities that were submitted to the TC3 selection committee on behalf of her nomination for this award.
  - j. 2020 Chancellor's/Trustees Award for Excellence in Teaching – Kerry Curran** Provost, Paul Reifenheiser, gave a brief summation of the qualities that were submitted to the TC3 selection committee on behalf of her nomination for this award.

**12. Standing Reports:**

- a. Provost & Vice President of Academic Affairs –** Written Report provided. Chair Schlather asked if Karen Miller, Coordinator of Global Partnerships & Programs, has started here at the College. Paul stated she has started working remotely and is moving here from Boston next week. South American and Dominican Republic students are not allowed to come here due to COVID through the fall. We are looking to see if they will take any classes online. The Disney program is suspended for August, and it will not fill the January program yet.
- b. Faculty Student Association –** No Written report provided. They have not met but they have secured \$450,000 PPP Loan for payroll with no pay back if we follow the rules. The plan for students to come back and pick up the stuff in their residence hall rooms has been pushed back to June.
- c. Vice President of Student Affairs –** Written report provided. Fall numbers continue to be down even though we are up in the numbers we have accepted. Summer school has seen an increase in numbers this week. That type of increase may also be what happens in the fall, i.e. students are waiting to see what happens and may register later than normal. Deb Mohlenhoff stated that the College is physically located in Tompkins County and this county meets the criteria for the area to open. Education is in Phase 4 of the re-opening process. We are working on what that plan might look like. We continue to operate under the assumption we will open like "normal" in August, but we are exploring all the possible options. We will work with the Regional control room. President Montague and Paul Reifenheiser spoke to how we are working and collaborating with other Higher Ed. institutions and medical facilities. A determination of what/how we open the classes and residence halls in the fall could be made at the end of June. Classes could be Hyflex, Hybrid, Synchronous and/or Asynchronous. The schedule could have a specific structure or a fluid structure. Mr. Tytler asked about criteria in placement testing Paul explained - High

school GPA will be used in admissions and other indicator, like regents scores, GED certificate.

- d. **Chief Diversity Officer** –Written report provided. Brave Dialogue sessions have been providing with community members virtually – going really well. Participants will receive a certificate. Participants include people from Dryden, Groton, Cortland, Ithaca and Caroline. Dialogue sessions allow students and faculty interact with people in the community and this takes some of the fear of differences away.
- e. **Director of Community Outreach and Engagement** – Written report provided. Updated and thanked people for creating a congratulatory video to be sent out to graduating students. The video will be on website. The College is again hosting food distribution on May 21<sup>st</sup>. Deb Mohlenhoff will send out information for volunteers. There is still a need volunteers. Dryden High School is considering doing an “end of the year parade” in our parking lots; and looking at possible graduation ceremony here.
- f. **College Senate** – Written Report provided. Institutional Learning Outcomes (ILO’s) voted on by faculty were approved and then sent to Senate and where it was also approved. College Senate officers will be voted on/approved and at their May 15<sup>th</sup> meeting.
- g. **Tompkins Cortland Community College Foundation, Inc.** – Written report provided.
- h. **Chairperson’s Report** – Chairman Schlather reported that he participated in the video for commencement. He encouraged everyone that could with their work schedules to assist with the upcoming food bank on the 21<sup>st</sup>.
- i. **Liaison Report (Cortland County)** – Mr. Fitch stated that Cortland can begin the process of opening up the region. There is an anticipation of \$4-6 million drop in revenue due to COVID. The County furloughed 75 employees, and is the process of going through the budgets and looking at what they can do now to trim out more financial cuts. Cortland County will start up regular committee meetings again in June.
- j. **Liaison Report (Tompkins County)** – Mr. Lane said the big issue is what will happen with the cuts in sales tax revenue. Spoke to the continuation for furloughed employees. County is concerned about the airport due to the cut back in the flights.
- k. **Student Trustee’s Report** – Ms. Esho stated the Student Activities office and SGA have offered many opportunities for students and all their efforts were appreciated. She has been accepted to Cornell University in the fall. Per Greg McCalley, due to the implications of COVID, the new student trustee selection will be postponed until fall.
- l. **President’s Report** – Written Report provided. This past month has been zoom meeting after zoom meeting with various SUNY entities, President’s Cabinet and Executive Council. With the Governor and SUNY’s oversight of what we will do for re-opening, we are waiting on additional information on when those meetings to plan for this will occur. A Town Hall meeting was held with Anthony Brindisi and another with Senator Gillibrand. Lana Esho and Casey Smith received Chancellor’s Award of Excellence for Students. In planning for the “unknown”, meetings will be set up with Tompkins County regarding our re-opening since we are physically located in Tompkins County. We will be working with SUNY Cortland to discuss if opportunities exist to work together. President Montague gave a shout out to President’s Cabinet and all the Union Leaderships for what they are doing to move us forward. A meeting with Cortland and Tompkins County leaders will be set up for early to mid-June regarding budget implications. Kevin Fitch brought up Cortland Transit will be sending out a questionnaire to the College on some of the issues we have had with Cortland Transit so they can be addressed and resolved.

13. **Upcoming Events** – No discussion.

14. **Adjournment:** Ms. Buck moved that the meeting be adjourned; seconded by Ms. Esho;

motion carried unanimously. The meeting adjourned at 6:59 p.m.

Respectfully submitted,

Jan Brhel  
Clerk of the Board of Trustees

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of June 18, 2020

**UNCLASSIFIED STAFF**

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Comptroller	June 2020	February 25, 2020	March 25, 2020	Final Zoom Interviews Conducted
Coordinator of Applied Learning Initiatives	Spring 2020	February 14, 2020	March 16, 2020	Conducting Zoom Interviews
Director of Global Education and Initiatives	March 2020	November 22, 2019	January 6, 2020	Checking References
Instructor of Computer Science/Computer Information Systems	August 24, 2020	February 5, 2020	March 5, 2020	Conducting Zoom Interviews
School Food Grant Coordinator	February 2020	December 13, 2019	January 13, 2020	Hired: Monica Dykeman (06/01/20)

**CLASSIFIED STAFF**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
None.			

**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	July 2020	Accepting Applications
Lifeguard	Athletics & Recreation	July 2020	Accepting Applications; Continuous Recruitment
Graduate Assistant	Residence Life/Student Center	July 2020	Accepting Applications; Continuous Recruitment
Substitute Teacher	Childcare	July 2020	Accepting Applications; Continuous Recruitment
College Health Services Registered Nurse	Health Center	July 2020	Conducting Interviews
College AOD Prevention Coordinator	Health Center	July 2020	Accepting Applications

**BISTRO**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Banquet Server	TC3 Bistro	June 2020	Accepting Applications
Banquet Bartender	TC3 Bistro	June 2020	Accepting Applications
Banquet Supervisor	TC3 Bistro	June 2020	Accepting Applications
Bartender	TC3 Bistro	June 2020	Accepting Applications
Busser/Food Runner	TC3 Bistro	June 2020	Accepting Applications
Dishwasher	TC3 Bistro	June 2020	Accepting Applications
Line Cook	TC3 Bistro	June 2020	Accepting Applications
Server	TC3 Bistro	June 2020	Accepting Applications
Host/Hostess	TC3 Bistro	June 2020	Accepting Applications



TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of June 18, 2020

**COMPLAINANT**

**SUBJECT**

**DISPOSITION**

None.

**FACULTY ASSOC.**

None.

**PAA**

None.

**TC3 ADJUNCT ASSOC.**

None.

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

	AMOUNT	SUBTOTAL	GRAND TOTAL
<hr/> <b>Childcare Facility Project</b>			
<b>Design/Architectural Services</b>			
Claudia Brenner Design (PO #31685) Architectural Design & Related Administration Invoice #3256	\$480.00		
<b>Total Design/Architectural Services</b>		\$480.00	
<hr/>			
<b>Plumbing</b>			
Low's Soft Water Service, Inc. (PO #33257) Water Softener System Invoice #201343	\$1,218.00		
<b>Total Plumbing</b>		\$1,218.00	
<hr/>			
<b>Administrative/Legal</b>			
Harris Beach (ALL SEASON'S Dispute) Invoice 2361132	\$177.00		
Invoice 2377158	\$75.70		
		\$252.70	
<hr/>			
<b>TOTAL CHILDCARE FACILITY PROJECT</b>			\$1,950.70
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<b>TOTAL CAPITAL PAYMENTS</b>			<b>\$1,950.70</b>
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**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2019-2020-58**

**APPOINTMENT OF PERSONNEL**

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

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

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

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

**STATE OF NEW YORK:**            **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  
18<sup>th</sup> day of June 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 18<sup>th</sup> day of  
June 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**Appointment of Personnel**  
**Tuesday, June 2, 2020**  
**Presented to the Board of Trustees**

Employee	Department	Title/Rank	Salary	Employment Dates
<b>May</b>				
Orejuela, Jorge	ANTH260-SLC1	Adjunct	\$4,995.00	5/19/2020 To 5/26/2020
Price, S. Lee	Administration of EMT program	Adjunct	\$3,330.00	5/19/2020 To 8/30/2020
Almann, Nancy	BIOL131 BL1 BIOL132 BL1	Adjunct	\$12,495.00	5/27/2020 To 8/7/2020
Chase, Lawrence	BUAD201 BL1	Adjunct	\$3,570.00	5/27/2020 To 8/7/2020
Earley, Bernard	ENGL102 BL1	Adjunct	\$3,570.00	5/27/2020 To 6/30/2020
Galezo, David	PHIL101 BL1	Adjunct	\$3,570.00	5/27/2020 To 6/30/2020
Gray, Amanda	Professional Tutor	Adjunct	\$3,921.00	5/27/2020 To 8/7/2020
Johnsen, Laura	ANTH202 BL1	Adjunct	\$2,745.00	5/27/2020 To 6/30/2020
Kobre, Michael	BIOL114 BL1 BIOL132 BL2	Adjunct	\$9,817.50	5/27/2020 To 8/7/2020
Marie, Jill	ENGL103 BL1	Adjunct	\$3,570.00	5/27/2020 To 6/30/2020
Miranda, Tracy	Para-Professional Tutor	Adjunct	\$2,845.50	5/27/2020 To 8/7/2020
Montgomery, Ashley	Professional Tutor	Adjunct	\$3,136.80	5/27/2020 To 8/7/2020
Scheible, Anita	Access & Equity Adjunct/Professional Tutor	Adjunct	\$5,228.00	5/27/2020 To 8/7/2020
Sewell, Patrick	President of Adjunct Faculty Association duties	Adjunct	\$1,585.50	5/27/2020 To 8/7/2020
Sloan, Cindy	SOCI101 BL2	Adjunct	\$3,570.00	5/27/2020 To 6/30/2020
Snyder, Stephen	BIOL101 BL1 BIOL101 BL2	Adjunct	\$7,770.00	5/27/2020 To 8/7/2020
Whitecraft, Michele	CHEM101 BL1	Adjunct	\$5,355.00	5/27/2020 To 6/30/2020
Williamson, Mark	ART 101 BL1	Adjunct	\$3,570.00	5/27/2020 To 7/24/2020
Zavaski, John	BIOL112 BL1 BIOL112 BL2	Adjunct	\$6,105.00	5/27/2020 To 8/7/2020
<b>June</b>				
Dykeman, Monica	Foundation	School Food Grant Coordinator (Two-Year, Grant Funded)	\$50,250.00 *	6/1/2020
<b>August</b>				
Raethka, Tim	CPR for Nursing Students - 4 Non-Credit Workshops	Adjunct	\$800.00	8/6/2020 To 8/15/2020

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

June 18, 2020

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Alaina Vetere	05/27/20	Resignation
Lyn Thompson	06/29/20	Retirement

FACULTY STUDENT ASSOCIATION

None.

BISTRO

None.

## CFO's Report to the TC3 Board of Trustees June 18, 2020

### 2019-20 P&L Overview (Pre-COVID):

Reducing the use of the authorized Fund Balance and Other Reserves was a financial priority of 2019-20, prior to COVID-19. The thought was that if the College could reduce expenses enough throughout 2019-20 it would be better positioned to continue those cost savings for all 12 months of 2020-21. The College also sought to automate and add additional business intelligence to assist with improving enrollments through better retention and conversion rates. The College missed its HealthCare strategy but did make it half-way to its cost saving objective and has made significant progress with its business intelligence reporting.

TC3 2019-20 Budget (in thousands)			
	Modified Budget	Pre-Covid Projection Fav(UnFav)	EOY Forecast Pre-Covid
Personnel	\$18,135	\$207	\$17,928
Equipment	\$179		\$179
Contractual	\$5,338	\$240	\$5,098
Scholarship & Awards Offset	\$3,472		\$3,472
Fringe Benefit	\$8,571	-\$182	\$8,753
<b>Approved Appropriations</b>	<b>\$35,696</b>	<b>\$265</b>	<b>\$35,431</b>
Student Revenue	\$13,637		\$13,637
State Revenue	\$10,479		\$10,479
Sponsor Revenue	\$4,883		\$4,883
County Cross-Charge Revenue	\$6,135		\$6,135
Use of Fund Balance & Other Reserves	\$562	\$265	\$297
<b>Total Revenue</b>	<b>\$35,696</b>	<b>\$265</b>	<b>\$35,431</b>

### 2019-20 P&L Overview (During COVID):

COVID-19 began becoming a major distraction in early March and the Campus closed on Wednesday, March 18<sup>th</sup> as students migrated to on-line classes and most all staff worked from home. The College immediately began renegotiating contracts and cutting costs expecting that the pandemic may have an impact on summer revenues, especially from the global programs.

	2019-2020		
	Original Budget	Forecast 5/20/20 (Excl. Furlough)	Variance Fav (UnFav)
<b>Summary of Expenditures</b>			
Salaries (100's)	18,134,543	17,615,484	519,059
Equipment (200's)	161,872	161,872	0
Contractual (400's)	5,505,512	4,957,642	547,870
Tuition Scholarship Offsets	3,322,159	3,143,750	178,409
Fringes (900's)	8,571,433	8,589,494	(18,061)
<b>Total Estimated Expenditures</b>	<b>35,695,519</b>	<b>34,468,242</b>	<b>1,227,277</b>
<b>Projected Revenues:</b>			
Tuition	13,462,614	12,711,456	(751,158)
Student Fee Revenue	1,135,540	1,120,900	(14,640)
State Aid	10,479,311	10,479,312	1
Chargebacks	4,584,500	4,578,000	(6,500)
Other Revenues	588,800	586,840	(1,960)
Sponsoring Contributions	4,882,882	4,882,882	0
Allocation of Designated Reserves	61,872	61,872	0
Allocation of Fund Balance	500,000	500,000	0
<b>Total Estimated Revenues</b>	<b>35,695,519</b>	<b>34,921,262</b>	<b>(774,257)</b>
<b>Surplus (Deficiency) to Fund Balance</b>			<b>453,020</b>

Expenses were reduced by \$962K over the pre-COVID savings of \$265K: +\$312K in Salaries (hiring delays), +\$308K in Contractuals (natural and renegotiated), +\$178K in Tuition Scholarships (unused by summer international students) and +\$164K in Fringes (unused retirement benefits). As projected, summer international programs were canceled (-\$535), along with other natural revenue losses, mostly from out of sponsored counties (-\$216K). Combined with earlier surpluses, the College had built its Budget Fund Balance to a \$453K Surplus, even with the revenue losses.

Summer Furloughs:

With so many unknowns, the College President & Cabinet took the initiative to design a summer furlough for 100% of non-teaching staff with the CSEA, PAA and Faculty Unions, along with TC3 Board members. The College did so in three weeks under the following three guiding principles: 1) Conserve expenses/cash by utilizing Federal & State programs, 2) Minimize economic harm to any employee and 3) minimize disruption to fall enrollment activities. The College recognized that as it is not oversized, this furlough would reduce productivity and managers would have to prioritize staff work activities. The College utilized the NY Shared Work program beginning on June 1<sup>st</sup> and expects the program to end on July 31<sup>st</sup> when the Federal Pandemic Unemployment Assistance Program expires. The College expects to save \$498K in salaries with 143 staff being furloughed on an average of 34% for the nine weeks. To simplify the process the College announced summer hours in which business will not be conducted on Fridays. Added to the \$453K prior surplus, the College had now created a surplus to Budgeted Fund Balance in 2019-20 of almost \$1M to be spent down in 2020-21.

New York State's rumored COVID-19 budget response:

In the Governor's daily updates there was discussion of the impact of COVID-19 on the State's budget and the Governor's posturing for the Federal Government to direct funds to the States. Without these Federal funds the State would be forced to begin reducing appropriations. SUNY has provided guidance to Community Colleges to expect a 20% reduction in 2020-21, in addition to the previous reduction incurred with the rushed passing of the State budget, totaling \$2.4M in lost State grants in 2020-21.

In addition, we were advised by SUNY that our June \$2.6M payment from the State may not be paid until September and the same 20% discounted rate may be applied. If true, this will reduce our 2019-20 surplus budget fund balance by -\$520K, and would create a larger summer cash shortage than we previously planned for. The State's actions may also create delays with HESC and our summer TAP payments. SUNY is appealing to NYS Department of Budgets to make a June payment to TC3, even if discounted.

County Legislatures:

Tompkins and Cortland Legislators were briefed on June 11<sup>th</sup> of the State's activities and the impact on the College. The two County Administrators will be meeting with the College over the next two weeks to assess financial needs and means available to support the College if the "rumors" become a reality.

2020-21 1<sup>st</sup> Draft Bottom-Up Budget:

The draft budget requires \$1.8M in fund balance, more than will be available at the end of this year. The two areas that will need some creativity are Salary and Fringes. Variances are calculated against budget since forecast has too many unrepeatable unique events. Assumptions: 5% increase in tuition, \$3 increase in technology fee, 17% decline in full-time fall enrollment, 2% increase in spring enrollments, summer projected at 18-19 counts, concurrent up 3% and a 20% loss in State Grants.

	2019-2020		2020-21	
	Original Budget	Forecast 5/20/20 (Excl. Furlough & State Grant Loss)	1st Draft Bottom Up Budget	Variance to 19-20 Budget Fav (UnFav)
<b>Summary of Expenditures</b>				
Salaries (100's)	18,134,543	17,615,484	17,841,233	293,310
Equipment (200's)	161,872	161,872	348,480	(186,608)
Contractual (400's)	5,505,512	4,957,642	5,498,012	7,500
Tuition Scholarship Offsets	3,322,159	3,143,750	3,594,156	(271,997)
Fringes (900's)	8,571,433	8,589,494	8,836,941	(265,508)
<b>Total Estimated Expenditures</b>	<b>35,695,519</b>	<b>34,468,242</b>	<b>36,118,822</b>	<b>(423,303)</b>
<b>Projected Revenues:</b>				
Tuition	13,462,614	12,711,456	13,659,458	196,844
Student Fee Revenue	1,135,540	1,120,900	1,318,908	183,368
State Aid	10,479,311	10,479,312	8,046,840	(2,432,471)
Chargebacks	4,584,500	4,578,000	5,825,556	1,241,056
Other Revenues	588,800	586,840	580,800	(8,000)
Sponsoring Contributions	4,882,882	4,882,882	4,882,882	0
Allocation of Designated Reserves	61,872	61,872	0	(61,872)
Allocation of Fund Balance	500,000	46,980	1,804,379	1,304,379
<b>Total Estimated Revenues</b>	<b>35,695,519</b>	<b>34,468,242</b>	<b>36,118,822</b>	<b>423,303</b>

TOMPKINS CORTLAND COMMUNITY COLLEGE  
 APPROPRIATIONS 2019-2020  
 FINANCIAL REPORT FOR PERIOD ENDING SATURDAY, APRIL 30, 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	17,694,137	11,802,167	5,891,970	66.7%	18,638,904	12,414,469	66.6%	612,302	3.3%
Equipment	178,821	95,632	83,189	53.5%	106,522	34,641	32.5%	(60,991)	-57.3%
Contractual Expenses	5,405,758	3,380,124	2,025,634	62.5%	4,932,484	3,022,347	61.3%	(357,777)	-7.3%
Employee Benefits	8,679,813	5,801,440	2,878,373	66.8%	8,230,258	5,951,710	72.3%	150,270	1.8%
<b>Total Forecasted Departmental Appropriations<sup>1</sup></b>	<b>31,958,529</b>	<b>21,079,363</b>	<b>10,879,166</b>	<b>66.0%</b>	<b>31,908,168</b>	<b>21,423,167</b>	<b>67.1%</b>	<b>343,804</b>	<b>1.6%</b>
<b>Scholarships &amp; Awards</b>									
Student Services	380,409	181,508	198,902	47.7%	305,470	199,408	65.3%	17,900	9.0%
Academic Support	3,091,750	3,123,675	(31,925)	101.0%	2,773,601	2,757,768	99.4%	(365,907)	-13.3%
<b>Total Scholarships &amp; Awards</b>	<b>3,472,159</b>	<b>3,305,183</b>	<b>166,977</b>	<b>95.2%</b>	<b>3,079,071</b>	<b>2,957,176</b>	<b>96.0%</b>	<b>(348,007)</b>	<b>-11.8%</b>
<b>Total Forecasted Appropriations<sup>2</sup></b>	<b>35,430,688</b>	<b>24,384,545</b>	<b>11,046,143</b>	<b>68.8%</b>	<b>34,987,239</b>	<b>24,380,343</b>	<b>69.7%</b>	<b>(4,202)</b>	<b>0.0%</b>
<b>Adjustments to Approved Budget</b>									
Personal Services	207,206		207,206	0.0%			0.0%	0	0.0%
Equipment	0		0	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>Personnel</b>	<b>17,901,343</b>	<b>11,802,167</b>	<b>6,099,176</b>	<b>65.9%</b>	<b>18,638,904</b>	<b>12,414,469</b>	<b>66.6%</b>	<b>612,302</b>	<b>3.3%</b>
Equipment	178,821	95,632	83,189	53.5%	106,522	34,641	32.5%	(60,991)	-57.3%
Contractual	5,645,383	3,380,124	2,265,259	59.9%	4,932,484	3,022,347	61.3%	(357,777)	-7.3%
Scholarship & Awards Offset	3,472,159	3,305,183	166,977	95.2%	3,079,071	2,957,176	96.0%	(348,007)	-11.3%
Fringe Benefit	8,497,813	5,801,440	2,696,373	68.3%	8,230,258	5,951,710	72.3%	150,270	1.8%
<b>Total Approved Budget Appropriations<sup>4</sup></b>	<b>35,695,519</b>	<b>24,384,545</b>	<b>11,310,974</b>	<b>68.3%</b>	<b>34,987,239</b>	<b>24,380,343</b>	<b>69.7%</b>	<b>(4,202)</b>	<b>0.0%</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.



TOMPKINS CORTLAND COMMUNITY COLLEGE  
 APPROPRIATIONS 2019-2020  
 FINANCIAL REPORT FOR PERIOD ENDING SATURDAY, APRIL 30, 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	5,630,637	2,288,565	71.1%	8,596,108	5,978,370	69.5%	347,733	5.8%
Equipment	0	0	0	0.0%	0	0	0.0%	0	0.0%
Contractual Expenses	1,646,664	952,739	693,925	57.9%	1,621,450	989,648	61.0%	36,909	3.7%
Employee Benefits	3,866,441	2,754,032	1,112,409	71.2%	3,790,538	2,731,047	72.0%	(22,985)	-0.8%
<b>Total Instruction</b>	<b>13,432,307</b>	<b>9,337,408</b>	<b>4,094,899</b>	<b>69.5%</b>	<b>14,008,096</b>	<b>9,699,065</b>	<b>69.2%</b>	<b>361,657</b>	<b>3.7%</b>
<b>Public Service</b>									
Personal Services	91,503	76,456	15,047	83.6%	92,389	60,715	65.7%	(15,741)	-25.9%
Equipment	0	0	0	0.0%	0	0	0.0%	0	0.0%
Contractual Expenses		1,836	(1,836)	0.0%	4,380	3,440	78.5%	1,604	46.6%
Employee Benefits	44,168	37,375	6,793	84.6%	40,740	28,474	69.9%	(8,901)	-31.3%
<b>Total Total Public Service</b>	<b>135,671</b>	<b>115,666</b>	<b>20,005</b>	<b>85.3%</b>	<b>137,509</b>	<b>92,628</b>	<b>67.4%</b>	<b>(23,038)</b>	<b>-24.9%</b>
<b>Academic Support</b>									
Personal Services	1,761,321	1,081,782	679,539	61.4%	1,621,292	1,028,446	63.4%	(53,336)	-5.2%
Equipment		29,912	(29,912)	0.0%	42,361	18,502	43.7%	(11,409)	-61.7%
Contractual Expenses	266,022	161,052	104,970	60.5%	213,544	130,781	61.2%	(30,271)	-23.1%
Employee Benefits	866,163	535,426	330,737	61.8%	714,925	532,456	74.5%	(2,970)	-0.6%
<b>Total Academic Support</b>	<b>2,893,506</b>	<b>1,808,172</b>	<b>1,085,334</b>	<b>62.5%</b>	<b>2,592,121</b>	<b>1,710,186</b>	<b>66.0%</b>	<b>(97,987)</b>	<b>-5.7%</b>
<b>Libraries</b>									
Personal Services	454,562	306,896	147,666	67.5%	514,825	340,039	66.0%	33,143	9.7%
Equipment	1,180	1,179	1	99.9%			0.0%	(1,179)	0.0%
Contractual Expenses	170,750	164,919	5,831	96.6%	154,075	139,945	90.8%	(24,974)	-17.8%
Employee Benefits	219,414	150,745	68,669	68.7%	227,017	158,271	69.7%	7,526	4.8%
<b>Total Libraries</b>	<b>845,906</b>	<b>623,738</b>	<b>222,168</b>	<b>73.7%</b>	<b>895,918</b>	<b>638,255</b>	<b>71.2%</b>	<b>14,516</b>	<b>2.3%</b>
<b>Student Services</b>									
Personal Services	2,556,471	1,594,362	962,109	62.4%	2,555,684	1,625,975	63.6%	31,613	1.9%
Equipment		1,152	(1,152)	0.0%	1,672	1,672	100.0%	520	31.1%
Contractual Expenses	777,079	455,018	322,061	58.6%	706,842	462,601	65.4%	7,583	1.6%
Employee Benefits	1,258,979	785,917	473,062	62.4%	1,126,954	799,392	70.9%	13,475	1.7%
<b>Total Student Services</b>	<b>4,592,529</b>	<b>2,836,449</b>	<b>1,756,080</b>	<b>61.8%</b>	<b>4,391,151</b>	<b>2,889,640</b>	<b>65.8%</b>	<b>53,190</b>	<b>1.8%</b>
<b>Maintenance and Operations</b>									
Personal Services	1,864,927	1,219,344	645,583	65.4%	2,127,704	1,334,306	62.7%	114,962	8.6%
Equipment	15,769	23,028	(7,259)	146.0%	3,539	1,483	41.9%	(21,546)	-1452.9%
Contractual Expenses	1,058,129	687,126	371,003	64.9%	794,504	489,444	61.6%	(197,682)	-40.4%
Employee Benefits	939,373	606,793	332,580	64.6%	938,232	676,208	72.1%	69,414	10.3%
<b>Total Maintenance and Operations</b>	<b>3,878,198</b>	<b>2,536,292</b>	<b>1,341,906</b>	<b>65.4%</b>	<b>3,863,979</b>	<b>2,501,441</b>	<b>64.7%</b>	<b>(34,851)</b>	<b>-1.4%</b>
<b>Institutional Support</b>									
Personal Services	1,299,845	805,918	493,927	62.0%	1,548,072	1,006,812	65.0%	200,894	20.0%
Contractual Expenses	462,752	281,849	180,903	60.9%	266,950	154,447	57.9%	(127,401)	-82.5%
Employee Benefits	625,824	397,161	228,663	63.5%	682,638	489,755	71.7%	92,594	18.9%
<b>Total Institutional Support</b>	<b>2,388,421</b>	<b>1,484,928</b>	<b>903,494</b>	<b>62.2%</b>	<b>2,497,660</b>	<b>1,651,014</b>	<b>66.1%</b>	<b>166,087</b>	<b>10.1%</b>
<b>General Institutional Services</b>									
Personal Services	1,746,306	1,086,772	659,534	62.2%	1,582,829	1,039,806	65.7%	(46,967)	-4.5%
Equipment	161,872	40,361	121,511	24.9%	58,951	12,984	22.0%	(27,377)	-210.9%
Contractual Expenses	1,024,362	675,585	348,777	66.0%	1,170,739	652,041	55.7%	(23,544)	-3.6%
Employee Benefits	859,451	533,991	325,460	62.1%	709,215	536,107	75.6%	2,116	0.4%
<b>Total General Institutional Services</b>	<b>3,791,991</b>	<b>2,336,709</b>	<b>1,455,282</b>	<b>61.6%</b>	<b>3,521,734</b>	<b>2,240,938</b>	<b>63.6%</b>	<b>(95,771)</b>	<b>-4.3%</b>
<b>Total Forecasted Departmental Appropriations<sup>1</sup></b>	<b>31,958,529</b>	<b>21,079,363</b>	<b>10,879,166</b>	<b>66.0%</b>	<b>31,908,168</b>	<b>21,423,167</b>	<b>67.1%</b>	<b>343,804</b>	<b>1.1%</b>

2019-2020 APPROPRIATIONS  
 SCHEDULE OF EMPLOYEE BENEFITS  
 Year-To-Date Through Thursday, April 30, 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	554,358	(214,358)	163.0%	250,000	329,060	131.6%	(225,298)	-68.5%
HRA Retiree Benefits		80,777	(80,777)	0.0%	92,444		0.0%	(80,777)	0.0%
State Employee's Retirement	1,100,154	711,780	388,374	64.7%	962,066	693,768	72.1%	(18,012)	-2.6%
State Teacher's Retirement	280,000	130,070	149,930	46.5%	550,842	145,538	26.4%	15,468	10.6%
Optional Retirement Fund	1,063,501	582,963	480,538	54.8%	971,772	640,984	66.0%	58,021	9.1%
Social Security	1,387,293	904,525	482,768	65.2%	1,385,946	924,238	66.7%	19,713	2.1%
Worker's Compensation	140,000	95,235	44,765	68.0%	117,455	118,455	100.9%	23,220	19.6%
Executive Benefits	25,000	34,265	(9,265)	137.1%	25,476	16,770	65.8%	(17,495)	-104.3%
Disability Insurance	11,500	6,504	4,996	56.6%	10,912	6,831	62.6%	327	4.8%
Hospital and Medical Insurance	2,719,038	1,887,107	831,931	69.4%	2,878,956	1,930,742	67.1%	43,635	2.3%
Post Retirement Health Insurance	1,501,548	955,000	546,548	63.6%	1,331,465	840,000	63.1%	(115,000)	-13.7%
Employee Tuition Benefits	100,400	114,640	(14,240)	114.2%	124,844	113,622	91.0%	(1,018)	-0.9%
Life Insurance	10,000	5,518	4,482	55.2%	9,915	6,607	66.6%	1,088	16.5%
Vacation Benefits	100,000	40,000	60,000	40.0%	20,000	20,000	100.0%	(20,000)	-100.0%
Miscellaneous		4,225	(4,225)	0.0%	7,455	3,680	49.4%	(545)	-14.8%
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>6,122,307</b>	<b>2,676,127</b>	<b>69.6%</b>	<b>8,743,134</b>	<b>5,793,881</b>	<b>66.3%</b>	<b>(328,425)</b>	<b>-5.7%</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	11,534,530	79,089	99.3%	11,592,507	11,771,612	101.5%	(237,082)	-2.0%
Winter	85,500	133,570	(48,070)	156.2%	132,090	133,940	101.4%	(370)	-0.3%
Summer	802,125	332,270	469,855	41.4%	660,516	376,734	57.0%	(44,464)	-11.8%
Nonresident Tuition	961,370	919,288	42,083	95.6%	972,811	1,081,058	111.1%	(161,770)	-15.0%
Student Fee Revenue	1,135,540	1,083,269	52,272	95.4%	1,171,785	1,160,440	99.0%	(77,172)	-6.7%
<b>Total Tuition</b>	<b>14,598,154</b>	<b>14,002,926</b>	<b>595,228</b>	<b>95.9%</b>	<b>14,529,708</b>	<b>14,523,783</b>	<b>100.0%</b>	<b>(520,857)</b>	<b>-3.6%</b>
<b>Government Appropriations</b>									
New York State	10,479,311	7,822,428	2,656,883	74.6%	10,663,983	8,017,710	75.2%	(195,282)	-2.4%
Local Sponsors	4,882,882	4,003,964	878,919	82.0%	4,650,364	2,325,182	50.0%	1,678,782	72.2%
Appropriated Cash Surplus	500,000	500,000	0	100.0%	345,000		0.0%	500,000	0.0%
Charges to Other Counties	4,584,500	4,425,810	158,690	96.5%	4,173,042	3,737,426	89.6%	688,384	18.4%
Board Designated Reserves	61,872	61,872	0	100.0%	400,000		0.0%	61,872	0.0%
<b>Total Govt Appropriations</b>	<b>20,508,565</b>	<b>16,814,074</b>	<b>3,694,491</b>	<b>82.0%</b>	<b>20,232,389</b>	<b>14,080,318</b>	<b>69.6%</b>	<b>2,733,755</b>	<b>19.4%</b>
<b>Other Revenues</b>									
Service Fees	98,800	87,606	11,194	88.7%	178,800	95,445	53.4%	(7,839)	-8.2%
Interest Earnings	4,000	2,906	1,094	72.7%	3,458	2,473	71.5%	433	17.5%
Rental of Real Property	27,000	21,314	5,686	78.9%	11,467	9,250	80.7%	12,064	130.4%
Cafe Commissions			0	0.0%	68,738	53,239	77.5%	(53,239)	-100.0%
Contract Courses	97,000	63,147	33,853	65.1%	79,462	107,029	134.7%	(43,882)	-41.0%
Noncredit Tuition	143,000	110,252	32,748	77.1%	168,518	127,825	75.9%	(17,573)	-13.7%
Grant Offsets	165,000	115,399	49,601	69.9%	154,026	82,833	53.8%	32,566	39.3%
Unclassified Revenues	54,000	172,696	(118,696)	319.8%	100,627	115,734	115.0%	56,963	49.2%
<b>Total Other Revenues</b>	<b>588,800</b>	<b>573,320</b>	<b>15,480</b>	<b>97.4%</b>	<b>765,095</b>	<b>593,827</b>	<b>77.6%</b>	<b>(20,507)</b>	<b>-3.5%</b>
<b>TOTAL REVENUES</b>	<b>35,695,519</b>	<b>31,390,320</b>	<b>4,305,199</b>	<b>87.9%</b>	<b>35,527,192</b>	<b>29,197,929</b>	<b>82.2%</b>	<b>2,192,391</b>	<b>7.5%</b>
<b>Student Revenue</b>	<b>13,636,784</b>	<b>13,083,639</b>	<b>553,145</b>	<b>95.9%</b>	<b>13,556,898</b>	<b>13,442,726</b>	<b>99.2%</b>	<b>(359,087)</b>	<b>-2.7%</b>
<b>State Revenue</b>	<b>10,479,311</b>	<b>7,822,428</b>	<b>2,656,883</b>	<b>74.6%</b>	<b>10,663,983</b>	<b>8,017,710</b>	<b>75.2%</b>	<b>(195,282)</b>	<b>-2.4%</b>
<b>Local Revenue</b>	<b>11,017,552</b>	<b>9,922,381</b>	<b>1,095,171</b>	<b>90.1%</b>	<b>10,561,312</b>	<b>7,737,493</b>	<b>73.3%</b>	<b>2,184,888</b>	<b>28.2%</b>
<b>Use of Fund Balance</b>	<b>561,872</b>	<b>561,872</b>	<b>0</b>	<b>100.0%</b>	<b>745,000</b>	<b>0</b>	<b>0.0%</b>	<b>561,872</b>	<b>0.0%</b>

TOMPKINS CORTLAND COMMUNITY COLLEGE  
 BALANCE SHEET  
 FINANCIAL PERIOD FOR THE PERIOD ENDING THURSDAY, APRIL 30, 2020

	Current Month 4/30/2020 11:59:59 PM	Previous Month 3/31/2020 11:59:59 PM	Previous Year 4/30/2019 11:59:59 PM
<b>ASSETS</b>			
Cash in Demand Deposit	479,053	646,931	672,595
Cash in Time Deposits	2,985,968	3,227,662	1,641,590
Petty Cash	1,229	1,229	1,229
Accounts Receivable-Students	3,567,822	3,548,824	3,568,188
Accounts Receivable-Misc.	10,955,390	10,839,726	5,604,263
Pre-Paid Expenses	22,024	28,668	(13,680)
Due From Other Funds	1,841,027	1,962,561	2,187,604
Due From Other Governments	1,439,860	1,127,390	609,541
<b>TOTAL ASSETS</b>	<b>21,292,373</b>	<b>21,382,991</b>	<b>14,271,331</b>
<b>LIABILITIES AND SURPLUS</b>			
Vouchers Payable	511,165	256,930	882
Payroll Liabilities	1,659,830	1,581,058	1,485,593
Student Financial Aid Liabilities	112,008	134,384	(347,475)
Accrued Liabilities	9,496,135	9,496,203	4,193,560
Due to Other Funds	1,527,547	2,085,728	1,870,302
Student Tuition Collected in Advance	0	0	(6,702)
Reserves	188,001	188,001	200,936
Designated Fund Balance	279,743	279,743	718,430
Restatement of Net Position	121,807	121,807	121,807
Fund Balance	754,750	754,750	1,232,527
Revenue Over (Under) Expenditures	6,641,387	6,484,388	4,801,471
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>21,292,373</b>	<b>21,382,991</b>	<b>14,271,331</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2019-2020-50**

**IN APPRECIATION OF PATTY AZOTEA**

**WHEREAS**, Patty Azotea was hired in a full-time position at the College in March 14, 2011, and

**WHEREAS**, Patty Azotea elected to retire from her position as Enrollment Services Specialist, effective January 8, 2020, and

**WHEREAS**, Patty Azotea is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Patty Azotea for over 8 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Patty Azotea in all of her future endeavors.

**STATE OF NEW YORK:** I, **JAN BRHEL, CLERK** of the Board of  
**SS:** Trustees of Tompkins Cortland Community College,  
**COUNTY OF TOMPKINS:** **DO HEREBY CERTIFY** the foregoing resolution is  
a true copy of a resolution duly adopted by the Board  
of Trustees of Tompkins Cortland Community College at a regular meeting of said  
Board on the 18th day of June 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 18<sup>th</sup> day of June 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2019-2020-51**

**IN APPRECIATION OF LOLLY CARPENTER**

**WHEREAS**, Lolly Carpenter was hired in a full-time position at the College on September 7, 1982, and

**WHEREAS**, Lolly Carpenter elected to retire from her position as Secretary effective June 26, 2020, and

**WHEREAS**, Lolly Carpenter is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Lolly Carpenter for over 37 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Lolly Carpenter in all of her future endeavors.

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

**I, JAN BRHEL, CLERK** of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 18th day of June 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 18<sup>th</sup> day of June 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2019-2020-52**

**IN APPRECIATION OF KEVIN FAIRAND**

**WHEREAS**, Kevin Fairand was hired in a full-time position at the College on January 25, 1991, and

**WHEREAS**, Kevin Fairand elected to retire from his position as Security Officer effective December 31, 2019, and

**WHEREAS**, Kevin Fairand is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Kevin Fairand for over 28 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Kevin Fairand in all of his future endeavors.

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

**I, JAN BRHEL, CLERK** of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 18th day of June 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 18<sup>th</sup> day of June 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2019-2020-53**

**IN APPRECIATION OF OLIVIA HERSEY**

**WHEREAS**, Olivia Hersey was hired in a full-time position at the College on December 8, 1980, and

**WHEREAS**, Olivia Hersey elected to retire from her position as Senior Systems Administrator effective July 10, 2020, and

**WHEREAS**, Olivia Hersey is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Olivia Hersey for over 39 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Olivia Hersey in all of her future endeavors.

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

**I, JAN BRHEL, CLERK** of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board

of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 18th day of June 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 18<sup>th</sup> day of June 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2019-2020-54**

**IN APPRECIATION OF BRUCE NEED**

**WHEREAS**, Bruce Need was hired in a full-time position at the College on August 22, 2000, and

**WHEREAS**, Bruce Need elected to retire from his position as Professor effective August 31, 2020, and

**WHEREAS**, Bruce Need is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Bruce Need for over 20 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Bruce Need in all of his future endeavors.

**STATE OF NEW YORK:** I, **JAN BRHEL, CLERK** of the Board of  
**SS:** Trustees of Tompkins Cortland Community College,  
**COUNTY OF TOMPKINS:** **DO HEREBY CERTIFY** the foregoing resolution is  
a true copy of a resolution duly adopted by the Board  
of Trustees of Tompkins Cortland Community College at a regular meeting of said  
Board on the 18th day of June 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 18<sup>th</sup> day of June 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2019-2020-55**

**IN APPRECIATION OF TIM PUTNAM**

**WHEREAS,** Tim Putnam was hired in a full-time position at the College on January 28, 1991, and

**WHEREAS,** Tim Putnam elected to retire from his position as Professor effective May 31, 2020, and

**WHEREAS,** Tim Putnam is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED,** that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Tim Putnam for over 29 years of dedicated service, and be it further

**RESOLVED,** that the Board of Trustees extends best wishes to Tim Putnam in all of his future endeavors.

**STATE OF NEW YORK:** I, **JAN BRHEL, CLERK** of the Board of  
**SS:** Trustees of Tompkins Cortland Community College,  
**COUNTY OF TOMPKINS:** **DO HEREBY CERTIFY** the foregoing resolution is  
a true copy of a resolution duly adopted by the Board  
of Trustees of Tompkins Cortland Community College at a regular meeting of said  
Board on the 18th day of June 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 18<sup>th</sup> day of June 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2019-2020-56**

**IN APPRECIATION OF BEAU SAUL**

**WHEREAS**, Beau Saul was hired in a full-time position at the College on May 1, 2008, and

**WHEREAS**, Beau Saul elected to retire from his position as Director of Public Safety effective March 25, 2020, and

**WHEREAS**, Beau Saul is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Beau Saul for over 11 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Beau Saul in all of his future endeavors.

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

**I, JAN BRHEL, CLERK** of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board

of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 18th day of June 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 18<sup>th</sup> day of June 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2019-2020-57**

**IN APPRECIATION OF LYN THOMPSON**

**WHEREAS**, Lyn Thompson was hired in a full-time position at the College in August 23, 2004, and

**WHEREAS**, Lyn Thompson elected to retire from her position as Institutional Research Assistant effective June 29, 2020, and

**WHEREAS**, Lyn Thompson is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Lyn Thompson for over 15 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Lyn Thompson in all of her future endeavors.

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

**I, JAN BRHEL, CLERK** of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 18th day of June 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 18<sup>th</sup> day of June 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2019-2020-59**

**APPROVAL OF CHEMICAL DEPENDENCY  
COUNSELOR ASSISTANT  
MICRO-CREDENTIAL**

**WHEREAS**, as a result of meetings with local employers indicating community interest and employer need, a proposal has been developed for a Chemical Dependency Counselor Assistant Micro-Credential, and

**WHEREAS**, upon review of this proposal, the College Curriculum Committee, the Faculty (through the level 3 voting process), the College Senate, the Provost, and the President have endorsed the proposal, be it therefore,

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College approves the attached Chemical Dependency Counselor Assistant Micro-Credential.

**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 18<sup>th</sup> day of June, 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 18th day of June 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



## MICRO-CREDENTIAL PROPOSAL FORM

<ul style="list-style-type: none"> <li>➤ A micro-credential is a defined set of coursework that should “stack into” an existing degree or certificate, but can stand alone as a valuable career credential.</li> <li>➤ All proposed micro-credentials will require campus approval in accordance with the Level III Curriculum Committee process, culminating with Board of Trustees approval.</li> <li>➤ A new micro-credential will be active immediately following Board of Trustees approval.</li> <li>➤ When developing a micro-credential, please refer to Curriculum Committee <i>Policies and Procedures</i> available on Sharepoint and consult with the Provost and the Registrar as needed.</li> </ul>			
CONTACT PERSON FOR THIS PROPOSAL		CREDENTIAL INFORMATION	
Faculty lead: Joseph L. Smith		Proposed title: Chemical Dependency Counselor Assistant Credential	
Department: Chemical Dependency Counseling		Start date: Fall 2020	
Date submitted: 02/03/20		CIP4: 1501	
Identify others who have been involved in the design/development of this credential.  N/A		Brief description: The Chemical Dependency Counselor Assistant Credential is intended for persons seeking entry-level positions in the Chemical Dependency field, but who lack the experience and training needed for NYS Credentialed Alcoholism and Substance Abuse Counselor (CASAC) credentialing. Working under the direction of an alcoholism or drug counselor, social worker, or related professional, they help clients identify benefits and services. Additionally, they may assist with case management, counseling activities, and coordination of services.	
Business, Company or Agency partner:  Alcohol & Drug Council of Tompkins County		Location: Online or at Main Campus in Dryden, NY	
		Minimum credits required (Minimum = 6; Maximum = 23): 16	Minimum contact hours: 240 hours
		Can be completed fully on-line: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

<p>Courses: (List course code, title, and credits for each. Include any course choices allowed. Specify any minimum grade requirements. Note sequencing and semesters offered where relevant.)</p> <table border="1"> <tr> <td>ENGL 101*</td> <td>Academic Writing II (fall &amp; spring semesters)</td> <td>3</td> </tr> <tr> <td>HLTH 207</td> <td>Drug Studies (fall &amp; spring semesters)</td> <td>3</td> </tr> <tr> <td>HLTH 208</td> <td>Alcohol &amp; Alcoholism (fall &amp; spring semesters)</td> <td>3</td> </tr> <tr> <td>PSYC 103</td> <td>Introduction to Psychology (fall &amp; spring semesters)</td> <td>3</td> </tr> <tr> <td>CSDC 101</td> <td>Introduction to Chemical Dependency Counseling (fall &amp; spring semesters)</td> <td>4</td> </tr> </table> <p>* If required per placement assessment, students must complete ENGL 100 before enrolling in ENGL 101.</p>			ENGL 101*	Academic Writing II (fall & spring semesters)	3	HLTH 207	Drug Studies (fall & spring semesters)	3	HLTH 208	Alcohol & Alcoholism (fall & spring semesters)	3	PSYC 103	Introduction to Psychology (fall & spring semesters)	3	CSDC 101	Introduction to Chemical Dependency Counseling (fall & spring semesters)	4	<p>Non-credit components, if any:</p>
ENGL 101*	Academic Writing II (fall & spring semesters)	3																
HLTH 207	Drug Studies (fall & spring semesters)	3																
HLTH 208	Alcohol & Alcoholism (fall & spring semesters)	3																
PSYC 103	Introduction to Psychology (fall & spring semesters)	3																
CSDC 101	Introduction to Chemical Dependency Counseling (fall & spring semesters)	4																
<p><b>CREDENTIAL ALIGNMENT</b></p>																		
<p>Describe how the proposed credential is aligned with or complementary to a current Tompkins Cortland program and/or certificate with respect to institutional priority, and/or expressed workforce need. List program(s)/certificate(s) with which this credential aligns.</p> <p>The proposed credential is aligned with the existing Certificate and A.A.S. in Chemical Dependency Counseling, but requires less education and training so that candidates develop specialized proficiencies and enter the workforce sooner. The credits are all applicable to a Certificate or degree program if candidates choose that route in the future. We have been approached by the Alcoholism &amp; Drug Council of Tompkins County seeking micro-credentialed entry level Chemical Dependency training for their prospective employees. Due to recent expansion and grant allocation, the agency has opened new programs and services requiring entry level Chemical Dependency program staff.</p>																		
<p>What is the expected student population for this credential?</p> <p>Persons with limited higher education or work experiences in the Addictions field who are interested in entry level positions, following an abbreviated course of study. Some may choose to continue education &amp; credentialing once employed.</p>																		
<p>Explain how this credential meets local and/or regional market demand. Include any available data regarding job outlook. Describe how external partners have contributed to development of the credential, if applicable.</p> <p>The Alcoholism &amp; Drug Council of Tompkins County is seeking micro-credentialed entry-level Chemical Dependency Counseling training for their prospective employees. Recent agency expansion has created demand. According to US Bureau of Labor Statistics, counseling profession assistant positions are expected to increase by 13%, and substance abuse counselors (all levels) by 22% by 2028 (US Bureau of Labor Statistics, 2019).</p>																		

Explain the purpose of the proposed credential and list the learning outcomes.

**Purpose** – To prepare individuals with limited training/professional experiences for entry-level counseling assistant positions.

**Learning Outcomes** – Students who successfully complete this credential will be able to:

- Assist primary addiction counselors with primary role functions and client management
- Use effective strategies for promoting client understanding of and access to community resources
- Discuss legal and ethical considerations involved in addictions counseling

If applicable, describe how this credential is aligned to professional standards of a relevant professional organization. List any third-party certifications that students may earn by completing the credential.

This micro-credential is aligned with coursework for the CDSC Certificate and A.A.S. program. Students completing the micro-credential will have 16 academic credits. Students may elect to continue on and complete one of the Chemical Dependency programs preparing them for NYS CASAC credentialing.

Additional costs above tuition and institutional fees must be identified. (Examples: OER fees, course fees, required supplies or equipment, non-credit component cost.) List any anticipated costs beyond standard institutional tuition and fees.

Online students are required to pay web course fee of 6.00 per credit hour. OER fee of 10.00 per course may apply if student selects an “OER section” of a course. A digital Certificate of Completion is provided to students free of charge. Students may request a hard-copy Certificate of Completion for a \$10.00 fee.

**Additional comments:**

To successfully complete HLTH 207 for this Credential, all students must complete a free, online NIDA/SAMHSA ATTC training entitled “Supporting Recovery with Medications for Addiction Treatment (MAT)”. The link to the training is posted in Blackboard for students taking the course. There is a dropbox for submission of the Certificate of completion, or students can email the Certificate of completion to the instructor.



**INSTITUTIONAL SUPPORT**

Institutional capacity must be in place for student supports in the areas of advising, registration, tutoring, library resources and any other relevant supports. Please describe the relevant supports needed for the credential.

Students will register with the assistance of advisors in the Student Success Office. As part-time students, students will be assigned to the Student Success Office for ongoing advisement. Students will be encouraged to attend new student orientation. Students will be provided with information on tutoring/advisement services. Information on the use of online library services will be provided. CDSC faculty will be available for advisement support.

Technology supports must be in place as needed. Please identify any specialized technology needs.

Students will be encouraged to complete the Online Student Orientation in Blackboard. Students will be provided with information on online tutoring and other online resources. Students will also be provided with emails and phone numbers for technical support from TC3 and OpenSUNY.

Identify target market audiences for this credential.

The Chemical Dependency Counselor Assistant Credential is intended for persons who are interested in entry-level Chemical Dependency counseling positions, but who lack the training and experience for NYS CASAC credentialing. Most persons would be expected to have a HS diploma or GED/TASC/HSE. Secondly, it may also be appropriate for persons working in Human Services who are seeking some foundational training in the addictions field. All students who are matriculated in the CDSC Certificate or A.A.S. will earn this additional credential during their program of study.

Additional comments: N/A

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2019-2020-60**

**APPROVAL OF EARLY CHILDHOOD  
ASSISTANT MICRO-CREDENTIAL**

**WHEREAS**, as a result of meetings with local employers indicating community interest and employer need, a proposal has been developed for an Early Childhood Assistant Micro-Credential, and

**WHEREAS**, upon review of this proposal, the College Curriculum Committee, the Faculty (through the level 3 voting process), the College Senate, the Provost, and the President have endorsed the proposal, be it therefore,

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College approves the attached Early Childhood Assistant Micro-Credential.

<b>STATE OF NEW YORK:</b>	<b>I, JAN BRHEL, CLERK</b> of the Board of
<b>SS:</b>	Trustees of Tompkins Cortland Community College,
<b>COUNTY OF TOMPKINS:</b>	<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 18 <sup>th</sup> day of June, 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 18th day of June 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



## MICRO-CREDENTIAL PROPOSAL FORM

<ul style="list-style-type: none"> <li>➤ A micro-credential is a defined set of coursework that should “stack into” an existing degree or certificate, but can stand alone as a valuable career credential.</li> <li>➤ All proposed micro-credentials will require campus approval in accordance with the Level 3 Curriculum Committee process, culminating with Board of Trustees approval.</li> <li>➤ A new micro-credential will be active immediately following Board of Trustees approval.</li> <li>➤ When developing a micro-credential, please refer to Curriculum Committee <i>Policies and Procedures</i> available on Sharepoint and consult with the Provost and the Registrar for additional information and guidance.</li> </ul>	
CONTACT PERSON FOR THIS PROPOSAL	MICRO-CREDENTIAL INFORMATION
Faculty lead: Anna Regula	Proposed title: Early Childhood Assistant Credential
Department: Early Childhood	Minimum credits required (Minimum = 6; Maximum = 23): 12
Date submitted: 03/10/2020	Courses: <ol style="list-style-type: none"> <li>1. ECHD 125 - Introduction to Early Childhood Education, 3 cr., min. grade C</li> <li>2. ECHD 110 - Children and the Arts, 3 cr., min. grade C</li> <li>3. ECHD 206 - Infant/Toddler Environments and Curriculum, 3 cr., min. grade C</li> <li>4. ECHD 225 - Early Childhood Curriculum Development, 3 cr., min. grade C</li> </ol> NOTE: While not required as part of the micro-credential, students may need to take ENGL 100 – Academic Writing I and RDNG 116 – College Reading and Study Skills to meet ECHD course pre-/co-requisites. Students who have successfully completed ENGL 101 - Academic Writing II have met pre-requisites for all required courses in this micro-credential.
Identify others who have been involved in the design/development of this credential: Casey Goodwin Carrie Whitmore	

## CREDENTIAL ALIGNMENT

Describe how the proposed credential is aligned with or complementary to a current Tompkins Cortland program and/or certificate with respect to institutional priority, and/or expressed workforce need. List program(s)/certificates(s) with which this credential aligns.

This proposed credential aligns with our ECHD AAS program – all students who complete the AAS will also have earned the micro-credential. It also fulfills OCFS and NAEYC training/education requirements for employees that enter with a High School Diploma and who would like to be able to move up to an assistant teacher or head teacher position (depending on the organization and accreditation requirements). It may also motivate micro-credential students to continue their education and earn an Early Childhood AAS degree.

What is the expected student population for this credential?

The expected population includes caregivers already working in the field and requiring further training or education to maintain their position or move up.

Explain how this credential meets local and/or regional market demand. Include any available data regarding job outlook. Describe how external partners have contributed to development of the credential, if applicable.

We met with numerous Early Childhood Education providers as well as the Child Development Council. Retention and low pay are issues. This micro-credential will help Early Childhood professionals earn a higher level of pay and ensure a higher level of care for children in the community. The Child Development Council Directors of Area Childcare Centers organized a think tank with the Department of Labor prior to creating this micro-credential. Attendees of the think tank included : Jude Rose, Child Development Council; Anna Regula, TC3 Early Childhood Education Chair; Carrie Whitmore, TC3 Director Continuing Education and Workforce Development; Jonathan Nicoletti, TST BOCES, Director Adult Education; Natalie Branosky, Executive Director Tompkins County Workforce Development Board; Amy Buggs, Executive Director Cayuga-Cortland Workforce Development Board; Shannon Phillips, Director Cortland Works Career Center; Samantha Stern, Cornell Student, Volunteer; Casey Goodwin, TC3 Children's Center Director.

If applicable, describe how this credential is aligned to professional standards of a relevant professional organization. List any third-party certifications that students may earn by completing the credential.

This credential is an alternative to CDA Path B for NAEYC Accredited Centers. The Child Development Associate (CDA) credential is a national credential that supports childcare workers as they work towards becoming qualified teachers of young children. It requires 120 education hours, 480 supervised hours working with children, portfolio and an exam. It has to be renewed every three years.

Additional costs above tuition and institutional fees must be identified. (Examples: OER fees, course fees, required supplies or equipment, non-credit component cost.) List any anticipated costs beyond standard institutional tuition and fees.

No additional costs.

Explain the purpose of the proposed credential and list the learning outcomes.

The purpose of the credential is to meet training and education requirements of area Childcare Centers. It also fulfills requirements of the alternative to CDA Path B for NAEYC Accredited Centers.

Learning outcomes:

Graduates will be working on foundational concepts critical to meeting our degree program outcomes.

Early Childhood A.A.S.

The graduates of this program should be able to:

1. Design and assess developmentally appropriate practices for children ages 0-8.
2. Practice professional standards developed by the National Association of Education of Young Children.
3. Communicate effectively taking into consideration an audience and purpose.
4. Locate, evaluate, and apply relevant information.
5. Work effectively with diverse populations (i.e. racial, gender, social class, ethnic, sexual minorities, age groups) and possess knowledge of the impact of racism, poverty, classicism, sexism, homophobia upon individuals, families, groups, and communities.

Additional comments:

**INSTITUTIONAL SUPPORT**

Institutional capacity must be in place for student supports in the areas of advising, registration, tutoring, library resources, and any other relevant supports. Please describe the relevant supports needed for the credential.

No specialized supports needed; since the micro-credential is comprised of existing courses, relevant supports are already in place.

Technology supports must be in place as needed. Please identify any specialized technology needs.

No specialized needs.

Identify target market audiences for this credential.

All childcare providers.  
Preschools in public schools, aides or assistants.

Additional comments:

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2019-2020-61**

**APPROVAL OF RESIDENTIAL AIDE  
MICRO-CREDENTIAL**

**WHEREAS**, as a result of meetings with local employers indicating community interest and employer need, a proposal has been developed for a Residential Aide Micro-Credential, and

**WHEREAS**, upon review of this proposal, the College Curriculum Committee, the Faculty (through the level 3 voting process), the College Senate, the Provost, and the President have endorsed the proposal, be it therefore,

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College approves the attached Residential Aide Micro-Credential.

**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 18<sup>th</sup> day of June, 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 18th day of June 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



## MICRO-CREDENTIAL PROPOSAL FORM

<ul style="list-style-type: none"> <li>➤ A micro-credential is a defined set of coursework that should “stack into” an existing degree or certificate, but can stand alone as a valuable career credential.</li> <li>➤ All proposed micro-credentials will require campus approval in accordance with the Level III Curriculum Committee process, culminating with Board of Trustees approval.</li> <li>➤ A new micro-credential will be active immediately following Board of Trustees approval.</li> <li>➤ When developing a micro-credential, please refer to Curriculum Committee <i>Policies and Procedures</i> available on Sharepoint and consult with the Provost and the Registrar as needed.</li> </ul>			
CONTACT PERSON FOR THIS PROPOSAL		CREDENTIAL INFORMATION	
Faculty lead: Joseph L. Smith		Proposed title: Residential Aide Credential	
Department: Chemical Dependency Counseling/Human Services		Start date: Fall 2020	
Date submitted: 02/03/20		CIP4: 1510	
Identify others who have been involved in the design/development of this credential.  N/A		Brief description: The Residential Aide Credential is intended for persons seeking entry-level positions in the Chemical Dependency or Human Services fields, but who lack the experience and training needed for NYS CASAC credentialing or other employment. Residential Aides monitor behavior and activities in residential settings, and assist clients with daily living activities, care coordination, and group activities. Residential Aides provide support and supervision, but do not engage in counseling activities.	
Business, Company or Agency partner:  Alcohol & Drug Council of Tompkins County, Cayuga Addiction Recovery Services, Catholic Charities		Location: Online or at Main campus, Dryden, NY	
		Minimum credits required (Minimum = 6; Maximum = 23): 15	Minimum contact hours:  225



<p>Courses: (List course code, title, and credits for each. Include any course choices allowed. Specify any minimum grade requirements. Note sequencing and semesters offered where relevant.)</p> <table border="1"> <tr> <td>ENGL 101*</td> <td>Academic Writing II (fall &amp; spring semesters)</td> <td>3</td> </tr> <tr> <td>HLTH 207 or HLTH208</td> <td>Drug Studies or Alcohol &amp; Alcoholism (fall &amp; spring semesters)</td> <td>3</td> </tr> <tr> <td>PSYC 103</td> <td>Introduction to Psychology (fall &amp; spring semesters)</td> <td>3</td> </tr> <tr> <td>CSDC 101 or HUMS 105</td> <td>Introduction to Chemical Dependency Counseling or Introduction to Human Services (fall &amp; spring semesters)</td> <td>3</td> </tr> <tr> <td>CDSC 210 or HUMS 114</td> <td>Group Counseling: Theory &amp; Practice (spring semester) or The Process of Group Communication (fall semester)</td> <td>3</td> </tr> </table> <p>*If required per placement testing assessment, students must complete ENGL 100 prior to enrolling in ENGL 101.</p>			ENGL 101*	Academic Writing II (fall & spring semesters)	3	HLTH 207 or HLTH208	Drug Studies or Alcohol & Alcoholism (fall & spring semesters)	3	PSYC 103	Introduction to Psychology (fall & spring semesters)	3	CSDC 101 or HUMS 105	Introduction to Chemical Dependency Counseling or Introduction to Human Services (fall & spring semesters)	3	CDSC 210 or HUMS 114	Group Counseling: Theory & Practice (spring semester) or The Process of Group Communication (fall semester)	3	<p>Non-credit components, if any:</p> <p>N/A</p>
ENGL 101*	Academic Writing II (fall & spring semesters)	3																
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<b>CREDENTIAL ALIGNMENT</b>																		
<p>Describe how the proposed credential is aligned with or complementary to a current Tompkins Cortland program and/or certificate with respect to institutional priority, and/or expressed workforce need. List program(s)/certificate(s) with which this credential aligns.</p> <p>The proposed credential is aligned with the existing Certificates and degree programs in Chemical Dependency Counseling and Human Services, but requires less education and training so that candidates can enter the workforce sooner. Residential Aide positions are copious in the local community, and typically don't require a degree. Again, the Alcohol &amp; Drug Council of Tompkins County is seeking Residential Aides as part of their expansion. We have also been contacted regarding expressed needs in this area by Catholic Charities, Cayuga Addiction Recovery Services, and the William George Agency.</p>																		
<p>What is the expected student population for this credential?</p> <p>Persons with limited higher education or work experiences in the Addictions or Human Services fields who are interested in entry-level positions, following an abbreviated course of study. Some may choose to continue education &amp; credentialing once employed.</p>																		

Explain how this credential meets local and/or regional market demand. Include any available data regarding job outlook. Describe how external partners have contributed to development of the credential, if applicable.

The Alcohol & Drug Council of Tompkins County is seeking micro-credentialed entry-level Chemical Dependency training for their prospective employees. Recent expansion has created demand. Similar requests have been made by Catholic Charities, Cayuga Addiction Recovery Services, and the William George Agency. According to the US Bureau of Labor Statistics, residential aide positions are expected to increase 12% by 2028. Higher projected increases are expected in healthcare or behavioral health settings (US Bureau of Labor Statistics, 2019).

Explain the purpose of the proposed credential and list the learning outcomes.

**Purpose – To prepare individuals with limited training and professional experiences for support positions in residential settings**

Learning Outcomes – Students who successfully complete this credential will be able to:

1. Describe human behavior in residential treatment and supportive living environments
2. Describe the skills needed to assist/monitor clients in residential settings
3. Explain strategies for assisting with care coordination, client education, and group facilitation (supportive, non-clinical)

If applicable, describe how this credential is aligned to professional standards of a relevant professional organization. List any third-party certifications that students may earn by completing the credential.

This credential is not aligned with the professional standards of a relevant professional organization. There are no known third-party certifications associated with this credential.

Additional costs above tuition and institutional fees must be identified. (Examples: OER fees, course fees, required supplies or equipment, non-credit component cost.) List any anticipated costs beyond standard institutional tuition and fees.

Online students are required to pay web course fee of 6.00 per credit hour. An OER fee of 10.00 per course may apply if student selects an "OER section" of a course. A digital Certificate of Completion is provided to students free of charge. Students may request a hard-copy Certificate of Completion for a \$10.00 fee. There are no required non-credit components.

Additional comments: N/A

**INSTITUTIONAL SUPPORT**

Institutional capacity must be in place for student supports in the areas of advising, registration, tutoring, library resources and any other relevant supports. Please describe the relevant supports needed for the credential.

Students will register with the assistance of advisors in the Student Success Office. As part-time students, students will be assigned to the Student Success Office for ongoing advisement. Students will be encouraged to attend new student orientation. Students will be provided with information on tutoring/advisement services. Information on the use of online library services will be provided. Chemical Dependency Counseling and Human Services faculty will be available for advisement support.

Technology supports must be in place as needed. Please identify any specialized technology needs.

Students will be encouraged to complete the Online Student Orientation in Blackboard. Students will be provided with information on online tutoring and other online resources. Students will also be provided with emails and phone numbers for technical support from TC3 and OpenSUNY.

Identify target market audiences for this credential.

The Residential Aide Credential is intended for persons seeking entry level positions in residential chemical dependency and human services settings. Most persons would be expected to have a HS diploma or GED/TASC/HSE. These are considered support positions which require less education and training than counseling positions.

Additional comments: N/A

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2019-2020-62**

**2020-2021 TUITION AND FEE SCHEDULE**

**WHEREAS**, the 2020-2021 Tuition and Fee Schedule has been reviewed and is recommended by the Administration of the College, be it therefore

**RESOLVED**, that full-time tuition will increase by \$255 to \$5,355 per academic year for residents, and be it further

**RESOLVED**, that full-time tuition will increase by \$510 to \$11,010 per academic year for nonresident or New York State students not presenting a Certificate of Residence and out-of-state students, and be it further

**RESOLVED**, that part-time tuition will increase by \$10 per credit hour to \$200 per credit hour for residents and increase by \$20 per credit hour to \$410 per credit hour for nonresident or New York State students not presenting a Certificate of Residence and out-of-state students, and be it further

**RESOLVED**, that the attached 2020-2021 Tuition and Fee Schedule be adopted by the Board of Trustees of Tompkins Cortland Community College.

**STATE OF NEW YORK:**            **I, JAN BRHEL, CLERK** of the Board  
   **SS:**                            of Trustees of Tompkins Cortland Community College,  
**COUNTY OF TOMPKINS:**       **DO HEREBY CERTIFY** that the foregoing resolution is  
   a true copy of a resolution duly adopted by the Board of  
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the  
18<sup>th</sup> day of June 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 18<sup>th</sup> day of June 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**STATE UNIVERSITY OF NEW YORK  
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2020-2021  
TOMPKINS CORTLAND COMMUNITY COLLEGE**

Tuition -	New York State residents who are residents of the sponsorship area or non-residents of the sponsorship area who present a Certificate(s) of Residence:	
	Full-Time (per academic year)	\$5,355.00
	Part-Time (per credit hour)	\$200.00
Tuition -	New York State residents who are not a resident of the sponsorship area and do <u>not</u> present a Certificate of Residence:	
	Full-Time (per academic year)	\$11,010
	Part-Time (per credit hour)	\$410.00
Tuition -	New York State residents who have been awarded the Excelsior Scholarship and who are residents of the sponsorship area or non-residents of the sponsorship area who present a Certificate(s) of Residence:	
	Full-Time (per academic year)	\$4,790.00
Tuition -	New York State residents who have been awarded the Excelsior Scholarship and who are not a resident of the sponsorship area and do <u>not</u> present a Certificate(s) of Residence:	
	Full-Time (per academic year)	\$9,880.00
Tuition -	Out-of-State Students:	
	Full-Time (per academic year)	\$11,010.00
	Part-Time (per credit hour)	\$410.00
Tuition -	Auditing a Course (per credit hour)	\$200.00
	Non-Resident	\$410.00
	Out-of-State	\$410.00
	Off Semester, Off Hours, Off Campus Tuition (per credit hour):	
	Web-Based Courses	\$200.00
	Concurrent Enrollment Program - Resident	\$ 79.00
	Concurrent Enrollment Program – Nonresident	\$158.00
Tuition Deposits-	Full-Time	\$50.00
	Part-Time	-0-

**STATE UNIVERSITY OF NEW YORK  
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2020-2021  
TOMPKINS CORTLAND COMMUNITY COLLEGE**

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

<u>Student Service Fee</u>		<u>Charge Per</u>	<u>Service Rendered</u>
Transcript Fee	\$ 8.00	Transcript	Online Request – Paper
	\$ 8.00	Transcript	Online Request – Electronic
	\$ 15.00	Transcript	Manual Request and Payment
	\$ 25.00	Transcript	Emergency Service
International Application Fee	\$ 50.00	Application	Begin Admissions Process
Technology Service Fee	\$ 23.00	Credit	Technology Services
Web Course Fee	\$ 6.00	Credit	Technology Services
OER Fee	\$ 10.00	Student	Course Materials
Course Fee:			
ART 123	\$ 70.00	Student	Course Materials
ART 124	\$ 30.00	Student	Course Materials
BIOL116	\$3,150.00	Student	Course Travel
BIOL215	\$3,150.00	Student	Course Travel
CSCI210	\$ 95.00	Student	Course Materials
CULI101	\$ 400.00	Student	Lab Fee – Culinary Center
CULI102	\$ 400.00	Student	Lab Fee – Culinary Center
CULI110	\$ 200.00	Student	Lab Fee – Culinary Center
CULI205	\$ 300.00	Student	Lab Fee – Culinary Center
ENGL134	\$2,900.00	Student	Course Travel
ENVS116	\$ 100.00	Student	Lab Fee – Farm
ENVS117	\$ 100.00	Student	Lab Fee – Farm
ENVS141	\$ 100.00	Student	Lab Fee – Farm
ENVS142	\$ 100.00	Student	Lab Fee – Farm
ENVS202	\$ 100.00	Student	Lab Fee – Farm
ENVS203	\$ 100.00	Student	Lab Fee – Farm
FITN101	\$ 10.00	Student	Red Cross Fee
FITN102	\$ 10.00	Student	Red Cross Fee
FITN107	\$ 210.00	Student	Scuba Fee
FITN109	\$ 242.00	Student	Greek Peak
FITN112	\$ 10.00	Student	Red Cross Fee
FITN120	\$ 25.00	Student	Equipment Rental
FITN121	\$ 25.00	Student	Equipment Rental
FITN203	\$ 120.00	Student	Lane Rental - Cortlanes
FITN216	\$ 85.00	Student	Red Cross Fees
FITN221	\$ 100.00	Student	Greek Peak
FSS131	\$ 10.00	Student	Testing Fee
HLTH205	\$ 40.00	Student	Red Cross Fee
HLTH216	\$2,900.00	Student	Course Travel
HRMG105	\$ 40.00	Student	Testing Fee
HRMG220	\$4,950.00	Student	Course Travel
HSTY230	\$2,200.00	Student	Course Travel

**STATE UNIVERSITY OF NEW YORK  
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2020-2021  
TOMPKINS CORTLAND COMMUNITY COLLEGE**

HSTY262	\$2,200.00	Student	Course Travel
MATH098	\$ 120.00	Student	Course Materials

**Service Fees (Continued):**

<u>Student Service Fee</u>		<u>Charge Per</u>	<u>Service Rendered</u>
Course Fee (continued):			
NURS102	\$ 25.00	Student	Lab Fee
NURS110	\$ 380.00	Student	Course Materials
NURS223	\$2,900.00	Student	Course Travel
NURS225	\$ 399.00	Student	Exam Fee & Materials
PSED160	\$ 10.00	Student	Exam Fee
RECR107	\$ 210.00	Student	Equipment Fee
RECR110	\$ 40.00	Student	Conference Attendance Fee
RECR/FITN160	\$ 30.00	Student	Course Equipment/Travel
RECR/FITN161	\$ 30.00	Student	Course Equipment/Travel
RECR/FITN163	\$ 30.00	Student	Course Equipment/Travel
RECR/FITN164	\$ 25.00	Student	Course Equipment/Travel
RECR/FITN165	\$ 30.00	Student	Course Equipment/Travel
RECR/FITN166	\$ 30.00	Student	Course Equipment/Travel
RECR274	\$ 30.00	Student	Course Equipment/Travel
RECR276	\$ 285.00	Student	Course Travel
WINE120	\$ 300.00	Student	Lab Fee – Culinary Center
WINE130	\$ 200.00	Student	Lab Fee – Culinary Center
WINE200	\$ 200.00	Student	Lab Fee – Culinary Center
WINE202	\$ 300.00	Student	Lab Fee – Culinary Center
WINE220	\$ 200.00	Student	Lab Fee – Culinary Center
Late Payment Fee			
Part-Time	\$ 10.00	Student	Acceptance of Late Payment
Full-Time	\$ 20.00	Student	Acceptance of Late Payment
Matriculation Fee	\$ 50.00	Student	Provides for free unofficial transcripts and cost of cap and gown for graduation.
Experiential Credit	\$ 50.00	Evaluation	Portfolio Evaluation
Proficiency Exams	\$ 10.00	Credit	Administration of Exam
	\$ 30.00	Minimum	
	Note: there is an additional charge for the Dante exam		
Nursing Proficiency Exam	\$105.00	Exam	Administration of Exam
Returned Check Charge	\$ 25.00	Occurrence	Processing Returned Check

**STATE UNIVERSITY OF NEW YORK  
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2020-2021  
TOMPKINS CORTLAND COMMUNITY COLLEGE**

**Service Fees (Continued):**

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



June 2020  
Provost Report

**Welcome Qian Xu:** Please join me in welcoming Qian Xu to our Institutional Research Department Team. Qian has been with us for a few months now, but I have been remiss in introducing her to the BOT. Qian was born and raised on a state-owned farm in Heilongjiang, China. This is just south of Siberia, so she's very accustomed to the weather here. Qian earned her bachelor's degree in Comparative Literature from Peking University, China and a Master's degree in Transcultural Studies: Economy, Society and Governance from Heidelberg University, Germany. She developed her research interests in quantitative analysis of policies at both the local and state levels. She worked in the Institute of Law, Chinese Academy of Social Sciences (Beijing, China), and she completed several research projects on educational transparency and open government. She then came to the U.S and spent four years in Princeton and Boston as a data analyst and social media operator before she moved to Ithaca. She is enthusiastic about combining her technical knowledge with community engagement. She has a broad interest in reading fiction, fencing, badminton, playing ukulele, and taiko. That's one of the reasons why she became a torchbearer of the 2008 Summer Beijing Olympic Games in Heilongjiang, China. Her favorite family time is reading stories to her two little boys. Qian also volunteered to conduct a lot of story-time activities for kids at a few libraries in Boston.

**Study Abroad:** We have cancelled our Study Abroad trips for the Fall 2020 semester. It was difficult to alter/cancel these courses in the Spring, and we are concerned about travel restrictions and the state of COVID-19 abroad. Thus, after meeting with Faculty and staff involved, we believed it most prudent to cancel the courses given the great uncertainty.

**Pass/Fail and Incomplete and Withdrawals:** We altered our Pass/Fail policies this year to allow for more pass/fail options for student, but we had only 6 requests from students. We encouraged faculty to use incompletes as a last resort, but we knew they would be an option in many cases, and we had 85 requests. We also extended our deadline for Withdrawals and Administrative Withdrawals. In each area we saw a significant increase: *Withdrawals*, Spring 2020 (333 ); Spring 2019 (175) ; *Administrative Withdrawals*, Spring 2020 (348); Spring 2019 (173).

**Fall 2020:** Malvika and I have been working on plans for Fall instruction. We are focused on the following: keeping faculty, staff, and students safe; lowering the density on campus significantly while allowing campus to open; moving most/all classes to a hybrid model; determining which classes are viable for face-to-face on-campus teaching (based on discussions with faculty about facilities and curriculum); and preparing faculty for teaching in a synchronous-remote environment. We are prepping for having some face-to-face courses with an understanding that they would all need a clear back-up plan if we must be remote in the Fall at any point; other courses would be moved to a remote/online model that would be taught without disruption throughout the semester even if COVID-19 returns. The move to Hybrid courses begins this process, because a Hybrid course is one that has a synchronous component (e.g. a meeting time that could be remote or face-to-face) and an asynchronous component (e.g. work online that can be completed outside of a meeting time). The typical Hybrid model is to take half of the course that would have been in a synchronous meeting time and shifting it to online and cutting the meeting times in half (e.g. a course that meets twice a week would only meet once). We

are crafting our guidance for Faculty, and we hope to have it disseminated by the time of the BOT meeting.

**Micro-Credentials:** We have approved three micro-credentials, which have been included in your packet.

Vice President for Student Services BOT report  
June 2020

Student Services continues to support students in non-traditional means, primarily in an online environment, both for current and prospective students. The Student Services team of Tompkins Cortland Community College remains committed to supporting students during this time and adapting to students needs and expectations.

Below is a department-by-department guide on how they are supporting students.

### **Enrollment Services Center (Room 101)**

As reported previously, Enrollment Services continues to offer virtual office hours to answer student questions about admissions, financial aid, registration, and student billing. Minor adjustments have been made to the rooms, as we adapt to the new technology. The rooms are available, Monday through Friday, 9:00-4:00 pm.

There are currently 1929 active student applications for fall 2020, compared to 2506 last year at this time, a decrease of 21%. 1221 new students have been accepted for Fall 2020, vs. 1030 accepted for Fall 2019, a 16% increase. Of the accepted students, 227 have registered for Fall, with 53 scheduled registration appointments in the coming weeks. 365 still need transcripts in order to proceed to the next step. Outreach is being done to attempt to secure transcripts, though it can be difficult with school shutdowns. 55 students have withdrawn their applications from consideration. There are currently 96 applications completed for student housing.

On-going outreach efforts include the following.

- Phone campaign ongoing to call 500 students who are eligible to register fall 2020.
- We have received 10 leads from the SUNY Stay near Go far marketing campaign.
- We will begin marketing information sessions to enrolled students the week of June 15th about financial aid, housing, and the creation of their myTC3 account.

### **Student Success: Advising, Career & Transfer Services**

Students Success has continues to meet with new students to register for Fall 2020. A total of 223 appointments have been completed since 3/30/2020. 1201 students have been sent invitations to schedule a START appointment. Outreach continues to this group of students via phone, email and text messaging by admission recruiters.

The number of individuals who are able to work with students has been increased, as we have added seven faculty members to the appointment schedule, as well as two professionals from the ODESS office. While students are given the option of having their appointment via Zoom or the telephone, the vast majority have opted for a telephonic meeting.

## **Athletics and Campus Rec**

Athletics continues to work with its governing bodies regarding the return (or not) of sports programs in the Fall. In partnership with Region III Athletic Trainers, they have come up with guidelines and recommendations for return to play this fall. This group has done an amazing job of gathering information and putting it into actionable forms and processes. This information will be adapted to be specific to TC3 and our program as we glide into Phase 3 in NY soon. We are hopeful that Phase 4 arrives as planned sometime in July. Unfortunately, all summer camps, both day and overnight, have been cancelled for the summer 2020 season.

TC3 Athletes continue to perform above average in the classroom. Seventeen TC3 student athletes have earned NJCAA All -Academic Team honors and/or Region III All Academic honors. To make these teams, a student athlete must have passed 24 or more credits in the fall and spring term of the current year with a 3.5 or higher for All Region and 3.6 or higher for National. Outstanding job by these Panthers! In addition to these individual honors, Coach O's Volleyball squad earned Academic Team honors with an overall team GPA of 3.32.

Press releases and updates on new athlete signings are updated daily at <https://www.tcpanters.com/landing/index>

## **Health Services**

Health Services has completed the search for a new campus nurse. Angeline McComb will begin her employment on July 13<sup>th</sup>. Angeline is currently a nurse with the Cortland School District, with further experience as an ER Nurse, a Cardiac Telemetry Nurse and an Intensive Care Aide.

## **Office of Mental Health Services**

With the departure of the director of Mental Health services, we are unable to offer full-service counseling this summer (the other counselors are on a 10-month contract). A referral guide for students has been created that has a wealth of resources for them. In addition, SUNY has mental health services available for student affected by COVID-19 at no charge to the institution or the student. Lindsay continues to field phone calls and student requests.

As the Office prepares for Fall, they are implementing a new software system (PyrMed), in partnership with Health Services. Implementation and training is continuing through the summer.

## **Student Life**

Student life wrapped up the STAY IN(volved) virtual programs and supported programs for Stress Less during finals week.

While the National Society of Leadership and Success Induction could not take place on campus, 63 students were inducted virtually.

The Student Government Association elected a new President, Kyle Patterson, and Vice President of Finance, Grisvella Faustino.

Student Life and the Orientation Planning Committee developed a new Mission for New Student Orientation (NSO): To guide new students in building a foundation for a successful transition into the Tompkins Cortland campus community.

After consulting with other schools, the decision was made to transition Fall NSO online due to COVID 19. As of now, Student Life is still planning Welcome Week activities with contingencies if on campus events cannot take place in September.

## **Residence Life**

On June 8<sup>th</sup>, we began allowing students to return to campus to retrieve their items on an appointment basis. We are limiting the students on campus as one time, so this process will continue for the next 3-4 weeks to allow for proper safety protocols. There are a total of 97 students needing to move out. We had 68 students scheduled to retrieve belongings the week of June 8<sup>th</sup>. A few students have instructed us to just throw out their remaining things.

We currently have 6 students living in the residence hall for the summer term.

**June 2020**

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

**Statement against Injustice and Racism | June 1, 2020**

Dear Tompkins Cortland Community,

Tompkins Cortland Community College acknowledges the hurt and pain that the black and brown community has endured in our country. The unjustifiable deadly force used to take the lives of Ahmaud Arbery, Breonna Taylor, and George Floyd hijacks the civil rights of everyone. We are sickened and appalled by the lack of value shown for black and brown individuals most recently in Georgia, Kentucky, and Minnesota. These deaths and ongoing abuse of power add to the deep pain felt by all the persons of color. We are conscious that this pain is only compounded by the disparate impact COVID-19 pandemic has had on black and brown persons in the U.S.

Please know that Tompkins Cortland Community College stands with our black and brown students, faculty, and staff. We hope that all members of our campus community will invest in learning more about bias, bias actions, and the impacts of racism in our society. We must hold our colleagues, friends, neighbors, and community members accountable when acts of injustice and/or bias occur. As an institution of higher learning, we must look to address the actions and leadership that are required for positive change.

Today, we pray for peace across this country; we stand in unity with the communities impacted daily, by fear, bias, racism, and discrimination. Change is needed. We understand that we have allies across our community. We will need to work together to realize progress. For these reasons, we ask that you commit to being brave agents for inclusive change. Ultimately, this work will allow for our campus community and home communities to be safe, equitable, and inclusive.

Sincerely,

Seth A. Thompson  
Chief Diversity Officer

Dr. Orinthia T. Montague  
President

Raymond Schlather  
Chair of the Board of  
Trustees

### **TC3 United As One: Civil Unrest and Injustice Town Hall**

The Office of Diversity Education and Support Services held three virtual town hall meetings to address active racism and injustice.

- Faculty and Staff of Color Forum on June 3rd
- Faculty and Staff Forum on June 4th
- Student Forum originally on June 4th with another session scheduled on June 11th

The meetings were held to provide support, an opportunity for students, faculty, and staff to discuss the violent and heinous actions that have been made towards black individuals in recent months, and also review what we could do differently as a campus to address campus racism, equity and inclusion. Facilitated dialogue surrounded the following questions: (1) How are you feeling about the current state of civil unrest? (2) What systemic change can the institution make to improve the experience of students, faculty, and staff (actions, policy, curriculum, etc.)? (3) What barriers are preventing us from achieving a more equitable campus community? (4) How could learning from this conversation apply to your current activities? (Are there any obvious next steps?)

### **Vector Network Program (VNP) - Success and Retention**

- First-Year Students enrolled in the VNP who participated throughout the 19-20 academic year had an FTFT retention rate of 73%\*
- First-Year Students enrolled in the VNP who participated and stopped participating throughout the 19-20 academic year had an FTFT retention rate of 55%\*

*\*In comparison, the Tompkins Cortland CC general student FTFT retention for the 18-19 academic year was 43.5% (Talwar, Malvika, Enrollment and Retention Redux, presented on Fall Day, 2019)*

### **LSAMP (Louis Stokes Alliances for Minority Participation) Program exploration in partnership with Ithaca College**

- Met virtually with Ithaca College staff to discuss an initiative to create a National Science Foundation Louis Stokes Alliance program proposal. This program is aimed at increasing the quality and quantity of students successfully completing science, technology, engineering and mathematics (STEM) baccalaureate degree programs, and increasing the number of students interested in, academically

qualified for and matriculated into programs of graduate study. LSAMP supports sustained and comprehensive approaches that facilitate achievement of the long-term goal of increasing the number of students who earn doctorates in STEM fields, particularly those from populations underrepresented in STEM fields.

### **Advising Efforts**

- Non-Teaching Faculty (Priscilla Burke and Tim Thompson) of ODESS participated in training to assist with START advising and registration efforts.

### **ODESS Staff On-Campus Retreat**

- On May 26th ODESS held our spring retreat on campus to review and plan for the 20 - 21 academic year, including orientation, opening scenarios, adjustments to the Vector Network program, and campus-wide diversity, equity, and inclusion programming efforts.

Respectfully submitted by,

Seth A. Thompson



# report

Date: June 8, 2020

To: President Montague

From: Deborah Mohlenhoff  
AVP for College Relations

RE: Monthly Report to the President and Board of Trustees

## **EXTENSION CENTER:**

The Extension Centers remained closed with all staff working remotely. Both daytime and evening staff have been trained and re-purposed so that they are now assisting Enrollment Services with staffing and facilitating the 'Zoom Rooms' as well as making follow up calls to students needing additional follow-up and support.

## **COMMUNITY ENGAGEMENT:**

***Much of our normal work in this area has been suspended to focus on COVID19 related issues.***

***Food Bank of the Southern Tier (FBST):*** The College hosted a second Drive-Through Food Distribution in our parking lots on May 21. 463 preregistered clients participated in the distribution, plus 6 deliveries and 8 unregistered clients as well. for a total of 477 served.

Special thanks to many TC3 staff, community leaders, local legislators, and Board Member Roxann Buck & Ray Schlather who volunteered.

We have two more scheduled for June 17<sup>th</sup> and July 22<sup>nd</sup>. Here are the links to sign up as volunteers:

- Wednesday, June 17, 8:30-12:30pm: <https://foodbankst.volunteerhub.com/event/index/12094459>
- Wednesday, July 22, 8:30-12:30pm: <https://foodbankst.volunteerhub.com/event/index/12094460>

***Dryden School District:*** The College allowed the Dryden School district to use the parking lots to stage a parade of school buses that went through the district. We are also in conversations with the Dryden High School principal about the use of our parking lots for an outdoor High School graduation ceremony on July 31<sup>st</sup>. The Governor's office just issued an executive order with new guidelines so we will negotiate the use of our facilities based on those mandates. We are not allowing the use of any indoor facilities at this time.

## **GOVERNMENT RELATIONS:**

I have been representing TC3 at various COVID19 related committees and calls including:

- Economic Recovery Cabinet (led by City of Ithaca and TCAD)
- Tompkins County Re-Opening Task Force (led by Tompkins County)

I have also been coordinating COVID 19 updates and planning with both County Legislatures, our other local Higher Ed partners. I have been keeping track of and interpreting the various Executive Orders issued from the Governor's Office and their impact on the College. Coordinated data for and wrote the preliminary reopening plan due to SUNY on 6/6.

Assisted Residence Life staff in the approval of the student move out plan by the Tompkins County Health Department. Move out will begin on June 8<sup>th</sup>. There are approximately 75 students that need to retrieve belongings left after Spring Break.

The County has commissioned a group to work on communications to college students and we are working on messaging about how to safely engage in social settings as a college student. We will work with the Health Department to create messages around safe social gatherings, living in Residence Halls, leaving campus, etc.

I participated on calls with Senator Gillibrand and Representative Brindisi to advocate for community college support at the state and federal level.

### **Census 2020:**

The College sent out an email to all faculty, staff, and students with specific information on how to complete the Census. The three student governments of all the colleges in Tompkins County sent a joint message to students to encourage participation in the Census as well.

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

We will be hosting a June workshop on LinkedIn that was opened up to alumni of both programs as well. This will be offered as a replacement for the suspended programming in April and May. We are unfortunately not able to hold either of or normal in-person graduation celebrations in June. We are working on creating a video with messages from the classes and board members. We will be working with the Advisory Boards from both programs at a virtual retreat in July or August to determine how to structure these programs for the future.

### **WORKS IN PROGRESS:**

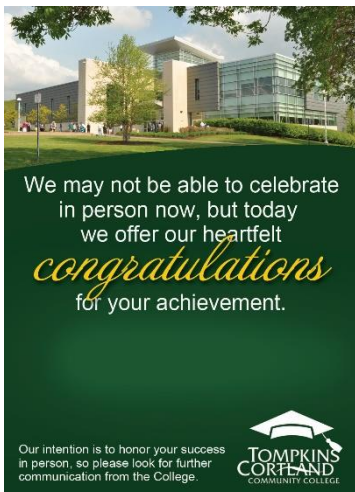
**SUNY Applied Learning – Grant Funding:** This funding has not been pulled, and it cannot be redirected to another purpose, so we are moving forward with the search for a Coordinator of Applied Learning.

We interviewed the first round of candidates and have selected three to move on to a 2<sup>nd</sup> round of interviews.

**College Town Halls:** Coordinated the content and facilitated the zoom meeting for the first campus wide town hall. We will be holding one per month through the summer to keep our faculty and staff informed and engaged.

### **COMMENCEMENT:**

We created a video for Commencement that included messages from the President, Provost, Board of Trustees Chair and the Student Trustee. A link to the video is here: <https://www.tompkinscortland.edu/news/college-congratulates-class-2020>



We also personalized this graphic (see at left) to send an individual message from the President to each student that would have been invited to participate in the May Ceremony. A special thank you to suite secretary Chrissie Askew for sending over 600 individualized emails to our students. We received a lot of positive feedback on the video as well as the special emails.

It is our intention to aim for a larger December graduation celebration, providing the restrictions on large gatherings are lifted by then.

### **MARKETING & COMMUNICATIONS:**

A virtual tour is now available online and can be used for recruiting efforts. The link to see the tour is here: <https://www.tompkinscortland.edu/admissions/visit-campus>

### **TC3.BIZ:**

- The ten free online courses were a success and proved to be a great marketing tool for Biz. There are 324 individuals who have registered for one or more classes. We are entering all registrations into power campus so classes will show on transcripts.
- Biz partnered with Black Rocket to offer summer STEAM camps online to kids. <https://blackrocket.com/online/tomp/>

College Senate Report  
Board of Trustees  
June 9, 2020

The College Senate held the final meeting of the academic year on May 15<sup>th</sup>. During this meeting the Senate was given three Micro-Credentials to vote on, along with the new Secretary and Co-Chairs.

Anna Regula and Joe Smith presented information to the College Senate for their proposed Micro-Credentials. Anna Regula presented on the Early Childhood Assistant Micro-Credential and Joe Smith presented on the Chemical Dependency Counselor Assistant Micro-Credential and the Residential Aide Micro-Credential. The voting was done electronically in Microsoft Forms with all three Micro-Credentials passing by the Senate with votes of 9 yes, 0 no, and 1 abstention, each.

The College Senate also voted for new members electronically, welcoming Anndrea Mathers, Darese Dosal, and Casey Goodwin for their first terms. Teri Evener, the College Senate Secretary for the past four years, has reached her term limit and Michele Lopez was voted as her replacement for the 2020-2021 academic year. Jonathan Walz-Koeppel and Ashley Ahola were voted to continue their roles as Co-Chairs of the College Senate.

Over the summer, the bylaws need to be reviewed and edited, now that the Senate has had a year to work with them and various duties of the Senate have shifted, for example, taking on the entire Chancellor's award process. Meetings have not been scheduled yet, but will be conducted virtually.

Tompkins Cortland Community College Foundation  
Thursday, June 18, 2020  
Board of Trustees Report

A Property Management Committee took place on May 20 with the main focus being on the proposed 2020-2021 budget.

The Finance Committee meet twice, May 21st and May 29th to discuss the 2020-2021 budget, which includes five cost centers:

- Operating and Capital
- Campus Housing
- Ithaca Extension Center
- Cortland Extension Center
- Farm to Bistro

Also discussed were the 2020-2021 Restricted Funds Payout, TC3 Farm, LLC, and TC3 Bistro, LLC budgets.

An Investment Committee meeting took place on May 28<sup>th</sup>. Alesco Advisors president, Jim Gould and Tim Tindall, Alesco Advisors principal, both attended the meeting. They provided an update regarding the Foundation's restricted endowments.

The Executive Committee meet on June 2nd to discuss current legal bond counsel and proposed new legal bond counsel.

A Foundation Board budget meeting took place on June 2<sup>nd</sup>, and the attached budgets were approved. Please note that the 2020-2021 Campus Housing cost center is a provisional budget, as well as the Coltivare 2020-2021 budget. Final budgets for these two areas will be presented by the end of August.

The following resolutions were approved.

- Resolution 2019-2020-06/Restricted Funds Payout
- Resolution 2019-2020-07/Adoption of the Proposed Provisional 2020-2021 Operating and Capital Budget
- Resolution 2019-2020-08/ Adoption of the Proposed Provisional 2020-2021 TC3 Bistro, LLC Budget
- Resolution 2019-2020-09/Adoption of the Proposed 2020-2021 TC3 Farm, LLC Budget

Also approved Resolution 2019-2020-05/Authorization to Secure Legal Bond Counsel. Bond Schoeneck & King will be the bond legal counsel going forward.

### **Communication Pieces**

- Direct mail solicitation piece sent to 12,000 people regarding the Helping Hands Student Emergency Fund.
- An email was sent to 20,000 people on June 4 sharing the Foundation's annual report and SUNY's match regarding the Helping Hands Student Emergency Fund.

### **Upcoming Meetings**

- Coltivare Task Force, June 8
- Executive Committee, June 10
- Board, July 14

**TOMPKINS CORTLAND COMMUNITY COLLEGE FOUNDATION, INC.  
RESOLUTION 2019-2020-06**

**RESTRICTED FUNDS PAYOUT**

**WHEREAS**, the Tompkins Cortland Community College Foundation, Inc. exists to assist the College in furthering its goals, and

**WHEREAS**, the various endowed accounts have been established by the Tompkins Cortland Community College Foundation, Inc. in accordance with the donors desires and the purposes outlined in the specific governing endowment policies, be it therefore

**RESOLVED**, that an amount not to exceed \$500,825 for student awards, \$296,952 for program costs and \$166,861 for administrative costs be released from Tompkins Cortland Community College Foundation, Inc. to the College prior to the close of fiscal year 2020-2021 and be allocated per the attached schedule.

**STATE OF NEW YORK:**

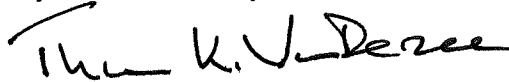
**SS:**

**COUNTY OF TOMPKINS:**

**I, THOMAS K. VANDERZEE, CHAIRMAN** of the Board of Directors of the Tompkins Cortland Community College Foundation, Inc.

**DO HEREBY CERTIFY** that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Directors of the Tompkins Cortland Community College Foundation, Inc. at a regular meeting of said Board on the 2<sup>nd</sup> day of June, 2020 and the same is a complete copy of the whole of such resolution.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 2<sup>nd</sup> day of June, 2020.



Chairman of the Board of Directors  
Tompkins Cortland Community  
College Foundation, Inc.

## TC3 FOUNDATION RECOMMENDED PAYOUTS

<u>Endowment Payouts for 2020-2021</u>	<u>Student Awards</u>	<u>Program Funds</u>	<u>Administrative Overhead</u>	<u>Total Payout</u>
General Endowment	99,325		20,039	119,364
Service Tradition Endowment	56,500		11,310	67,810
Pathways Endowment	345,000	269,652	130,051	744,702
Equipment Endowment		<u>27,300</u>	<u>5,462</u>	<u>32,762</u>
Total Endowment Payouts	<u>500,825</u>	<u>296,952</u>	<u>166,861</u>	<u>964,638</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE FOUNDATION, INC.  
RESOLUTION 2019-2020-07**

**ADOPTION OF THE PROPOSED PROVISIONAL  
2020-2021 OPERATING AND CAPITAL BUDGET**

**WHEREAS**, the Tompkins Cortland Community College Foundation, Inc. exists to assist the College in furthering its goals, and

**WHEREAS**, the Tompkins Cortland Community College Foundation, Inc. requires an annual operating budget and capital budget for conducting Corporation business, and

**WHEREAS**, a proposed provisional operating and capital budget for Tompkins Cortland Community College Foundation for the fiscal year September 1, 2020 through August 31, 2021 has been presented to the Finance Committee and Property Management Committee, be it therefore

**RESOLVED**, that the Board of Directors of the Tompkins Cortland Community College Foundation, Inc., hereby approves the attached provisional 2020-2021 budget with operating expenses in the amount of \$4,459,043 and capital expenses in the amount of \$223,000 for the fiscal year September 1, 2020 through August 31, 2021, and be it further

**RESOLVED**, that a final operating and capital budget for Tompkins Cortland Community College Foundation for the fiscal year September 1, 2020 through August 31, 2021 will be presented by August 31, 2020.

**STATE OF NEW YORK:**

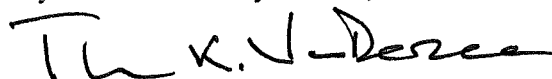
**SS:**

**COUNTY OF TOMPKINS:**

**I, THOMAS K. VANDERZEE, CHAIRMAN** of the Board of Directors of the Tompkins Cortland Community College Foundation, Inc.

**DO HEREBY CERTIFY** that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Directors of the Tompkins Cortland Community College Foundation, Inc. at a regular meeting of said Board on the 2<sup>nd</sup> day of June, 2020, and the same is a complete copy of the whole of such resolution.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 2<sup>nd</sup> day of June, 2020.



Chairman of the Board of Directors  
Tompkins Cortland Community  
College Foundation, Inc



**Notes to FY 2020-2021 Preliminary Budget:**

**Cortland Extension Center**

Revenue:

- Reflects 12 months at a rate of \$24,969/month

Expenses:

- The Foundation is responsible for property & building repair/maintenance.
- The College is responsible for utilities, janitorial services, minor renovations, carpet replacement & interior painting.
- The insurance amount is an estimate.

Debt Service:

- The interest expense and principle payment are based on the extension center's 2011 construction loan of \$1,753,657 at an interest rate of 4.5%.

**Ithaca Extension Center:**

Revenue:

- Reflects anticipated rent based on current leases.

Expenses:

- Property taxes are an estimate as possible changes in rates are unknown at this time.

**Housing:**

Revenue:

- Occupancy assumptions are based on the College's enrollment assumptions.
  - Model (1) assumes no drop in occupancy.
  - Model (2) assumes a 15% drop in occupancy.
  - Model (3) assumes a 30% drop in occupancy.

Expenses:

- Financial Support to Dryden Fire Department is based on an annual donation of \$10 per resident made to the Fire Department in recognition of the additional burden placed on it by the presence of the residence halls.
- Utilities are based on historical usage, occupancy numbers, and room rates during the 20-21 fiscal year.
- Personnel expenses reflect no increase in salaries and a 4% increase in health insurance costs.  
The models that show a drop in occupancy also show an adjustment to personnel expenses.

**TC3 Foundation Operating  
FY20.21 Budget**

	Budget FY 20.21	Budget FY 19.20	Projection FY 19.20	Actual FY 18.19	Actual FY 17.18	Actual FY 16.17	Actual FY 15.16
<b>Revenue</b>							
Annual Campaign (Unrestricted)	30,000	35,000	35,000	28,252	21,932	35,151	58,529
Major Gifts/Planned Giving	10,000	10,000	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	3,050	-
Investment Admin Revenue	166,861	165,115	165,115	95,532	88,227	80,035	68,405
Contribution Admin Fee	50,000	50,000	10,000	75,000	-	-	-
In-Kind Contributions	-	-	-	-	-	450	13,462
Interest Income	4,000	4,000	6,500	5,835	4,686	3,526	5,904
<b>Total Revenue</b>	<b>260,861</b>	<b>264,115</b>	<b>216,615</b>	<b>204,619</b>	<b>114,845</b>	<b>122,212</b>	<b>146,300</b>
<b>Expense</b>							
Annual Campaign Expense	500	400	400	349	290	32	479
Bank Service Charges	2,000	-	1,745	137	-	30	-
Classified Staff	750	750	90	617	691	694	757
Accounting Services	9,300	10,010	9,300	9,220	-	-	-
Donor Relations	5,500	6,000	5,000	5,568	5,995	3,869	2,456
Events	2,500	3,000	1,000	730	749	9,883	8,576
Food	10,500	13,500	4,000	9,567	10,400	13,456	8,219
Fundraising Expense	3,600	3,600	3,600	3,500	4,162	3,500	3,950
Insurance	4,514	5,383	4,425	5,277	3,055	1,643	18,549
Legal/Audit Fees	101,000	16,300	170,000	26,644	6,475	7,655	7,303
Local Mileage	2,000	2,500	1,500	2,034	1,273	1,113	930
Major Gifts/Planned Giving	1,500	2,000	-	-	-	-	-
Miscellaneous/Admin Expense	65,000	5,000	70,600	7,751	1,318	1,904	7,456
Office Supplies	500	550	550	580	464	350	539
Postage	14,500	7,000	5,000	6,488	6,553	3,819	1,805
President's Discretionary Fund	2,000	2,000	2,000	500	-	1,078	1,557
Printing/Copying	14,500	7,000	9,000	11,392	6,865	7,780	5,459
Professional Staff Development	10,000	10,000	8,000	3,214	7,568	6,195	5,523
Property Taxes	2,500	200	2,455	-	202	202	-
Service Agreements	21,000	20,000	20,860	20,181	16,347	15,313	12,266
Staff Development	10,000	12,000	5,000	3,076	3,680	4,981	9,871
Student Awards	100	100	100	194	100	200	100
Misc Support to College	3,000	5,000	-	-	202,214	231,926	50,860
Study Abroad Scholarship	10,000	10,000	10,000	11,000	5,000	10,000	9,900
Subscriptions	3,500	3,500	2,000	673	3,532	461	317
<b>Total Expense</b>	<b>300,264</b>	<b>145,793</b>	<b>336,625</b>	<b>128,692</b>	<b>286,933</b>	<b>326,084</b>	<b>156,872</b>
<b>Net Gain/(Loss)</b>	<b>(39,403)</b>	<b>118,322</b>	<b>(120,010)</b>	<b>75,927</b>	<b>(172,088)</b>	<b>(203,872)</b>	<b>(10,572)</b>
<b>Less Capital Transactions</b>							
Capital Expense	-	-	-	-	-	-	-
<b>Adjusting Transactions</b>							
Transfer to/from Reserves	(39,403)	118,322	-	-	-	-	-
Transfer from Surplus	-	-	-	-	-	-	-
Transfer from IEC	-	-	-	-	202,214	231,000	-
<b>Adjusted Net Gain/(Loss)</b>	<b>-</b>	<b>-</b>	<b>(120,010)</b>	<b>75,927</b>	<b>30,126</b>	<b>27,128</b>	<b>(10,572)</b>

**TC3 Foundation CEC  
FY20.21 Budget**

	<b>Budget FY 20.21</b>	<b>Budget FY 19.20</b>	<b>Projection FY 19.20</b>	<b>Actual FY 18.19</b>	<b>Actual FY 17.18</b>	<b>Actual FY 16.17</b>
<b>Revenue</b>						
Rental Income	299,631	294,465	293,756	289,905	281,648	276,125
Interest	-	-	-	-	-	-
<b>Total Revenue</b>	<b>299,631</b>	<b>294,465</b>	<b>293,756</b>	<b>289,905</b>	<b>281,648</b>	<b>276,125</b>
<b>Expense</b>						
Legal Fees	-	-	-	-	385	-
Local Mileage	300	100	100	-	73	161
Admin Expenses	100	100	100	4,872	992	50
Accounting Services	5,000	5,010	5,000	-	-	-
Miscellaneous	100	100	100	-	-	12
Building Repair/Maintenance	350	300	350	387	33	-
Equipment Repair/Maintenance	1,000	1,500	1,000	984	1,230	2,334
Property Repair/Maintenance	13,500	13,500	13,350	12,540	13,520	12,510
Trash Removal	900	900	835	882	847	840
Insurance	23,231	21,992	22,776	21,561	21,691	6,032
Interest Expense	63,342	65,825	65,825	67,867	70,338	72,263
Utilities (Sewer)	100	110	100	100	105	105
<b>Total Expense</b>	<b>107,924</b>	<b>109,437</b>	<b>109,536</b>	<b>109,193</b>	<b>109,214</b>	<b>94,307</b>
<b>Net Gain/(Loss)</b>	<b>191,707</b>	<b>185,028</b>	<b>184,220</b>	<b>180,712</b>	<b>172,434</b>	<b>181,818</b>
<b>Less Capital Transactions</b>						
Principal Payment	56,520	56,520	54,038	51,665	49,395	46,300
Capital Expense	-	-	-	-	-	-
Transfer to Reserves	135,187	128,508	-	-	-	-
<b>Other Adjusting Entries</b>						
Transfer to Operating	-	-	-	-	-	-
<b>Adjusted Net Gain/(Loss)</b>	<b>(0)</b>	<b>-</b>	<b>130,182</b>	<b>129,047</b>	<b>123,039</b>	<b>135,518</b>

**TC3 Foundation IEC  
FY20.21 Budget**

	<b>Budget FY 20.21</b>	<b>Budget FY 19.20</b>	<b>Projection FY 19.20</b>	<b>Actual FY 18.19</b>	<b>Actual FY 17.18</b>	<b>Actual FY 16.17</b>
<b>Revenue</b>						
Rental Income	749,094	720,591	720,591	734,008	763,444	755,689
Miscellaneous Income	-	-	-	-	5,191	1,866,075
<b>Total Revenue</b>	<b>749,094</b>	<b>720,591</b>	<b>720,591</b>	<b>734,008</b>	<b>768,635</b>	<b>2,621,764</b>
<b>Expense</b>						
FSA Personnel	81,000	79,000	68,300	83,609	79,758	78,111
Accounting Services	9,300	10,010	9,300	9,743		
Office Supplies	50	50	-	-	65	-
Legal Fees	3,000	5,000	3,000	5,280	2,065	1,690
Telephone	1,900	1,850	1,850	1,733	1,879	1,728
Staff Development	200	200	-	-	-	142
Local Mileage	500	500	200	395	599	664
Administrative	7,000	10,000	10,000	10,540	15,154	12,543
Miscellaneous	100	200	200	-	-	-
Utilities	50,000	55,000	45,000	48,503	58,102	60,756
Building Repair/Maintenance	12,500	12,500	12,500	15,753	12,218	13,758
Equipment Repair/Maintenance	8,500	8,500	9,000	7,462	8,799	7,936
Property Repair/Maintenance	2,250	2,200	2,200	2,100	2,200	3,364
Janitorial	12,500	12,500	11,700	17,332	9,458	13,732
Trash Removal	1,250	2,500	1,250	2,457	2,321	2,411
Insurance	25,560	23,174	25,059	22,720	19,986	21,424
Interest Expense	-	-	-	-	-	37,209
Property Tax	110,000	110,000	106,000	105,363	102,291	105,461
<b>Total Expense</b>	<b>325,610</b>	<b>333,184</b>	<b>305,559</b>	<b>332,990</b>	<b>314,895</b>	<b>360,929</b>
<b>Net Gain/(Loss)</b>	<b>423,484</b>	<b>387,407</b>	<b>415,032</b>	<b>401,018</b>	<b>453,740</b>	<b>2,260,835</b>
<b>Less Capital Transactions</b>						
Principal Payment	-	-	-	-	-	1,908,568
Capital Expense	105,000	85,000	15,000	17,360	8,916	27,096
Transfer to Reserves	318,484	302,407				
<b>Other Adjusting Entries</b>						
Transfer from Surplus					202,214	231,000
<b>Adjusted Net Gain/(Loss)</b>	<b>(0)</b>	<b>-</b>	<b>400,032</b>	<b>383,658</b>	<b>242,610</b>	<b>94,171</b>

**TIOGA PLACE - TC3 FOUNDATION**  
**2020-2021 Budget Revenue Detail**

Building RSF

SF	Tenant Name	Lease Expires	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Total
11,635	TC3	8/20/2031	29,185	29,185	29,185	29,185	29,185	29,185	29,185	29,185	29,185	29,185	29,185	29,185	350,220
2,237	Empire State College	8/20/2026	6,059	6,059	6,059	6,059	6,059	6,059	6,059	6,059	6,059	6,059	6,180	6,180	72,950
4,345	Brown & Michaels	8/31/2023	7,213	7,213	7,213	7,213	7,213	7,213	7,213	7,213	7,213	7,213	7,213	7,213	86,556
5,841	M&T Bank - 1st fl	12/31/2019	9,735	9,735	9,735	9,735	9,735	9,735	9,735	9,735	9,735	9,735	9,735	9,735	116,820
721	Beth Cohen	5/31/2025	1,013	1,013	1,013	1,013	1,013	1,013	1,013	1,013	1,013	1,013	1,013	1,013	12,154
514	Victor Dillard	9/30/2022	638	638	638	638	638	638	638	638	638	638	638	638	7,656
1,744	Sharon M. Sulimowicz	2/29/2023	2,255	2,255	2,255	2,255	2,255	2,255	2,300	2,300	2,300	2,300	2,300	2,300	27,330
3,885	Human Services Coalition		5,284	5,284	5,284	5,284	5,284	5,284	5,284	5,284	5,284	5,284	5,284	5,284	63,408
721	BOCES		1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
670	Vacant														-
<b>36,919</b>			62,382	62,382	62,382	62,382	62,382	62,382	62,427	62,427	62,427	62,427	62,548	62,548	749,094
	<b>Storage</b>														
			62,382	62,382	62,382	62,382	62,382	62,382	62,427	62,427	62,427	62,427	62,548	62,548	749,094

**IEC CAPITAL EXPENDITURE**

**William Munson (IEC Sr. Maintenance Technician)**

5/18/2020

Item	Cost	2019-2020	2020-2021	2021-2022	2022-2023
Masonry Repair Engineering		\$ 35,000			
Masonry Repair	\$130,000	\$ -	\$ 65,000	\$ 65,000	
Top Coat Parking lot					\$ 40,000
Replacement Heat Pumps		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Equipment Replacement			\$ 10,000	\$ 15,000	\$ 20,000
Carpeting for TC3			\$ 15,000	\$ 25,000	\$ 15,000
ADA & Restroom Upgrades		\$ -		\$ 40,000	\$ 40,000
Building Control System			\$ 5,000	\$ 5,000	
Main Pump Replacement	\$25,000				\$ 25,000
Remove Fire Escape	\$30,000				\$ 30,000
<b>Totals</b>		<b>\$ 45,000</b>	<b>\$ 105,000</b>	<b>\$ 160,000</b>	<b>\$ 180,000</b>

Masonry Repair

The parapet has cracks in most of the corners. Cap stones need to be ground out and caulked. There are a lot of areas where joints in the masonry need to be repointed. This project will require an Engineer.

Top Coat Parking lot

The parking lot is crumbling and needs to be redone. It should be ground down and recoated.

Replacement Heat Pumps

We replace heat pumps when they break. The older units are 45 years old.

Carpeting & Shades

Some carpets in the TC3 space are torn. We should replace a couple rooms a year starting with the 6th floor Lobby. The shades also need to be replaced.

ADA & Restroom Upgrades

The plumbing in the building is 45 years old. There are valves that don't operate. Some of the vent lines are plugged or restricted. We only have 1 HC bathroom in the building and that is on the 5th floor. We need a HC bathroom on a lower floor. All bathrooms should be equipped with floor drains to prevent water from damaging lower floors if there is a toilet that over flows. This has happened 4 times since I have been here in the past 9 years.

Equipment Replacement

The older equipment will need to be replaced when it breaks. AHUs, pumps and boilers.

Building Control System

As we replace equipment we will need to hook the new equipment to the Pasco system.

Main Pump Replacement

We replaced the first main pump 6 years ago. The older one is on borrowed time. \$25,000 to replace when it breaks. There are 2 so we can wait till it breaks.

Remove Fire Escape

We have 2 inside stairwells so we don't need the old fire escape except for a couple spots. We will need to hire an Architect to review the building and tell us what we need to do to remove the fire escape. Option 2 is to spend a lot of money bringing it up to code and painting it.

**TC3 Foundation Housing  
FY20.21 Budget**

	Budget FY 20.21			Budget FY 19.20	Projection FY 19.20	Actual FY 18.19	Actual FY 17.18	Actual FY 16.17
	Model (2) - 15% Drop	Model (1) - 0% Drop	Model (3) - 30% Drop					
<b>Revenue</b>								
Student Housing	2,911,095	3,380,700	2,441,490	3,898,975	3,130,700	3,619,400	4,478,483	4,876,497
Room Damages	42,500	50,000	35,000	100,000	47,000	50,962	122,352	73,452
Forfeited Deposits	34,000	40,000	28,000	40,000	39,000	34,189	29,919	34,612
Commissions/ Misc Revenue	25,000	25,000	25,000	-	-	21,700	5,860	21,810
Interest	20,000	20,000	20,000	35,000	20,000	66,997	53,758	20,800
<b>Total Revenue</b>	<b>3,032,595</b>	<b>3,515,700</b>	<b>2,549,490</b>	<b>4,073,975</b>	<b>3,236,700</b>	<b>3,793,248</b>	<b>4,690,372</b>	<b>5,027,171</b>
<b>Expense</b>								
FSA Personnel Res Life	293,758	353,758	233,758	402,902	298,882	410,124	573,265	602,445
FSA Personnel Facilities	188,098	248,098	188,098	241,925	212,743	421,087	364,255	340,403
FSA Non-work study	-	1,000	-	3,000	25	-	4,268	3,328
Accounting Services	12,500	12,500	12,500	15,020	12,500	12,179	48,116	47,173
Office Supplies	700	1,000	700	1,000	1,000	999	936	2,159
Bank Fees	-	-	-	60	-	90	78	60
Legal Fees	-	-	-	-	-	385	-	1,928
Copy/Print	2,500	2,500	2,000	3,000	2,500	3,799	909	2,604
Postage	300	300	300	400	200	148	352	416
Telephone	1,200	1,500	1,000	1,800	1,300	3,002	1,263	2,160
Staff Development/professional Travel	-	1,000	-	3,000	-	998	1,633	1,673
Local Mileage	100	100	100	200	25	41	11	51
Administrative Expenses	7,000	15,000	7,000	13,000	15,000	4,392	30,467	13,470
Miscellaneous Expenses	1,000	1,000	1,000	1,800	500	1,170	2,392	2,023
Financial Support to Dryden Fire Dept	6,809	8,010	5,607	9,300	8,010	8,950	11,050	12,120
Utilities	220,000	250,000	200,000	297,500	220,000	270,408	332,412	360,865
Student Cable/Internet	204,659	204,659	204,659	195,192	195,192	186,163	177,552	194,290
Student Telephone	8,000	8,000	7,000	9,500	8,000	7,765	9,590	9,111
Building Repair/Maintenance	45,000	50,000	40,000	60,000	50,000	54,751	33,589	39,906
Equipment Repair/Maintenance	45,000	50,000	40,000	60,000	55,000	70,142	61,056	54,909
Property Repair/Maintenance	40,000	40,000	40,000	50,000	45,000	73,400	54,765	40,170
Janitorial	130,000	150,000	110,000	260,000	170,000	297,435	264,793	303,105
Trash/Pest Removal	22,000	25,000	20,000	28,000	25,000	22,447	28,138	27,031
Contracted Services	28,050	33,000	23,100	32,550	33,650	31,255	38,675	42,420
Resident Assistants	127,500	150,000	105,000	151,700	135,000	166,590	166,200	164,341
RA Training	1,200	1,500	1,000	2,000	2,000	2,164	2,092	1,663
Student Life/Programs	7,000	9,000	6,000	15,000	5,500	7,681	13,613	13,254
Security	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Insurance	103,614	103,614	103,614	93,271	101,582	91,462	80,954	95,171
Interest Expense	1,694,789	1,694,789	1,694,789	1,640,289	1,694,789	1,694,789	1,738,331	1,788,914
Bad Debt	42,500	50,000	35,000	55,056	55,056	155,289	-	47,379
<b>Total Expense</b>	<b>3,383,276</b>	<b>3,615,327</b>	<b>3,232,225</b>	<b>3,796,465</b>	<b>3,498,454</b>	<b>4,149,105</b>	<b>4,190,755</b>	<b>4,364,542</b>
<b>Net Gain/(Loss)</b>	<b>(350,681)</b>	<b>(99,627)</b>	<b>(682,735)</b>	<b>277,510</b>	<b>(261,754)</b>	<b>(355,857)</b>	<b>499,617</b>	<b>662,629</b>
<b>Less Capital Transactions</b>								
Principal Payment		-		1,130,000	-	-	1,045,000	1,005,000
Capital Expense	98,000	90,000	142,000	98,000	40,000	33,989	266,263	41,423
Transfer to/from Reserves	(448,681)	(189,627)	(824,735)	(950,490)				
<b>Other Adjusting Entries</b>								
Transfer from Surplus								
<b>Adjusted Net Gain/(Loss)</b>	<b>(0)</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>(301,754)</b>	<b>(389,846)</b>	<b>(811,646)</b>	<b>(383,794)</b>

**HOUSING CAPITAL EXPENDITURE.**

<b>Bldg.</b>	<b>Item</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
F	Waterproof Veneer Restoration	16,000			
G	Waterproof Veneer Restoration		16,000		
A/B	Waterproof Veneer Restoration				30,000
Complex	Cameras/auxillary equip.	5,000	5,000	5,000	
HSG	Furniture Replacement	50,000	25,000	25,000	25,000
HSG	Mattress Replacement	15,000	15,000	15,000	
Throughout	Apt. Carpet/VCT Replacement	20,000	20,000	25,000	50,000
C	DHW Replacement				13,000
G	BMS control up-grade				12,000
Complex	Parking Lot/Driveway Repair		10,000	10,000	
Throughout	Tub/Shower Units	8,000	2,000	2,000	2,000
Throughout	Cabinets and Counter Tops	10,000		3,000	10,000
Throughout	Appliances	5,000	5,000	5,000	
	<b>Totals</b>	<b>129,000</b>	<b>98,000</b>	<b>90,000</b>	<b>142,000</b>

**Notes:**

BMS - Building Management System

DHW - Domestic Hot Water



**TOMPKINS CORTLAND COMMUNITY COLLEGE FOUNDATION, INC.  
RESOLUTION 2019-2020-08**

**ADOPTION OF THE PROPOSED PROVISIONAL  
2020-2021 TC3 BISTRO, LLC BUDGET**

**WHEREAS**, the Tompkins Cortland Community College Foundation, Inc. exists to assist the College in furthering its goals, and

**WHEREAS**, the TC3 Bistro, LLC requires an annual operating budget and for conducting Company business, and

**WHEREAS**, a proposed provisional operating budget for TC3 Bistro, LLC for the fiscal year September 1, 2020 through August 31, 2021 has been presented to the Finance Committee, be it therefore

**RESOLVED**, that the Board of Directors of the Tompkins Cortland Community College Foundation, Inc., hereby approves the attached provisional 2020-2021 budget with operating expenses in the amount of \$1,589,058 for the fiscal year September 1, 2020 through August 31, 2021, and be it further

**RESOLVED**, that a final operating and capital budget for Tompkins Cortland Community College Foundation for the fiscal year September 1, 2020 through August 31, 2021 will be presented by August 31, 2020.

**STATE OF NEW YORK:**


**SS:**

**COUNTY OF TOMPKINS:**

**I, THOMAS K. VANDERZEE, CHAIRMAN** of the Board of Directors of the Tompkins Cortland Community College Foundation, Inc.

**DO HEREBY CERTIFY** that the foregoing resolution is a true copy of a resolution duly adopted by the Executive Committee of said Board on the 2<sup>nd</sup> day of June, 2020, and the same is a complete copy of the whole of such resolution.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 2<sup>nd</sup> day of June, 2020.



Chairman of the Board of Directors  
Tompkins Cortland Community  
College Foundation, Inc.

**TC3 Foundation Farm to Bistro  
FY20.21 Budget**

	Budget FY 19.20	Budget FY 19.20	Projected FY 19.20	Actual FY 18.19	Actual FY 17.18	Actual FY 16.17
<b>Revenue</b>						
Farm Rental Income - From College	98,859	96,921	96,921	95,020	93,157	91,331
Farm Rental Income - From Farm	42,369	41,538	41,538	40,724	39,925	39,142
Bistro Rental Income - From College	425,776	417,427	417,427	409,242	401,218	393,351
Bistro Rental Income - From Bistro	182,476	178,898	178,898	175,390	171,951	168,579
Contributions	-	-	-	-	-	594,315
Other Income	10,000	12,500	10,000	5,000	12,600	16,575
<b>Total Revenue</b>	<b>759,479</b>	<b>747,284</b>	<b>744,784</b>	<b>725,376</b>	<b>718,851</b>	<b>1,303,293</b>
<b>Expense</b>						
Legal Fees	10,000	2,000	5,000	10,131	483	1,710
Accounting Services	11,550	10,010	11,550			
Local Mileage	150	200	200	16	49	608
Cayuga Green Lease	156,234	153,170	140,282	150,553	147,498	142,722
Admin Expenses	1,000	1,000	1,000	631	1,041	733
Miscellaneous	500	1,000	500	5,000	-	-
Building Repair/Maintenance	10,000	10,000	9,000	4,297	9,400	6,091
Equipment Repair/Maintenance	10,000	10,000	3,000	10,296	11,102	7,069
Property Repair/Maintenance	100	100	-	-	40	-
Interest Expense	145,436	151,869	151,869	160,551	166,375	200,879
<b>Total Expense</b>	<b>344,970</b>	<b>339,349</b>	<b>322,401</b>	<b>341,475</b>	<b>335,988</b>	<b>359,812</b>
<b>Net Gain/(Loss)</b>	<b>414,509</b>	<b>407,934</b>	<b>422,383</b>	<b>383,901</b>	<b>382,863</b>	<b>943,481</b>
<b>Less Capital Transactions</b>						
Principal Payment	141,844	135,411	135,411	126,729	120,906	115,344
Capital Expense	20,000	5,000		-	3,050	6,013
Rent From Subsidiaries	224,845	220,436	220,436	216,114	211,876	207,721
Transfer to Reserves	27,821	47,087				
<b>Other Adjusting Entries</b>						
Financing						
<b>Adjusted Net Gain/(Loss)</b>	<b>0</b>	<b>0</b>	<b>66,536</b>	<b>41,059</b>	<b>47,031</b>	<b>614,403</b>

**TC3 Bistro LLC**  
**Budget 2020-2021**

	20-21 Budget	19-20 Budget	19-20 Projection	18-19 Actual	17-18 Actual	16-17 Actual	15-16 Actual
<b>SALES</b>							
Restaurant Food	594,780	656,677	450,389	626,084	595,625	599,504	791,611
Restaurant Beverage	220,893	234,905	155,147	232,519	213,066	244,252	306,083
Banquets/Events Food	353,583	369,044	224,369	372,193	334,734	289,818	266,672
Banquets/Events Beverage	77,926	76,220	58,705	82,027	69,134	64,317	49,091
Service Charges	114,846	115,771	63,725	120,890	105,008	98,968	103,754
Banquet Room Rental	35,000	42,457	15,582	36,732	38,510	40,120	27,785
Other Income	20,000	16,000	90,000	-	12,200	15,826	24,260
<b>Total Sales</b>	<b>1,417,027</b>	<b>1,511,075</b>	<b>1,057,917</b>	<b>1,470,445</b>	<b>1,368,277</b>	<b>1,352,805</b>	<b>1,569,257</b>
<b>COST OF SALES</b>							
Food	284,509	307,716	202,427	327,311	271,668	307,738	354,721
Beverages	83,669	87,115	64,156	105,663	103,909	113,261	140,751
<b>Total Cost of Sales</b>	<b>368,178</b>	<b>394,831</b>	<b>266,583</b>	<b>432,974</b>	<b>375,577</b>	<b>420,999</b>	<b>495,472</b>
Other Costs		-	-	-	-	-	150
	<b>368,178</b>	<b>394,831</b>	<b>266,583</b>	<b>432,974</b>	<b>375,577</b>	<b>420,999</b>	<b>495,622</b>
<b>LABOR</b>							
Management	227,000	302,000	302,000	309,448	301,484	335,399	287,393
Staff - Restaurant	310,500	285,306	266,767	397,439	387,685	500,586	534,680
Staff - Banquets/Events	135,000	111,316	68,768	146,137	139,822	153,406	137,134
Employee Benefits	120,000	105,775	88,353	155,151	168,957	198,640	218,232
<b>Total Labor</b>	<b>792,500</b>	<b>804,398</b>	<b>725,888</b>	<b>1,008,175</b>	<b>997,948</b>	<b>1,188,031</b>	<b>1,177,438</b>
<b>Prime Cost</b>	<b>1,160,678</b>	<b>1,199,229</b>	<b>992,471</b>	<b>1,441,149</b>	<b>1,373,525</b>	<b>1,609,030</b>	<b>1,673,060</b>
<b>Prime Margin</b>	<b>256,349</b>	<b>311,846</b>	<b>65,446</b>	<b>29,296</b>	<b>(5,248)</b>	<b>(256,225)</b>	<b>(103,803)</b>
<b>Operating/Controllable Expenses</b>							
Direct Operating Expenses	60,000	65,000	46,678	73,849	64,940	92,276	123,023
Marketing	35,000	32,000	22,295	40,329	31,875	32,053	81,037
Utilities	25,000	26,000	20,000	24,927	26,074	25,586	24,363
General & Admin	100,000	87,000	70,063	109,046	91,981	120,575	227,257
Repairs & Maintenance	7,000	2,500	5,387	6,325	1,974	5,670	11,090
<b>Total Operating Expenses</b>	<b>227,000</b>	<b>212,500</b>	<b>164,423</b>	<b>254,476</b>	<b>216,844</b>	<b>276,160</b>	<b>466,771</b>
<b>Operating/Controllable Profit</b>	<b>29,349</b>	<b>99,346</b>	<b>(98,977)</b>	<b>(225,180)</b>	<b>(222,092)</b>	<b>(532,385)</b>	<b>(570,574)</b>
<b>Non-Controllable Expenses</b>							
Occupancy Costs	201,380	197,432	184,544	193,600	189,858	185,258	178,741
<b>Total Non-Controllable Expenses</b>	<b>201,380</b>	<b>197,432</b>	<b>184,544</b>	<b>193,600</b>	<b>189,858</b>	<b>185,258</b>	<b>178,741</b>
<b>Income Before Taxes</b>	<b>(172,031)</b>	<b>(98,086)</b>	<b>(283,520)</b>	<b>(418,780)</b>	<b>(411,950)</b>	<b>(717,643)</b>	<b>(749,315)</b>
<b>Noncash Expense</b>	175,343	171,905	159,017	168,535	165,230	162,000	158,814
<b>Net Cash Surplus (Deficit)</b>	<b>3,312</b>	<b>73,820</b>	<b>(124,503)</b>	<b>(250,245)</b>	<b>(246,720)</b>	<b>(555,643)</b>	<b>(590,501)</b>
<b>Key Ratios</b>	<b>20-21 Budget</b>	<b>19-20 Budget</b>	<b>9-20 Projection</b>	<b>18-19 Actual</b>	<b>17-18 Actual</b>	<b>16-17 Actual</b>	<b>15-16 Actual</b>
Cost of Sales % of Sales							
Food	30%	30%	30%	33%	29%	35%	34%
Beverage	28%	28%	30%	34%	37%	37%	40%
Cost of Payroll % of Sales							
Management	16%	20%	29%	21%	22%	25%	18%
Hourly - Restaurant	38%	32%	44%	46%	48%	59%	49%
Hourly - Banquet/Events	31%	25%	24%	32%	35%	43%	43%
Benefits	8%	7%	8%	11%	12%	15%	14%
Prime Cost % of Sales	82%	79%	94%	98%	100%	119%	107%

**TOMPKINS CORTLAND COMMUNITY COLLEGE FOUNDATION, INC.  
RESOLUTION 2019-2020-09**

**ADOPTION OF THE PROPOSED 2020-2021 TC3 FARM, LLC BUDGET**

**WHEREAS**, the Tompkins Cortland Community College Foundation, Inc. exists to assist the College in furthering its goals, and

**WHEREAS**, the TC3 Farm, LLC requires an annual operating budget for conducting Company business, and

**WHEREAS**, a proposed operating budget for TC3 Farm, LLC for the fiscal year September 1, 2020 through August 31, 2021 has been presented to the Finance Committee, be it therefore

**RESOLVED**, that the Board of Directors of the Tompkins Cortland Community College Foundation, Inc., hereby approves the attached 2020-2021 budget with operating expenses in the amount of \$162,986 for the fiscal year September 1, 2020 through August 31, 2021.

**STATE OF NEW YORK:**

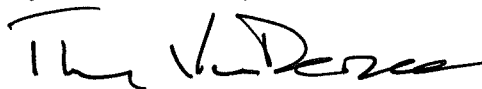
**SS:**

**COUNTY OF TOMPKINS:**

**I, THOMAS K. VANDERZEE, CHAIRMAN** of the Board of Directors of the Tompkins Cortland Community College Foundation, Inc.

**DO HEREBY CERTIFY** that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Directors of the Tompkins Cortland Community College Foundation, Inc. at a regular meeting of said Board on the 2<sup>nd</sup> day of June, 2020, and the same is a complete copy of the whole of such resolution.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 2<sup>nd</sup> day of June, 2020.



Chairman of the Board of Directors  
Tompkins Cortland Community  
College Foundation, Inc.

## TC3 Foundation - Farm LLC

For the period September 1 - August 31

Income	Budget 20-21	Budget 19-20	Projection 19-20	Actual 18-19	Actual 17-18	Actual 16-17	Actual 15-16
Working Capital from TC3 Foundation							
TC3 - Teaching Reimbursement	11,000	16,000	7,000	8,019	7,438	19,553	18,268
CSA Sales	28,028	23,356	19,000	18,691	21,233	18,952	14,543
Farm Stand Sales	10,200	8,500	5,000	5,444	6,700	7,061	6,699
Restaurant Sales	9,600	8,000	5,000	1,499	4,456	7,485	6,448
Seedlings	4,800	4,000	4,000	763	2,973	4,004	6,814
Other Income (Including Food Processing)	-	5,000	-	-	-	-	-
<b>Total Income</b>	<b>63,628</b>	<b>64,856</b>	<b>40,000</b>	<b>34,416</b>	<b>42,800</b>	<b>57,055</b>	<b>52,771</b>
<b>Expenses</b>							
Salaries	64,000	64,000	64,000	57,002	92,930	91,329	72,769
Employee Benefits	45,000	44,000	44,000	35,774	66,303	65,003	58,815
Seed and Plants	4,800	4,000	3,000	3,992	3,500	3,044	4,723
Other Crop Expense	4,800	4,000	3,000	1,665	2,800	2,714	1,220
Food Processing	-	900	-	-	-	-	-
Fuel	100	200	-	-	-	-	2,317
Farm Tools	500	1,200	200	-	421	1,085	1,243
Marketing	400	500	-	231	394	390	282
Utilities	1,200	1,700	1,000	1,115	1,700	332	1,789
Dues and Subscriptions	-	100	-	-	75	97	75
Office Expense	200	250	150	95	200	217	180
Professional Development	300	300	-	-	15	380	283
Rent	33,785	33,122	33,122	32,473	31,836	31,212	30,600
Repairs and Maintenance	1,000	1,500	1,000	465	350	425	733
Mileage	-	-	-	-	-	-	-
Taxes and Insurance	3,201	5,000	3,123	4,951	4,922	3,311	1,451
Legal and Audit	-	-	-	-	-	-	-
Contracted Services - Payroll	1,300	1,400	1,220	1,161	1,270	3,731	3,840
General and Administrative	2,400	2,400	2,000	2,344	2,400	2,365	2,210
<b>Total Expenses</b>	<b>162,986</b>	<b>164,572</b>	<b>155,815</b>	<b>141,268</b>	<b>209,116</b>	<b>205,635</b>	<b>182,531</b>
<b>Net Profit (Loss) Before Taxes</b>	<b>(99,358)</b>	<b>(99,716)</b>	<b>(115,815)</b>	<b>(106,852)</b>	<b>(166,316)</b>	<b>(148,580)</b>	<b>(129,760)</b>
Noncash Expense	33,785	33,122	33,122	32,473	31,836	31,212	30,600
<b>Net Cash Deficit</b>	<b>(65,574)</b>	<b>(66,594)</b>	<b>(82,693)</b>	<b>(74,379)</b>	<b>(134,480)</b>	<b>(117,368)</b>	<b>(99,160)</b>



TO: Board of Trustees  
FROM: Orinthia Montague, President  
DATE: June 18, 2020  
SUBJECT: Report to the Board

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#### Operational Update

- Since last month's Board of Trustees Meeting the College faculty, staff and administrators have all begun participating in the New York State Shared Work Program. College employees have been furloughed at 20, 40 or 60 percent (1-3) days per week. This program allows the maximization of unemployment (federal & state benefits) while allowing the College to save approximately \$450K. The College also moved forward with a summer hours schedule which has us closed on Fridays.

#### CARES ACT

- The first half of the CARES ACT Funding has been released to the College. Distribution of the funds have begun. We are still awaiting SUNY guidance on the release of the second half of the funds

#### Re-Opening Plans

- TC3 submitted a draft reopening plan to SUNY on June 6<sup>th</sup>. There is a call scheduled on Tuesday with Broome CC, Finger Lakes CC, TC3, Cayuga CC and Corning CC. The College is forming a cross functional team to delve into re-opening specifics. The College will enter into a collaborative agreement with Cayuga Medical Center to provide testing to students, faculty and staff. Additionally, they will provide recommendations on other aspects of reopening (sanitization, tracing, testing, etc.)
- TC3 participates on a weekly basis on the Tompkins County Higher Education Re-Opening Discussion Group as well as the Tompkins County Community Conversations.

#### Reflections

- I hosted a College-Wide meeting (via Zoom) on 6/16 to provide updates on enrollment, budgets and reopening ideas. The meeting also afforded me the opportunity to address the George Floyd murder in Minneapolis as someone who lived there and through the lens of a person of color. Though this tragedy happened quite a distance away it left many of us emotionally bruised. My call to action was for all of us to continue the fight for social justice. I want to recognize our outstanding faculty and staff who are committed to social justice. ODESS also hosted three town hall meetings for our campus community members to process the incident. Associate Professor (Graphic Design Program Chair), Christine Shanks also led the community I creating digital quilts in



support of global protests against police brutality and in support of Black Lives Matter. Please visit <https://kelabmag.weebly.com/blm-project.html> to learn more.

### SUNY System Updates

- As you may have heard by now, Chancellor Johnson is departing SUNY to assume a presidency at The Ohio State University this fall. As of today an Interim Chancellor has not been officially named.

### Miscellaneous

- 5/19 College-Wide Meeting via Zoom
- 5/19 Nursing Drive-Thru Commencement
- 6/8 Cortland BDC Meeting
- 6/9 Participated in Rotary Scholarship Recognition Event
- 6/9 Participated in American Association of Community Colleges Small & Rural Commission meeting
- 6/11 Participated in NY Forward Re-Opening Mtg
- 6/17 Participated in Ithaca College Building & Grounds Committee Mtg