

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, April 16, 2020
Conducted remotely due to COVID19
5:30 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment*
6. Approval of Minutes
 - a. March 10, 2020 Special Meeting
 - b. March 24, 2020 Regular meeting
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): NONE
9. Information Items:
 - a. Human Resources Updates

10. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Appointment of Personnel
 - c. Interim CFO's Report – February and March 2020 Treasurer's Report
 - d. TC3 Sidewalk Project Bid Award

11. Standing Reports:
 - a. Provost & Vice President of Academic Affairs – Paul Reifenheiser
 - b. Faculty Student Association – Greg McCalley – No Report
 - c. Vice President Student Affairs – Greg McCalley
 - d. Chief Diversity Officer Report – Seth Thompson – No Report
 - e. Director of Community Outreach and Engagement – Deb Mohlenhoff – No Report
 - f. College Senate – Ashley Ahola & Jonathan Walz-Koeppel – No Report
 - g. Tompkins Cortland Community College Foundation, Inc. – Matt McSherry
 - h. Chairman's Report – Raymond Schlather
 - i. Liaison Report (Cortland County) – Kevin Fitch
 - j. Liaison Report (Tompkins County) – Michael Lane
 - k. Student Trustee's Report – Lana Esho – No Report
 - l. President's Report

12. Upcoming Events:

Next Board of Trustees Meeting – May 14, 2020

13. 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
March 10, 2020
Board Room
5:30 P.M.

PRESENT: Roxann Buck, Lana Esho, Matt McSherry, Schelley Michell-Nunn, Raymond Schlather, Bruce Tytler

EXCUSED: Liz Burns, Judy Davison, Arthur Kuckes

COUNTY

LIAISONS: Michael Lane

STAFF: Jan Brhel, Bryan Chambala, Sharon Clark, Tim Densmore, Julie Gerg, Greg McCalley, Deb Mohlenhoff, Orinthia Montague, Paul Reifenheiser, Bill Talbot, Malvika Talwar, Jason Thayer, Seth Thompson, Peter Voorhees

GUESTS: None

1. **Call to Order:** The meeting was called to order at 5:38 p.m. by Chair Schlather in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Welcome Guests:** None
4. **Approval of Agenda:** Ms. Buck moved that the agenda be approved; seconded by Mr. McSherry; carried unanimously.
5. **Public Comment:** None
6. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): COVID-19 Overview by Staff. Handouts provided and are attached to these minutes.** In preparation for the uncertainty of what to expect with the implications that COVID-19 will bring, preparations by the administration and staff are being put into place. While this presentation is the College's thoughts for moving forward, it is also believed that this will be a constantly changing agenda depending on the guidance we receive from SUNY administration, Tompkins and Cortland County Health Departments, and the Governor's office. Discussed were the following bullet points:
 - a. Guidance from SUNY
 - Daily phone calls
 - Restricting travel abroad/bringing students back who are abroad
 - b. Guidance from local health departments
 - Proactively met with the College
 - Provided guidance on how to plan for a pandemic and minimize transmission
 - Outlined activities that could take place if residential and/or commuter student(s) were suspected or confirmed to be infected
 - c. What steps the College is taking to minimize the risks of an outbreak on campus
 - Convening the Pandemic Planning & Response Committee

- Outlining initiatives that will prevent and reduce transmission (additional cleaning, education and communication regarding handwashing, covering coughs/sneezes, staying home when sick, etc., increased hand sanitizer stations across campus)
- Inventory of gatherings/meetings on campus
- d. What steps the College will take if there is an outbreak on campus
 - College will not close but activities and spaces on campus may be restricted
 - Majority of classes will be moved online
 - Dining hall will be open and deliver food to quarantined student(s)
 - Essential employees continue to report to campus; others to possibly work from home
- e. Messaging to faculty, staff, students and the community
- f. Open issues facing the College
 - Communication with students
 - Influences from other schools
 - Students with limited or no internet access
 - Dept. of Technology to support those working from home
 - Summer travel abroad programs
 - Summer class registrations and Global programs
 - Fall registrations and site visits from prospective students

7. **Adjournment:** Mr. Tytler moved that the meeting be adjourned; seconded by Ms. Michell-Nunn; carried unanimously. The meeting adjourned at 7:02 p.m.

Respectfully submitted,

Jan Brhel
Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
March 24, 2020
Via Conference Call 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

STAFF: Jan Brhel, Bryan Chambala, Sharon Clark, Tim Densmore, Sue Dewey, Julie Gerg, Greg McCalley, Deb Mohlenhoff, Orinthia Montague, Paul Reifenheiser, Bill Talbot, Malvika Talwar, Jason Thayer, Seth Thompson, Peter Voorhees

GUESTS: Craig Stevens

1. **Call to Order:** The meeting was called to order at 5:35 p.m. by Chair Schlather.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Welcome Guests:** None
4. **Approval of Agenda:** Ms. Davison moved that the agenda be approved; seconded by Mr. Tytler; motion carried unanimously.
5. **Public Comment:** None
6. **Approval of Minutes – February 20, 2020 Regular Meeting:** Mr. McSherry moved that the minutes of the February 20, 2020, regular meeting be approved as presented; seconded by Ms. Buck; motion approved unanimously.
7. **Communications:** None
8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** **Bill Talbot, Interim CFO, and Craig Stevens with The Bonadio Group. Auditor's Report** is attached to these minutes. Mr. Stevens noted that the delay in this presentation is due to the Foundation part of the package which needed more time to alleviate some issues on the Foundation part of the report.

Mr. Stevens emphasized that they did not identify any material weaknesses in internal controls. No significant audit adjustments were identified. The College received approximately \$14 million in federal funds including \$13.8 million in Student Financial Aid. There were no audit findings as part of the audit of compliance with the Uniform Guidance. The College was determined to be a low-risk auditee.

Mr. Schlather referenced page 5 enrollment difference in FTE's. Mr. Talbot and Mr. McCalley relayed that the difference is due to concurrent enrollment numbers and the change in the way

the College submits them.

Resolution 2019-2020-39 2018-2019 Audit: Mr. McSherry moved that the 2018-2019 annual audit prepared and completed by Bonadio & Co., LLP, be approved as submitted; seconded by Ms. Davison; motion approved unanimously.

9. Information Items:

a. Human Resources Updates – No discussion.

10. Consent Agenda (Action Items): Ms. Esho moved that the Consent Agenda be approved as submitted; seconded by Ms. Buck; the motion was called and carried unanimously.

a. Capital Payments – No discussion.

b. Appointment of Personnel – No discussion.

c. Interim CFO Report – No discussion

d. Position Description – IT Infrastructure Manager

e. Position Description – Assistant Vice President for College Relations

f. Approval of Tompkins Cortland Core Requirements

11. Standing Reports:

a. Provost & Vice President of Academic Affairs – Written Report provided

b. Faculty Student Association – No Written report provided.

c. Vice President of Student Affairs – No Written report provided.

d. Chief Diversity Officer – Written report provided. Mr. Tytler expressed appreciation of the Brave Dialogues and how they might be infused in the community. When asked if this can be done remotely, it was noted that this could and would be looked into further for the future.

e. Director of Community Outreach and Engagement – No Written report provided.

f. College Senate – Written Report provided.

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

Ms. Gerg mentioned that Foundation Audit was sent to Executive and Finance Committees of the Foundation and then to full Board. There were no detrimental findings.

h. Chairperson's Report – Chairman Schlather thanked everyone for their continued efforts in tough times.

i. Liaison Report (Cortland County) – No report.

j. Liaison Report (Tompkins County) – Mr. Lane noted that the Census is up in the air with student participation since student were sent home due to COVID19. He noted that while counties statewide are struggling with COVID 19, Tompkins County has set up a testing site at the mall in Lansing. You must register to be tested.

k. Student Trustee's Report – No written report provided.

l. President's Report – No Written Report provided. Information phone calls with all SUNY Presidents are occurring daily. In the SUNY President's call this morning, President Montague talked about measures and steps being taken here with resident students. It was noted that four-year colleges also still have students on campus. We have approximately 140 students on campus. President Montague spoke about moving our food pantry to residence hall; the Chancellor said she will try to get some funds to support this effort. President's Initiative fund afforded us the ability to put a computer lab in the residence hall. Campus-wide, everyone is pitching in.

Chairman Schlather asked about commencement. We have delayed making a decision on the commencement ceremony scheduled for May 21, 2020 as we are

waiting to hear what the guidelines and stipulations will be from Governor and President. An email will be sent to Board members when we have a determination.

Students who left on spring break are not allowed to return. Three students were removed after they brought friends to campus. An email from a former faculty member was received implying that NYC students were returning to campus and contaminating the community.

Any violations regarding comings and goings by students in the residence halls will mean dismissal from the residence halls.

- 12. Executive Session (to discuss a personnel issue – action to be taken) –** Ms. Buck moved that the meeting convene in executive session at 6:49 p.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 Ms. Burns seconded by Ms. Davison; approved unanimously. The meeting reconvened in regular session at 7:04 p.m.

- 13.** Motion to ratify the recommendation by President Montague for Promotions for Adjunct Faculty for the 2019-2020 Academic Year was made by Ms. Michell-Nunn, seconded by Ms. Buck, motion carried unanimously.

- 14. Upcoming Events –** No discussion.

- 15. Adjournment:** Mr. McSherry moved that the meeting be adjourned; seconded by Ms. Davison; motion carried unanimously. The meeting adjourned at 7:06 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 April 16, 2020

UNCLASSIFIED STAFF

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION DEADLINE	CURRENT STATUS
Comptroller	June 2020	February 25, 2020	March 25, 2020	Accepting Applications
Coordinator of Applied Learning Initiatives	Spring 2020	February 14, 2020	March 16, 2020	Accepting Applications
Coordinator of Global Partnerships and Programs	March 2020	November 25, 2019	January 9, 2020	Hired: Karen Miller (04/20/20)
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	Accepting Applications
School Food Grant Coordinator	February 2020	December 13, 2019	January 13, 2020	Checking References
Technology Support Associate	February 2020	December 18, 2019	January 20, 2020	Offer in Progress

CLASSIFIED STAFF

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
None.			

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Assistant Coach, Men's Soccer	Athletics & Recreation	April 2020	Accepting Applications
Lifeguard	Athletics & Recreation	April 2020	Accepting Applications; Continuous Recruitment
Graduate Assistant	Residence Life/Student Center	April 2020	Accepting Applications; Continuous Recruitment
Substitute Teacher	Childcare	April 2020	Accepting Applications; Continuous Recruitment Hired: Heather Dries (3/6/20) Samantha Petrozzino (2/13/20)
College Health Services Registered Nurse	Health Center	April 2020	Conducting Interviews

BISTRO

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

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of April 16, 2020

COMPLAINANT

SUBJECT

DISPOSITION

None.

FACULTY ASSOC.

None.

PAA

None.

TC3 ADJUNCT ASSOC.

None.

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

	AMOUNT	SUBTOTAL	GRAND TOTAL
<hr/> Childcare Facility Project <hr/>			
Electrical			
Blanding Electric (PO #32185) Electrical Application #14	\$17,033.61		
Total Electrical		\$17,033.61	
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Playground			
Play by Design (PO #33135) Playground Installation	\$12,846.00		
Total Playground		\$12,846.00	
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Administrative			
Harris Beach Legal Fees, All Seasons Dispute Invoice #			
Total Administrative		\$173.46	
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HVAC			
Kimble (PO #33186) HVAC Application #17	\$28,065.81		
Total HVAC		\$28,065.81	
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TOTAL CHILDCARE FACILITY PROJECT			\$58,118.88
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TOTAL CAPITAL PAYMENTS			\$58,118.88
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**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2019-2020-40**

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
16th day of April 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 16th day of April 2020.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Tuesday, March 31, 2020
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
September				
Toxey, Kar-Leam	Admissions	Associate Director of Admissions	\$73,025.00 *	9/9/2018
January				
Cornish, Erin	MATH049 MLC1 MATH098 MLC1 MATH098 M01 MATH090 M02	Adjunct	\$11,900.00	1/22/2020 To 5/15/2020
Drake, Melvyn	Teach per-student class compensated at independent study rate (MUSI118-M01/1 student & MUSI128/1 student) for 4 out of 15 weeks	Adjunct	\$152.00	1/22/2020 To 2/12/2020
Gillis, Andrew	Teach per-student class compensated at independent study rate (ART 290-M48/1 student)	Adjunct	\$570.00	1/22/2020 To 5/15/2020
Yavits, Robert	CAPS152 BL1 CAPS152 BL2	Adjunct	\$2,777.46	1/22/2020 To 5/15/2020
February				
McIntyre, David	HRMG105 M01 HRMG105 M02	Adjunct	\$2,070.00	2/8/2020 To 3/14/2020
Doe, Michelle	Budget and Finance	Student Account Administrator	\$73,136.00 *	2/21/2020
Carr, Kyle	COMM111 ME50 COMM265 M01 COMM112 ME50	Adjunct	\$6,347.46	2/26/2020 To 5/15/2020
Altmann, Herman	Participation in Mid-Winter Day Professional Development activities	Adjunct	\$100.00	2/27/2020
Anderson, Craig	Participation in Mid-Winter Day Professional Development activities	Adjunct	\$100.00	2/27/2020
Aspinwall, Breck	Participation in Mid-Winter Day Professional Development activities	Adjunct	\$100.00	2/27/2020
Buchanan, Patricia	Participation in Mid-Winter Day Professional Development activities	Adjunct	\$100.00	2/27/2020
Caroompas, Alice	Participation in Mid-Winter Day Professional Development activities	Adjunct	\$100.00	2/27/2020
Chapman, Robert	Participation in Mid-Winter Day Professional Development activities	Adjunct	\$100.00	2/27/2020
Donohue, Katheryn	Participation in Mid-Winter Day Professional Development activities	Adjunct	\$100.00	2/27/2020
Farah, Fred	Participation in Mid-Winter Day Professional Development activities	Adjunct	\$100.00	2/27/2020
Feberwee, Bart	Participation in Mid-Winter Day Professional Development activities	Adjunct	\$100.00	2/27/2020
Gammage-Sikora, Gina	Participation in Mid-Winter Day Professional Development activities	Adjunct	\$100.00	2/27/2020
Grossman, Rick	Participation in Mid-Winter Day Professional Development activities	Adjunct	\$100.00	2/27/2020
Iacobucci, Christine	Participation in Mid-Winter Day Professional Development activities	Adjunct	\$100.00	2/27/2020
Kidder, Jennifer	Participation in Mid-Winter Day Professional Development activities	Adjunct	\$100.00	2/27/2020
Kidder, Jennifer	Coverage of MATH098-M02/M. Ensign	Adjunct	\$85.00	2/27/2020
Lipa, Thomas	Participation in Mid-Winter Day Professional Development activities	Adjunct	\$100.00	2/27/2020
Marie, Jill	Participation in Mid-Winter Day Professional Development activities	Adjunct	\$100.00	2/27/2020

Employee	Department	Title/Rank	Salary	Employment Dates
McLane, Todd	Participation in Mid-Winter Day Professional Development activities	Adjunct	\$100.00	2/27/2020
Need, Barbara	Participation in Mid-Winter Day Professional Development activities	Adjunct	\$100.00	2/27/2020
Ross, Jessica	Participation in Mid-Winter Day Professional Development activities	Adjunct	\$100.00	2/27/2020
Sidle, Jason	Participation in Mid-Winter Day Professional Development activities	Adjunct	\$100.00	2/27/2020
Tambascio, Theresa	Participation in Mid-Winter Day Professional Development activities	Adjunct	\$100.00	2/27/2020
Weed, Steve	Participation in Mid-Winter Day Professional Development activities	Adjunct	\$100.00	2/27/2020
Williams, Diane	Participation in Mid-Winter Day Professional Development activities	Adjunct	\$100.00	2/27/2020
Zaia, Heather	Participation in Mid-Winter Day Professional Development activities	Adjunct	\$100.00	2/27/2020
Zavaski, John	Participation in Mid-Winter Day Professional Development activities	Adjunct	\$100.00	2/27/2020
Zhoa, Jiang	Participation in Mid-Winter Day Professional Development activities	Adjunct	\$100.00	2/27/2020

March

Witkiewicz, John	Mental Health Services	Clinical Counselor	\$50,000.00 *	3/9/2020
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April

Miller, Karen	Global Initiatives	Coordinator of Global Partnerships & Programs	\$62,394.00 *	4/20/2020
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TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

April 16, 2020

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Timothy Putnam	05/31/20	Retirement

None.

FACULTY STUDENT ASSOCIATION

None.

BISTRO

CFO's Report to the TC3 Board of Trustees

April 20, 2020

February and March Closes:

Appropriations continue to run \$264K favorable to budget through March. Delays in backfilling and/or eliminations of retirement positions remains the greatest contributor. Revenue, excluding summer, is within \$100K of Budget. If we ignore the impacts of COVID-19, we would have projected ending the year with a favorable \$300K (plus or minus \$75K) to Fund Balance, having only needed \$200K this year.

Forecasting 2019-20 EOY:

COVID-19 has shifted our focus to investing into short-term retention and enrollment activities while conserving cash. Moving from classroom to on-line instruction will produce some natural savings (e.g., copy center). However, this medium is less attractive to students and may have an impact on their ability to complete courses successfully. Use of technology to support work-from-home activities, on-line instruction and more frequent communications with student has not resulted in material increases in costs. The filing of open positions has been suspended unless deemed critical (e.g., Controller) or will benefit enrollment (e.g., Global Position). Contracts are being reassessed and calls are being made to reduce or suspend them until we are able to resume operations within the facilities. We are projecting, even with the loss of summer revenues, that the College will experience a net favorable impact to Fund Balance of \$550K (plus or minus \$100K). This also ignores other unknown factors such as the benefits of the CARES Act (\$1M-\$2M favorable impact) or the State reducing its obligations to the College by up to 25% (\$650K unfavorable impact), all in 2019-2020. This also assumes we will not be refunding boarders for room and board, since we encouraged all to stay and waived boarding fees for the break and expanded food services to 7 days at additional cost.

A temporary layoff of College Staff was assessed early in this crisis. College staff fall into three groups: those that are serving active students, those that are enrolling future students and those supporting the college. Consideration to eliminate any of the first two groups would risk a loss of students. Needs for support staff was assessed and determined to be of little net financial value to the College given we would need all these positions back by the end of July, in time for the beginning of the 2020 fall semester. Instead the CSEA is supporting the college by assuming the cleaning and grounds contracts for the Foundation, helping to defer College costs.

The summer semester represents the greatest financial impact for 2019-20. The loss of the Global program (may be resurrected for the fall semester) and likely other enrollments if the dorms cannot be used and transfers don't find it beneficial to take an on-line class from TC3 when they are likely to do so from their existing college. A pricing assessment is under way to encourage enrollments into existing on-line courses that may further negatively impact 2019-20 financial results but improve 2020-21 State funding.

Cash Flow:

The College was expected to be in need of cash for the naturally lower period of July, August and early September, especially with three payrolls in July. We will begin pursuing an early payment from the State (\$2.5M) and expect to be able to use the CARES Act cash (\$1M to \$2M). We believe that this will cover the \$3.3M void at our lowest point on September 21st.

March's balance sheet is little changed from prior year. Cash is at \$3.9M, \$1.2M greater than last year. Student Accounts Receivable is \$3.6M, \$.2M less than prior year. Due from other Governments is \$1.2M, \$.6M greater than prior year. Accounts Payable, including net amounts owed between the College, Foundation and FSA is an estimated \$.9M, \$.4M greater than last year.

2020-21 Budget Cycle:

Finance has met with 95% of the Budget Managers prior to COVID-19 to understand each's visions for 2020-21 and how they aligned with the new College Strategic plans. These efforts have been suspended as we work on a "top down" strategic plan(s) to determine enrollment, revenue and cash flow assumptions.

Three COVID-19 models are currently being built with numerous assumptions, many with low confidence rates because we have little historical data to pull from. However as time progresses we should begin to better understand the most important factors in the models: 1) course completion rate with grades that allow progression into the fall semester with tuition, 2) ability to resume instruction within the facilities, 3) new student enrollments, 4) mix of in-county vs. out-of-county and 5) ability to house students with students from NYC and Westchester. Other factors become overlays onto any model (e.g., tuition price, State's reduction in obligations, etc.).

To provide some perspective, our original target was to build a budget that resulted in a contribution to Fund Balance in the range of -\$100 to +200K. We also expected to create a funded Deferred Maintenance Plan and Capital to float our Work Force Development Grant with Tompkins and Cortland Counties.

Our worst case plan currently assumes:

- 1) A 30% decline in fall enrollment (some combination of incompletes/withdrawals from the spring semester and limitations of where students can come from to board).
- 2) A 0% changes in enrollments from prior year for spring, winter and summer.
- 3) A loss of \$.4M from 2020-21 State Aid.
- 4) A loss of an additional 25% in State Aid both in the June 2019 payment (\$650K) and in for 2020-21 (\$2.5M).
- 5) Assumes CARES Act funds of (\$1M) for College is booked in 2019-20.
- 6) Assumes CARES Act funds of (\$1M) for Students will NOT be able to be used to cover tuition for this upcoming fall 2020, even if it is for courses not completed in spring
- 7) Assumes no changes in course completions for Pell and other FA.
- 8) Tuition increase will be modeled at prior year rate of 3%.
- 9) Within the 30% loss in fall students, Out-of-County losses will be 75% vs. 25% in-county.
- 10) Within the 30% loss in fall students Non-Residential students will be reduced by 50%.
- 11) Assuming no layoffs as the College does expect to grow resume to normal size in spring and grow in future years due to the correlation to unemployment and Community College enrollments.

With these assumptions we are projecting an unfavorable impact on Fund Balance of \$3.7M (+-\$400K) in for 2020-21.

By no means is the worst case the most likely. It is just as easy to create a scenario that makes the case that local students no longer wish to attend school in downstate this year and instead will attend TC3 (note: applications for the fall semester are up 100% over last year). In addition, those living in down state may also be attracted to upstate schools whereby there are many less COVID-19 cases, if it returns in the winter, and elect to stay in the dorms over the breaks. That unemployment will drive in enrollments earlier than the spring. Lastly, the CARES Act for students may be reinterpreted to be allowed use in the fall semester for those students who require retaking courses from the spring. All these and other events may benefit the College next year, resulting in a favorable Fund Balance outcome for 2020-21.

TOMPKINS CORTLAND COMMUNITY COLLEGE
 APPROPRIATIONS 2019-2020
 FINANCIAL REPORT FOR PERIOD ENDING SATURDAY, FEBRUARY 29, 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
Forecasted Dept. Appropriations									
Personal Services	17,694,137	8,975,127	8,719,010	50.7%	18,638,904	8,677,228	46.6%	(297,898)	-1.6%
Equipment	178,821	76,846	101,975	43.0%	106,522	5,833	5.5%	(71,013)	-66.7%
Contractual Expenses	5,405,758	2,725,461	2,680,297	50.4%	4,932,484	2,320,407	47.0%	(405,054)	-8.2%
Employee Benefits	8,679,813	4,445,306	4,234,507	51.2%	8,230,258	4,269,518	51.9%	(175,788)	-2.1%
Total Forecasted Departmental Appropriations¹	31,958,529	16,222,740	15,735,789	50.8%	31,908,168	15,272,987	47.9%	(949,753)	-3.0%
Scholarships & Awards									
Student Services	380,409	181,508	198,902	47.7%	305,470	199,028	65.2%	17,520	8.8%
Academic Support	3,091,750	2,826,875	264,875	91.4%	2,773,601	2,435,570	87.8%	(391,305)	-16.1%
Total Scholarships & Awards	3,472,159	3,008,383	463,777	86.6%	3,079,071	2,634,598	85.6%	(373,785)	-14.2%
Total Forecasted Appropriations²	35,430,688	19,231,122	16,199,566	54.3%	34,987,239	17,907,584	51.2%	(1,323,538)	-7.4%
Adjustments to Approved Budget									
Personal Services	207,206		207,206	0.0%			0.0%	0	0.0%
Contractual Expenses	239,625		239,625	0.0%			0.0%	0	0.0%
Employee Benefits	(182,000)		(182,000)	0.0%			0.0%	0	0.0%
Total Adjustments to Approved Budget³ Favorable (Unfav)	264,831	0	264,831	0.0%	0	0	0.0%	0	0.0%
Personnel									
Personnel	17,901,343	8,975,127	8,926,216	50.1%	18,638,904	8,677,228	46.6%	(297,898)	-3.4%
Equipment	178,821	76,846	101,975	43.0%	106,522	5,833	5.5%	(71,013)	-1217.5%
Contractual	5,645,383	2,725,461	2,919,922	48.3%	4,932,484	2,320,407	47.0%	(405,054)	-17.5%
Scholarship & Awards Offset	3,472,159	3,008,383	463,777	86.6%	3,079,071	2,634,598	85.6%	(373,785)	-14.2%
Fringe Benefit	8,497,813	4,445,306	4,052,507	52.3%	8,230,258	4,269,518	51.9%	(175,788)	-4.1%
Total Approved Budget Appropriations⁴	35,695,519	19,231,122	16,464,397	53.9%	34,987,239	17,907,584	51.2%	(1,323,538)	-7.4%

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 CORTKINS COMMUNITY COLLEGE
 APPROPRIATIONS 2019-2020
 FINANCIAL REPORT FOR PERIOD ENDING SATURDAY, FEBRUARY 29, 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
Instruction									
Personal Services	7,919,202	4,268,120	3,651,082	53.9%	8,596,108	4,180,249	48.6%	(87,872)	-2.1%
Equipment		4,345	(4,345)	0.0%			0.0%	(4,345)	0.0%
Contractual Expenses	1,646,664	722,776	923,888	43.9%	1,621,450	739,679	45.6%	16,903	2.3%
Employee Benefits	3,866,441	2,100,023	1,766,418	54.3%	3,790,538	1,923,967	50.8%	(176,056)	-9.2%
Total Instruction	13,432,307	7,095,265	6,337,042	52.8%	14,008,096	6,843,895	48.9%	(251,369)	-3.7%
Public Service									
Personal Services	91,503	53,194	38,309	58.1%	92,389	43,118	46.7%	(10,076)	-23.4%
Contractual Expenses		1,390	(1,390)	0.0%	4,380	2,896	66.1%	1,506	52.0%
Employee Benefits	44,168	26,209	17,959	59.3%	40,740	20,555	50.5%	(5,654)	-27.5%
Total Total Public Service	135,671	80,793	54,878	59.6%	137,509	66,569	48.4%	(14,224)	-21.4%
Academic Support									
Personal Services	1,761,321	828,461	932,860	47.0%	1,621,292	724,532	44.7%	(103,929)	-14.3%
Equipment		29,912	(29,912)	0.0%	42,361		0.0%	(29,912)	0.0%
Contractual Expenses	266,022	155,789	110,233	58.6%	213,544	115,877	54.3%	(39,912)	-34.4%
Employee Benefits	866,163	413,832	452,331	47.8%	714,925	398,886	55.8%	(14,946)	-3.7%
Total Academic Support	2,893,506	1,427,993	1,465,513	49.4%	2,592,121	1,239,294	47.8%	(188,699)	-15.2%
Libraries									
Personal Services	454,562	231,348	223,214	50.9%	514,825	241,808	47.0%	10,460	4.3%
Equipment	1,180	1,179	1	99.9%			0.0%	(1,179)	0.0%
Contractual Expenses	170,750	157,030	13,720	92.0%	154,075	126,101	81.8%	(30,929)	-24.5%
Employee Benefits	219,414	114,482	104,932	52.2%	227,017	114,067	50.2%	(415)	-0.4%
Total Libraries	845,906	504,038	341,868	59.6%	895,918	481,975	53.8%	(22,063)	-4.6%
Student Services									
Personal Services	2,556,471	1,228,991	1,327,480	48.1%	2,555,684	1,136,850	44.5%	(92,141)	-8.1%
Equipment		1,152	(1,152)	0.0%	1,672	1,672	100.0%	520	31.1%
Contractual Expenses	777,079	364,932	412,147	47.0%	706,842	358,736	50.8%	(6,196)	-1.7%
Employee Benefits	1,258,979	610,539	648,440	48.5%	1,126,954	576,270	51.1%	(34,269)	-5.9%
Total Student Services	4,592,529	2,205,615	2,386,914	48.0%	4,391,151	2,073,528	47.2%	(132,087)	-6.4%
Maintenance and Operations									
Personal Services	1,864,927	943,446	921,481	50.6%	2,127,704	917,793	43.1%	(25,653)	-2.8%
Equipment	15,769	17,964	(2,195)	113.9%	3,539	1,483	41.9%	(16,481)	-1111.4%
Contractual Expenses	1,058,129	525,340	532,789	49.6%	794,504	380,461	47.9%	(144,879)	-38.1%
Employee Benefits	939,373	473,037	466,336	50.4%	938,232	485,527	51.7%	12,490	2.6%
Total Maintenance and Operations	3,878,198	1,959,787	1,918,411	50.5%	3,863,979	1,785,263	46.2%	(174,524)	-9.8%
Institutional Support									
Personal Services	1,299,845	615,698	684,147	47.4%	1,548,072	708,751	45.8%	93,053	13.1%
Contractual Expenses	462,752	223,344	239,408	48.3%	266,950	124,791	46.7%	(98,553)	-79.0%
Employee Benefits	625,824	305,855	319,969	48.9%	682,638	355,627	52.1%	49,772	14.0%
Total Institutional Support	2,388,421	1,144,896	1,243,525	47.9%	2,497,660	1,189,169	47.6%	44,273	3.7%
General Institutional Services									
Personal Services	1,746,306	805,869	940,437	46.1%	1,582,829	724,129	45.7%	(81,740)	-11.3%
Equipment	161,872	22,294	139,578	13.8%	58,951	2,678	4.5%	(19,617)	-732.5%
Contractual Expenses	1,024,362	574,860	449,502	56.1%	1,170,739	471,867	40.3%	(102,993)	-21.8%
Employee Benefits	859,451	401,329	458,122	46.7%	709,215	394,619	55.6%	(6,710)	-1.7%
Total General Institutional Services	3,791,991	1,804,352	1,987,639	47.6%	3,521,734	1,593,293	45.2%	(211,059)	-13.2%
Total Forecasted Departmental Appropriations¹									
	31,958,529	16,222,740	15,735,789	50.8%	31,908,168	15,272,987	47.9%	(949,753)	-3.0%

2019-2020 APPROPRIATIONS
 SCHEDULE OF EMPLOYEE BENEFITS
 Year-To-Date Through Saturday, February 29, 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	467,573	(127,573)	137.5%	250,000	307,934	123.2%	(159,639)	-51.8%
HRA Retiree Benefits		70,389	(70,389)	0.0%	92,444		0.0%	(70,389)	0.0%
State Employee's Retirement	1,100,154	546,171	553,983	49.6%	962,066	489,446	50.9%	(56,725)	-11.6%
State Teacher's Retirement	280,000	97,687	182,313	34.9%	550,842	102,779	18.7%	5,092	5.0%
Optional Retirement Fund	1,063,501	445,942	617,559	41.9%	971,772	456,911	47.0%	10,969	2.4%
Social Security	1,387,293	694,043	693,250	50.0%	1,385,946	652,814	47.1%	(41,229)	-6.3%
Worker's Compensation	140,000	79,223	60,777	56.6%	117,455	88,235	75.1%	9,013	10.2%
Executive Benefits	25,000	30,856	(5,856)	123.4%	25,476	12,418	48.7%	(18,439)	-148.5%
Disability Insurance	11,500	4,928	6,572	42.9%	10,912	5,218	47.8%	289	5.5%
Hospital and Medical Insurance	2,719,038	1,448,459	1,270,579	53.3%	2,878,956	1,442,158	50.1%	(6,301)	-0.4%
Post Retirement Health Insurance	1,501,548	730,000	771,548	48.6%	1,331,465	620,000	46.6%	(110,000)	-17.7%
Employee Tuition Benefits	100,400	112,710	(12,310)	112.3%	124,844	107,971	86.5%	(4,739)	-4.4%
Life Insurance	10,000	4,134	5,866	41.3%	9,915	4,889	49.3%	755	15.4%
Vacation Benefits	100,000	30,000	70,000	30.0%	20,000	20,000	100.0%	(10,000)	-50.0%
Miscellaneous		3,725	(3,725)	0.0%	7,455	2,680	35.9%	(1,045)	-39.0%
Unemployment Insurance	20,000	15,338	4,662	76.7%	3,587	3,587	100.0%	(11,752)	-327.6%
Total Employee Benefits	8,798,434	4,781,180	4,017,254	54.3%	8,743,134	4,317,040	49.4%	(464,140)	-10.8%

TOMPkins CORTLAND COMMUNITY COLLEGE
YTD REVENUE 2019-2020
Saturday, February 29, 2020

	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
Tuition									
Fall & Spring	11,613,619	11,263,954	349,665	97.0%	11,592,507	11,448,570	98.8%	(184,615)	-1.6%
Winter	85,500	133,570	(48,070)	156.2%	132,090	133,940	101.4%	(370)	-0.3%
Summer	802,125		802,125	0.0%	660,516	927	0.1%	(927)	-100.0%
Nonresident Tuition	961,370	896,248	65,123	93.2%	972,811	1,091,129	112.2%	(194,881)	-17.9%
Student Fee Revenue	1,135,540	1,040,954	94,586	91.7%	1,171,785	1,110,890	94.8%	(69,936)	-6.3%
Total Tuition	14,598,154	13,334,726	1,263,428	91.3%	14,529,708	13,785,455	94.9%	(450,729)	-3.3%
Government Appropriations									
New York State	10,479,311	5,210,208	5,269,103	49.7%	10,663,983	5,306,782	49.8%	(96,574)	-1.8%
Local Sponsors	4,882,882	2,441,441	2,441,441	50.0%	4,650,364	1,488,117	32.0%	953,325	64.1%
Appropriated Cash Surplus	500,000	500,000	0	100.0%	345,000		0.0%	500,000	0.0%
Charges to Other Counties	4,584,500	1,967,877	2,616,623	42.9%	4,173,042	1,801,492	43.2%	166,385	9.2%
Board Designated Reserves	61,872	61,872	0	100.0%	400,000		0.0%	61,872	0.0%
Total Govt Appropriations	20,508,565	10,181,398	10,327,167	49.6%	20,232,389	8,596,391	42.5%	1,585,007	18.4%
Other Revenues									
Service Fees	98,800	81,997	16,803	83.0%	178,800	81,898	45.8%	99	0.1%
Interest Earnings	4,000	2,140	1,860	53.5%	3,458	1,932	55.8%	209	10.8%
Rental of Real Property	27,000	20,614	6,386	76.3%	11,467	8,240	71.9%	12,374	150.2%
Cafe Commissions			0	0.0%	68,738	36,389	52.9%	(36,389)	-100.0%
Contract Courses	97,000	58,019	38,981	59.8%	79,462	68,266	85.9%	(10,247)	-15.0%
Noncredit Tuition	143,000	82,634	60,366	57.8%	168,518	96,573	57.3%	(13,939)	-14.4%
Grant Offsets	165,000	65,748	99,252	39.8%	154,026	51,389	33.4%	14,359	27.9%
Unclassified Revenues	54,000	152,882	(98,882)	283.1%	100,627	109,869	109.2%	43,013	39.1%
Total Other Revenues	588,800	464,035	124,765	78.8%	765,095	454,556	59.4%	9,478	2.1%
TOTAL REVENUES	35,695,519	23,980,158	11,715,361	67.2%	35,527,192	22,836,402	64.3%	1,143,757	5.0%
Student Revenue	13,636,784	12,438,478	1,198,306	91.2%	13,556,898	12,694,326	93.6%	(255,847)	-2.0%
State Revenue	10,479,311	5,210,208	5,269,103	49.7%	10,663,983	5,306,782	49.8%	(96,574)	-1.8%
Local Revenue	11,017,552	5,769,600	5,247,952	52.4%	10,561,312	4,835,294	45.8%	934,306	19.3%
Use of Fund Balance	561,872	561,872	0	100.0%	745,000	0	0.0%	561,872	0.0%

TOMPKINS CORTLAND COMMUNITY COLLEGE
 BALANCE SHEET
 FINANCIAL PERIOD FOR THE PERIOD ENDING SATURDAY, FEBRUARY 29, 2020

	Current Month 2/29/2020 11:59:59 PM	Previous Month 1/31/2020 11:59:59 PM	Previous Year 2/28/2019 11:59:59 PM
ASSETS			
Cash in Demand Deposit	2,943,462	530,995	2,147,156
Cash in Time Deposits	955,846	1,275,862	3,176,904
Petty Cash	1,229	1,229	1,229
Accounts Receivable-Students	2,206,032	8,872,115	2,196,330
Accounts Receivable-Misc.	10,792,995	10,713,977	5,440,660
Pre-Paid Expenses	8,957	11,864	(12,702)
Due From Other Funds	2,025,374	1,844,282	2,172,772
Due From Other Governments	26,465	62,241	27,714
TOTAL ASSETS	18,960,360	23,312,566	15,150,063
LIABILITIES AND SURPLUS			
Vouchers Payable	865,324	162,941	(1,381)
Payroll Liabilities	1,108,098	1,524,243	1,220,357
Student Financial Aid Liabilities	(513,297)	224,713	(623,347)
Accrued Liabilities	9,606,152	9,969,571	4,674,041
Due to Other Funds	2,158,365	2,842,597	2,877,441
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	4,391,418	7,244,199	4,729,253
TOTAL LIABILITIES AND SURPLUS	18,960,360	23,312,566	15,150,063

TOMPKINS CORTLAND COMMUNITY COLLEGE
 APPROPRIATIONS 2019-2020
 FINANCIAL REPORT FOR PERIOD ENDING SATURDAY, MARCH 31, 2020

	Modified Budget 2019-20	Expend to Date 2019-20	Unexpend Balance 2019-20	% Expended 2019-20	Total Exp PY 2018-19	YTD Exp PY to Date 2018-19	PY % Expended 2018-19	Fav Var (Unfav Var) to PY	% Variance to PY
Forecasted Dept. Appropriations									
Personal Services	17,694,137	10,402,297	7,291,840	58.8%	18,638,904	10,911,916	58.5%	509,619	2.7%
Equipment	178,821	93,523	85,298	52.3%	106,522	6,910	6.5%	(86,613)	-81.3%
Contractual Expenses	5,405,758	3,020,869	2,384,889	55.9%	4,932,484	2,671,632	54.2%	(349,237)	-7.1%
Employee Benefits	8,679,813	5,128,105	3,551,708	59.1%	8,230,258	5,276,162	64.1%	148,057	1.8%
Total Forecasted Departmental Appropriations¹	31,958,529	18,644,794	13,313,735	58.3%	31,908,168	18,866,620	59.1%	221,826	1.2%
Scholarships & Awards									
Student Services	380,409	181,508	198,902	47.7%	305,470	199,028	65.2%	17,520	8.8%
Academic Support	3,091,750	3,118,100	(26,350)	100.9%	2,773,601	2,744,258	98.9%	(373,842)	-13.6%
Total Scholarships & Awards	3,472,159	3,299,608	172,552	95.0%	3,079,071	2,943,286	95.6%	(356,322)	-12.1%
Total Forecasted Appropriations²	35,430,688	21,944,402	13,486,286	61.9%	34,987,239	21,809,905	62.3%	(134,496)	-0.6%
Adjustments to Approved Budget									
Personal Services	207,206		207,206	0.0%			0.0%	0	0.0%
Contractual Expenses	239,625		239,625	0.0%			0.0%	0	0.0%
Employee Benefits	(182,000)		(182,000)	0.0%			0.0%	0	0.0%
Total Adjustments to Approved Budget³ Favorable (Unfav)	264,831	0	264,831	0.0%	0	0	0.0%	0	0.0%
Total Approved Budget Appropriations⁴									
Personnel	17,901,343	10,402,297	7,499,046	58.1%	18,638,904	10,911,916	58.5%	509,619	4.7%
Equipment	178,821	93,523	85,298	52.3%	106,522	6,910	6.5%	(86,613)	-1253.5%
Contractual	5,645,383	3,020,869	2,624,514	53.5%	4,932,484	2,671,632	54.2%	(349,237)	-13.1%
Scholarship & Awards Offset	3,472,159	3,299,608	172,552	95.0%	3,079,071	2,943,286	95.6%	(356,322)	-12.1%
Fringe Benefit	8,497,813	5,128,105	3,369,708	60.3%	8,230,258	5,276,162	64.1%	148,057	2.8%
Total Approved Budget Appropriations⁴	35,695,519	21,944,402	13,751,117	61.5%	34,987,239	21,809,905	62.3%	(134,496)	-0.6%

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, MARCH 31, 2020

	Modified Budget 2019-20	Expend to Date 2019-20	Unexpend Balance 2019-20	% Expended 2019-20	Total Exp PY 2018-19	YTD Exp PY to Date 2018-19	PY % Expended 2018-19	Fav Var (Unfav Var) to PY	% Variance to PY
Instruction									
Personal Services	7,919,202	4,953,994	2,965,208	62.6%	8,596,108	5,247,708	61.0%	293,714	5.6%
Equipment		4,345	(4,345)	0.0%			0.0%	(4,345)	0.0%
Contractual Expenses	1,646,664	838,584	808,080	50.9%	1,621,450	874,538	53.9%	35,954	4.1%
Employee Benefits	3,866,441	2,429,243	1,437,198	62.8%	3,790,538	2,404,499	63.4%	(24,744)	-1.0%
Total Instruction	13,432,307	8,226,165	5,206,142	61.2%	14,008,096	8,526,745	60.9%	300,580	3.5%
Public Service									
Personal Services	91,503	63,850	27,653	69.8%	92,389	53,676	58.1%	(10,174)	-19.0%
Contractual Expenses		1,666	(1,666)	0.0%	4,380	3,240	74.0%	1,574	48.6%
Employee Benefits	44,168	31,324	12,844	70.9%	40,740	25,306	62.1%	(6,017)	-23.8%
Total Total Public Service	135,671	96,840	38,831	71.4%	137,509	82,222	59.8%	(14,617)	-17.8%
Academic Support									
Personal Services	1,761,321	954,804	806,517	54.2%	1,621,292	898,866	55.4%	(55,938)	-6.2%
Equipment		29,912	(29,912)	0.0%	42,361		0.0%	(29,912)	0.0%
Contractual Expenses	266,022	159,875	106,147	60.1%	213,544	124,234	58.2%	(35,641)	-28.7%
Employee Benefits	866,163	474,477	391,686	54.8%	714,925	477,161	66.7%	2,684	0.6%
Total Academic Support	2,893,506	1,619,068	1,274,438	56.0%	2,592,121	1,500,262	57.9%	(118,807)	-7.9%
Libraries									
Personal Services	454,562	269,661	184,901	59.3%	514,825	300,328	58.3%	30,667	10.2%
Equipment	1,180	1,179	1	99.9%			0.0%	(1,179)	0.0%
Contractual Expenses	170,750	160,550	10,200	94.0%	154,075	130,327	84.6%	(30,223)	-23.2%
Employee Benefits	219,414	132,872	86,542	60.6%	227,017	140,401	61.8%	7,529	5.4%
Total Libraries	845,906	564,263	281,643	66.7%	895,918	571,056	63.7%	6,793	1.2%
Student Services									
Personal Services	2,556,471	1,418,512	1,137,959	55.5%	2,555,684	1,435,434	56.2%	16,922	1.2%
Equipment		1,152	(1,152)	0.0%	1,672	1,672	100.0%	520	31.1%
Contractual Expenses	777,079	412,324	364,755	53.1%	706,842	406,513	57.5%	(5,811)	-1.4%
Employee Benefits	1,258,979	701,510	557,469	55.7%	1,126,954	710,633	63.1%	9,123	1.3%
Total Student Services	4,592,529	2,533,498	2,059,031	55.2%	4,391,151	2,554,253	58.2%	20,754	0.8%
Maintenance and Operations									
Personal Services	1,864,927	1,090,738	774,189	58.5%	2,127,704	1,172,220	55.1%	81,482	7.0%
Equipment	15,769	17,964	(2,195)	113.9%	3,539	1,483	41.9%	(16,481)	-1111.4%
Contractual Expenses	1,058,129	578,660	479,469	54.7%	794,504	435,869	54.9%	(142,791)	-32.8%
Employee Benefits	939,373	543,737	395,636	57.9%	938,232	601,644	64.1%	57,907	9.6%
Total Maintenance and Operations	3,878,198	2,231,098	1,647,100	57.5%	3,863,979	2,211,216	57.2%	(19,883)	-0.9%
Institutional Support									
Personal Services	1,299,845	714,283	585,563	55.0%	1,548,072	889,760	57.5%	175,477	19.7%
Contractual Expenses	462,752	252,061	210,691	54.5%	266,950	135,343	50.7%	(116,718)	-86.2%
Employee Benefits	625,824	353,176	272,648	56.4%	682,638	437,081	64.0%	83,906	19.2%
Total Institutional Support	2,388,421	1,319,519	1,068,902	55.2%	2,497,660	1,462,184	58.5%	142,665	9.8%
General Institutional Services									
Personal Services	1,746,306	936,455	809,851	53.6%	1,582,829	913,924	57.7%	(22,532)	-2.5%
Equipment	161,872	38,971	122,901	24.1%	58,951	3,755	6.4%	(35,216)	-937.9%
Contractual Expenses	1,024,362	617,149	407,213	60.2%	1,170,739	561,568	48.0%	(55,580)	-9.9%
Employee Benefits	859,451	461,768	397,683	53.7%	709,215	479,436	67.6%	17,668	3.7%
Total General Institutional Services	3,791,991	2,054,343	1,737,648	54.2%	3,521,734	1,958,683	55.6%	(95,660)	-4.9%
Total Forecasted Departmental Appropriations¹									
	31,958,529	18,644,794	13,313,735	58.3%	31,908,168	18,866,620	59.1%	221,826	0.7%

**TOMPKINS CORTLAND COMMUNITY COLLEGE - RESOLUTION
RESOLUTION 2019-2020-41**

TC3 SIDEWALK PROJECT BID AWARD – CIVIL CONSTRUCTION SERVICES

WHEREAS, there is a need for Sidewalk Construction along the Main Campus building at TC3 as required, and

WHEREAS, the College has complied with General Municipal Law Section 103 and solicited sealed bids for the TC3 Sidewalk Project, and

WHEREAS, Boland’s Excavating and Topsoil, Inc. of Conklin, New York, has provided the lowest responsible bid based on specifications that were distributed to all bidders, and

WHEREAS, the amount of the Bid Award TC3 Sidewalk Project – Civil Construction is consistent with statements of probable costs giving consideration to budget allocations, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College awards the TC3 Sidewalk Project Bid Award – Civil Construction to Boland’s Excavating and Topsoil, Inc., per their low base bid of \$68,900.00, subject to the fulfillment of all necessary and appropriate contingencies, including but not limited to approval of all governmental agencies having jurisdiction, the furnishing by contract of required bond and insurance, and acceptable letters of recommendation, be it further

RESOLVED, that the Board of Trustees hereby authorizes the Administration to approve any change orders for work that may be necessary to complete this project as long as the changes do not exceed 10% of this work.

STATE OF NEW YORK:
SS:
COUNTY OF TOMPKINS:

I, JAN BRHEL, CLERK of the Board of Trustee of Tompkins Cortland Community College,
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 16 April 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 16th day of April 2020.

Clerk of the Board of Trustees

To: Bill Talbot, Interim Chief Financial Officer

From: Kevin Caveney, Purchasing Agent

Date: April 9, 2020

Re: TC3 Sidewalk Project Bid

Due to requirements of the New York State Fire Inspector, and in consultation with Interim Chief Facilities Officer, Larry Blake, and the Architect Firm of Claudia Brenner Design, we are recommending the award of the Bid for the **TC3 Sidewalk Project** to Boland's Excavating and Topsoil, Inc of Conklin, New York for the base bid amount of \$68,900.00.

A bid process was conducted per the requirements of New York State General Municipal Law 103. A summary of the bids is included to indicate additional alternate pricing.

The bid was advertised in The Ithaca Journal and The Cortland Standard. Bid documents were sent to eleven contracting firms. Four bids were received.

Provost Report

April 2020

Global Director Search: Much of the past few weeks has been dominated by our search for a Director and Coordinator in our Global Area. The search for the Coordinator is completed. We have a really fantastic candidate, and you will hear more on the details of her arrival (virtual for the time being) soon. Alas, trying to finalize the Director position during COVID-19 has been a bit difficult, but the work continues. We are still finalizing this search. The last few steps have slowed some, but it will go on.

MicroSoft Teams: Is it too soon to see any small sliver of silver linings in any of this? Please accept my apologies if you think so. However, I have been having a lot of meetings via Teams. It is relatively painless to use, and I find it pretty helpful. It isn't perfect, but I will want to continue using this in the future, as I can see where it will make my work-life a bit easier. I hope that you have – perhaps – had a similar experience or have found something new in this that may prove useful moving forward.

Microsoft Forms: We moved two Level 3 votes of the Faculty to Forms. And thus far, we've had more Faculty vote via Teams than at any time using our old paper method. So that is encouraging.

Middle States : It may seem like we are in a future dystopian time, but there are still remnants of the old days. For example, our accreditors at The Middle States Commission on Higher Education still remain and haven't forgotten about us. This week I had to send them an update on the academic changes (remote instruction/ extended Spring Break) that we had to make this semester.

Online/Remote Teaching Transition: Front and center in higher education these days is the ability of colleges to transition to remote instruction. In many ways, we were already positioned well for this time in the limelight. We have 14 fully online degrees and certificates, and we have many others that are mostly online. Also, around half of our current students have taken and successfully passed at least one online class. Still, this has been a MASSIVE LIFT. The faculty have been nothing short of impressive. Along the way, Malvika and I have been trying to offer some guidance about key issues and to help point folks in the directions of resources. Thus far, we sent out one document (prior to the State making us to go online) that required Faculty to prepare for a possible transition. Since we knew we had to move online, we have sent out 3 separate guidance documents to help define expectations and provide resources. For example, last Friday we sent out our third guidance document related to this transition. The guidance addressed some instructional points (office hours, tutoring, synchronous classes, and final exams); some information about grading and reporting (pass/fail, withdrawals, final grades, and incompletes). We also created a sharepoint folder with all of our communications this semester, and we made it open to all faculty and staff. It is called Provost Communications Spring 2020.

Summer Schedule: We have been watching the signs and guidance from SUNY, and they have been telling us to prepare for our summer schedule to be fully online. However, they have *not* noted that Colleges must enact that now. Malvika has been prepping for an online summer schedule, but we are hopeful to not be fully online, especially later in the summer. Of course, there are a lot of variables to this one (including our Global Partners), and we do not have any definitive information for you yet. Please know that we are working on it, and we will have more information soon.

Transition Redux: I'm going to provide some updates in the weeks ahead about various departments that report up the Provost's Office. I want to highlight these groups and get them in the camera eye, as I

think that some of you may be interested in hearing how this transition has been going for them. I want also to showcase some of the fantastic work that is happening all around us. I'll start this week with the Library (see below).

Here is some information about how our Library has handled the transition. Please note that I am stealing/most some of the language for Gregg Kiehl, who provided me with some key information! All of our Librarians have been extremely busy trying to make the transition to online learning and remote information access as stress free as possible for the entire TC3 community. They have been impressive.

Lucy Yang and Morgan Howland have made sure that Information Delivery Services has hit the ground running and is ready to assist you in any way they can, especially by fulfilling your requests and making available the information resources you and your student's need to succeed. Project Assistants Marilyn Webb and Don Dunham have been helping them to make our Course Reserves (Textbook chapters) and media collections available to students and faculty.

Karla Block, our head of reference and research services, has been busy setting up our new chat platform to better assist our students, faculty, staff, and community members with their information needs. In addition to chat, we can also be reached via email and phone. Zoom virtual meetings can also be set up if you require further assistance.

Susanna VanSant, our Collections Development and Acquisitions Librarian, has been busy redesigning our webpage, identifying new and exciting online resources, and modifying search tools to make information discovery easier for remote learning. She also gets a special shout-out, because a while back she spearheaded an effort to get wi-fi hot spots available in our library; and that was pretty darn prescient!

Eric Jenes, our Instructional Librarian and Samantha LeGrand, our Adjunct Librarian, have been busy creating online instructional modules and other helpful informational guides to help us find the answers folks need.

Gregg has been busy assisting faculty with their lecture capturing needs for asynchronous online learning. We have easy-to-use tools that integrate with Blackboard to help, and we have a supply of webcams, headsets, and microphones we can lend and mail you (if you include your address).

Vice President for Student Services BOT report
April 2020

The primary focus of Student Services has been making the transitions required to support students 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 delivering the services in new, creative ways.

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

Enrollment Services Center (Room 101)

Starting April 6th Enrollment Services began offering virtual office hours to answer student questions about admissions, financial aid, registration, and student billing. Virtual office hours are being conducted via Zoom. Students are able to visit Room 101 virtually during designated hours and have their questions and concerns addressed live. A link to the virtual office is available on the TC3 homepage, Monday through Friday, 9:00-4:00 pm. While students enter a Zoom room designated as a reception area, they can be moved to a private room to discuss more personal issues. They may also communicate with services in Room 101 via traditional email at the addresses listed:

Admissions Office	admissions@tompkinscortland.edu
Financial Aid Office	aid@tompkinscortland.edu
Registration & Billing Office	regbilling@tompkinscortland.edu
Student Success	success@tompkinscortland.edu

Applications for summer and fall continue to be submitted. Since our “shutdown”, we have received almost 300 new applications. Admission recruiters continue to work with students to complete applications, and to submit all the required materials. In a reversal of the recent past, we have been having very good luck reaching students by phone.

There are 1642 active student applications for fall 2020, which is even with last year at this point

- 903 students have been accepted
- 106 are awaiting transcript review (slow process remotely using vpn)
- 385 are missing college and/or high school transcripts
- 222 accepted new students are enrolled (primarily concurrent enrollment students)

Student Success: Advising, Career & Transfer Services

Students who need assistance for general academic advising or academic support questions, changing degree programs, help with career readiness (resume/cover letter writing, interview prep, job search), or transfer assistance (college search, application process, completing required transfer forms) have been notified, along with instructions, on how to schedule an appointment via our new Starfish software. We meet with students over the phone or in a virtual zoom meeting, whichever works best for students. Students may also login to Starfish on myTC3 and “**Raise their Hand**” to seek help from their academic advisor, a specific instructor, or many offices on campus.

Student Success has been making phone calls to new, admitted students to schedule summer and fall registration appointments. In last week they began “meeting” with students and built schedules for the summer or fall semester.

Registration of continuing students will start on Monday, April 13th for Nursing students, and continue on Wednesday, April 15th for the rest of eligible continuing students.

Athletics and Campus Rec

Athletics has created a 100% virtual plan to have 2020-21 recruits sign LOI’s (Letter of Intent) to compete for Tompkins Cortland Community College in the upcoming year. We have already created, sent and received back several LOI’s. There are currently 120 potential student athletes in the queue. Our newly signed student athletes will have press releases via TC3 social media in the upcoming weeks – great, positive news for our media, athletes and families to see!

Tammi Young has been recording “Yoga with Tammi” videos that will be shared with our students and staff beginning. We are utilizing video equipment from A&R department and BoxCast video software we use to produce and stream our varsity games on-line. Great work here in a very short amount of time. We have been able to create these videos with zero additional cost to our budget and while practicing appropriate social distancing.

Health Services

Health Services continues to promote students’ wellness this semester through online education, opportunities for connection, and individual and group supports. Wellness Wednesday newsletters are delivered each week via email and social media to bring students up-to-date information on COVID-19, TC3 programs and services, student health tips, and Best Life hacks. In addition, the Health Services Recovery Program is hosting virtual meetings, the Panther Pantry staff is helping students connect to pantries in the community in addition to ensuring the pantry in the residence halls is fully stocked, and the Health Center continues to manage student immunization records. United Concierge Medicine (telemedicine) is free and continues to be available 24/7 for all enrolled TC3 students.

Office of Mental Health Services

OMHS staff are available to serve students via telephone consultations. Phone consultations with an OMHS clinician are available to students during normal business hours (Monday-Friday, 8:30 a.m - 4 p.m.). This service will continue throughout the remainder of this semester. Phone consultations are available to all students, whether they have previously connected with an OMHS clinician or you are newly accessing our services. Appointments are made through the current OMHS phone number, which has been forwarded to an employee, who answers the calls on her laptop at home.

In addition, NYS Office of Mental Health has created an Emotional Support Line specifically to assist callers who are experiencing anxiety due to the coronavirus emergency. The Emotional Support Line provide free and confidential support. It is staffed by volunteers including mental health professionals, who have received training in crisis counseling. This information and phone number has been widely shared with students.

Student Life

Student Activities continues programming virtually, so students can stay connected while remaining safe in the comfort of their own home. Now more than ever, it is crucial that we continue building community. A new website has been created to make sure they [STAY IN\(volved\)!](#) It includes a guide for upcoming events and resources. Virtual events include games, leadership webinars, and a chance to win prizes. Popular programming so far has included a TikTok dance competition, and an online Grocery Bingo game.

Student Life is currently developing protocols to conduct an election of the 2020-2021 Student Government Association. In addition, they are assisting with the search for the new student representative of the Board of Trustees.

Residence Life

We continue to allow students to live in our dorms. At last count, we have 89 students still on-campus. They continue to be provided their meals by AFV, who delivers the food to the dorms.

Text Us!

If students have other questions, we have implemented a new two-way text platform for students. Student Services staff are able to respond to the texts from their laptops while at home.

Foundation Board Report

April Board of Trustees Meeting

On March 13, the executive committee and the finance meeting met with Craig Stevens, from the Bonadio Group to discuss the 2018-2019 Foundation's audit. Mr. Stevens noted that it was an unmodified audit, he shared that they found no material weaknesses involving internal controls and no audit adjustments were made. The executive and finance committees have approved the audit, and it will be ratified at the April 14 Board meeting. Julie Greg shared that the majority bond holders and the Foundation will jointly secure a commercial real estate broker and the majority bond holders look forward to meeting with leadership and the Foundation's Executive Committee.

Distinguished Alumni nominations deadline was April 3rd, and the alumni committee will make their selection(s) in the near future.

Board member(s) can participate in an Association of Governing Boards (AGB) webinar relating to the COVID 19 and the Impact on Foundations and Endowments on April 9th.

The Foundation staff is exploring the concept of creating a COVID-19 fund to support students and attempting to secure community partnerships to support this effort.

The Foundation Board meeting scheduled for April 14 will take place via a conference call.

Submitted: April 3, 2020



TO: Board of Trustees
FROM: Orinthia Montague, President
DATE: April 16, 2020
SUBJECT: President's Report to the Board

In these unprecedented times I would like to acknowledge the faculty and staff for their work and dedication to student success as well as how they are supporting each other. I also want to acknowledge our students who are doing the best they can in a situation where they have little control.

Budget

The state passed a tentative budget for the upcoming fiscal year with a reversal of what was obtained last year. Advocacy for community college funding did not bode well this year. CC's will revert to the 18-19 FTE model which constitutes an approximately \$375K loss for TC3. In light of COVID-19 we also anticipate that both sponsor counties will not be able to support any type of institutional support requests increases. Along with that the federal CARES Act indicates the College will receive approximately \$2 million dollars in stimulus funds. We are awaiting final guidelines regarding use of those stimulus dollars.

As you can imagine the effects on the Colleges budget will be significant. There is ongoing discussion with SUNY and both sponsor counties as to how institutions will be able to address the significant financial impact. In an effort to proactively respond to potential enrollment management implications

Miscellaneous

Two TC3 nursing graduates, Dominic Barrett and Sara McKee were recently honored by Cayuga Health System for their volunteer work at the COVID-19 Sampling Center. Martin Stallone, President and CEO of Cayuga Health paid tribute to the two students at a small ceremony after the center closed March 28th. Barrett and McKee, both residents of Ithaca, are in their final semester in the nursing program at Tompkins Cortland. Each had been doing clinical hours at Cayuga Medical Center (a member of Cayuga Health System) prior to the arrival of COVID-19 in our community. When Cayuga Health decided to open an off-site sampling center, Barrett and McKee both volunteered to help. The two spent part of the College's extended spring break working at the new sampling center, which is located in a vacant store space at The Shops at Ithaca Mall. Nursing faculty members Lisa Seyfried and Kim Ligas, joined Stallone in presenting the students with nursing pins and certificates. The College also had several of our nursing graduates



With the ongoing pandemic not necessarily having a clear end in sight and with recommendation by SUNY the College has decided to move all summer courses to online. Additionally, May commencement has been postponed. Communication was sent to all students eligible to graduate. We are still considering an August ceremony.