TOMPKINS CORTLAND
COMMUNITY COLLEGE

May 19, 2022 Agenda
Executive Session @ 5:30 p.m. followed by:
Regular Board of Trustees Meeting @ ~6:00 p.m.
https://us02web.zoom.us/j/87181441988?pwd=alNJWlAwU2ZvTUd3QUl5VVdlQWl5Zz09

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment**
6. Approval of April 21, 2022 BOT Meeting Minutes
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. CFO/Treasurer's Report – Written Report Provided.
11. Consent Agenda (Action Items):
    a. Appointment of Personnel
    b. In Appreciation of Teri Evener
    c. In Appreciation of Lauren Wright
    d. In Appreciation of Paula Moore
    e. In Appreciation of Nancy Putnam
    f. In Appreciation of Mary Sheldon
    g. In Appreciation of Joseph Smith
    h. 2022 Chancellor's/Trustees Award of Excellence in Teaching – Aaron Decker
    i. 2022 Chancellor's/Trustees Award of Excellence in Teaching – Amanda Bisson
    j. 2022 Chancellor's/Trustees Award of Excellence in Adjunct Teaching – Christine Evans
    k. 2022 Chancellor's/Trustees Award of Excellence in Adjunct Teaching – Theresa Tambascio
    l. 2022 Chancellor's/Trustees Award of Excellence in Faculty Service – Angela Palumbo
    m. 2022 Chancellor's/Trustees Award of Excellence in Scholarship and Creative Activities –Sophia Georgiakaki
    n. 2022 Chancellor's/Trustees Award of Excellence in Professional Service – Tackie Huff
    o. 2022 Chancellor's/Trustees Award of Excellence in Classified Service – Chrissie Askew
    p. Approval of Position Description – Web Specialist
    q. Approval of Electrical Engineering Micro-credential
    r. Approval of Civil Engineering Micro-credential
    s. Approval of Geotechnical Micro-credential
    t. Approval of 2022-2023 Tuition and Fees
    u. Approval of Clinical Medical Assistant Micro-credential**
    v. Approval of Medical Office Administrative Assistant Micro-credential**
    w. Approval of Surveying Technician Micro-credential**
    x. Approval of Board of Trustees – pathways – Grant Application
    ** Pending approval by Faculty and College Senate vote

12. Standing Reports:
    a. Vice President of Student Affairs/Faculty Student Association – Written Report provided
    b. Associate VP of Student Services/Senior Diversity Officer – Written Report provided
    c. Associate Vice President of College Relations – Written Report provided
    d. Chief Information Officer – Written Report provided
    e. College Senate – No report provided
    f. Tompkins Cortland CC Foundation, Inc. – Written Report Provided
    g. Chairperson's Report
    h. Liaison Report – Cortland County
    i. Liaison Report – Tompkins County
    j. Student Trustee Report – Verbal Report will be given
    k. Provost & VP of Academic Affairs/Administrator in Charge – Written Report Provided

13. Upcoming Events:
    a. College-wide luncheon – May 23, 2022 – 12 noon in the cafeteria
    b. Nursing Pinning Ceremony – May 24, 2022 - 3 p.m. in the forum
    c. Commencement – May 24, 2022 – 6 p.m. in the gym
    d. Official start date for President, Amy D. Kremenek, D.M. – June 1, 2022

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
Regular Meeting
April 21, 2022
Via Zoom & In Person
Executive Session 5:30 P.M.
Open Session ~6:30 P.M.

PRESENT: Roxann Buck, Elizabeth Burns, Judy Davison, Paige Innis, Schelley Michell-Nunn, Raymond Schlather (at ~6:15), Bruce Tytler

EXCUSED: Arthur Kuckes, Matt McSherry

COUNTY
LIAISONS: Mike Lane, George Wagner

STAFF: Jan Brhel, Katrina Campbell, Sharon Clark, Tim Densmore, Julie Gerg, Greg McCalley, Angela Palumbo, Denver Stickrod, Bill Talbot

GUESTS: None

1. **Call to Order:** The meeting was called to order at 5:41 p.m. by Vice Chair Davison.

2. **Roll Call:** Ms. Brhel called the roll.

3. **Executive Session (to discuss a personnel issue and presidential search update) –** It was determined that there was quorum. Mr. Tytler moved that the meeting convene in executive session at 5:42 p.m. for discussion of a personnel issue, with no action to be taken; seconded by Ms. Buck. VP for Human Resources Sharon Clark and Administrator in Charge Paul Reifenheiser were invited to join Executive session at 6:15 p.m.

    Motion to go back into open session moved by Mr. Tytler, seconded by Ms. Burns; approved unanimously. The meeting reconvened in regular session at 6:50 p.m.

4. **Open Session:** Vice Chair Davison called the Open Session to order at 6:56 p.m.

5. **Welcome Guests:** Vice Chair Davison welcomed everyone that had zoomed in for the meeting.

6. **Roll Call:** Ms. Brhel called the roll.

7. **Approval of Agenda:**   Ms. Buck moved the Board of Trustees March 17, 2022 agenda be approved as submitted; seconded by Ms. Burns; motion carried unanimously.

8. **Public Comment:** None

9. **Approval of Minutes – March 17, 2022 Regular Board Meeting:** Ms. Burns moved that the minutes of the March 17, 2022 Board Regular Session meeting be approved as presented; seconded by Mr. Tytler; motion approved unanimously.

10. **Communications:** The SUNY Board of Trustees is set to meet on May 4th and Presidential announcements will become public at that meeting.

11. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** VINE Program (Virtual International Exchange Program) – Assistant Professor Angela Palumbo. A PDF presentation attached to these minutes. When asked how connections were made with partners the response was through email and zoom sessions. A question was raised with regard to CORE courses and it works well with CORE courses. Examples were given of Statistics/Math, History, English and Environmental Science. When asked if there is a language barrier, Ms. Palumbo said there needs to be a low/mid-level of conversational English/Spanish. Funding is free for this and Ms. Palumbo gets a course release to be able to do this. It was noted that Rotary International would be interested in having a presentation.

12. **Information Items:**
    a) **Human Resources Updates –** No discussion.

13. **CFO's Report:** Written report was provided. CFO Talbot noted there was one correction in his report. #2 Strawman $350 should be $0.

14. **Consent Agenda:** Ms. Burns moved that the Consent agenda items be approved with the 3rd "whereas" in the Appointment of Personnel resolution changed from President to Administrator in Charge; seconded by Mr. Schlather and carried unanimously.
    a) **Appointment of Personnel**
    b) **Approval of Position Description – School Food Grant Coordinator**
    c) **Disposal of Surplus Property**
    d) **Approval of Position Description – Assistant Director of Financial Aid-Veterans Benefits Certifying Officer**
.
15. **Standing Reports:**
    a) **Vice President of Student Affairs & Faculty Student Association** – Written report provided. Mr. McCalley introduced the Dean for Enrollment Management, Denver Stickrod, who came to us from Herkimer Community College, and has 19 years' experience in higher education. Applications for the fall are up 20%. There are some areas ("others") which need to be spelled out to give a better understanding of the areas which show an increase or a decrease.
    b) **Associate VP Student Services and Senior Diversity Officer** – Written Report was provided.
    c) **Associate VP for College Relations** – Written report provided.
    d) **Chief Information Officer** – No Report this month.
    e) **College Senate** – No written report this month. Jonathan Walz-Koeppel noted Senate met last week and an anonymous feedback form for faculty/staff is now on Share Point.
    f) **Tompkins Cortland Community College Foundation, Inc. –** Written report provided.
    g) **Chairperson's Report –** Chair Schlather had no report.
    h) **Liaison Report (Cortland County) –** Mr. Wagner will have a report for the May meeting.
    i) **Liaison Report (Tompkins County) –** Mr. Lane noted that Lisa Holmes is now the Tompkins County Administrator. Frank Kruppa has stated there is an uptick in COVID

cases but hospitalizations are low and the county is following state guidelines. Sales tax and room tax receipts are good this year.

j) **Student Trustee's Report –** Ms. Innis reported that Student Government Association (SGA) President and Vice President for Finance stepped down. The Assistant Vice President stepped up. She attended the Chancellor's Award for Student Excellence where she received her award and noted that Matthew Davis-Howard was also a recipient of this award but unable to attend. The Leadership Award ceremony is May 4th. The prom is set for May 6th with over 100 people registered. Springfest is being planned for May 13th.

k) **AIC & Provost/VPAA Report –** Written report provided.

16. **Adjournment:** Ms. Burns moved that the meeting be adjourned; seconded by Mr. Schlather; motion carried unanimously. The meeting adjourned at 7:47 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 May 3, 2022

UNCLASSIFIED STAFF

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION DEADLINE	CURRENT STATUS
Assistant Provost	August 2021	July 22, 2201	August 22, 2021	Conducting On-Campus Interviews
Comptroller	ASAP	December 22, 2021	January 5, 2022	Hired: Dionysios Panagitsas (05/09/22)
Digital Content Specialist	ASAP	April 21, 2022	Immediately	Accepting Applications
Director of Strategic Marketing	ASAP	November 12, 2021	On-going	Paused
Instructor of Applied Science and Technology	April 1, 2022	November 8, 2021	January 19, 2022	Accepting Applications
Instructor of Biology/Chemistry		August 2022	April 6, 2022	May 6, 2022 Accepting Applications
Instructor of Chemical Dependency Counseling	August 2022	April 6, 2022	May 6, 2022	Accepting Applications
Instructor of Mathematics	August 2022	April 6, 2022	May 6, 2022	Accepting Applications

CLASSIFIED STAFF

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Campus Peace Officer (Part-time, Permanent)	Campus Police	ASAP	Position on Hold
Campus Peace Officer (1.0 FTE, Permanent)	Campus Police	ASAP	Position on Hold
Enrollment Services Specialist (1.0 FTE, Permanent)	Student Success	April 11, 2022	Checking References
Maintenance Worker (1.0 FTE, Permanent)	Buildings & Grounds	ASAP	Position on Hold

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Lifeguard	Athletics & Recreation	May 2022	Accepting Applications; Continuous Recruitment
Graduate Assistant	Residence Life/Student Center	May 2022	Accepting Applications
Substitute Teacher	Childcare	May 2022	Accepting Applications; Continuous Recruitment
Head Teacher	Childcare	August 2022	Accepting Applications
Assistant Teacher	Childcare	May 2022	Accepting Applications; Conducting Interviews
Teacher Aide 10 Month	Childcare	April 2022	Accepting Applications; Conducting Interviews
Head Coach, Men's & Women's Golf	Athletics & Recreation	May 2022	Accepting Applications
Head Coach, Women's Soccer	Athletics & Recreation	May 2022	Accepting Applications
Senior Maintenance Technician (IEC)	Residence Life	May 2022	Accepting Applications; Conducting Interviews
Facilities Maintenance Worker	Residence Life	May 2022	Accepting Applications; Conducting Interviews
Director of Residence	Residence Life	June 2022	Accepting Applications

BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Server	TC3 Bistro	May 2022	Accepting Applications Hired: Rebecca Ray (04/27/22)
Banquet Bartender	TC3 Bistro	May 2022	Accepting Applications
Banquet Supervisor	TC3 Bistro	May 2022	Accepting Applications
Bartender	TC3 Bistro	May 2022	Accepting Applications
Busser/Food Runner	TC3 Bistro	May 2022	Accepting Applications
Dishwasher	TC3 Bistro	May 2022	Accepting Applications
Line Cook	TC3 Bistro	May 2022	Accepting Applications
Server	TC3 Bistro	May 2022	Accepting Applications
Host/Hostess	TC3 Bistro	May 2022	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of May 3, 2022

COMPLAINANT	SUBJECT	DISPOSITION
CSEA		
Grounds	Failure to call-back groundskeeping staff to address needs on athletic fields.	Step 3 Grievance filed. College is in conversations with CSEA to resolve concern.
FACULTY ASSOC.		
Faculty Association	Failure to pay 4th preparation during the Fall 2021 semester.	Stage 2 Grievance filed. At this time, this concern has not been resolved.
PAA		
None.		
TC3 ADJUNCT ASSOC.		
None.		

VP of Finance & Administrations Report: May 19, 2022

April 2021-22 Close:

There are no material changes to prior month's projections, as we forecast to close the year with a balanced budget. Revenues and expenses are expected to both be $1.3M less than budgeted. Core enrollment declines remain the greatest challenge as we see this trend continuing into summer. Expenses remain favorable to budget as long-time open positions remain the greatest contribution to offsetting the shortages in core enrollment revenues.

2022-23 Budget 1st Pass:

Below is a first pass at the 2022-23 Budget. 2022-23 Enrollments are projected to increase 3.1%, 4.5% in Core and 2.0% in Concurrent. This increase combined with a 2% increase in Core tuition only, will increase Tuition revenues by $349K.

Expenses are currently projected to increase $5.1%, while the last 12 months CPI has risen by 8.3%. Salaries & Fringes make up 75% of our expenses. For modeling purposes, salaries are expected to rise 3% ($.5M), fringes less healthcare 3%, while healthcare is modeled to rise 5%. There are currently 16 vacant positions with an annualized salary of $1.0M, which represent replacements (e.g., 4 fulltime, faculty), restructured net reduced positions (e.g., marketing positions), or are critical to enrollment growth (e.g., slate/web developer).

TC3 1st Draft 2022-23 Operating Budget							
Expenses	**2019-20 Actual**	**2020-21 Actual**	**2021-22 Budget**	**2021-22 Actual April 30**	**2021-22 Forecast**	**2022-23 Proposed Budget**	**Variances to 2020-21 Forecast Fav(UnFav)**
Salaries	$16,711,882	$15,720,513	$16,522,176	$10,053,661	$15,800,000	$16,919,819	-$1,119,819
Equipment	$110,487	$102,944	$50,500	$6,569	$100,000	$100,000	$0
Contractual	$4,591,148	$4,432,799	$5,378,459	$2,700,878	$4,900,000	$4,900,000	$0
Tuition Scholarship Offsets	$3,254,438	$3,447,477	$3,297,814	$3,422,612	$3,422,000	$3,409,069	$12,931
Fringes	$8,647,339	$7,540,328	$9,070,141	$5,716,405	$8,800,000	$9,423,697	-$623,697
Operating Expenditures	**$33,315,294**	**$31,244,061**	**$34,319,090**	**$21,900,125**	**$33,022,000**	**$34,752,585**	**-$1,730,585**
Revenues							
Tuition	12,544,098	$11,193,085	$10,851,718	$10,770,400	$10,200,000	$10,549,294	$349,294
Student Fee Revenue	$1,078,264	1,007,038	$956,906	$877,109	880,000	$954,905	$74,905
State Aid	$9,906,511	$9,967,699	$9,753,019	$7,314,765	$9,753,019	$9,753,019	$0
Sponsoring Contributions	$4,882,882	$4,882,883	$4,882,882	$3,234,910	$4,882,882	$4,882,883	$1
Chargebacks	$4,686,054	$4,093,164	$5,237,220	$4,028,964	$4,700,000	$4,700,000	$0
Other Revenues	$679,955	$639,726	$816,886	$360,945	$816,886	$582,390	-$234,496
Approved Use of Fed Aid Lost Rev (New Draw)	$0	$2,000,000	$1,820,459	$1,589,662	$1,820,459	$1,000,000	-$820,459
Approved Use of Fund Balance ($1.2M)	$500,000	$0	$0			$330,094	$330,094
Approved Use of Designated Reserves ($2.0M)	$61,872	$0	$0			$2,000,000	$2,000,000
Operating Revenues	**$34,339,636**	**$33,783,594**	**$34,319,090**	**$28,176,755**	**$33,053,246**	**$34,752,585**	**$1,699,339**

The challenge is this first pass requires use of $3.3M in non-reoccurring revenue: $1.0M in new HEERF funds, $2.0M reserved HEERF funds put aside in 2020-21, and $330K in fund balance. This model leaves too little in the form of reserves to cover the expected gap in 2023-24. While some open positions may be held open to reduce expenses in 2022-23 and reduce our burn rate for 2023-24 (a projected reoccurring expense level), the loss of NYS base funding at 2018-19 rates ($.7M loss) was a clear disappointment to the College.

TOMPKINSCORTLAND COMMUNITY COLLEGE
2021-2022 APPROPRIATIONS
Year-To-Date Through Saturday, April 30, 2022

	Modified Budget 2021-22	Expend to Date 2021-22	Unexpend Balance 2021-22	% Expended 2021-22	Total Exp PY 2020-21[5]	YTD Exp PY to Date 2020-21	PY % Expended 2020-21	Fav Var (Unfav Var) to PY	% Variance to PY
Forecasted Dept. Appropriations									
Personal Services	16,522,176	10,053,661	6,468,515	60.8%	15,720,513	10,431,456	66.4%	377,796	2.4%
Equipment	50,500	6,569	43,931	13.0%	100,909	27,446	27.2%	22,912	22.7%
Contractual Expenses	5,378,459	2,700,878	2,677,581	50.2%	4,432,799	2,808,575	63.4%	107,696	2.4%
Employee Benefits	9,070,141	5,716,405	3,353,736	63.0%	7,540,328	5,040,462	66.8%	(675,943)	-9.0%
Total Forecasted Departmental Appropriations[1]	31,021,276	18,477,513	12,543,763	59.6%	27,794,549	18,307,939	65.9%	(167,539)	-0.9%
Scholarships &Awards									
Student Services		31,417	(31,417)	0.0%	94,596	57,413	60.7%	25,996	45.3%
Academic Support	3,297,814	3,391,195	(93,381)	102.8%	3,352,881	3,319,026	99.0%	(72,169)	(2.2%)
Total Scholarships & Awards	3,297,814	3,422,612	(124,798)	103.8%	3,447,477	3,376,439	97.9%	(46,173)	(0)
Total Forecasted Appropriations [2]	34,319,090	21,900,125	12,418,965	63.8%	31,242,025	21,684,378	69.4%	(213,712)	-1.0%
Adjustments to Approved Budget									
Personal Services	0	0	0	0.0%	0	0	0.0%	0	0.0%
Equipment	0	0	0	0.0%	0	0		0	0.0%
Contractual Expenses	0	0	0	0.0%	0	0	0.0%	0	0.0%
Employee Benefits	0	0	0	0.0%	0	0	0.0%	0	0.0%
Total Adjustments to Approved Budget[3] Favorable (Unfav)	0	0	0	0.0%	0	0	0.0%	0	0.0%
Personnel	16,522,176	10,053,661	6,468,515	60.8%	15,720,513	10,431,456	66.4%	377,796	2.4%
Equipment	50,500	6,569	43,931	13.0%	100,909	27,446	27.2%	22,912	22.7%
Contractual	5,378,459	2,700,878	2,677,581	50.2%	4,432,799	2,808,575	63.4%	107,696	2.4%
Scholarship & Awards Offset	3,297,814	3,422,612	(124,798)	103.8%	3,447,477	3,376,439	97.9%	(46,173)	-1.3%
Fringe Benefit	9,070,141	5,716,405	3,353,736	63.0%	7,540,328	5,040,462	66.8%	(675,943)	-9.0%
Total Approved Budget Appropriations[4]	34,319,090	21,900,125	12,418,965	63.8%	31,242,025	21,684,378	69.4%	(213,712)	-1.0%

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 2020-21 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.
5. Excludes impacts of GASB 68 (OPEB) & 75 (ERS/TRS)

TOMPKINSCORTLAND COMMUNITY COLLEGE
2021-2022 APPROPRIATIONS
Year-To-Date Through Saturday, April 30, 2022

	Modified Budget 2021-22	Expend to Date 2021-22	Unexpend Balance 2021-22	% Expended 2021-22	Total Exp PY 2020-21[5]	YTD Exp PY to Date 2020-21	PY % Expended 2020-21	Fav Var (Unfav Var) to PY	% Variance to PY
Instruction									
Personal Services	7,668,618	4,760,919	2,907,699	62.1%	7,296,032	5,000,667	68.5%	239,749	3.3%
Equipment		228	(228)	0.0%	24,713	725	2.9%	497	2.0%
Contractual Expenses	1,706,103	615,279	1,090,824	36.1%	1,503,582	983,044	65.4%	367,765	24.5%
Employee Benefits	4,211,039	2,666,797	1,544,242	63.3%	3,479,650	2,401,641	69.0%	(265,156)	(7.6%)
Total Instruction	13,585,760	8,043,223	5,542,537	59.2%	12,303,978	8,386,077	68.2%	342,854	2.8%
Public Service									
Personal Services	101,500	122,455	(20,955)	120.6%	179,605	113,051	62.9%	(9,403)	(5.2%)
Equipment									
Contractual Expenses	13,300	1,080	12,220	8.1%	16,726	15,094	90.2%	14,014	83.8%
Employee Benefits	55,747	70,404	(14,657)	126.3%	84,699	54,225	64.0%	(16,180)	(19.1%)
Total Public Service	170,547	193,939	(23,392)	113.7%	281,030	182,370	64.9%	(11,569)	(4.1%)
Academic Support									
Personal Services	1,355,291	962,254	393,037	71.0%	1,631,454	1,049,272	64.3%	87,018	5.3%
Equipment		0		0.0%	24,916	12,752	51.2%	12,752	51.2%
Contractual Expenses	142,286	217,706	(75,420)	153.0%	267,615	230,988	86.3%	13,281	5.0%
Employee Benefits	744,372	566,165	178,207	76.1%	779,671	506,493	65.0%	(59,672)	(7.7%)
Total Academic Support	2,241,949	1,746,125	495,824	77.9%	2,703,655	1,799,504	66.6%	53,379	2.0%
Libraries									
Personal Services	414,582	324,657	89,925	78.3%	435,110	284,441	65.4%	(40,215)	(9.2%)
Equipment		0		0.0%	1,888	300	15.9%	300	15.9%
Contractual Expenses	195,418	132,589	62,829	67.8%	140,709	119,538	85.0%	(13,051)	(9.3%)
Employee Benefits	227,702	184,680	43,022	81.1%	205,315	136,382	66.4%	(48,298)	(23.5%)
Total Libraries	837,702	641,925	195,777	76.6%	783,022	540,661	69.0%	(101,264)	(12.9%)
Student Services									
Personal Services	1,827,019	1,207,839	619,180	66.1%	1,948,127	1,240,149	63.7%	32,311	1.7%
Equipment	500	499	1	99.8%	8,830		0.0%	(499)	(5.7%)
Contractual Expenses	607,785	301,644	306,141	49.6%	308,058	156,695	50.9%	(144,949)	(47.1%)
Employee Benefits	1,003,460	695,393	308,067	69.3%	923,045	597,371	64.7%	(98,022)	(10.6%)
Total Student Services	3,438,764	2,205,375	1,233,389	64.1%	3,188,061	1,994,215	62.6%	(211,160)	(6.6%)
Maintenance and Operations									
Personal Services	1,732,521	1,049,702	682,819	60.6%	1,446,306	943,309	65.2%	(106,393)	(7.4%)
Equipment		4,571	(4,571)	0.0%	26,746		0.0%	(4,571)	(17.1%)
Contractual Expenses	1,039,623	498,542	541,081	48.0%	731,634	477,987	65.3%	(20,554)	(2.8%)
Employee Benefits	951,558	624,978	326,580	65.7%	745,942	463,031	62.1%	(161,946)	(21.7%)
Total Maintenance and Operations	3,723,702	2,177,792	1,545,910	58.5%	2,950,628	1,884,328	63.9%	(293,464)	(9.9%)
Institutional Support									
Personal Services	1,549,340	744,802	804,538	48.1%	1,321,217	867,309	65.6%	122,507	9.3%
Equipment		0		0.0%	2035.43	2035.43	100.0%	2,035	100.0%
Contractual Expenses	342,540	237,155	105,385	69.2%	299,592	177,667	59.3%	(59,488)	(19.9%)
Employee Benefits	847,379	425,794	421,585	50.2%	658,355	447,503	68.0%	21,709	3.3%
Total Institutional Support	2,739,259	1,407,752	1,331,507	51.4%	2,281,199	1,494,515	65.5%	86,763	3.8%
General Institutional Services									
Personal Services	1,873,305	881,035	992,270	47.0%	1,462,662	933,257	63.8%	52,222	3.6%
Equipment	50,000	1,271	48,729	2.5%	13,816	13,670	98.9%	12,399	89.7%
Contractual Expenses	1,331,404	696,883	634,521	52.3%	1,164,883	647,562	55.6%	(49,321)	(4.2%)
Employee Benefits	1,028,884	482,194	546,690	46.9%	663,650	433,816	65.4%	(48,378)	(7.3%)
Total General Institutional Services	4,283,593	2,061,383	2,222,210	48.1%	3,305,012	2,028,304	61.4%	(33,078)	(1.0%)
Total Forecasted Departmental Appropriations[1]	31,021,276	18,477,513	12,543,763	59.6%	27,796,584	18,309,975	65.9%	(167,539)	-0.6%

2020-2021 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS
Year-To-Date Through Saturday, April 30, 2022

	2021-22 Mod Bud	2021-22 Actual	2021-22 Uexpended Balance	2021-22 % Unexpended	2020-21 Total Exp PY[1]	2020-21 PY to Date	2020-21 PY % Expended	Variance CY to PY Fav(Unfav)	% Variance CY to PY Fav(Unfav)
Retirement Incentive Costs	201,255	232,418	(31,163)	115.5%	143,897	134,100	93.2%	(98,318)	(73.3%)
HRA Retiree Benefits	123,515	55,057	68,458	44.6%	94,899	77,942	82.1%	22,885	29.4%
State Employee's Retirement	1,145,076	679,667	465,409	59.4%	805,480	642,971	79.8%	(36,697)	(5.7%)
State Teacher's Retirement	193,663	95,926	97,737	49.5%	145,040	109,500	75.5%	13,575	12.4%
Optional Retirement Fund	1,024,150	555,432	468,718	54.2%	860,755	565,615	65.7%	10,183	1.8%
Social Security	1,408,549	786,395	622,154	55.8%	1,183,504	789,043	66.7%	2,648	0.3%
Worker's Compensation	94,424	71,896	22,528	76.1%	67,132	68,653	102.3%	(3,243)	(4.7%)
Executive Benefits	50,758		50,758	0.0%	37,397	32,971	88.2%	32,971	100.0%
Disability Insurance	10,715	5,146	5,569	48.0%	9,299	6,088	65.5%	942	15.5%
Hospital and Medical Insurance	2,998,600	2,112,581	886,019	70.5%	2,563,712	1,667,595	65.0%	(444,986)	(26.7%)
Post Retirement Health Insurance	1,510,495	1,035,000	475,495	68.5%	1,329,529	840,000	63.2%	(195,000)	(23.2%)
Employee Tuition Benefits	134,610	77,594	57,016	57.6%	98,045	91,845	93.7%	14,251	15.5%
Life Insurance	6,498	5,064	1,434	77.9%	5,281	3,340	63.2%	(1,724)	(51.6%)
Vacation Benefits	125,875		125,875	0.0%	148,596	70,000	47.1%	70,000	100.0%
Miscellaneous		1,850	(1,850)	0.0%	1,375	375	27.3%	(1,475)	(393.3%)
Unemployment Insurance	20,979	12,114	8,865	57.7%	15,000	15,000	100.0%	2,886	19.2%
Total Employee Benefits	9,049,162	5,726,141	3,323,021	63.3%	7,508,940	5,115,038	68.1%	(611,103)	(11.9%)

1 - Excludes GASB 68 (OPEB) & 75 (ERS & TRS)

	Modified Budget 2021-22	Revenues to Date 2021-22	Unrealized Balance 2021-22	% Realized 2021-22	Total Rev PY 2020-21	YTD Rev PY 2020-21	PY % Realized 2020-21	Fav Var (Unfav Var) to PY	% Variance to PY
Tuition									
Fall	4,807,499	4,538,825	268,674	94.4%	4,873,875	4,993,203	102.4%	(454,378)	-9.1%
Spring	5,046,470	5,004,011	42,460	99.2%	5,004,754	5,107,713	102.1%	(103,703)	-2.0%
Winter	138,948	100,000	38,948	72.0%	119,483	204,000	170.7%	(104,000)	-51.0%
Summer	633,748	344,713	289,035	54.4%	685,058	425,272	62.1%	(80,559)	-18.9%
Nonresident Tuition	225,053	782,852	(557,799)	347.9%	509,915	839,797	164.7%	(56,945)	-6.8%
Student Fee Revenue	956,906	877,109	79,797	91.7%	1,007,038	998,388	99.1%	(121,279)	-12.1%
Total Tuition	11,808,624	11,647,509	161,115	98.6%	12,200,123	12,568,374	103.0%	(920,865)	-7.3%
Government Appropriations									
New York State	9,753,019	7,314,765	2,438,254	75.0%	9,967,699	7,481,981	75.1%	(167,216)	-2.2%
Local Sponsors	4,882,882	3,234,910	1,647,973	66.3%	4,882,882	3,979,549	81.5%	(744,640)	-18.7%
Appropriated Cash Surplus			0	0.0%	1,011,667	1,011,667	100.0%	(1,011,667)	-100.0%
Charges to Other Counties	5,237,220	4,028,964	1,208,256	76.9%	4,093,164	3,562,884	87.0%	466,080	13.1%
Federal Aid	1,820,459	1,589,662	230,797	87.3%	2,000,000		0.0%	1,589,662	0.0%
Board Designated Reserves	0	0	0	0.0%	21,867	0	0.0%	0	0.0%
Total Govt Appropriations	21,693,580	16,168,301	5,525,279	74.5%	21,977,279	16,036,081	73.0%	132,220	0.8%
Other Revenues									
Service Fees	98,800	51,595	47,205	52.2%	97,467	55,526	57.0%	(3,930)	-7.1%
Interest Earnings	4,000	3,915	85	97.9%	6,182	4,271	69.1%	(356)	-8.3%
Rental of Real Property	27,000	2,255	24,745	8.4%	3,400	1,350	39.7%	905	67.0%
Contract Courses	97,000	44,321	52,679	45.7%	103,560	29,957	28.9%	14,363	47.9%
Noncredit Tuition	143,000	115,403	27,597	80.7%	81,271	40,815	50.2%	74,588	182.7%
Grant Offsets	193,086	105,624	87,462	54.7%	293,338	95,506	32.6%	10,118	10.6%
Unclassified Revenues	254,000	37,831	216,169	14.9%	54,507	33,192	60.9%	4,639	14.0%
Total Other Revenues	816,886	360,945	455,941	44.2%	639,726	260,617	40.7%	100,328	38.5%
TOTAL REVENUES	34,319,090	28,176,755	6,142,335	82.1%	34,817,127	28,865,072	82.9%	(688,317)	-2.4%
Student Revenue	12,147,424	11,858,828	288,596	97.6%	12,482,421	12,694,672	101.7%	(835,843)	-6.6%
State Revenue	9,753,019	7,314,765	2,438,254	75.0%	9,967,699	7,481,981	75.1%	(167,216)	-2.2%
Local Revenue	10,120,102	7,263,873	2,856,229	71.8%	8,976,046	7,542,433	84.0%	(278,560)	-3.7%
Federal Revenue	1,820,459	1,589,662	230,797	87.3%	2,000,000	0	0.0%	1,589,662	0.0%
Use of Fund Balance	0	0	0	0.0%	1,033,534	1,011,667	97.9%	(1,011,667)	-100.0%
Other	478,086	149,626	328,460	31.3%	357,428	134,319	37.6%	15,307	11.4%
Total	34,319,090	28,176,755	6,142,335	82.1%	34,817,127	28,865,072	82.9%	(688,317)	-2.4%

TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
FINANCIAL PERIOD FOR THE PERIOD ENDING SATURDAY, APRIL 30, 2022

	Current Month	Previous Month	Previous Year
	4/30/2022 11:59:59 PM	3/31/2022 11:59:59 PM	4/30/2021 11:59:59 PM
ASSETS			
Cash in Demand Deposit	1,663,052	1,205,837	1,090,826
Cash in Time Deposits	6,305,336	5,413,327	3,218,013
Petty Cash	1,229	1,229	1,229
Accounts Receivable-Students	4,503,348	5,090,650	4,093,154
Accounts Receivable-Misc.	20,956,642	20,934,635	19,634,083
Pre-Paid Expenses	114,691	106,175	73,114
Due From Other Funds	2,234,777	2,268,668	2,000,462
Due From Other Governments	193,955	1,189,910	1,104,157
TOTAL ASSETS	35,973,030	36,210,432	31,215,038
LIABILITIES AND SURPLUS			
Vouchers Payable	(32,236)	121,280	1,575,638
Payroll Liabilities	1,924,458	1,466,782	1,354,919
Student Financial Aid Liabilities	1,492,420	1,373,024	189,534
Accrued Liabilities	20,676,375	20,675,883	18,528,374
Due to Other Funds	1,977,930	1,978,558	1,216,496
Student Tuition Collected in Advance	12,201	7,791	(1,000)
Designated Fund Balance	2,281,195	2,281,195	303,062
Restatement of Net Position	121,807	121,807	121,807
Fund Balance	1,161,652	1,161,652	770,066
Revenue Over (Under) Expenditures	6,357,228	7,022,459	7,142,542
TOTAL LIABILITIES AND SURPLUS	35,973,030	36,210,432	31,201,439

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-43

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 Administrator in Charge, 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
19th day of May 2022, 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 19th day of
May 2022.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Tuesday, May 3, 2022
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
	March			
Buchanan, Patricia	ENGL 098/100 EL02, ENGL100 M02 - course coverage	Adjunct	$2,420.00	3/7/2022 To 5/20/22
Epstein, Judith	ENGL201 M04, M05 - course coverage	Adjunct	$4,840.00	3/7/2022 To 5/20/22
Tambascio, Theresa	ENGL 098/100 EL02 - course coverage	Adjunct	$2,110.00	3/7/2022 To 5/20/22
Hemingway-Jones, Kat	Development Education Professional Development (60 min.)	Adjunct	$50.00	3/24/2022
Tambascio, Theresa	Development Education Professional Development (60 min.)	Adjunct	$50.00	3/24/2022
Weaver, Bobbie	Development Education Professional Development (60 min.)	Adjunct	$50.00	3/24/2022
Weed, Steve	Development Education Professional Development (60 min.)	Adjunct	$50.00	3/24/2022
Zaia, Heather	Development Education Professional Development (60 min.)	Adjunct	$50.00	3/24/2022
	April			
Thompson, Jacqueline	NURS120 M31 coverage for P. Schaffer	Adjunct	$154.77	4/14/2022
Archer, Pamela	CAPS111 BL3	Adjunct	$1,318.71	4/18/2022 To 5/20/2022
	May			
Panagitsas, Dionysios	Budget & Finance - Comptroller	Grade 4	$91,685.00 *	5/9/2022

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

May 19, 2022

Resignations/Retirements/Separations

NAME	EFFECTIVE	REASON
Juliana Garcia	05/05/22	Resignation
Tackie Huff	07/08/22	Resignation

FACULTY STUDENT ASSOCIATION

Breanna Hopkins	04/22/22	Resigned

BISTRO

None.

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-25

IN APPRECIATION OF TERI EVENER

       WHEREAS, Teri Evener was hired in a full-time position at the College on
June 30, 2008, and

       WHEREAS, Teri Evener elected to retire from her position as Secretary effective
May 31, 2022, and

       WHEREAS, Teri Evener 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 Teri Evener for over 13 years of dedicated service, and be
it further

       RESOLVED, that the Board of Trustees extends best wishes to Teri Evener 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 19th day of May 2022, 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 19th day of May 2022.

                            Clerk of the Board of Trustees
                            Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-30

IN APPRECIATION OF LAUREN WRIGHT

WHEREAS, Lauren Wright was hired in a part-time/temporary position on October 13, 1988 and then in a full-time position at the College on October 20, 1988, and

WHEREAS, Lauren Wright elected to retire from her position as Academic Records Coordinator effective February 2, 2022, and

WHEREAS, Lauren Wright 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 Lauren Wright for over 33 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Lauren Wright 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 19th day of May 2022, 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 19th day of May 2022.

                                             Clerk of the Board of Trustees
                                             Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-26

IN APPRECIATION OF PAULA MOORE

WHEREAS, Paula Moore was hired in a part time/temporary position on January 20, 2005 and then in a full-time position at the College on August 25, 2008, and

WHEREAS, Paula Moore elected to retire from her position as Professor effective August 5, 2022, and

WHEREAS, Paula Moore 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 Paula Moore for 13 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Paula Moore 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 19th day of May 2022, 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 19th day of May 2022.

                              Clerk of the Board of Trustees
                              Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-27

IN APPRECIATION OF NANCY PUTNAM

       WHEREAS, Nancy Putnam was hired in a part-time/temporary position on May 30, 2000 and then in a full-time position at the College on August 22, 2000, and

       WHEREAS, Nancy Putnam elected to retire from her position as Professor effective August 31, 2022, and

       WHEREAS, Nancy 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 Nancy Putnam for over 22 years of dedicated service, and be it further

       RESOLVED, that the Board of Trustees extends best wishes to Nancy Putnam 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 19th day of May 2022, 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 19th day of May 2022.

                        Clerk of the Board of Trustees
                        Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-28

IN APPRECIATION OF MARY SHELDON

WHEREAS, Mary Sheldon was hired in a part-time/temporary position on August 22, 2007 and then in a full-time position at the College on August 25, 2008, and

WHEREAS, Mary Sheldon elected to retire from her position as Professor effective August 31, 2022, and

WHEREAS, Mary Sheldon 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 Mary Sheldon for 14 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Mary Sheldon 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 19th day of May 2022, 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 19th day of May 2022.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-29

IN APPRECIATION OF JOSEPH SMITH

  WHEREAS, Joseph Smith was hired in a full-time position at the College on August 19, 1997, and

  WHEREAS, Joseph Smith elected to retire from his position as Professor effective May 23, 2022, and

  WHEREAS, Joseph Smith 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 Joseph Smith for over 24 years of dedicated service, and be it further

  RESOLVED, that the Board of Trustees extends best wishes to Joseph Smith 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 19th day of May 2022, 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 19th day of May 2022.

         Clerk of the Board of Trustees
         Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-37

2022 CHANCELLOR'S/TRUSTEES' AWARD
FOR EXCELLENCE IN TEACHING – AARON DECKER

  WHEREAS, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Teaching to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

  WHEREAS, Assistant Professor Aaron Decker has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling his responsibilities with evidenced excellence in teaching in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

  RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2022 Chancellor's/Trustees' Award for Excellence in Teaching to Assistant Professor Aaron Decker.

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 19th day of May 2022, 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 19th day of May 2022.

        Clerk of the Board of Trustees
        Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-38

2022 CHANCELLOR'S/TRUSTEES' AWARD
FOR EXCELLENCE IN TEACHING – AMANDA BISSON

WHEREAS, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Teaching to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

WHEREAS, Assistant Professor Amanda Bisson has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in teaching in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2022 Chancellor's/Trustees' Award for Excellence in Teaching to Assistant Professor Amanda Bisson.

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 19th day of May 2022, 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 19th day of May 2022.

                                          Clerk of the Board of Trustees
                                          Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-31

2022 CHANCELLOR'S/TRUSTEES' AWARD
FOR EXCELLENCE IN ADJUNCT TEACHING
CHRISTINE EVANS

WHEREAS, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Adjunct Teaching to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College (.5 FTE or less), and

WHEREAS, Christine Evans has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in adjunct teaching in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2022 Chancellor's/Trustees' Award for Excellence in Adjunct Teaching to Christine Evans.

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 19th day of May 2022, 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 19th day of May 2022.

      Clerk of the Board of Trustees
      Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-32

2022 CHANCELLOR'S/TRUSTEES' AWARD
FOR EXCELLENCE IN ADJUNCT TEACHING
THERESA TAMBASCIO

WHEREAS, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Adjunct Teaching to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College (.5 FTE or less), and

WHEREAS, Theresa Tambascio has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in adjunct teaching in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2022 Chancellor's/Trustees' Award for Excellence in Adjunct Teaching to Theresa Tambascio.

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 19th day of May 2022, 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 19th day of May 2022.

                              Clerk of the Board of Trustees
                              Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-34

2022 CHANCELLOR'S/TRUSTEES' AWARD
FOR EXCELLENCE IN FACULTY SERVICE
ANGELA PALUMBO

      WHEREAS, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Faculty Service to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

      WHEREAS, Assistant Professor Angela Palumbo has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in faculty service in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

      RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2022 Chancellor's/Trustees' Award for Excellence in Faculty Service to Assistant Professor Angela Palumbo.

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 19th day of May 2022, 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 19th day of May 2022.

                              Clerk of the Board of Trustees
                              Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-36

2022 CHANCELLOR'S/TRUSTEES' AWARD
FOR EXCELLENCE IN SCHOLARSHIP AND CREATIVE ACTIVITIES
SOPHIA GEORGIAKAKI

WHEREAS, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Scholarship and Creative Activities, which is to be presented to an individual who consistently engages in and has established a solid record of scholarship and creative productivity in addition to their teaching responsibilities, and

WHEREAS, Professor Sophia Georgiakaki has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in outstanding scholarly and creative productivity, and who has exceeded standards in a creative and innovative fashion, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2022 Chancellor's/Trustees' Award for Excellence in Scholarship and Creative Activities to Professor Sophia Georgiakaki.

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 19th day of May 2022, 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 19th day of May 2022.

                  Clerk of the Board of Trustees
                  Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-35

2022 CHANCELLOR'S/TRUSTEES' AWARD
FOR EXCELLENCE IN PROFESSIONAL SERVICE
TACKIE HUFF

WHEREAS, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Professional Service to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

WHEREAS, Mr. Tackie Huff has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling his responsibilities with evidenced excellence in professional service in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2022 Chancellor's/Trustees' Award for Excellence in Professional Service to Mr. Tackie Huff.

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 19th day of May 2022, 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 19th day of May 2022.

                                        Clerk of the Board of Trustees
                                        Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-33

2021 CHANCELLOR'S/TRUSTEES' AWARD
FOR EXCELLENCE IN CLASSIFIED SERVICE – CHRISSIE ASKEW

WHEREAS, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Classified Service to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

WHEREAS, Ms. Chrissie Askew has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in classified service, and who has exceeded standards in a creative and innovative fashion, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2022 Chancellor's/Trustees' Award for Excellence in Classified Service to Ms. Chrissie Askew.

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 19th day of May 2022, 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 19th day of May 2022.

Clerk of the Board of Trustees
Tompkins Cortland Community College

<div align="center">

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-39

APPROVAL OF POSITION DESCRIPTION
WEB SPECIALIST

</div>

WHEREAS, the College has determined, based on a review and analysis of the Campus Technology department, that there is a need to revise the Web Specialist position description, and

WHEREAS, the attached Web Specialist position description has been reviewed by the Administrative Classification Committee and is recommended by the Administrator in Charge, be it therefore

RESOLVED, that the Web Specialist position description be approved in accordance with the position description attached to this resolution, and be it further

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

STATE OF NEW YORK: **I, JAN BRHEL, CLERK** of the Board of
                    SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
                                          a true copy of a resolution duly adopted by the Board of
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 19th day of May 2022, 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 19th day of May 2022.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE	**GRADE**	**PAGE**
Web Specialist	2	1 of 2

ORGANIZATIONAL UNIT	**REPORTS TO**	**APPROVED BY**
Campus Technology	Chief Information Officer	

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains the College website. Manages routine maintenance and ensures content is current and accurate.

2. Provides training and technical support to campus constituents to help them develop and maintain their web pages. Assesses informational and operational needs and works collaboratively and proactively with a wide range of college departments, faculty, staff, and students to produce high-quality, effective web solutions. Develops and distributes materials that outline web policies, design standards, and protocol.

3. Stays current with accessibility guidelines and ensures all College web pages comply with relevant accessibility guidelines.

4. Works with the other departments to assure effective coordination and integration of software running on the College website.

5. Serves as a member of the creative team that develops communications strategies and concepts.

6. Works with necessary external vendor(s) as needed to complete technical projects related to the website.

7. Develops and implements analytical tools for offline and real-time monitoring of website usage and performance. Conducts usability studies that measure interface effectiveness and inform strategic planning.

8. Ensures that the College website can function as an effective vehicle for emergency communications or other timely and important announcements. Provides support as needed in crisis or emergency situations.

POSITION TITLE	**GRADE**	**PAGE**
Web Specialist	2	2 of 2

ORGANIZATIONAL UNIT	**REPORTS TO**	**APPROVED BY**
Campus Technology	Chief Information Officer	

9. Follows appropriate security procedures to ensure web applications and content provide adequate data and privacy protection. Works with appropriate staff to provide support for survey and simple data collection web pages.

10. Serves on various college committees and performs other job-related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

_____ Classified Staff

_____ Administrative

_____ Faculty

_____ Non-credit adjunct faculty, students, etc.

Indicate number in each category:

_____ # of Classified Staff

_____ # of Administrative

_____ # of Faculty

_____ # of Non-credit adjunct faculty, students, etc.

MINIMUM QUALIFICATIONS

Bachelor 's degree in a related field and two years of professional experience or Associate's degree and five year of professional experience.

DESIRED QUALIFICATIONS

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

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-40

APPROVAL OF
ELECTRICAL ENGINEERING
MICRO-CREDENTIAL

WHEREAS, as a result of meetings with local employers indicating community interest and employer need, a proposal has been developed for an Electrical Engineering 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/Administrator in Charge, have endorsed the proposal, be it therefore,

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College approves the attached Electrical Engineering 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 19th day of May, 2022, 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 19th day of May, 2022,

                Clerk of the Board of Trustees
                Tompkins Cortland Community College

MICRO-CREDENTIAL PROPOSAL FORM

> ➢ 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.
> ➢ All proposed micro-credentials will require campus approval in accordance with the Level III Curriculum Committee process, culminating with Board of Trustees approval.
> ➢ A new micro-credential will be active immediately following Board of Trustees approval.
> ➢ When developing a micro-credential, please refer to Curriculum Committee *Policies and Procedures* available on Sharepoint and consult with the Provost and the Registrar as needed.

CONTACT PERSON FOR THIS PROPOSAL	CREDENTIAL INFORMATION		
Faculty lead: Sophia Georgiakaki	Proposed title: Electrical Engineering Technician Level 1 Credential		
Department: Applied Science and Technology	Start date: August 2022		
Date submitted: 12/13/2021	CIP4: 1503		
Identify others who have been involved in the design/development of this credential. Carrie Whitmore Malvika Talwar William Kleitz	Brief description: The Electrical Engineering Technician – Level 1 Credential provides students with skills development to succeed in an entry-level, Technician Level 1 position in advanced manufacturing and electronics. The skills include electronics schematics reading, programming with Arduino, soldering, and MS Excel.		
Business, Company or Agency partner: Afton, Borg Warner, Capro-X, Cargill, Challenge Workforce Solutions, Pyrotek, Square Deal, Stork, Therm, Transonic, Pall Corporation, Incodema.	Location: Tompkins Cortland Community College		
	Minimum credits required (Minimum = 6; Maximum = 23): 8	Minimum contact hours: 120-190	Can be completed fully on-line: ☐ YES ☒ NO

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.) ELEC 102 – Introduction to Electrical Engineering Applications 4 cr. Fall semester DRAF 107 – Engineering Graphics 2 cr. Fall semester CAPS 121 – Introduction to Spreadsheets 1 cr. Fall and spring semesters CAPS 123 – Advanced Spreadsheets 1 cr. Fall and spring semesters	Non-credit components, if any:

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)/certificate(s) with which this credential aligns. The **Electrical Engineering Technician – Level 1** Credential is part of the Applied Science and Technology A.A.S. program Electrical Engineering Technology track All four courses apply towards program completion. This credential also aligns with requests by local industry partners for basic skills required in Manufacturing Technician Level 2/B; therefore it can be used for obtaining required skills for new applicants or up-skilling current employees.
What is the expected student population for this credential? **The expected student population includes students in the AST program, P-Tech Students in the AST AAS Pathway, individuals interested in obtaining an entry-level manufacturing technician position, or currently employed individuals interested in up-skilling and seeking a better-paying position.**
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. Local and regional school districts and industry partners have supported our Workforce Development Initiative efforts with special interest in training and recruiting in Electrical Engineering Technology. We conducted an industry listening tour in summer 2018 and winter 2019; we also obtained industry survey results from Tompkins Workforce Development. All indicate that most local partners are hiring entry-level technician positions and the skills they indicated are most important are those supported by the courses in this credential.

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

The purpose of this Credential is to offer training in areas needed for entry-level, manufacturing technician jobs in the region. The learning outcomes are:

1) Read, understand, and generate prints of electrical and electronics circuits; build circuits from prints.
2) Explain the logic of basic programming and use higher level programming languages to perform tasks on Arduino boards.
3) Use and read measuring tools accurately; perform mathematical and algebraic operations needed to determine the value of physical quantities.
4) Use specialized computer software for technical and engineering design.
5) Use spreadsheets for data organization, manipulation, and analysis.

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.

N/A

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.

1) Arduino kit: Approximately $65/student
2) Lab fees to cover supplies like wire, soldering tips, breadboards, etc.: Approximately $40/student

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.

Supports are available through the Applied Science and Technology academic program (chairs and instructors). Concurrent Enrollment students enrolled in any of the courses in the Credential will receive support from their high school. CollegeNow and program chairs will assist with training and communication with high school staff and instructors.

Technology supports must be in place as needed. Please identify any specialized technology needs.
Engineering Design software and soldering equipment are available on college facilities through Perkins and WDI grant funding.
Arduino kits will be supported through grants if possible and may become part of a course fee after grant funds are used up.
Arduino and S4A software are available for free download.
MS Excel is available at no cost for TC3 students through their college Microsoft account.

Identify target market audiences for this credential.
- Traditional and non-traditional students interested in a career in manufacturing.
- Current employees interested in up-skilling for higher-order job bidding.
- High school students interested in technical careers in manufacturing.

Additional comments:

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-41

APPROVAL OF
CIVIL ENGINEERING
MICRO-CREDENTIAL

  WHEREAS, as a result of meetings with local employers indicating community interest and employer need, a proposal has been developed for an Civil Engineering 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/Administrator in Charge, have endorsed the proposal, be it therefore,

  RESOLVED, that the Board of Trustees of Tompkins Cortland Community College approves the attached Civil Engineering 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 19th day of May, 2022, 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 19th day of May, 2022,

          Clerk of the Board of Trustees
          Tompkins Cortland Community College

MICRO-CREDENTIAL PROPOSAL FORM

> ➢ 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.
> ➢ All proposed micro-credentials will require campus approval in accordance with the Level III Curriculum Committee process, culminating with Board of Trustees approval.
> ➢ A new micro-credential will be active immediately following Board of Trustees approval.
> ➢ When developing a micro-credential, please refer to Curriculum Committee *Policies and Procedures* available on Sharepoint and consult with the Provost and the Registrar as needed.

CONTACT PERSON FOR THIS PROPOSAL	CREDENTIAL INFORMATION		
Faculty lead: Sophia Georgiakaki	Proposed title: Civil Engineering Technician Level 1 Credential		
Department: Applied Science and Technology	Start date: August 2022		
Date submitted: 1/10/2022	CIP4: 1513		
Identify others who have been involved in the design/development of this credential. Carrie Whitmore Alejandro Gonzalez Parviz Akbari	Brief description: The Civil Engineering Technician – Level 1 Credential provides students with skills development to succeed in an entry-level, Technician Level 1 position in civil engineering, construction, and public works. The skills include construction print reading, construction materials, and an introduction to architectural Computer Assisted Drafting (CAD).		
Business, Company or Agency partner: City of Ithaca Public Works City of Cortland FYT Fuels Tompkins Workforce New York	Location: Tompkins Cortland Community College		
	Minimum credits required (Minimum = 6; Maximum = 23): 9	Minimum contact hours: 135-165	Can be completed fully on-line: ☐ YES ☒ NO

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.) CONT 104 – Print Reading for Construction 3 cr. Fall semester CONT 107 – Construction Materials 3 cr. Fall semester DRAF 117 – Architectural Drafting I 3 cr. Fall semester	Non-credit components, if any:

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)/certificate(s) with which this credential aligns.

The coursework required for the Civil Engineering Technician Level 1 Credential is part of the Applied Science and Technology A.A.S. (AST) Civil Engineering Technology Track. . All three courses fulfill requirements for program completion. Students in the Construction and Environmental Technology A.A.S. may also pursue this credential.

This credential also aligns with requests by local industry partners for basic skills required in public works, construction, and civil engineering technician positions; therefore it can be used for obtaining new skills or up-skilling for promotion.

What is the expected student population for this credential?

The expected population includes students in the AST program, P-Tech students in the AST A.A.S. Pathway, individuals interested in obtaining an entry-level civil engineering/ construction technician position, or currently employed individuals interested in up-skilling for a better-paying position.

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.
Local and regional school districts and industry partners have supported our Workforce Development Initiative efforts with special interest in training and recruiting in Civil Engineering Technology. We conducted an industry listening tour in summer 2018 and winter 2019; we also obtained industry survey results by Tompkins Workforce Development. The majority of our local partners indicate that print reading and

computer skills are very important skills required in the construction industry. Such skills are supported by the courses in the Civil Engineering Technician Level 1 Credential.

Explain the purpose of the proposed credential and list the learning outcomes.
The purpose of the Civil Engineering Technician Level 1 Credential is to offer training in areas needed for entry-level, construction technician or public works jobs in the region. The learning outcomes of the CVL-L1 Credential are:
1) Read and interpret construction drawings; distinguish between types of drawings.
2) Translate construction drawings to appropriate quantities and types of construction materials.
3) Describe the most common construction materials and understand the limitations of each.
4) Draft and design residential floor and foundation plans using CAD software while applying industry standards.
5) Apply NYS Residential Building Code to various systems of a building in order to comply with code, understand the scope of a building project, and understand building industries' standards and practices.

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.
N/A

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.

Textbooks, Flash drive, CAD Software access: Approximate total cost $300

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. Supports are available through TC3.BIZ and the Applied Science and Technology A.A.S. academic program (chairs and instructors). Concurrent Enrollment students enrolled in any of the courses in the Credential will receive support from their high school. CollegeNow and program chairs will assist with training and communication with high school staff and instructors.
Technology supports must be in place as needed. Please identify any specialized technology needs. AutoCAD Software needed for Architectural Drafting.
Identify target market audiences for this credential.   - Traditional and non-traditional students interested in a career in construction and civil engineering.   - Current employees in the construction industry interested in improving their computer and print-reading skills.   - High school students interested in a technical career related to construction or civil engineering.
Additional comments:

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-42

APPROVAL OF
GEOTECHNICAL
MICRO-CREDENTIAL

WHEREAS, as a result of meetings with local employers indicating community interest and employer need, a proposal has been developed for an Geotechnical 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/Administrator in Charge, have endorsed the proposal, be it therefore,

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College approves the attached Geotechnical 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 19th day of May, 2022, 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 19th day of May, 2022,

             Clerk of the Board of Trustees
             Tompkins Cortland Community College

MICRO-CREDENTIAL PROPOSAL FORM

- ➢ 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.
- ➢ All proposed micro-credentials will require campus approval in accordance with the Level III Curriculum Committee process, culminating with Board of Trustees approval.
- ➢ A new micro-credential will be active immediately following Board of Trustees approval.
- ➢ When developing a micro-credential, please refer to Curriculum Committee *Policies and Procedures* available on Sharepoint and consult with the Provost and the Registrar as needed.

CONTACT PERSON FOR THIS PROPOSAL	CREDENTIAL INFORMATION		
Faculty lead: Sophia Georgiakaki	Proposed title: Geotechnical Lab Technician Credential		
Department: Applied Science and Technology	Start date: August 2022		
Date submitted: 1/24/2022	CIP4: 1502		
Identify others who have been involved in the design/development of this credential. Parviz Akbari	Brief description: The Geotechnical Lab Technician Credential provides students with an understanding of soil properties as those relate to engineering of foundations, strength of materials with emphasis on concrete and other construction materials, and technical writing.		
Business, Company or Agency partner: City of Ithaca Public Works City of Cortland FYT Fuels Tompkins Workforce New York	Location: Tompkins Cortland Community College		
	Minimum credits required (Minimum = 6; Maximum = 23): 8	Minimum contact hours: 135-165	Can be completed fully on-line: ☐ YES ☒ NO

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.) CONT 209 – Soil Mechanics 3 cr. Fall semester CONT 216 – Materials Testing 2 cr. Spring semester ENGL 103 – Report Writing 3 cr. Fall and spring semesters	Non-credit components, if any:

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)/certificate(s) with which this credential aligns.

The Geotechnical Lab Technician Credential will stack into the Civil Engineering Technology track of the Applied Science and Technology A.A.S. as well as the Construction and Environmental Technology A.A.S.

The Geotechnical Lab Technician Credential aligns with requests by local industry partners for skills required in public works, construction, and civil engineering technician positions. The Geotechnical Testing industry has high demand for skilled employees in our region with several local companies hiring, or offering internships to, our Construction and Environmental Technology A.A.S. (CET) graduates. With the addition of training for American Concrete Institute Field Technician Grade 1 Certification, students will have the option to obtain a certification after completion of the first course in the Credential and find immediate employment locally and regionally.

What is the expected student population for this credential?
The expected student population includes students in the AST and CET programs, P-Tech Students in the AST and CET AAS Pathways, individuals interested in obtaining an entry-level civil engineering/construction technician position, or currently employed individuals interested in obtaining training in engineering testing for up-skilling for a better-paying position.

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.

Local and regional school districts and industry partners have supported our Workforce Development Initiative efforts with special interest in training and recruiting in Civil Engineering Technology. According to Labor Market Information for Workforce Planning, there are 80 new Civil Engineering Technician jobs projected in NYS in 2020-2022.

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

The purpose of the Geotechnical Lab Technician Credential is to offer training and certification opportunities to individuals interested in careers in Civil Engineering. The learning outcomes of the Geotechnical Lab Technician Credential are:

1) Properly follow procedures for sampling and testing freshly mixed concrete, fabricate concrete specimens, and perform compressive strength testing on these products.
2) Describe testing processes of other construction materials like aggregate, asphalt, masonry, and steel.
3) Analyze soil samples to determine soil properties according to American Association of State Highway and Transportation Officials (AASHTO) classification; conduct compaction and other testing of soils.
4) Analyze data collected by subsurface investigations and assign appropriate laboratory testing.
5) Attain technical communication skills; develop competency in the process of obtaining, analyzing, and presenting data in a professional and technical manner.

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.

N/A

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.

1) Materials Testing Lab Fee: Approximately $40.
2) Soil Mechanics Lab Fee: Approximately $40.
3) Textbooks: Approximately $200.

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.
Supports are available through the AST and CET academic programs (chairs and instructors). Lab assistance will be provided by the lab supervisor of each course. Tutoring and library support is available for Report Writing.

Technology supports must be in place as needed. Please identify any specialized technology needs.
Industrial equipment necessary for the two lab courses are available in the Materials and Soils lab.
The report writing class may be taken online, and technical support is available through the Tompkins Cortland Campus Technology Helpdesk and SUNY Learning Network.

Identify target market audiences for this credential.
- Traditional and non-traditional students interested in a career in construction and civil engineering.
- Current employees in the construction industry interested in improving their skillset to obtain opportunities for certification or career shift.
- High school students interested in a technical career related to construction or civil engineering.

Additional comments:

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-44

2022-2023 TUITION AND FEE SCHEDULE

WHEREAS, the 2022-2023 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 $107 to $5,462 per academic year for residents, and be it further

RESOLVED, that full-time tuition will increase by $220 to $11,230 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 $4 to $204 per credit hour for residents and $8 to $418 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 2022-2023 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 19th day of May, 2022, 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 19th day of
                            May, 2022.

                            Clerk of the Board of Trustees
                            Tompkins Cortland Community College

STATE UNIVERSITY OF NEW YORK
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2022-2023
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)	$5,462.00
Part-Time (per credit hour)	$204.00

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)	$11,230.00
Part-Time (per credit hour)	$418.00

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)	$5,462.00

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)	$10,078.00

Tuition -   Out-of-State Students:

Full-Time (per academic year)	$11,230.00
Part-Time (per credit hour)	$418.00

Tuition - Auditing a Course (per credit hour)	$204.00
Non-Resident	$418.00
Out-of-State	$418.00

Off Semester, Off Hours, Off Campus Tuition (per credit hour):

Web-Based Courses	$204.00
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 – 2022-2023
<u>TOMPKINS CORTLAND COMMUNITY COLLEGE</u>

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
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
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

Course Fees:

Course	Fee		Description
ART 109	$70.00	Student	Course Materials
ART 115	$100.00	Student	Course Materials
ART 116	$100.00	Student	Course Materials
ART 117	$70.00	Student	Course Materials
ART 118	$70.00	Student	Course Materials
ART 120	$100.00	Student	Course Materials
ART 123	$70.00	Student	Course Materials
ART 124	$30.00	Student	Course Materials
ART 180	$100.00	Student	Course Materials
ART 270	$50.00	Student	Course Materials
ART 271	$50.00	Student	Course Materials
BIOL 100	$20.00	Student	Course Fee
BIOL 101	$20.00	Student	Course Fee
BIOL 102	$20.00	Student	Course Fee
BIOL 104	$20.00	Student	Course Fee
BIOL 105	$20.00	Student	Course Fee
BIOL 112	$20.00	Student	Course Fee
BIOL 119	$20.00	Student	Course Fee
BIOL 125	$20.00	Student	Course Fee
BIOL 131	$20.00	Student	Course Fee
BIOL 132	$20.00	Student	Course Fee
BIOL 201	$20.00	Student	Course Fee
BIOL 202	$20.00	Student	Course Fee
BIOL 206	$20.00	Student	Course Fee
BIOL 211	$20.00	Student	Course Fee
BIOL 216	$20.00	Student	Course Fee
BIOL 221	$20.00	Student	Course Fee
BIOL 232	$20.00	Student	Course Fee
CHEM 101	$20.00	Student	Course Fee
CHEM 102	$20.00	Student	Course Fee
CHEM 107	$20.00	Student	Course Fee
CHEM 108	$20.00	Student	Course Fee
CHEM 205	$20.00	Student	Course Fee
CHEM 206	$20.00	Student	Course Fee
CONT 208	$65.00	Student	Certification for OSHA 10
CONT 209	$40.00	Student	Course Materials
CONT 216	$40.00	Student	Course Materials
CSCI 210	$95.00	Student	Course Materials
CULI 101	$400.00	Student	Lab Fee – Culinary Center
CULI 102	$400.00	Student	Lab Fee – Culinary Center
CULI 110	$200.00	Student	Lab Fee – Culinary Center
CULI 205	$300.00	Student	Lab Fee – Culinary Center
ELEC 102	$70.00	Student	Lab Kit
ENVS 116	$100.00	Student	Lab Fee – Farm
ENVS 117	$100.00	Student	Lab Fee – Farm

ENVS 141	$100.00	Student	Lab Fee – Farm
ENVS 142	$100.00	Student	Lab Fee – Farm
ENVS 202	$100.00	Student	Lab Fee – Farm
ENVS 203	$100.00	Student	Lab Fee – Farm
FITN 101	$10.00	Student	Red Cross Fee
FITN 102	$10.00	Student	Red Cross Fee
FITN 107	$210.00	Student	Scuba Fee
FITN 109	$242.00	Student	Greek Peak
FITN 112	$10.00	Student	Red Cross Fee
FITN 120	$25.00	Student	Equipment Rental
FITN 121	$25.00	Student	Equipment Rental
FITN 203	$120.00	Student	Lane Rental – Cort-Lanes
FITN 216	$85.00	Student	Red Cross Fees
FITN 221	$100.00	Student	Greek Peak
FSS 131	$10.00	Student	Testing Fee
HLTH 111	$125.00	Student	Course Equipment/Red Cross Fee
HLTH 205	$40.00	Student	Red Cross Fee
HRMG 105	$40.00	Student	Testing Fee
MATH 098	$120.00	Student	Course Materials
NURS 110	$380.00	Student	Course Materials
NURS 223	$2,900.00	Student	Course Travel
NURS 225	$399.00	Student	Exam Fee & Materials
PSED 160	$10.00	Student	Exam Fee
REC 140	$300.00	Student	Certification fee
REC 210	$30.00	Student	Student Inclusion Certification
RECR/FITN 160	$40.00	Student	Course Equipment/Travel
RECR/FITN 161	$30.00	Student	Course Equipment/Travel
RECR/FITN 163	$30.00	Student	Course Equipment/Travel
RECR/FITN 164	$25.00	Student	Course Equipment/Travel
RECR/FITN 165	$30.00	Student	Course Equipment/Travel
RECR/FITN 166	$30.00	Student	Course Equipment/Travel
RECR 107	$210.00	Student	Equipment Fee
RECR 110	$50.00	Student	Conference Attendance Fee
RECR 274	$50.00	Student	Course Equipment/Travel
RECR 276	$375.00	Student	Course Equipment/Travel
WINE 110	$400.00	Student	Lab Fee – Culinary Center
WINE 120	$300.00	Student	Lab Fee – Culinary Center
WINE 130	$200.00	Student	Lab Fee – Culinary Center
WINE 200	$200.00	Student	Lab Fee – Culinary Center
WINE 202	$300.00	Student	Lab Fee – Culinary Center
WINE 220	$200.00	Student	Lab Fee – Culinary Center

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-44

2022-2023 TUITION AND FEE SCHEDULE

WHEREAS, the 2022-2023 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 $107 to $5,462 per academic year for residents, and be it further

RESOLVED, that full-time tuition will increase by $220 to $11,230 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 $4 to $204 per credit hour for residents and $8 to $418 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 2022-2023 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 19th day of May, 2022 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 19th day of May, 2022.

Clerk of the Board of Trustees
Tompkins Cortland Community College

STATE UNIVERSITY OF NEW YORK
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2022-2023
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)	$5,462.00
Part-Time (per credit hour)	$204.00

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)	$11,230.00
Part-Time (per credit hour)	$418.00

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)	$4,885.00

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)	$10,078.00

Tuition -   Out-of-State Students:

Full-Time (per academic year)	$11,230.00
Part-Time (per credit hour)	$418.00

Tuition -
Auditing a Course (per credit hour)	$204.00
Non-Resident	$418.00
Out-of-State	$418.00

Off Semester, Off Hours, Off Campus Tuition (per credit hour):

Web-Based Courses	$204.00
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 – 2022-2023
TOMPKINS CORTLAND COMMUNITY COLLEGE

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

Student Service Fee		Charge Per	Service Rendered
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
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
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

Course Fees:

ART 109	$70.00	Student	Course Materials
ART 115	$100.00	Student	Course Materials
ART 116	$100.00	Student	Course Materials
ART 117	$70.00	Student	Course Materials
ART 118	$70.00	Student	Course Materials
ART 120	$100.00	Student	Course Materials
ART 123	$70.00	Student	Course Materials
ART 124	$30.00	Student	Course Materials
ART 180	$100.00	Student	Course Materials
ART 270	$50.00	Student	Course Materials
ART 271	$50.00	Student	Course Materials
BIOL 100	$20.00	Student	Course Fee
BIOL 101	$20.00	Student	Course Fee
BIOL 102	$20.00	Student	Course Fee
BIOL 104	$20.00	Student	Course Fee
BIOL 105	$20.00	Student	Course Fee
BIOL 112	$20.00	Student	Course Fee
BIOL 119	$20.00	Student	Course Fee
BIOL 125	$20.00	Student	Course Fee
BIOL 131	$20.00	Student	Course Fee
BIOL 132	$20.00	Student	Course Fee
BIOL 201	$20.00	Student	Course Fee
BIOL 202	$20.00	Student	Course Fee
BIOL 206	$20.00	Student	Course Fee
BIOL 211	$20.00	Student	Course Fee
BIOL 216	$20.00	Student	Course Fee
BIOL 221	$20.00	Student	Course Fee
BIOL 232	$20.00	Student	Course Fee
CHEM 101	$20.00	Student	Course Fee
CHEM 102	$20.00	Student	Course Fee
CHEM 107	$20.00	Student	Course Fee
CHEM 108	$20.00	Student	Course Fee
CHEM 205	$20.00	Student	Course Fee
CHEM 206	$20.00	Student	Course Fee
CONT 208	$65.00	Student	Certification for OSHA 10
CONT 209	$40.00	Student	Course Materials
CONT 216	$40.00	Student	Course Materials
CSCI 210	$95.00	Student	Course Materials
CULI 101	$400.00	Student	Lab Fee – Culinary Center
CULI 102	$400.00	Student	Lab Fee – Culinary Center
CULI 110	$200.00	Student	Lab Fee – Culinary Center
CULI 205	$300.00	Student	Lab Fee – Culinary Center
ELEC 102	$70.00	Student	Lab Kit
ENVS 116	$100.00	Student	Lab Fee – Farm
ENVS 117	$100.00	Student	Lab Fee – Farm

ENVS 141	$100.00	Student	Lab Fee – Farm
ENVS 142	$100.00	Student	Lab Fee – Farm
ENVS 202	$100.00	Student	Lab Fee – Farm
ENVS 203	$100.00	Student	Lab Fee – Farm
FITN 101	$10.00	Student	Red Cross Fee
FITN 102	$10.00	Student	Red Cross Fee
FITN 107	$210.00	Student	Scuba Fee
FITN 109	$242.00	Student	Greek Peak
FITN 112	$10.00	Student	Red Cross Fee
FITN 120	$25.00	Student	Equipment Rental
FITN 121	$25.00	Student	Equipment Rental
FITN 203	$120.00	Student	Lane Rental – Cort-Lanes
FITN 216	$85.00	Student	Red Cross Fees
FITN 221	$100.00	Student	Greek Peak
FSS 131	$10.00	Student	Testing Fee
HLTH 111	$125.00	Student	Course Equipment/Red Cross Fee
HLTH 205	$40.00	Student	Red Cross Fee
HRMG 105	$40.00	Student	Testing Fee
MATH 098	$120.00	Student	Course Materials
NURS 110	$380.00	Student	Course Materials
NURS 223	$2,900.00	Student	Course Travel
NURS 225	$399.00	Student	Exam Fee & Materials
PSED 160	$10.00	Student	Exam Fee
REC 140	$300.00	Student	Certification fee
REC 210	$30.00	Student	Student Inclusion Certification
RECR/FITN 160	$40.00	Student	Course Equipment/Travel
RECR/FITN 161	$30.00	Student	Course Equipment/Travel
RECR/FITN 163	$30.00	Student	Course Equipment/Travel
RECR/FITN 164	$25.00	Student	Course Equipment/Travel
RECR/FITN 165	$30.00	Student	Course Equipment/Travel
RECR/FITN 166	$30.00	Student	Course Equipment/Travel
RECR 107	$210.00	Student	Equipment Fee
RECR 110	$50.00	Student	Conference Attendance Fee
RECR 274	$50.00	Student	Course Equipment/Travel
RECR 276	$375.00	Student	Course Equipment/Travel
WINE 110	$400.00	Student	Lab Fee – Culinary Center
WINE 120	$300.00	Student	Lab Fee – Culinary Center
WINE 130	$200.00	Student	Lab Fee – Culinary Center
WINE 200	$200.00	Student	Lab Fee – Culinary Center
WINE 202	$300.00	Student	Lab Fee – Culinary Center
WINE 220	$200.00	Student	Lab Fee – Culinary Center

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-45

APPROVAL OF
CLINICAL MEDICAL 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 Clinical Medical 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/Administrator in Charge, have endorsed the proposal, be it therefore,

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College approves the attached Clinical Medical 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 19th day of May, 2022, 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 19th day of May, 2022,

Clerk of the Board of Trustees
Tompkins Cortland Community College

![TOMPKINS CORTLAND COMMUNITY COLLEGE logo]

MICRO-CREDENTIAL PROPOSAL FORM

> ➤ 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.
>
> ➤ All proposed micro-credentials will require campus approval in accordance with the Level III Curriculum Committee process, culminating with Board of Trustees approval.
>
> ➤ A new micro-credential will be active immediately following Board of Trustees approval.
>
> ➤ When developing a micro-credential, please refer to Curriculum Committee *Policies and Procedures* available on Sharepoint and consult with the Provost and the Registrar as needed.

CONTACT PERSON FOR THIS PROPOSAL	CREDENTIAL INFORMATION
Faculty lead: **Sandy Moser**	Proposed title: **Clinical Medical Assistant Credential**
Department: **Health, Human Services, & Recreation**	Start date: **August 2022 (Fall semester)**
Date submitted: **April 28, 2022**	CIP4: **5108**
Identify others who have been involved in the design/development of this credential. From Cayuga Medical Associates: Lori Bell (Former BOCES Medical Assistant Instructor); Elizabeth Clarke, RN, MSN, FNP, SCRN, Senior Director of Out Patient Nursing; Kelly Freyburger, Director of Operations; & Melanie Soloman, Director of HR Katrina Campbell, Paul Reifenheiser, Malvika Talwar, Carrie Whitmore	Brief description: The Clinical Medical Assistant microcredential will provide recipients with skills and resources for employment as an integral part of the healthcare team in many types of healthcare settings. This microcredential creates an efficient way for those who complete it successfully to distinguish themselves from other applicants for clinical medical assistant positions. It will provide students with the opportunity to begin a professional career in as little as one semester and fill a need for highly- qualified personnel with advanced skills in the field of medical assistance.

Business, Company or Agency partner:	Location: **Tompkins Cortland Community College**		
Cayuga Medical Associates	Minimum credits required (Minimum = 6; Maximum = 23):	Minimum contact hours:	Can be completed fully on-line: ☐ YES ☒ NO
Guthrie Cortland	12	285	**Lab work and internship must be in person**

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.)	Non-credit components, if any: None
BIOL 100 Human Biology (recommended) **OR** 3 CREDITS FALL/SPRING* BIOL 101 Principles of Biology I **OR** 3 CREDITS FALL/SPRING* BIOL 104 General Biology I 4 CREDITS FALL/SPRING* **AND** HLTH 104 Medical Terminology 3 CREDITS FALL/WINTER/SPRING/SUMMER HLTH 111 Clinical Medical Assistant Fundamentals (min. C) 4 CREDITS FALL/SPRING/SUMMER HLTH 112 Clinical Medical Assistant Internship 2 CREDITS FALL/SPRING/SUMMER TOTAL 12 CREDITS *These courses may be offered in summer sessions if sufficient enrollment can be achieved.	

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)/certificate(s) with which this credential aligns.

Students completing the microcredential will have earned 12 academic credits. Students may elect to continue on and pursue one of the other programs within the Health, Humanities, and Recreation Guided Pathways Community. There is a high demand for skilled Clinical Medical Assistants in our region with several local healthcare facilities and agencies hiring or offering to provide internships to our microcredential recipients. Students will earn this microcredential after completion of a minimum of one semester and can seek immediate employment locally and regionally.

What is the expected student population for this credential?

The expected student population includes students who are interested in obtaining an entry level Clinical Medical Assistant position or who may be looking for other educational opportunities in healthcare. Students who are interested in the field of nursing may also find this to be an option for employment while working towards their nursing degree. Some may choose to continue education and earn further certifications once employed.

This microcredential serves students needing clinical skills who may be:
- Working towards a degree (perhaps nursing)
- Re-entering the job market and must upgrade their clinical skills
- Finding that clinical skills are a prerequisite when competing in today's job market and have already earned degrees in another area
- Working towards degrees and must supplement their incomes through employment
- Already employed as a Clinical Medical Assistant but looking to enhance their clinical skills, increase salary, or attain credentialing

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.

According to the US Bureau of Labor and Statistics, employment of medical assistants is projected to grow 18% from 2020 to 2030.

A recent review of job positions on Indeed.com found 40, 42, 83, and 2,733 open positions in Ithaca, Cortland, Syracuse and New York City, respectively.

We have had multiple meetings with local community Health Care groups and educational institutions, including Cayuga Medical Associates, and Guthrie Cortland, who support and are asking for our initiative in creating this microcredential and training. Cayuga Medical Associates and Guthrie Cortland have also volunteered to host students for their internship experiences.

Explain the purpose of the proposed credential and list the learning outcomes.
The purpose of the Clinical Medical Assistant Credential is to offer training and certification opportunities to individuals interested in careers in Healthcare. The student learning outcomes of the Clinical Medical Assistant Credential are that upon successful completion of this Credential, students will be able to:
1. Apply principles of anatomy and physiology and explain how they relate to clinical medical assistant procedures.
2. Describe and demonstrate compliance with the legal and ethical boundaries of the medical assistant's scope of practice according to New York State.
3. Prepare patients for physical examinations and procedures, including surgical and diagnostic procedures, and assist other healthcare professionals.

4. Demonstrate therapeutic, respectful, proficient, and culturally sensitive communication techniques and behaviors with providers, staff, and patients in the clinical setting.

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. N/A

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.
Stethoscope – Approximately $30-$50
Sphygmomanometer ("Blood Pressure cuff") - $15-$25
Name badge - $10
Adult and Pediatric First Aid/CPR/AED - $35
Textbooks: Approximately $200.

Additional comments**:** Students earning this credential will be eligible to sit for the CMAA Exam after working as a Clinical Medical Assistant for one year.

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.

Supports are available from instructors in the Health, Human Services, and Recreation Academic Community. Lab assistance will be provided by the lab supervisor of the fundamentals course. Tutoring and library support is available for report writing. Career Services support is available for resume creation and editing.

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

Equipment and space for the lab aspect of the microcredential are available in the nursing skills lab on campus, Room 261. The BIOL course, medical terminology, and classroom portion of Clinical Medical Assistant Fundamental microcredential course may be taken online, and technical support is available through the Tompkins Cortland Campus Technology Helpdesk and SUNY Online Helpdesk.

Identify target market audiences for this credential.

- Traditional and non-traditional students interested in a career in healthcare.
- Individuals hired by Cayuga Medical Associates or other healthcare facilities as Clinical Medical Assistants, who need training and have limited experience.
- Students who are not admitted to the Tompkins Cortland Nursing Program who are interested in working in healthcare while trying to complete requirements for nursing admission.
- High school students interested in a healthcare career related to Clinical Medical Assisting.

Additional comments:

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-46

APPROVAL OF
MEDICAL OFFICE ADMINISTRATIVE 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 Medical Office Administrative 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/Administrator in Charge, have endorsed the proposal, be it therefore,

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College approves the attached Medical Office Administrative 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 19th day of May, 2022, 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 19th day of May, 2022,

       Clerk of the Board of Trustees
       Tompkins Cortland Community College

MICRO-CREDENTIAL PROPOSAL FORM

> ➢ 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.
> ➢ All proposed micro-credentials will require campus approval in accordance with the Level III Curriculum Committee process, culminating with Board of Trustees approval.
> ➢ A new micro-credential will be active immediately following Board of Trustees approval.
> ➢ When developing a micro-credential, please refer to Curriculum Committee *Policies and Procedures* available on Sharepoint and consult with the Provost and the Registrar as needed.

CONTACT PERSON FOR THIS PROPOSAL	CREDENTIAL INFORMATION
Faculty lead: Sandy Moser	Proposed title: Medical Office Administrative Assistant Credential
Department: **Health, Human Services, & Recreation**	Start date: August 2022 (Fall semester)
Date submitted: April 28, 2022	CIP4: 5407
Identify others who have been involved in the design/development of this credential. Lisa Kratzer, Cardiac/Pulmonary; Sara Cook, General Surgery; Susan Marshall, GI/GU/Primary Care – Guthrie Cortland Medical Center Katrina Campbell, Paul Reifenheiser, Malvika Talwar, & Carrie Whitmore	Brief description: The Medical Office Administrative Assistant microcredential will provide graduates with skills and resources for employment as an integral part of the administrative office healthcare team in many types of healthcare settings. This microcredential creates an efficient way for those who complete it successfully to distinguish themselves from other applicants for Medical Office Administrative Assistant positions. It will provide students with the opportunity to begin a professional career in as little as one semester and fill a need for highly qualified personnel with advanced skills in the field of medical office operations.

New 05-22/S. Moser

Business, Company or Agency partner: Guthrie Cortland	Location: Tompkins Cortland Community College		
	Minimum credits required (Minimum = 6; Maximum = 23): **11**	Minimum contact hours: **240**	Can be completed fully on-line: ☐ YES ☒ NO Internship must be in person

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.)	Non-credit components, if any: None
CAPS 111　Intro to Word Processing　　　　　　　　　1 CR　　　FALL/WINTER/SPRING/SUMMER CAPS 121　Intro to Spreadsheets　　　　　　　　　　1 CR　　　FALL/WINTER/SPRING/SUMMER CAPS 131　Intro to Databases　　　　　　　　　　　1 CR　　　FALL/WINTER/SPRING/SUMMER HLTH104　Medical Terminology　　　　　　　　　　3 CR　　　FALL/WINTER/SPRING/SUMMER HLTH 113　Healthcare Office Assistant Fundamentals (min C)　3 CR　　FALL/SPRING/SUMMER HLTH 114　Healthcare Office Assistant Internship　　　　2 CR　　　FALL/SPRING/SUMMER TOTAL　　　　　　　　　　　　　　　　　　11 CREDITS	

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)/certificate(s) with which this credential aligns. Students completing the microcredential will have earned 11 academic credits. Students may elect to continue on to pursue one of the programs within the Health, Human Services, and Recreation Guided Pathways Community. There is a high demand for skilled Medical Office Administrative Assistants in our region with several local healthcare facilities and agencies hiring or offering to host interns pursuing this credential Students will earn this microcredential after completion of a minimum of one semester and may seek immediate employment locally and regionally.
What is the expected student population for this credential? The expected student population includes people who are interested in obtaining an entry level Medical Office Administrative Assistant position or who may be looking for other educational opportunities in healthcare. Students who are interested in the field of nursing may also find this to be an option for employment while working towards their nursing degree. Some may choose to continue education & earn further certification once employed.

This microcredential serves students needing medical office administrative skills who may be:
- Working towards a degree (perhaps nursing)
- Re-entering the job market and must upgrade their office skills
- Finding that administrative skills are a prerequisite when competing in today's job market and have already earned degrees in another area
- Working towards degrees and must supplement their incomes through employment
- Already employed as a Medical Office Administrative Assistant but looking to enhance their clinical skills, increase salary, or attain credentialing

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.

According to the US Bureau of Labor and Statistics, employment of medical secretaries is projected to grow 22% from 2016 to 2026.

A recent review of job postings on Indeed.com found 65, 65, 183, and 3,517positions in Ithaca, Cortland, Syracuse, and New York City, respectively for medical office assistants/secretaries.

We have had multiple meetings with local community Health Care groups and educational institutions, including Cayuga Medical Associates, Guthrie Cortland, and BOCES who support and are asking for our initiative in creating this microcredential and training. Cayuga Medical Associates and Guthrie Cortland have also volunteered to host students for their internship experiences.

Explain the purpose of the proposed credential and list the learning outcomes.
The purpose of the Medical Office Administrative Assistant Credential is to offer training and certification opportunities to individuals interested in careers in healthcare office administration. The student learning outcomes of the Medical Office Administrative Assistant Credential are that upon successful completion of this credential, students will be able to:
1. Demonstrate effective communication skills used by a medical office administrative assistant.
2. Perform the administrative functions of a medical office administrative assistant
3. Describe and demonstrate compliance with legal and ethical boundaries of the medical assistant's scope of practice according to New York State

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.

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.

Name badge - $10

Textbooks: Approximately $200.

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.

Supports are available through instructors in the Health, Human Services, and Recreation Guided Pathways Community. Tutoring and library support is available for Report Writing. Career Services support is available for resume creation and editing.

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

The medical terminology, CAPS courses, and Health Care Office Procedures & Communication course may be taken online, and technical support is available through the Tompkins Cortland Campus Technology Helpdesk and SUNY Online Helpdesk.

Identify target market audiences for this credential.

- Traditional and non-traditional students interested in a career in a healthcare setting.
- Individuals hired by local healthcare facilities as Medical Office Administrative Assistants, who need training and have limited experience.
- Students who are not admitted to the Tompkins Cortland Nursing Program who are interested in working in healthcare while trying to complete requirements for nursing admission.
- High school students interested in a healthcare administrative assistant career.

Additional comments:

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-47

APPROVAL OF
SURVEYING TECHNICIAN
MICRO-CREDENTIAL

WHEREAS, as a result of meetings with local employers indicating community interest and employer need, a proposal has been developed for an Surveying Technician 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/Administrator in Charge, have endorsed the proposal, be it therefore,

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College approves the attached Surveying Technician 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 19th day of May, 2022, 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 19th day of May, 2022,

                                   Clerk of the Board of Trustees
                                   Tompkins Cortland Community College

MICRO-CREDENTIAL PROPOSAL FORM

> ➢ 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.
> ➢ All proposed micro-credentials will require campus approval in accordance with the Level III Curriculum Committee process, culminating with Board of Trustees approval.
> ➢ A new micro-credential will be active immediately following Board of Trustees approval.
> ➢ When developing a micro-credential, please refer to Curriculum Committee *Policies and Procedures* available on Sharepoint and consult with the Provost and the Registrar as needed.

CONTACT PERSON FOR THIS PROPOSAL	CREDENTIAL INFORMATION		
Faculty lead: Sophia Georgiakaki	Proposed title: Surveying Technician Credential		
Department: Applied Science and Technology	Start date: August 2022		
Date submitted: 4/14/2022	CIP4: 1511		
Identify others who have been involved in the design/development of this credential. Alejandro Gonzalez	Brief description: The Surveying Technician Credential provides students with an understanding of fundamental surveying theory, terrestrial-based and space-based survey measurements, use of traditional and modern surveying equipment, and Coordinate Geometry (COGO) software.		
Business, Company or Agency partner: City of Ithaca Public Works City of Cortland FYT Fuels Tompkins Workforce New York	Location: Tompkins Cortland Community College		
	Minimum credits required (Minimum = 6; Maximum = 23): 6	Minimum contact hours: 90-150	Can be completed fully on-line: ☐ YES ☒ NO

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.) CONT 202 – Surveying I 3 cr. Fall semesters CONT 203 – Surveying II 3 cr. Spring semesters	Non-credit components, if any:

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)/certificate(s) with which this credential aligns. The coursework required for the Surveying Technician Credential is part of the Civil Engineering Technology track of the Applied Science and Technology A.A.S., and it can also be embedded in the Construction and Environmental Technology A.A.S. with appropriate selection of electives. The Surveying Technician Credential also aligns with requests by local industry partners for skills required in public works, construction, and civil engineering technician positions. According to Labor Market Information for Workforce Planning data, Surveying Technician is a priority occupation for all regions of New York State.
What is the expected student population for this credential? The expected population includes students in the AST and CET programs, P-Tech Students in the AST and CET AAS Pathways, individuals interested in obtaining an entry-level civil engineering / construction technician position, or currently employed individuals interested in obtaining training in operating surveying equipment for up-skilling and bidding a better-paying position.
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. Local and regional school districts and industry partners have supported our Workforce Development Initiative efforts with special interest in training and recruiting in Civil Engineering Technology. According to Labor Market Information for Workforce Planning, there are 40 new Surveying Technician jobs projected in NYS in 2022.

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

The purpose of the Surveying Technician Credential is to offer training to individuals interested in careers in Civil Engineering with a focus in Surveying. The learning outcomes of the Surveying Technician Credential are:

1) Explain common terms and symbols in surveying and geomatics.
2) Use surveying equipment (manual and electronic) to perform survey computations.
3) Use software to perform surveying computations from data collected in the field.

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.

N/A

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.

Learning material (textbooks and/or access code): Approximately $300

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.

Supports are available through the AST and CET academic programs (chairs and instructors). Lab assistance will be provided by the lab supervisor of each course.

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

Industrial surveying equipment are necessary for both courses; those are available at the Tompkins Cortland Community College Civil Engineering Lab.

Coordinate Geometry (COGO) software is available at Tompkins Cortland Community College computer labs and free student trial access codes are used.

Identify target market audiences for this credential.
- Traditional and non-traditional students interested in a career in construction and civil engineering with a concentration in surveying.
- Current employees in the construction industry interested in improving their skillset for career shift.
- High school students interested in a technical, hands-on career related to construction or civil engineering.

Additional comments:

Board of Trustees Grant Application

The grant application is due to the Foundation (alumni & development office) by April 1st, the executive council will review the applications, the Board of Trustees will approve the application(s) at the May trustees meeting. A final project presentation to the Board of Trustees will be required and will occur the following August. *This grant is privately funded through the Foundation Pathways endowment.*

Project Name: Campus Beautification/ Indoor Front Entrance

Primary Contact: Paul Reifenheiser

Group member names:

Total amount request (maximum request up to $25,000): $25,000

Have you received this funding in the past?

Please briefly explain your project/need:

I have polled the campus about a beautification project designed to help with retention. A number of items came forward, thought not all were realizable for $25,000. For example, the most common response was for a new sign down at Rt. 13. That is a laudable goal, but the cost would exceed $25,000.   Another common theme was to spruce up the area outside of the main entrance, though that will be happening next year anyway with money for capital projects. Another common request was to make the area outside of Room 101 more inviting and a space for students to congregate.

So the funds re requested to turn the area outside of 101 in an inviting area for students. This could include removing the existing desk, adding comfortable furniture, adding electronic materials for students to see forthcoming events, charging stations, and perhaps an electronic kiosk with information about the campus or even just some tablets with campus information.   Taking advantage of the courtyard area as well would be preferable. These would be dependent on funding of course.

The Provost will lead the initiative and work with campus on renderings and ideas about the space. We will also poll students about the space if time permits.

How does this project relate to the strategic plan (please identify which theme and strategy)?

Our themes are about connecting, and this offers those who enter our campus (from the main entrance) a chance to see a vibrant location where students may connect with each other. Right now the entrance is rather lifeless, but this could become an excellent space for students to lounge and be near needed services.

How will you assess the success of this project?

This project will be a success when it is built and students utilize it.

Will this project require additional budget support in the future? If the answer is yes, please explain your source of funding for subsequent years.
It probably won't need support other than making sure the furniture is updated.

Employee Signature: _____

Approved_____   **Amount $**_____   **Denied** _____

Board of Trustee Chair _____ Date _____

Executive Director of the Foundation   Date

Below is a department-by-department guide on how the Division of Student Services is supporting students.

Admissions

Applications for the fall are currently 21% ahead of last year. Below is a breakdown by area.

Perm_CountyGroup	Applied Count of 2021-Fall by 5/4/2021	Applied Count of 2022-Fall by 5/4/2022
NY - Sponsor	429	424
NY - Donut	295	352
NY - NYC and LI	128	170
Other	53	129
NY Northeast	42	62
NY - Downstate	36	51
NY - Western	31	35
Total	**1014**	**1223**

- Slate (CRM) features are currently being rolled out.
  - The request for information form and our campus visit form have been built and will be live on the website shortly.
- Admissions is currently working on the Slate application build with goal of going live for the 2023 matriculated application cycle.
- Admissions is currently developing a more robust communication plan to keep prospective students engaged throughout the admissions funnel.
  - The plan includes all students regardless of their anticipated entry term and also a dedicated commination plan for parents as we will be collecting parental information on the Slate application.
- The campus visit experience is being enhanced to include a TC3 backpack with a TC3 shirt for our individual scheduled visit at 11am and 2pm.
  - We are currently working with a designer for VIP admissions visitor parking signs that will allow us to include a personalized name plate each day for our campus visitors.

Student Success: Advising, Career, & Transfer Services

"Road to Registration" activities commenced on April 4, 2022 and continued throughout the two weeks leading up to the Registration period (April 18-21). Over this time, Student Success Advisors visited 20 classes to promote registration, and over 300 students attended programming, events, or visited tables. Almost 50 students attended "Hungry to Register," an event held in the residence halls that included dinner. To incentivize early registration, students are being entered into a drawing to win 15 $250 bookstore gift cards. Road to Registration was a collaborative campus-wide effort presented with assistance from Student Activities, Health & Wellness, Financial Aid, Student Conduct, Registration & Billing, American Food & Vending, ODESS, and Residence Life. Student Success thanks everyone who played a part in the promotion of registration and our Road to Reg events.

Here is a summary of continuing student registration activity the week of April 18-21:

Date	Monday 4/18	Tuesday 4/19	Wednesday 4/20	Thursday 4/21
Registration Group	Nursing Students	30+ earned credits	12-29 earned credits	0-11 earned credits
# students registered	114	43 (snow day)	62	50

An additional 197 students registered between April 22 and May 5. On Friday, May 6 a text message campaign was sent to all spring students with no holds who are not yet registered for fall. This generated another 15 registrations over the weekend. Of the 376 continuing students registered for fall, 208 are registered part-time, and 168 are registered full-time (12 or more credits). Since the pandemic began, our part-time enrollment still outweighs full-time.

Despite these strong efforts, continuing student registrations still lag behind where we were at this point last year by over 135 students. Several campaigns are planned over the next two weeks to encourage continuing student registration which include faculty academic advisor outreach, text message campaigns, emails, and continuing the registration incentives for students to register prior to the end of the spring term on May 20. Following the posting of final grades on 5/23/22, the success team will begin additional campaigns to outreach to students who need pre-requisite courses and those who fall below academic standards (i.e., are placed on academic probation or repeat academic probation). The upcoming Instant Registration on Saturday, May 14 will focus on continuing student enrollment.

The START cycle (**S**tudent **T**ransition, **A**dvising, **R**egistration & **T**esting) for Fall 2022 new student enrollment began immediately following registration week for current students. One full week of Priority START sessions were held for our concurrent enrollment seniors, during which we

saw 60 students who will be continuing at TC3 this fall. This include 8 students in the first cohort of the P-TECH academy who continue their pursuit of an associate's degree this fall as fully matriculated students. START sessions for all accepted new, readmitted, and transfer students began on May 2 and to date an additional 45 students have completed the enrollment process. Since the new student enrollment cycle began, we have been up daily in new student enrollment when compared to the same time last year (for 5/9 by 15 students, ~5 FTEs). In total, 154 students have scheduled START, which is 21% of all students who have received an invitation. START Enrollment events will continue daily both in person and online through August 26, including second Saturdays throughout the summer.

Traffic in the enrollment center has remained high throughout this busy season of advising, registration, and START. Here is a summary of visits throughout March and April 2022:

Office	March 7-May 6, 2022	% Walk-Ins
Advising (includes career & transfer advising)	270	72%
Admissions	85	98%
Financial Aid	219	97%
Registration & Billing	107	98%
Course Related	46	0%
Faculty Office Hours	25	0%
Tutoring	85 scheduled	690 kiosk logins in BCL

Week 8 Progress surveys were requested by faculty in all active courses March 17-23, including late/delayed start courses. For each student, faculty could raise one of the flags or kudos (positive feedback) listed below. Advisors have been following up with students for whom flags were raised, especially for those in danger of failing. Of the 729 flags raised on this survey, 405 have already been cleared (55.5%). This includes 206 students who made the proactive choice to drop/withdraw from the course. Student withdrawal trends remained steady the past two spring terms (see table below). Administrative withdrawals have remained steady as well (student is withdrawn by the instructor due to lack of attendance/participation).

Starfish Spring 2022 Week 8 Progress Survey Summary Statistics (67.2% completed)

Sent:	451	Viewed:	311	Completed:	303

Tracking Items Created: 3209

Tracking Item Type	Number Raised	Flag/Kudos Name	Number Raised	Number Cleared	Percentage Cleared
Flags	729	In Danger of Failing	363	215	59.2%
		Academic Concern	366	190	51.9%
Kudos	2569	Satisfactory Progress	1455		
		Keep Up the Good Work	866		

		Showing Improvement	159		

Semester	Withdrawals	Administrative Withdrawal (AW)	Students fully withdrawn from fall courses
Spring 2021	157	150	75
Spring 2022	145	144	63

From 3/7/22-5/6/22 there were an additional 403 raised tracking items **manually raised** in Starfish (outside of the survey items detailed above):

Tracking Item Type	Number Raised	Flag Name	Number Raised	Number Cleared	Percentage Cleared
Flags	225	Attendance Concern	22	15	68%
Kudos	143	Academic Concern	74	32	43.2%
Referrals	35	In Danger of Failing	126	64	50.8%
To-Do	2177	I Need Help (Student Raised Flag)	3	1	33.3%

With the onset of the Fall 2022 enrollment cycle, we began using Starfish in the new student enrollment process. In order to familiarize students with Starfish earlier, and to streamline other entry advising workflows, we moved the "pre-advising questionnaire," our intake survey, to Starfish. Students now complete their START survey directly in Starfish, easily allowing us to share these data with faculty advisors and other campus departments. In influx of "To-Do's" noted in the chart above reflects the new practice of assigning incoming students a Success Plan in Starfish called the "Pre-START Checklist" which allows us to track their completion of the START survey, access review form (disability ID), English background survey, and math background survey. To date, 530 new students have been assigned a plan and 24 have completed their checklist. Also to date, 224 of the 2136 assigned To-do's have been completed (10.5%).

For incoming fall students, we are implementing Self-Directed placement measures at scale for first semester English, Reading, and Math courses. Faculty in these disciplines developed background surveys to assess both cognitive and non-cognitive skills of incoming students (including resilience, academic habits, help-seeking behaviors, future goals/plans). These self-directed placement surveys are one component of our multiple measures placement strategy, and allows for the student voice to be heard (since academic transcripts may not tell the full story). Jennifer Kidder from the Math department and Lisa Ford from English spearheaded the

self-directed placement work in their respective departments. Jennifer Kidder was instrumental in getting all the programming completed for students' scores to automatically populate for both surveys so advisors have easy access to scores when conducting START advising. To date, 49 students have completed the English SDP survey and 75 students have completed the Math SDP survey.

SSACT would like to publically thank Teri Evener and recognize her service to TC3 students over the past fourteen years. Teri will retire from TC3 on May 31, 2022. She has been a huge asset to the success team since joining us in 2018. While she leaves big shoes to fill, we have concluded the search for a new Enrollment Services Specialist where Michelle Nightingale served as search committee chair. Debra Meeker, current part-time Secretary at the Ithaca Extension Center will assume this full time role with Success on the main campus. We're excited to begin her training and transition in the last two weeks before Teri retires. Additionally, Tackie Huff, Assistant Director of Student Success has submitted his resignation from TC3. He and his family are relocating to the Atlanta, Georgia area and he will assume a position at Life University working with graduate allied health students. SSACT would also like to thank TK for his four years of service in the Student Success Advisor and Assistant Director roles. He lead many changes and progress in the success area and a huge void will be left by TK. The search to replace his position will commence immediately.

Athletics and Campus Recreation

As of May 1, TC3 Athletics have signed over twenty student athletes to NJCAA Letters of Intent for the upcoming year. Most students will sign with us in the months of May and June so we are off to a good start. We have signed SA's from nearby schools like Dryden and have reached as far as Alberta Canada and Barnsley, England.

Over the weekend of April 22, Coach Dow and TC3 Softball hosted a recruit weekend for high school juniors and seniors. Families were treated to two Panther home games, tours of the campus, and Q&A sessions with our coaching staff. More than twenty prospective players attended with five of high school seniors committing to TC3 before departing campus. What a fantastic showcase for the College!

As a Board member, you receive weekly schedules sent by email that include varsity contests, internal campus programs hosted in athletics facilities, as well as functions that bring community groups to TC3. In addition, please us this link for news and updates for all things TC3 Athletics:

https://www.tcpanthers.com/landing/index

Here is a snapshot of our 2021-22 varsity rosters and the retention / growth of all sports from fall to spring. We shared a partial summary in January. This includes all teams for 21-22.

Volleyball – 8 of 9 attending FT for spring.

Cross Country – 5 of 5 attending FT for spring.

M Soccer – 18 total players; 3 graduated in December; 1 transferred to 4-year; 1 to military; 11 of remaining 13 attending FT for spring

W Soccer – No season in fall due to low numbers. The search for a head coach continues. Meanwhile, athletics staff continues to connect with interested athletes for the fall 2022 season. As of today, the prospect of having a team in 2022 is questionable.

W Basketball – 7 of 7 attending FT for spring; One could have graduated early, one was scheduled to transfer to UB, but both decided to enroll FT this spring to continue playing basketball.

M Basketball – 11 of 12 attending FT for spring; 3 more SA's added (also FT in fall) to the team for spring semester for a total of 14 players competing this spring

M Lacrosse – 20 players on roster including two who transferred in for spring semester to play. Two of our fall ball players did not make academic standards to play this spring. One of them did not return to TC3 while the other has remained a FT student and has remained with the team as a student manager.

Baseball – At the beginning of the fall semester, TC3 had two players attend the baseball interest meeting held by our new coach, James Williamson. With continuous effort and desire to have a season this spring, Coach Williamson and his assistants have put together a squad of, mostly, transfer students that have a record of 2-2 in the early season. Our fourteen Panthers come from as nearby as Cortland and as far away as Miami.

Softball – 13 of 13 attending FT in spring '22. Two players that were on fall ball team did not make academic standards to play, but are still in school. The first games of the season were postponed due to weather, but the Panthers should take the field in the first week of April.

Golf – 2 of 2 female players and 3 of 3 male players attending FT for spring. The first tournament for this season hosted by TC3 at Elm Tree on April 8.

Community Groups

March saw the return of the Cortland Shootout AAU Basketball Tournament for the first time since spring of 2019. The event had 45 teams co-hosted by TC3 and SUNY Cortland in cooperation with Cortland Regional Sports Council (CRSC). This event generated about $1,500 in revenue for the FSA while bringing several hundred players and supporters to campus.

We signed a contract with TST BOCES to host their graduation ceremony here on June 16 as part of our continued partnership with area schools. This is the first year that they will come to campus and the plan is to make this their home for graduation for years to come. BOCES representative Cindy Walter was amazed at our facilities when she visited and toured on 3/30. It is important to note that Cindy is "in charge" of the P-TECH program that runs at TC3 and she had never seen this part of the campus even though the P-TECH students use it on a daily basis. She agreed that these students have the nicest PE facilities in the BOCES District.

PBR Baseball will make its return to the Cortland County area and TC3 will once again host multiple weekends of games in late June, July and early August.

Recreation & Aquatics

A full lineup of **summer camps** for kids return to TC3 for 2022. Please visit the link to all of our camp information here: https://www.tcpanthers.com/information/sports_camps

This past month we had 145 participants in Recreation. In addition to Open Recreation, we offered a 3v3 basketball league and a 4v4 volleyball league. Basketball had five teams compete in the month-long tournament. We had no teams sign up for the VB tournament, however we do have a group of between 10 and 15 that come on Thursdays to play open volleyball. Recreation also co-hosted a corn-hole tournament with student Cameron Doane with six teams competing on the Friday before Spring Break.

Aquatics had 487 visits this month - the most visits of any month this year. The majority of visits came from Water Aerobics and Lap Swim. Our Revenue for the month was $1,172.

With the end of the campus mask mandate, we are pleased to offer community members weekend pool rentals for gatherings and birthdays – each Saturday is booked through mid-May. Swimming lessons also return to TC3 on April 5. As of this report, we have sixteen students signed up for three levels of swimmers.

In April, we had over 100 participants in recreation. We started an Introduction to Archery program this April and it has been going great. Every Monday night, 5:30-7:15pm we shoot Archery in the Field House. The first ten minutes we talk about safety points and then the last portion focuses on shooting and improving their shot (grouping).

Aquatics had 539 visits this April, the most visits of any month all year. The majority of visits came from Water Aerobics and Lap Swim. Our Revenue for the month is $2,901, making April our highest grossing month in 21-22. We started swim lesson on the April 5. We have 16 swimmers in levels 1-4 (American Red Cross certified lessons). Birthday parties have been booked every weekend for the whole month of April and we are booked each Saturday in May as well.

Fitness Center

For the month of March, we had **865 member visits**, compared to 723 in February and 448 in January.

All member categories saw increases as compared to prior months. Staff and student participation continues to increase significantly:

- **182 community** (163 February/105 January/63 December)
- **222 faculty/staff** (156 February/76 January/52 December)
- **461 students** (404 February/267 January/121 December)

For the month, we collected a total of $550.00 in revenue. This total <u>does not</u> include revenue from student activity fees or health insurance reimbursements. It only reflects staff and community memberships.

With mask mandates lifted, group fitness classes will return. Sr. Fit resumes Monday 4/4. This class will run Mondays & Wednesdays 8:30-9:30am. Open-practice Yoga will also resume in April as well as other classes as Instructors are hired.

Athlete Yoga has been ongoing weekly for the Softball Team (Wednesdays @ 3:30pm).

Total number of member visits by month:

April	656
March	865
February	723
January	448

Member visits by membership type:

Month	Community	Staff	Students
April	137	137	382
March	182	222	461
February	163	156	404
January	105	76	267

For April, we collected a total of **$1066** in revenue. This compares to $550 in March. This total <u>does not</u> include revenue from student activity fees or health insurance reimbursements. It only reflects staff and community memberships.

This revenue increase is attributed to the return of the Sr. Fit group fitness class, which has significant community participation.

Semester Wrap-Up

With mask mandates reinstated at the end of April, we anticipate that fitness center participation will decline until lifted.

The Sr. Fit group fitness class and Athlete Yoga are on temporary hold until the mandate is lifted.

Student life

The Events

Date	Event	Track	Attendance
4/8	E-Gaming Tournament hosted by Sport Management students	Connect	49
4/12	Grocery Bingo	Connect	22
4/21	First Generation for the Next Generation: Cornell Visit	Prepare	17
4/27	How to be an Ally Series: Women and S.A. Survivors	Diversify	11
4/27	Steal the Stage Talent Show hosted by Sport Management Students	Connect	50
5/4	Leadership Awards	Lead	90
5/6	TC3 Prom	Connect	180
5/9	Student Leadership Panel and Job Fair	Prepare	
5/11	NSLS Induction	Lead	
5/13	Spring Fest	Connect	

Event Spotlight

Leadership Awards
The Student Life Planning Committee hosted the Inaugural Student Leadership Awards. The Student Leadership Awards are replacing the previous Take Pride awards as a way to recognize the extraordinary leadership of various students at Tompkins Cortland. All of the nominations were extremely impressive, and we are all immensely proud of all the accomplishments of the students and were honored to be able to celebrate them in-person. In total, we received 33 nominations to recognize student leaders. Below is a list of the award categories as well as the winners of each award.

Group Awards
Program of the Year: **Social Art Club's Paint Night Series**
New Student Organization of the Year: **Active Minds**
Outstanding Organization of the Year: **The Panthers Men's Lacrosse Team**
Individual Awards
Resiliency Award: **Andre Fisher**
New Student of the Year: **Christina Stadler Cabrera**
Student Leader of the Year: **Marven Louissaint**

We also celebrated Tompkins Cortland Community College's two S.U.N.Y. Chancellor's Award for Student Excellence winners, **Matthew Davis-Howard** and **Paige Innis.**

TC3 Prom
The Student Government Association and Student Activities partnered to host the first ever TC3 Prom. The planning for this event began at the start of the semester after students expressed their disappointment that they had to miss their high school prom due to COVID restrictions. Students worked hard to plan an enchanted forest themed semi-formal dance held right in our own Forum on campus featuring local DJ Washburn. Almost 200 students and guests registered for the event, with 180 attending, making it our largest event turnout in years.

Clubs
As we wrap up the semester, club activity is starting to wind down. Since the last report, our organizations were recognized at the Leadership Awards. Active Minds and Social Art Club, both new clubs, received awards. Active Minds is partnering with Stress Less to hold events during finals week.

Current registered clubs:
Active minds – Active and hosting events
African Caribbean Association – Restarting
Art club – active and hosting events
CRU – Active
Hospitality and Restaurant Association – not active
LGBT Club (renamed to Q&A) – Restarting
Gaming Club – Active and holding events
Outdoor Adventure Club – Active
Recovery Club (renamed to ARCTC) - not active, active advisor
Residence Hall Association
Sport Management Club – Not active
STAND – not active, advisor taking a break.

Potential new clubs:
Foodies club – held several meetings, next step is to become recognized by SGA
Gardening club

Student Government Association
SGA continues to meet and plan the final events of the semester. They are now recruiting for e-board positions for next semester.

Initiatives:
New furniture in the SGA Office – in process
More frequent breaks in the fall semester
Getting the vending machines refilled in the Student Center - complete
Expanding E-board - ongoing
Recruiting new members - ongoing

Events:
Prom – successfully completed
Spring Fest – Friday, May 13

Fall 2021 SGA E-board:
President – Melanie Burrows
Vice President of Finance – Matthew Davis-Howard (transitioning out of SGA leadership as he prepares to graduate)
Vice President of Student Involvement –

Vice President of Student Involvement – Louis Scholl – Fall 2022
Ex-Officio member and Student Trustee – Paige Innis

The following seats are vacant and SGA is currently accepting applications:
Vice President of Communications
Vice President of Student Services

Co-Curricular Transcript

No updates, reminder from last month
We have been working on enhancing the CCT through Campus Groups, adding new badges students can earn like Personal Growth Through Dialogue and the Active Ally Badge. All badges can now be added to students' LinkedIn profiles. Our Project Assistant, Leah, is working on creating an assessment for students on the effectiveness and accessibility of Badges and the CCT through Campus Groups. She will be presenting to the Academic Advisors this week to give more information on the CCT and Campus Groups, and we are promoting our information sheet to both students, faculty, and staff. Leah is working with the CTC on a potential training on Campus Groups and the CCT as well.
For more information, visit: https://www.tompkinscortland.edu/campus-life/co-curricular-transcript

SUNY Chancellor Award for Student Excellence (CASE)

The SUNY Chancellor's Award for Student Excellence acknowledges students for outstanding achievements that have demonstrated the integration of SUNY excellence within many aspects of their lives in areas such as academics, leadership, campus involvement, community service, or the arts. It is the highest honor bestowed upon students by the University System. Two students from Tompkins Cortland received this award.

The first student is Matthew Davis-Howard. Matt is known by faculty, staff, and his peers to be an outgoing and friendly leader, constantly taking the initiative to make all students feel welcome and included. This has involved leading class projects or demonstrations, being a friendly face while recruiting students to attend events, and participating in leadership retreats. His outstanding record of service to our college community, support of other students at Tompkins Cortland, and his academic achievements made him an excellent candidate for this award.

Our second award recipient is Paige Innis. Paige serves as the Student Trustee for the College Board of Trustees in addition to her other roles. When opportunities for more involvement arise, Paige is always willing to join an additional committee, help a club, or assist a fellow RA. Paige is a self-motivated compassionate leader, advocate, and student.

To read more, visit: https://www.tompkinscortland.edu/news/tompkins-cortland-students-honored-suny-chancellor-0

Commencement

As of March 14, 2022, Student Activities has been asked to coordinate and chair the Commencement Committee. The ceremony will be held on May 24, 2022 in the Athletics Facility at 6:00pm.

Updates can be found on the website:

https://www.tompkinscortland.edu/college-info/commencement

New Student Orientation
Fall New Student Orientation will be August 27th and August 28th.
Updates can be found on the website:
https://www.tompkinscortland.edu/academics/orientation-schedule
 FSA Child Care center (the small one inside the main campus building) has been approved by OCFS and fire inspector to change over to an infant/toddler child care center. With the increasing needs of infant care this is the smartest move on our part as well as the need of the community. This center is set to open in August.

Child Care

The FSA Child Care center (the small one inside the main campus building) has been approved by OCFS and fire inspector to change over to and infant/toddler child care center. With the increasing needs of infant care this is the smartest move on our part as well as the need of the community. This center is set to open in August. We are currently hiring for 2 teacher assistants for the FSA center and 1 or 2 for the Arthur Kuckes building. The director will be contacting families in June and July to let them know that we have openings in infant and toddler age groups. There are currently around 30 children on the waiting list for infants and toddlers. The center will be getting a washer and dryer installed this summer as well as some playground work. Casey has meetings this week to move forward with grants to fund the purchase of infant cribs and toys. Everything for toddlers is already at the center and the room is ready to go.

On April 14th and April 20th Casey will be participating in 2 different job fairs. One on campus with other child care centers from Cortland and Tompkins County and the other on the Commons. We hope to be able to recruit some teacher assistants.

Child Care is partnering with the pantry to be able to provide milk for our families at the child care center. We currently moved a fridge down from the other center so that we could house the milk right in our lobby area so parents can come in and help themselves whenever they are in need.

On Friday, April 8th 2 of staff members and Casey participated in the annual NYAEYC conference/training. Casey also presented on the gross motor grant that she received.

We have been interviewing Teacher assistants for the last couple weeks and are inviting finalists back in for a second round. We are very optimistic that these finalist will accept positions and we will be back to being fully staffed and ready for our new center in August.

We are currently surveying our student families to see who needs summer care and who will be back in the fall. Each year more and more students are opting to take summer classes or work during the summer month.

Grants:
We received $250 from the child development council to purchase infant feeding materials for the FSA center.
Spring fundraiser – We sold $1,748 worth of coffee and had $125 worth of donations.

Grants:
We received $250 from the child development council to purchase infant feeding materials for the FSA center.
Spring fundraiser TBA
Round 2 of desert grants are on our radar but have not yet released criteria.

Student Conduct and Community Standards

For the month of April, there were 6 conduct incidents involving 7 students. One student went to a conduct board. No students were removed from housing, suspended or expelled.
There were no COVID related violations as most of those policies have been set aside at this point.
One conduct case was for a discrimination or harassment issue.

Title IX
During the month of April, there was only the one discrimination/harassment report which went through conduct.
I continue working on compliance of our students with the Title IX orientation program and with staff on the NYS sexual harassment and TC3 Campus Resources trainings.
The following events will took place in April as part of Sexual Assault Awareness Month:
        Yards for Yeardley (education around interpersonal violence) – April 6
The information below was shared with the campus community after the event:
During the event, **114** students, staff and faculty walked 723 laps – over 555,000 yards!!! Special shout out to alumna Heather Townsend who completed 50 laps (over 12 miles!!)
Most importantly – everyone interacted with important community resources who support survivors! It was amazing to see so many folks walking the halls – felt a bit like it used to!
Thanks to ALL who participated and helped!

Thanks to the Violence Prevention Group (Darese Doskal, Patty Tvaroha, John Gebo, James Williamson, Michael Oyelola, Tracey Brunner, Ellie Carl, Sydney Gale & Naiara Bezerra-Gastesi from the Advocacy Center,) Health and Wellness, Campus Police, Title IX, Financial Aid, Athletics, American Food & Vending, Buildings and Grounds, and the Sports Management students.

Our outside resources that participated and brought lots of fun items were Jessica Poole (Our NYSP Campus Sexual Assault liaison,) the Advocacy Center and Access to Independence of Cortland County, Inc.

Tabling in cafeteria on Supporting Survivors– April 4, 13, 21

Staff from the Advocacy Center tabled on these dates and interacted with students

Wear Teal day in support of Survivors - 4/19

This was postponed to 4/25 due to weather. About a dozen faculty and staff turned out.

Denim Day – 4/27

Educational information was shared about this event.

Education and poster making session for Take Back the Night – 4/27

Advocacy Center liaison and violence prevention committee member shared this event with Student Activities staff and provided a time to make posters and information on being an Ally to survivors.

Take Back the Night Ithaca (transporting students) – 4/29

This was offered but no students signed up

Residence Life
Office of Residence Life March 2022

Numbers as of 4/30:

· We currently have **165 students** actively living in housing. There are an additional 0 students that active contracts but are not living in housing now.

2022 Summer Conference Housing:

· We have quite a few summer programs that we will have in the Residence Halls this summer! Hangar Theater has contracted with the Foundation to house 121 team members on campus. While there are a variety of arrival and departure dates throughout the summer, the first guests will arrive on May 31, and the last guests will depart on September 7.

· We will also have Global Students from the Dominican Republic **from June 13 to June 25 in the Residence Hall this summer. There will be a total of five students and two staff members. We are looking forward to Global housing students returning to 150+ global students here over the summer.**

2022-2023 Res Life Contracts/Handbook:
- Residence Life notified our residential students to look for contracts for the following Semester in our weekly newsletter.
- Our goal is an outreach to returners through calls, email, and personal check-ins.
- The residence life professional staff are currently **reviewing/updating our student handbook to make sure students comply with SUNY Vaccination policy moving forward**.

Fall '22 - Spring '23:
- For the Fall '22 semester, we will be moving all our residential students to the Quad, where we will occupy the Tompkins, Cortland, Tioga, and Cayuga Lake halls. With the renovations from our facilities crew and cleaning team in Residence Life, the Quad will be the only building we will use for the upcoming academic year. The residence life professional staff is excited to have all the facilities in the Quad up and running. The needed renovations will help foster community and friendships among students and decrease the time in transportation for students from the residence halls to the classrooms as we continue to have in-person classes.

Semester Closing and Inspections:
- On March 25, the residence halls closed for Spring Break and will ~~be~~ open back up for students on April 3 at noon.
- The residence halls close for the Semester at noon **on Saturday, May 21. Typically**, graduates can remain until the day after commencement graduates will be able to stay **until May 25**. If interested, they will need to let us know **by May 13**
- We are currently working on **Summer Contracts** for students are also available now. **Interested students should stop by the Office of Residence Life or email Residencelife@tompkincortland.edu.**

COVID-19 Testing, Quarantine, and Isolation:
Rapid Testing
- We are still offering CO-VID testing for students in the residence halls if they are not feeling well. All new students in the halls are currently mandated to take a test before moving in. We have space allocated for our residential students if they are positive.

Mask Mandate & Guest Policy
- For the rest of the Spring 2022 semester, we have decided to drop the mask mandate in the residence halls until further notice. Along with the mask mandate, starting Monday, March 7, we allow students to have a guest in the Residence Halls; However, they must inform residence life staff who their guest is and how long they will be in the halls. (Guests are not allowed to stay longer than three nights. Res Life Policy)

Residence Life Programming
- On May 16th, We will collaborate with AFV to have Breakfast Madness where they will serve Breakfast throughout the day. Coffee will also be provided. **Breakfast Madness will be the new name for Moonlight Breakfast** where students can have breakfast for dinner during finals week.

- We are working on hosting a Pool Tournament at the end of the Semester for our students, where we will have prizes to giveaway.
- We will continue improving our programs to welcome non-residential students into the halls.

Residence Life Para-Professional Staff
- We have 6 RAs for the Spring 2022 semester, and our RAs are hosting programs and events for our students to encourage student engagement in the Residence Halls.
- We are also recruiting for new RAs in the upcoming academic year and are currently doing interviews, as we plan to have 7 RAs on staff.

AVP OF STUDENT SERVICES AND SENIOR DIVERSITY OFFICER
REPORT TO THE BOARD OF TRUSTEES - May 2022

Campus Strategic Diversity, Equity, and Inclusion Plan

❑ An overview of the Strategic Equity, Diversity, Justice, and Inclusion (EDJI) process and the plan were shared to discuss the implementation at two open forums. The forums were available virtually or in person. The forums were held on:

- April 26 | 3pm - 4pm (In-person)
- April 27 | 12:30 pm - 1:30 pm (virtual)

❑ The Strategic Equity, Diversity, Justice, and Inclusion (EDJI) plan is accessible here:

- https://mymailtc3.sharepoint.com/:b:/g/DEAC/EVtcC8P1OjBFuBdV_eyiBl8BQL Ncz3jMxGOoaqVViAObKQ

Project Updates

❑ On Tuesday, May 3, at the SUNY Board of Trustees meeting, it was announced that Tompkins Cortland Community College is now **authorized** to offer an **Educational Opportunity Program** and to begin to accept the College's first class in August.

- As previously shared, the program has the potential to attract and retain students, as this program is intended to support students through the completion of graduate programs.
- Program participants' support includes individualized tutoring, counseling, career development for program participants, and a small financial aid benefit.
- Our proposal provides for the enrollment of 40 students in the first year of operation. The second and beyond provides for up to 80 students.

Student Engagement Team

❑ The departments of the Office of Diversity Education & Support Services, Residence Life, and Student Activities Office updates involve:

- Residence Life is currently reviewing software utilization for summer conference housing and fall student housing
- On May 4, 2022, the Student Leadership Awards Ceremony was well attended by students, faculty, and staff.
- Chaperoned the Student Government Association (SGA) PROM event on Friday, May 6, 2022

Meetings of Note

❑ May 5 | Presented an overview of the Strategic Equity, Diversity, Justice, and Inclusion plan at a town hall session

❑ May 6 | Participated in the Tompkins County Local Leaders of Color meeting.

- A brief background on the roots of this group that go back about 15 years.

❑ May 9 | Attended the Student Leadership Experience Panel and Recruitment Session

Respectfully,

Seth A. Thompson

May 10, 2022

report

Date: May 9, 2022

To: Paul Reifenheiser, AIC

From: Deborah Mohlenhoff
        Associate Vice President for College Relations

RE: Monthly Report to the President/AIC and Board of Trustees

COMMUNITY ENGAGEMENT & PARTNERSHIPS:
eCornell – Carrie Whitmore, Paul Reifenheiser, and I met to follow up with eCornell and we are going to design a partnership that would develop an opportunity for TC3 students to enhance a TC3 degree with an eCornell certificate. This would also allow for a limited number of students to participate in a pilot program via some scholarships that would help us identify if we struck the right balance for the program material for the certificates offered.

Public Safety Reimagining Collaboration Meeting (4/19) – We convened a meeting to talk with representatives from the City of Ithaca and Tompkins County as well as faculty from our Criminal Justice and Human Service program to identify if there were ways in which the College could provide training in these areas to law enforcement or other employees. We were in agreement that there is tremendous potential for collaboration here and would reconvene the group in the summer for more planning.

Tompkins Weekly Spring Update Article – Tompkins Weekly has been doing an ongoing series to check in with all Higher Education partners and the impact of the pandemic on our campuses. I was able to sit with them for an interview and here is the latest article: https://www.tompkinsweekly.com/articles/campus-life-looking-up-for-area-college-students-staff-2/

GOVERNMENT RELATIONS & ADVOCACY:
State Budget 2022 Update to County Administrator – Bill Talbot and I met with the County Administrator Lisa Holmes to review the College Budget process and to talk through some of the implications of the State Budget and the funding floor for community colleges.

Tompkins Chamber Government Affairs Committee Presentation (5/2) – Paul Reifenheiser, Carrie Whitmore, Dara Riegel and I presented an update on the College's workforce development initiatives to the Tompkins Chamber Government Affairs committee. It was a productive conversation that allowed us to showcase our new services for local employers.

STRATEGIC MARKETING:
Staffing and Structure Update
The Director Search is on pause after 2 failed searches. Instead we will focus on hiring some support positions in two key areas to help us get to the day-to-day work that needs to be accomplished:
- Web Specialist (in Campus Tech) to allow for better improvements to the College's website
- Digital Content Specialist (In Strategic Marketing) to focus on Social Media Engagement

We will be spending the summer taking a look at the types of projects and the timing of projects that were submitted to the department. This will allow us to put new systems in place such as:
- Making some changes to how projects are prioritized and requested
- Creating templates so that certain projects can be completed by designated staff in departments
- Launching a collaborative Social Media Content team
- Creating a process for campus to share 'Good News' items

eDesign – We have the first set of data from the digital campaign from eDesign.

Campaigns launched throughout April, as creative approvals were received, and for April 1-30, 2022 we see:
- 195,546 Total Ad Impressions
- 26,856 Total New Website Users
- 1,935 Website Sessions from Ads
- 2,119 Total Website Goals

These numbers only account for a partial month (we launched mid-April) and will continue to improve as we launch more targeted campaigns throughout the summer. Below is some specific information about how we are targeting the searches and what the more popular searches are. This will allow us to fine tune the keyword combinations and geographic remarketing based on the more popular topics and click-throughs.

Out Of County (City) - These campaigns target New York State excluding Tompkins & Cortland County with Targeted Search Social and Display Remarketing.

The Search-College ad groups for keywords related to location, quality and housing have the strongest performance for user engagement on the website and goal completions. These ad groups have the larger media allocation as they are showing the strongest performance. The top three programs are culinary, graphic design and criminal justice for the highest volume of website sessions and goal completions.

Current keyword focus areas include:
- Best (top community college)
- Geo (community college in defined geo-locations)
- Housing (community college with housing)
- Rural / Safe (safe and rural colleges)

In County (Donut) – These campaigns target Tompkins & Cortland County excluding Dryden with Targeted Search Social and Display Remarketing.

The Search-College ad groups for keywords related to location and quality have the strongest performance for user engagement on the website and goal completions.

Current keyword focus areas include:
- Best (top community college)
- Geo (community college in defined geo-locations)
- Housing (community college with housing)
- Rural / Safe (safe and rural colleges)

The top three programs are biology, graphic design and accounting for the highest volume of website sessions and goal completions.

WORKFORCE DEVELOPMENT:

Southern Tier 8 ARC Grant Opportunity – We convened a group of representatives in the Hotel, Restaurant, and Tourism industries as well as representatives from local workforce agencies and the partners in the new downtown Ithaca Conference Center to identify if there was a potential for collaboration on a workforce grant. We are moving forward with a submission with the following goal: *Establish a centralized and coordinated workforce base for the hospitality and tourism industry by providing career and educational resources that allow workers to progress from entry-level to in-demand high wage jobs.*

***SUNY Cannabis Grant* –** The College is working on a potential collaboration with Onondaga Community College to develop a 'hub and spoke' model that would partner our strengths in the agriculture and culinary with OCC's strength in laboratory technology and allow for some joint academic offerings that focus on career exploration in this growing field.

Other workforce updates from the Director:
- Acquired a $50K training grant for Borg Warner
- Rebranded Hands-On Tompkins to MADE (Manufacturing and Development Expo). It's now a partnership with Tompkins and Cortland counties to promote jobs in those areas through education.
- Kendal at Ithaca hosted an information session on campus for jobs in culinary services and healthcare.
- Cayuga Medical Center and Cayuga Medical Associates tabled on campus about open jobs in nursing and other functions.
- We partnered with the Child Development Council to host the Childcare and Summer Camps Job Fair for students and the public (about 20 attendees from TC3, Ithaca College, and Cornell).
- Launched marketing for the Expanding Talent Pipelines through Inclusive Hiring and Retention Practices conference we are hosting in June, resulting in 27 registrations.

OTHER MEETINGS & COMMUNITY EVENTS:
- Weekly Cortland Downtown Partnership Board meetings
- Monthly Strategic Tourism Planning Board (STPB) meetings
- Monthly Workforce Development Board meetings
- Bi-weekly SUNY Government Affairs meeting
- Monthly YWCA Board meetings
- Monthly Tompkins Chamber of Commerce Government Affairs Committee meetings

Student Leadership Awards Committee - Served on the College's selection committee for the Student Leadership Awards and it was an absolute joy to read all the nominations that demonstrate the outstanding students we have that have taken on leadership roles despite all the challenges coming out of the pandemic.

COVID-19 UPDATES

On Thursday, April 28th, Tompkins County re-issued a mask advisory due to the County's change in status from the CDC to HIGH risk. The College has also had a significant increase in reported positive cases that week. We issued a mask mandate to the campus to take the opportunity to consult with the County and hopefully prevent any spread on campus as we knew there had been an uptick in cases on campus.

After consultation with the County, we changed the mandate to an advisory and sent out the following message to campus:

As you know, last week the College responded to the Health Advisory issued by the Tompkins County Health Department -- in conjunction with a significant uptick in reported positive cases among faculty, students, and staff -- by implementing a mask mandate out of an abundance of caution. We wanted to err on the side of caution while we analyzed the situation.

After further consultation from the Health Department, we will continue to strongly encourage mask wearing indoors but will not require it at this time. Per Frank Kruppa, Public Health Director for Tompkins County, "the advisory is alerting the community to our strong recommendation that you wear a mask while indoors and around others in public settings, as this will limit spread, help bring down our positive case and hospitalization numbers, and help protect vulnerable community members."

Both Tompkins and Cortland are now rated HIGH according to the CDC risk calculator. You can see the ratings at this site: https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html (see graphic below).

We strongly encourage you to wear a mask while indoors while the mask advisory is in place. We further encourage you to be fully vaccinated and boosted, as that continues to be the best preventative measure against COVID.

Thank you for following our mandate while we assessed the situation and conferred with the Health Department. We will continue to monitor this and update you if we need to make changes.

CIO Report to Board of Trustees – May 2022

Spring and Summer Projects

I want to first acknowledge the tremendous effort by the Campus Tech team, and most notably Jim MacLain, for completing a major upgrade to our core student information system, Power Campus, over the spring break week. The team was able to minimize downtime for offices to under a few hours. The upgraded version is a significant redesign of the software. We continue to address a few minor issues, but also have a long list of customization requests to address as a result of the upgrade. I want to also thank all College staff for their patience, cooperation, and flexibility with the upgrade, especially instructors and advisors who had to learn many new ways of doing things.

D2L Brightspace: We are fast at work on the technical integration and support for the new online learning management system - D2L Brightspace. We are still developing and testing the integration needed for this system to be operational by the June 1st start of summer online courses. The College was provided a very short window to develop the integrations – with the specification being provided less than 60 calendar days before the start of the summer session – so I want to thank Zack Pudney, and Jonathan Walz-Koeppel for their work on this. We expect to have the integration working by May 15th. On the support side, Patty Van De Bogart has been participating in SUNY-provided online training so she can assist students and instructors.

Classroom Technology: We currently have 16 lecture capture classrooms - compared to having none 24 months prior. I do not have much else to report on that other than they are a significant part of our daily work under our new normal. Heading into summer we will conduct full classroom inspections and maintenance as needed. Dave Fish, Don Perkins, and Keith Hall continue to work on improving the Lecture Capture Classroom design to make the technology more reliable in the long term, easier to support, and easier for the instructors to use. This is another place I need to thank the instructors who had to learn many new ways of doing things.

IT Network Replacement: We have signed a contract with ComSource in response to our IT Networking RFP. Work will begin within the next few weeks to finalize the network design. Replacement of the Res Life network will take priority because that needs to be completed by August 15th when the current provider's contract ends (and their equipment is removed). We have been cautioned that global supply chain issues will delay the procurement and replacement of network equipment, but ComSource has a contingency plan in place to meet our deadline.

OneCard: The OneCard System upgrade is planned for the week of May 28th. This may be postponed due to the need to install new hardware in the main building and the dorms. The OneCard software systems manage the ID card account access to dorm buildings, meal plans, and student printing on-campus.

Cybersecurity

MFA (Multifactor Authentication): A reminder item that Campus Tech will roll out MFA to all faculty and staff accounts at the end of the spring semester. MFA requires a code sent via SMS text, or another method, in addition to a username and password to access online accounts. This is standard in many industries at this point and a SUNY requirement for D2L Brightspace participation. We are working towards MFA for everyone by fall 2022.

CISA: The College participates in a cybersecurity program with CISA, which is the Cybersecurity & Infrastructure Security Agency, part of the Department of Homeland Security. Under the program, which is at no cost to the College, CISA conducts external probes on our systems and provides us with highly detailed reports on detected vulnerabilities. Campus Tech staff then work to resolve or mitigate any findings on the report. For context about our current environment: our intrusion prevention system detected (and blocked) over 8,000 attempted attacks in the past 30 days.

I am pleased to share that currently all the 'critical' and 'high' priority vulnerabilities were mitigated we had had zero new issues for six months. In the graph provided (page 3), you can see a significant decline in all vulnerabilities. This is not a coincidence, the drop corresponds with our hire of Jennifer Amato in the Systems Administrator role in November 2021. Jennifer, along with Ken Reynolds, has made huge strides in addressing cybersecurity issues. It takes a team to respond to and mitigate weaknesses in our systems, and I want to also acknowledge that nearly the entire department has been involved in providing a timely response in various, and often tricky, scenarios.

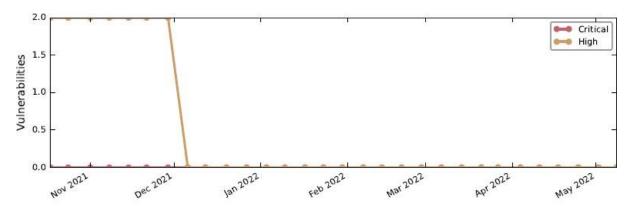Respectfully,

Tim Densmore

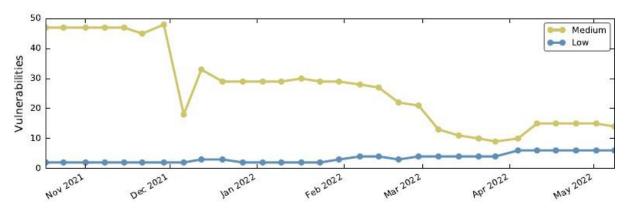Figure 12: Active Critical and High Vulnerabilities Over Time

Figure 13: Active Medium and Low Vulnerabilities Over Time

To: Board of Trustees
      May 19, 2022 Meeting

Foundation Board and Committees
The Board met on Tuesday, April 12th. Approval of 2022-2023 housing room rates took place, with a modest $100 per semester increase. This is the first increase in four years. The Bonadio Group presented the 2021 audit and there were no findings.

On Monday, April 25th the property management committee met. The Eagle Scout candidate's trail project has been extended until July. A facilities tour schedule will be developed. Updates were provided by August Hennies, director of facilities regarding the various Foundation properties. W. Munson retired in March and a search is underway to fill his position. February financials were discussed.

A board development committee meeting took place on Tuesday, April 26th. Discussion took place regarding the skill set needs of the upcoming Foundation Board term and recruitment process for 2022-2023.

The Housing bond work continues with our legal team at Bond, Schoeneck & King.

Strategic Plan
See attached.

Upcoming Meetings
May 23 – Finance/Audit/Investment Committee
June 7 – Board (Budget)
July 12 – Board

Foundation Board Members
Tom Van Derzee, chair (Tompkins County)
Rich Cunningham, vice chair (Cortland County)
Amy Lanzilotta, Secretary/Treasurer (Tompkins County)
Doug Bentley, alum (Cortland County)
Amanda Bisson, Faculty Liaison
Clinton Brooks (Cortland County)
Leslie Danks Burke (Tompkins County)
Dale Davis, alum (Cortland County)
Brian Fuller, alum (Tompkins County)
Regina Grantham (Cortland County)
Bob Haight (Cortland County)

Foundation Board Members, continue
Matt McSherry, Board of Trustees Liaison
Walt Priest (Cortland County)
Deb Raupers (Tioga County)
Gary Stewart (Tompkins County)
Jennifer Turck (Cortland County)
Paula Younger (Tompkins County)

Alumni and Development Office

Work continues on securing and placement of an exterior bench, in memory of Barbara Clark (the first childcare center director), to be located by the Arthur Kuckes Child Care Center.

Philanthropy
Meetings and calls with donors continue.

The stewardship plan is currently being revised.

An internal audit of restricted funds is being completed.

Communications
A solicitation piece will be sent to '80 through '10 alumni.

Tompkins Harvest
Tompkins Harvest is moving into summer planning. Many of the communities are planning weekly free Children's Farmers Markets in partnership with the Food Bank of the Southern Tier. Each market will feature five to eight produce items that children are able to choose to share with their families. Most include recipes and hopefully taste testing will be back this year. In addition to providing thousands of pounds of produce to local families, many of the markets are staff by teens, allowing for local youth employment and first job opportunities. Planning for an exciting reimagined "Boot Camp" for school food service workers has also begun. We are looking forward to many opportunities for children, families and schools in the upcoming months!

2022-2025 Foundation Strategic Plan

Completed   ➡️ In progress   ☒ Significant work to be done

Goal: Build financial stability	**Goal: Build financial stability**	**Goal: Build financial stability**	**Goal: Develop a plan for the Foundation to align with the College**	**Goal: Develop a plan for the Foundation to align with the College**	**Goal: Develop a plan for the Foundation to align with the College**
Effectively manage the Foundation's investment portfolio, budget, and fiscal integrity	*Evaluate business entities impact on ongoing operational cost*	*Evaluate and build a sustainable model to support existing debt and cost centers*	*Create an engaged board with diverse representation*	*Create a diverse representation of our community within our board*	*Develop a plan to connect the board with the College leadership and board of trustees to align with the College's Strategic Plan*
Key Performance Indicator: maintaining/grow the endowments in accordance to the Investment policies.	**Key Performance Indicator:** complete review of all organizational business entities as pertinent to finances and organizational health.	**Key Performance Indicator:** completion of evaluation and develop model for execution.	**Key Performance Indicator:** creation of a board development plan including board evaluations and engagement opportunities.	**Key Performance Indicator:** enhance current board membership including, multiple business sectors, race, ethnicity, gender, and age.	**Key Performance Indicator:** creation of a sustainable process to ensure the board is connected to the College's priorities and decisions that impact the Foundation operations, two meeting annually
Responsibility: Finance/investment/ audit committee and full board	**Responsibility:** Finance/investment/audit committee, property management, and full board	**Responsibility:** Full board	**Responsibility:** Board development committee and full board	**Responsibility:** Board development committee and full board	**Responsibility:** Full board
	☒	☒	☒	☒	☒

2022-2025 Foundation Strategic Plan

Goal: Protect Foundation's assets and obtain addition assets

Effectively manage the Foundation's investment portfolio, budget, and fiscal integrity

Key Performance Indicator: maintaining/grow the endowments in accordance with the Investment policies.

Responsibility: Finance/investment/ audit committee and full board

---

Goal: Protect Foundation's assets and obtain addition assets

Effectively manage the physical properties owned by the Foundation

Key Performance Indicator: update/maintain a full list, including value, of all assets and the maintenance needed per each asset.

Responsibility: Property management committee

Goal: Maintain and build relationships that support partnerships and fund development

Develop a comprehensive development plan

Key Performance Indicator: maintaining/growing the donor base via annual assessment and additional methodology for solicitation, communication plan, and stewardship.

Responsibility: Full board and alumni committee

Goal: Maintain and build relationships that support partnerships and fund development

Explore new relationships and partnerships that may be beneficial

Key Performance Indicator: work with local organizations and individuals to maximize opportunities for new program partnerships or College recruitment.

Responsibility: Partnership, alumni committees and full board

AIC/Provost Report
May 2022

President's Cabinet: We've been spending the bulk of our time in cabinet working on coordinating action steps that we are taking to help drive enrollment. We've been working hard to make sure that we align our enrollment projections, our program creation, our marketing, our recruiting efforts, our work on retention, and more. So we have been having conversations about what is happening in all areas to address how we can assist each other and to establish working deadlines for major projects. This has been one of my favorite things to watch as AIC. I know that the Cabinet always worked well together as a team, but the urgency around enrollment has led us to really break down any vestiges of siloed efforts. So we all have become resources to each other even more so than in the past I believe. We have been reorganizing our systems, making sure we use data to inform decisions, getting each other the right data, and sharing it all out.

Strategic Planning: We have had the conveners of each area of our strategic plan collect KPI data and rate progress in their respective area. The next step is for President's Cabinet to review the whole document and then share a draft of our Strategic Plan progress to the campus. This should happen sometime in late May or Early June. I'm particularly happy with our ability this academic year to focus so heavily on the strategic plan, especially through our Towns Halls.

May Town Hall: Speaking of Town Halls: We held a Town Hall meeting on 5/5. The meeting discussed the following: AIC Updates (Town Hall Recaps, Employee Appreciation Events); Equity, Diversity, Justice, and Inclusion Planning; Enrollment Updates; Strategic Marketing Department Updates; and Capital Improvement Updates. The link to the meeting can be found here: https://ensemble.itec.suny.edu/Watch/TownHall20220505

Program Analysis Sub-Committee: The Program Analysis Sub-Committee of the Curriculum Committee has been meeting throughout the year. As you may recall, our charge was the following: "To review methods for analyzing academic programs, especially to determine the health and costs of programs that may need to be discontinued or need significant support to thrive, and to recommend a rubric for the College to use to analyze programs in this manner. The purpose of this subcommittee is not to analyze any programs but to establish the criteria for doing so. Right now, the College lacks a means to review programs to determine their cost and health. Many factors play into these conversations (enrollment, assessment, degree conferrals, equipment, external and internal constituencies, job data, transfer rates, and more) but we don't have a method for this determination. This lack makes it difficult to 1) tie assessment results to budget and 2) to have a standard way to note which programs may need extra support. This method of analysis may then be used as a supplement to (and/or as part of) the Program Review Criteria, which is supposed to take place every 5

years. Currently the Program Review Template does not include information about cost or budget."

The Subcommittee found that currently there are three methods for reviewing programs: Program Analysis (not yet created but we are working on the template), Annual Chair Reports, and Comprehensive Program Reviews. These reviews should be aligned with one another. Furthermore, these methods of review should be aligned clearly with decisions for creating and discontinuing programs. Therefore, the Program Analysis Subcommittee is working to present six recommendations (two to the Curriculum Committee and the rest to the Provost's Office). We'll finalize them in the Fall, but the group has general agreement, and all of our recommendations are designed to align program review, program creation, and program discontinuation in more effective ways.

Recognition from Health Department: We got some kudos from the Health Department this week for our handling of the pandemic. Frank Kruppa wrote us the following letter:

"Dear Deb,

Your organization, staff, volunteers, and others involved in your mission are due a great and sincere **Thank You.** Weathering and adapting to COVID-19 and its impacts have not been easy tasks, but TC3 has risen to the challenge and helped to save lives and contribute greatly to the health and safety of Tompkins County's residents.

The Health Department is grateful for yours and many other partnerships that deepened and blossomed during the pandemic. We talk here a great deal about how COVID-19 made local government and the Health Department closer to people's lives than ever, but we don't take for granted the work that you do that touches people's lives and provides invaluable services **every day**. We hope that moving forward, our partnership will continue and that we can rely on one another to take care of all Tompkins County residents in the coming months and years.

Sadly, COVID-19 isn't over, but as we pass the 2-year mark of this tragic pandemic, we wanted to take this opportunity to express this gratitude from your partners at the Health Department. We plan to deliver you a framed certificate for your office so that your staff, volunteers, and those you serve can share in this recognition.

Thank you for all that you do, looking forward to continuing this work moving forward.

Thank You,
Frank"

I wanted to give a huge shout out to Deb M and to our fantastic Health and Wellness Crew for leading this effort and working so hard to help the campus stay open and safe.

6 New Microcredentials: And this is the paragraph where I get my Provost curriculum geek-fest on. I am super excited about the 6 new microcredentials on the BOT docket for this week. These credentials are the start of our reaping the seeds of a lot of work over the past 3 years. Pre-Pandemic, we spoke with employers, we reviewed labor market data, and we identified these areas as ones of need in our counties. I want to give a shout out to Carrie Coates-Whitmore, Sophia Georgiakhaki, and Sandy Moser for helping to create these credentials. Finally, a thank you to Katrina Campbell and Julie Ray for helping them get through our Curriculum Committee Process. These are great first steps in filling an identified gap in our curriculum.

SUNY Grant Opportunities: We've been pursing some grant funding from SUNY around a) Cannabis Workforce and b) Nursing. The Cannabis Workforce grant is designed for community colleges to develop training to assist employers in the cannabis field; we are interested in some microcredentials that relate to cannabis cultivation and to cannabis' culinary aspect. We will need to navigate the fact that we can't actually have cannabis on campus due to federal regulations, but we are exploring externship opportunities with local employers. We have much to hash out, but the grant opportunity got us moving towards this space that SUNY and the State of New York are supporting. The SUNY Nursing grant – already submitted – was an opportunity to get funding to assist with new software to assist with the changes to NCLEX exam and for other supplies.

Classroom Upgrades: My long and too slow process to get classroom upgrades is starting to show some promise. I am very happy to say that the odd side of the building is now free of those trapezoidal desks from the 70s and from the hideous desk-chair combo thingamabobbers that are equally ugly and uncomfortable. Most of the rooms on that side now have moveable desks and chairs, and we have been upgrading the blinds in the rooms as well. 4 classrooms with the hideous desk-chair combo thingies remain in the building, but 3 of them will be upgraded with the 3.12 million grant funds. I anticipate the eradication of the trapezoidal desks possibly by the end of next year as well. We are in much much better shape for our classrooms than we were just a few years ago. Plus, we are working to make sure that we are meeting accessibility needs as well. In the end, we can do a ton of Guided Pathways work and we can have all kinds of new programs, but if our teaching spaces are in disrepair and outdated then we aren't providing the best experience we can for our students. Space matters.

Retirement Celebration: We had a lovely retirement celebration for our 6 retirees. Folks volunteered to create video tributes to them and offered up some kind words at the event as well. Retirements are bittersweet, but I wanted to take a moment again to thank our retirees for their collective 120 years of service. Thank you Terri Evener. Thank you Paula Moore.

Thank you Nancy Putnam. Thank you Joe Smith. Thank you Mary Sheldon. Thank you Lauren Wright.

Faculty Meeting: We had a faculty meeting on 5/10/22. The Agenda covered Level 3 votes on 4 micro-credentials and a discussion around the 23-34 Academic Calendar. A link to the meeting can be found here: May Faculty Meeting-20220510_123052-Meeting Recording.mp4. WE also had a faculty meeting on 4/22 to discuss three microcredentials. The link for that meeting can be found here: Faculty Meeting-20220422_123033-Meeting Recording.mp4

Employee Appreciation Week: We wanted to take some time to honor our employees and offer up some much-deserved thanks for…well… for everything they have done, especially since the pandemic tilted our whole industry. We made the decision to close campus early on May 23, give folks a paid half day, and hold a luncheon at noon for anyone who wants to stick around. We created an online form to allow folks to provide anonymous kudos and appreciation to their peers. The monitors around campus are displaying information about those who have reached milestone years of service (5,10, 15, 20, etc) and recent awards and promotions. We held a cookie back off [that sort-of isn't a typo, and I might be testing you to see if you read all of this ☺]. We also had themed days throughout the week: Panther pride day, Twins day, Wild Hat day, Tie-dye or Hawaiian Shirt day, and a funky Friday. It has been a lot of fun.

Academic Council Updates: Each spring I ask the members of Academic Council to provide an update on their area that I share out with the campus. Last month I shared info from Access and Equity. This month Victoria Zeppelin offered the following for CollegeNow.

- **College Courses for High School Students**:
    o CollegeNow accounts for more students and FTE's than the general population of the College. So far this academic year, high school student course-taking represents 58% of the College's overall FTE enrollment; this include *both* concurrent enrollment and HS students taking campus/online courses.
    o CollegeNow also influences matriculation and "core" enrollment. This year, *former* CollegeNow students represented ~40% of our College's total core enrollment. In addition, while core enrollment has declined significantly, recruitment from many of our CollegeNow partner schools (particularly in donut/outlying counties) has remained somewhat steady, demonstrating the positive effect of the relationships formed.
        ▪ We can generally expect about 10% of CollegeNow seniors to matriculate at TC3 each fall. We are coordinating with Student Success to offer "Priority START" appointments to these seniors so that they may enroll before other new students.
    o Below is a breakdown of our various college credit initiatives.

- **Concurrent Enrollment**: 5536 students in 1414.8 FTE with 86 school partners (11 more school partners than in 2020-21). This is a 2.5% FTE increase over last year.
- **Online/Campus**: 260 high school students in 41.7 FTE (have not finished enrolling for summer yet)
- **Early Degree**: There are 70 seniors who are on track to complete their A.S. degrees this year. Please congratulate them at Commencement! (By the way, here is an [article](#) about one of this year's graduates from Lansing HS.)
- **P-TECH** (NYSED grant project): The first cohort of P-TECH students is wrapping up their high school requirements and will matriculate at TC3 this fall! About 10-12 P-TECH seniors plan to continue with the College to pursue Applied Science & Technology, Computer Information Systems, or Computer Support Specialist degrees.
- **Smart Scholars** (NYSED grant project): We partner with Groton CSD to support students in earning college credits and participating in a progressive program of college preparatory activities (rising 10th graders come to campus for a 3-week summer program that includes one FITN course (taught by Tammi Young), while rising 11th graders take summer PSYC103 or SOCI101; rising 12th graders taking a major/career-specific summer course).
- **Advanced Course Access (ACA) programs** (NYSED grant project): New this year, GST and BT BOCES were awarded grants to be able to offer concurrent enrollment courses via asynchronous online instruction. Instructors applied to be a part of the project and courses were selected based on student interests and what is not otherwise available in most schools.

- **Professional Development**: As part of our accreditation and efforts to support instructors in teaching quality courses, we offer professional development annually. Most are led by our faculty liaisons, who also visit the classes every 3 years.
   - We hosted a virtual conference for CollegeNow instructors in August 2021. We had our best attendance yet, with over 200 CollegeNow instructors participating live or by watching recordings. Our fabulous faculty and staff led a variety of discipline-specific and general interest sessions on topics such as open educational resources, internationalization of the curriculum, climate change, active learning in online/hybrid STEM classes, cultural responsive teaching & the brain, video resources for language classes, creating & assessing anti-racist writing, human-centered design, cultural competency in the classroom, lab ideas for environmental science, and a discussion of the book Stamped.
   - In conjunction with a Cornell researcher, we followed up the virtual conference with in-person campus workshops for Biology instructors so that they could do

hands-on activities in our lab; as a result of the workshop, these instructors are given access to lab materials from our Cornell partner.

- **<u>Presentations for School Staff and Students</u>**: Last year, we hosted lots of remote TC3 faculty-led presentations for students and instructors. We have slowly transitioned back to in-person activities with a variety of events on campus, at the Farm, and Coltivare, but remote is still popular (and convenient for reaching wider audiences).
    - o We promote to schools the opportunity to connect with our faculty and campus for customized experiences. This April has been busy; we hosted an Open House at Coltivare for students in culinary-related programs, an event for Upward Bound (first gen) students to learn about the Farm to Bistro programs, and a campus visit by several schools as part of our ACE partnership. We are also hosting smaller groups from the local BOCES to learn about specific degree pathways (such as nursing, media arts, and recreation). In some cases, our faculty (or staff) are visiting the schools to speak to students about the College.
    - o To help promote the new Applied Science & Technology concentrations, microcredentials, and courses, we worked with Sophia to lead an in-person presentation for local counselors and a remote session for school administrators, counselors, and technology teachers. This presentation was a great way to get schools excited about what's happening at TC3 and learn how to advise their students about the AST program (including courses they can offer through concurrent enrollment that will help students begin to explore the pathways).