



Board Members:

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

July 21, 2022

**Executive Session @ 5:30 p.m. followed by:
Annual Board of Trustees Meeting @ ~6:00 p.m.**

<https://us02web.zoom.us/j/83609861820?pwd=cU9jam5LQ1Y1ODVDcU9uZ3U0SmhiUT09>

Agenda

1. Call to Order
2. **Executive Session**
3. Elections of Officers
4. Appointments
 - a. Clerk of the Board of Trustees
 - b. Deputy Clerk of the Board of Trustees
5. Meeting Dates
6. Other Business
7. Adjournment

Regular Board of Trustees Meeting

Via Zoom Meeting

6:00 p.m.

Agenda

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment**
6. Approval of June 23, 2022 Regular Board of Trustee 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. Approval of Asbestos Abatement Contract
 - c. Approval of Position Description – Director of Educational Opportunity Programs (EOP) & Assistant Diversity Officer
 - d. Approval of Lab Renovation Contract
12. Standing Reports:
 - a. Provost & Vice President of Academic Affairs – Written Report provided
 - b. Vice President of Student Affairs/Faculty Student Association – Written Report provided
 - c. Associate VP of Student Services/Senior Diversity Officer – No Report this month.
 - d. Associate Vice President of College Relations – Written Report provided
 - e. Chief Information Officer – No Report this month
 - f. College Senate – No Report this month



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- g. Tompkins Cortland CC Foundation, Inc. – Written Report Provided
 - h. Chairperson’s Report
 - i. Liaison Report – Cortland County
 - j. Liaison Report – Tompkins County
 - k. Student Trustee Report – No Report
 - l. President’s Report – Verbal Report will be given
13. Upcoming Events:
- a. Board Retreat – August 13th, 9:00 – 2:00 p.m. at Coltivare
 - b. NYCCT Conference – September 23-24, 2022 in Saratoga Springs
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.***

TO: Members of the Board of Trustees
FROM: Judy Davison, Chair
Board of Trustees
DATE: July 21, 2022
SUBJECT: Board Meeting Dates and Other Important Dates

The following is the proposed list of the meetings of the Board of Trustees of Tompkins Cortland Community College for 2022-2023. All meetings will be held with Executive Session at 5:30 p.m. (if necessary) and Open Session at ~6:00 p.m. in the Ronald W. Space Board Room at the College and/or via Zoom within state guidelines.

BOARD OF TRUSTEES MEETINGS

August 13, 2022 – Board Retreat
September 15, 2022
October 20, 2022
November 17, 2022
December 15, 2022
January 19, 2023
February 16, 2023
March 16, 2023
April 20, 2023
May 18, 2023
June 15, 2023
July 20, 2023

OTHER IMPORTANT DATES FOR THE 2022-2023 ACADEMIC YEAR

December Graduate Ceremony	December 9, 2022
Nursing Pinning Ceremony	May 23, 2023
Commencement	May 23, 2023

COLLEGE CLOSED (holidays/campus professional development days)

Labor Day Holiday	September 5, 2022
Fall Day College Professional Development	October 11, 2022
Thanksgiving Holiday	November 24-25, 2022
Winter Break	Dec. 26, 2022 – Jan. 2, 2023
Martin Luther King Holiday	January 16, 2023
Mid-winter Day College Professional Development	February 22, 2023
Spring Day	March 31, 2023
Memorial Day	May 29, 2023
Juneteenth	June 19, 2023
July 4 th Holiday	July 3 & 4, 2023

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

TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
Regular Meeting
June 23, 2022
Via Zoom & In Person
Executive Session 5:30 P.M.
Open Session ~6:00 P.M.

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

EXCUSED: Arthur Kuckes, Raymond Schlather

COUNTY

LIAISONS: Mike Lane
George Wagner attending a Cortland County legislative meeting

STAFF: Jan Brhel, Katrina Campbell, Sharon Clark, Tim Densmore, Amy Kremenek, Greg McCalley, Deb Mohlenhoff, Paul Reifenheiser, Bill Talbot, Seth Thompson, Peter Voorhees

1. **Call to Order:** The meeting was called to order at 5:38 p.m. by Vice Chair Davison.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Executive Session (to discuss a personnel issue with no action to be taken in open session)** – It was determined that there was quorum. Ms. Burns moved that the meeting convene in executive session at 5:39 p.m. for discussion of a personnel issue, with no action to be taken; seconded by Ms. Buck. President Amy Kremenek was invited to join Executive session.

Motion to go back into open session moved by Ms. Burns, seconded by Mr. Tytler; approved unanimously. The meeting reconvened in regular session at 6:04 p.m.
4. **Open Session:** Vice Chair Davison called the Open Session to order at 6:12 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. Burns moved the Board of Trustees June 23, 2022 agenda be approved with the Consent Agenda items to be moved to the regular agenda and open for discussion and to be voted on separately; seconded by Mr. McSherry; motion carried unanimously.
8. **Public Comment:** None
9. **Approval of Minutes – May 19, 2022 Regular Board Meeting:** Mr. Tytler moved that the minutes of the May 19, 2022 Board Regular Session meeting be approved as presented; seconded by Ms. Buck; motion approved unanimously.

- 10. CFO's Report:** Written report was provided. CFO Talbot zoomed in from the Cortland legislative meeting, gave a brief synopsis of his written report and answered questions from Board members with regard to the budget. There will be a full Board presentation and discussion of the budget at an earlier meeting next year before it is brought for a full-Board vote. He noted the College is working on a multi-year plan with an emphasis on growing revenue. Focus needs to be placed on growing enrollment, in particular continuing students. In response to a question of the fund balance, Mr. Talbot noted that money would be put back in the fund balance this year but will be need to be used next year. When asked about positions that are funded by HEERF, he replied that they are only funded through HEERF for 10 more months. Mr. Talbot spoke about the Deferred Maintenance Advisory committee that meets once a month to discuss projects and identify necessary resources. Both Tompkins and Cortland County legislators were thanked for contributing to and supporting the College.
- a. Approval of Mid-year Contribution of HEERF Designated Fund Balance
 - Ms. Burns moved that the resolution be approved as submitted; seconded by Mr. McSherry, approved unanimously.
 - b. Approval of Proposed 2022-2023 Executive Budget
 - Mr. Tytler moved that the resolution be approved as submitted; seconded by Ms. Buck; approved unanimously.
 - c. Approval of Appropriation of Undesignated Fund Balance
 - Mr. McSherry moved that the resolution be approved as submitted; seconded by Ms. Michell-Nunn; approved unanimously.
 - d. Approval of Appropriation of HEERF Designated Fund Balance
 - Ms. Michell-Nunn moved that the resolution be approved as submitted; seconded by Mr. Tytler; approved unanimously.
- 11. Communications: NONE.**
- 12. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): NONE**
- 13. Information Items:**
- a) **Human Resources Updates** – No discussion.
 - a. **Consent Agenda:** The Consent agenda items were moved to the regular agenda to be approved as separate items. With regard to a question on the “hold” for a campus police officer it was noted that this is not a permanent hold. All officers must attend the police academy. The next police academy is in August of this year. It was requested that future resolutions have whether the position is currently budgeted for or if not how it will be covered. CIO Tim Densmore noted that both Campus Technology position descriptions being proposed are current positions that have been reclassified and are budgeted. They have added tasks that were previously in another position that is not being filled.
 - b. Appointment of Personnel
 - Ms. Buck moved that the resolution be approved as submitted; seconded by Ms. Burns; approved unanimously.
 - c. Approval of Position Description – Lead Software Architect
 - Ms. Buck moved that the resolution be approved as submitted; seconded by Ms. Burns; approved unanimously.
 - d. Approval of Position Description – Lead Data Architect
 - Ms. Burns moved that the resolution be approved as submitted; seconded by Ms. Buck; approved unanimously.

14. Standing Reports:

- a) **Provost/VPAA:** Written report provided. No further discussion.
- b) **Vice President of Student Affairs & Faculty Student Association** – Written report provided. Mr. McCalley noted that FTE's are currently positive compared to this time last year. The number of applications continue to increase and are up 28% over last year; acceptance is up 42%. Continuing student numbers are still low and outreach to these students is ongoing. A July 9th instant registration day will target this category of students. There are currently 138 dorm deposits which is up from 85 at this time last year. The goal is to have 250 by the beginning of the fall semester. When asked why continuing students are not registering now, Mr. McCalley said many students were waiting until after the spring semester finished and for many of them "life gets in the way". When asked about the global students, Mr. Reifenheiser explained the shift summer to fall/spring on campus as to allow students to stay within the country to work. Additionally, there is a shift to earning micro-credentials.
- c) **Associate VP Student Services and Senior Diversity Officer** – Written Report was provided. President Kremenek added that SUNY was excited about our EOP program. It will give us an additional incentive for students who need it. In answer to a question about the 80 EOP students Mr. Thompson replied that the first class goal would be 40 students with 80 student over the next two years. The College has previously lost prospective students because we didn't have an EOP program.
- d) **Associate VP for College Relations** – Written report provided. No further discussion.
- e) **Chief Information Officer** – No written report this month.
- f) **College Senate** – No written report this month.
- g) **Tompkins Cortland Community College Foundation, Inc.** – Written report provided. No further discussion.
- h) **Chairperson's Report** – Chair Schlather was on vacation. Vice Chair Davison reminded everyone the next meeting for the TC3 Board of Trustees is the Annual and Regular Meeting on July 21st. The meeting will begin at 5:30 with executive session and go into open session at 6:00 p.m.
- i) **Liaison Report (Cortland County)** – Mr. Wagner had a Cortland County legislature meeting where they would be voting on the College's budget and couldn't attend this meeting.
- j) **Liaison Report (Tompkins County)** – Mr. Lane thanked President Kremenek for attending the last two Tompkins County legislative meetings where CFO Bill Talbot presented the College budget. The budget was passed unanimously. Legislators asked how they could help more. The Ithaca Airport lost service from American Airlines presumably due to a lack of pilots. Board member Roxann Buck thanked Mr. Lane for his continued support and promotion of TC3. It was also noted that Hank Dullea, who was on the SUNY Board of Trustees at one time and is a supporter of TC3, said a change is needed in the way community colleges are funded.
- k) **Student Trustee's Report** – Ms. Innis thanked everyone for all the support this year and what an amazing opportunity it was. She will be at SUNY Cortland in the fall.

- l) **President's Report** – Written report provided. Dr. Kremenek stated that the biggest priority is enrollment, both new and continuing. She noted that we are 10 weeks from the start of the Fall 2022 semester and while we are up 25% in new students we are down 13% in continuing students. This is the top of the agenda at every President's Cabinet meeting. The SUNY Enrollment Management Plan needs to be prioritized. Small group conversations with the President have been set up for the summer months and have almost 80 employees signed up. Each session will have 6 attendees with Dr. Kremenek. Discussion will revolve around what employees see as strengths, challenges, and how they would like to see the College move forward. More sessions will be set up during the fall semester. The President's 90-day Plan was sent to the Board for their review. It will also be sent to the College campus once it is finalized. A Board Retreat is being planned for the 2nd Saturday in August (August 13th). More information will be forthcoming.

- m) **Board member, Roxann Buck**, expressed her thanks for being invited to attend the Tompkins County Chamber Annual meeting. She met Anna Kelles, NYS Assembly District 125 representative, who stated there needs to be a voting member on the SUNY Board of Trustees for community colleges.

15. Adjournment: Ms. Burns moved that the meeting be adjourned; seconded by Ms. Buck; motion carried unanimously. The meeting adjourned at 7:15 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 July 12, 2022

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Assistant Director of Student Activities and the Student Center	June 2022	N/A	N/A	Hired: Leah Tompkins (06/20/22)
Assistant Provost	August 2021	July 22, 2021	August 22, 2021	Hired: Anndrea Mathers (07/11/22)
Digital Content Specialist	ASAP	April 21, 2022	Immediately	Paused
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	Paused
Instructor of Biology/Chemistry		August 2022	April 6, 2022	May 6, 2022 Paused
Instructor of Chemical Dependency Counseling	August 2022	April 6, 2022	May 6, 2022	Conducting On-Campus Interviews
Instructor of Mathematics	August 2022	April 6, 2022	May 6, 2022	Paused
Web Specialist	May 2022	May 6, 2022	Immediately	Accepting Applications

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Campus Peace Officer (Part-time, Permanent)	Campus Police	ASAP	Position on Hold
Campus Peace Officer (1.0 FTE, Permanent)	Campus Police	ASAP	Pending proposed VP plan
Maintenance Worker (1.0 FTE, Permanent)	Buildings & Grounds	ASAP	Position on Hold

FACULTY STUDENT ASSOCIATION

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Lifeguard	Athletics & Recreation	July 2022	Accepting Applications; Continuous Recruitment
Graduate Assistant	Residence Life/Student Center	July 2022	Accepting Applications
Substitute Teacher	Childcare	July 2022	Accepting Applications; Continuous Recruitment
Assistant Teacher	Childcare	June 2022	Hired: Selena Cochran (06/20/22)
Teacher Aide 10 Month	Childcare	July 2022	Accepting Applications
Head Coach, Men's & Women's Golf	Athletics & Recreation	September 2022	Hired: David Stevenson (09/14/22)
Head Coach, Women's Soccer	Athletics & Recreation	June 2022	Hired: Megan Brunkhorst (06/29/22)
Director of Residence Life	Residence Life	July 2022	Accepting Applications

BISTRO

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Banquet Server	TC3 Bistro	July 2022	Accepting Applications
Banquet Bartender	TC3 Bistro	July 2022	Accepting Applications Hired: Kevin Hernandez (06/24/22)
Banquet Supervisor	TC3 Bistro	July 2022	Accepting Applications
Bartender	TC3 Bistro	July 2022	Accepting Applications
Busser/Food Runner	TC3 Bistro	July 2022	Accepting Applications
Dishwasher	TC3 Bistro	July 2022	Accepting Applications
Line Cook	TC3 Bistro	July 2022	Accepting Applications
Server	TC3 Bistro	July 2022	Accepting Applications
Host/Hostess	TC3 Bistro	July 2022	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of July 5, 2022

COMPLAINANT

SUBJECT

DISPOSITION

CSEA

None.

FACULTY ASSOC.

None.

PAA

None.

TC3 ADJUNCT ASSOC.

None.

VP of Finance & Administration Report: June 21, 2022

June 2021-22 Close:

The College is forecasting ending the year with a \$1.3M surplus (+\$.5M). However, without the \$1.9M HEERF Lost Revenue draw, the College would have had a \$.6M shortfall. The College will use this year's surplus plus a portion of last year's surplus to help balance the 2022-23 Budget.

2022-23 Operating Budget (Approved):

The below 2022-23 Operating Budget passed unanimously with the TC3 Board of Trustees, Cortland Legislature and Tompkins Legislature. 2022-23 Enrollments are projected to increase 3.1%, 4.5% in Core and 2.0% in Concurrent. Revenue is expected to increase 1.3% while expenses will increase 4.3%.

TC3 2022-23 Proposed Operating Budget - Final							
	A	B	C	D	E	F	G
	2019-20 Actual	2020-21 Actual	2021-22 Forecast	2022-23 Proposed Budget	Variances to PY Fav(UnFav)	% YOY Change	Pro- portion of Expenses*
Revenues							
Core Student Tuition	10,367,925	\$8,752,646	\$6,788,043	\$7,140,225	\$352,182	5.2%	23.6%
Concurrent Student Tuition	\$3,254,438	\$3,447,477	\$3,411,957	\$3,409,069	-\$2,888	-0.1%	NA
Core Student Fee Revenue	\$1,078,264	1,007,038	880,000	\$947,269	\$67,269	7.6%	3.1%
NY State Aid	\$9,906,511	\$9,967,699	\$9,753,019	\$9,753,019	\$0	0.0%	32.2%
Sponsoring Contributions	\$4,882,882	\$4,882,883	\$4,882,882	\$4,882,882	\$0	0.0%	16.1%
Chargebacks	\$4,686,054	\$4,093,164	\$5,200,000	\$5,418,607	\$218,607	4.2%	17.9%
Other Revenues	\$679,955	\$639,726	\$816,886	\$582,390	-\$234,496	-28.7%	1.9%
Reoccurring Revenues	\$34,856,028	\$32,790,632	\$31,732,787	\$32,133,461	\$400,674	1.3%	94.9%
Draw of Fed Aid-HEERF Lost Rev	\$0	\$2,000,000	\$1,900,700	\$0			0.0%
Approved Use of Fund Balance	\$500,000	\$0		\$600,000			2.0%
Approved Use of Designated Reserves	\$61,872	\$0		\$932,518			3.1%
One-Time Revenues	\$561,872	\$2,000,000	\$1,900,700	\$1,532,518			5.1%
Operating Revenues	\$35,417,900	\$34,790,632	\$33,633,487	\$33,665,979			100.0%
Expenses							
Wages	\$16,711,882	\$15,720,513	\$15,201,177	\$16,029,773	-\$828,596	-5.5%	53.0%
Equipment	\$110,487	\$102,944	\$18,968	\$50,000	-\$31,032	-163.6%	0.2%
Contractual	\$4,591,148	\$4,432,799	\$5,373,864	\$5,601,892	-\$228,028	-4.2%	18.5%
Tuition Scholarship Offsets	\$3,254,438	\$3,447,477	\$3,411,957	\$3,439,832	-\$27,875	-0.8%	0.1%
Fringes	\$8,647,339	\$7,540,328	\$8,271,668	\$8,544,483	-\$272,815	-3.3%	28.2%
Operating Expenditures	\$33,315,294	\$31,244,061	\$32,277,634	\$33,665,979	-\$1,388,345	-4.3%	100.0%
Gain/Shortfall	\$2,102,605	\$3,546,572	\$1,355,853	\$0			
* The annual report reports Tuition Scholarship Offsets for concurrent as a reduction to concurrent revenue and not an expense. These percentages apply the same calculation and therefore total expenditures used will be \$30.2M (\$32.7M less \$3.4M).							

Active Fund Balance:

The below depicts how the two Active Fund Balances change from the beginning of 2021-22 to the end of 2023-24. The optimal Fund Balance level is 3-months of payroll (\$5.2M). If the two year plan can be met, the College would retain \$1.6M of the \$4.5M at the end of 2023-24. The real challenge comes in 2024-25 if enrollments have not grown substantially, as we may not balance our budget with \$1.4M in fund balance.

Active Fund Balance Forecasts (in millions)							
	2021-22 Beginning Balance	2021-22 Contributions	2022-23 Beginning Balance	2022-23 Draw	2022-23 Remaining	2023-24 Draw	2023-24 Remaining
General (undesignated) Fund Balance	\$1.2	\$1.0	\$2.2	-\$0.6	\$1.6	\$0.0	\$1.6
HEERF (designated) Fund Balance	\$2.0	\$0.3	\$2.3	-\$0.9	\$1.4	-\$1.4	\$0.0
Total Active Fund Balance Accts	\$3.2	\$1.3	\$4.5	-\$1.5	\$3.0	-\$1.4	\$1.6

TOMPKINSCORTLAND COMMUNITY COLLEGE
 2021-2022 APPROPRIATIONS
 Year-To-Date Through Thursday, June 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	16,524,226	12,409,053	4,115,173	75.1%	15,720,513	12,757,981	81.2%	348,928	2.2%
Equipment	50,500	81,473	(30,973)	161.3%	100,909	34,814	34.5%	(44,624)	-44.2%
Contractual Expenses	5,376,409	3,554,065	1,822,344	66.1%	4,432,799	3,401,653	76.7%	(152,412)	-3.4%
Employee Benefits	9,036,526	7,062,514	1,974,012	78.2%	7,540,328	6,180,610	82.0%	(881,904)	-11.7%
Total Forecasted Departmental Appropriations¹	30,987,661	23,107,105	7,880,556	74.6%	27,794,549	22,375,058	80.5%	(730,012)	-3.3%
Scholarships & Awards									
Student Services		52,639	(52,639)	0.0%	94,596	94,546	99.9%	41,907	44.3%
Academic Support	3,297,814	3,412,920	(115,106)	103.5%	3,352,881	3,350,082	99.9%	(62,838)	(1.9%)
Total Scholarships & Awards	3,297,814	3,465,559	(167,745)	105.1%	3,447,477	3,444,628	99.9%	(20,931)	(0)
Total Forecasted Appropriations²	34,285,475	26,572,664	7,712,811	77.5%	31,242,025	25,819,686	82.6%	(750,943)	-2.9%
Adjustments to Approved Budget									
Personal Services		0	0	0.0%	0	0	0.0%	0	0.0%
Equipment		0	0	0.0%	0	0	0.0%	0	0.0%
Contractual Expenses		0	0	0.0%	0	0	0.0%	0	0.0%
Employee Benefits		0	0	0.0%	0	0	0.0%	0	0.0%
Total Adjustments to Approved Budget³ Favorable (Unfav)	0	0	0	0.0%	0	0	0.0%	0	0.0%
Total Approved Budget Appropriations⁴									
Personnel	16,524,226	12,409,053	4,115,173	75.1%	15,720,513	12,757,981	81.2%	348,928	2.2%
Equipment	50,500	81,473	(30,973)	161.3%	100,909	34,814	34.5%	(44,624)	-44.2%
Contractual	5,376,409	3,554,065	1,822,344	66.1%	4,432,799	3,401,653	76.7%	(152,412)	-3.4%
Scholarship & Awards Offset	3,297,814	3,465,559	(167,745)	105.1%	3,447,477	3,444,628	99.9%	(20,931)	-0.6%
Fringe Benefit	9,036,526	7,062,514	1,974,012	78.2%	7,540,328	6,180,610	82.0%	(881,904)	-11.7%
Total Approved Budget Appropriations⁴	34,285,475	26,572,664	7,712,811	77.5%	31,242,025	25,819,686	82.6%	(750,943)	-2.9%

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 Thursday, June 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	7,699,168	5,801,701	1,897,467	75.4%	7,296,032	6,077,293	83.3%	275,592	4.5%
Equipment		228	(228)	0.0%	24,713	725	2.9%	497	68.5%
Contractual Expenses	1,706,103	984,476	721,627	57.7%	1,503,582	1,231,377	81.9%	246,900	20.1%
Employee Benefits	4,211,039	3,256,760	954,279	77.3%	3,479,650	2,921,253	84.0%	(335,506)	(11.5%)
Total Instruction	13,616,310	10,043,165	3,573,145	73.8%	12,303,978	10,230,647	83.1%	187,483	1.8%
Public Service									
Personal Services	101,830	151,862	(50,032)	149.1%	179,605	140,375	78.2%	(11,486)	(8.2%)
Equipment									
Contractual Expenses	13,300	3,772	9,528	28.4%	16,726	15,094	90.2%	11,322	75.0%
Employee Benefits	55,747	86,872	(31,125)	155.8%	84,699	67,340	79.5%	(19,532)	(29.0%)
Total Public Service	170,877	242,506	(71,629)	141.9%	281,030	222,810	79.3%	(19,696)	(8.8%)
Academic Support									
Personal Services	1,375,756	1,170,002	205,754	85.0%	1,631,454	1,277,743	78.3%	107,741	8.4%
Equipment		16835.42	(16,835)	0.0%	24,916	24,916	100.0%	8,080	32.4%
Contractual Expenses	140,236	229,908	(89,672)	163.9%	267,615	251,174	93.9%	21,266	8.5%
Employee Benefits	744,372	698,324	46,048	93.8%	779,671	619,269	79.4%	(79,055)	(12.8%)
Total Academic Support	2,260,364	2,115,070	145,294	93.6%	2,703,655	2,173,101	80.4%	58,032	2.7%
Libraries									
Personal Services	442,042	407,587	34,455	92.2%	435,110	349,828	80.4%	(57,760)	(16.5%)
Equipment			0	0.0%	1,888	300	15.9%	300	100.0%
Contractual Expenses	195,418	143,415	52,003	73.4%	140,709	128,556	91.4%	(14,859)	(11.6%)
Employee Benefits	227,702	231,121	(3,419)	101.5%	205,315	167,767	81.7%	(63,354)	(37.8%)
Total Libraries	865,162	782,123	83,039	90.4%	783,022	646,451	82.6%	(135,672)	(21.0%)
Student Services									
Personal Services	1,937,149	1,522,517	414,632	78.6%	1,948,127	1,525,450	78.3%	2,933	0.2%
Equipment	500	29976.4	(29,476)	5995.3%	8,830		0.0%	(29,976)	0.0%
Contractual Expenses	607,785	407,632	200,153	67.1%	308,058	196,781	63.9%	(210,851)	(107.2%)
Employee Benefits	1,003,460	867,161	136,299	86.4%	923,045	734,316	79.6%	(132,845)	(18.1%)
Total Student Services	3,548,894	2,827,286	721,608	79.7%	3,188,061	2,456,547	77.1%	(370,739)	(15.1%)
Maintenance and Operations									
Personal Services	1,769,826	1,308,144	461,682	73.9%	1,446,306	1,161,968	80.3%	(146,176)	(12.6%)
Equipment		7,546	(7,546)	0.0%	26,746	7,368	27.5%	(178)	(2.4%)
Contractual Expenses	1,039,623	592,154	447,469	57.0%	731,634	567,316	77.5%	(24,838)	(4.4%)
Employee Benefits	951,558	779,956	171,602	82.0%	745,942	579,047	77.6%	(200,909)	(34.7%)
Total Maintenance and Operations	3,761,007	2,687,800	1,073,207	71.5%	2,950,628	2,315,699	78.5%	(372,101)	(16.1%)
Institutional Support									
Personal Services	1,550,080	952,952	597,128	61.5%	1,321,217	1,063,320	80.5%	110,368	10.4%
Equipment			0	0.0%	2035.43	2035.43	100.0%	2,035	100.0%
Contractual Expenses	342,540	294,850	47,690	86.1%	299,592	210,449	70.2%	(84,401)	(40.1%)
Employee Benefits	847,379	544,718	302,661	64.3%	658,355	541,588	82.3%	(3,129)	(0.6%)
Total Institutional Support	2,739,999	1,792,520	947,479	65.4%	2,281,199	1,817,393	79.7%	24,873	1.4%
General Institutional Services									
Personal Services	1,648,375	1,094,289	554,086	66.4%	1,462,662	1,162,005	79.4%	67,715	5.8%
Equipment	50,000	26,887	23,113	53.8%	13,816	1,506	10.9%	(25,381)	(1685.4%)
Contractual Expenses	1,331,404	897,858	433,546	67.4%	1,164,883	800,905	68.8%	(96,952)	(12.1%)
Employee Benefits	995,269	597,603	397,666	60.0%	663,650	550,030	82.9%	(47,573)	(8.6%)
Total General Institutional Services	4,025,048	2,616,637	1,408,411	65.0%	3,305,012	2,514,446	76.1%	(102,191)	(4.1%)
Total Forecasted Departmental Appropriations¹	30,987,661	23,107,105	7,880,556	74.6%	27,796,584	22,377,094	80.5%	(730,012)	-2.6%

2020-2021 APPROPRIATIONS
 SCHEDULE OF EMPLOYEE BENEFITS
 Year-To-Date Through Thursday, June 30, 2022

	2021-22 Mod Bud	2021-22 Actual	2021-22 Uexpended Balance	2021-22 % Unexpended	2020-21 Total Exp PY	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	242,216	(40,961)	120.4%	143,897	143,897	100.0%	(98,318)	(68.3%)
HRA Retiree Benefits	123,515	62,466	61,049	50.6%	94,899	86,466	91.1%	24,000	27.8%
State Employee's Retirement	1,145,076	844,023	301,053	73.7%	402,955	782,634	194.2%	(61,389)	(7.8%)
State Teacher's Retirement	193,663	120,055	73,608	62.0%	(30,330)	133,499	(440.2%)	13,444	10.1%
Optional Retirement Fund	1,024,150	713,525	310,625	69.7%	860,755	731,434	85.0%	17,909	2.4%
Social Security	1,408,549	985,257	423,292	69.9%	1,183,504	964,368	81.5%	(20,889)	(2.2%)
Worker's Compensation	94,424	71,914	22,510	76.2%	67,132	67,772	101.0%	(4,142)	(6.1%)
Executive Benefits	50,758		50,758	0.0%	37,397	35,184	94.1%	35,184	100.0%
Disability Insurance	10,715	6,400	4,315	59.7%	9,299	6,839	73.5%	440	6.4%
Hospital and Medical Insurance	2,998,600	2,575,581	423,019	85.9%	2,563,712	2,147,579	83.8%	(428,001)	(19.9%)
Post Retirement Health Insurance	1,510,495	1,275,000	235,495	84.4%	1,329,529	1,080,000	81.2%	(195,000)	(20.3%)
Employee Tuition Benefits	134,610	86,194	48,416	64.0%	98,045	96,245	98.2%	10,051	10.4%
Life Insurance	6,498	6,973	(475)	107.3%	5,281	3,997	75.7%	(2,976)	(74.5%)
Vacation Benefits	125,875	100,000	25,875	20.6%	148,596	90,000	60.6%	90,000	100.0%
Miscellaneous		2,475	(2,475)	0.0%	1,375	850	61.8%	(1,625)	(191.2%)
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	7,104,194	1,944,968	21.5%	6,931,045	6,385,766	92.1%	(618,428)	(9.7%)

TOMPkins Cortland Community College
YTD Revenue 2021-2022
Thursday, June 30, 2022

	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	4,542,073	265,426	94.5%	4,873,875	4,990,546	102.4%	(448,472)	-9.0%
Spring	5,046,470	5,024,252	22,219	99.6%	5,004,754	5,135,355	102.6%	(111,103)	-2.2%
Winter	138,948	100,000	38,948	72.0%	119,483	204,000	170.7%	(104,000)	-51.0%
Summer	633,748	530,473	103,275	83.7%	685,058	682,897	99.7%	(152,424)	-22.3%
Nonresident Tuition	225,053	732,953	(507,900)	325.7%	509,915	843,167	165.4%	(110,215)	-13.1%
Student Fee Revenue	956,906	904,950	51,956	94.6%	1,007,038	1,036,571	102.9%	(131,621)	-12.7%
Total Tuition	11,808,624	11,834,701	(26,077)	100.2%	12,200,123	12,892,536	105.7%	(1,057,835)	-8.2%
Government Appropriations									
New York State	9,753,019	9,753,019	0	100.0%	9,967,699	9,967,699	100.0%	(214,680)	-2.2%
Local Sponsors	4,882,882	4,419,008	463,874	90.5%	4,882,882	4,431,216	90.8%	(12,207)	-0.3%
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	5,217,011	20,209	99.6%	4,093,164	3,639,897	88.9%	1,577,115	43.3%
Federal Aid	1,820,459	2,120,459	(300,000)	116.5%	2,000,000	1,226,760	61.3%	893,699	72.9%
Board Designated Reserves	0	0	0	0.0%	21,867	21,867	100.0%	(21,867)	-100.0%
Total Govt Appropriations	21,693,580	21,509,498	184,082	99.2%	21,977,279	20,299,105	92.4%	1,210,393	6.0%
Other Revenues									
Service Fees	98,800	62,511	36,289	63.3%	97,467	89,952	92.3%	(27,441)	-30.5%
Interest Earnings	4,000	5,433	(1,433)	135.8%	6,182	5,112	82.7%	321	6.3%
Rental of Real Property	27,000	3,555	23,445	13.2%	3,400	1,800	52.9%	1,755	97.5%
Contract Courses	97,000	44,321	52,679	45.7%	103,560	54,016	52.2%	(9,696)	-17.9%
Noncredit Tuition	143,000	158,176	(15,176)	110.6%	81,271	63,211	77.8%	94,965	150.2%
Grant Offsets	193,086	106,424	86,662	55.1%	293,338	264,194	90.1%	(157,770)	-59.7%
Unclassified Revenues	254,000	41,771	212,229	16.4%	54,507	47,295	86.8%	(5,523)	-11.7%
Total Other Revenues	816,886	422,192	394,694	51.7%	639,726	525,580	82.2%	(103,388)	-19.7%
TOTAL REVENUES	34,319,090	33,766,391	552,699	98.4%	34,817,127	33,717,221	96.8%	49,170	0.1%
Student Revenue	12,147,424	12,099,709	47,715	99.6%	12,482,421	13,099,715	104.9%	(1,000,006)	-7.6%
State Revenue	9,753,019	9,753,019	0	100.0%	9,967,699	9,967,699	100.0%	(214,680)	-2.2%
Local Revenue	10,120,102	9,636,020	484,082	95.2%	8,976,046	8,071,112	89.9%	1,564,908	19.4%
Federal Revenue	1,820,459	2,120,459	(300,000)	116.5%	2,000,000	1,226,760	61.3%	893,699	72.9%
Use of Fund Balance	0	0	0	0.0%	1,033,534	1,033,534	100.0%	(1,033,534)	-100.0%
Other	478,086	157,184	320,902	32.9%	357,428	318,401	89.1%	(161,217)	-50.6%
Total	34,319,090	33,766,391	552,699	98.4%	34,817,127	33,717,221	96.8%	49,170	0.1%

TOMPKINS CORTLAND COMMUNITY COLLEGE
 BALANCE SHEET
 FINANCIAL PERIOD FOR THE PERIOD ENDING THURSDAY, JUNE 30, 2022

	Current Month	Previous Month	Previous Year
	6/30/2022 11:59:59 PM	5/31/2022 11:59:59 PM	6/30/2021 11:59:59 PM
ASSETS			
Cash in Demand Deposit	1,561,489	1,308,394	1,101,173
Cash in Time Deposits	7,069,502	4,774,122	4,387,234
Petty Cash	1,229	1,229	1,229
Accounts Receivable-Students	2,999,460	4,557,677	3,502,973
Accounts Receivable-Misc.	20,912,868	20,945,928	19,523,125
Pre-Paid Expenses	118,121	78,388	69,108
Due From Other Funds	2,570,030	2,456,156	2,713,522
Due From Other Governments	94,164	355,111	267,244
TOTAL ASSETS	35,326,863	34,477,006	31,565,607
LIABILITIES AND SURPLUS			
Vouchers Payable	560,972	(44,830)	2,430,867
Payroll Liabilities	1,080,319	1,495,302	723,195
Student Financial Aid Liabilities	232,119	1,497,203	167,438
Accrued Liabilities	20,675,766	20,676,633	18,511,148
Due to Other Funds	2,116,637	1,986,324	837,495
Student Tuition Collected in Advance	39,987	15,841	5,763
Designated Fund Balance	2,581,195	2,281,195	281,195
Restatement of Net Position	121,807	121,807	121,807
Fund Balance	861,652	1,161,652	770,066
Revenue Over (Under) Expenditures	7,056,409	5,285,878	7,703,033
TOTAL LIABILITIES AND SURPLUS	35,326,863	34,477,006	31,552,008

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-59**

APPOINTMENT OF PERSONNEL

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

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

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

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

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, JAN BRHEL, CLERK of the Board of

Trustees of Tompkins Cortland Community College,

DO HEREBY CERTIFY the foregoing resolution is

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

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 21st day of July 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 21st day of July 2022.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Tuesday, July 5, 2022
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
January				
Akbari, Parviz	Lab preparation and clean up	Adjunct	\$731.64	1/19/2022 To 5/20/2022
Cotraccia, Eric	Participation w/ A. Mathers in the CTC's New Teaching Mentorship Program	Adjunct	\$396.45	1/19/2022 To 5/20/2022
Gonzalez Suarez, Jose Alejandro	Lab preparation and clean up	Adjunct	\$168.84	1/19/2022 To 5/20/2022
Cornish, Erin	MATH098 transition to Realizeit Platform	Adjunct	\$150.00	1/26/2022 To 5/20/2022
Kidder, Jennifer	MATH098 transition to Realizeit Platform	Adjunct	\$200.00	1/26/2022 To 5/20/2022
McComb, Jared	MATH200/029 Mentorship	Adjunct	\$150.00	1/26/2022 To 5/20/2022
May				
Cornish, Erin	Fall 2022 Coreq Implementation Planning Meeting	Adjunct	\$50.00	5/4/2022
DeGaetano, Margaret	Fall 2022 Coreq Implementation Planning Meeting	Adjunct	\$50.00	5/4/2022
Feavearyear, Jody	Fall 2022 Coreq Implementation Planning Meeting	Adjunct	\$50.00	5/4/2022
Fussner-Kelly, Shirley	Fall 2022 Coreq Implementation Planning Meeting	Adjunct	\$50.00	5/4/2022
Kidder, Jennifer	Fall 2022 Coreq Implementation Planning Meeting	Adjunct	\$50.00	5/4/2022
Mast, Holli	Fall 2022 Coreq Implementation Planning Meeting	Adjunct	\$50.00	5/4/2022
McComb, Jared	Fall 2022 Coreq Implementation Planning Meeting	Adjunct	\$50.00	5/4/2022
Vazenios, George	Fall 2022 Coreq Implementation Planning Meeting	Adjunct	\$50.00	5/4/2022
June				
Eckert, Regina	Teach per-student class compensated at independent study rate (HSTY111/3 students)	Adjunct	\$1,800.00	6/1/2022 To 7/29/2022
Galezo, David	Teach per-student class compensated at independent study rate (PHIL201/2 students)	Adjunct	\$1,200.00	6/1/2022 To 7/7/2022
Johnston-Anumonwo, Ibipo	Teach per-student class compensated at independent study rate (GEOG120/3 students)	Adjunct	\$1,800.00	6/1/2022 To 7/7/2022
McLane, Todd	Teach per-student class compensated at independent study rate (ENVS203/2 students)	Adjunct	\$1,200.00	6/1/2022 To 8/12/2022
Schat, Marjolein	BIOL115 M01	Adjunct	\$2,260.00	6/1/2022 To 7/7/2022
Schat, Marjolein	Teach per-student class compensated at independent study rate (ENVS202 4/students)	Adjunct	\$2,400.00	6/1/2022 To 8/12/2022
Tompkins, Leah	Student Activities and the Student Center - Assistant Director	Grade 2	\$51,632.00 *	6/20/2022
July				
Cornish, Erin	MATH200 M25	Adjunct	\$3,630.00	7/11/2022 To 8/12/2022
Mathers, Anndrea	Provost Office - Assistant Provost	Grade 5	\$86,000.00 *	7/11/2022

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

July 21, 2022

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Aubrie Entwood	07/27/22	Resigned

FACULTY STUDENT ASSOCIATION

David Stevenson	01/31/23	Retirement
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BISTRO

None.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-58**

ASBESTOS ABATEMENT

WHEREAS, there is a need for Asbestos Abatement prior to lab renovation work at TC3 as required, and

WHEREAS, the College has complied with New York General Municipal Law Section 103, and solicited sealed bids for the Asbestos Abatement, and

WHEREAS, Summit Environmental, Inc. of Syracuse, New York, has provided the lowest responsible bid based on specifications that were distributed to all bidders, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College awards the bid for Asbestos Abatement to Summit Environmental, Inc. per their low base bid of \$74,727.00, subject to the fulfillment of all necessary and appropriate contingencies, including but not limited to approval of all governmental agencies having jurisdiction, the furnishing by contract of required insurance, and acceptable recommendation, be it further

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

STATE OF NEW YORK:
SS:
COUNTY OF TOMPKINS:

I, JAN BRHEL, CLERK of the Board of Trustee of Tompkins Cortland Community College,
DO HEREBY CERTIFY that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on this 21st day of July 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 21st day of July 2022.

Clerk of the Board of Trustees

TO: Dr. Amy Kremenek, President
FROM: Sharon Clark, Seth Thompson
RE: Position Descriptions for July 2022 Board Approval
DATE: July 7, 2022

For the month of July 2022, there is one position description being presented to the Board of Trustees for approval:

Director of Educational Opportunity Programs and Assistant Diversity Officer

The Director of Educational Opportunity Programs (EOP) and Assistant Diversity Officer is part of the ODESS team. The position is responsible for all aspects administering of the College's EOP program. The position will work closely with other campus groups to promote inclusive work aligned with the College's EDJI plan. The PAA classification committee met to review this description which resulted in a Grade 4 classification. The hiring range for a Grade 4 administrative position is \$61,123 to \$76,404. This is a grant funded position.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-60**

**APPROVAL OF POSITION DESCRIPTION
DIRECTOR OF EDUCATIONAL OPPORTUNITY PROGRAMS
AND ASSISTANT DIVERSITY OFFICER**

WHEREAS, the College has determined, based on a review and analysis of the ODESS department, that there is a need to create the Director of Educational Opportunity Programs and Assistant Diversity Officer position description, and

WHEREAS, the attached Director of Educational Opportunity Programs and Assistant Diversity Officer position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Director of Educational Opportunity Programs and Assistant Diversity Officer position description be approved in accordance with the position description attached to this resolution, and be it further

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

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, JAN BRHEL, CLERK of the Board of

Trustees of Tompkins Cortland Community College,

DO HEREBY CERTIFY the foregoing resolution is

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

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 21st day of July 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 21st day of July 2022.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Director of Educational Opportunity Programs and Assistant Diversity Officer

GRADE

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PAGE

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ORGANIZATIONAL UNIT

ODESS

REPORT TO

AVP of Student Services & Senior Diversity Officer

APPROVED BY

SUMMARY

The Director of Educational Opportunity Programs and Assistant Diversity Officer (DEOP/ADO) will work closely with and report to the AVP of Student Services and Senior Diversity Officer (AVPSSSDO) to implement best practices related to equity, diversity, justice, and inclusion (EDJI) Plan. The DEOP/ADO will provide leadership and advocacy for the overall administration of EOP, including supervision, planning, data management, reporting, program development and implementation, budget management, and program assessment. The DEOP/ADO is also accountable for EOP program student recruitment, enrollment, and retention initiatives to ensure operational effectiveness through a coordinated, collaborative and integrated approach. Additionally, the DEOP/ADO will represent the College to groups and organizations in the larger community regarding the interests related to program success. Responsibilities also include assisting EOP students in their transition and development as students at the College and directing them to additional resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. In collaboration with the AVPSSSDO, cultivate and promote inclusive work and learning environments that encourage and support cultural competency and capacity, such as campus-wide EDJI training, multicultural appreciation events, and advocacy for faculty, staff, and students.
2. In partnership with the AVPSSSDO, collaborates with colleagues from appropriate offices to implement best practices regarding options for increasing diversity in our recruitment process as it relates to faculty, staff, and students.
3. Provide leadership in the planning, budget development, staff supervision, and administration of the Educational Opportunity Programs, including summer programs for students and parents.
4. Directs, develops, administers, and evaluates campus programs and services to increase and support the academic success, retention, and graduation of EOP students in cooperation with faculty and Student Success and Student Engagement Team staff.
5. Oversee coordinated activities including but not limited to EOP program development and design concerning the program's instructional components, tutoring, counseling, mentoring, academic advising, and career advising.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Director of Educational Opportunity
Programs and Assistant Diversity
Officer

GRADE

4

PAGE

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ORGANIZATIONAL UNIT

ODESS

REPORT TO

AVP of Student Services &
Senior Diversity Officer

APPROVED BY

6. Works with high school guidance counselors to identify and recruit traditional students to the programs of the College and is responsible for interviewing and advising students and parents regarding the criteria for admission.
7. Represents the College to individuals and groups that influence prospective students, including business, industry, parents, high school athletic directors, coaches, guidance counselors, and other appropriate groups.
8. Review prospective EOP students' application materials and documentation to confirm EOP admission eligibility in collaboration with Enrollment Service Center staff efforts.
9. Cultivate and implement an annual assessment plan to support data-driven decision-making for all areas of EOP programming.
10. Prepare reports and maintain program records as required by the College and the SUNY Office of Opportunity Programs in a timely and professional manner, including budget management and control.
11. Facilitate an appropriate resolution to reports of Title VI, VII, and IX (bias-related incidents) and identify and coordinate appropriate actions (referrals, investigations and counsel).
12. Maintain best practices regarding student development theory, academic program requirements, financial aid eligibility requirements, academic standards, College and community resources, and college policies and procedures.
13. Assure effective use of human resources by recommending hiring, disciplinary, and other human resources actions and training, motivating, evaluating, and counseling assigned personnel. Conduct all personnel matters in accordance with federal, state, and local Equal Opportunity/Affirmative Action Laws, other applicable regulations, and collective bargaining agreements.
14. Sustain the efficient use of material resources by assessing program needs, developing budget recommendations, and managing the program within budgetary constraints.
15. Serve on various college committees related to student success initiatives and perform other related tasks as assigned.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Director of Educational Opportunity
Programs and Assistant Diversity
Officer

GRADE

4

PAGE

3 of 3

ORGANIZATIONAL UNIT

ODESS

REPORT TO

AVP of Student Services &
Senior Diversity Officer

APPROVED BY

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

1 # of Faculty

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

MINIMUM QUALIFICATIONS

Must hold an earned Master's degree in a field relevant to the position and at least four years of related work experience. Must demonstrate the ability to meet the travel requirements of the position. Periodic travel and some evenings and weekends in support of special projects and events will be required.

DESIRED QUALIFICATIONS

Master's degree in Higher Education Administration or Higher Education Leadership, Counseling, or fields related to this position; four years or more of academic/student affairs experience in a college setting; Ability to work evenings and weekends as necessary; Experience supervising professional staff; Experience coordinating and providing academic support (e.g., programming, advisement services); Strong analytic and problem-solving skills; Excellent written, oral, and interpersonal communication skills; A demonstrated sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of college students.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-61
LAB RENOVATIONS-CASEGOODS**

WHEREAS, there is a need for Casegoods for Lab Renovations at TC3 as required, and

WHEREAS, the College has complied with New York General Municipal Law Section 103, and solicited sealed bids for the Lab Renovations-Casegoods, and

WHEREAS, Northeast Interior Systems of Liverpool, New York, has provided the lowest responsible bid based on specifications that were distributed to all bidders, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College awards the bid for Lab Renovations-Casegoods to Northeast Interior Systems per their low base bid of \$333,500. The award is subject to the fulfillment of all necessary and appropriate contingencies, including but not limited to verifications by the Facilities Director that the required specifications have been met, approval of all governmental agencies having jurisdiction, the furnishing by contract of required insurance, and acceptable recommendation, be it further

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

STATE OF NEW YORK:
SS:
COUNTY OF TOMPKINS:

I, JAN BRHEL, CLERK of the Board of Trustee of Tompkins Cortland Community College,
DO HEREBY CERTIFY that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on this 21st day of July 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 21st day of July 2022.

Clerk of the Board of Trustees

To: Bill Talbot, VP of Finance and Administration

From: Kevin Caveney, Purchasing Agent

Date: 7/7/22

Re: TC3 WDI Lab Renovations - Casegoods

In consultation with Facilities Director, August Hennies, we are recommending the award of the Bid for **TC3 WDI Lab Renovations - Casegoods**, to Northeast Interior Systems of Liverpool, New York, for the base bid amount of \$333,500.00. The final award is contingent upon further review by Mr. Hennies in order to verify that the required specifications and details have been met by the low bidder.

A sealed bid process was conducted per the requirements of New York State General Municipal Law 103. A summary of the bids received is listed below.

The bid was advertised in The Ithaca Journal and The Cortland Standard as well as the College's website. Eight contractors were contacted to inquire of interest in the project. Four expressed interest and were sent bid packages. Two bids were received as follows.

Northeast Interior Systems, Liverpool, New York, \$333,500
Spencer-Virnoche, Clay, New York \$477,000

The other 2 firms who were sent bid packages are as follows:

MRA Contract
Bouley & Associates

Other firms contacted are as follows:

National Lab Sales
One Point Solutions
Forma Space
Emmerson Swanwho

Provost Report
July 2022

Advising Committee: As part of our successful negotiations with the Faculty Union, we agreed that “The Provost’s Office and Faculty Union will craft a list of best advising practices – focused on retention -- by 8/1/2022, which will form core expectations for teaching and non-teaching faculty advisors. The Provost’s Office and Faculty Union shall work, where appropriate, to ensure that the list of best practices consolidates the software platforms that advisors will use to make advising more streamlined. The College shall provide appropriate training in all best practices and software platforms.” That work has been on-going this summer, with a working group established. We have broken ourselves into three sub-committees: best practices for faculty advising; early intervention for at-risk students; ways to streamline technology used in advising. We are now working on prioritizing our recommendations, determining what training will be required and when, and considering how best to phase in these expectations starting in the Fall and moving into the Spring.

Academic Plan: Academic Council has been reviewing the results from the current year’s academic plan, listing work we need to accomplish for next year, and considering any changes to the plan. This is part of our annual summer work each year. We plan to have our work ready for review and feedback by the campus by the start of the Fall semester, and we will finalize the plan in September as we did last year.

Lab Renovations: Lab Renovations have begun for the Chemistry, Biology, Electrical Engineering, Physics, and Construction spaces. Bill and August have been coordinating with myself and faculty on design of the spaces, and Buildings and Grounds has begun the process of upgrading the spaces. Most of those lab spaces will be under renovation for the Fall and will not be used for classes. We’ll have more information later in the summer, but I wanted to share that the work was underway.

Nursing Grant: The College received a \$75,000 High Needs Grant for the SUNY Emergency Training Fund. Through the grant we will increase our articulations with additional 4 year partners, provide release time for faculty to develop curriculum around the newly revised NCLEX exam, purchase software designed to help faculty and students with the NCLEX changes, and purchase some needed equipment. Thank you to Kim Sharpe for her work on the grant.

Southern Tier 8 Grant: The College also received a Southern Tier 8 Grant to help hire a faculty member who can help develop curriculum for Health Care related programs and teach related courses. The grant is for \$150,000, and it will help us continue our move into Allied Health curriculum to augment our two new micro-credentials and Nursing. Thank you to Carrie Coates-Whitmore, Deb Mohlenhoff, and Malvika Talwar for working on this grant. We applied last summer, but this will be worth the wait.

Guided Pathways: Katrina Campbell and I presented to SUNY on our work associated with the Accelerating Pathways Grant, which was connected to our Guided Pathways work. The funding (\$18,000) was used to buy laptop carts that can be pushed into Math classes, and it was used to help the development of new approaches to math courses, including co-requisite classes and our non-credit Boost math course.

Vice President for Student Services
July 2022

Admissions and Financial Aid

As of 7/11/22 we have 1560 applications +415 from last year; have accepted 1042 students +358 from last year; and have enrolled 495 students (new, transfer, reinstates) +82 from last year.

Fall 2022	<u>Apps</u>	<u>Accepts</u>	FALL2021	
2022-FALL NY - Donut	418	249	2021-FALL NY - Donut	171
2022-FALL NY - Downstate	69	53	2021-FALL NY - Downstate	18
2022-FALL NY - NYC and LI	206	145	2021-FALL NY - NYC and LI	57
2022-FALL NY - Sponsor	570	436	2021-FALL NY - Sponsor	371
2022-FALL NY - Western	44	32	2021-FALL NY - Western	13
2022-FALL NY Northeast	77	59	2021-FALL NY Northeast	25
2022-FALL Other	176	68	2021-FALL Other	29
Total	1560	1042	Total	684

Fall 2022 Enrollments (FTE) – as of 7/11/2022

	Fall 2022	Fall 2021	
Continuing	199.33	217.97	-8.5%
New	146.90	119.83	+22.6%
Transfer	33.03	28.93	+14.2%
Reinstate	24.43	26.40	-7.4%
Other	2.36	3.70	-36.0%
Total	406.63	396.83	+2.5%

Housing Contracts/deposits

As of 7/9/22:	As of 7/7/21:
210 contracts	102 contracts
149 deposits	65 deposits

College Athletics and Recreation

- As of June 30th, 2022, we have signed over forty new student athletes to NJCAA letters of Intent for the '22-'23 season.
- Hired Megan Brunkhorst ("Coach B") as our new Women's Soccer Coach, who hit the ground running and is working on recruiting a team for the Fall 2022 semester.
- The Prep Baseball Tournaments (PBRT) were on the TC3 campus in June. Several hundred athletes and families were on our campus. TC3 Baseball Coach and Residence Hall Director James Williamson worked closely with the teams to recruit student athletes and make sure they are aware of the opportunities here. PBR will return again in late July.
- We are hosting a full lineup of summer camps for young kids this summer. This includes Baseball, Basketball, Soccer and Volleyball campus as well as a general recreation camp. While they are young, we will still use the opportunity to educate them on all the reasons to attend TC3 when they are old enough.

Child Care Center

- The Center hired three new employees to cover for maternity leaves and summer vacations. These employees will transition to the main campus center, when it re-opens in the Fall.
- We are officially a member of QualityStarsNY, a system which will give us a seal of approval of high quality care. Details can be found at qualitystarsny.org.
- We received final approval of our DOL grant which will result in \$70,000 to be spent on salaries.

Health and Wellness Services

- The team has used the summer break to improve their skills through a variety of trainings including Mental Health First Aid supported by the Sophie Zero Suicide Fund.
- We have established a partnership with SUNY Student Tele-Counseling Network through SUNY Upstate to offer students tele-psychiatry services.
- We are in negotiations with the Tompkins County Mobile Crisis Unit to discuss using their emergency mental health services.
- The Recovery Program will be hosting a Youth Summit with Friends of Recovery NY in mid July.
- We continue to prepare for the implementation of our new OASAS Special populations grant (\$150,000 a year for three years). The grant focuses on the LGBTQ+ population.

Student Success and Retention

- Of the over 420 new, transfer, and reinstated students already registered for Fall 2022, 52.86% have complete the full START process which includes an hour-long one-on-one advising appointment and introduction to college resources
- To date, 1575 new student "To-Do's" have been cleared in Starfish, which is over 30% of all assigned items which include the START intake survey, access self-identification form, and self-directed English and Math placement surveys
- Advisors are working with over 100 students to develop academic recovery plans for those students below academic standards (probation or returning from an academic suspension)
- Enrollment campaigns for continuing students not yet registered for fall courses will continue throughout the summer and include text, email, and calling campaigns for Spring 2022 students and students who were last here in Fall 2021 but sat out this past spring term
- We are still accepting Pathways Scholarship applications until July 31 for adult learners (24+) from Tompkins, Cortland, and Tioga counties

report

Date: July 10, 2022

To: Amy Kremenek, President

From: Deborah Mohlenhoff
Associate Vice President for College Relations

RE: Monthly Report to the President and Board of Trustees

COMMUNITY ENGAGEMENT & PARTNERSHIPS:

Special Olympics Summer Games – I just wanted to give a big public thank you to everyone from TC3 who volunteered for and supported the Special Olympics in Ithaca on June 24-25. It was uplifting and joyous to see our community welcome all the athletes and coaches. I chaired the games operating committee (GOC) and was supported with many Ithaca College, TC3, and Cornell representatives. Here is a great article from the host campus Ithaca College that summarizes the events - <https://www.ithaca.edu/news/going-gold-0>. A special shout-out to John Gebo and Mike Howard, as law enforcement has a long history of supporting local Special Olympics programs, and to Cheyenne Gorton and her team, who coordinated volunteer check-in for the entire weekend. I also know there were several faculty and staff who supported the weekend by serving as volunteers to support the athletes. We are looking forward to continuing this partnership for the next two summers.

Welcome Student Weekend – We have confirmed the date of September 17 and will be joining with Ithaca College to provide a robust set of programs to introduce students to the downtown Ithaca area. This times nicely with the College's "Welcome Week" programming and will add a capstone event to the programs being coordinated by Student Activities and Residential Life.

GOVERNMENT RELATIONS & ADVOCACY:

Tompkins and Cortland County Legislatures Budget Approval – Attended Tompkins and Cortland legislature meetings to support the budget approval process and to be available should there be any questions. The College budget was approved unanimously with no questions at both meetings.

STRATEGIC MARKETING:

Internal Process –

- Convened a bi-weekly Social Media Content Coordinator Team to ensure that we are maintaining content across the College's flagship social media accounts and to populate a monthly content calendar
- Created a Marketing Campaign template that can be used to document all the elements of a marketing campaign in one place. These will be completed by a joint Enrollment & Marketing Team that will meet weekly to review campaigns in progress and plan out future campaigns.

Instant Registration Days Campaign

Internal Staff:

- Created two Facebook & Instagram posts to promote the July 9 date
 - Boosted ad on Facebook and Instagram
 - Target Audience: 50 mile radius of Dryden; age 18-40.
- RESULTS: 13,820 reached in target audience

Additional Advertising for Instant Registration Days:

- will do a new boosted ad on all social media with a new graphic with all the August dates
- created a slider for the homepage to drive users to registration link

eDesign

June campaign data analytics are available here: <https://marketing-reports.com/rs/IY6VH16/9DstI>

For April 1- June 30, 2022, we see:

- 1,457,025 Total Ad Impressions
- 1,412,265 Display Impressions on Facebook, Instagram, YouTube, Gmail, Display Networks, Partners
- 44,760 Google Search Impressions
- 16,317 Total Clicks on Ads
- 10,716 Website Sessions from Ads
- 78,350 Total New Website Users
- 6,299 Total Website Goals
- \$37,269.38 Ad Spend

Highlight: June analytics reporting New York City sessions up 345% (5,376 vs 1,208) year over year.

Programmatic Campaigns: Paid Blog Posts

The College is engaging in new strategies in the digital marketing world to attract new students and be more responsive to the kind of searches being performed in the digital landscape from prospective students. After one year of an SEO (search engine optimization) campaign, we now have some data on what students are searching for. We are utilizing paid search marketing & remarketing strategies so that, for example, when a student searches for “ny community college paralegal” or something similar, a sponsored article about the paralegal program would appear at the top of their search results – and then would place ‘cookies’ throughout their other activity to lead them to this informative article about the program.

Culinary and Computer Science were the first two posted last month. Two new ones launched in June:

The following sponsored articles were reviewed by our faculty and have been posted:

Paralegal

<https://www.tompkinscortland.edu/how-to-become-a-paralegal>

The following sponsored articles were reviewed by our faculty and are waiting for graphics:

Electrical Engineering

Out Of County (City) & Donut – Residence Halls & General College Awareness Campaign:

-Launched a 15 & 6-second video campaign (went live June 8) – video will appear as an ad before videos play on You Tube and on all social media platforms

Microcredentials Campaign:

-Issued a Press Release highlighting the 6 new microcredentials

-Follow Up Press Release with social media announcing new Microcredentials inquiry page that links to Slate

-Contracted with a marketing firm in Syracuse to develop local media buys to promote Microcredentials

-Created tag line: “FOCUSED. FAST. FLEXIBLE.” that will be used in all campaigns.

-Created a slider on the College homepage

-Redesigned landing page for all Microcredentials with new graphics and added additional course information on each page

WORKFORCE DEVELOPMENT:

Southern Tier 8 ARC Grant Opportunity: Hospitality & Tourism – Our pre-application for this grant was approved and we will begin the full application process after attending a training on July 12.

A reminder of the project 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.*

Southern Tier 8 ARC Grant Opportunity: Allied Health Programs & Microcredentials – We were awarded a grant for \$150,000 that will allow us to move forward with hiring a faculty member that will focus on developing curriculum for new microcredentials and degree programs in the Allied Health field. This will also allow us to partner further with Cayuga Medical Center as they develop a grant for a Healthcare Training Hub to occupy space in the Shops at Ithaca Mall.

CNA Program - 9 students completed the June 2022 CNA program. The College will host the State Exam at TC3 on July 12 and July 13 for students.

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
- Attended Tompkins Chamber of Commerce Annual Meeting on June 16
- Attended Ithaca Neighborhood Housing Annual Meeting on June 23

The SUNY CUAD (Council for University Advancement) conference was hosted in Ithaca at both Coltivare and the Hotel Ithaca. We were honored to be the host site for the dinner at which the SUNY Chancellor received a lifetime achievement award.

COVID-19 UPDATES

The College has completed a COVID-19 plan for Fall 2022 and it has been reviewed and approved by the Tompkins County Health Department. It was submitted to SUNY on Friday, July 8. The basic overview of the plan is as follows:

- All students taking any in-person classes must be fully vaccinated before the start of the Fall 2022 semester. Fully vaccinated is defined as two weeks after receiving the last dose of a two dose series or two weeks after receiving a one dose vaccine.
- All students, faculty, and staff are strongly encouraged to stay up to date on their boosters as defined by the Center for Disease Control and Prevention (CDC) per age group.
- There is currently no mask requirement on campus. However, individuals are encouraged to continue to wear masks as a personal choice. We recommend that you make the decision that is best for your own health and wellbeing. Please support anyone's choice to continue masking or to maintain social distancing and be kind and respectful of everyone's individual choices.
- Students who have an approved exemption from vaccination are subject to mandatory weekly testing through the Health Center on campus. Faculty and staff who have chosen not to share their vaccination status are no longer required to test weekly.



To: Board of Trustees
July 21, 2022 Meeting

Foundation Board and Committees

On June 21, the Finance/Audit/Investment committee met. The committee entered into executive session to discuss the campus housing bond issue. Revised financial procedures were presented to the committee, which the committee is recommending after audit review.

The Board Development Committee met on July 6. Future Board member recruitment needs are being reviewed.

Fiscal year-end solicitation for Trustees, Foundation Board members and committee members have begun.

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

Strategic Plan

See attached.

Upcoming Meetings

July 12 – Board

July 25 – Property Management Committee

August 15 – Finance/Audit/Investment Committee

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)

Amy Kremenek, College President

Foundation Board Members, cont.

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

An exterior bench, in memory of Barbara Clark (the first childcare center director) has been 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

An alumni direct mail solicitation was sent to almost 10,000 alums.

The annual report is currently being developed.

Scholarships

Scholarship selections are underway for the 2022 fall semester.

Tompkins Harvest

Tompkins Harvest is proud to partner with The Chef Ann Foundation (chefannfoundation.com) for our annual Food Service Workers' Boot Camp. The Boot Camp will held August 22nd through August 25th at Coltivare with visits to every local school kitchen. Boot Camp will kick off a multi-year partnership between eight local school districts, TC3, The Chef Ann Foundation and The Park Foundation. This initiative will be called "School Food Reboot" and will work under the premise that cafeterias are the heart of our schools. The Boot Camp curriculum will allow each school district the opportunity to create a strategic plan as it relates to cafeteria and school food nutrition, utilizing TC3 expertise and facilities.

2022-2025 Foundation Strategic Plan



Completed



In progress



Significant work to be done

Goal: Build financial stability

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

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

Responsibility: Finance/investment/audit committee and full board



Goal: Build financial stability

Evaluate business entities impact on ongoing operational cost

Key Performance Indicator: complete review of all organizational business entities as pertinent to finances and organizational health.

Responsibility: Finance/investment/audit committee, property management, and full board



Goal: Build financial stability

Evaluate and build a sustainable model to support existing debt and cost centers

Key Performance Indicator: completion of evaluation and develop model for execution.

Responsibility: Full board



Goal: Develop a plan for the Foundation to align with the College

Create an engaged board with diverse representation

Key Performance Indicator: creation of a board development plan including board evaluations and engagement opportunities.

Responsibility: Board development committee and full board

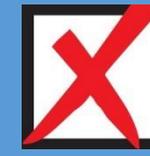


Goal: Develop a plan for the Foundation to align with the College

Create a diverse representation of our community within our board

Key Performance Indicator: enhance current board membership including, multiple business sectors, race, ethnicity, gender, and age.

Responsibility: Board development committee and full board



Goal: Develop a plan for the Foundation to align with the College

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: 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: 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

