



Trustees:

Roxann Buck, Judy Davison, Arthur Kuckes, Matt McSherry, Schelley Michell-Nunn, Lisa Perfetti, Raymond Schlather, Louis Scholl, Bruce Tytler

September 15, 2022 Agenda

Executive Session @ 5:30 p.m. followed by:

Regular Board of Trustees Meeting @ ~6:00 p.m.

<https://us02web.zoom.us/j/82718180435?pwd=VXZYQ2NSdWNyY09mRE9WUytPYk43Zz09>

1. Call to Order
2. Swearing in of Student Trustee, Louis Scholl
3. Roll Call
4. Welcome Guests
5. Approval of Agenda
6. Public Comment**
7. Approval of July 21, 2022 Board of Trustees Annual Meeting Minutes and July 21, 2022 Regular Meeting Minutes
8. CFO/Treasurer's Report
9. Communications
10. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees) Emergency Management Plan – John Gebo
11. Information Items:
 - a. Human Resources Updates
12. Consent Agenda (Action Items):
 - a. Appointment of Personnel
 - b. In Appreciation of Elizabeth Burns – Trustee Emerita
 - c. Approval of WDI Lab Renovation Contract
13. Standing Reports:
 - a. Provost & VP of Academic Affairs - Written Report Provided
 - b. Interim VP of Student Services/Senior Diversity Officer – Written Report provided
 - c. Associate Vice President of College Relations – Written Report provided
 - d. Chief Information Officer – No report this month
 - e. College Senate – Verbal Report will be given
 - f. Tompkins Cortland CC Foundation, Inc. – Written Report Provided
 - g. Chairperson's Report
 - h. Liaison Report – Tompkins County
 - i. Liaison Report – Cortland County
 - j. Student Trustee Report – Verbal Report will be given
 - k. President's Report – Written Report provided
14. Upcoming Events:
 - a. PEAKS Leadership Retreat – September 21 & 22, 2022
 - b. NYCCT Annual Conference – September 23 & 24, 2022
 - c. TC3 Retiree Coffee (hosted by the President and TC3 Foundation) – October 6, 2022
 - d. Fall Day – October 11, 2022
 - e. Board of Trustees meeting - October 20, 2022
15. Adjournment

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

TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
Regular Meeting
July 21, 2022
Via Zoom & In Person
Executive Session 5:30 P.M.
Open Session ~6:00 P.M.

PRESENT: Roxann Buck (via Zoom), Elizabeth Burns, Arthur Kuckes, Matt McSherry, Schelley Michell-Nunn (via Zoom), Raymond Schlather

EXCUSED: Judy Davison, Bruce Tytler

COUNTY

LIAISONS: Mike Lane

STAFF: Jan Brhel, Katrina Campbell, Sharon Clark, Tim Densmore, Julie Gerg, Amy Kremenek, Greg McCalley, Sayre Paradiso, Malvika Talwar, Seth Thompson, Peter Voorhees

1. **Call to Order:** The meeting was called to order at 5:38 p.m. by Chair Schlather.
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 5:40 p.m. for discussion of a personnel issue, with no action to be taken; seconded by Mr. McSherry. President Amy Kremenek was invited to join Executive session.

Motion to go back into open session moved by Mr. McSherry, seconded by Mr. Kuckes; approved unanimously. The meeting reconvened in regular session at 6:00 p.m.

4. **Open Session Annual Meeting:** Chair Schlather called the Open Session to order at 6:01 p.m.
5. **Welcome Guests:** Chair Schlather welcomed everyone that had zoomed in for the meeting.
6. **Roll Call:** Ms. Brhel called the roll.
7. **Approval of Annual Meeting Agenda:** Mr. McSherry moved the Board of Trustees July 21, 2022 Annual Meeting agenda be approved as submitted; seconded by Ms. Burns; motion carried unanimously.
8. **Election of Officers:** Ms. Burns on behalf of the nominating committee moved the following slate of officers for the Board of Trustees for the 2022-2023 year:
 - Judy Davison – Chairperson;
 - Roxann Buck – Vice Chairperson;
 - Matt McSherry – Treasurer.Motion seconded by Ms. Buck; carried unanimously. Ms. Burns on behalf of the nominating committee moved Jan Brhel be appointed Clerk of the Board of Trustees and Sharon Clark be appointed Deputy Clerk of the Board of Trustees; seconded by Ms. Buck; carried unanimously.

Meeting Dates set for the 2022-2023 year:

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

All meetings will be held either in the Ronald W. Space Board Room at the College or via Zoom meetings. Executive Session may be scheduled for 5:30 p.m. or may be at the end of the meetings in the future if needed.

9. **Adjournment of Annual Meeting:** Mr. McSherry moved that the meeting be adjourned; seconded by Ms. Burns; motion carried unanimously. The meeting adjourned at 6:09 p.m.
10. **Open Session Regular Meeting:** called to order at 6:10 p.m. by Past Chairperson Ray Schlather since newly elected Chairperson Davison was excused.
11. **Roll Call:** Ms. Brhel called the roll again for those people joining that were not present for the Annual Meeting.
12. **Approval of Regular Meeting Agenda:** Ms. Burns moved the Board of Trustees July 21, 2022 Regular Meeting agenda be approved as submitted with the addition to the Consent Agenda of ratification of the recommendations for adjunct faculty promotions, full-time faculty promotions, administrative promotions (quality steps), administrative appointments and faculty awards of excellence ; seconded by Ms. Buck; motion carried unanimously.
13. **Public Comment:** Ray Schlather introduced Board member Arthur Kuckes and asked him to speak to a conversation the two of them had regarding Board meetings moving forward. Mr. Kuckes spoke to how much the Board appreciated and learned about different programs and aspects of the College when presentations were made each month during the Board meeting. He suggested a regular monthly presentation begin and suggested updates on academic curriculum as they relate to Guided Pathways; mental health and wellness; ways in which the College is working with students to find themselves/deal with life issues; and identification of needs of the community and students. President Kremenek thanked Mr. Kuckes for bringing this to the forefront and that it is being looked at as future Board meetings are being planned. The September presentation is set to update the Board on the Emergency Management Plan by Director of Campus Police John Gebo. President Kremenek will work with Provost Reifenhaiser to set up presentations at the 2022-2023 Board meetings.
14. **Approval of Minutes – June 23, 2022 Regular Board Meeting:** Mr. McSherry moved that the minutes of the June 23, 2022 Board Regular Session meeting be approved as presented; seconded by Ms. Burns; motion approved unanimously.
15. **Communications:** NONE.

16. **CFO's Report:** Written report was provided. CFO Talbot gave a brief review/update to his report as to where the College stands with regard to HEERF funds.
17. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** NONE
18. **Information Items:**
 - a) **Human Resources Updates** – No discussion.
19. **Consent Agenda:** Ms. Burns moved that the Consent agenda items be approved with the addition of ratification of the recommendations for adjunct faculty promotions, full-time faculty promotions, administrative promotions (quality steps), administrative appointments and faculty awards of excellence; seconded by Mr. McSherry, approved unanimously.
 - 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**
 - e. **Ratification of Promotion Recommendations by the President**
20. **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 enrollment is currently 2.5% ahead of last year. Applications are still coming in. There are 222 housing applications with 178 deposits. Continuing student are still an issue. Returning students are down 7.8%
 - c) **Associate VP Student Services and Senior Diversity Officer** – No report this month.
 - d) **Associate VP for College Relations** – Written report provided. No 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. Information was sent to ~10,000 people announcing President Kremenek's arrival to TC3. Members of the Foundation Board are already scheduled to meet with the President in small group meetings.
 - h) **Chairperson's Report** – With the excused absence of Chair Judy Davison, Ray Schlather reminded Board members that the Board Retreat will be Saturday, August 13th, at Coltivare. Lawrence Nespoli will facilitate and present at the retreat. Vice Chair, Roxann Buck, reminded everyone that NYCCT meets September 23 & 24 in Saratoga Springs and there is still time for Jan Brhel to register anyone wishing to attend. Ms. Buck has communicated with Tompkins County regarding the Governor's appointee vacancy that has been open since 2018 and it appears progress is being made in filling that vacancy. That term will end in June of 2025.
 - i) **Liaison Report (Cortland County)** – No report
 - j) **Liaison Report (Tompkins County)** – Mr. Lane reiterated Ms. Buck's news that Tompkins County is working with the Governor's office to fill the noted vacancy. There will be some upcoming changes in the Tompkins County legislative staff due to retirements.
 - k) **Student Trustee's Report** – No Student Trustee report.

- I) **President's Report** – Verbal report given. President Kremenek noted that the Emergency Management Plan, created by Director of Campus Police John Gebo, is in the final draft stage and is based on NIMS. It addresses institutional scenarios, has been reviewed by President's Cabinet and Legal Counsel, and will be brought to the Board for the September meeting. President Kremenek has set up monthly meetings with College Senate Co-Chairs, Casey Goodwin and Sayre Paradiso. College Senate has 19 members. Provost Reifenheiser will be the Executive Council representative to College Senate. Sayre Paradiso, who was in attendance at this meeting, was introduced. The Pilot Remote Work Policy expires August 31, 2022. A similar policy will be maintained and is currently being worked on with the unions and College Senate. This will also be brought to the September Board meeting. President Kremenek has reviewed the most recent Middle States accreditation from 2018 Self-Study. The mid-point PRR is due in 2023.

21. Adjournment: Ms. Burns moved that the meeting be adjourned; seconded by Mr. McSherry; motion carried unanimously. The meeting adjourned at 6:40 p.m.

Respectfully submitted,

Jan Brhel
Clerk of the Board of Trustees

VP of Finance & Administrations Report: August 8, 2022

2021-22 Close (Pre EOY adjustments):

Our end-of-year (EOY) adjustments are expected to take only two months, now that we have a comptroller. This will be the swiftest EOY close to my knowledge and we will forecast EOY with adjustments in the Board's October meeting.

My prior forecast of a favorable \$1.0M gain to Fund Balance is being increased to \$1.3M. Continued delays in backfilling of open positions, HEERF's assumption of costs, along with some new grants that are assuming some costs are all contributing to the favorable financial outcomes in 2021-22.

Revenues are anticipated to be overstated by about \$1.5M +/- \$.3M. The detailed accounts receivable (A/R) analysis is expected to require additional reserves due to: 1) the changes in NYS in which a transcript now cannot be held due to an outstanding balance, 2) the changes in NYS in that a Collection firm has a reduced timeframe to collect within and 3) the opportunity for the College to offer Balance Reduction programs.

Below is a simple comparison of our 2021-22 financials, prior to EOY adjustments, compared to other relevant actuals and budgets. The existing \$2.3M in undesignated fund balance will be reduced by \$1.5M +/- \$.3M A/R write-off discussed above. Expenses are also expected to be reduced with end-of-year adjustments to accruals, especially in the benefits area. The challenge ahead is our efforts to minimize the increases in costs from 2021-22 to 2022-23, while accelerating revenues and securing new grants.

2021-22 Pre End of Year Results (in millions)		Pre EOY ¹		
	Actual	Budget	Actuals	Budget
REVENUE	2020-21	2021-22	2021-22	2022-23
Student Revenue	\$12.5	\$12.1	\$12.1	\$11.8
State Revenue	\$10.0	\$9.8	\$9.8	\$9.8
Local Revenue	\$9.0	\$10.1	\$10.1	\$10.3
Federal Revenue	\$2.0	\$1.8	\$2.1	\$0.0
Use of Fund Balance	\$1.0	\$0.0	\$0.0	\$1.5
Other	\$0.4	\$0.5	\$0.3	\$0.3
	\$34.8	\$34.3	\$34.4	\$33.7
EXPENSES				
Personnel	\$15.7	\$16.5	\$15.2	\$16.0
Equipment	\$0.1	\$0.1	\$0.1	\$0.1
Contractual	\$4.4	\$5.4	\$4.4	\$5.6
Scholarship & Awards Offset	\$3.4	\$3.3	\$3.5	\$3.4
Fringe Benefit ²	\$7.5	\$9.0	\$8.6	\$8.5
	\$31.2	\$34.3	\$31.8	\$33.7
Funding of Designated HEERF Fund Balance	\$2.0		\$0.3	-\$0.9
Undesignated Fund Balance Gain (Shortfall)	\$1.6		\$2.3	-\$0.6

Notes:

1 End of Year (EOY) transactions can materially change the outcome of the year (e.g., A/R, Intercompany Billings, EOY Benefit Accruals, Power Campus to Great Plains enrollment/revenue validations, etc.). It usually takes months to prepare and have audited these work papers that support our final EOY results.

2 Excludes GASB 68 & 75 EOY Adjustments (Retiree's Lifetime Pension and Medical Expense Accrual)

EMERGENCY MANAGEMENT PLAN

TOMPKINS CORTLAND COMMUNITY COLLEGE



INTRODUCTION TO THE EMERGENCY MANAGEMENT PLAN (EMP)



The **overall intent of the EMP is to maximize our ability to protect life and property** by providing specific guidance and protocols designed to optimize our institutional emergency preparedness and response capabilities.

The EMP takes an “all-hazards” approach that sets forth detailed procedures for effectively and efficiently addressing all crises that:

- are deemed most likely to occur on our campus,
- would effect our ability to operate, either in part or in full; and
- would require an ongoing emergency management response to protect life, property and reputation.

The EMP fully integrates the concepts, terminology and practices of the **National Incident Management System (NIMS) and Incident Command System (ICS)** in order to ensure that the **College’s response to an emergency is fully compatible and integrates with any other local, regional, state or federal responding agencies.**

INTRODUCTION TO THE EMERGENCY MANAGEMENT PLAN (EMP)

National Incident Management System (NIMS)

The **NIMS** is a **nationwide, standardized and comprehensive approach to incident management** (prevention, preparedness, response and recovery) developed by the United States Department of Homeland Security. The shared vocabulary, systems and processes are **used at all jurisdictional levels and across all response disciplines to ensure best practice and facilitate coordination between all responders.**

Incident Command System (ICS)

ICS is a **standardized emergency response model** that sets forth procedures for effectively and efficiently managing **on-scene command and control** of personnel, communications, and resources.

ICS is **highly adaptable** to meet the complexity needs of different levels of emergencies.

ICS provides for:

- Structured **personnel assignments** to positions that are critical to an emergency response
- Clearly defined **roles and responsibilities**
- Clear **lines of authority and communication**
- A **common organizational structure and hierarchy** within which responders from multiple agencies can be mutually effective and share responsibility

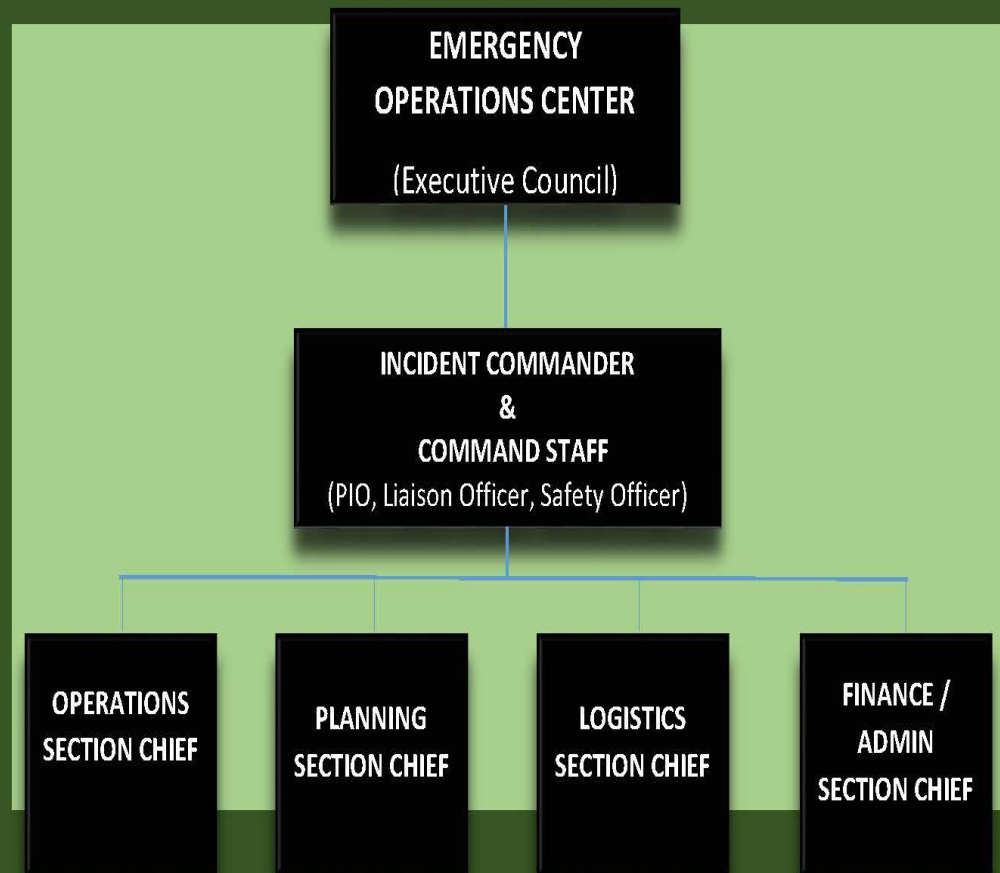
INTRODUCTION TO THE EMERGENCY MANAGEMENT PLAN (EMP)

The College's organizational model for managing major emergencies is based upon the Incident Command System (ICS).

The EMP sets default assignments for College personnel to ICS positions.

In addition to the best practice benefits of utilizing the ICS, setting assignments for College personnel to ICS positions allows the College to have staff who are familiar with their emergency response roles and have received formal training specific to their roles **before** we are faced with a major emergency.

INCIDENT COMMAND SYSTEM MODEL



INTRODUCTION TO THE EMERGENCY MANAGEMENT PLAN (EMP)

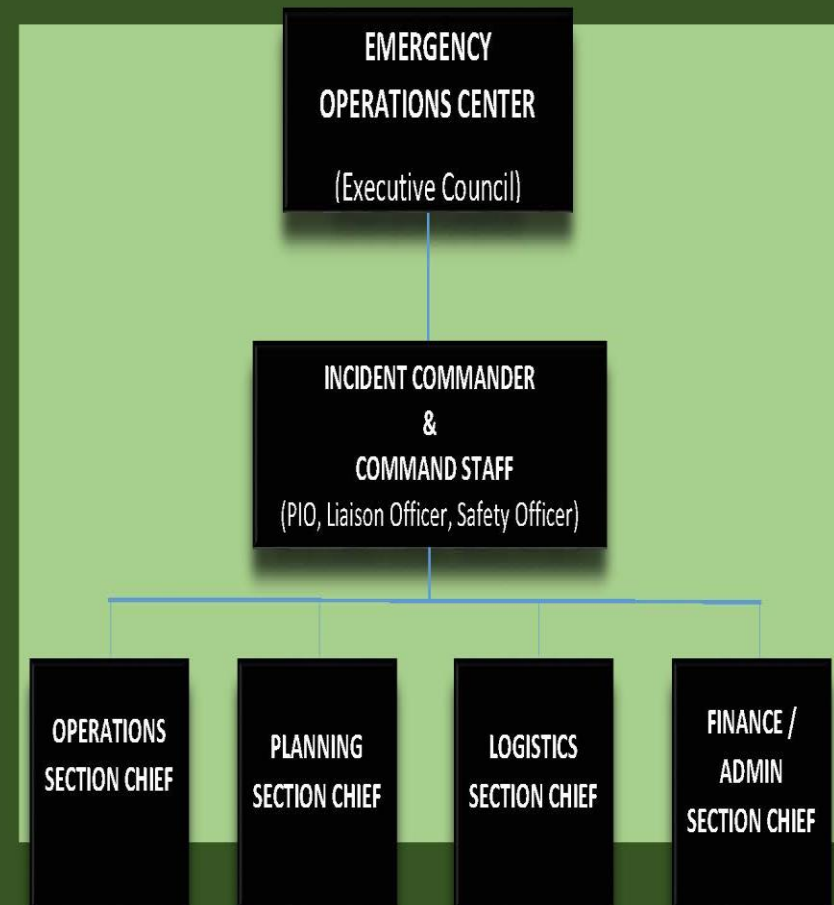
EMERGENCY OPERATIONS CENTER (EOC)

- The physical or virtual location of operations for managing a major emergency or disaster
- The **brain of response operations** that makes high-level decisions on behalf of the College and provides support to on-scene incident management personnel
- Does not command the on-scene response
- Geographically removed from the incident site
- May be multidisciplinary

INCIDENT COMMANDER (IC)

- Responsible for all aspects of the **on-scene** emergency response
- Decides what positions need to be staffed within the ICS emergency response model
- Establishes an Incident Command Post (if needed)
- Develops incident objectives
- Manages incident operations and resources
- Incident command may be shared with other responding agencies – Unified Command

INCIDENT COMMAND SYSTEM MODEL



INTRODUCTION TO THE EMERGENCY MANAGEMENT PLAN (EMP)

COMMAND STAFF

Command Staff carries out functions needed to support the Incident Commander and the on-scene response.

Command Staff functions include **public information, interagency liaison and incident safety.**

GENERAL STAFF

One leader (Section Chief) is assigned to oversee the functional aspects of each section.

OPERATIONS SECTION CHIEF

Manages tactical operations and carries out incident objectives

PLANNING SECTION CHIEF

Collects, evaluates and disseminates critical operational data

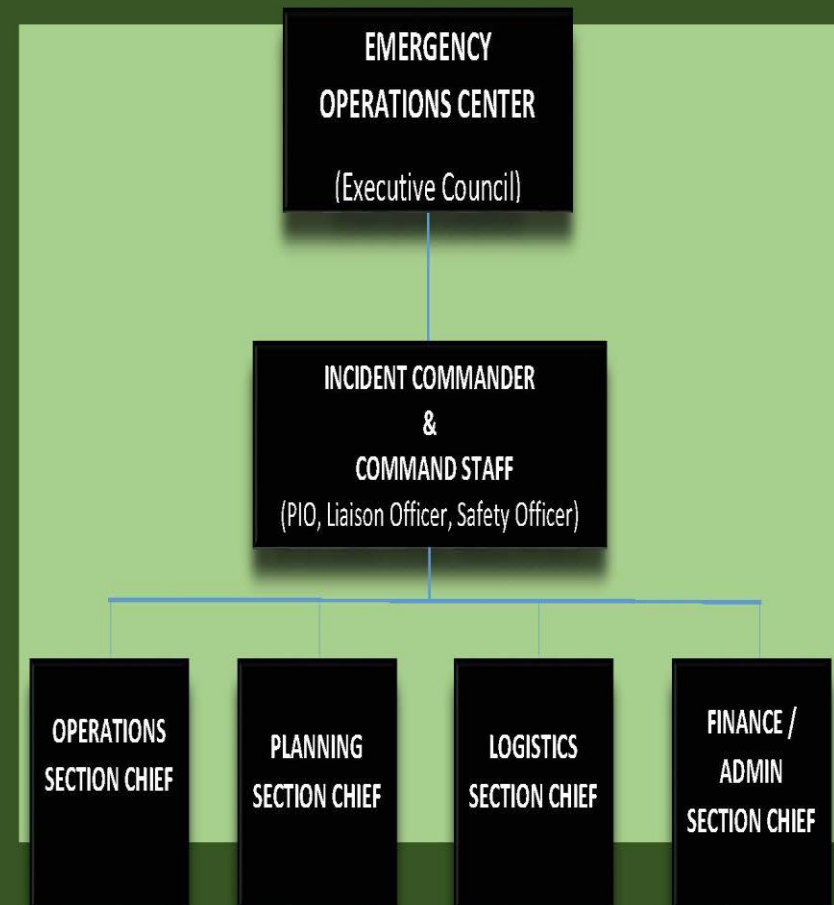
LOGISTICS SECTION CHIEF

Provides resources necessary to support incident response and personnel

FINANCE/ADMINISTRATION SECTION CHIEF

Monitors costs and provides accounting, timekeeping and compensation/claim functions

INCIDENT COMMAND SYSTEM MODEL



INTRODUCTION TO THE EMERGENCY MANAGEMENT PLAN (EMP)

ALL-HAZARDS SCOPE OF THE EMP:

- **ACTIVE THREAT / ACTIVE SHOOTER**
- **BOMB THREAT**
- **EXPLOSION**
- **MAJOR FIRE**
- **SEVERE WEATHER**
- **DEATH ON CAMPUS**
- **SIGNIFICANT CAMPUS UTILITY DISRUPTION**
- **CIVIL DISTURBANCES / DEMONSTRATIONS (THAT IMPAIR OPERATIONS OR THREATEN LIFE OR PROPERTY)**
- **HOSTAGE INCIDENT / BARRICADED SUBJECT**
- **HAZARDOUS MATERIALS**
- **PANDEMIC**
- **CYBER INCIDENT**

INTRODUCTION TO THE EMERGENCY MANAGEMENT PLAN (EMP)

ADDITIONAL FUNCTIONS OF THE EMP:

- Ensures the College is in full **compliance** with applicable laws, regulations and SUNY requirements
- Sets forth Federal Emergency Management Agency (FEMA) **training requirements** for NIMS and ICS for all College personnel who play a role in emergency management
- Delegates **emergency authority**
- Provides for **predesignated command facilities** that are safely located and meet the occupancy, technology and other resource needs to effectively manage an emergency response
- Sets protocol and procedures for a formal **post-incident review process**
- Creates an **Emergency Response Planning Team (ERPT)**



EMERGENCY MANAGEMENT PLAN (EMP)

**TOMPKINS
CORTLAND**
COMMUNITY COLLEGE

Q & A

John Gebo

Director, Campus Police

Main Building, Room 118

607.844.6511 X 4291

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TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of August 30, 2022

UNCLASSIFIED STAFF

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION DEADLINE	CURRENT STATUS
Digital Content Specialist	ASAP	April 21, 2022	Immediately	Paused
Director of Educational Opportunity Programs and Assistant Diversity Officer	October 1, 2022	July 20, 2022	Immediately	Screening committee reviewing applications
Director of Strategic Marketing	ASAP	November 12, 2021	On-going	Re-posting
Instructor of Applied Science and Technology (Grant-Funded)	April 1, 2022	November 8, 2021	January 19, 2022	Paused, revising APO to re-advertise
Instructor of English (Full-time/Temp. Fall 2022)	August 29, 2022	August 15, 2022 Internal Posting Only	Immediately	Hired: Theresa Tambascio (08/29/22)
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	Hired: Amy Faben-Wade (08/22/22)
Instructor of Mathematics	August 2022	April 6, 2022	May 6, 2022	Interviews Scheduled
Web Specialist	May 2022	May 6, 2022	Immediately	Accepting Applications

CLASSIFIED STAFF

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Campus Peace Officer (Part-time, Permanent)	Campus Police	ASAP	Accepting Application via Tompkins County Department of Human Resources
Campus Peace Officer (1.0 FTE, Permanent)	Campus Police	ASAP	Accepting Application via Tompkins County Department of Human Resources
Maintenance Worker (1.0 FTE, Permanent)	Buildings & Grounds	ASAP	Position on Hold
Project Assistant (Part-time, Temporary)	Student Activities	August 1, 2022	Hired: Deborah Adeyemi (08/01/22)
Project Assistant (Part-time, Temporary)	Student Activities	August 1, 2022	Hired: Austen Hollenbeck (08/22/22)

FACULTY STUDENT ASSOCIATION

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Lifeguard	Athletics & Recreation	September 2022	Accepting Applications; Continuous Recruitment Hired: Morgan Post (08/10/22) Colton Dow (08/10/22)
Graduate Assistant	Residence Life/Student Center	September 2022	Accepting Applications
Substitute Teacher	Childcare	September 2022	Accepting Applications; Continuous Recruitment Hired: Michelle Genson (08/29/22)
Assistant Teacher	Childcare	September 2022	Accepting Applications Hired: Morgan Zimmer (08/01/22)
Teacher Aide 10 Month	Childcare	September 2022	Accepting Applications
Head Teacher	Childcare	September 2022	Accepting Applications
Director of Residence Life	Residence Life	September 2022	Hired: Michael Oyelola (09/01/22)
Assistant Coach, Men's Soccer	Athletics & Recreation	September 2022	Hired: Neal McDowell (09/01/22)

BISTRO

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Banquet Server	TC3 Bistro	September 2022	Accepting Applications Hired: Zoe Davis (08/14/22)
Banquet Bartender	TC3 Bistro	September 2022	Accepting Applications Hired: Brianna Tapia (07/05/22)
Banquet Supervisor	TC3 Bistro	September 2022	Accepting Applications
Bartender	TC3 Bistro	September 2022	Accepting Applications Hired: Brianna Tapia (07/05/22)
Busser/Food Runner	TC3 Bistro	September 2022	Accepting Applications
Dishwasher	TC3 Bistro	September 2022	Accepting Applications
Line Cook	TC3 Bistro	September 2022	Accepting Applications Hired: Joshuah Garretson (08/18/22)
Server	TC3 Bistro	September 2022	Accepting Applications Hired: Brianna Tapia (07/05/22)
Host/Hostess	TC3 Bistro	September 2022	Accepting Applications Hired: Zoe Davis (08/14/22)

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of September 1, 2022

COMPLAINANT

SUBJECT

DISPOSITION

CSEA

None.

FACULTY ASSOC.

None.

PAA

None.

TC3 ADJUNCT ASSOC.

None.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-4**

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 15th day of September 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 15th day of September 2022.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Thursday, September 1, 2022
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
April				
LaMorte, Michelle	Facilitation of activities for the Groton Smart Scholars Early College High School Program	Adjunct	\$237.84	4/1/2022 To 7/31/2022
McLane, Todd	Facilitation of activities for the Groton Smart Scholars Early College High School Program	Adjunct	\$180.84	4/1/2022 To 7/31/2022
May				
Cornish, Erin	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,802.40	5/21/2022 To 8/28/2022
DeGaetano, Margaret	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$7,727.79	5/21/2022 To 8/28/2022
Eckert, Regina	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$647.74	5/21/2022 To 8/28/2022
Evans, Christine	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$619.58	5/21/2022 To 8/28/2022
Farah, Fred	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$394.28	5/21/2022 To 8/28/2022
Grossman, Rick	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$168.98	5/21/2022 To 8/28/2022
Ha, Lien	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$168.98	5/21/2022 To 8/28/2022
Hallas, Katie	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$112.65	5/21/2022 To 8/28/2022
Kidder, Jennifer	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$112.65	5/21/2022 To 8/28/2022
Young, Tammi	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$2,286.80	5/21/2022 To 8/28/2022
June				
MacLain, James	Lead Software Architect	Grade 5	\$86,168.00*	6/24/2022
Walz-Koeppel, Jonatha	Lead Data Architect	Grade 5	\$84,646.00*	6/24/2022
July				
Olson, Richard	Perform engineering duties in radio station for an additional 60 hours during summer	Adjunct	\$2,350.76	7/1/2022 To 8/11/2022
Archer, Pamela	Teach per-student class compensated at independent study rate (BUAD203/4 students)	Adjunct	\$2,400.00	7/11/2022 To 8/12/2022
Richards, David	Teach per-student class compensated at independent study rate (POSC103/3 students)	Adjunct	\$1,800.00	7/11/2022 To 8/12/2022
Young, Tammi	FITN215 D83A & D83B for Groton Summer Bridge Program	Adjunct	\$3,165.00	7/11/2022 To 8/12/2022
August				
Adeyemi, Deborah	Student Activities & the Student Center	Project Assistant	\$18.637/hr.	8/1/2022 To 12/19/2022
DeGaetano, Margaret	Facilitation of Rope Challenge Course. Level 2+	Adjunct	\$800.00	8/1/2022 To 7/31/2023
Kidder, Jennifer	Success Program Math Prep Facilitator	Adjunct	\$622.26	8/1/2022 To 8/26/2022
Raethka, Tim	CPR for Nursing Students - biz (updated/re-issued)	Adjunct	\$1,250.00	8/11/2022 To 8/2022
Hall, Keith	Systems Administrator	Grade 3	\$63,570.00*	8/15/2022
Bullock, Gwen	Adjunct Lab Technician - New Media & Photography	Adjunct	\$6,679.20	8/22/2022 To 12/16/2022
Faben-Wade, Amy	Chemical Dependency Counseling	Instructor	\$59,643.00*	8/22/2022
LaMorte, Michelle	Para-Professional Lab Technician - Graphic Design/Market Space	Adjunct	\$1,640.80	8/22/2022 To 12/16/2022
Hollenbeck, Austen	Student Activities & the Student Center	Project Assistant	\$18.637/hr.	8/22/2022 To 12/19/2022
Ahmed, Ahmed	CHEM108 M01 CHEM205 ME50	Adjunct	\$12,177.75	8/29/2022 To 12/16/2022
Akbari, Parviz	CONT209 M01	Adjunct	\$4,386.00	8/29/2022 To 12/16/2022
Almann, Nancy	BIOL131 M01 BIOL131 M02	Adjunct	\$13,114.50	8/29/2022 To 12/16/2022
Altmann, Herman	BIOL101 M03	Adjunct	\$4,371.50	8/29/2022 To 12/16/2022
Anderson, Craig	CONT104 M01 CONT107 ME50	Adjunct	\$5,844.00	8/29/2022 To 12/16/2022
Archer, Pamela	CAPS111 BL1 CAPS121 M03 CAPS121 BL3 CAPS121 BL2	Adjunct	\$5,475.56	8/29/2022 To 11/8/2022

Employee	Department	Title/Rank	Salary	Employment Dates
Arnold, Melanie	COMM110 ME50	Adjunct	\$1,457.58	8/29/2022 To 10/3/2022
Aslanis, Ruth	GEOG130 M01	Adjunct	\$2,922.00	8/29/2022 To 12/16/2022
Aspinwall, Breck	BIOL100 BL1 BIOL100 M01	Adjunct	\$7,700.00	8/29/2022 To 12/16/2022
Avila, Vincent	ART 109 M01 ART 117 M01	Adjunct	\$6,818.00	8/29/2022 To 12/16/2022
Bechtold, Charles	MATH117 EL01 MATH117 M01	Adjunct	\$7,494.00	8/29/2022 To 12/16/2022
Blackman, Patrick	CULI160 V01	Adjunct	\$3,418.74	8/29/2022 To 12/16/2022
Broderick, Margaret	HUMS105 M01	Adjunct	\$2,922.00	8/29/2022 To 12/16/2022
Brunkhorst, Megan	FITN130 M11 FITN230 M21	Adjunct	\$1,461.00	8/29/2022 To 11/8/2022
Buchanan, Patricia	ENGL098 EL14 ENGL201 M02 ENGL100 M14 ENGL100 EL14	Adjunct	\$11,241.00	8/29/2022 To 12/16/2022
Cameron, Jeanne	SOCI203 M01	Adjunct	\$3,747.00	8/29/2022 To 12/16/2022
Christofferson, Martin	CAPS111 BL2 CAPS131 BL1 CAPS121 M02 CAPS111 M02	Adjunct	\$5,830.33	8/29/2022 To 11/8/2022
Christopher, Renee	BIOL201 M01	Adjunct	\$5,418.00	8/29/2022 To 12/16/2022
Cicciarelli, Richard	BIOL104 M02	Adjunct	\$5,775.00	8/29/2022 To 12/16/2022
Coleman, Cynthia	SOCI101 BL1	Adjunct	\$3,747.00	8/29/2022 To 12/16/2022
Corbin, Gemma	PARA215 BL1 PARC215 BL1	Adjunct	\$3,096.00	8/29/2022 To 12/16/2022
Cornish, Erin	MATH120 EL03 MATH120 M02	Adjunct	\$9,992.00	8/29/2022 To 12/16/2022
Cotraccia, Erica	CDSC101 BL1	Adjunct	\$3,896.00	8/29/2022 To 12/16/2022
DeFranco, Anthony	COMM100 M01	Adjunct	\$1,873.50	8/29/2022 To 12/16/2022
DeGaetano, Margaret	MATH020 EL07	Adjunct	\$2,498.00	8/29/2022 To 12/16/2022
Eaves, Robert	MATH117 EL02 MATH138 BL1 MATH117 M02	Adjunct	\$9,740.00	8/29/2022 To 12/16/2022
Eckert, Regina	HSTY111 BL1	Adjunct	\$3,300.00	8/29/2022 To 12/16/2022
Eisenberg, Seth	PARA101 BL1 PARC101 BL1	Adjunct	\$3,747.00	8/29/2022 To 12/16/2022
Epstein, Judith	ENGL201 M04	Adjunct	\$3,747.00	8/29/2022 To 12/16/2022
Esworthy, Barrett	HSTY101 M01 HSTY202 M02 HSTY201 M02	Adjunct	\$11,241.00	8/29/2022 To 12/16/2022
Evans, Christine	ESL 112 M01 SPAN101 M02 ESL 120 M01	Adjunct	\$12,903.00	8/29/2022 To 12/16/2022
Falk, Laura	WINE120 V01	Adjunct	\$3,300.00	8/29/2022 To 12/16/2022
Feavearyear, Jody	ASTR101 BL3	Adjunct	\$3,747.00	8/29/2022 To 12/16/2022
Fussner-Kelly, Shirley	MATH017 EL01 MATH017 EL50	Adjunct	\$2,200.00	8/29/2022 To 12/16/2022
Galezo, David	PHIL101 BL1 PHIL101 M01	Adjunct	\$7,494.00	8/29/2022 To 12/16/2022
Gammage-Sikora, Gina	SPAN101 BL1 SPAN101 BL2	Adjunct	\$7,494.00	8/29/2022 To 12/16/2022
Gillis, Andrew	ART 255 M01	Adjunct	\$4,371.50	8/29/2022 To 12/16/2022
Goldfeld, Alla	PHSC104 M01	Adjunct	\$4,383.00	8/29/2022 To 12/16/2022
Gonzalez Suarez, Jose	CONT202 M01	Adjunct	\$4,386.00	8/29/2022 To 12/16/2022
Grimm, Mark	ART 214 M01	Adjunct	\$4,105.50	8/29/2022 To 12/16/2022
Ha, Lien	DRAF117 ME50	Adjunct	\$4,985.25	8/29/2022 To 12/16/2022
Haller, Keewon	HRMG108 M01 WINE110 V01	Adjunct	\$6,574.50	8/29/2022 To 12/16/2022
Hamilton, William	MATH017 EL06 MATH138 M01 MATH117 M06 MATH117 EL06	Adjunct	\$9,740.00	8/29/2022 To 12/16/2022
Hemingway Jones, Kat	ENGL101 M09	Adjunct	\$3,519.00	8/29/2022 To 12/16/2022
Hoople, Robert	PSYC209 BL1	Adjunct	\$2,922.00	8/29/2022 To 12/16/2022
Jones, Paula	BIOL114 BL1	Adjunct	\$3,519.00	8/29/2022 To 12/16/2022
Josef, Keith	CHEM101 BL1	Adjunct	\$4,950.00	8/29/2022 To 12/16/2022
Kelly, Kevin	BUAD201 M02	Adjunct	\$3,096.00	8/29/2022 To 12/16/2022
Kidder, Jennifer	MATH017 EL03 MATH117 M03 MATH117 EL03	Adjunct	\$8,743.00	8/29/2022 To 12/16/2022
Kobre, Michael	BIOL131 ME50	Adjunct	\$6,557.25	8/29/2022 To 12/16/2022
Krizman, Jeffrey	ENGL098 EL17 ENGL100 M17 ENGL100 EL17	Adjunct	\$5,844.00	8/29/2022 To 12/16/2022
Kyle, John	CAPS111 M01 CAPS133 BL1 CAPS131 M01 CAPS131 BL2 CAPS121 M01	Adjunct	\$7,287.92	8/29/2022 To 12/16/2022
LaFavor, Erik	SOCI101 M03 SOCI101 M09 SOCI101 M08	Adjunct	\$9,288.00	8/29/2022 To 12/16/2022
Lillard, Marketa	CHEM101 BL2 CHEM101 M01	Adjunct	\$8,762.31	8/29/2022 To 12/16/2022

Employee	Department	Title/Rank	Salary	Employment Dates
Littell, Harry	ALEX249 M01 ART 112 M01	Adjunct	\$8,211.00	8/29/2022 To 12/16/2022
Lyon, Crystal	ART 117 M02 ART 120 M02	Adjunct	\$7,224.00	8/29/2022 To 12/16/2022
Marie, Jill	ENGL103 BL1 ENGL204 M06 ENGL204 M02	Adjunct	\$11,241.00	8/29/2022 To 12/16/2022
Marvin, Tracy	ESL 110 M01 ESL 111 M01	Adjunct	\$7,792.00	8/29/2022 To 12/16/2022
McComb, Jared	MATH029 EL50 MATH200 ME50 MATH200 EL02	Adjunct	\$6,818.00	8/29/2022 To 12/16/2022
McDaniel, Michael	FITN130 M10 FITN230 M20	Adjunct	\$1,873.50	8/29/2022 To 11/8/2022
McIntyre, David	HRMG105 HY1	Adjunct	\$1,100.00	8/29/2022 To 10/3/2022
McLane, Todd	CULI120 V01	Adjunct	\$3,575.00	8/29/2022 To 12/16/2022
Millman-Brown, Randi	ART 101 M01	Adjunct	\$3,747.00	8/29/2022 To 12/16/2022
Millward, Amanda	ENGL102 M02	Adjunct	\$2,922.00	8/29/2022 To 12/16/2022
Moore, Becka	CDSC110 BL1 HLTH207 M01	Adjunct	\$3,896.00	8/29/2022 To 12/16/2022
Murray, Kelly	BIOL206 M01	Adjunct	\$2,191.50	8/29/2022 To 12/16/2022
Need, Barbara	ENGL101 M04 SPAN101 M01 ENGL102 BL1	Adjunct	\$10,557.00	8/29/2022 To 12/16/2022
Oldfield, Scott	ART 120 M01	Adjunct	\$3,409.00	8/29/2022 To 12/16/2022
Opperman, William	ASL 101 M01 ASL 101 M02	Adjunct	\$6,192.00	8/29/2022 To 12/16/2022
Osborne, James	ENGL102 M04	Adjunct	\$3,096.00	8/29/2022 To 12/16/2022
Panzer, Nina	SOCI101 BL2 SOCI101 BL3	Adjunct	\$7,494.00	8/29/2022 To 12/16/2022
Parks, Paul	ART 101 M02	Adjunct	\$3,747.00	8/29/2022 To 12/16/2022
Peterson, Komekia	CDSC201 BL1	Adjunct	\$2,922.00	8/29/2022 To 12/16/2022
Pijanowski, Gregory	ASTR101 BL1	Adjunct	\$3,519.00	8/29/2022 To 12/16/2022
Pittsley, Jaclyn	ENGL102 BL2	Adjunct	\$3,519.00	8/29/2022 To 12/16/2022
Potter, Kristi	ENGL098 EL50 ENGL100 ME50 ENGL100 EL50	Adjunct	\$5,844.00	8/29/2022 To 12/16/2022
Richards, David	BUAD201 BL2 POSC103 M01 POSC103 BL1	Adjunct	\$11,241.00	8/29/2022 To 12/16/2022
Ritz Deutch, Ute	ANTH202 M01	Adjunct	\$3,747.00	8/29/2022 To 12/16/2022
Roach, Benjamin	CULI101 V01	Adjunct	\$6,331.00	8/29/2022 To 12/16/2022
Salzone, Joseph	COMM120 M01	Adjunct	\$1,704.50	8/29/2022 To 12/16/2022
Schat, Marjolein	ENVS101 M02 ENVS116 M01	Adjunct	\$10,263.75	8/29/2022 To 12/16/2022
Schmid, Joseph	ACCT207 BL1	Adjunct	\$4,996.00	8/29/2022 To 12/16/2022
Schmidt, Kurt	ENVS101 M01	Adjunct	\$5,113.50	8/29/2022 To 12/16/2022
Sewell, Patrick	ENVS105 M01	Adjunct	\$3,747.00	8/29/2022 To 12/16/2022
Sheehan, John	ANTH202 BL3 ANTH202 M05	Adjunct	\$7,494.00	8/29/2022 To 12/16/2022
Shortell, Westbrook	COMM120 M01 COMM140 M01	Adjunct	\$5,113.50	8/29/2022 To 12/16/2022
Snyder, Stephen	BIOL101 BL1 BIOL101 BL2	Adjunct	\$8,743.00	8/29/2022 To 12/16/2022
Suben, Mark	CRJU205 M01	Adjunct	\$3,096.00	8/29/2022 To 12/16/2022
Tambascio, Theresa	English	Instructor (FT/Temp.)	\$61,178.00*	8/29/2022 To 12/19/2022
Vazenios, George	MATH020 EL01 MATH120 M01 MATH120 EL01	Adjunct	\$9,384.00	8/29/2022 To 12/16/2022
Weaver, Bobbie	ENGL101 M03 ENGL204 M04	Adjunct	\$5,844.00	8/29/2022 To 12/16/2022
Webb, Marilyn	Returning Adjunct Library Assistant	Adjunct	\$6,031.80	8/29/2022 To 12/31/2022
Weed, Steve	ENGL098 EL06 ENGL210 M01 ENGL100 M06 ENGL100 EL06	Adjunct	\$10,557.00	8/29/2022 To 12/16/2022
Williams, Diane	BIOL101 M01 BIOL101 M02	Adjunct	\$8,743.00	8/29/2022 To 12/16/2022
Wojciechowicz, Lori	CHEM107 M01 CHEM107 M02	Adjunct	\$9,288.00	8/29/2022 To 12/16/2022
Wolff, Sarah	ENGL101 M01 ENGL101 M02	Adjunct	\$7,038.00	8/29/2022 To 12/16/2022
Woloszyn, Alexander	ACCT101 M01	Adjunct	\$4,128.00	8/29/2022 To 12/16/2022
Young, Elizabeth	ENGL101 M06	Adjunct	\$2,922.00	8/29/2022 To 12/16/2022
Young, Tammi	FITN215 M01	Adjunct	\$1,650.00	8/29/2022 To 12/16/2022
Zavaski, John	BIOL112 ME50	Adjunct	\$4,105.50	8/29/2022 To 12/16/2022
Zhao, Jiang	CHEM107 ME50	Adjunct	\$4,644.00	8/29/2022 To 12/16/2022
Zoodsma, Anna	ENVS112 M03	Adjunct	\$2,922.00	8/29/2022 To 12/16/2022

October

Burns, Frank	HRMG107 HY1	Adjunct	\$1,032.00	10/4/2022 To 11/8/2022
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Employee	Department	Title/Rank	Salary	Employment Dates
Earley, Bernard	ENGL100 BL3	Adjunct	\$3,747.00	10/4/2022 To 12/16/2022
Hamilton, Kathryn	RDNG116 ME50	Adjunct	\$2,922.00	10/4/2022 To 12/16/2022
Hollenbeck, Charles	ENGL101 BL3 ENGL201 BL2	Adjunct	\$7,038.00	10/4/2022 To 12/16/2022
Kaminski, Adrian	ASTR101 BL2	Adjunct	\$3,096.00	10/4/2022 To 12/16/2022
McMahon, Maria	ART 120 ME50	Adjunct	\$4,105.50	10/4/2022 To 12/16/2022
Pallokat, Melanie	ENGL100 M21	Adjunct	\$2,922.00	10/4/2022 To 12/16/2022
Pask, Margery	CAPS121 M04 CAPS131 M04 CAPS131 M02 CAPS123 M01	Adjunct	\$5,830.33	10/4/2022 To 12/16/2022
Searing, Robert	HSTY202 BL2	Adjunct	\$2,922.00	10/4/2022 To 12/16/2022
Tondryk, Kole	HUMS105 BL1	Adjunct	\$2,922.00	10/4/2022 To 12/16/2022
Tran, Adam	ACCT101 ME50	Adjunct	\$3,896.00	10/4/2022 To 12/16/2022

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

September 15, 2022

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Mikel Fazzary	08/17/22	Resigned
Jennifer Amato	08/26/22	Resigned
Greg McCalley	08/31/22	Resigned
Justin Goot	09/16/22	Resigned
Sharon Clark	10/03/22	Resigned

FACULTY STUDENT ASSOCIATION

Megan MacLean	08/05/22	Resigned
Alexandrea Morgan	08/19/22	Resigned
Ashley Shaben	07/29/22	Resigned

BISTRO

None.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-1**

TRUSTEE EMERITA DESIGNATION – ELIZABETH BURNS ‘87

WHEREAS, the Board of Trustees of Tompkins Cortland Community College approved Resolution #1997-98-39, Policy on Trustee Emerita, in February 1998, and

WHEREAS, Elizabeth Burns served with great distinction and in an outstanding manner as a member of the Tompkins Cortland Community College Board of Trustees, and

WHEREAS, Elizabeth Burns earned the admiration and respect of her colleague Trustees, TC3 students, faculty, and staff, and

WHEREAS, the President and Chair of the Board recommend Elizabeth Burns, whose term has recently expired, for Trustee Emerita designation, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby confers the designation of Trustee Emerita upon Elizabeth Burns, and be it further

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College authorizes those awarded Trustee Emerita designation be afforded such rights and responsibilities as determined by said status.

STATE OF NEW YORK: I, **JAN BRHEL, CLERK** of the Board of Trustees of
SS: 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 15th day of September 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 15th day
of September 2022.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION
2022-2023-5
ARCHITECTURAL DESIGN SERVICES- LABS**

WHEREAS, there is a need for Architectural Design Services for lab renovation work at TC3 as required, and

WHEREAS, the College has solicited Requests for Proposals for Architectural Design Services from qualified firms, and

WHEREAS, Ashley McGraw Architects of Syracuse, has provided the best overall proposal based on established selection criteria, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College awards the contract for Architectural Design Services to Ashley McGraw Architects in the amount of \$51,700.00, 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 15th day of September 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 15th day of September 2022.

Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY
COLLEGE RESOLUTION 2022-2023-02
2022-2024 TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL ADMINISTRATORS ASSOCIATION
AGREEMENT**

WHEREAS, an agreement has been negotiated between the Professional Administrators Association and Tompkins Cortland Community College for the period of September 1, 2022 through August 31, 2024 and

WHEREAS, Tompkins Cortland Community College and the Professional Administrators Association negotiating teams have reached an understanding on said agreement, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community accepts the terms and conditions of said agreement contingent upon ratification of same by the Professional Administrators Association.

STATE OF NEW YORK: I, **JAN BRHEL, CLERK** of the Board of Trustees of
55: 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 15th day of September 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 15th of
September 2022.

Clerk of the Board of Trustees
Tompkins Cortland Community
College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
AND THE
PROFESSIONAL ADMINISTRATORS ASSOCIATION
TENTATIVE AGREEMENT
August 2022**

ARTICLE 1. PREAMBLE

This settlement, effective the **first day of September, 2022**, shall remain in force and effect through the **thirty-first day of August, 2024**. Tompkins Cortland Community College shall hereinafter be referred to as the College, and the Professional Administrators Association shall hereinafter be referred to as the Association.

ARTICLE 7. ASSOCIATION RECOGNITION/STATUS

7.1 The Employer recognizes the Professional Administrators Association as the lawfully designated exclusive representative of Administrative employees of the College for purposes of collective negotiations. All full-time and regular part-time administrative positions indicated by the following titles are included in the bargaining unit.

Admissions and Financial Aid Advisor
Assistant Director for Employer Relations and Experiential Learning
Assistant Director of Admissions – CRM Administrator
Assistant Director of CollegeNow
Assistant Director of Financial Aid – Veterans’ Benefits Certifying Officer
Assistant Director of Student Activities and the Student Center
Assistant Director of Student Success Services
Associate Dean of Student Success and Retention
Associate Director of Admissions
Associate Director of Budget and Finance
Associate Director of Financial Aid and Compliance Officer
Comptroller
Dean for Enrollment Management
Digital Content Specialist
Director of Continuing Education and Workforce Development
Director of CollegeNow
Director of Enrollment Operations and Auxiliary Services
Director of Facilities
Director of Financial Aid
Director of Global Education and Initiatives
Director of Public Safety
Director of Student Activities and the Student Center
Director of Student Conduct and Community Standards

Director of Technology Support
Director of Wellness Services
Executive Director of the Foundation
Financial Aid Counselor
Foundation Chief Financial Officer
Instructional Technology Associate
Institutional Effectiveness Research Analyst
Institutional Research Analyst II
Lead Data Architect
Lead Software Architect
Library Director
Public Information Officer
Registrar
Senior Systems Administrator
School Food Grant Coordinator
Software Applications Administrator
Systems Administrator
Technology Support Associate
Technology Support Specialist

ARTICLE 16. VACATION LEAVE

16.3 Employees may receive compensation for **three (3)** previously earned vacation days annually. Employees will declare in writing the intent to make this conversion during the month of September (no later than September 30), based on accrued vacation as of August 31. A minimum of twenty (20) days of vacation leave must be accrued as of August 31. The value will be calculated at the current daily rate and will be processed in the October following the declaration and the member may elect to have it spread over 2 pay periods.

ARTICLE 23. HOLIDAY SCHEDULE

	2022-2023	2023-2024
Labor Day	September 5, 2022	September 4, 2023
Thanksgiving	November 24, 2022	November 23, 2023
Friday after Thksg.	November 25, 2022	November 24, 2023
Winter Holiday	December 26, 2022	December 25, 2023
Winter Holiday	December 27, 2022	December 26, 2023
Winter Holiday	December 28, 2022	December 27, 2023
Winter Holiday	December 29, 2022	December 28, 2023
Winter Holiday	December 30, 2022	December 29, 2023
Winter Holiday		
New Year's Day	January 2, 2023	January 1, 2024
M.L. King Day	January 16, 2023	January 15, 2024
Spring Day	*	*
Memorial Day	May 29, 2023	May 27, 2024
Juneteenth	June 19, 2023	June 19, 2024
Independence Day	July 3, 2023	July 4, 2024
	July 4, 2023	July 5, 2024

*Friday prior to the end of spring recess

A ten-month bargaining unit member who works in excess of 217 days during the fiscal year will be paid for any holiday, if they are scheduled to work both the day before and the day after that holiday.

Veterans are entitled to Veterans Day off.

A twelve-month employee shall be allowed two floating holidays to be determined by the employee in consultation with the employee's supervisor.

ARTICLE 42. SALARIES

The College and the Association agree to salary increases for **2022-2023** through **2023-2024** as follows:

The maximum of each salary range will be the upper limit for that range and will limit salary increases due to members of the PAA from PGIs and quality step increases (see Article 49 for details) but will not limit increases due to range movement or across the board salary increases.

All employees' salaries will be increases as follows:

2022-2023 by 2.75% to the prior year's base

2023-2024 by 2.75% to the prior year's base

Any member whose salary falls below the NYS minimum salary threshold for exempt status will receive an automatic adjustment to their salary upon the effective date of the minimum rate change.

Note: fixed dollar amount is prorated for employees working less than 1.0 FTE

Salary ranges for grades 1-6 shall be increased by 2.75% each year of this agreement.

ADMINISTRATIVE SALARY RANGES						
9/1/2022- 8/31/2023						
GRADE	MINIMUM	CONTROL POINT	MIDPOINT	MAXIMUM	RANGE WIDTH	RANGE SPREAD
I	42,736	48,077	53,419	64,103	21,367	50.00%
II	50,262	56,545	62,827	75,393	25,131	50.00%
III	56,945	64,063	71,182	85,418	28,472	50.00%
IV	62,804	70,655	78,505	94,206	31,402	50.00%
V	70,830	79,683	88,537	106,245	35,415	50.00%
VI	78,854	88,711	98,568	118,281	39,427	50.00%

ADMINISTRATIVE SALARY RANGES						
9/1/2023- 8/31/2024						
GRADE	MINIMUM	CONTROL POINT	MIDPOINT	MAXIMUM	RANGE WIDTH	RANGE SPREAD
I	43,911	49,399	54,888	65,866	21,954	50.00%
II	51,644	58,100	64,555	77,466	25,822	50.00%
III	58,511	65,825	73,139	87,767	29,255	50.00%
IV	64,531	72,598	80,664	96,797	32,266	50.00%
V	72,778	81,875	90,972	109,166	36,388	50.00%
VI	81,023	91,150	101,278	121,534	40,511	50.00%

ARTICLE 43. ADMINISTRATIVE STAFF – OVERLOAD INSTRUCTIONAL

43.3 The overload teaching assignment must be limited to no more than **eight (8)** credit hours per semester including the summer session.

ARTICLE 48. PROFESSIONAL DEVELOPMENT AND PROFESSIONAL GROWTH INCENTIVE

48.4 Professional Development

(a) The College shall make every reasonable effort to arrange employees’ work schedules to accommodate employees in approved professional development activities.

(b) All employees shall be allowed release time to participate in approved* professional development activities scheduled by the College on campus and will be scheduled in such a way as to permit as many as possible to participate without disruption of routine activities.

(c) Employees who participate in approved professional development activities which will benefit the college shall be granted release time for their participation consistent with the fulfillment of their work obligation.

*Approvals includes: Professional development activities related to current and/or future work assignment(s), scheduling, and budgetary capacity.

ARTICLE 50. QUALITY STEP INCREASE SYSTEM

Two Quality Step increases (Quality Step 1 and 2), each equal to **2.5%** of midpoint of range in year in which award is paid, will be available after an individual has attained administrative appointment. Individuals will apply for Quality Step increases in the spring of each year based on the procedures outlined below or (to be developed by the College).

Quality Step Eligibility

- Quality Step 1 - Individuals are eligible to apply who have at least three (3) years of service since receiving administrative appointment;
- Quality Step 2 - Individuals are eligible to apply who have at least four (4) years of service since receiving Quality Step 1;
- Quality Step 3 - Individuals are eligible to apply who have at least five (5) years since receiving Quality Step 2. Awards become effective upon selection by the President. Each contract year, three (3) awards may be granted and **\$ 1,500** will be given to the employee at the beginning of the year the award is paid. The recipient will be eligible to receive the award once every five (5) years.

For Quality Steps 1 and 2 individuals at salary maximum - The full monetary value of the Quality Step will be given as an award and will not be added to base. If they are close to the salary max, they would get the dollar amount added to base that takes them up to the max and the remaining dollars would be given as an award.

NOTE: Prior to September 2, 2008, Administrative Appointment was known as Quality Step 1; Quality Step 1 was known as Quality Step 2; and Quality Step 2 was known as Quality Step 3.

CONTINUATION ITEMS:

Both parties agree to discuss the following continuation items during monthly labor management meetings:

- Article 12 – Work Week
- Remote Work Board Policy

**TOMPKINS CORTLAND COMMUNITY
COLLEGE RESOLUTION 2022-2023-03**

**2022-2024 TOMPKINS CORTLAND COMMUNITY COLLEGE
ADJUNCT ASSOCIATION AGREEMENT**

WHEREAS, an agreement has been negotiated between the TC3 Adjunct Association and Tompkins Cortland Community College for the period of September 1, 2022 through August 31, 2024 and

WHEREAS, Tompkins Cortland Community College and the TC3 Adjunct Association negotiating teams have reached an understanding on said agreement, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community accepts the terms and conditions of said agreement contingent upon ratification of same by the TC3 Adjunct Association.

STATE OF NEW YORK: I, **JAN BRHEL, CLERK** of the Board of Trustees of
55: 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 15th day of September 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 15th of
September 2022.

Clerk of the Board of Trustees
Tompkins Cortland Community
College

Tentative Agreement between the College and the TC3 Adjunct Association

ARTICLE IV Association Recognition/Status

4.1 The Employer recognizes the Association as the lawfully designated exclusive representative of employees of the College for the purposes of collective negotiations including but not limited to the following titles:

- Access & Equity Specialist
- Adjunct Counselor
- Adjunct Instructor
- Adjunct Librarian
- Adjunct Librarian Assistant
- Adjunct Reference Librarian
- Engineering Lab Tech – Communications
- Culinary Lab Assistant
- Medication Supervisor
- Para-Professional Tutor
- Peer Career Coach Supervisor
- Professional Tutor

4.3 The provisions of Article 7. Appointments/Seniority apply to individuals who have held adjunct positions at any time in the previous six (6) consecutive semesters ~~prior to the signing of this agreement~~. This provision shall not apply if course work is offered to bargaining unit members and rejected by said unit members.

4.9 ~~F~~ The College agrees to deduct the prorated dues of the Association from the salary of a bargaining unit member who voluntarily authorizes the same, in writing, on forms (Appendix A) prescribed by the Association. Such authorization shall be for the current academic year and may be revoked in accordance with Appendix A. Deductions shall be equal to prorated dues of the Association divided by the number of pay periods remaining in the semester following filing of the authorization. The College shall, within ten (10) days following each pay period in which dues deductions are made, transmit the amount so deducted to the Association.

ARTICLE VII Appointments/Seniority

7.2 Academic Discipline. The following is a list of areas of academic discipline including but not limited to:

- Accounting
- Anthropology
- Art History
- Astronomy
- Biology

Tentative Agreement between the College and the TC3 Adjunct Association

- Business Administration, Entrepreneurship, International Business
- Chemical Dependency
- Chemistry
- Communication and Media Arts
- Computer Applications
- Computer Graphics
- Computer Information Systems
- Computer Science
- Computer Support Specialist
- Criminal Justice
- Culinary Arts
- Digital Cinema
- Economics
- Education, including Early Childhood Education
- Engineering
- English, including Academic Writing, Creative Writing, Literature, Speech
- Environmental Studies
- ESL
- Fitness
- Foreign Languages
- Freshman Success Seminar
- Gender, and Sexuality Studies
- Geography
- Geology
- Graphic Design
- Health
- History
- Hotel and Restaurant Management
- Human Services
- Mathematics
- New Media
- Nursing
- Painting and Drawing
- Paralegal
- Philosophy
- Photography
- Physics
- Political Science
- Psychology
- Reading
- Recreation

Tentative Agreement between the College and the TC3 Adjunct Association

- Sociology
- Sport Management
- Sustainable Farming and Food Systems
- Wine Marketing

7.3 First time Adjunct Faculty bargaining unit members (as defined in Article 4.2) will be appointed at the rank of Instructor, unless the new member:

- possesses any unusual or terminal degree in the discipline;
- has fifteen (15) or more years' experience in a discipline related job;
- where a competitive recruitment landscape exists (for example, less than 5 applicants), and the candidate has the necessary job experience, credentials, and specific technical skills required for the position.
- has held high executive office in business or industry related to the discipline.

7.4 ~~Initial Appointment~~ Probationary Period. All first time Adjunct Faculty will serve a probationary period of six (6) semesters not to exceed two (2) semesters per academic year. Semesters are defined as Fall, Spring, and Summer. At the completion of the probationary period, members will be protected under the just cause provision as referenced in Article 14.

7.5 Seniority. Seniority for each bargaining unit member will be based on semesters taught in discipline at TC3, as defined in Article 7.2, or semesters in title (as defined in Article 4.1).

Four levels of seniority will be established based on length of service:

<u>Level</u>	<u>Length of Service</u>
Level 1	Zero (0) to Six (6) semesters
Level 2	Seven (7) to Twelve (12) semesters
Level 3	Thirteen (13) to Eighteen (18) semesters
Level 4	Nineteen (19) plus to Twenty-eight (28) semesters
Level 5	Twenty-nine (29) plus semesters

If multiple bargaining unit members in the same discipline or non-instructional title are at the same level of seniority, the following criteria will be used to establish seniority within a level: ~~academic rank and credit hours taught in discipline, or hours worked in a non-instructional title.~~ The College shall provide the Association with an updated seniority list by the end of each semester, listed by discipline and non-instructional title.

Tentative Agreement between the College and the TC3 Adjunct Association

- 7.7 Work Assignment. Bargaining unit members will be offered teaching and non-teaching assignments based on seniority as defined in Article 7.5. Subject to the availability of courses in discipline, the College will offer Level 3 and 4 Adjunct Teaching Faculty at least 4 CHE or two (2) courses per semester whichever is greater and the College will offer Level 1 and 2 Adjunct Teaching Faculty at least 2 CHE or one (1) course per semester whichever is greater. The College will make a reasonable effort to consult with bargaining unit members regarding their availability prior to offering work assignments.

Subject to the availability of courses in discipline, the College will offer an additional 2 CHE or 3rd course per semester whichever is greater (for Level 3 and 4 adjuncts) and an additional 2 CHE or 2nd course per semester whichever is greater (Level 1 and 2 adjuncts) via College e-mail. Subject to the availability of courses in discipline, an additional 2 CHE or 3rd course per semester whichever is greater may be offered to Level 1 and Level 2 adjuncts at the discretion of the College. Interested adjuncts must respond to the additional course offerings within the timeframe as specified in the notice of available courses.

This language as written above shall be effective Fall 2023.

Subject to adjunct availability of courses in discipline and seniority, during the course assignment process, individual adjuncts will be assigned active sections first. If no active sections meet the adjunct's availability, then pending sections that do meet the availability will be assigned.

ARTICLE VIII Working Conditions

- 8.4 Employees must meet their classes as scheduled except as provided for in the following:

- (a) A voluntary change in the time and/or location, and/or modality of a class meeting must have the prior authorization of the Provost/Associate Provost or designee via the appropriate email address(ClassCancel@tompkinscortland.edu). If unable to obtain approval prior to the class meeting, notice of the change shall be posted at the original location.
- (b) A permanent change in the master schedule must have the prior authorization of the Provost/Associate Provost or designee.

- 8.5 Each employee shall submit grade, attendance, assessment and student progress records as required.

- 8.7 Department Policies

Tentative Agreement between the College and the TC3 Adjunct Association

Adjunct teaching faculty shall be afforded the opportunity to provide input into department policies. No new policies shall be enforced without seeking input from Adjunct teaching faculty.

The Department will communicate all policies to all faculty, including updates.

ARTICLE IX Salaries and Economic Considerations

9.1

(A) Adjunct Teaching Faculty will be compensated per credit hours of teaching according to the schedule below.

	2022-2023	2023-2024
Adjunct Instructor	\$974	\$1,026
Adjunct Assistant Professor	\$1,032	\$1,082
Adjunct Associate Professor	\$1,100	\$1,147
Adjunct Professor	\$1,173	\$1,217
Adjunct Professor (10 or more additional semesters in rank)	\$1,249	\$1,290

Adjunct Professors who have served an additional ten (10) semesters in rank will be entitled to a rate increase according to the schedule above.

(B) Adjunct Non-Teaching faculty will be compensated per hour of work according to the schedule below.

	2022-2023	2023-2024
Adjunct Instructor	\$27.83	\$29.31
Adjunct Assistant Professor	\$29.49	\$30.91
Adjunct Associate Professor	\$31.43	\$32.77
Adjunct Professor	\$33.51	\$34.77
Adjunct Professor (10 or more additional semesters in rank)	\$35.69	\$36.86

Adjunct Professors who have served an additional ten (10) semesters in rank will be entitled to a rate increase according to the schedule above.

9.2 Credit hours for teaching are calculated based on the following:

Each adjunct teaching faculty member is hired to teach a specific number of College courses. Every course is assigned a number of credit hours by the College. Each credit hour normally represents one lecture hour (i.e., "contact hour") per week (see exceptions discussed below). The College pays a fixed fee for each credit hour. That fee is based on the assumption that each teaching faculty member may spend an

Tentative Agreement between the College and the TC3 Adjunct Association

average of approximately two hours per week in preparation and activities related to the work done during each class hour. For all classes, faculty members are expected to hold, and post for students at least one office hour per section per week. Unless specified to the contrary, each adjunct faculty member is expected to work for the entire fifteen weeks of the school semester, as well as the week of finals. For online classes, office hours can be via video or audio chat, or through online discussion forums. Asynchronous online classes are expected to have continuous engagement between students and faculty members based on best practices in online learning via Tompkins Cortland e-mail or the learning management system.

A modification of this calculation is necessary for adjunct faculty who teach courses involving "lab hours." If a class hour taught by the instructor is considered a "lab hour" by the College, then a factor of three-fourths is applied to that class hour. Thus adjunct faculty teaching one lab hour per week would be paid three-fourths of the credit hour fee normally paid. Implicit in this factor is the College's assumption that only 1.5 hours will be spent per week in preparation and activities related to each "lab hour" taught by adjunct faculty. If a course involved some "lab hours" and some lecture hours, then each hour is calculated separately at the respective rate.

9.5 Class Cancellation

The College shall notify bargaining unit members at least one (1) week before the start of classes if a course is being canceled. The failure of the College to provide one (1) week of notice to the bargaining unit member shall entitle such member to receive a stipend at a rate of \$100 per credit hour for the canceled course. Bargaining unit members will be afforded the option to waive the payment of such cancellation in order to allow for potential growth in enrollment in the class section. The College may offer the option of teaching the class as an independent study for very low enrollment courses.

9.6 Adjunct Non-Teaching Compensation

9.6.3 In addition to teaching, the College recognizes that adjunct faculty may perform nonteaching activities normally conducted by members of the Faculty Association including but not limited to: the development of online course methodology; the development of open educational resources; curriculum and material development; assessment; advisement; distance learning; or serving as department chair. Such work will be compensated depending on the assignment. Such work will count towards the maximum load of 26 hours per week. Hourly Rate = CHE rate/35 hours.

Tentative Agreement between the College and the TC3 Adjunct Association

9.6.4 Paraprofessional non-teaching adjunct faculty rates are determined by calculating the average of the adjunct instructor hourly rate and the current NYS minimum hourly wage rate. Hourly wage rate = (Adjunct Instructor Hourly Rate + NYS minimum hourly rate) / 2

9.8 Tuition Waiver

Any adjunct faculty member who has completed the ~~initial appointment~~ probationary period may register for one credit-bearing course at Tompkins Cortland (for a maximum of four credits) or for up to three one-credit courses per semester, and receive a full tuition waiver, according to the following guidelines:

9.10 Excellence Award

Bargaining unit members who have completed the ~~initial appointment~~ probationary period, and who have at least ten (10) semesters in rank and has consistently maintained excellence in teaching/professional service, will be eligible for an award for Excellence. Awards become effective upon selection by the President. Each contract year, five (5) awards of \$1,000 may be granted as a one-time stipend.

A bargaining unit member who has completed the ~~initial appointment~~ probationary period will be eligible to receive the award once every ten (10) semesters.

9.11 Professional Development

The College will provide compensation per adjunct at a rate of \$100 a day for up to three professional development days per academic year. The list of professional development days eligible for this compensation will be established at the beginning of each semester.

The College will develop a \$5,000 annual fund for professional development related to College duties for adjunct faculty per year for the life of this agreement. These monies will be disbursed by the Provost's office based on a brief application submitted before the semester begins, and pre-approval process per semester. Adjunct faculty who receive this funding will be expected to share their learning with the campus community and/or reflecting on it as part of their promotional materials. The College will reevaluate this fund, and its usage, and efficacy on an annual basis.

9.12 The compensation for developing asynchronous on-line course methodology for a course never offered on-line will be \$3,100 for a three-credit course the first time a faculty member does so and \$2,350 every time thereafter. These figures will be prorated for courses that are other than three credits. ~~This faculty member will have the first right of refusal for two (2) semesters that the course is offered among adjunct faculty, contingent on satisfactory student evaluations and observations as applicable.~~

Tentative Agreement between the College and the TC3 Adjunct Association

ARTICLE XI Leaves of Absence

11.2 Bereavement Leave

Two days of bereavement leave shall be allowed per semester worked for part-time employees for the purpose of a death in the family. ~~Family includes spouse, domestic partner, son, daughter, sibling, or parent.~~ On a case by case basis, the President may authorize bereavement leave for a family member not specifically identified in this paragraph.

Bereavement leave will not accrue.

Under unusual circumstances, the President may grant additional bereavement leave if so requested by the employee.

11.3 Leave without Pay

Time on unpaid leave shall neither count as an interruption of, nor credit toward, the ~~initial appointment~~ probationary period, seniority, promotion or a comparable position.

ARTICLE XII Evaluation

12.1 Adjunct Teaching Faculty - Student Evaluations

Conditioned upon written agreement between the College and the Association regarding an effective mechanism for conducting evaluations, all courses will be evaluated in the Fall and Spring semesters.

12.2 Adjunct Teaching Faculty - Professional Observation Visit

The College and the Association agree to meet monthly to discuss the Observation Tool to aid in the observation visit outlined in Article 12.2 and the Evaluation Tool utilized to complete the evaluation with the goal of implementing a tool in the Fall of 2023.

ARTICLE XIII Promotion

13.6 Given that promotion applications are due in the spring semester (per Article 13.2), the College will grant earned retroactive pay to members who applied for and were granted promotion in a given academic year. Contingent on their work assignments,

Tentative Agreement between the College and the TC3 Adjunct Association

members who became eligible in the summer will receive up to two semesters of retroactive pay, and those who became eligible in the fall will receive up to one semester of retroactive pay.

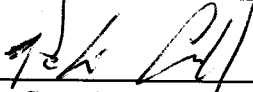
ARTICLE XV Discipline

15.2 No adjunct, who has completed the ~~initial employment~~ probationary period, shall be disciplined by the College without all rights prescribed below.

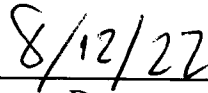
CONTINUATION ITEMS

1. The College and the Association mutually agree to a sub-committee to meet monthly to discuss an instrument for evaluation and an instrument for Observations. The College and the Association mutually agree to implement the tools discussed during the 2023-2024 academic year.
2. The College believes that for all adjunct faculty continuous improvement, and maintaining best practices in the classroom is important, and wants to support adjunct faculty to attain promotions, while also ensuring robust teaching in classrooms. We therefore propose the following to re-evaluate the promotion process with the following timeline.
 - a) The Provost's office will work to develop a simplified, and streamlined promotion process by December 1st, 2022 for all adjunct faculty.
 - b) The parties will put together a subcommittee that includes both adjunct faculty, and board members to provide input into this new system through January. Upon conclusion of the discussion, the College and the Association will agree to this in writing.
 - c) The parties shall implement the system at the end of February of 2023.

FOR TC3 ADJUNCT ASSOCIATION:

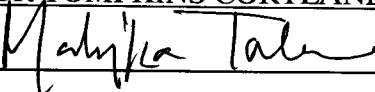


Pat Sewell, President
TC3 Adjunct Association

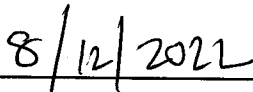


Date

FOR TOMPKINS CORTLAND COMMUNITY COLLEGE:



Malvika Talwar, Associate Provost
Tompkins Cortland Community College



Date

Classroom Upgrades: I would like to offer kudos our Buildings and Grounds crew who are working to help upgrade our classrooms. *First:* we have upgraded furniture in all of our classrooms, except for one, that had furniture from when our facility first opened. Many classrooms have been provided tables and chairs with wheels to allow faculty to create spaces that meet their classroom needs. *Second,* walk by the 260s sometime and you will see that our extensive lab renovations are underway. Please do take a look, it is really fascinating to see that part of campus with so many walls removed. A lot has happened this summer, and we'll work to have us get some updates out soon.

Advising Expectations: During the summer of 2022, the College and the Faculty Association created a committee to craft a list of best advising practices – focused on retention -- to form core expectations for teaching and non-teaching faculty advisors. Those advising practices have been shared with faculty advisors, and they can be found in the [Provost Communication Folder](#). We also held a session on them on Monday 8/22, and a link to that [session can be found here](#).

New Chair/Coordinator Structure: We are implementing a new structure this fall. We have consolidated the number of chairs, clarified the work of chairs, and provided release time for chairs to accomplish key goals. That means chairs are now in charge of departments rather than just a single program. We have also grouped those departments by Guided Pathways Academic Communities; furthermore, we have assigned each Academic Community a coordinator, who will be a point person for our Guided Pathways work in each area. [The Provost Communication Folder](#) has a list of the new chairs as well as information about the specifics of their new roles.

Assessment: We held a session on Wednesday to review our progress to date with academic assessment and explain our path moving forward. The slide-deck from the presentation can be found in the [Provost Communication Folder](#). The link to the assessment meeting [can be found there as well](#). [If you are new to assessment, please review the assessment meeting.](#)

Here are some highlights:

- We will be gathering data from all Student Learning Outcomes (SLOs) in all classes each semester. This is new.
- That does not mean that we will be assessing/analyzing every class every semester, but it does mean we will have data available to us for many semesters when we do analyze classes on a rotating basis (see below).
- The core of academic assessment/analysis is faculty talking to each other about how to improve teaching and learning to make the experience in the classroom better for students and faculty. Faculty will take part in the discussions, and chairs, the Provosts Office, and the Assessment committee will help organize it all.

- There are two primary areas of academic assessment: 1) SUNY General Education and 2) Program Learning Outcomes for each Academic Program
- *Gen Ed*: We will establish a cycle on which we will assess SUNY General Education courses this year. The typical model has colleges assess Gen Ed on a three year cycle.
- *Program Learning Outcomes (PLOs)*: We will re-establish the assessment of one Program Learning Outcome a year per program, and we will have all programs pick a PLO that maps up to the same Institutional Learning Outcome (ILOs). This year, we will focus on our Critical Thinking/Creative ILO.
- *Program Review*: We will re-establish our cycle for performing large scale review of programs on a 5 year cycle.

Provosts Hour: Malvika and I have decided to no longer hold Provosts Hour this fall. We thought it was a helpful way to create community when many of us were remote. However, with the College being much more back in person, we have opted to cease doing Provosts Hour. We do plan to hold some open office hours remotely – perhaps once a month – but we were thinking of that as an opportunity for people to come in and ask is questions or chat with us rather than a meeting/gather. Thank you to everyone who took part in Provosts Hour.

Middle States: This is going to be a very important year for Middle States Accreditation. Our next self-study is 2026-27. Now is the time to review progress on the areas where Middle States gave us recommendations in 2017-18. We have done a lot, but we need to start building our infrastructure to provide the data and resources that Middle States will need when our self-study comes around again. That means organizing and compiling evidence that we are meeting each of the 7 standards. It also means making sure that we can easily access to all of the data that we need to perform an effective self-study. We also need to focus on making sure that we are making public all of the appropriate and necessary and up-to-date information needed for accreditation. We need to renew our focus in this area, and this will be a key year.

2023-2024



August 23						
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October 23						
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November 23						
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December 23						
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April 24						
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May 24						
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- # Class Day
- H College Holiday
- # Faculty Non-Class Contract Day
- C Commencement May 21
- F Fall Day: Oct 10
- M Mid Winter Day: Feb 21

Fall Day and Mid-Winter Day are Contract Days

New Student Orientation: 8-26/8-27 & 1-20/1-21

Open House Dates: _____

2023-2024



December 23						
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January 24						
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- College Holiday**
- Winter Session**
- Summer First Five Week**
- Summer Second Five Week**
- Summer 8 Week**
- Summer 10 Week**
- Delayed 8 Week

- Dec 20- Jan 19
- May 29 - July 3
- July 8 - August 09
- May 29- July 26
- May 29- August 09
- TBD

May 24						
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July 24						
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14	15	16	17	18	19	20
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28	29	30	31			

August 24						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

THE BOARD OF TRUSTEES REPORT
Interim VP of Student Affairs and Senior Diversity Officer
September 2022

Update

For approximately three weeks, I have been providing leadership for the Student Affairs division while continuing to provide organizational leadership for diversity, equity, justice, and inclusion.

- Currently, the Student Affairs division includes Athletics and Recreation, Child Care, Campus Police, Health and Wellness Services, Office of Diversity Education and Support Services, Residence Life, Student Conduct & Title IX, Student Life, Student Success: Advising, Career, and Transfer.
 - Darese Doskal has agreed to supervise Child Care, Health and Wellness Services while directing our Student Conduct & Title IX office.
 - The primary goal is to center student affairs on retention by actively promoting systems for student engagement, student sense of belonging, and supporting student's basic needs

Athletics and Recreation

Fall Athletics and Recreation is underway. Fall student-athletes returned to campus in mid-August and have begun competition. This fall, Athletics has successfully fielded teams in Men's & Women's Soccer, Men's & Women's Cross Country, and Women's Volleyball. Also, respective teams and the Athletics and Recreation department staff supported new students moving into the residence halls.

Child Care

Child Care is offering expanded services this year for toddlers within the previous Child Care center featuring refreshed updates inside and outside.

Campus Police

Campus Police recently submitted last year's federal [Cleary Act incidents, Annual Security Report](#), and developed a campus Emergency Management Plan. Recruitment for 1.5 officers continues; however, we are awaiting the release of the county test.

Health and Wellness Services

Health and Wellness Services staff and a host of volunteers made remarkable efforts to ensure enrolled college students provided documentation to comply with SUNY's COVID-19 policy.

Office of Diversity Education and Support Services

ODESS Success Programs welcomes twelve (12) new students in the first class for EOP students, and two (2) students make up the first class for LSAMP. A request has been made to SUNY to support a winter class in addition to the summer class. The class participated in a summer institute for three weeks (August 12-26).

Residence Life

Two hundred seventy-five (275) students live on campus, which is a 50% increase compared to last fall. Exciting new traditions such as the opening weekend bonfire have been added, which was enjoyed by students and staff.

Student Conduct and Title IX

Title IX is collaborating with Ashley Dickson in their new LGBTQIA+ Coalition Coordinator role to provide more education and resources for supporting LGBTQIA+ students on campus. Title IX and Health and Wellness Services staff will again offer the Don't Cancel that Class session this year.

Student Life

Roughly three hundred and fifty (350) students and their student supports participated in New Student Orientation. In an effort to promote student engagement opportunities, Student Life has put together a slate of nearly 21 days of engaging activities for our campus community.

Student Success: Advising, Career, and Transfer Services

Efforts are being made to increase best practices to support retention, including:

- Expanded use of Starfish aimed at improving retention for Fall 2022
 - "Early Concern" flag in Starfish
 - Focused on the first four weeks of the semester
- Designated advisors will follow up with each student for whom an Early Concern flag
- Use of Starfish Success Plans and Intake survey (START survey) also began this cycle
- Expanded features for unique cohort tracking (EOP, Student-Athletes, Pathways)

Respectfully,

Seth A. Thompson

report

Date: September 6, 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:

Downtown Ithaca Alliance & DRI Grant Working Group – I have been serving on the committee that is putting together the application for the latest round of the NYS Downtown Revitalization Initiative Funds. The College intends to submit a letter of support for the grant application.

GOVERNMENT RELATIONS & ADVOCACY:

Anna Kelles/Hank Dullea meetings – President Kremenek and I met with Hank Dullea, a friend of the College and longstanding member of the SUNY Board, to review the community college funding model. As a follow up, I met with Anna Kelles, Hank and her staff to discuss funding models and provide some context. We will work on some talking points and data that Anna requested. She continues to be a strong ally for us in Albany.

STRATEGIC MARKETING:

Internal Processes –

- Social Media Content Coordinator Team is working to create monthly content calendars to share across all the College's flagship social media accounts. They will also be hiring two students as 'content creators' to assist with coverage of Student Life and evening/weekend programming. We will be working on a 'student takeover' model for the Fall.
- Enrollment & Marketing Team edited and updated all materials that the recruiters will take on the road and send to prospective students. We also are developing a Fast Facts one-sheet with updated College data and talking points to be used as ongoing data sets for various publications.

Instant Registration Days Campaign

- Continued boosted posts for weekend dates; saw uptick in walk-in traffic for the programs

eDesign

In August, the Digital Enrollment Campaigns delivered 990,070 ad impressions.

Overall website traffic increased 27.13% (83,052 vs 65,329) in August, year over year, with New York City traffic up 150.21% (8,212 vs 3,282).

3,145 website goals were completed and New York City reports 389 website goals completed in August.

Full data available here: <https://marketing-reports.com/rs/Ks5Gm16/Hhd1q>

For **April 1- August 31, 2022**, we saw:

- 3,485,192 Total Ad Impressions
- 3,411,583 Display Impressions on Facebook, Instagram, YouTube, Gmail, Display Networks, Partners
- 73,609 Google Search Impressions
- 36,982 Total Clicks on Ads
- 21,534 Website Sessions from Ads
- 139,260 Total New Website Users
- 12,001 Total Website Goals*
- \$73,220.53 Ad Spend

*Website Goals are actions defined on the website including clicks to admissions links, event links, schedule a visit and email links.

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. Culinary and Computer Science were the first two posted last month. Paralegal and Electrical Engineering posted in July. August posts featured a more general, Why Go to a Community College theme:

REASONS TO GO TO A COMMUNITY COLLEGE FIRST

<https://www.tompkinscortland.edu/reasons-to-go-to-community-college-first>

6 HIGH-DEMAND DEGREES & DEGREES OF THE FUTURE

<https://www.tompkinscortland.edu/high-demand-degrees>

Microcredentials Information Sessions – in addition to one held on Zoom on July 26, we hosted 4 in-person community events to learn more about the options and opportunities with the microcredentials program.

July 28 | Southside Community Center, Ithaca, 5:30 – 7 p.m.

Aug. 2 | YWCA Cortland, 5:30 – 7 p.m.

Aug. 4 | OAR (Opportunities, Alternatives, and Resources), 11 a.m. – 12:30 p.m.

Aug. 10 | CAPCO, Cortland, 6 – 7:30 p.m.

WORKFORCE DEVELOPMENT:

Southern Tier 8 ARC Grant Opportunity: Hospitality & Tourism – Attended a training for this grant application process on July 12. We submitted the grant and have learned it has moved forward to next phase of approval. 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.*

Childcare as a Benefit Workshop – We partnered with Child Development Council, Tompkins Workforce Development Board and Cortland-Cayuga Workforce Development Board to host a session for employers-- *Recruit and Retain Talent: Offering Childcare as an Employment Benefit*. 25 businesses participated (great mix of Cortland and Tompkins Counties, for-profit and not-for profit).

Hosted NYATEP Regional Happy Hour – We were selected as the first site for a new networking program being offered by NYATEP (New York Association of Training and Employment Professionals). There is a nice write-up on their blog here: <https://www.nyatep.org/blog/IthacaHappyHour>

OTHER MEETINGS & COMMUNITY EVENTS:

- Weekly Cortland Downtown Partnership Board meetings
- Monthly Strategic Tourism Planning Board (STPB) meetings
- Monthly Workforce Development Board meetings
- Monthly Tompkins Chamber of Commerce Government Affairs Committee meetings
- Selected as a participant for the International Leadership Association's Leadership Educators Academy – attended training and conference on August 8-11 in Washington, D.C.

COVID-19 UPDATE

The College has been diligently working to ensure that all of our enrolled students are in compliance with the SUNY policy that all students attending in-person classes be fully vaccinated. A monumental effort that included many staff pitching in to help with texting, calling, and contacting students who had yet to turn in their documentation concluded in the last week of August. Due to their efforts, there was only a nominal impact on our enrollment for the Fall. A special thank you to the staff in Health and Wellness who has been working non-stop to ensure our compliance and collect and register all the proper paperwork.



To: Board of Trustees
September 15, 2022 Meeting

Foundation Board and Committees

The property management committee met on July 25 at the Cortland Extension Center. May financials were shared. Updates were provided on both of the extension centers, and campus housing. The elevator at the Ithaca Extension Center is now in working order.

On August 15, the finance/audit/investment committee met. A review of the June financials took place. The investment advisor also presented the portfolio as of July 31, 2022. The auditors will begin their work mid-October.

Solicitation for Foundation Board and Board of Trustees giving has been completed. Ninety-four percent of the Foundation Board gave and one hundred percent of the Board of Trustees gave.

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

Strategic Plan

See attached.

Upcoming Meetings

September 20th – Executive Committee
October 11th – Board Meeting (in-person)
October 24th – Property Management 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

In collaboration with the President's office, an on-site Retiree event is being planned for October 6th.

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 "Welcome Amy Kremenek" piece is being sent to over 12,200 people.

The annual report is currently being developed.

Scholarships

Scholarship selections are underway for the 2022 fall semester.

Tompkins Harvest

On August 22- 26, 2022, the Tompkins Cortland Community College Foundation hosted the 5th Boot Camp for Food Service Workers, Food Service Directors and Farm to School Coordinators of Tompkins County at Coltivare. The program, a collaboration with, and funded by the Park Foundation, is intended to fulfill needs of our area school food cafeteria workers. This year the program was re-branded with "School Food Reboot, *Cafeterias are the heart of our schools*" and brought to us Chef Ann Cooper and Anneliese Tanner from the Chef Ann Foundation. (More information on the Chef Ann Foundation can be found at: [Chef Ann Foundation | Homepage.](#)) The Monday, April 22nd sessions had 35 Food Service Workers, Directors and Farm to School Coordinators in the morning sessions discussing "Why we do this work," "Marketing and Customer Service Training" and discussion of "Successes and Challenges". The participants were later joined by 13 additional "allies" or individuals/agencies that are identified supporters of the school food industry, and especially supporters of moving to scratch cooking in the school cafeterias. Both Chef Ann and Anneliese Tanner visited all of the schools in Tompkins County on Tuesday and Wednesday to see their kitchens and equipment used. Tuesday evening, a dinner

was held for Chef Ann and Anneliese, Park Foundation as well as Amy Kremenek, and Julie Gerg. The Thursday, April 25th morning program was designed specifically for Food Service Directors, with 9 individuals in attendance focusing on “Strategic Planning”, “Menu Planning”, and “Budget and Labor Management Training”. The Food Service Directors were joined by 9 School Business Officers and School Administration and Special Guests late in the afternoon for dinner and closing.



TO: Tompkins Cortland Community College Board of Trustees
FROM: Amy Kremenek, DM, and President
DATE: September 15, 2022
SUBJECT: President's Update

Start of the 2022-23 Academic Year

The new academic year for the campus community began on Monday, August 22, a week prior to the students' return, with the annual tradition of "Opening Day" which we continued this year. The day included an all-campus kickoff in the Forum that returned for the first time in two years fully in-person, and by all accounts, it was very well-attended. In addition to remarks by me, Executive Council members provided updates on topics of importance, including academics, student services, finance, and enrollment.

As you know, enrollment has ticked up this fall. Currently, we stand at 1.8% up in terms of headcount and 4.5% up in FTE. These increases, which have leveled off slightly since the start of the semester as schedule changes, different life decisions, and finances impact student withdrawals. Still, Tompkins Cortland is among a small handful of SUNY community colleges who are experiencing a net increase this year. In addition, I am encouraged by a nearly 8% increase in full-time enrollment, which is a promising sign as full-time enrollment is positively correlated with retention and completion. In addition, occupancy in the residence halls is up by approximately 50% over this same time last year, with more than 270 students residing in the halls. This progress in terms of enrollment and occupancy is the result of significant effort on the part of many, including the Enrollment Services Center; the Buildings & Grounds and Maintenance crews; Campus Technology; Residence Life; Student Activities; Faculty and Advisors; Student Services; and Health and Wellness.

Aspen Connections

I appreciate your support of me in my recent selection as a 2022-23 Aspen Institute New Presidents Fellow, joining with 25 other new community college presidents across the country who will be participating in this prestigious program. I am honored to represent Tompkins Cortland Community College at this level, which I anticipate will bring best-in-class research, coaching, and technical assistance to our critical work in retention, completion and student success. Institutional Research is currently working with Aspen to upload a data set which will be used for institution-specific guidance, professional development, and collaboration with national experts and fellow Presidents. All of this work is funded by Aspen at no cost to the College, so this is a tremendous opportunity for us.

In addition, Tompkins Cortland has been selected by SUNY to participate in the Aspen Institute College Excellence Program, which operates at a national level and is focused on advancing higher education practices and leadership that significantly improve student learning, completion, and employment after college, and is particularly focused on creating equity for traditionally disadvantaged populations, including students of color and low-income students. The goal of the partnership with SUNY is to engage

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campus leadership and boards of trustees in strengthening the alignment between operations and goals for excellence and equity and the student success agenda. We were selected based on our success and work with Guided Pathways to date, and I am delighted that you have endorsed our participation in this outstanding opportunity that will engage the entire campus.

Campus Conversations

As you know, I have convened a series of small-group conversations with members of the campus community over the course of the summer. To date, I have completed 21 conversations with groups of 5-7 faculty and staff and more than 100 employees have participated. The goal of these conversations are to learn more about TC3, our strengths and our challenges, and to gain input as we navigate the changing higher education environment and future. I am assimilating these conversations into a set of overarching themes that will be first shared with the campus community at our annual "Fall Day" and then combined with the feedback I receive from students and the community to guide our overall strategy and work.

2022-23 Goals

Finally, I would like to thank the Trustees for their participation in our fall retreat on August 13. As you know, one of the goals of this retreat was for the Board to provide direction to me for my goals for 2022-23. I am currently finalizing these goals, with appropriate strategies, to include as we discussed: strengthening enrollment, retention and completion; addressing campus climate; and growing community partnerships and engagement. I look forward to working collaboratively with the Board of Trustees and campus community to address and make progress on these critically important areas in service to our students and greater community.