



Trustees:

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

October 20, 2022 Agenda

Regular Board of Trustees Meeting @ 5:30 p.m.

<https://us02web.zoom.us/j/89455617219?pwd=Q2NpYkZIL1Byek1lWjg5bWdTZUY5Zz09>

1. Call to Order
2. Roll Call
3. Welcome Guests – Introduction of New Employees
4. Approval of Agenda
5. Public Comment**
6. Approval of September 15, 2022 Board of Trustees Regular Meeting Minutes
7. CFO/Treasurer's Report
8. Communications
9. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees) Nursing Department Overview – Kim Sharpe
10. Information Items:
 - a. Human Resources Updates
11. Consent Agenda (Action Items):
 - a. Appointment of Personnel
 - b. Approval of Position Description – Dean of Student Success & Retention
 - c. Approval of Position Description – Executive Assistant to the President
 - d. Approval of Position Description – Assistant Registrar
 - e. Approval of Position Description – Assistant to the VP of Student Affairs
12. 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 – Written Report provided.
 - 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
13. Upcoming Events:
 - a. ASPEN Workshop – Session 1: Completion of the Senior Team – October 28, 2022 for Presidents only
 - b. Service Tradition Lunch – November 3, 2022
 - c. Open House – November 4, 2022
 - d. ASPEN Workshop – November 4, 2022 – President Kremenek and Executive Council members
 - e. Next Board of Trustees Meeting - November 17, 2022
14. Adjournment

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

Amy Kremenek

Denver Stickrod, Dean for Enrollment Management. Reports to Amy Kremenek.

Ruth Spencer, Interim Vice President of Human Resources, Reports to Amy Kremenek

Seth Thompson

Deidre Kirkem, Vector Network Program Associate. Reports to Seth Thompson.

Leah Tompkins, Assistant Director of Student Activities, 1 year temporary. Reports to Seth Thompson.

Judy Perry, Receptionist. Reports to Seth Thompson.

Paul Reifenheiser

Susan Mueller, Assistant Professor of Nursing. Reports to Paul Reifenheiser.

Amy Faben-Wade, Instructor of Chemical Dependency. Reports to Paul Reifenheiser.

Malvika Talwar

Michael Haupt, Institutional Effectiveness Research Analyst. Reports to Malvika Talwar.

Deb Mohlenhoff

Dara Riegel, Assistant Director for Employer Relations and Experiential Learning. Reports to Deb Mohlenhoff.

Bill Talbot

Dionysios (Dennis) Panagitas, Comptroller. Reports to Bill Talbot.

August Hennies, Director of Facilities. Reports to Bill Talbot.

Kayla Conway, Principal Account Clerk. Reports to Bill Talbot.

TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
Regular Meeting
Sept. 15, 2022
AMENDED
Via Zoom & In Person
Executive Session 5:30 P.M.
Open Session ~6:00 P.M.

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

EXCUSED: None

COUNTY

LIAISONS: Mike Lane, Cathy Bischoff

STAFF: Jan Brhel, Katrina Campbell, Sharon Clark, Tim Densmore, John Gebo, Julie Gerg, Amy Kremenek, Deb Mohlenhoff, Sayre Paradiso, Mutale Sokoni, Bill Talbot, Malvika Talwar, Seth Thompson, Peter Voorhees, Carrie Whitmore

1. **Call to Order:** The meeting was called to order at 5:31 p.m. by Chair Davison.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Executive Session (to discuss a personnel issue with no action to be taken in open session)** It was determined that there was quorum. Mr. McSherry moved that the meeting convene in executive session at 5:32 p.m. for discussion of a Foundation matter, with no action to be taken; seconded by Mr. Tytler. President Amy Kremenek, VPHR Sharon Clark, Executive Director of the Foundation Julie Gerg, and Foundation CFO Mutale Sokoni were invited to join Executive session.

Motion to go back into open session moved by Ms. Buck, seconded by Mr. Tytler; approved unanimously. The meeting reconvened in regular session at 6:31 p.m.

4. **Open Session:** Chair Davison called the Open Session to order at 6:32 p.m.
5. **Oath of Office for Student Trustee Louis Scholl:** Chair Davison administered the Oath of Office to Student Trustee, Louis Scholl. Tracey Brunner notarized the document for Ms. Brhel to send to Tompkins County Clerk and Cortland County Clerk.
6. **Welcome Guests:** Chair Davison welcomed everyone that had zoomed in for the meeting.
7. **Roll Call:** Ms. Brhel called the roll.
8. **Approval of Meeting Agenda:** Mr. Schlather moved the Board of Trustees September 15, 2022 Annual Meeting agenda be approved with addition of the 2022-2024 TC3 & Professional Administrators Association (PAA) Agreement; and the 2022-2024 TC3 & Adjunct Association Agreement to the Consent Agenda ; seconded by Ms. Michell-Nunn; motion carried unanimously.
9. **Public Comment:** None

10. **Approval of Minutes – July 21, 2022 Annual Meeting and Regular Meeting minutes:** Mr. Schlather moved that the minutes of the July 21, 2022 Board Annual and Regular Session meeting be approved as presented; seconded by Ms. Buck; motion approved unanimously.
11. **Communications:** NONE.
12. **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. It is early on in the close of the financial books for the 2021-2022 year but he stated the position was favorable in comparison to last year's close. Accounts Receivable is the biggest challenge with some student accounts in arrears. The College will be looking at meeting the needs of students as we strengthen efforts relative to accounts receivable. Mr. Talbot noted with HEERF funding coming to an end that the College will have to pick up the costs that HEERF funding covered.
13. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): Emergency Management Plan (EMP) – Director of Campus Police, John Gebo.** The presentation is attached to these minutes. The plan was developed by Mr. Gebo in coordination with the President and Senior Leadership team. The intent of the EMP is to maximize our ability to protect life and property. TC3's plan integrates the National Incident Management System (NIMS) and Incident Command System (ICS) to ensure our response is compatible with other local/regional/state and or federal agencies. Additional functions of our EMP include compliance with laws, regulations and SUNY requirements. It follows Federal Emergency Management Agency (FEMA) training requirements, delegates emergency authority, provides predesignated command facilities, sets protocol and procedures for a formal post-incident review process and creates an Emergency Response Planning Team (ERPT).
14. **Information Items:**
 - a) **Human Resources Updates** – No discussion.
15. **Consent Agenda:** Mr. McSherry moved that the Consent agenda items be approved with the addition of the 2022-2024 TC3 & Professional Administrators Association (PAA) Agreement; and the 2022-2024 TC3 & Adjunct Association Agreement; seconded by Mr. Tytler, approved unanimously.
 - a. **Appointment of Personnel**
 - b. **In appreciation of Elizabeth Burns- Trustee Emeritus** – Board member Ray Schlather spoke to the devotion Liz Burns has shown to the College, how she spoke her mind always with the best thoughts toward how the students of the College would be affected by the actions/decisions made by the Board of Trustees. She was a well-respected Board member (and former Chair of the Board). All Board members present at the meeting spoke to the respect and gratitude they have for her years of service to the College. This resolution was supported highly by all Board members and County liaisons present.
 - c. **Approval of WDI Lab Renovation Contract**
 - d. **Approval of 2022-2024 TC3 & PAA Agreement**
 - e. **Approval of 2022-2024 TC3 & Adjunct Association Agreement**
16. **Standing Reports:**
 - a) **Provost/VPAA:** Written report provided. Provost Reifenhiser also provided an explanation to the 2023-2024 academic calendar that was provided. He noted that the semester that had previously started on a Wednesday has been changed to start on a Monday to facilitate travel time for parents/families to get students to the College, moved into the dorm for residential students and the ability to attend Orientation. The 2023-2024 academic calendar was approved unanimously by the Board.

- b) **Interim Vice President of Student Affairs & Senior Diversity Officer** – Written report provided. Mr. Thompson added his gratitude to the Health & Wellness area to ensure we are in compliance with SUNY guidelines for enrollment with regard to the COVID/booster requirement. He noted Orientation this fall had a great number of student/family members. Previous years this has proven to be a good sign for retention. Social media and apps helped secure more students. The Board members showed strong support for the efforts of many staff/faculty in this endeavor. When the question was raised regarding smoking on campus, it was stated that there is no smoking allowed on campus (including cannabis – unless for medical purposes). Student Trustee Scholl added that ~~even if there is a medical exception for cannabis on campus, they are not to smoke it inside the buildings.~~ **AMENDED at October 20, 2022 meeting: correction regarding a medical exception to the use of cannabis which was in error at the meeting. It should be noted “while cannabis is legal in New York State, it is not legal under federal law. Because the College receives federal funds, there is NO exception for any use of cannabis on campus.”**
- c) **Associate VP for College Relations** – Written report provided. No discussion.
- d) **Chief Information Officer** – No written report this month.
- e) **College Senate** – Verbal report given by Ms. Sayre Paradiso. Ms. Paradiso noted that she and Casey Goodwin are co-chairs for the 2022-2023 academic year. The College Senate is currently reviewing the Remote Work policy and will bring it to the Board of Trustees in October. They plan to re-visit the College Senate by-laws and have a more hands on routine this year.
- f) **Tompkins Cortland Community College Foundation, Inc.** – Written report provided.
- g) **Chairperson’s Report** – Chair Judy Davison thanked everyone who came forward to help with the increased enrollment numbers for the fall 2022 semester and noted that the Board as a whole commends their efforts. There is still work to be done to retain these students and see them through to the completion of their degrees. TC3 is one of ten colleges invited to participate in the Aspen SUNY Pathways Senior Teams and Boards Workshop Series. There are 8 workshops (October – December is for presidents and senior staff; spring is for President, Board Chair and Vice Chair). Ms. Davison noted the August 13th Board Retreat was a new endeavor this year as it has been in November previously. The facilitator, Dr. Larry Nespoli, gave an informative and interactive program and those in attendance felt a sense of invigoration. Chair Davison requested that Board members review the Presidential Goals and respond to Dr. Kremenek with their thoughts. New staff/faculty members will be introduced at the October meeting and then future hires made following that date will be introduced at the February meeting.
- h) **Liaison Report (Tompkins County)** – Mr. Lane stated how good it was to be in person for this Board of Trustee meeting. He noted that Tompkins County is in the process of budget planning. There have been 3 meetings already this week and more are scheduled for next week. The public hearing on the budget is in November. The Village of Dryden is applying for the NY Forward Grant and a letter of support was sent from Dr. Kremenek for this. He thanked Dr. Kremenek and her husband, Brent, for being a part of the breakout sessions and noted that there is a sense of a better connection to the college.
- i) **Liaison Report (Cortland County)** – Ms. Bischoff stated she is grateful to be a part of the TC3 family and the Cortland County liaison to the Board of Trustees. Cortland County is in the beginning stages of their budget process. They will engage in redistricting and looking at becoming a charter county.
- j) **Student Trustee’s Report** – Verbal report given by Louis Scholl. Mr. Scholl asserted that he is extremely happy to be the student trustee for this academic year and will strive to be an active and engaging representative for the student body. He noted the student government is looking at having the residence hall parking lot lines repainted and having more recycling bins available in the cafeteria area. He noted that students seem more engaged and are attending more of the activities on campus.

k) **President's Report** – Written report provided. President Kremenek reported that Dean of Enrollment, Denver Stickrod, attended the SUNY Enrollment Management meeting in Albany. TC3 has shown the 4th largest increase in fall enrollment among the 30 community colleges. Dr. Kremenek reiterated Chair Davison's request for Board members to review her goals for the upcoming year and send her their feedback. Dr. Kremenek recognized that this meeting would be the last for Vice President of Human Resources Sharon Clark as she will be leaving TC3 to take a position at Cornell University. She spoke to all the work that has been accomplished under the leadership of Ms. Clark, that she will be greatly missed, and TC3's loss is Cornell's gain. All Board members agreed with President Kremenek's sentiments and wished Ms. Clark all the best in her new endeavor. It was noted the position of Deputy Clerk to the Board of Trustees held by Ms. Clark will need to be filled.

17. Adjournment: Mr. McSherry moved that the meeting be adjourned; seconded by Ms. Buck; motion carried unanimously. The meeting adjourned at 7:45 p.m.

Respectfully submitted,

Jan Brhel
Clerk of the Board of Trustees

VP of Finance & Administration Report: October 13, 2022

2021-22 Close (Pre EOY adjustments):

My forecast of our end-of-year (EOY) contribution to Fund Balance remains at \$1.3M. Our more impactful audit work begins shortly and should be concluded before December. Accounts Receivable is expected to have the largest impact on Fund Balance after the State: 1) Suspended the use of 3rd party collection agencies during COVID and 2) Has disallowed the withholding of a transcript if there is an outstanding balance.

2022-23 Close

Fall Enrollments are within budget. Tuition revenues are within 2.6% of budget and 2% higher than prior year. Nonresidential Tuition, while 12% below prior year, are of a better quality and less likely to be reversed and/or written off in future months. While County Chargebacks have not yet occurred in September, their contribution to revenue are expected to be greater than budgeted after the SUNY authorized Chargeback Rate was issued at a higher rate than was originally budgeted.

All Expenses but for Scholarships are running favorable to budget for the first month of the year. Delays in hiring and contractual timing issues are creating this favorable outcome. Our Healthcare costs are expected to increase slightly by 6.5%, .5% higher than budget and 1.5% higher than PY (prior year).

Students' Accounts Receivable (A/R):

Students A/R represents those balances that students have either not paid and/or will not be covered by another source (e.g., Financial Aid, Loans, Payment Plan, Scholarship and/or Company). Past practice has been to allow students to continue their classes while the College tries to reach and have the students resolve these balances before the end of the semester. Unfortunately too many students with these open balances don't finish school leaving an open balance that does not ever get paid. The College must reserve for these balances that after three years will be written-off. It is typical that the College write-off almost \$1M a year, an amount equal to 3% of Total Revenue. However, to be more relevant we should be comparing this write-off amount to just Core Tuition Revenues, which would increase this write-off amount to an estimated 5% of Core Revenues.

Student A/R Balances also do not serve the student well. If they do not complete the semester they most often end up in collections and a poor credit rating. If they do complete the semester and owe greater than \$1K they are unable to return for the following semester. If out of school for 6-months, then Federal Loan payments begin. A simple solution to not allow a student to start unless they are fully packaged is unrealistic. Many of our student enroll close to the start and have to get Certificates of Residency, have parents submit taxes and/or agree to take loans, etc. To provide some perspective, the day before our fall semester started we had 1,239 students with greater than \$1K balance totaling \$5.5M.

While we piloted a small program this past Summer with mixed outcomes, we approached fall with a much more aggressive communication campaign designed just to get students into Room 101 (Registration, Billing, and Financial Aid), where College staff could help students recognize how they can pay for College (e.g. submit their Certificate of Residency and reduce their bill by as much as \$2,700). This had minimal impact as students may not have opted into text notifications, were not reading e-mails, and/or forgot to return phone calls. The College turned to piloting a new medium, MyTC3 announcement popup service. With a very direct message and call-to-action, possibly being deregistered, most students came in to address their balances. The impact of this communication medium and message reduced the number of students to 359 students having greater than \$1K balance with a total balance of \$1.1M, all in the first 4-weeks of classes. Compared to the same day in 2021, there were 1,246 students with \$4.8M in outstanding balances. Still more assessment is needed and we are assessing the impact of deregistering select students who continue to refuse to come to room 101 to address their balances. Our experience will be documented and our packaging and collection processes improved.

TOMPKINSCORTLAND COMMUNITY COLLEGE
 2022-2023 APPROPRIATIONS
 Year-To-Date Through September 30, 2022

	Modified Budget 2022-23	Expend to Date 2022-23	Unexpend Balance 2022-23	% Expended 2022-23	Total Exp PY 2021-22 ⁵	YTD Exp PY to Date 2021-22	PY % Expended 2021-22	Fav Var (Unfav Var) to PY	% Variance to PY
Forecasted Dept. Appropriations									
Personal Services	15,990,870	1,051,991	14,938,879	6.6%	15,384,038	924,310	6.0%	(127,681)	-0.8%
Equipment	50,000	0	50,000	0.0%	102,105	3,789	3.7%	3,789	3.7%
Contractual Expenses	5,863,844	216,959	5,646,885	3.7%	4,496,270	271,900	6.0%	54,941	1.2%
Employee Benefits	8,544,482	583,049	7,961,433	6.8%	8,032,450	606,841	7.6%	23,792	0.3%
Total Forecasted Departmental Appropriations¹	30,449,196	1,851,999	28,597,197	6.1%	28,014,862	1,806,840	6.4%	(45,160)	-2.5%
Scholarships & Awards									
Student Services		36,700	(36,700)	0.0%	52,639	14,976	28.5%	(21,724)	(145.1%)
Academic Support	3,439,832	1,005,644	2,434,188	29.2%	3,425,481	1,066,252	31.1%	60,608	5.7%
Total Scholarships & Awards	3,439,832	1,042,344	2,397,488	30.3%	3,478,120	1,081,228	31.1%	38,884	0
Total Forecasted Appropriations²	33,889,028	2,894,343	30,994,685	8.5%	31,492,982	2,888,067	9.2%	(6,276)	-0.2%
Adjustments to Approved Budget									
Personal Services	38,903		38,903	0.0%			0.0%	0	0.0%
Equipment	0	0	0	0.0%	0	0			
Contractual Expenses	(261,952)		(261,952)	0.0%			0.0%	0	0.0%
Employee Benefits	0	0	0	0.0%	0	0	0.0%	0	0.0%
Total Adjustments to Approved Budget³ Favorable (Unfav)	(223,049)	0	(223,049)	0.0%	0	0	0.0%	0	0.0%
Total Approved Budget Appropriations⁴									
Personnel	16,029,773	1,051,991	14,977,782	6.6%	15,384,038	924,310	6.0%	(127,681)	-0.8%
Equipment	50,000	0	50,000	0.0%	102,105	3,789	3.7%	3,789	3.7%
Contractual	5,601,892	216,959	5,384,933	3.9%	4,496,270	271,900	6.0%	54,941	1.2%
Scholarship & Awards Offset	3,439,832	1,042,344	2,397,488	30.3%	3,478,120	1,081,228	31.1%	38,884	1.1%
Fringe Benefit	8,544,482	583,049	7,961,433	6.8%	8,032,450	606,841	7.6%	23,792	0.3%
Total Approved Budget Appropriations⁴	33,665,979	2,894,343	30,771,636	8.6%	31,492,982	2,888,067	9.2%	(6,276)	-0.2%

Explanation of Sub-Totals and Totals:

1. *Total Forecasted Departmental Appropriations:* Enables an analysis of departmental operating costs.
2. *Total Forecasted Appropriations:* Forecasts the End-of-Year Appropriations for the College.
3. *Total Adjustments to Approved Budget:* Represents the forecasted adjustments to the 2020-21 Appropriations Budget. If positive, less Fund Balance is required. If negative, more Fund Balance is required.
4. *Total Approved Budget Appropriations:* This represents the Approved Budget.
5. Excludes impacts of GASB 68 (OPEB) & 75 (ERS/TRS)

TOMPKINSCORTLAND COMMUNITY COLLEGE
 2022-2023 APPROPRIATIONS
 Year-To-Date Through September 30, 2022

	Modified Budget 2022-23	Expend to Date 2022-23	Unexpend Balance 2022-23	% Expended 2022-23	Total Exp PY 2021-225	YTD Exp PY to Date 2021-22	PY % Expended 2021-22	Fav Var (Unfav Var) to PY	% Variance to PY
Instruction									
Personal Services	6,553,752	510,131	6,043,621	7.8%	6,991,687	480,185	6.9%	(29,946)	(6.2%)
Equipment			0	0.0%	228		0.0%	0	0.0%
Contractual Expenses	1,705,935	60,211	1,645,724	3.5%	1,272,393	54,773	4.3%	(5,438)	(9.9%)
Employee Benefits	3,493,400	278,228	3,215,172	8.0%	3,676,824	271,779	7.4%	(6,449)	(2.4%)
Total Instruction	11,753,087	848,570	10,904,517	7.2%	11,941,131	806,736	6.8%	(41,834)	(5.2%)
Public Service									
Personal Services	115,463	10,967	104,496	9.5%	186,129	10,895	5.9%	(72)	(0.7%)
Equipment									
Contractual Expenses	20,000	325	19,675	1.6%	3,772		0.0%	(325)	0.0%
Employee Benefits	88,501	6,141	82,360	6.9%	97,300	7,864	8.1%	1,723	21.9%
Total Public Service	223,964	17,433	206,531	7.8%	287,201	18,759	6.5%	1,326	7.1%
Academic Support									
Personal Services	1,359,558	95,613	1,263,945	7.0%	1,470,589	82,952	5.6%	(12,662)	(15.3%)
Equipment			0	0.0%	16,835		0.0%	0	0.0%
Contractual Expenses	260,248	8,571	251,677	3.3%	288,146	7,658	2.7%	(913)	(11.9%)
Employee Benefits	724,696	53,544	671,152	7.4%	765,090	68,030	8.9%	14,487	21.3%
Total Academic Support	2,344,502	157,728	2,186,774	6.7%	2,540,660	158,641	6.2%	912	0.6%
Libraries									
Personal Services	552,471	41,035	511,436	7.4%	505,857	32,646	6.5%	(8,389)	(25.7%)
Equipment									
Contractual Expenses	198,200	12,974	185,226	6.5%	163,827	44,778	27.3%	31,804	71.0%
Employee Benefits	294,488	22,980	271,508	7.8%	265,906	19,149	7.2%	(3,831)	(20.0%)
Total Libraries	1,045,159	76,989	968,170	7.4%	935,591	96,572	10.3%	19,584	20.3%
Student Services									
Personal Services	2,038,491	130,424	1,908,067	6.4%	1,941,700	103,454	5.3%	(26,970)	(26.1%)
Equipment	1000		1,000	0.0%	30,249	3,789	12.5%	3,789	100.0%
Contractual Expenses	769,328	35,319	734,009	4.6%	536,488	68,101	12.7%	32,782	48.1%
Employee Benefits	1,086,594	73,038	1,013,556	6.7%	1,009,102	78,583	7.8%	5,545	7.1%
Total Student Services	3,895,413	238,781	3,656,632	6.1%	3,517,539	253,927	7.2%	15,146	6.0%
Maintenance and Operations									
Personal Services	1,813,961	65,106	1,748,855	3.6%	1,691,426	55,927	3.3%	(9,179)	(16.4%)
Equipment			0	0.0%	23,122		0.0%	0	0.0%
Contractual Expenses	1,019,418	25,848	993,570	2.5%	765,230	32,143	4.2%	6,295	19.6%
Employee Benefits	966,911	37,459	929,452	3.9%	862,369	63,637	7.4%	26,177	41.1%
Total Maintenance and Operations	3,800,290	128,413	3,671,877	3.4%	3,342,147	151,707	4.5%	23,294	15.4%
Institutional Support									
Personal Services	1,664,148	108,416	1,555,732	6.5%	1,222,988	70,935	5.8%	(37,481)	(52.8%)
Equipment									
Contractual Expenses	380,205	23,620	356,585	6.2%	341,438	33,045	9.7%	9,425	28.5%
Employee Benefits	887,055	60,713	826,342	6.8%	637,901	46,191	7.2%	(14,522)	(31.4%)
Total Institutional Support	2,931,408	192,748	2,738,660	6.6%	2,202,327	150,170	6.8%	(42,578)	(28.4%)
General Institutional Services									
Personal Services	1,893,026	90,299	1,802,727	4.8%	1,373,663	87,317	6.4%	(2,982)	(3.4%)
Equipment	49,000		49,000	0.0%	31,670		0.0%	0	0.0%
Contractual Expenses	1,510,510	50,091	1,460,419	3.3%	1,124,975	31,402	2.8%	(18,689)	(59.5%)
Employee Benefits	1,002,837	50,946	951,891	5.1%	717,958	51,609	7.2%	663	1.3%
Total General Institutional Services	4,455,373	191,337	4,264,036	4.3%	3,248,266	170,328	5.2%	(21,009)	(12.3%)
Total Forecasted Departmental Appropriations¹	30,449,196	1,851,999	28,597,197	6.1%	28,014,862	1,806,840	6.4%	(45,160)	-0.2%

2022-2023 APPROPRIATIONS
 SCHEDULE OF EMPLOYEE BENEFITS
 Year-To-Date Through Friday, September 30, 2022

	2022-23 Mod Bud	2022-23 Actual	2022-23 Uexpended Balance	2022-23 % Unexpended	2021-22 Total Exp PY	2021-22 PY to Date	2021-22 PY % Expended	Variance CY to PY Fav(Unfav)	% Variance CY to PY Fav(Unfav)
Retirement Incentive Costs	160,000	15,000	145,000	9.4%	242,216	163,972	67.7%	148,972	90.9%
HRA Retiree Benefits	75,000	4,031	70,969	5.4%	70,859	2,962	4.2%	(1,069)	(36.1%)
State Employee's Retirement	933,091	84,853	848,238	9.1%	1,013,214	75,429	7.4%	(9,424)	(12.5%)
State Teacher's Retirement	135,000	13,076	121,924	9.7%	139,554	11,068	7.9%	(2,008)	(18.1%)
Optional Retirement Fund	880,000	60,446	819,554	6.9%	845,018	84,935	10.1%	24,489	28.8%
Social Security	1,210,331	85,810	1,124,521	7.1%	1,163,638	77,783	6.7%	(8,027)	(10.3%)
Worker's Compensation	68,453	6,922	61,531	10.1%	91,513	23,468	25.6%	16,546	70.5%
Executive Benefits	37,000	4,131	32,869	11.2%			0.0%	(4,131)	0.0%
Disability Insurance	9,000	1,409	7,591	15.7%	7,778	682	8.8%	(727)	(106.7%)
Hospital and Medical Insurance	3,032,711	239,000	2,793,711	7.9%	2,734,968	279,262	10.2%	40,262	14.4%
Post Retirement Health Insurance	1,711,160	120,000	1,591,160	7.0%	1,366,381	135,000	9.9%	15,000	11.1%
Employee Tuition Benefits	103,000	36,374	66,626	35.3%	88,194	29,020	32.9%	(7,354)	(25.3%)
Life Insurance	10,000	1,263	8,737	12.6%	7,641	1,287	16.8%	24	1.9%
Vacation Benefits	200,000		200,000	0.0%	180,693		0.0%	0	0.0%
Miscellaneous	5,000	200	4,800	4.0%	3,075	125	4.1%	(75)	(60.0%)
Unemployment Insurance	10,910		10,910	0.0%	15,953		0.0%	0	0.0%
Total Employee Benefits	8,580,656	672,516	7,908,140	7.8%	7,970,693	884,995	11.1%	212,479	24.0%

TOMPKINS CORTLAND COMMUNITY COLLEGE
YTD REVENUE 2022-2023
Friday, September 30, 2022

	Modified Budget 2022-23	Revenues to Date 2022-23	Unrealized Balance 2022-23	% Realized 2022-23	Total Rev PY 2021-22	YTD Rev PY 2021-22	PY % Realized 2021-22	Fav Var (Unfav Var) to PY	% Variance to PY
Tuition									
Fall	4,555,299	4,435,058	120,241	97.4%	4,538,439	4,354,651	96.0%	80,407	1.8%
Spring	4,808,044	(2,678)	4,810,722	-0.1%	5,025,736	3,250	0.1%	(5,928)	-182.4%
Winter	59,669	(600)	60,269	-1.0%	100,000		0.0%	(600)	0.0%
Summer	511,028	(570)	511,598	-0.1%	538,404	0	0.0%	(570)	0.0%
Nonresident Tuition	615,254	488,286	126,968	79.4%	714,375	553,904	77.5%	(65,618)	-11.8%
Student Fee Revenue	947,269	442,227	505,042	46.7%	904,092	433,059	47.9%	9,168	2.1%
Total Tuition	11,496,563	5,361,723	6,134,840	46.6%	11,821,046	5,344,864	45.2%	16,859	0.3%
Government Appropriations									
New York State	9,753,019	2,437,505	7,315,514	25.0%	9,753,019		0.0%	2,437,505	0.0%
Local Sponsors	4,882,882		4,882,882	0.0%	4,882,882		0.0%	0	0.0%
Appropriated Cash Surplus	600,000	600,000	0	100.0%			0.0%	600,000	0.0%
Charges to Other Counties	5,418,607		5,418,607	0.0%	5,390,541	1,092,078	20.3%	(1,092,078)	-100.0%
Federal Aid			0		2,120,459		0.0%	0	0.0%
Board Designated Reserves	932,518	932,518	0	100.0%			0.0%	932,518	0.0%
Total Govt Appropriations	21,587,026	3,970,023	17,617,003	18.4%	22,146,902	1,092,078	4.9%	2,877,945	263.5%
Other Revenues									
Service Fees	121,340	26,746	94,594	22.0%	68,895	14,543	21.1%	12,203	83.9%
Interest Earnings		660	(660)	0.0%	7,133	332	4.7%	327	98.4%
Rental of Real Property	10,000	2,150	7,850	21.5%	4,955	450	9.1%	1,700	377.8%
Contract Courses	100,000	273,634	(173,634)	273.6%	280,053	119	0.0%	273,515	229844.5%
Noncredit Tuition	100,000	40,569	59,431	40.6%	175,704	25,521	14.5%	15,048	59.0%
Grant Offsets	205,000		205,000	0.0%	241,234	7,436	3.1%	(7,436)	-100.0%
Unclassified Revenues	46,050	2,088	43,962	4.5%	49,266	3,078	6.2%	(990)	-32.2%
Total Other Revenues	582,390	345,846	236,544	59.4%	827,240	51,479	6.2%	294,367	571.8%
TOTAL REVENUES	33,665,979	9,677,593	23,988,386	28.7%	34,795,187	6,488,421	18.6%	3,189,172	49.2%
Student Revenue									
State Revenue	9,753,019	2,437,505	7,315,514	25.0%	9,753,019	0	0.0%	2,437,505	0.0%
Local Revenue	10,301,489	0	10,301,489	0.0%	10,273,423	1,092,078	10.6%	(1,092,078)	-100.0%
Federal Revenue	0	0	0	0.0%	2,120,459	0	0.0%	0	0.0%
Use of Fund Balance	1,532,518	1,532,518	1,532,518	100.0%	0	0	0.0%	0	0.0%
Other	261,050	4,898	256,152	1.9%	302,588	11,296	3.7%	(6,399)	-56.6%
Total	33,665,979	9,677,593	23,988,386	28.7%	34,795,187	6,488,421	18.6%	1,656,654	25.5%



TC3 Nursing Program

Who We Are

- ▶ 155 in person Associate Degree students
- ▶ 125 day students/30 evening students
- ▶ Ages 17-50's
- ▶ GED to PhD
- ▶ Approximately 60% from 2 local counties
- ▶ Slightly over 20% underrepresented minority students
- ▶ Approximately 10% men

What Sets Us Apart

NCLEX Pass Rates
Completion Rates
LPN Articulation
Faculty



How We Help Students Achieve This Transformative Degree

- ▶ Clinical Hours Beginning Early First Semester
- ▶ Simulation
- ▶ College Support



What's New

- ▶ We survived a pandemic
- ▶ New Format for NCLEX RN Exam
- ▶ Job Opportunities

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of October 5, 2022

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Admissions & Financial Aid Advisor	ASAP	October 4, 2022	November 4, 2022	Accepting Applications
Assistant Director of Student Success	ASAP	September 13, 2022	October 13, 2022	Accepting Applications
Digital Content Specialist	ASAP	April 21, 2022	Immediately	Paused
Director of Educational Opportunity Programs & Assistant Diversity Officer	October 1, 2022	July 20, 2022	Immediately	Zoom Interviews Concluded
Director of Enrollment Operations & Auxiliary Services (Interim)	ASAP	September 27, 2022	October 11, 2022	Posted Internally to PAA Members
Director of Global Education & Initiatives (Interim)	ASAP	September 22, 2022	September 27, 2022	Hired: Merryn Clay (10/05/22)
Director of Strategic Marketing	ASAP	October 5, 2022	November 7, 2022	Accepting Applications
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 Biology/Chemistry	August 2022	April 6, 2022	May 6, 2022	Paused
Instructor of Mathematics	August 2022	April 6, 2022	May 6, 2022	Interviews Scheduled
Programmer	ASAP	October 6, 2022	November 7, 2022	Accepting Applications
Technology Support Associate	ASAP	September 22, 2022	October 22, 2022	Accepting Applications
Web Specialist	May 2022	May 6, 2022	Immediately	Concluded Not to Fill

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Campus Peace Officer (Part-time, Permanent)	Campus Police	ASAP	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
Enrollment Services Specialist (1.0 FTE, Permanent)	Workforce/BIZ	ASAP	Conducting interviews from Tompkins County Department of Human Resources certified list of eligible candidates
Maintenance Worker (1.0 FTE, Permanent)	Buildings & Grounds	ASAP	Position on Hold
Project Assistant (Part-time, Temporary)	Workforce/BIZ	ASAP	Reviewing Applications via Tompkins County Department of Human Resources

FACULTY STUDENT ASSOCIATION

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Lifeguard	Athletics & Recreation	October 2022	Accepting Applications; Continuous Recruitment
Graduate Assistant	Residence Life/Student Center	October 2022	Accepting Applications
Substitute Teacher	Childcare	October 2022	Accepting Applications; Continuous Recruitment Hired: Gay Moo Hser (09/14/22)
Assistant Teacher	Childcare	October 2022	Accepting Applications Hired: Cheyenne Dinkins (08/29/22)
Teacher Aide 10 Month	Childcare	October 2022	Accepting Applications Hired: Paige Muncy (09/07/22)
Head Teacher	Childcare	October 2022	Accepting Applications
Van Driver	Athletics & Recreation	October 2022	Accepting Applications
Assistant Coach, Cross Country	Athletics & Recreation	October 2022	Hiring: Andrew McDaniel (10/05/22)
Assistant Director of Athletics & Recreation	Athletics & Recreation	October 2022	Accepting Applications

BISTRO

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Banquet Server	TC3 Bistro	October 2022	Accepting Applications
Banquet Bartender	TC3 Bistro	October 2022	Accepting Applications
Banquet Supervisor	TC3 Bistro	October 2022	Accepting Applications
Bartender	TC3 Bistro	October 2022	Accepting Applications
Busser/Food Runner	TC3 Bistro	October 2022	Accepting Applications
Dishwasher	TC3 Bistro	October 2022	Accepting Applications
Line Cook	TC3 Bistro	October 2022	Accepting Applications
Server	TC3 Bistro	October 2022	Accepting Applications Hired: Brianna Kennedy (09/22/22)
Host/Hostess	TC3 Bistro	October 2022	Accepting Applications Hired: Brianna Kennedy (09/22/22)

TOMPKINS CORTLAND COMMUNITY COLLEGE

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

COMPLAINANT

SUBJECT

DISPOSITION

CSEA

None.

FACULTY ASSOC.

None.

PAA

PAA Membership

Violation of Article 29 – Recruitment PAA requested Cease and Desist
Until recruitment for the Director of Enrollment Operations and Auxiliary
Services has been completed.

TC3 ADJUNCT ASSOC.

None.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-12**

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 20th day of October 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 20th day of October 2022.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Tuesday, October 4, 2022
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
August				
Biata, Alanna	Para-Professional Tutor	Adjunct	\$9,065.42	8/22/2022 To 12/16/2022
Gray, Amanda	Professional Tutor	Adjunct	\$12,300.86	8/22/2022 To 12/16/2022
Lyon, Crystal	Professional Tutor	Adjunct	\$4,887.97	8/22/2022 To 12/16/2022
Altmann, Herman	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Archer, Pamela	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Aspinwall, Breck	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Bechtold, Charles	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Buchanan, Patricia	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Christofferson, Martin	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Coleman, Cynthia	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Cornish, Erin	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Cutter, Elizabeth	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
DeGaetano, Margaret	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Eaves, Robert	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Evans, Christine	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Farah, Fred	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Feavearyear, Jody	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Fussner-Kelly, Shirley	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Ha, Lien	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Haller, Keewon	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Hamilton, Kathryn	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Hamilton, William	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Iacobucci, Christine	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Kidder, Jennifer	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Kobre, Michael	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Krizman, Jeffrey	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Lyon, Crystal	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Marie, Jill	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Marvin, Tracy	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
McComb, Jared	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
McLane, Todd	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
McMahon, Maria	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Millward, Amanda	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Moore, Becka	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Murray, Kathy	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Need, Barbara	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Oldfield, Scott	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Potter, Kristi	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Salzone, Joseph	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Schmidt, Kurt	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Shortell, Westbrook	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Suben, Mark	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Tondryk, Kole	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Weaver, Bobbi	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Weed, Steve	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Williams, Diane	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022

Employee	Department	Title/Rank	Salary	Employment Dates
Wolff, Sarah	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Woloszyn, Alexander	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Zaia, Heather	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Zoodsma, Anna	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/2022
Arnold, Melanie	COMM245 M01	Adjunct	\$3,747.00	8/29/2022 To 12/16/2022
Bechtold, Charles	Teach per-student class compensated at independent study rate (ENSC204/2 students)	Adjunct	\$1,224.00	8/29/2022 To 12/16/2022
Bechtold, Charles	MATH117 EL01 MATH117 M01	Adjunct	\$3,747.00	8/29/2022 To 12/16/2022
Burdick, Gary	FITN130 M12 FITN230 M22	Adjunct	\$2,922.00	8/29/2022 To 11/8/2022
Cornish, Erin	MATH020 EL03	Adjunct	\$2,498.00	8/29/2022 To 12/16/2022
Cutter, Elizabeth	Supplemental Instructor	Adjunct	\$1,769.40	8/29/2022 To 12/16/2022
Cutter, Elizabeth	MATH020 EL05 MATH020 EL06	Adjunct	\$4,128.00	8/29/2022 To 12/16/2022
Dunham, Peggy	FITN130 M13 FITN230 M23	Adjunct	\$2,922.00	8/29/2022 To 11/8/2022
Feavearyear, Jody	Supplemental Instructor	Adjunct	\$2,141.40	8/29/2022 To 12/16/2022
Feavearyear, Jody	MATH029 EL06	Adjunct	\$1,249.00	8/29/2022 To 12/16/2022
Flores, Katlyn	Provide supervision to NURS208 M30 students while administering medications	Adjunct	\$2,504.70	8/29/2022 To 12/16/2022
Gammage-Sikora, Gina	SPAN102 BL1	Adjunct	\$3,747.00	8/29/2022 To 12/16/2022
Gillis, Andrew	ART 255 M01	Adjunct	\$4,371.50	8/29/2022 To 12/16/2022
Hamilton, William	MATH017 EL06 MATH138 M01 MATH117 M06 MATH117 EL06	Adjunct	\$8,256.00	8/29/2022 To 12/16/2022
Hammond, Marli	Professional Tutor	Adjunct	\$11,577.28	8/29/2022 To 12/16/2022
Haverlock, Braden	Para-Professional Tutor	Adjunct	\$8,532.16	8/29/2022 To 12/16/2022
Hendrix, Brittany	NURS120 ME32	Adjunct	\$10,714.00	8/29/2022 To 12/16/2022
Johnston-Anumonwo, Ibipo	Teach per-student class compensated at independent study rate (GEOG120/3 students)	Adjunct	\$1,836.00	8/29/2022 To 12/16/2022
Kidder, Jennifer	MATH117 EL03 MATH117 M03	Adjunct	\$3,747.00	8/29/2022 To 12/16/2022
Kidder, Jennifer	Professional Tutor	Adjunct	\$6,852.48	8/29/2022 To 12/16/2022
Kilanowski, Deanna	Para-Professional Tutor	Adjunct	\$8,533.82	8/29/2022 To 12/16/2022
Kuck, Carol	Provide supervision to NURS208 M30 students while administering medications	Adjunct	\$2,504.70	8/29/2022 To 12/16/2022
LaMorte, Michelle	Para-Professional Digital Media/Arts Tutor	Adjunct	\$3,281.60	8/29/2022 To 12/16/2022
McLane, Todd	ENVS285 M01	Adjunct	\$4,675.00	8/29/2022 To 12/16/2022
Miranda, Tracy	Professional Tutor	Adjunct	\$8,015.04	8/29/2022 To 12/26/2022
Moore, Amy	Provide supervision to NURS208 M30 students while administering medications	Adjunct	\$2,504.70	8/29/2022 To 12/16/2022
Moore, Paula	NURS208 M32/M33	Adjunct	\$13,739.00	8/29/2022 To 12/16/2022
Olson, Richard	Perform engineering duties in radio station	Adjunct	\$7,138.00	8/29/2022 To 01/20/23
Payton, L. Christine	NURS110 M31	Adjunct	\$7,700.00	8/29/2022 To 12/16/2022
Potter, Kristi	CTC Adjunct Coordinator	Adjunct	\$2,922.00	8/29/2022 To 12/16/2022
Read, Kira	Provide supervision to NURS208 M30 students while administering medications	Adjunct	\$2,504.70	8/29/2022 To 12/16/2022
Reining, Shaun	Para-Professional Tutor	Adjunct	\$3,281.60	8/29/2022 To 12/16/2022
Rice, Douglas	ENGL100, 101 - OCM BOCES	Adjunct	\$9,288.00	8/29/2022 To 12/16/2022
Rizzo, Leah	Provide supervision to NURS208 M30 students while administering medications	Adjunct	\$2,504.70	8/29/2022 To 12/16/2022
Roche, Heather	NURS208 M33	Adjunct	\$10,714.00	8/29/2022 To 12/16/2022
Schaffer, Patricia	NURS208 M31	Adjunct	\$12,903.00	8/29/2022 To 12/16/2022
Scofield, Elizabeth	NURS110 M34, NURS208 M01	Adjunct	\$10,714.00	8/29/2022 To 12/16/2022
Sewell, Patrick	PHIL201 M01	Adjunct	\$3,747.00	8/29/2022 To 12/16/2022
Seyfried, Matthew	Teach per-student class compensated at independent study rate (SPMT260/1student)	Adjunct	\$612.00	8/29/2022 To 12/16/2022

Employee	Department	Title/Rank	Salary	Employment Dates
Snyder, Emily	Para-Professional Tutor	Adjunct	\$6,563.20	8/29/2022 To 12/16/2022
Spencer, Rebecca	NURS208	Adjunct	\$13,739.00	8/29/2022 To 12/16/2022
Srikrishna, Pinyaphat	Professional Tutor	Adjunct	\$6,679.20	8/29/2022 To 12/16/2022
Steenburg, Jennifer	NURS120 ME31	Adjunct	\$12,100.00	8/29/2022 To 12/16/2022
Tau, Jediah	Para-Professional Tutor	Adjunct	\$8,532.16	8/29/2022 To 12/16/2022
Thompson, Jacqueline	NURS208 M30	Adjunct	\$11,352.00	8/29/2022 To 12/16/2022
Tilton, Laurel	Para-Professional Tutor/Culinary Lab Assistant	Adjunct	\$8,532.16	8/29/2022 To 12/26/2022
Weaver, Bobbi	Professional Tutor	Adjunct	\$5,343.36	8/29/2022 To 12/26/2022
Whalen, Reganne	NURS120 ME33	Adjunct	\$10,714.00	8/29/2022 To 12/16/2022
White, Bailey	Access & Equity Adjunct/Professional Tutor	Adjunct	\$12,300.86	8/29/2022 To 12/23/2022
Wong, Haven	Para-Professional Tutor	Adjunct	\$3,281.60	8/29/2022 To 12/16/2022
Wright, Rachel	NURS110 M36	Adjunct	\$7,700.00	8/29/2022 To 12/16/2022
Young, Tammi	RECR230 M01	Adjunct	\$3,300.00	8/29/2022 To 12/16/2022
Zaia, Heather	ENGL098 EL05 ENGL100 M05 ENGL100 EL05	Adjunct	\$5,844.00	8/29/2022 To 12/16/2022

September

Mack, Alyssa	Professional Tutor	Adjunct	\$10,853.70	9/6/2022 To 12/16/2022
Gallegos, Anna	Para-Professional Tutor	Adjunct	\$4,614.75	9/7/2022 To 12/16/2022
Pallokat, Melanie	ENGL098 EL20 ENGL100 M20 ENGL100 EL20	Adjunct	\$5,844.00	9/20/2022 To 12/16/2022

October

DeGaetano, Margaret	Professional Tutor	Adjunct	\$6,067.30	10/4/2022 To 12/16/2022
Kyle, John	CAPS121 M04 CAPS131 M04 CAPS131 M02 CAPS123 M01	Adjunct	\$5,830.33	10/4/2022 To 12/16/2022
McComb, Jared	MATH029 EL02 MATH200 M02 MATH200 EL02	Adjunct	\$3,896.00	10/4/2022 To 12/16/2022
Woloszyn, Alexander	ACCT101 ME50	Adjunct	\$4,128.00	10/4/2022 To 12/16/2022
Clay, Merryn	Interim Director of Global Education & Initiatives	Grade 5	\$88,537.00*	10/5/2022

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

October 20, 2022

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Greg Lyons	10/03/22	Resigned

FACULTY STUDENT ASSOCIATION

Jessica Degear	10/21/22	Resigned
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BISTRO

Kari Ray	09/30/22	Resigned
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TO: Dr. Amy Kremenek, President
FROM: Sunday Earle, Seth Thompson, Paul Reifenheiser
RE: Position Descriptions for October 2022 Board Approval
DATE: October 3, 2022

For the month of October 2022, there are five administrative position descriptions being presented to the Board of Trustees for approval:

Assistant Registrar

This position is a new job description for the College. There was a need to review the responsibilities within the office as a result of staffing changes over the last year. After review of the organizational needs and the responsibilities of the Academic Records office, the College has determined the need to create a new administrative position to support the office. This position is a grade 2 with an expected hiring salary of \$50,262 to \$62,827.

Assistant to Vice President of Student Affairs

This position was previously a management confidential position. After review of the organization's needs, the job description was revised to remove the responsibilities that classified this position as management confidential. This revision may result in a \$500 increase to the current incumbent's base salary per the PAA contract.

Dean of Student Success & Retention

This position was previously titled as Associate Dean of Student Success & Retention. After review of the organizational structure of the Enrollment Services Center, the College has made a recommendation to the Board that the leadership positions within the Center should all align as Dean titles. This title change may result in a \$500 increase to the current incumbent's base salary per the PAA contract.

Executive Assistant to the President

The Executive Assistant to the President is part of the Executive leadership team of the College. This position serves at the appointment of the President. The position description has been revised to reflect the current needs of the College and the Board of Trustees.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u> Dean of Student Success & Retention	<u>GRADE</u> 6	<u>PAGE</u> 1 of 3
<u>ORGANIZATIONAL UNIT</u> Student Affairs	<u>REPORTS TO</u> Vice President of Student Affairs	<u>APPROVED BY</u> Board of Trustees

SUMMARY

Provides collaborative leadership for comprehensive student success and retention initiatives, including advising, academic recovery, transition programming, career and transfer services. Emphasizing learner-centered, strengths-based student development, the Dean collaborates with enrollment services, academic affairs and other college departments to design, implement and assess cross-functional initiatives that promote successful onboarding, transitions, degree completion, transfer, and career attainment. Analyzes multiple data sources and student success and retention research trends to inform program and service development, quality control and process improvement. Provides leadership to cross-functional teams and other campus groups to ensure integration of student development needs into programming and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for collaborative design, implementation and assessment of cross-functional initiatives emphasizing learner-centered, strengths-based student development programming to improve academic success and retention of all students.
2. Responsible for the design, implementation and assessment of entering student advisement and onboarding processes and other transition services, including course placement, adult student transition programs (Pathways Scholarship), and online orientation resources.
3. Responsible for design, implementation and assessment of academic recovery, early alert and intervention activities and strategies to support retention of academically at-risk students (including students below academic standards, students with intra-semester indicators of non-success, students lacking pre-requisites for registered courses, or those who may not meet financial aid requirements). Leads campus Starfish early alert and connect implementation.
4. Responsible for design, implementation and assessment of career development and transfer services initiatives and programming designed to help students explore, assess, define and reach their future goals. Collaboratively lead inter-campus and community initiatives for career transfer partnership including the SUNY Cortland transfer path.
5. Analyzes multiple internal data sources and national student success and retention trends to inform program and service development, quality control and process improvement. Collaborates with institutional research to develop dashboards to inform data-driven decision making.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Dean of Student Success & Retention	6	2 of 3
<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Student Affairs	Vice President of Student Affairs	Board of Trustees

6. Responsible for development and implementation of data integrity and quality control systems to improve entering student and continuing student advisement.
7. Coordinates development and implementation of appropriate advisement support resources and training for advisors, students, parents and staff.
8. Serves as a member of the Enrollment Services leadership team, setting standards and expectations designed to enhance the quality of the student experience.
9. Serves as member of the guided pathways steering committee, collaborating on the design and implementation of this organizational change model focused on student success.
10. Participates in and provides support to cross-functional teams and college groups to ensure that communications, programs, and services provided to students, faculty, and staff are developed collaboratively and are designed to support student development.
11. Collaborates with Campus Technology and other departments to advocate for the development, implementation, and use of new technology initiatives to ensure that advisement, intervention and other support services are current with new technology and strategies for retaining current and prospective students.
12. Builds and maintains a network of professionals in the fields of advising, orientation, transition, retention, career services, transfer services and student success through other colleges, SUNY and professional associations. Attends and presents at related local, regional, and national professional conferences as budget allows.
13. Provides direct service to students related to complex academic advisement and intervention services, including financial aid appeals and recalculations, academic recalculations, and post-deadline enrollment decisions.
14. Directs the staff of the Office of Student Success and Retention. Assures effective use of human resources by recommending hiring, disciplinary, and other human resource actions, together with the training, motivating, evaluating and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Opportunity/Affirmative Action Laws, other applicable regulations and collective bargaining agreements.
15. Assures the efficient use of material resources by assessment of department and institutional needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Dean of Student Success & Retention

GRADE

6

PAGE

3 of 3

ORGANIZATIONAL UNIT

Student Affairs

REPORTS TO

Vice President of
Student Affairs

APPROVED BY

Board of Trustees

16. Serves on various college and community committees and performs other related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

- Classified Staff
- Administrative
- Faculty
- Adjunct faculty, students, etc.

Indicate number of direct reports in each category:

- 4 # of Classified Staff
(4 People, 2 seasonal interns)
- 1 # of Administrative
- 6 # of Faculty
(4 Student Success Advisors, 2 Coordinators)
- 10-20 # of Adj. faculty, students, etc.
(Seasonal faculty advisors, student employees)

MINIMUM QUALIFICATIONS

Master's degree plus a minimum of five years of experience in student development, including at least two years management or supervisory experience. Or Bachelor's degree plus a minimum of eight years of experience in student development, including at least three years management or supervisory experience. Community college experience preferred.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-7**

**APPROVAL OF POSITION DESCRIPTION
EXECUTIVE ASSISTANT TO THE PRESIDENT**

WHEREAS, the College has determined, based on a review and analysis of the President's Office, that there is a need to revise the Executive Assistant to the President position description, and

WHEREAS, the attached Executive Assistant to the President position description has been reviewed by and is recommended by the President, be it therefore

RESOLVED, that the Executive Assistant to the President position description be approved in accordance with the position description attached to this resolution, and be it further

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

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, JAN BRHEL, CLERK of the Board of

Trustees of Tompkins Cortland Community College,

DO HEREBY CERTIFY the foregoing resolution is

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

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 20th day of October 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 20th day of

October 2022.

Clerk of the Board of Trustees

Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE
EXECUTIVE/MANAGEMENT CONFIDENTIAL

POSITION TITLE

Executive Assistant to
the President

GRADE

PAGE

1 of 4

ORGANIZATIONAL UNIT

President's Office

REPORTS TO

President

APPROVED BY

SUMMARY

The Executive Assistant provides administrative support to the President and the Board of Trustees of the College. Responsibilities include the management of correspondence and participation in the development and review of institutional policies and procedures. Coordinates the annual review of institutional policies and procedures. Serves as liaison between the President, the Board of Trustees, the President's Executive team and the College community, and as a resource to both internal and external constituencies. Assists with matters that are confidential in nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists the President in all administrative functions of the office and completes a broad variety of administrative tasks for the President.
2. Serves as the initial point of contact for the Offices of the President and the Board of Trustees to both the internal and external college community, handling phone calls/inquiries, citizen and student complaints, inquiries or issues, and other matters coming to the office via telephone, electronic, or personal visit.
3. Manages the business of the Board of Trustees. Prepares for the President's review and action, any correspondence or related documents necessitated by action taken at Board meetings, such as appointment letters, resolutions to be forwarded to the County Legislature, etc. Maintains official Board of Trustees records and the webpage, ensuring Trustee access and updated, accurate information is posted. Coordinates all aspects of special events and meetings, and social obligations for the President and Board of Trustees. Responsible for the coordination of travel, accommodations, and activity arrangements for the President and members of the Board of Trustees for special events, board retreats, conferences, graduations, inaugurations, etc.
4. Maintains the official Procedures Manual of the College; and distributes all revisions to appropriate offices, and ensures inclusion on the College's internal website. This involves continual review of existing procedures with executive administration to ensure they are in accordance with current practices and any legal compliance.
5. Maintains the official Policy Manual of the Board of Trustees. This involves annual review of the policies with the President and executive team and submitting needed changes through the Board Policy Committee for action by the full Board.

TOMPKINS CORTLAND COMMUNITY COLLEGE
EXECUTIVE/MANAGEMENT CONFIDENTIAL

POSITION TITLE

Executive Assistant to
the President

GRADE

PAGE

2 of 4

ORGANIZATIONAL UNIT

President's Office

REPORTS TO

President

APPROVED BY

6. Works with student affairs to secure a student trustee. Responsible for the logistics of new trustee orientation and onboarding.
7. Researches and provides information/data/history to the President on special projects, initiatives, issues, concerns, etc. as needed, including those of a sensitive or confidential nature.
8. Serves as event coordinator for special events sponsored by the Office of the President and/or the Board of Trustees. Plans and implements events and other activities including town halls, campus visits, and other meetings involving the College President and the Board of Trustees. Consults with the Associate Vice President for College Relations, Executive Director of the Foundation, and other appropriate parties on scheduling of activities for the President.
9. Communicates with faculty, students, administrators, classified staff, and visitors in securing information and answers to questions, provides information and/or routes inquiries to appropriate person, and defuses situations requiring immediate attention.
10. Interfaces with members of the Tompkins and Cortland County Legislatures, Tompkins and Cortland County department heads, the executive team, and the College community. Serves as liaison to and Tompkins and Cortland County Legislative Liaison to the Board. Acts as liaison for the President with students, faculty, staff, College administrators, members of Boards, public and other governmental officials and private agencies, State University of New York staff, international dignitaries, and other individuals and groups.
11. Takes action authorized during President's absence and uses initiative and judgement to see that matters requiring attention are referred to delegated authority or handled in a manner to minimize the effect of the President's absence.
12. Works with and assists in coordinating and submitting SUNY Chancellor's Awards for Excellence with the College Senate co-chairs, the selection committee chairs, and the President to ensure all nominees meet criteria, have complete packets for submission, and are submitted in a timely manner to SUNY.
13. Assists the College President and coordinates with other appropriate staff on internal and external communications, crisis communications, and government relations.

TOMPKINS CORTLAND COMMUNITY COLLEGE
EXECUTIVE/MANAGEMENT CONFIDENTIAL

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Executive Assistant to the President		3 of 4

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
President's Office	President	

14. As the College's Record Access Officer, is responsible for responding to requests for records in compliance with Public Officers Law, Sections 84-90 and 95-106 (Freedom of Information Law and the Open Meeting Law).
15. Directs the student staff of the President's Office. Assures the effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivating, evaluating, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Employment/Affirmative Action Laws, other applicable laws, regulation, and collective bargaining agreements.
16. Assures the efficient use of material resources by assessment of President's Office and the Board of Trustees needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
17. Serves on various committees as appropriate, including the President's Cabinet, executive, classification and student conduct appeal committees, coordinates special initiatives as determined by the President, and performs other job related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

_____ Classified Staff
_____ Administrative Staff
_____ Faculty Staff
_____ Adjunct, **student** Staff

Indicate number in each category:

_____ # Classified Staff
_____ # Administrative Staff
_____ # Faculty Staff
1-2 # Adjunct, **student** Staff

TOMPKINS CORTLAND COMMUNITY COLLEGE
EXECUTIVE/MANAGEMENT CONFIDENTIAL

POSITION TITLE

Executive Assistant to
the President

GRADE

PAGE

4 of 4

ORGANIZATIONAL UNIT

President's Office

REPORTS TO

President

APPROVED BY

MINIMUM QUALIFICATIONS

Bachelor's degree and six years of experience in office management in the field of business or education. Associate's degree and seven to nine years' senior level administrative experience with heavy emphasis on word processing, communication, and organizational skills. Position requires a high degree of tact, confidentiality and professional judgment. Must be proficient in the use of Microsoft Office software.

PREFERRED QUALIFICATIONS

Related work experience in higher education.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant Registrar

GRADE

2

PAGE

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ORGANIZATIONAL UNIT

Academic Affairs

REPORTS TO

Registrar

APPROVED BY

SUMMARY

Assists the Registrar with coordination of the operations of the Academic Records office, including management of student records and student transcript services. Assists with the review and evaluation of transfer credit and maintenance of articulation information. Responsible for routine file submissions to the National Student Clearinghouse. Assists with the maintenance of and annual updates to degree auditing software and assists with graduation audits. Performs other duties as assigned by the Registrar.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages academic status processing and honors designations.
2. Manages submission of enrollment and graduate files to the National Student Clearinghouse.
3. Manages grade, attendance, and progress reporting by faculty and adjuncts.
4. Creates and distributes the Final Exam schedule each semester.
5. Responsible for managing cyclical and historical record updates to the SIS and other related systems.
6. In collaboration with staff in the College Relations office, maintain Academic Records webpages, including current and accurate information about transcript requests, FERPA, forms, applying to graduate, transfer credit evaluations, and prior learning assessment.
7. Responsible for the creation and maintenance of detailed documentation of all core Academic Records processes and procedures.
8. Responsible for the creation and maintenance of a communications guide with templates of routine and cyclical communications used by the Academic Records office.
9. Assist the staff within the Academic Records office with creation and distribution of graduation audits and certification of graduates.
10. Assist the staff within the department and other college offices with the design, maintenance, and distribution of routine reports and communications.
11. Assist with annual Degree Works, catalog, and audit sheet updates.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant Registrar

GRADE

2

PAGE

2 of 3

ORGANIZATIONAL UNIT

Academic Affairs

REPORTS TO

Registrar

APPROVED BY

12. Performs transfer credit evaluations and maintain updated course articulation tables.
13. Respond routinely to questions from students, faculty, and staff, as well as those from outside entities, including performance of enrollment and degree verifications.
14. Assist the Registrar with the creation of the annual Department Plan.
15. Ensure maintenance of records according to the record retention schedule.
16. Assist with implementation of SUNY initiatives and mandates, as well as requirements of NYSED and MSCHE.
17. Develop and maintain proficiency in administrative and operational functions of SIS and other software related to Academic Records functions.
18. Participate in professional development to maintain currency in the field.
19. Perform other duties as assigned by the Registrar.
20. Assures the efficient use of material resources by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
21. Serve on College committees and support the College's Mission and Strategic Plan.

SUPERVISION

Types Supervised (check each category):

- _____ Classified Staff
- _____ Administrative
- _____ Faculty
- _____ Adjunct faculty, students, etc.

Indicate number in each category:

- _____ # of Classified Staff
- _____ # of Administrative
- _____ # of Faculty
- _____ # of Adj. faculty, students, etc.

MINIMUM QUALIFICATIONS

Bachelor's degree; five years of experience in a higher education setting. Familiarity with Student Information Systems (SIS).

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant Registrar

GRADE

2

PAGE

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ORGANIZATIONAL UNIT

Academic Affairs

REPORTS TO

Registrar

APPROVED BY

PREFERRED QUALIFICATION

Master's degree; experience with Degree Works use and system updates/maintenance; experience at a community college; experience with student record keeping; experience with transfer credit articulation.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-10**

**APPROVAL OF POSITION DESCRIPTION
ASSISTANT TO THE VICE PRESIDENT OF STUDENT AFFAIRS/SDO**

WHEREAS, The College has determined, based on a review and analysis of the functions of the Student Affairs Department that there is a need to revise the Assistant to the Vice President of Student Affairs/SDO position description, and

WHEREAS, the attached Assistant to the Vice President of Student Affairs/SDO position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Assistant to the Vice President of Student Affairs/SDO position description be approved in accordance with the position description attached to this resolution, and be it further

RESOLVED, that the Clerk of the Board of Trustees be authorized to forward the professional service position description to State University of New York for approval.

STATE OF NEW YORK: I, **JAN BRHEL, CLERK** of the Board of
SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
a true copy of a resolution duly adopted by the Board of
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 4th
day of October 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 4th day of October 2022.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant to the Vice President
of Student Affairs/SDO

GRADE

3

PAGE

1 of 3

ORGANIZATIONAL UNIT

Student Affairs

REPORTS TO

VP of Student Affairs/SDO

APPROVED BY

SUMMARY

Serves as an assistant to the Vice President for Student Affairs/SDO with management of all functions of the Student Affairs group. Provides administrative and logistical support to the Vice President and their direct reports. Responsibilities include the management of correspondence and participation in the development and review of institutional policies and procedures. Serves as a liaison with campus offices and as a resource to both internal and external constituencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. In the absence of the VP, advises and assists in solving problems that arise, makes decisions based on knowledge of current operations, and routinely follows up to assure that tasks are completed in a timely fashion. In the absence of the VP's direct reports, assists employees with decisions that may need to be made.
2. Responsible for the day-to-day operations of the VP Office, triaging incoming requests, coordination and organization of correspondence and reports generated from the VP's office including the monitoring of deadlines, lead-time, etc., on such reports. Provides administrative support and coordination of programs and projects falling within the purview of the VP, including but not limited to Financial Aid Appeals, Conduct Appeals, Care Team Referrals, Parent Orientation, Student Services Group, SUNY Student Chancellors Award, and the Student Leadership Awards/Event.
3. Acts as liaison for the VP with students, parents, faculty, staff, College administrators, members of Boards, public and other governmental officials and private agencies, State University of New York staff, international dignitaries, and other individuals and groups.
4. Manages the business of the FSA Board of Directors. Responsible for the preparation of Board agendas, resolutions, and policies while maintaining all of the official FSA Board of Directors' records.
5. Communicates with faculty, students, administrators, classified staff, and visitors in securing information and answers to questions, provides information and/or routes inquiries to appropriate person, and defuses emotional situations requiring immediate attention. Serves as an ombudsperson to facilitate connections between students and campus services.
6. Provide administrative support to the Financial Aid Committee, including coordinating information from various sources including staff, faculty and student data systems to support the appeal processes as well as scheduling and participating in all of those meetings.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant to the Vice President
of Student Affairs/SDO

GRADE

3

PAGE

2 of 3

ORGANIZATIONAL UNIT

Student Affairs

REPORTS TO

VP of Student Affairs/SDO

APPROVED BY

7. Serves as a member of the student alert team (CARE Team) and has responsibility for the preparation of agendas, maintaining records and maintenance of the College's software system related to those student accounts.
8. May provide backup support to both the Provost and the Student Conduct and Community Standards Offices.
9. Responsible for processing all student preferred name/gender/pronoun requests.
10. Supports the implementation of strategic student affairs and Equity, Diversity, Justice and Inclusion initiatives.
11. In collaboration with other campus departments, participates in and provides support to various community service events. Ensures the events adhere to college policies and procedures set forth for community engagement activities.
12. Works with the Student Activities Office and the President's Office in securing a student trustee, schedules meetings, and notifies all students on the status of their applications.
13. Supervises student workers within the VP's office. Assures the effective use of human resources by recommending, hiring, disciplinary, and other administrative actions, together with training, motivating, evaluating, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local equal employment/affirmative action laws, regulations, and collective bargaining agreements.
14. Serves on various College committees and performs other related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

Classified Staff

Administrative

Faculty

Adjunct faculty, **students**, etc

Indicate number in each category:

of Classified Staff

of Administrative

of Faculty

of Adj. faculty, **students**, etc.

MINIMUM QUALIFICATIONS

Bachelor's Degree in business or related field and minimum three years' experience in office

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant to the Vice President
of Student Affairs/SDO

GRADE

3

PAGE

3 of 3

ORGANIZATIONAL UNIT

Student Affairs

REPORTS TO

VP of Student Affairs/SDO

APPROVED BY

management or senior-level clerical position or an Associate's Degree in a related field of study and a minimum of five years' experience.

DESIRED QUALIFICATIONS

Related work experience in higher education. Notary Public licensure.

Provost Report October 2022

Academic Plan: Each year we assess the College's Academic Plan over the summer. We start with Academic Council, then we ask for feedback from Executive Staff, and then we roll it out to the Campus Community as a whole to ask for feedback. We have reached the stage of requesting feedback from the campus. The link for the form to provide feedback can be found here:

<https://forms.office.com/Pages/ResponsePage.aspx?id=bwT0jebZikiC-oRFLwqtSZeFKRdoleBDji8tYwSUANUMDhTS0FZRFixV1M1N1ZBNE0wMUhJR1lwTC4u>

Lab Updates: We have been making progress on our lab renovations. Below is a quick overview of our progress to date and plans:

290: This space was our Electrical Tech Lab on campus. It will now become our Chemistry Lab. The footprint of the space will remain mostly the same, but it will have new flooring, cabinetry, lighting, furniture, and equipment.

270 + 272: This space was the Chemistry Lab and a Storage Space. This will now become our Electrical Tech Lab. The two areas will be combined, and it will have new flooring, cabinetry, lighting, furniture, and equipment.

260: This was Physics, and it shall remain so. It will have new flooring, cabinetry, lighting, furniture, and equipment.

262,264,266,268: These were formerly our worst classrooms on campus (related to upgrades). They will become two computer labs, connected to our Construction Degree and our Applied Science and Technology Degree. One will be a fully function lab space for teaching students theory, and the other will be a space for students to work on applications of that theory. The spaces will have new flooring, lighting, furniture, and equipment.

144: This is our Construction Lab, and it will remain so. However, this space will be enlarged. It will also have new furniture, and equipment. Generally speaking, we are looking at the enlargement of this space as a Phase II with the other work considered Phase I.

We have a strong idea of what the spaces need to look like, and we are now finalizing equipment purchases, finalizing our cabinetry purchases (and some other furniture), and working with our architects on bringing it all together. I'll have more updates on this process in future months (as will Bill Talbot I am sure).

Two Faculty Meetings: We held two faculty meetings in the past month.

Assessment: One was led by the Assessment Committee, comprised of Herm Altmann, Danielle Bethoney, Kerry Curran, David Fish, Anndrea Mathers, Sue Mueller, Angela Palumbo, Anna Regula, Melissa Schmidt, Malvika Talwar, Kelly Wessell (Chair). The focus was to have the faculty on the committee discuss assessment with their peers.

General Education: Katrina Campbell and I led a meeting to talk about SUNY's new General Education Framework, especially to review what is different and to talk about the work that must be accomplished. This work will require that all of our Master Course Syllabi (MCS) that are connected to

General Education will need to be reviewed to insure that they meet the new requirements. This updating work will also tie into our assessment work, as we need updated (MCSs) to do assessment properly.

The slideshows from each meeting are available in the Provost Communication Folder, and the links are below:

Faculty Meeting 9/16/2022:

<https://tompkinscortland.video.yuja.com/V/Video?v=5989228&node=26574390&a=1966507044&autoplay=1>

Faculty Meeting 9/20/2022:

<https://tompkinscortland.video.yuja.com/V/Video?v=6009730&node=26798248&a=1023836888&autoplay=1>

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

Athletics and Recreation

Fundraising is a significant part of our Athletics program, and the 16th Annual Panther Club Golf Outing was held at Elm Tree GC on Saturday, September 24, which highlights it wonderfully. Sixteen teams participated this year and were treated to perfect fall weather and tons of fun on and off the course. In addition, Panthers have been busy volunteering as members of all TC3's varsity athletics teams, assisted with unloading materials and setting up for the 2022 Tompkins County Quilters Guild Show during the weekend of September 30.

Child Care

The goal is to open the FSA child care center at total capacity. We have enough children on our waiting list, but we are short two (2) staff members. The staff will be completing CPR and first aid certifications. We will also be having a presenter on Infant/Toddler Environment Rating Scale and Early Childhood Environment Rating Scale assessments come in to show staff how to use the new classroom assessment tool for qualitystarsNY. Also, we are looking forward to the toddlers and Pre-schoolers once again participating in trick or treating this year on Monday, October 31, 930-1100.

Campus Police

Campus Police are currently working with Residence Life staff to coordinate a Monday Night Football event for residence life students. Campus Police would sponsor the event by providing pizza and soft drinks in the Tompkins and Cortland Hall connection in an effort to bring students and Campus Police staff together under circumstances that help build trust and rapport. Campus Police also recently participated in a First Responder Night event in the Village of Dryden designed to help build relationships between local first responder agencies and community members. Recruitment for 1.5 officers continues; however, we are awaiting the release of the county test.

Health and Wellness Services

The Collegiate Recovery Program delivered Celebrate Life in recognition of Suicide Prevention and Recovery Awareness Month. HWS, in partnership with Dryden Family Medicine, will conduct an on-campus flu clinic in early October. Information will be distributed to faculty, staff, and students. Students are presenting to Counseling in much greater numbers and with higher need levels than in the last three (3) years. Counseling appointments are limited but still available to new students within one week. The Panther Pantry was presented to the SUNY Food Pantry Group as a model program.

Office of Diversity Education and Support Services

ODESS activities included the Program Coordinator, Faculty Mentor, and LSAMP students attending the 1st Annual Central NY LSAMP Symposium held at Ithaca College [Central NY LSAMP website](#). Additionally, Tim Thompson and Deidre Kirkem led a "Community Conversations" session for the campus community. The topic was Implicit Bias and Micro-aggressions. Approximately 35 faculty, staff and students attended.

Residence Life

We have 5 RAs for the Fall 2022 semester, and our RAs are hosting programs and events for our students to encourage student engagement in the Residence Halls. Also, we are recruiting for new RAs in the upcoming academic year and are currently doing interviews, as we plan to have 9 RAs on staff. We are designing a Living Learning Communities for the upcoming academic year.

Student Conduct and Title IX

In August, there was one (1) conduct incident involving two (2) students. For the month of September, there were 12 conduct incidents involving 23 students (as of 9/26). The training offered involved presenting healthy relationship information and resources in two September classes and offered them to all fall athletes. Additional activities included tabling Student Conduct and Title IX information at the Get Connected Fair and the opening resource fair.

Student Life

The SGA E-board is almost complete, with new appointments since the last report and interviews scheduled for the remaining position. SGA meetings have been well-attended, and plans for upcoming programs and tabling to recruit more members. Also, there are two new clubs that have completed the new club process to become registered. There is an uptick in funding proposals from registered clubs to the Student Government Association. Specifically, there are more requests for event proposals by our student clubs. Between September 15 and September 25, over 250 students participated in Student Life events.

Student Success: Advising, Career, and Transfer Services

Conducted training on using Starfish to better support students' success and retention. A search is currently underway for the Assistant Director of Student Success: Advising, Career and Transfer More details: <https://www.tompkinscortland.edu/college-info/employment#collapse-accordion-3781-2>

My Desk

- Reviewing approaches to increase our competitiveness in hiring FSA staff, specifically Child Care.
- Coordinating the Students Affairs area initiative to build capacity to conduct assessments and evaluations that align with our Middle States needs.
- Work has begun with our assigned SUNY REACH Coach starting in October.
- Attending the SUNY Legal Issues in higher education that is being sponsored by the General Council Office October 13-14

Respectfully,

Seth A. Thompson





report

Date: October 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 Welcome Students Weekend – The College participated in this annual event – finally able to be held after a two year COVID hiatus. The Downtown Ithaca Alliance provides incentives, a scavenger hunt, and entertainment for local college students to invite them to explore and enjoy the Ithaca Commons. On September 17th, the College provided a bus for TC3 students to attend the event and we also staffed a table on the Commons in front of the Ithaca Extension Center.

GOVERNMENT RELATIONS & ADVOCACY:

Tompkins County Community Recovery Fund – The County recently released guidelines for organizations wishing to apply for federal funds available for COVID relief efforts. We are coordinating internally to determine priorities as well as match possible projects to the guidelines set out by the County. We also met with the County's consultant for guidance on the application process. We do intend to submit 1-2 projects.

STRATEGIC MARKETING:

Internal Processes –

- Sent an email to campus outlining the priorities for the Strategic Marketing department and explaining the new process for requesting work from the department. We also introduced a 'Submit Good News' form that anyone can use to send us highlights from classes, achievements of students, or other newsworthy items that the Marketing department can use in promotional materials.
- The Director of Strategic Marketing position has been re-posted and a new search committee was established. We are actively promoting the job and hope to yield a successful candidate by the end of the semester.

eDesign

The full data report can be seen here: <https://marketing-reports.com/rs/th9gs16/U2vHy>

In September 2022 compared year over year, the Digital Enrollment Campaigns delivered:
805,053 total Ad impressions increased 1,438.03% yoy (805,053 vs 52,343)
8,152 clicks on Ads increased 296.69% yoy (8,152 vs 2,055)
Overall website traffic increased 7.97% yoy (83,889 vs 77,696)
New York City traffic up 226.75% yoy (8,574 vs 2,624)

2,088 website goals were completed and New York City reports 389 website goals completed in September. Change in media spend was up 8.81% year over year \$16,950.34 vs \$15,576.50.

Full Period:

For April 1- September 30, 2022, we saw:

- 4,290,245 Total Ad Impressions
- 4,199,733 Display Impressions on Facebook, Instagram, YouTube, Gmail, Display Networks, Partners
- 90,512 Google Search Impressions
- 45,134 Total Clicks on Ads
- 26,102 Website Sessions from Ads
- 170,409 Total New Website Users
- 14,089 Total Website Goals
- \$90,170.87 Ad Spend

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

LPM Microcredentials Campaign Report:

The College worked with a Syracuse based company to run a local campaign focused specifically on recruitment for microcredentials. Here are some highlights from their campaign report:

Coordinated digital/print/broadcast efforts totaled nearly 1,500,000 Cumulative Impressions for the recent TC3 Microcredentials Campaign, which covered a 7-8 week period in July and August. The campaign utilized Google Search, Display and Video ads plus locally targeted media including print, radio and online. These break down as follows, with individual media details spelled out on the following pages:

- Google-based Search and Display advertising generated nearly 109,000 impressions.
- Google ad readers clicked through to the TC3 Microcredentials inquiry form page more than 9,700 times.
- A clickable phone number included in select Google ads generated nearly 250 direct calls.
- Top local publications were leveraged through print ad placements and online banners, generating over 27,000 impressions.
- In addition to the general video pre-roll, a video specifically targeted at candidates for the Electrical Engineering microcredential created more than 116,000 impressions of its own.

WORKFORCE DEVELOPMENT:

Manufacturing and Development Expo (MADE) – On October 7, the College hosted an expo open to all Tompkins Cortland students and local school groups. Student could both learn careers in manufacturing and engage in educational activities from regional companies. Over 130 high school students participated and visited the tables of 16 local companies. The afternoon portion of the fair was also hosted as a local job fair where anyone from the community was invited to learn about employment opportunities in manufacturing.

2021-22 BIZ summary – Despite ongoing challenges from the pandemic, the continuing education and BIZ programs still are quite active. Here is a summary of the year, provided by the Director, Carrie Whitmore:

Ended 2021/2022 serving 1930 students

- 888 through customized training programs
- 1042 students through open enrollment programs
 - 160 online programs w/ 3rd party vendors
 - 882 workshops coordinated by BIZ
- 85 credits taken by apprentices (Fall 2021 – Summer 2022); tuition paid by SUNY apprentices grant funding

COVID-19 UPDATE

While the College did see a slight rise in positive cases, we are positioned well to handle them with the basic infrastructure that remains in place. The internal COVID team still assists resident students who need to isolate with food and other needs as well as supports any communication between faculty and students if they need to miss class. Our on-campus students have been able to isolate in their own rooms. With the recent change in CDC and County guidelines, quarantine due to exposure has been effectively eliminated and this has made for less disruption for our in-person classes. SUNY has also announced that they are no longer supporting the data dashboard so we are no longer tracking or reporting the active number of cases on campus. Rapid tests are still available at no-cost to any of our students who are seeking testing.

TO: Amy Kremenek, President
TC3 Board of Trustees

FROM: Sayre Paradiso and Casey Goodwin
Co-chairs, College Senate

DATE: October 10, 2022

RE: College Senate Report for October 20, 2022 BOT meeting

- Discussion around the “Remote Work Policy” is still open.
- Voting for new members closed Friday, 10/07/22. (Full membership below.)
- Reviewing of Senate by-laws will begin 10/13
- Call for SUNY Chancellor’s Award for Excellence in Adjunct Teaching went out 10/7 and closes 10/21. Committee to be formed next week to review and submit the nominee by 11/8.
- Senate Co-Chairs Casey Goodwin and Sayre Paradiso continue to meet with President Kremenek around the missions of senate and the college at large.

**College Senate
Members as of Fall 2022**

Current Members

Three members Teaching/Faculty

Robert Sarachan
David Flaten
David Green

Term Expires

Sp 23 (2nd
term)
Sp 24 (1st term)
Sp 24 (1st term)

Three members Classified Staff

Michele Lopez
Vicki Pousseur
Kayla Conway

Sp 23 (2nd
term)
Sp 23 (1st term)
Sp 24 (1st term)

Three members Non-Teaching or Administrative Professional Staff

Darese Doskal

Karla Block
Dara Riegel

Sp 24 (2nd
term)
Sp 23 (2nd
term)
Sp 24 (1st term)

Three members from FSA

Casey Goodwin (Co-Chair)
Sayre Paradiso (Co-Chair)
Laticia Caza

Sp 24 (2nd
term)
Sp 23 (1st term)
Sp 24 (1st term)

**Three members of the At-Large (from the above named
groups)**

Jennica Petrella-Baum
Keith Hall
Victoria Zeppelin

Sp 23 (1st term)
Sp 23 (1st term)
Sp 24 (1st term)

Two members - Adjunct

Christina Iacabucci
Michael Timonin

Sp 24 (2nd
term)
Sp 24 (1st term)

Two Students

Marquis Godfrey
Angie Day

Sp 24
Sp 24



To: Board of Trustees
October 20, 2022 Meeting

Foundation Board and Committees

The executive committee met on September 20th. Discussion took place regarding the campus housing bond issue, Board member recruitment for 2023, and transitioning the Board to a philanthropic focus for next year. The audit will begin in late October. President Kremenek provided good news that the College has the fourth highest enrollment growth in new students among all the community colleges this year and that enrollment was up by 4.3%.

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

Retiree Event

In collaboration with the President's office retirees were hosted here on October 6th to meet President Kremenek and tour the campus. President Kremenek provided College updates, good news, and an opportunity for questions and answers. Twenty-nine retirees attended the event.

Strategic Plan

Work continues on the strategic plan.

Upcoming Meetings

October 11th – Board Meeting (in-person)
October 24th – Property Management Committee
November 3rd – Finance/Audit/Investment Committee

Foundation Board Members

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

Foundation Board, 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)

Philanthropy

Meetings and calls with donors continue.

The stewardship plan is currently being revised.

An internal audit of restricted funds is being completed.

Communications

The 2021 annual report is completed and will be available online.

A direct mail piece will be developed for late fall and a yearend solicitation will be developed. A yearend solicitation will be emailed.

Scholarships

It is anticipated that \$249,065 will be awarded for scholarships and grants in Fall 2022.

Tompkins Harvest

The Chef Ann Foundation highlighted the work of the Tompkins County schools in their most recent blog, which can be found here: [Chef Ann Foundation | Supporting School Food Change in Tompkins...](#) School changes as a result of the programming held at the end of August included at least two schools removing juices off their menu selections, chocolate milk being offered only twice a week at one school and “spa” water being offered instead of milk at another school. We are working on making sure that Superintendents and Board Presidents are aware of this exciting publicity.

The Food Service Directors had their first meeting since the Boot Camp last week (September 29th). They requested that Chef Ann’s blog be sent to NYSNA and to their respective Superintendents, Business Officers and Board Members. Future monthly meetings for them will be scheduled for the remaining school year. Discussion was had about bringing a representative from the Chef Ann Foundation back to town for an additional session on Strategic Planning and about the possibility of hosting training by the Institute of Child Nutrition in March.



TO: Tompkins Cortland Community College Board of Trustees
FROM: Amy Kremenek, DM
President
DATE: October 12, 2022
SUBJECT: President's Update – 2022-23 Goals

Since my appointment as President of Tompkins Cortland Community College on June 1, 2022, I have prioritized learning about and assimilation into the campus and broader community to begin to develop an understanding of the College's strengths and areas of challenge, as well as to collectively begin to envision possible directions for the future. The 2022-23 Presidential Goals were developed in conversations and collaboration with the Board Chair and the Board of Trustees, including a full-day Board Retreat held in August. The three major goals below represent the areas of focus for my first year as President that will no doubt continue to evolve as additional learning and insights emerge. I welcome feedback and input both now and as we progress throughout the year.

1. STUDENTS: ENROLLMENT AND RETENTION

- Stabilize and begin to build TC3's core (non-high school) enrollment back to pre-pandemic levels.
 - Finalize the College's Strategic Enrollment Management (SEM) Plan for Board approval. Charge and engage with a cross-campus SEM Committee to lead implementation of the goals, strategies, and tactics contained within the plan.
 - Develop an operations/business plan to utilize the College's Extension Centers in Cortland and Ithaca, including opportunities to reach audiences not currently served by the Main Campus or online offerings.
 - Pursue opportunities to improve transportation options to and from campus for residential and commuter students.

- Elevate, identify and actively pursue interventions to improve student retention and completion, measuring progress according to the American Association of Community College's Voluntary Framework of Accountability (VFA) measures and benchmarking data for select peer and aspirational institutions. The VFA was chosen for this purpose as it is the principal accountability framework for community colleges which recognizes the full breadth of the mission of community colleges and the diversity of community college student goals and educational experiences.
 - Analyze data and engage with the campus community to develop implementation plans to close gaps, particularly for the most at-risk populations of students.
 - Utilize the expertise and extensive resources of the Aspen Institute made possible by my selection to represent the College for the nationally recognized New President's Fellowship Program and the College's selection by SUNY for the Aspen Institute College Excellence Program, focused on addressing student outcomes and equity across completion, learning, transfer, employment, with a focus on equity for low-income students and students of color.
 - Initiate an update of the College's Facilities Master Plan and develop the case for public and philanthropic investment in facilities and capital improvements necessary for student success.
 - Identify needs of adult students and gaps in current programs and services, including scheduling and opportunities for high-quality remote learning.



2. **CAMPUS COMMUNITY: ENGAGEMENT AND PARTICIPATION:** Actively engage with the campus community to foster a healthy and inclusive climate and effective participatory and shared governance.
 - Evaluate and elevate the priority of a healthy and inclusive campus climate, including faculty and staff engagement and retention and employee morale.
 - Actively support the continued development and progress of the College Senate and governance structure.
 - Facilitate cross-campus communication and collaboration including the development of an expanded President's Cabinet.
 - Proactively engage with the campus community including opportunities for a wide variety of voices and perspectives.
 - Strengthen the development of and campus engagement with the College's planning and assessment framework relative to the Strategic Plan, key master plans (Diversity & Inclusion, Academic, SEM, IT,), and department/individual plans.

3. **EXTERNAL COMMUNITY: PARTNERSHIPS & COLLABORATION:** Develop and advance College partnerships and increase engagement with businesses, organizations, community leaders, and residents.
 - Understand the College's existing partnerships/connections, and relative to the College's mission, identify gaps to be addressed.
 - Identify opportunities for public engagement, including the possibility of expanding continuing education classes and hosting community events.
 - Proactively engage with the public and community leaders to create increased awareness of the College's progress and to generate overall goodwill about the direction and energy of the campus community.
 - Understand business and industry needs for education and training in Cortland and Tompkins Counties.
 - Review the availability of College programs and services for career and applied learning and work collaboratively to identify best practices for potential applicability to the needs of current students and graduates.

In addition to the three major goals noted above, work with the College's Accreditation Liaison Officer (ALO) and the Middle States Accreditation Committee to evaluate progress on the 2018 Middle States Institutional Report and successfully complete the College's required Periodic Review Report (PRR) due in 2023.

As we continue forward throughout the year, regular progress updates will be provided to the Board of Trustees, the campus, and the external community. I am grateful for this opportunity to lead our great institution and to serve our students, campus and community, and look forward to engaging in this important work.