



Agenda
February 21, 2024
Board of Trustees Meeting @ 5:30 p.m.

<https://us02web.zoom.us/j/85683697094?pwd=V0VjVHdneW5CVVpLZUNUb29Cc2FvUT09>

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment**
6. Approval of January 17, 2024 Board of Trustees Meeting Minutes
7. Chair's Report
 - a. Foundation Connections
8. CFO/Treasurer's Report
9. Student Trustee's Report – Verbal Report will be given
10. County Liaison Reports
 - a. Cortland County
 - b. Tompkins County
11. College Senate Report
12. Committee and Affiliate Reports
 - a. TC3 Foundation
 - b. Auxiliary Operations
 - c. New York Community College Association of Presidents (NYCCAP/SUNY)
 - d. New York Community College Trustees (NYCCT)
13. President's Report
 - a. President's Update
 - b. Vice President report



14. Consent Agenda

- a. Appointment of Personnel
- b. Approval of Fee Schedule Amendment
- c. Approval of Job Description – Access Coordinator and Academic Coach
- d. Approval of HRIS Professional Services

15. Discussion Items

- a. Workforce Development – Carrie Coates Whitmore, Director of Continuing Education and Workforce Development and Dara Riegel, Assistant Director for Employer Relations and Experiential Learning

16. Adjournment

17. Informational Items

- a. Next Board of Trustees Meeting, Wednesday, March 20, 2024.
 - i. Auditors Report
- b. Business After Hours, Wednesday, March 13, 2024, 4:30 – 6:30 p.m. in the Forum.
- c. Blood Drive, Friday, February 23, 2024, 11:30 a.m. – 4:30 p.m. in the Forum.
- d. Employee of the Month Program.
- e. 2023 Report to the Community.

*****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.***



Board of Trustees Regular Meeting
January 17, 2023
Open Session @ 5:30 p.m.

Present: Roxann Buck, Dean Corbin, Sue Dale-Hall, Judy Davison, Matt McSherry, Schelley
Michell-Nunn, Lisa Perfetti, Romneya Quennell

Excused: Arthur Kuckes, Seth Peacock

County Liaisons: Cathy Bischoff, Mike Lane

Staff: Scot Beekman, Jan Brhel, Katrina Campbell, Richard Floyd, John Geer, Amy Kremenek,
Rena Moore, Don Perkins, Dennis Panagitsas, Paul Reifenheiser, Seth Thompson,
Patty Tvaroha, Cindy Whitney

- **Call to Order:** The meeting was called to order at 5:35 p.m. by Chair Davison.
- **Roll Call:** Ms. Brhel called the roll.
- **Welcome Guests:** Chair Davison welcomed everyone in the Board Room as well as those participating on Zoom. She introduced Rena Moore, Deputy Clerk of the Board of Trustees.
- **Approval of Agenda:** Ms. Buck moved the Board of Trustees January 17, 2023 meeting agenda be approved as submitted; seconded by Ms. Dale-Hall; motion carried unanimously.
- **Public Comment:** There were no requests for public comment.
- **Approval of Board of Trustees Meeting Minutes:** Ms. Perfetti moved that the minutes from the December 20, 2023 Board of Trustees Meeting be approved as submitted; seconded by Mr. McSherry; motion approved unanimously.
- **Chair's Report:** Chair Davison thanked Board members who were able to complete the Board self-evaluation. Copies of the evaluation results been distributed to all Board members. She asked Board members to review the document and the Board will discuss at a future date and will be included in the summer Board retreat. She offered sincere appreciation to Jan Brhel for her work as Clerk to the Board. Jan's last day with TC3 will be Friday 2/2.
- **CFO/Treasurer's Report:** Sophia Darling was unable to attend the meeting. President Kremenek and Comptroller Dennis Panagitsas gave brief updates and answered questions from Board members. President Kremenek noted the budget process is in the beginning stages and she and Sophia Darling VP for Finance and Administration are scheduled to meet bi-weekly through June to facilitate the process. They will have a budget briefing for the Board members and provide a tentative budget in April and a final budget for the Board's approval at the May meeting. Mr. Panagitsas gave a brief update on the audit process that has been underway for the College, Foundation and FSA (Faculty Student Association). The audit is expected to be completed by the end of January. The auditors are planning to give a report on the audit findings at the February Board of Trustees meeting.



- **Student Trustee's Report:** Romneya Quennell stated she was back on campus but due to students being on winter break following the December Board meeting she had no report this month.
- **County Liaison Reports:**
 - a. Cortland County - Ms. Bischoff noted that Cortland County is working on a 5-year plan. They hope to start the budget process early this year. Homelessness is a growing concern. The county is looking at how best to deal with this concern when they have very limited resources to meet the need.
 - b. Tompkins County – Mr. Lane noted that Dan Klein is the new Chair for the Tompkins County Legislature and Shawna Black is the Vice Chair. Mr. Lane will serve as the Chair of the Finance Committee. The Tompkins County Legislature passed a resolution for community college funding at the NYS level. They have a list of people who will be sent this resolution.
- **College Senate Report:** There was no report since College Senate had not met over winter break. Co-chairs Sayre Paradiso and Amy Faben-Wade were unavailable to attend this meeting.
- **Committee and Affiliate Reports**
 - a. TC3 Foundation: President Kremenek recognized Sheila Abbey for moving things forward while the search for the Executive Director continues. There are 6 new Foundation Board members and Regina Grantham is the new Chair of the Foundation Board. President Kremenek will meet with Foundation Chair Regina Grantham and Chair of the Board of Trustees Judy Davison to discuss ways the two boards can work together. Athletic Director Mick McDaniel is the chair of the search committee for the Executive Director of the Foundation. They hope to have candidates on campus the 2nd week of February. There were 15 applicants for this position.
 - b. Auxiliary Operations: President Kremenek noted that Scott Riesenberger has been hired as Executive Chef/Interim Director of Operations for Coltivare. The initial push will be to develop a business plan and set up a meeting for the Advisory Board. Mr. Lane thought the timing of this hire was good as the Conference Center in Ithaca is in its final stages. The Park Foundation has approved funding for Phase 2 of the Feasibility Study. They will work with students during this phase. The College secured \$80,000 for a SUNY Transformation Fund to support transfer partnerships with SUNY Cortland and Cornell University. Similar conversations will take place with SUNY Oswego.
 - c. NYCCAP: President Kremenek noted the NYS budget was released yesterday with 100% of the floor funding in it. President Kremenek has spoken with Assemblywoman Anna Kelles and State Senator Lea Webb.
 - d. New York Community College Trustees (NYCCT): Trustee Buck noted there is a meeting on January 30th at The Egg in Albany from 5:30 – 7:30 for trustees and presidents to discuss Advocacy with legislators. Anyone interested should contact Trustee Buck. Ms. Quennell noted that members of the student government have also been invited to attend. The annual NYCCT Board of Directors meeting in April will be held in Syracuse.



- **President's Report:** President Kremenek asked if there were any questions for the Vice Presidents on their reports. No questions were asked. President Kremenek stated that Opening Day for faculty and staff on January 16th was well attended. The current strategic plan will wrap up this year and plans are in place to prepare the strategic plan for 2025-2030. All College policies will be reviewed and updated in the near future.
 - a. VP for Student Affairs Seth Thompson gave a short presentation on Residence Life. PowerPoint slides are attached to these minutes. He noted the changes in numbers from academic year 2020 to 2023. He discussed programming that will be provided in the upcoming semester to include some thematic living programs. The focus will be to have residential life support living-learning communities.

- **Consent Agenda:** Ms. Buck moved the Consent Agenda be approved as submitted; seconded by Ms. Michell-Nunn; motion carried unanimously.
 - a. Appointment of Personnel
 - b. Disposal of Surplus Property
 - c. Job Posting Services
 - d. Approval of Position Description – Assistant to the President
 - e. Approval of Position Description – Dean of Admissions & Recruitment
 - f. Approval of Position Description – Director of Auxiliary Operations

- **Discussion Items:** Patty Tvaroha, TC3 Delegate to FCCC (Faculty Council of Community Colleges) and Dr. Cindy Whitney, TC3 Alternate Delegate, provided a presentation on what FCCC is, the committees that make up FCCC, and current initiatives FCCC is working through. The PowerPoint slides are attached to these minutes. A binder of FCCC information was given to Chair Davison.

- **Informational Items**
 - a. February 21, 2024 Board Presentation – Auditors (*This report will occur in March.*)

- **Executive Session:** Ms. Dale-Hall moved that the meeting convene into Executive Session with no action to be taken and no further business expected at 6:30 p.m.; seconded by Mr. McSherry. President Kremenek and John Geer were invited to join Executive Session. There was a short break in between open session and executive session. Executive session began at 6:55 p.m.

Motion to go back into open session at 7:45 p.m. moved by Mr. Corbin; seconded by Ms. Dale-Hall; approved unanimously.

- **Adjournment:** Ms. Michell-Nunn moved the meeting be adjourned at 7:45 p.m.; seconded by Mr. McSherry approved unanimously.

Jan Brhel
Clerk to the Board of Trustees

****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.

VP of Finance & Administration Report

January 2024 Close

Budget and Finance

In January, the Budget and Finance office spent considerable time generating tax forms for students and vendors. Additionally, time was spent in finalizing external auditor questions.

The Department is also focused on refining and implementing processes and policies to enhance services to our students and administration.

Revenues for the current fiscal year are trending favorably against budget. We do not anticipate any significant deviations at this time.

Expenses at this time are trending close to budget, and no significant variances are noted.

Financial Aid Update

Financial aid continues to package students for the spring semester while also adding anticipated aid to student accounts. Outreach efforts continue to students registered for the Spring 2024 semester who do not have a FAFSA filed. Assistance is offered to help with these filings. Financial aid is also being prepared to be disbursed for the Spring 2024 semester.

The FAFSA form is open for 2024-2025 and the department continues their training to best serve our students. Policies and documentation continues to be reviewed and updated to align with the new regulations surrounding the new FAFSA form. The Department of Education, unfortunately, has to correct an error on the FAFSA form that relates to income protection allowances to account for inflation, and this has pushed back when schools will start receiving information on students who have completed FAFSA's.

We have started visiting local high schools, such as Homer and Spencer VanEtten, to hold FAFSA filing events with current high school seniors. There are additional schools on our list, which include McGraw and Groton. These informational visits are offered to local high schools during the evenings so that parents may join their students regardless of whether or not the student is planning to attend TC3. These have been very well received.

We are also planning various FAFSA events for our current students, and will focus on specific interest groups such as Athletics and EOP. These events will be open to all of our current students with invitations sent.

Registration and Billing Update

Registration and Billing has been extremely busy registering students/adding/dropping classes and pursuing payment.

Tompkins Cortland Community College
2023-2024 Appropriations
Year-to-Date through January 31, 2024

	Modified Budget 2023-24	Expended to Date 2023-24	Unexpended Balance 2023-24	% Expended 2023-24	Total Exp PY 2022-23	YTD Exp PY to Date 2022-23	PY % Expended 2022-23	Fav Var (Unfav Var) to PY	% Variance to PY
Forecasted Dept. Appropriations									
Personal Services	16,565,316	7,023,443	9,541,873	42.4%	15,824,648	6,665,021	42.1%	(358,422)	-2.3%
Equipment	130,000	12,554	117,446	9.7%	59,031	8,718	14.8%	(3,836)	-6.5%
Contractual Expenses	5,921,866	2,025,463	3,896,403	34.2%	4,982,142	1,897,622	38.1%	(127,841)	-2.6%
Employee Benefits	8,489,828	3,936,220	4,553,608	46.4%	7,791,947	3,766,667	48.3%	(169,554)	-2.2%
Total Forecasted Departmental Appropriations¹	31,107,010	12,997,680	18,109,330	41.8%	28,657,768	12,338,027	43.1%	(659,653)	-5.3%
Scholarships & Awards									
Student Services	-	334,343	(334,343)	0.0%	176,086	173,502	98.5%	(160,841)	(92.7%)
Academic Support	3,439,832	1,621,053	1,818,779	47.1%	3,247,763	1,612,730	49.7%	(8,323)	(0.5%)
Total Scholarships & Awards	3,439,832	1,955,396	1,484,437	56.8%	3,423,849	1,786,232	52.2%	(169,164)	(9.5%)
Total Forecasted Appropriations²	34,546,842	14,953,075	19,593,767	43.3%	32,081,617	14,124,259	44.0%	(828,816)	-5.9%
Adjustments to Approved Budget									
Personal Services	(233,850)			0.0%			0.0%	-	0.0%
Equipment	-							-	
Contractual Expenses	550,000			0.0%			0.0%	-	0.0%
Employee Benefits									
Total Adjustments to Approved Budget³ Favorable (Unfav)	316,150	-	-	0.0%	-	-	0.0%	-	0.0%
Personnel	16,331,466	7,023,443	9,541,873	43.0%	15,824,648	6,665,021	42.1%	(358,422)	-2.3%
Equipment	130,000	12,554	117,446	9.7%	59,031	8,718	14.8%	(3,836)	-6.5%
Contractual	6,471,866	2,025,463	3,896,403	31.3%	4,982,142	1,897,622	38.1%	(127,841)	-2.6%
Scholarship & Awards Offset	3,439,832	1,955,396	1,484,437	56.8%	3,423,849	1,786,232	52.2%	(169,164)	-4.9%
Fringe Benefit	8,489,828	3,936,220	4,553,608	46.4%	7,791,947	3,766,667	48.3%	(169,554)	-2.2%
Total Approved Budget Appropriations⁴	34,862,992	14,953,075	19,593,767	42.9%	32,081,617	14,124,259	44.0%	(828,816)	-5.9%

Explanation of Sub-Totals and Totals:

- Total Forecasted Departmental Appropriations:* Enables an analysis of departmental operating costs.
- Total Forecasted Appropriations:* Forecasts the End-of-Year Appropriations for the College.
- Total Adjustments to Approved Budget:* Represents the forecasted adjustments to the 2023-24 Appropriations Budget. If positive, less Fund Balance is required. If negative, more Fund Balance is required.
- Total Approved Budget Appropriations:* This represents the Approved Budget.
- Excludes impacts of GASB 68 (OPEB), GASB 75 (ERS/TRS) & GASB 87 (Lease Liability)

	Modified Budget 2023-24	Expended to Date 2023-24	Unexpended Balance 2023-24	% Expended 2023-24	Total Exp PY 2021-22 ⁵	YTD Exp PY to Date 2022-23	PY % Expended 2022-23	Fav Var (Unfav Var) to PY	% Variance to PY
Instruction									
Personal Services	6,767,853	3,258,438	3,509,415	48.1%	7,027,891	3,068,143	43.7%	(190,295)	(6.2%)
Equipment			0	0.0%	7,296	787	10.8%	787	100.0%
Contractual Expenses	1,734,045	641,669	1,092,376	37.0%	1,524,152	587,667	38.6%	(54,001)	(9.2%)
Employee Benefits	3,437,293	1,818,002	1,619,291	52.9%	3,462,019	1,727,859	49.9%	(90,143)	(5.2%)
Total Instruction	11,939,191	5,718,109	6,221,082	47.9%	12,021,358	5,384,456	44.8%	(333,652)	(6.2%)
Public Service									
Personal Services	-	-	-	0.0%	94,853	59,675	62.9%	59,675	100.0%
Equipment	-	-	-	0.0%					
Contractual Expenses	-	-	-	0.0%	1,096	325	29.7%	325	100.0%
Employee Benefits	-	-	-	0.0%	46,726	33,418	71.5%	33,418	100.0%
Total Public Service	-	-	-	0.0%	142,675	93,417	65.5%	93,417	100.0%
Academic Support									
Personal Services	1,662,853	703,357	959,496	42.3%	1,551,654	601,143	38.7%	(102,214)	(17.0%)
Equipment			0	0.0%	34,056		0.0%	0	0.0%
Contractual Expenses	246,611	37,440	209,171	15.2%	192,367	37,769	19.6%	330	0.9%
Employee Benefits	713,057	401,764	311,293	56.3%	764,362	340,461	44.5%	(61,303)	(18.0%)
Total Academic Support	2,622,521	1,142,560	1,479,961	43.6%	2,542,439	979,373	38.5%	(163,187)	(16.7%)
Libraries									
Personal Services	578,376	248,392	329,984	42.9%	557,625	233,837	41.9%	(14,555)	(6.2%)
Equipment			0	0.0%	1,612		0.0%	0	0.0%
Contractual Expenses	289,876	88,624	201,252	30.6%	276,218	104,945	38.0%	16,321	15.6%
Employee Benefits	289,759	139,099	150,660	48.0%	274,692	130,949	47.7%	(8,151)	(6.2%)
Total Libraries	1,158,011	476,116	681,895	41.1%	1,110,147	469,731	42.3%	(6,384)	(1.4%)
Student Services									
Personal Services	2,345,163	944,300	1,400,863	40.3%	1,991,287	826,381	41.5%	(117,919)	(14.3%)
Equipment		389	(389)	0.0%	550		0.0%	(389)	0.0%
Contractual Expenses	696,125	243,473	452,653	35.0%	605,411	256,993	42.4%	13,520	5.3%
Employee Benefits	1,069,142	534,231	534,911	50.0%	980,931	488,938	49.8%	(45,294)	(9.3%)
Total Student Services	4,110,430	1,722,393	2,388,037	41.9%	3,578,179	1,572,311	43.9%	(150,082)	(9.5%)
Maintenance and Operations									
Personal Services	1,869,836	733,853	1,135,983	39.2%	1,834,543	708,407	38.6%	(25,446)	(3.6%)
Equipment	100,000	1,950	98,050	2.0%	7,586		0.0%	(1,950)	0.0%
Contractual Expenses	890,057	400,020	490,037	44.9%	1,000,137	333,503	33.3%	(66,516)	(19.9%)
Employee Benefits	951,381	417,827	533,554	43.9%	903,717	401,293	44.4%	(16,534)	(4.1%)
Total Maintenance and Operations	3,811,274	1,553,650	2,257,624	40.8%	3,745,982	1,443,204	38.5%	(110,446)	(7.7%)
Institutional Support									
Personal Services	1,707,247	663,938	1,043,309	38.9%	1,539,097	637,282	41.4%	(26,656)	(4.2%)
Equipment									
Contractual Expenses	433,513	152,418	281,095	35.2%	486,571	172,854	35.5%	20,436	11.8%
Employee Benefits	872,808	371,108	501,700	42.5%	758,176	355,755	46.9%	(15,353)	(4.3%)
Total Institutional Support	3,013,568	1,187,464	1,826,104	39.4%	2,783,844	1,165,891	41.9%	(21,573)	(1.9%)
General Institutional Services									
Personal Services	1,633,988	471,166	1,162,822	28.8%	1,227,698	530,154	43.2%	58,988	11.1%
Equipment	30,000	10,214	19,786	34.0%	7,931	7,931	100.0%	(2,284)	(28.8%)
Contractual Expenses	1,631,639	461,819	1,169,820	28.3%	896,192	403,564	45.0%	(58,255)	(14.4%)
Employee Benefits	1,156,388	254,189	902,199	22.0%	601,324	287,995	47.9%	33,805	11.7%
Total General Institutional Services	4,452,015	1,197,389	3,254,626	26.9%	2,733,144	1,229,643	45.0%	32,254	2.6%
Total Forecasted Departmental Appropriations¹	31,107,010	12,997,680	18,109,330	41.8%	27,502,873	12,338,027	44.9%	(659,653)	-2.4%

**2023-2024 Appropriations
Schedule of Employee Benefits
as of January 31, 2024**

	Modified Budget 2023-24	Expended to Date 2023-24	Unexpended Balance 2023-24	% Unexpended 2023-24	Total Exp PY 2022-23	YTD Exp 2022-23	PY % Expended 2022-23	Fav Var (Unfav Var) to PY	% Variance to PY
Retirement Incentive Costs	179,068	247,671	(68,603)	138.3%	134,625	103,189	76.6%	(144,483)	(140.0%)
HRA Retiree Benefits	83,119	50,716	32,403	61.0%	90,191	26,510	29.4%	(24,206)	(91.3%)
State Employee's Retirement	1,095,738	543,998	551,740	49.6%	1,040,994	441,517	42.4%	(102,480)	(23.2%)
State Teacher's Retirement	182,355	76,764	105,591	42.1%	167,868	75,531	45.0%	(1,233)	(1.6%)
Optional Retirement Fund	792,864	288,498	504,366	36.4%	754,334	326,560	43.3%	38,062	11.7%
Social Security	1,270,482	547,738	722,744	43.1%	1,201,744	513,740	42.7%	(33,998)	(6.6%)
Worker's Compensation	94,558	(121)	94,679	(0.1%)	118,641	32,135	27.1%	32,256	100.4%
Executive Benefits	37,000		37,000	0.0%	4,131	4,131	100.0%	4,131	100.0%
Disability Insurance	8,418	2,560	5,858	30.4%	8,782	3,436	39.1%	876	25.5%
Hospital and Medical Insurance	2,957,372	1,153,741	1,803,631	39.0%	2,653,108	1,122,305	42.3%	(31,436)	(2.8%)
Post Retirement Health Insurance	1,540,800	600,000	940,800	38.9%	1,440,000	600,000	41.7%	0	0.0%
Employee Tuition Benefits	128,104	78,754	49,350	61.5%	87,830	68,904	78.5%	(9,850)	(14.3%)
Life Insurance	7,513	3,183	4,330	42.4%	7,907	3,034	38.4%	(149)	(4.9%)
Vacation Benefits	93,600	37,500	56,100	40.1%	82,500	37,500	45.5%	0	0.0%
Miscellaneous	3,237	1,250	1,987	38.6%	3,475	1,450	41.7%	200	13.8%
Unemployment Insurance	15,600		15,600	0.0%	(729)		0.0%	0	0.0%
Total Employee Benefits	8,489,828	3,632,254	4,857,574	42.8%	7,795,402	3,359,942	43.1%	(272,311)	(8.1%)

Tompkins Cortland Community College
YTD Revenues 2023-2024
January 31, 2024

	Modified Budget 2023-24	Revenues to Date 2023-24	Variance 2023-24	% Realized 2023-24	Total Rev PY 2022-23	YTD Rev PY 2022-23	PY % Realized 2022-23	Fav Var (Unfav Var) to PY	% Variance to PY
Student Revenue									
Core Tuition									
Fall	3,883,694	3,875,624	8,070	99.8%	3,508,660	3,482,020	99.2%	393,604	11.3%
Spring	3,368,684	3,509,626	(140,942)	104.2%	3,099,824	3,142,630	101.4%	366,996	11.7%
Winter	127,690	160,356	(32,666)	125.6%	138,120	138,120	100.0%	22,236	16.1%
Summer	614,585	(735)	615,320	-0.1%	516,961	0	0.0%	(735)	0.0%
Nonresident Tuition	508,938	1,305,743	(796,805)	256.6%	746,555	1,018,247	136.4%	287,497	28.2%
Student Fee Revenue	1,012,926	939,057	73,870	92.7%	931,574	860,582	92.4%	78,474	9.1%
Bad Debt Reserve			0	0.0%	(376,000)	(376,000)	100.0%	376,000	-100.0%
Total Core Student Revenue	9,516,517	9,789,670	(273,153)	102.9%	8,565,694	8,265,599	96.5%	1,524,072	18.4%
Concurrent Enrollment Tuition	3,222,850	1,618,165	1,604,685	50.2%	3,247,690	1,605,359	49.4%	12,806	0.8%
Total Student Revenue	12,739,367	11,407,835	1,331,532	89.5%	11,813,384	9,870,958	83.6%	1,536,878	15.6%
Government Appropriations									
New York State	9,763,019	2,440,700	7,322,319	25.0%	9,750,020	2,437,505	25.0%	3,195	0.1%
Local Sponsors	4,882,882	756,847	4,126,035	15.5%	4,882,882		0.0%	756,847	0.0%
Appropriated Cash Surplus	1,003,562	1,003,562	0	100.0%	600,000	600,000	100.0%	403,562	67.3%
Charges to Other Counties	5,891,772	2,274,589	3,617,183	38.6%	5,649,776	2,340,678	41.4%	(66,089)	-2.8%
Federal Aid			0	0.0%	88,753		0.0%	0	0.0%
Board Designated Reserves			0	0.0%	932,518	932,518	100.0%	(932,518)	-100.0%
Total Govt Appropriations	21,541,235	6,475,698	15,065,537	30.1%	21,903,949	6,310,701	28.8%	164,997	2.6%
Other Revenues									
Service Fees	121,340	68,796	52,544	56.7%	96,446	58,675	60.8%	10,122	17.3%
Interest Earnings		5,867	(5,867)	0.0%	9,007	2,843	31.6%	3,024	106.4%
Rental of Real Property	10,000	100	9,900	1.0%	11,035	4,350	39.4%	(4,250)	-97.7%
Contract Courses	100,000	59,189	40,811	59.2%	(25,031)	81,289	-324.8%	(22,100)	-27.2%
Noncredit Tuition	100,000	40,012	59,988	40.0%	174,870	72,895	41.7%	(32,883)	-45.1%
Grant Offsets	205,000	6,818	198,182	3.3%	180,373	69,859	38.7%	(63,041)	-90.2%
Unclassified Revenues	46,050	44,215	1,835	96.0%	446,845	20,611	4.6%	23,603	114.5%
Total Other Revenues	582,390	224,997	357,393	38.6%	893,545	310,522	34.8%	(85,525)	-27.5%
TOTAL REVENUES	34,862,992	18,108,530	16,754,462	51.9%	34,610,878	16,492,180	47.7%	1,616,349	9.8%
Student Revenue	13,060,707	11,575,833	1,484,874	88.6%	12,059,669	10,083,816	83.6%	1,492,016	14.8%
State Revenue	9,763,019	2,440,700	7,322,319	25.0%	9,750,020	2,437,505	25.0%	3,195	0.1%
Local Revenue	10,774,654	3,031,436	7,743,218	28.1%	10,532,658	2,340,678	22.2%	690,758	29.5%
Federal Revenue	0	0	0	0.0%	88,753	0	0.0%	0	0.0%
Use of Fund Balance	1,003,562	1,003,562	0	100.0%	1,532,518	1,532,518	100.0%	(528,956)	-34.5%
Other	261,050	56,999	204,051	21.8%	647,260	97,663	15.1%	(40,664)	-41.6%
Total	34,862,992	18,108,530	16,754,462	51.9%	34,610,878	16,492,180	47.7%	1,616,349	9.8%

To: TC Board of Trustees

From: College Senate / Sayre Paradiso and Amy Faben-Wade (co-chairs) and Kayla Conway (secretary)

College Senate Report February 2, 2024

- Positions remain open
 - Follow up call for nominations put out
 - NEEDED:
 - Teaching Faculty
 - Classified Staff (2)
 - FSA
 - Member-At-Large

- Chancellor's award process for the academic year
 - Chancellor's Award for Excellence in Faculty Service, Librarianship, Professional Service, Scholarship and Creative Activities, and Teaching
 - Nomination due to 1/18/2024
 - Due to SUNY 2/20/2024

- Call put out to committees under charge of Senate
 - Processing 3 year reviews per bylaws
 - Academic Assessment Committee
 - Budget Committee
 - Campus Safety Advisory Committee
 - Campus Advocacy, Referral, and Education
 - Committee on Academic Standards
 - Diversity, Equity, and Action Council
 - Information Security Management Program
 - Survey and Research Review Committee
 - Staff Development Committee

- Meetings for remainder of semester scheduled
 - February 23, 2024
 - March 22, 2024
 - April 26, 2024
 - May 10, 2024



To: Board of Trustees
From: Sheila Abbey, Administrative Assistant
Date: February 8, 2024

Foundation Board and Committees

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

An internal audit of restricted funds is being completed.

External audit is currently underway and soon be completed soon.

Upcoming Meetings

Alumni Committee, Monday, February 26
Board, April 9

Philanthropy

2023-2024 (09/01/2023-08/31/2024) revenue raised to date: \$1,231,611/68 gifts

Donor Activity	Face-to-Face	Calls	Emails	Other
November	0	1	4	1
Fiscal Year Total	11	23	134	5

Sixteen hundred nursing alumni received a direct mail appeal.

Philanthropic related work: Illume Projects will be on campus for the beginning of phase two of the housing feasibility study on February 16. They will be meeting with President Kremenek and Dara Riegel, assistant director for employer relations and experiential learning.

Scholarships

Selection for spring scholarships and grants will be finalized this month.

Student Emergency Funds assisted students with rent, internet, and electric.

Mary Porcaci Brady Nursing Student Emergency Funds assisted students with car repairs and mortgage. A gift of \$10,000 was received and matching funds are being sought.

Events

Spring 2024

- In-house campaign, February 22
- Thank you event

- Retiree event
- Pathways luncheon
- Spring scholarship luncheon

Communications

- A follow up email will be sent to nursing alumni regarding the appeal sent in January.
- Working with True Creative, marketing firm to create upcoming solicitation pieces and emails.
- The joint Report to the Community was sent to local constituents.

Foundation Board Members

Regina Grantham, chair (Cortland County)
 Kansas Underwood, vice chair (Tompkins County), alum
 Clint Books, secretary/treasurer (Cortland County)
 Doug Bentley, alum (Cortland County), alum
 Amanda Bisson, Faculty Liaison
 Rich Cunningham (Cortland County)
 Dale Davis, alum (Cortland County), alum
 Bob Haight (Cortland County)
 Amy Kremenek, College President
 Amy Lanzilotta (Tompkins County), alum
 Adam Long (Tompkins County)
 Mike McMahon (Cortland County)
 Matt McSherry, Board of Trustees Liaison
 Janet Morgan (Tompkins County)
 Greg Richards (Cortland County)
 Gary Stewart (Tompkins County)
 Mary Stoe (Tompkins County)
 Brian Tobin (Cortland County)
 Jennifer Turck (Cortland County)
 Baruch Whitehead (Tompkins County)
 Paula Younger (Tompkins County)

TO: Tompkins Cortland Community College Board of Trustees
FROM: Amy Kremenek, DM, President
DATE: February 13, 2024
SUBJECT: President's Update

The following update reflects progress toward the President's goals approved by the Board of Trustees. The goals are organized by the following four focus areas: Student Enrollment and Retention, Campus Institutional Resources and Assets, Campus Community Engagement and Participation, and External Community Partnerships and Collaboration.

STUDENTS: ENROLLMENT AND RETENTION

- The spring 2024 semester began on Monday, January 22, 2024. Core enrollment is currently up by 13.3% with 1,373 students enrolled. Enrollment is up in all categories, including continuing students (+8.8%), transfer (+12.8%), full-time students (+15.5%) and part-time (+10.6%). Enrollment by FTE is up 14.3% overall. New students hover between flat and down (currently -1.7% in headcount and +0.3% in new FTE). We continue to refine processes and structure to address this deficit as well as continue the climb back to pre-pandemic enrollment levels.
- The importance of Slate, the College's customer relationship management (CRM) system cannot be understated. I commend VP of Enrollment Management Richard Floyd for his continued diligence and urgency to address systemic issues with the implementation, including investing in SUNY-sponsored training for six TC3 employees as well as urging the addition of a new Slate Captain position.
- Work on the College's Strategic Enrollment Plan continues in earnest. Five workgroups consisting of 35 faculty and staff have been organized, focused on Academic Programs Mix, Admissions & Recruitment, Data & Technology, Finance & Financial Support, and Student Experience & Retention. The College's consultant from Ruffalo Noel Levitz will be on-campus on March 12 and 13 for working sessions with the teams focused on data, a SWOT analysis and key performance indicator sets. The RNL engagement concludes on 6/30/24.
- The student-focused World Café took place on 2/1/24 in the Forum with approximately 50 students in attendance. Valuable feedback and input relative to student retention is being assembled into themes, which will then be cross-reviewed with the data gathered from the October World Café with faculty and staff.
- The College's application to the National Institute for Student Success was accepted, providing an opportunity for the College to affiliate with leading and best practice experts to support efforts to strengthen student retention. We will be matched with a grant-funded coach that works with institutions to identify and remove policy, practice and structural barriers to student completion and close equity gaps.
- The College submitted to SUNY additional information for the \$80,000 grant to support strengthening transfer partnerships with SUNY Cortland and Cornell University. Our effort is entitled, *Network for Collegiate Transfer*, with the majority of funding intended for student engagement and exchange initiatives, as well as professional development for faculty/staff, marketing and transportation.

CAMPUS: INSTITUTIONAL RESOURCES AND ASSETS

- A request for proposals to develop the College's Facilities Master Plan was issued, with responses due 2/29/24. The College does not have a current FMP in place, which limits the ability to plan, strategize and secure funding from public and private sources. A robust process to review external needs, catalog current assets and maintenance requirements, and secure campus input will be key to the success of the overall process and plan.
- The new position of Chief Policy & Compliance Officer has been filled by an internal candidate, Carolyn Boone, JD. She will begin in this capacity on 3/4/24 as a member of the senior leadership team and will report to me. Among the first priorities are to review the College's current policies, assemble additional campus/ departmental-level policies and work with the senior leadership and external counsel to update and develop a Centralized Policy Manual and associated practices. Board-level policies will be updated/developed and presented for Board approval as work proceeds.
- Advocacy efforts led by the NY Community College Trustees (NYCCT) and the NY Community College Association of Presidents (NYCCAP) for the \$97 million Empire State Community College Workforce Guarantee. The College worked with both Cortland County and Tompkins County Legislatures to present resolutions of support, both of which were passed. In addition, I attended an NYCCT-sponsored advocacy event in Albany on 1/30/24.

CAMPUS COMMUNITY: ENGAGEMENT AND PARTICIPATION

- The annual Opening Day for the spring semester took place on 1/16/24. Updates included enrollment, strategic planning, college policies, 2024-25 budget, Middle States, and facilities/capital improvements. The event was well-attended by faculty and staff.
- The College's new "employee of the month" program has been launched. Selection will be coordinated by an internal employee committee and recognized employees will receive a gift certificate, special gift and photo. I would like to commend the Human Resources department for their efforts to organize this initiative. I am looking forward to recognizing our many outstanding faculty and staff.
- The annual Mid-Winter Day on 2/21/24 will include a review of the College's Mission, Vision and Values, held using the now-honed World Café format and supported by the College's PEAKS Leadership Program alumni. This is the first step in the development of the successor Strategic Plan.

EXTERNAL COMMUNITY: PARTNERSHIPS & COLLABORATION

- The 2023 Annual Report to the Community has been distributed both electronically and via hard copy to community leaders, elected officials, donors and supporters. I would like to recognize the College's Strategic Marketing department for their outstanding work on this annual report, which has been well-received.
- The College is partnering with the Cortland Chamber of Commerce and the Tompkins Chamber of Commerce to host a "Business After Hours" event on 3/13/24. The program will include an update on college progress, guided tours of our new science and technology labs, opportunities to see our student support services, food stations and beverages. We will offer a special recognition for college alumni.

Provost Report February 2024

Assessment: We held two assessment-related meetings during the week prior to the start of the semester.

Meeting One: ILO on Critical and Creative Thinking (Closing the Loop): This meeting focused on a draft of a Provost Report on Academic Assessment in 2023. The document contains information about assessment of Institutional Learning Outcomes(ILO), Program Learning Outcomes (PLO), SUNY General Education, Comprehensive Program Review, and any other related assessment work that took place last calendar year.

ILO on Sustainability/Diversity (Looking Forward): This meeting focused on the assessment work that will happen in 2024, especially as it relates to the Diversity/Sustainability ILO, which is the next one to be assessed in our cycle. The meeting provided time for each academic community to develop an action plan for this assessment work for the coming year. We also addressed the SUNY General Education assessments and Comprehensive Program Review work for the coming year.

Finally, the Assessment Committee is currently reviewing a draft of an Academic Assessment Policy, and we are working to create a workflow document for our assessment procedures. I'll also ask the committee to review the aforementioned Academic Assessment Report for 2023 as well as a Report that chronicles our work in assessment from 2018-2022. Those two documents, when completed, will show the work we have done as a campus in assessment over the past five years, which will provide helpful evidence for our Middle States self-study.

Curriculum and Coursedog Update: The College has purchased curriculum software called Coursedog. Our reason for purchasing the software is to increase efficiencies in our curriculum process. As we implement Coursedog, we will undertake a review of our processes, including new course creation, MCS revision, program revisions, new program creation, microcredential creation, and program discontinuation. We will engage with faculty to discuss current points of concern in our process (as well as what works) and develop strategies to improve our process before we implement the software. We anticipate starting this conversation at the February Faculty meeting.

Study Abroad: We had two study-abroad trips successfully run between the Fall and Spring semesters. Last Spring we ran our first Study Abroad trip since the pandemic (led by Kelly Wessell), and this year is the first time we've had multiple trips run in the same semester. The trip to Cambodia to study English and anthropology (led by Angela Palumbo and John Troyer) ran without a hitch. The trip to the Dominican Republic to study food systems, culture, and cuisine (led by Amanda Bisson and Todd McLane [with a shout-out to Sue Mueller]) had some bumps – like a missed flight – that required some creative problem solving but was a success overall. Last year we updated our Study Abroad Policy, and we have been enacting new procedures for these trips. I want to give a huge shout-out to Melinda Slawson, the interim Director of Global Education and Initiatives, for all of her work to bring back these programs, analyze our systems, and improve our processes. Thank you to everyone who helped these trips go abroad and make it back home safely.

BOARD OF TRUSTEES REPORT

Vice President of Student Affairs and Senior Diversity Officer
February 2024

Athletics and Recreation

On Friday, January 26, members of the Athletics Department met with all Spring SA's regarding academic success while in-season. Women's Basketball sits in 7th place in final Region III Coaches' Poll <https://www.tcpanthers.com/sports/wbkb/2023-24/schedule> Men's Basketball in 4th place heading into final weeks of regular season <https://www.njcaaregion3.org/sports/mbkb/2023-24/d3/standings>. February and March bring large community events to campus. On February 15 and 16 TC3 hosts the IAC High School Boys' and Girls' Basketball Championships. Last, Kevin Kurcoba has been named the Men's and Women's Golf coach.

Campus Police

In the month of January: Campus Police officers participated in active shooter training designed to give officers reality-based experience in best practice response and mitigation strategies for active threat events. The training was led by SUNY Cortland Police instructors and hosted on the TC3 campus during the week of the 8th-12th. Officers from law enforcement agencies throughout Tompkins and Cortland County were able to attend and take advantage of this valuable training opportunity. Campus Police administration completed an eight-hour Department of Homeland Security and Federal Emergency Management Agency certified course in Campus Emergency Prevention, Response and Recovery. The course was instructed by LSU NCBRT Academy of Counter-Terrorist Education and was geared towards campus public safety administrators with responsibility for managing large-scale emergency incidents. As part of ongoing emergency preparedness education efforts, the 2024 Emergency Readiness and Response Guide [2024TOMPKINSCORTLANDCOMMUNITYCOLLEGEEMERGENCYRESPONSEGUIDE.pdf](#) was sent to the entire campus community, and new students were presented with important safety, security, and emergency readiness and response information during spring new student orientation._

Childcare

The Childcare Center continues to recruit for eight (8) positions. One of those positions is the Education Coordinator/Assistant director. We currently have 6 staff members taking ECHD classes while working full-time. Some are working on their Micro-credential for teacher assistants and others are on their AAS degree. The director is participating in an Ensuring Equity and Inclusion in Childcare project through the Child Development Council. We are about half done with the meetings and then we will receive \$700 in grant funds from them to purchase items for our classrooms that help increase DEI in the classrooms. The Childcare program also received our official 4-star quality rating after a visit from a QualityStarsNY specialist. We are currently working with our QSNY specialist to see where we can improve in each classroom to make it to a 5-star rating.

Health and Wellness (HWS)

HWS is restarting our campus Active Minds chapter (a student club focused on mental health awareness). Case Manager Lynette participated in the SUNY Homeless Liaison meeting and the Tompkins County Suicide Prevention Coalition meeting. HWS Counseling is hosting graduate practicum student Blair MacDonald for the spring semester. Blair will provide some supervised individual counseling and use his experience as a military veteran to help build support for our student veterans. Students are presenting to Counseling at a typical pace for early in the semester. HWS rearranged the Panther Pantry from student feedback to provide more space and smoother traffic flow. HWS recovered clothing and other items from the Global Office. They are now available in the Closet. Also, Office Manager and Pantry Coordinator Sayre spoke at a press conference to advocate for a funding increase to provide food through HPNAP and Nourish NY.

Office of Diversity Education and Support Services (ODESS)

EOP has partnered with College Initiative Upstate (CIU) of Tompkins County to support individuals who have reentered the community after incarceration. CIU includes individuals who are court-involved, have low income, are section 8 recipients, stable in recovery, and underemployed. They provide two college prep sessions per year, offering wrap-around services to ensure students' success in completing their degrees. They have had several program graduates attend TC3, and their college access programs continue to support their educational journey. A winter bridge program proposal has been submitted to SUNY EOP for additional financial assistance for the additional number of students.

Residence Life

Residence Halls reopened for new students on January 19th and for returning students on January 21st. We have 253 residents for the spring 2024 semester and are utilizing Tompkins, Cortland, and Cascadilla Halls. Resident Assistant mid-year training was held on January 19-21. RAs received training in conflict resolution and de-escalation techniques, bystander intervention, campus and residence hall policies and procedures, event planning, community building, and incident response. This year, we also completed QPR Gatekeeper training, a national mental health and suicide prevention program.

Student Activities

Student Activities had 35 booths at the Spring Get Connected Fair, and 140 student attendees. The event featured 12 student Clubs and Organizations, 6 community groups/resources, and 17 student-facing departments and organizations. Club officers and advisors met with Student Activities staff on Tuesday, January 30th for the first club training of the semester. New clubs for the semester are Active Minds, Panther Debate Club, Book Club, and Sustainability Club. Debate Club and Audio Alchemy clubs are looking for advisors for the Spring semester.

Student Success: Advising, Career, and Transfer Services

The spring 2024 semester kicked off with improved enrollment numbers across all student types. Enrollment is up by over 13% both by headcount and FTE when compared with this time in Spring 2023. Additionally, first-time full-fall-to-spring retention is up to 80.3%. This is a significant increase from the Fall 22 to Spring 23 rate which was 74.6%. Also, Our new Student Success Advisor Logan Labiendo begins February 5, and we are excited to have her join the team. As the team moves into the regular semester cycle, we will start planning for the fall enrollment cycle, slated to begin in April. Additionally, planning for Road to Registration is underway, focused on continued improvements to fall-to-fall retention

Interim Dean of Student Affairs Office

January, there were 2 conduct incidents involving 3 students. Of these, 1 had marijuana charges. A conduct board was held for the 2 students who were summarily suspended before the break. One of those individuals was expelled; the other was suspended for 1 year. There were also hearings for some break-closing violations (health and safety, covered smoke detectors, etc.) None of these resulted in removals or suspensions. We have had 2 new referrals to CARE team in January. Of the 31 fall student referrals, 18 are registered for spring.

Respectfully,

Seth A. Thompson

Enrollment Management Board Report February 2024

With the spring semester underway and reflecting double digit percent enrollment growth from a year ago, we are moving forward with the both our strategic enrollment plan update and in hiring some key vacant positions on the enrollment team. The SEM working group has had its first meeting with our consultant advisor and is moving forward to develop a college-wide strategic enrollment plan (SEP). On the staffing side, we have established our search committee for the Dean of Admission and Recruitment position that will replace the current interim hire in that role. We have advertised the position and have had several strong inquiries. We plan to move swiftly and seriously to review, interview, and hire an outstanding candidate. Additionally, we are searching for a new Admission Advisor. We have several interviews scheduled and we believe we have a solid pool. We hope to be able to review and hire in next few weeks.

We are also moving forward to interview candidates for the Director of Enrollment Management Systems and Slate Captain. That hire will allow us to better upgrade and connect our campus systems that drive and impact enrollment efforts. We recently sent several staff members to a Slate training event provided by SUNY Central Administration. The feedback is that it was very informative, and several staff members are already using what they have learned to complete their jobs more effectively and efficiently.

Our strategic marketing department welcomed a new member to their team. Steve Erwin joined us this month as our UI/UX Front-End Developer and Web Captain. His primary task will be a major website overhaul. We have also made significant progress towards the finalization of a college-wide marketing plan. While we are working hard to create a robust, year-long strategy, we are also executing several tactics that will aide in bringing our marketing technology on-par with other peer institutions. We are moving forward with Meltwater, a PR and social media management tool, and MediaValet, a digital asset management tool. We have also signed contracts with vendors to expand our photo library and our Google advertising efforts.

This and last month are busy ones in concurrent enrollment as we wrap up our fall courses (helping instructors submit their grades and report on Student Learning Outcome assessments, and administering end-of-course evaluations) while getting ready for spring (processing applications for new instructors and courses, building the spring catalog within PowerCampus, and conducting orientations for new instructors). Registration began smoothly on January 29 for the spring semester. By the end of our first day, over 400 students had registered for courses. Over the next six weeks, we expect about 5000 students to register. Although the registration process is primarily online, the CollegeNow office assists students with their myTC3 accounts and obtaining Certificates of Residency.

In addition to the concurrent enrollment at our high school partners, this spring we registered 126 high school students into 21.2 FTE of coursework online or on-campus; this represents a

26% increase in headcount and a 65% increase in FTE. Most of these students are attempting to complete their TC3 degrees while in high school; we have 99 such “Early Degree” students who expect to complete their degrees this year. Some of the students are homeschoolers pursuing their high school equivalency diploma through earning 24 college credits. We also enroll youth at MacCormick and Finger Lakes Residential in coursework.

In our workforce development department, BIZ secured SUNY Customized Training Workforce Development Grants for BorgWarner for Manufacturing Supervision Training and Seven Valley Specialty Cables to increase electrical and forklift skills for production efficiency and safety. We are in the process of scheduling training to be completed this spring. Training for the City of Ithaca for Strengthening Electrical Understanding Basics for Building Maintenance Staff has concluded. This took place throughout the month of January. Stork H&E Turbo Blading is wrapping up two months of computer training. SUNY Customized Training Workforce Development Grants were secured to support these training efforts as well. We are working with Tioga County and Ithaca Childcare Center to develop spring training programs and grant submissions.

BIZ is working with Tompkins Workforce NY and Cortland Works Career Center to develop a series of career development and exploration workshops. These will be open to the public and held onsite at the County Career Centers. The series for Tompkins Workforce NY is preparing community members for the Oven Fresh Job Fair (held at TC3) and fall registration. The series includes goal setting, application materials, and growing your professional network. Cortland’s workshop will center on preparing to attend the next Oven Fresh Job Fair.

Report to Board of Trustees

Campus Technology

February 2024

2023-2024 Goals

- Complete Power Campus/Slate Integration via Constituo by 9/1/2024 (in concert with Richard Floyd)
 - Progress report – At the request of Dr. Kremenek, I have begun discussions with Strata Information Group (SIG) in order to coordinate stakeholders, analyze the issues in the business process and systems, plan a solution, and see that solution to execution by 9/1/2024.
- Implement NYSERNET Internet connection by 2/28/2024.
 - Met with all stakeholders, discussed technical aspects and responsibilities of the project, and discovered some inconsistencies and unknowns. We're currently working with stakeholders to determine viability, cost, and project parameters. Due to the complexity and resource constraints, this project will not be completed by the goal date.
- Procure and migrate to updated datacenter equipment using an appropriate mix of cloud and on-premises resources by 4/1/2024.
 - Solutions have been engineered and priced with VAR's. I will discuss these options with Dr. Kremenek and hope to present them to the Board of Trustees in the February meeting for questions and possible endorsement to move forward with the recommended solution.
- Replace 12 remaining end of life campus fiber optic connections by 9/1/2024.
 - Waiting on partner to provide quotes for remaining fiber replacements. I hope to move forward as quickly as possible with completion prior to goal date.
- Complete the 2024 – 2027 Technology Strategic Plan by 11/30/2023.
 - Delayed due to resource constraints, but progress is being made and plans are becoming clearer and more focused.
- Upgrade Power Campus Admin, Power Campus Self Service, and MyTC3 by 4/1/2024.
 - Currently upgrading and testing our development instance as tabletop exercises prior to production upgrades. Production upgrade scheduled for late March 2024.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of February 13, 2024

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION REVIEW BEGINS</u>	<u>CURRENT STATUS</u>
Academic Affairs Operations Manager	ASAP	October 17, 2023	November 17, 2023	On-Campus Interviews Concluded/Accepting Applications
Admissions Advisor	ASAP	December 20, 2023	January 22, 2024	Conducting On-Campus Interviews
Adult Student Admissions Advisor (Grant Funded)	ASAP	October 3, 2023	November 3, 2023	Hired: Julie Partigianoni (02/21/24)
Assistant to the President	April 2024	January 21, 2024	February 23, 2024	Accepting Applications
Career Navigator	April 2024	February 2, 2024	March 1, 2024	Accepting Applications
Coordinator of Testing Center & Assistive Technology	ASAP	February 2, 2024	March 1, 2024	Accepting Applications
Dean of Admissions & Recruitment	April 2024	January 31, 2024	February 29, 2024	Accepting Applications
Director of Auxiliary Operations	ASAP	January 30, 2024	February 29, 2024	Accepting Applications
Director of Enrollment Management Systems & Slate Captain	ASAP	October 20, 2023	December 20, 2023	Accepting Applications
Executive Director of the Foundation	April 2024	December 11, 2023	January 12, 2024	On-Campus Interviews Scheduled
IT Infrastructure Manager	April 2024	January 2, 2024	February 2, 2024	Accepting Applications
Programmer	January 2024	October 30, 2023	November 30, 2023	Hired: Jorge Reategui Ravina (02/12/24)
Student Success Advisor	ASAP	October 6, 2023	November 6, 2023	Hired: Logan Labiendo (02/05/24)
Systems Administrator	April 2024	December 21, 2023	January 22, 2024	Scheduling Zoom Interviews
Technology Support Associate	April 2024	December 21, 2023	January 22, 2024	Accepting Applications

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Cleaner (Perm.) 3 Positions (1.0 FTE)	Buildings & Grounds	ASAP	Hired: Nicole Darling (01/22/24) Samantha Lockwood (01/29/24) Nicholas Steele (01/22/24)
Enrollment Services Specialist (1.0 FTE)	Enrollment Services	ASAP	Hired: Beth Malone (02/26/24)
Maintenance Worker (1.0 FTE)	Buildings & Grounds	ASAP	Hired: Kyle Darling (02/12/24)
Senior Cleaner (1.0 FTE)	Buildings & Grounds	ASAP	Applications received via Tompkins County Department of Human Resources

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Assistant Director and Education Coordinator	Childcare	ASAP	Accepting Applications – Interviews being conducted
Assistant Teacher	Childcare	ASAP	Accepting Applications
Head Coach, Varsity Golf	Athletics & Recreation	ASAP	Hired: Kevin Kurcoba (02/05/24)
Head Teacher	Childcare	ASAP	Accepting Applications
Lifeguard	Athletics & Recreation	July 2023	Continuous Recruitment Hired: Abigail Turco (02/01/24)
Resident Director	Residence Life	ASAP	Paused
Substitute Teacher	Childcare	July 2023	Continuous Recruitment Hired: Emily Williams (01/23/24) Jushawna Crane (01/29/24)
Teacher Aide	Childcare	ASAP	Accepting Applications
Van Driver	Athletics & Recreation	July 2023	Accepting Applications

BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Bartender	TC3 Bistro	July 2023	Accepting Applications
Banquet Server	TC3 Bistro	July 2023	Accepting Applications
Banquet Supervisor	TC3 Bistro	July 2023	Accepting Applications
Bartender	TC3 Bistro	July 2023	Accepting Applications
Busser/Food Runner	TC3 Bistro	July 2023	Accepting Applications
Director of Operations (Interim)	TC3 Bistro	July 2023	Hired: Scott Riesenberger (01/22/24)
Dishwasher	TC3 Bistro	July 2023	Accepting Applications
Executive Chef	TC3 Bistro	July 2023	Hired: Scott Riesenberger (01/22/24)
Host/Hostess	TC3 Bistro	July 2023	Accepting Applications
Line Cook	TC3 Bistro	July 2023	Accepting Applications
Server	TC3 Bistro	July 2023	Accepting Applications
Sous Chef	TC3 Bistro	July 2023	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustees

February 21, 2024

Resignations/Retirements/Separations

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Brenda Sweeney	Enrollment Services Specialist	Financial Aid	April 3, 2024	Retirement
Cornelia Rea	Professor	Academic Affairs	06/15/24	Retirement
Matty Hamel	Professor	Academic Affairs	08/31/24	Retirement
Christina Stavnhagen-Helgren	Professor	Academic Affairs	08/31/24	Retirement
Heather Stevens	Professor	Student Success	08/31/24	Retirement

FACULTY STUDENT ASSOCIATION

Michelle Sweeney	Assistant Teacher	Child Care Center	01/22/24	Resignation
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BISTRO

Stephan Mead	Line Cook	TC3 Bistro, LLC	01/22/24	Resignation
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TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of February 5, 2024

COMPLAINANT

SUBJECT

DISPOSITION

CSEA

None.

FACULTY ASSOCIATION

None.

PROFESSIONAL ADMINISTRATORS ASSOCIATION

None.

TC3 ADJUNCT ASSOCIATION

None.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2023-2024-25**

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, RENAE MOORE, DEPUTY CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 21st day of February 2024, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 21st day of February 2024.

Deputy Clerk of the Board of Trustees
Tompkins Cortland Community College

**Appointment of Personnel
Monday, January 29, 2024
Presented to the Board of Trustees**

Employee	Department	Title/Rank	Salary	Employment Dates
December				
Evans, Christine	CollegeNow Faculty Liaison	Adjunct	\$2,748.73	12/16/2023 To 1/21/2024
Farah, Fred	CollegeNow Faculty Liaison	Adjunct	\$2,151.18	12/16/2023 To 1/21/2024
Grossman, Rick	CollegeNow Faculty Liaison	Adjunct	\$59.76	12/16/2023 To 1/21/2024
Kidder, Jennifer	CollegeNow Faculty Liaison	Adjunct	\$239.02	12/16/23 - 1/21/2024
Whitecraft, Michele	CollegeNow Faculty Liaison	Adjunct	\$119.51	12/16/2023 To 1/21/2024
Young, Tammi	CollegeNow Faculty Liaison	Adjunct	\$298.78	12/16/2023 To 1/21/2024
Lyon, Crystal	Additional contract for the difference in ART 124 INDP contract and full course payment	Adjunct	\$1,291.00	12/20/2023 To 1/19/2024
January				
Webb, Marilyn	Returning Adjunct Library Assistant	Adjunct	\$7,301.70	1/2/2024 To 5/31/2024
Biata, Alanna	Professional Tutor	Adjunct	\$9,965.40	1/17/2024 To 5/17/2024
Brown, Jacquelyn	Para-Professional Tutor	Adjunct	\$5,650.80	1/17/2024 To 5/17/2024
Gallegos, Anna	Para-Professional Tutor	Adjunct	\$9,794.72	1/17/2024 To 5/17/2024
Goehner, Heather	Para-Professional Tutor	Adjunct	\$4,520.64	1/17/2024 To 5/17/2024
Gomez De La Torre-Clavel, Macarena	Professional Tutor	Adjunct	\$12,955.02	1/17/2024 To 5/17/2024
Gray, Amanda	Professional Tutor	Adjunct	\$12,955.02	1/17/2024 To 5/17/2024
Haedicke, Ahjreanna	Para-Professional Tutor	Adjunct	\$9,794.72	1/17/2024 To 5/17/2024
Hammond, Marli	Professional Tutor	Adjunct	\$12,955.02	1/17/2024 To 5/17/2024
Knout, Alizabeth	Para-Professional Tutor	Adjunct	\$9,794.72	1/17/2024 To 5/17/2024
LaMorte, Michelle	Para-Professional Tutor	Adjunct	\$5,650.80	1/17/2024 To 5/17/2024
Mack, Alyssa	Professional Tutor	Adjunct	\$13,662.22	1/17/2024 To 5/17/2024
Mack, Joshua	Professional Tutor	Adjunct	\$12,955.02	1/17/2024 To 5/17/2024
Miranda, Tracy	Professional Tutor	Adjunct	\$8,968.86	1/17/2024 To 5/17/2024
Molnar, Erika	Para-Professional Tutor	Adjunct	\$5,318.40	1/17/2024 To 5/17/2024
Pakkala, Amber	Para-Professional Tutor	Adjunct	\$9,794.72	1/17/2024 To 5/17/2024
Snyder, Emily	Para-Professional Tutor	Adjunct	\$9,794.72	1/17/2024 To 5/17/2024
Srikrishna, Pinyaphat	Professional Tutor	Adjunct	\$12,955.02	1/17/2024 To 5/17/2024
Tau, Jediah	Professional Tutor	Adjunct	\$4,982.70	1/17/2024 To 5/17/2024
Weaver, Bobbie	Professional Tutor	Adjunct	\$5,158.56	1/17/2024 To 5/17/2024
Weaver, Bobbie	Professional Tutor	Adjunct	\$5,780.17	1/17/2024 To 5/17/2024
Yang, Min Hsun (Eric)	Para-Professional Tutor	Adjunct	\$4,520.64	1/17/2024 To 5/17/2024
Ahmed, Ahmed	CHEM107 ME50 CHEM206 M01	Adjunct	\$12,577.50	1/22/2024 To 5/17/2024
Al Shoffe, Yosef	BIOL119 M01	Adjunct	\$3,787.00	1/22/2024 To 5/17/2024
Almann, Nancy	BIOL114 BL1	Adjunct	\$3,870.00	1/22/2024 To 5/17/2024
Altmann, Herman	BIOL101 M02 BIOL102 M01	Adjunct	\$9,030.00	1/22/2024 To 5/17/2024
Anderson, Craig	CONT115 M01	Adjunct	\$2,565.00	1/22/2024 To 5/17/2024
Archer, Pamela	CAPS111 BL1 CAPS121 BL4 CAPS121 BL3 CAPS121 BL2 CAPS111 BL3 CAPS111 BL2	Adjunct	\$8,521.43	1/22/2024 To 5/17/2024
Arnold, Melanie	COMM298 M01 ENGL298 M01	Adjunct	\$3,870.00	1/22/2024 To 5/17/2024
Aslanis, Ruth	GEOG130 ME50	Adjunct	\$3,246.00	1/22/2024 To 5/17/2024
Aspinwall, Breck	BIOL100 BL2	Adjunct	\$4,014.50	1/22/2024 To 5/17/2024
Avery, Samuel	COMM160 BL1	Adjunct	\$3,246.00	1/22/2024 To 5/17/2024
Backer, Maxim	ENGL248 M01 WGST248 M01	Adjunct	\$3,078.00	1/22/2024 To 5/17/2024
Bechtold, Charles	MATH120 M01	Adjunct	\$5,160.00	1/22/2024 To 5/17/2024

Employee	Department	Title/Rank	Salary	Employment Dates
Bennett, Chauncey	COMM227 ME50 COMM235 ME50	Adjunct	\$7,574.00	1/22/2024 To 5/17/2024
Blanco, Robert	CAPS121 BL1 CAPS123 BL2	Adjunct	\$2,394.68	1/22/2024 To 5/17/2024
Borovska, Svetla	GIS 110 ME50	Adjunct	\$4,869.00	1/22/2024 To 5/17/2024
Broderick, Margaret	HUMS105 BL2	Adjunct	\$3,078.00	1/22/2024 To 5/17/2024
Buchanan, Patricia	ENGL201 M02	Adjunct	\$3,870.00	1/22/2024 To 5/17/2024
Burlingame, Charlyne	Provide supervision while administering medications - NURS225 M32	Adjunct	\$2,198.25	1/22/2024 To 5/17/2024
Christopher, Renee	BIOL202 M01	Adjunct	\$5,680.50	1/22/2024 To 5/17/2024
Cicciarelli, Richard	BIOL100 M01 BIOL104 M01	Adjunct	\$10,036.25	1/22/2024 To 5/17/2024
Coleman, Cynthia	SOCI101 BL1 SOCI101 BL3	Adjunct	\$7,740.00	1/22/2024 To 5/17/2024
Cornish, Erin	MATH017 EL04 MATH120 M06 MATH120 EL06 MATH117 M04 MATH117 EL04 MATH020 EL06	Adjunct	\$12,900.00	1/22/2024 To 5/17/2024
Darling, Nicole	Building & Grounds - Cleaner	Grade B	\$41,753.48 *	1/22/2024
DeFranco, Anthony	IRM 101 BL1	Adjunct	\$1,290.00	1/22/2024 To 5/17/2024
DiBartolo, Debra	NURS120 M34	Adjunct	\$13,387.00	1/22/2024 To 5/17/2024
Dovi, Nicholas	CONT208 ME50	Adjunct	\$3,078.00	1/22/2024 To 5/17/2024
Earley, Bernard	ENGL100 BL1 ENGL102 BL1 ENGL101 BL1	Adjunct	\$11,610.00	1/22/2024 To 5/17/2024
Eaves, Robert	MATH117 BL2	Adjunct	\$3,078.00	1/22/2024 To 5/17/2024
Eisenberg, Seth	CRJU215 BL1 PARC216 BL1 PARC101 BL1 PARA216 BL1 PARA101 BL1	Adjunct	\$7,740.00	1/22/2024 To 5/17/2024
Esworthy, Barrett	HSTY116 M01 HSTY202 M01 HSTY201 M01	Adjunct	\$11,610.00	1/22/2024 To 5/17/2024
Evans, Christine	ESL 120 M01 SPAN102 M01 SPAN101 M01	Adjunct	\$12,170.00	1/22/2024 To 5/17/2024
Falk, Laura	WINE220 M49C INDP	Adjunct	\$624.00	1/22/2024 To 5/17/2024
Falk, Laura	WINE202 VE50	Adjunct	\$3,441.00	1/22/2024 To 5/17/2024
Farah, Fred	BIOL125 M01 GEOL125 M01	Adjunct	\$6,772.50	1/22/2024 To 5/17/2024
Feavearyear, Jody	MATH017 EL50 MATH020 EL50	Adjunct	\$3,870.00	1/22/2024 To 5/17/2024
Floyd, Laurie	ENGL210 BL1	Adjunct	\$3,078.00	1/22/2024 To 5/17/2024
Ford, Gary	ACCT101 BL1 ACCT204 BL1	Adjunct	\$9,736.00	1/22/2024 To 5/17/2024
Ford, Lisa	ENGL233 BL1 ENGL255 BL1	Adjunct	\$7,740.00	1/22/2024 To 5/17/2024
Frisbie, Megan	ENGL100 BL2 ENGL100 M10	Adjunct	\$6,492.00	1/22/2024 To 5/17/2024
Galezo, David	PHIL101 BL1	Adjunct	\$3,870.00	1/22/2024 To 5/17/2024
Gammage-Sikora, Gina	SPAN101 BL1 SPAN101 BL2	Adjunct	\$7,740.00	1/22/2024 To 5/17/2024
Gillis, Andrew	ART 222 M01	Adjunct	\$4,515.00	1/22/2024 To 5/17/2024
Gold, Darlene	ALEX210 M49C INDP	Adjunct	\$624.00	1/22/2024 To 5/17/2024
Goldfeld, Alla	PHSC211 M01	Adjunct	\$4,617.00	1/22/2024 To 5/17/2024
Gonzalez Suarez, Jose	CONT203 M01	Adjunct	\$4,598.50	1/22/2024 To 5/17/2024
Gonzalez Suarez, Jose	Curriculum development for drone classes	Adjunct	\$500.00	1/22/2024
Grimm, Mark	ART 254 M01	Adjunct	\$2,129.75	1/22/2024 To 5/17/2024
Ha, Lien	DRAF118 ME50	Adjunct	\$5,172.25	1/22/2024 To 5/17/2024
Hamilton, William	MATH117 EL50 MATH200 BL1 MATH117 ME50	Adjunct	\$6,492.00	1/22/2024 To 5/17/2024
Hartnett, Gerri-Ann	PSYC103 M02	Adjunct	\$3,246.00	1/22/2024 To 5/17/2024
Hendrix, Brittany	NURS225 M36	Adjunct	\$11,286.00	1/22/2024 To 5/17/2024
Hollenbeck, Charles	ENGL101 BL2 ENGL201 BL1 ENGL101 BL4	Adjunct	\$10,953.00	1/22/2024 To 5/17/2024
Jackson, Adam	COMM101 BL1 ENGL256 M01 ENGL200 M01 COMM262 M01	Adjunct	\$10,820.00	1/22/2024 To 5/17/2024
Kent, Nicholas	POSC103 M01 POSC104 M01	Adjunct	\$6,492.00	1/22/2024 To 5/17/2024
Kyle, John	CAPS111 M01 CAPS133 BL1 CAPS131 BL4 CAPS131 BL3 CAPS131 BL2 CAPS123 BL1 CAPS121 M02	Adjunct	\$10,538.01	1/22/2024 To 5/17/2024
LaFavor, Erik	SOCI101 BL4 SOCI101 ME50 SOCI101 M03	Adjunct	\$9,738.00	1/22/2024 To 5/17/2024
Lillard, Marketa	CHEM101 BL1	Adjunct	\$5,476.50	1/22/2024 To 5/17/2024
Littell, Harry	ART 248 M01	Adjunct	\$4,259.50	1/22/2024 To 5/17/2024
Lyon, Crystal	ART 117 M01 ART 123 M01 ART 118 M02	Adjunct	\$11,361.00	1/22/2024 To 5/17/2024

Employee	Department	Title/Rank	Salary	Employment Dates
Mack, Alyssa	Development of curriculum and faculty workshops on qPCR	Adjunct	\$500.00	1/22/2024
Marie, Jill	ENGL103 BL1 ENGL204 BL2 ENGL204 BL1	Adjunct	\$11,610.00	1/22/2024 To 5/17/2024
Marvin, Tracy	ENGL204 M02 ESL 122 M01 ESL 121 M01	Adjunct	\$11,902.00	1/22/2024 To 5/17/2024
McComb, Jared	MATH029 EL50 MATH200 ME50 MATH200 M01 MATH200 EL50	Adjunct	\$9,234.00	1/22/2024 To 5/17/2024
McIntyre, David	HRMG105 M01	Adjunct	\$1,147.00	1/22/2024 To 2/28/2024
Millman-Brown, Randi	ART 104 M01	Adjunct	\$3,870.00	1/22/2024 To 5/17/2024
Moore, Amy	Provide supervision while administering medications - NURS225 M36	Adjunct	\$2,198.25	1/22/2024 To 5/17/2024
Muscalu, Laura	PSYC103 M04 PSYC263 M01	Adjunct	\$6,492.00	1/22/2024 To 5/17/2024
Need, Barbara	ENGL101 M08 ENGL101 ME50	Adjunct	\$7,302.00	1/22/2024 To 5/17/2024
O'Connor, A.L.	PARA220 BL1 PARC220 BL1	Adjunct	\$3,441.00	1/22/2024 To 5/17/2024
Opperman, William	ASL 101 M01 ASL 102 M01	Adjunct	\$6,492.00	1/22/2024 To 5/17/2024
Orinda, Lisa	Provide supervision while administering medications - NURS225 M31	Adjunct	\$2,198.25	1/22/2024 To 5/17/2024
Osborne, James	ENGL101 M10	Adjunct	\$3,246.00	1/22/2024 To 5/17/2024
Panzer, Nina	SOCI101 BL2	Adjunct	\$3,870.00	1/22/2024 To 5/17/2024
Parks, Paul	ART 102 M01	Adjunct	\$3,870.00	1/22/2024 To 5/17/2024
Payton, L. Christine	NURS120 M32	Adjunct	\$12,617.00	1/22/2024 To 5/17/2024
Peck, Gail	Provide supervision while administering medications	Adjunct	\$1,465.50	1/22/2024 To 5/17/2024
Peterson, Komekia	CDSC210 BL1	Adjunct	\$3,078.00	1/22/2024 To 5/17/2024
Phillips, John	COMM101 M01	Adjunct	\$3,246.00	1/22/2024 To 5/17/2024
Pijanowski, Gregory	ASTR101 BL1	Adjunct	\$3,651.00	1/22/2024 To 5/17/2024
Pittsley, Jaclyn	ENGL102 BL2	Adjunct	\$3,651.00	1/22/2024 To 5/17/2024
Potter, Kristi	ENGL098 EL50 ENGL100 ME50 ENGL100 EL50	Adjunct	\$6,156.00	1/22/2024 To 5/17/2024
Prothro, Calvin	ENVS101 M01	Adjunct	\$3,787.00	1/22/2024 To 5/17/2024
Reddy, Trivikrama	ENSC212 M01	Adjunct	\$3,246.00	1/22/2024 To 5/17/2024
Rice, Douglas	ENGL102 D92A, D92B	Adjunct	\$6,492.00	1/22/2024 To 5/17/2024
Richards, David	BUAD201 M01 COMM225 M01 BUAD202 BL1	Adjunct	\$11,610.00	1/22/2024 To 5/17/2024
Ritz Deutch, Ute	SOCI203 M01	Adjunct	\$3,870.00	1/22/2024 To 5/17/2024
Roche, Heather	NURS120 M37	Adjunct	\$11,286.00	1/22/2024 To 5/17/2024
Schaffer, Patricia	NURS120 M33	Adjunct	\$13,387.00	1/22/2024 To 5/17/2024
Schat, Marjolein	BIOL105 M01 ENVS141 M01 BIOL115 MLC1	Adjunct	\$13,867.50	1/22/2024 To 5/17/2024
Schmid, Joseph	ACCT102 BL1 ACCT205 BL1	Adjunct	\$10,320.00	1/22/2024 To 5/17/2024
Searing, Robert	HSTY201 BL2	Adjunct	\$3,078.00	1/22/2024 To 5/17/2024
Sewell, Patrick	ENVS102 M01 PHIL101 M01	Adjunct	\$7,740.00	1/22/2024 To 5/17/2024
Seyfried, Matthew	ENGL201 M01 ENGL237 M01 ENGL201 M06	Adjunct	\$11,610.00	1/22/2024 To 5/17/2024
Sheehan, John	ANTH202 M01 HSTY117 BL1	Adjunct	\$7,740.00	1/22/2024 To 5/17/2024
Sheehan, John	HSTY116 BL1	Adjunct	\$3,870.00	1/22/2024 To 5/17/2024
Sherman, Jill	ART 109 M01 ART 270 M01	Adjunct	\$7,574.00	1/22/2024 To 5/17/2024
Shortell, Westbrook	COMM290 M49C INDP	Adjunct	\$624.00	1/22/2024 To 5/17/2024
Shortell, Westbrook	COMM140 M01 COMM210 M01	Adjunct	\$7,182.00	1/22/2024 To 5/17/2024
Snyder, Stephen	BIOL101 BL1 BIOL101 BL2	Adjunct	\$9,030.00	1/22/2024 To 5/17/2024
Steady, Julie	NURS225 M32	Adjunct	\$11,286.00	1/22/2024 To 5/17/2024
Steele, Nicholas	Building & Grounds - Cleaner	Grade B	\$41,753.48 *	1/22/2024
Steenburg, Jennifer	NURS110 M32	Adjunct	\$8,029.00	1/22/2024 To 5/17/2024
Tanquary, Laura	Para-Professional Tutor	Adjunct	\$9,218.56	1/22/2024 To 5/17/2024
Thompson, Jacki	NURS225 M31	Adjunct	\$11,902.00	1/22/2024 To 5/17/2024
Timonin, Michael	HSTY202 M02 HSTY202 ME50	Adjunct	\$6,492.00	1/22/2024 To 5/17/2024
VanDonsel, Miranda	ECHD241 M01 INTRN	Adjunct	\$2,975.40	1/22/2024 To 5/17/2024
VanKanegan, Megan	ART 115 M01 ART 120 M02 ART 120 M01 ART 116 M01	Adjunct	\$11,361.00	1/22/2024 To 5/17/2024
Vazenios, George	MATH120 EL50 MATH120 ME50	Adjunct	\$4,868.00	1/22/2024 To 5/17/2024

Employee	Department	Title/Rank	Salary	Employment Dates
Vorhis, Melissa	NURS120 M35	Adjunct	\$11,286.00	1/22/2024 To 5/17/2024
Weaver, Bobbie	ENGL201 M04 ENGL204 M01	Adjunct	\$6,492.00	1/22/2024 To 5/17/2024
Weed, Steve	ENGL101 M02 ENGL210 M02	Adjunct	\$7,302.00	1/22/2024 To 5/17/2024
Weingarten, Jennifer	CAPS131 BL1	Adjunct	\$1,197.34	1/22/2024 To 2/28/2024
Whalen, Reganne	NURS120 M31	Adjunct	\$11,286.00	1/22/2024 To 5/17/2024
Whitcraft, Michele	CHEM101 BL1	Adjunct	\$5,805.00	1/22/2024 To 5/17/2024
Wilk, Thomas	FITN130 M10 FITN230 M20	Adjunct	\$1,539.00	1/22/2024 To 4/10/2024
Williams, Diane	BIOL101 BL3 BIOL101 M01	Adjunct	\$9,030.00	1/22/2024 To 5/17/2024
Wojciechowicz, Donald	BIOL112 M01 BIOL112 M02	Adjunct	\$7,574.00	1/22/2024 To 5/17/2024
Wojciechowicz, Lori	CHEM108 M01	Adjunct	\$4,869.00	1/22/2024 To 5/17/2024
Wolff, Sarah	ENGL101 M03 ENGL101 M05	Adjunct	\$7,302.00	1/22/2024 To 5/17/2024
Woloszyn, Alexander	ACCT101 M01 ACCT120 BL1 ACCT102 M01	Adjunct	\$11,902.00	1/22/2024 To 5/17/2024
Wong, Haven	Provide supervision while administering medications - NURS120 M32	Adjunct	\$2,198.25	1/22/2024 To 5/17/2024
Young, Tammi	RECR285 BL1 INTRN	Adjunct	\$2,294.00	1/22/2024 To 5/17/2024
Young, Tammi	FITN217 M01 RECR232 M01 RECR112 M01	Adjunct	\$7,742.25	1/22/2024 To 5/17/2024
Zaia, Heather	ENGL101 M01 ENGL101 M04	Adjunct	\$6,492.00	1/22/2024 To 5/17/2024
Zhao, Jiang	CHEM108 ME50	Adjunct	\$4,869.00	1/22/2024 To 5/17/2024
Zilliox, Roger	FITN109 M01 INDP	Adjunct	\$832.00	1/22/2024 To 3/15/2024
Azmera, Meron	Professional Tutor	Adjunct	\$11,430.90	1/29/2024 To 5/17/2024
Lockwood, Samantha	Building & Grounds - Cleaner	Grade B	\$41,753.48 *	1/29/2024

February

Labiendo, Logan	Student Success: Advising, Career and Transfer Services - Student Success Advisor	Instructor	\$63,000.00 *	2/5/2024
Darling, Kyle	Building & Grounds - Maintenance Worker	Grade E	\$46,549.35 *	2/12/2024
Reategui Ravina, Jorge	Campus Technology - Programmer	Grade 2	\$67,500.00 *	2/12/2024
Partigianoni, Julie	Admissions - Adult Student Admissions Advisor (Grant Funded)	Grade 1	\$64,500.00 *	2/21/2024
Malone, Beth	Enrollment Services Center - Enrollment Services Specialist	Grade G	\$50,427.16 *	2/26/2024
Burns, Frank	HRMG107 M01	Adjunct	\$1,082.00	2/29/2024 To 4/10/2024
Fetridge, Wendy	ACCT101 BL2	Adjunct	\$4,328.00	2/29/2024 To 5/17/2024
Gilbert, Mary	ENGL102 BL3	Adjunct	\$3,870.00	2/29/2024 To 5/17/2024
Gruber, Anya	HSTY233 BL1	Adjunct	\$3,246.00	2/29/2024 To 5/17/2024
Kaminski, Adrian	ASTR101 BL3	Adjunct	\$3,246.00	2/29/2024 To 5/17/2024
Lillard, Marketa	CHEM101 BL2	Adjunct	\$5,476.50	2/29/2024 To 5/17/2024
McCabe, Thomas	ENGL100 BL3 ENGL101 BL3	Adjunct	\$7,740.00	2/29/2024 To 5/17/2024
VanDonsel, Miranda	RECR130 M01	Adjunct	\$3,078.00	2/29/2024 To 5/17/2024

March

Boone, Carolyn	President's Office - Chief Policy and Compliance Officer	Executive	\$103,000.00 *	3/4/2024
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**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2023-2024-27**

**APPROVAL OF POSITION DESCRIPTION
ACCESS COORDINATOR AND ACADEMIC COACH**

WHEREAS, the College has determined, based on a review and analysis of the Baker Center for Learning department, that there is a need to create an Access Coordinator and Academic Coach position description, and

WHEREAS, the attached Access Coordinator and Academic Coach position description has been reviewed by the Human Resources Department and is recommended by the President, be it therefore

RESOLVED, that the Access Coordinator and Academic Coach 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, RENAE MOORE, DEPUTY CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 21st day of February 2024, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 21st day of February 2024.

Deputy Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

Faculty Position Title:

Access Coordinator and Academic Coach

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Organizational Unit:

Baker Center for Learning

Reports to:

Coordinator of Access & Equity Services

Approved by:

Pending

SUMMARY: Provides coordination and support for Baker Center for Learning (BCL) services promoting access and academic success for students with disabilities. Acts as one of the College's designated contacts for determination of appropriate academic adjustments and auxiliary aids and services for students with disabilities. Responsibilities include skilled social justice model interviewing of students; interpretation of psycho-educational, medical, and other disability-related documentation; evaluation of academic adjustment/auxiliary aids and services needs; coordination of appropriate academic adjustments, coaching, advising, and other direct services; training for staff; and program development to address diverse student learning needs. May be asked to act as the College's Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (504) Compliance Officer.

NATURE AND SCOPE:

1. Collaborates with the Coordinator of Access & Equity Services to coordinate the planning, development, and implementation of the BCL's objectives, services, and programs related to services to meet the needs of identified special populations, particularly students with disabilities.
2. Using the social justice model, interviews students, and when appropriate or necessary reviews and interprets confidential psycho-educational, medical, and other evaluations to determine eligibility for services for students with disabilities. Develops monitors, adjusts, and evaluates individual access plans, including appropriate alternate format course materials and adaptive technology, based on individual documentation, needs, and abilities.
3. Assists in maintaining a database of records around all services to students with disabilities, their access plans, and records of interaction with the BCL's Access and Equity Services (AES) office.
4. In collaboration with the Coordinator of Testing and Assistive Technology and other AES staff, supports and assists with the provision of alternate format course materials, assistive technology, and collaborates with other BCL staff while providing training in use of alternate format materials and assistive technologies.
5. Provides information about high-school-to-college transition, disability-related services, and documentation requirements to current and prospective students, college administration, faculty, staff, parents, and high school teachers and counselors. Works in collaboration with Admissions staff as appropriate.
6. Acts as primary liaison to high school special education teachers, CSE chairs, and guidance counselors seeking information regarding TC3's policies and procedures as well as with general postsecondary college policies for provision of access to students with disabilities.
7. Provides advising (with a caseload of up to 5 students), coaching, and tutoring services to students with disabilities. Primary lead person for academic coaching for students with disabilities involving executive functioning difficulties with a caseload of up to 25 active students.
8. Develops and provides programming for students, faculty, and staff regarding disabilities, disability identity, intersectionality, bias, discrimination, and other social constructs related to disability.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Faculty Position Title:

Access Coordinator and Academic Coach

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Organizational Unit:

Baker Center for Learning

Reports to:

Coordinator of Access & Equity Services

Approved by:

Pending

9. Provides outreach, advocacy, and program development for students identified as at-risk. Works closely with faculty and administrative offices to ensure understanding of the needs of and provision of necessary services to those students.
10. Consults, and collaborates as needed, with the other members of the Baker Center for Learning to plan and develop tutor training materials and programs, especially as they relate to working with students with disabilities.
11. Performs duties related to special projects, particularly those involving efforts to improve retention and academic support services to high-risk populations.
12. Demonstrates cultural competency skills and a commitment to equal opportunity and success for all students, regardless of possible barriers including, but not limited to, race, gender, socio-economic class, culture, ability, or life experience.
13. Serves on various college and community committees, including Title IX or DEAC and performs other related tasks as assigned.

AUTHORITY: Considerable autonomy and independent judgment are exercised.

^ SUPERVISES: _____ Direct _____ Indirect _____ Operational

MINIMUM QUALIFICATIONS:

Bachelor's degree in Rehabilitation Counseling, Special Education, Counseling, Education, Human Services, Social Work, content or related field, minimum of one years' experience providing support services to students with disabilities (preferably in higher education); working knowledge of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and amendments, and other appropriate laws pertaining to higher education; and ability to determine appropriate disability-related academic adjustments and auxiliary aids and services.

PREFERRED QUALIFICATIONS: Master's degree in Postsecondary Disability Services, Rehabilitation Counseling, Special Education, Counseling, Education, content or related field; minimum of two years' experience providing support services to students with disabilities in higher education. Familiarity with the social justice model for accessibility.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2023-2024-28**

HRIS PROFESSIONAL SERVICES

WHEREAS, the College has determined, based on a review and analysis of the Human Resources office functions, that there is a significant need to enter into a contract for HRIS professional services, and

WHEREAS, the College interviewed, evaluated and solicited bids for HRIS professional services, including but not limited to, payroll, applicant tracking, employee benefit management and made recommendation to the President, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College awards the HRIS professional services contract to PAYCOR for their HRIS professional expertise, best fit, and competitive pricing.

RESOLVED, that the Board of Trustees hereby authorizes the Administration to approve the budgeted purchases made during this agreement.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

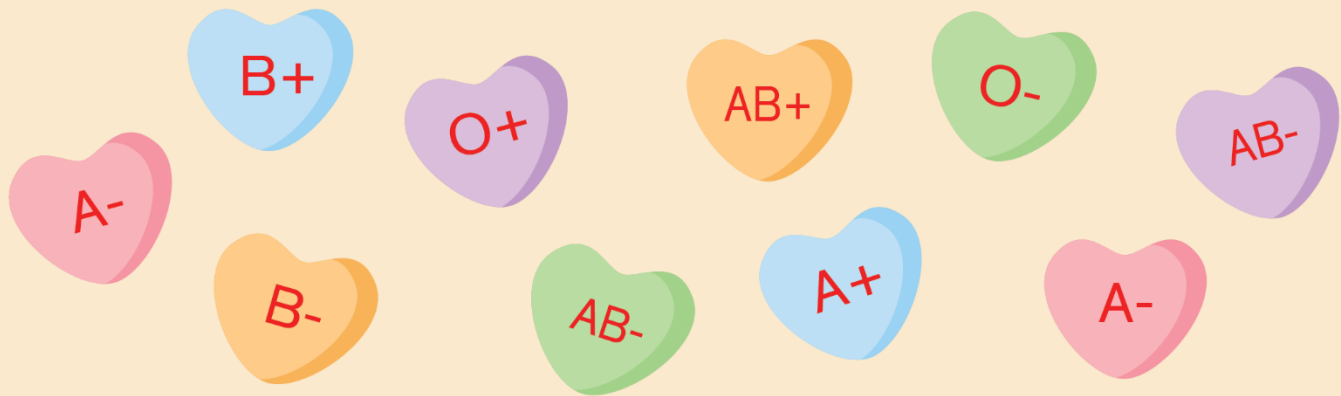
I, RENAE MOORE, DEPUTY CLERK of the Board of Trustees of Tompkins Cortland Community College,

DO HEREBY CERTIFY the foregoing resolution is a true copy of a resolution duly adopted by the Board of

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 21st day of February 2024, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 21st day of February 2024.

Deputy Clerk of the Board of Trustees
Tompkins Cortland Community College



You're just our type! *Give blood.*

TOMPKINS CORTLAND COMMUNITY COLLEGE BLOOD DRIVE

In The Forum
170 North Street, Dryden

Friday, February 23, 2024
11:30 a.m. to 4:30 p.m.

If you are O-, O+, A- or B- please consider giving a power red cell donation!

To make your appointment call 1-800-733-2767, visit redcrossblood.org and enter "TC3" in the search box or scan the QR code.



Scan to Schedule an Appointment

**Share your heart! Come give in Feb. for a \$20 Amazon.com Gift Card by email.
See rcblood.org/heart**

1-800-RED CROSS | 1-800-733-2767 | RedCrossBlood.org | Download the Blood Donor App

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Celebrating

OUR VIBRANT EMPLOYEE COMMUNITY



We believe that outstanding service and a positive attitude should reap rewards. The Employee of the Month program is designed to shine a spotlight on individuals who do their best to steward the mission and values of the College.

Nominations can be submitted by students, employees, or community members. The recipient will be selected by a committee of individuals that is representative of the campus community.

The recipient will receive a gift certificate to a local business, a TC3 Employee of the Month tumbler, exclusive use of the Employee of the Month parking spot, and a special photo opportunity with the President.



**NOMINATE
TODAY!**

**TOMPKINS
CORTLAND
COMMUNITY COLLEGE**