



**Board Members:**

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

**May 20, 2021**

**Board of Trustees Meeting  
Executive Session @ 5:00 p.m.  
Open Session @ ~6:00 p.m.**

**Agenda**

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment\*\*
6. Approval of April 15, 2021 Regular Meeting Minutes
7. Communications
8. Presentation: NONE
9. Information Items:
  - a. Human Resources Updates
10. CFO/Treasurer's Report - Written Report Provided
11. Consent Agenda (Action Items):
  - a. Appointment of Personnel
  - b. In Appreciation of Michelle Doe
  - c. In Appreciation of Tamara Oliver
  - d. In Appreciation of Teresa Mix
  - e. In Appreciation of Jeanne Cameron
  - f. In Appreciation of Harry Littell
  - g. In Appreciation of Scott Ochs
  - h. In Appreciation of Rochelle Mike
  - i. In Appreciation of Rebecca Spencer
  - j. In Appreciation of Lisa Payne
  - k. 2021 Chancellor's/Trustees Award of Excellence in Teaching – Gary Ford
  - l. 2021 Chancellor's/Trustees Award of Excellence in Professional Service – Mutale Sokoni
  - m. 2021 Chancellor's/Trustees Award of Excellence in Faculty Service – Christine Shanks
  - n. 2021 Chancellor's/Trustees Award of Excellence in Classified Service – Vicki Pousseur
  - o. Approval of Job Description – Asst. Director of Student Services
  - p. Appropriation of Board Designated Reserve Funds
  - q. Approval of TC3/CSEA Agreement
  - r. Banking Signature Authority
12. Standing Reports:
  - a. Provost & Vice President of Academic Affairs – Written Report Provided
  - b. Vice President of Student Affairs/Faculty Student Association – Written Report Provided
  - c. Associate Vice President of Student Services/Senior Diversity Officer – No Report this month
  - d. Associate Vice President of College Relations – Written Report Provided
  - e. Chief Information Officer (CIO) – Written Report Provided
  - f. College Senate – Written Report Provided
  - g. Tompkins Cortland CC Foundation, Inc. – Written Report Provided
  - h. Chairperson's Report



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- i. Liaison Report – Cortland County
- j. Liaison Report – Tompkins County
- k. Student Trustee Report – Verbal Report
- l. President's Report – Written Report  
provided

13. Upcoming Events

14. Adjournment

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

**TOMPKINS CORTLAND COMMUNITY  
COLLEGE BOARD OF TRUSTEES  
Regular Board Meeting  
April 15, 2021  
Executive Session 5:00 p.m.  
Open Session 6:00 p.m.  
Via Zoom Due to COVID 19**

**PRESENT:** Adebodun Ademoyo, Judy Davison, Arthur Kuckes, Schelley Michell-Nunn, Raymond Schlather, Bruce Tytler

**EXCUSED:** Roxann Buck, Elizabeth Burns, Matt McSherry

**COUNTY,  
LIAISONS:** Michael Lane, Kevin Fitch

**STAFF:** Karla Block, Jan Brhel, Katrina Campbell, Bryan Chambala, Sharon Clark, Kerry Curran, Gary Davis, Tim Densmore, Kate Donohue, Julie Gerg, LaSonya Griggs, Matty Hamel, Anndrea Mathers, Greg McCalley, Kathleen McConnell, Deb Mohlenhoff, Orinthia Montague, Angela Palumbo, Lisa Payne, Nancy Putnam, Paul Reifenheiser, Bill Talbot, Malvika Talwar, Seth Thompson, Patty Tvaroha, John Troyer, Susanna VanSant, Peter Voorhees, Carrie Whitmore,

**GUESTS:** None

1. **Call to Order:** The meeting was called to order at 5:09 p.m. by Chair Schlather.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Executive Session (to discuss a personnel and financial issue – no action to be taken)** – It was determined that there was quorum. Mr. Tytler moved that the meeting convene in executive session at 5:10 p.m. for discussion of a personnel issue, with no action to be taken; seconded by Mr. Ademoyo. Orinthia Montague, Sharon Clark and Bill Talbot were invited.

Motion to go back into open session moved by Ms. Michell-Nunn seconded by Mr. Ademoyo; approved unanimously at 5:39 p.m.

The meeting reconvened in open session at 6:03 p.m.

4. **Roll Call:** Ms. Brhel called the roll.
5. **Welcome Guests:** Chair Schlather welcomed the large contingent of faculty and staff who were in attendance for this meeting.
6. **Approval of Agenda:** Ms. Brhel noted that the Agenda had an additional resolution (Resolution 2020-2021-18 – Core Requirement Revision) in the Consent Agenda. Ms. Davison moved that the agenda be approved with

the addition of Resolution 2020-2021-18; seconded by Ms. Michell-Nunn; motion carried unanimously.

7. **Public Comment:** None
8. **Approval of Minutes** – Board Meeting March 18, 2021: Mr. Tytler moved that the minutes of the March 18, 2021, Board Meeting be approved as submitted; seconded by Ms. Davison; motion approved unanimously.
9. **Communications:** None
10. **Presentation: Book Review Report - A copy of the PowerPoint presentation is attached to these minutes.** Registrar Katrina Campbell, Associate Professor Anndrea Mathers and Professor Matty Hamel presented a follow-up discussion on Guided Pathways and the book, *Redesigning America's Community Colleges*. There was discussion around the topic of the purpose of Guided Pathways, Chapter 3: Rethinking Student Instruction, Chapter 4: Helping Underprepared Students, Chapter 5: Engaging Faculty and Staff, and Chapter 6: The Economics of College Redesign. When asked by Chair Schlather what the Board of Trustees can do to help with Guided Pathways, the answer was to keep asking questions as there will be a lot of change over the next year with restructuring of academics and student services so they are not in such a silo structure. The presenters were very pleased that Board members read the book and are engaged in the process.
11. **Presentation: Developmental Education — a copy of the presentation is attached to these minutes.** Associate Professor Kerry Curran gave a PowerPoint presentation on Developmental Education ENGL100-098-049 Cohort a Spring and Fall 2020 success in the time of COVID. Teaching modalities and educational interventions continue to be evaluated for their success rates; our paid professional development collaborations persist as we still prepare for uncertainty; the need to reinforce our commitment to non-cognitive supports in the face of continued pandemic trauma; TC3 is a leader in educational innovation when we commit to working together. There were many questions regarding the needs for technology for students and the cost of this. There will be continued discussions on how we can look at moving this forward in the future.
12. **Information Items:**
  - a. **Human Resources Updates** – No discussion.
13. **CFO/Treasurer's Report** – Written report provided. Mr. Talbot said the written report speaks for itself but also highlighted that with the State making their promised payments and fiscal monies saved by all areas of the College there will be a small amount to put in the fund balance. However, due to fall enrollment numbers, it is expected to need to use the monies now. The CARES monies have been spent; CRRSA funding will be able to be used for the loss in revenues. With a transition to a new budget process we are looking at how we can stimulate new enrollments and continue to serve students as we plan and make decisions on the budget. We will be looking at investing in academic

programs as a marketing tool.

14. **Consent Agenda (Action Items):** Mr. Tytler moved that the Amended Consent Agenda be approved with the addition of Resolution 2020-2021-18; seconded by Mr. Ademoyo; the motion was called and carried unanimously.
  - a. **Appointment of Personnel**
  - b. **Approval of Position Description**
  - c. **Surplus Property**
  - d. **Core Requirement Revision**
  
15. **Standing Reports:**
  - a. **Provost & Vice President of Academic Affairs** – Written Report provided. Dr. Reifenheiser stated the written report speaks for itself but highlighted that we seem to be ahead of other community colleges on lecture capture. He also spoke to Assistant Professor Angela Palumbo's work with VINE (Virtual International Exchange) Program. This program introduces faculty to virtual exchange, trains them on how to conceptualize their courses, and partners them with each other to develop shared tasks to use in classes in the coming semester. He encouraged everyone to look at the updated Global Initiatives website.
  - b. **Vice President of Student Affairs & Faculty Student Association** – Written report provided. Mr. McCalley highlighted that we are cutting into the percentage of decrease facing enrollment in the fall. While we aren't where we want to be, we are headed in the right direction. There are several new campaigns starting to attract future students. When asked about Starfish, he responded that students seem to be happy to hear good things from the faculty.
  - c. **Associate VP Student Services and Senior Diversity Officer** – Written Report provided. No additional highlights.
  - d. **Associate VP for College Relations** – Written report provided. Ms. Mohlenhoff gave a vaccine update and noted that SUNY had secured doses we requested in partnership with both counties, Ithaca College and Cornell University. With the issue with the Johnson and Johnson vaccine and the need for students to have a vaccine that had 2 shots instead of the one shot with J & J, students were still encouraged to put their name in with the county registry to be able to be vaccinated.
  - e. **Chief Information Officer** – No report this month.
  - f. **College Senate** – Written Report provided. No discussion.
  - g. **Tompkins Cortland Community College Foundation, Inc.** – Written report provided. Ms. Gerg highlighted that the Foundation has submitted 2 grants to address technology needs for students for \$50,000.
  - h. **Chairperson's Report** – Chairman Schlather
  - i. **Liaison Report (Cortland County)** – Mr. Fitch commended the Campus Police and their engagement and advocacy with the students. He noted Community Leaders of Color met and John Gebo is aware of what is going on in both counties. He raised the question of proof of vaccination and what questions will need to be explored moving forward.
  - j. **Liaison Report (Tompkins County)** – Mr. Lane reported that most of March was spent on Police discussions/activities. Tompkins County is looking to hire a Library Director and a County Attorney. The activity at the airport is still slow due to

COVID. He noted that Leslie Schill is the new legislator for District 2.

**k. Student Trustee's Report** – Verbal report given. Mr. Ademoyo has been working with SGA (Student Government Association) on an E Game Tournament and Springfest. He noted that he will giving a speech as a part of the Virtual Commencement video.

**l. President's Report** – Written report will be sent to Board members following the meeting and added to the April 15, 2021 Board packet. There will be 6 Commencement Walk-through events for student to be congratulated by the President and Provost in the gym with a small “pod” of family and/or friends. She is working on Trustee vetting of candidates for Governor's appointees from both Tompkins and Cortland Counties. The process for procuring the next Student Trustee has started. SUNY Chancellor Malatras has reached out to Associate Professor Patty Tvaroha who is a member of FCCC (Faculty Council of Community College). When she inquired about outreach to nontraditional students he asked her to head up a task force for post traditional students.

**16. Upcoming Events** – Commencement Virtually In-Person video will be released on May 18<sup>th</sup> at 6:00 p.m. The next Board of Trustees Meeting – May 20, 2021.

**17. Adjournment:** Mr. Ademoyo moved that the meeting be adjourned; seconded by Mr. Tytler; motion carried unanimously. The meeting adjourned at 8:11 p.m.

Respectfully submitted,

Jan Brhel  
Clerk of the Board of Trustees

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of May 6, 2021

**UNCLASSIFIED STAFF**

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Instructor of Criminal Justice	August 23, 2021	March 1, 2021	April 1, 2021	Conducting Interviews
Student Success Advisor	June 2021	May 5, 2021	June 7, 2021	Accepting Applications
Technology Support Associate	ASAP	N/A	N/A	Hired: Bryan Temple (04/26/21)

**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	Interviews Concluded
Enrollment Services Specialist (1.0 FTE, Permanent)	Enrollment Services	ASAP	Accepting Applications via Tompkins County Department of Human Resources
Project Assistant	Technology Support	ASAP	Hired: Wesley Lewis (04/12/21)
Receptionist (.48 FTE, Permanent)	Student Success	ASAP	Hired: Diane Gair (05/04/21)
Secretary (1.0 FTE, Permanent)	CollegeNow	ASAP	Hired: Sarina Perreault (05/10/21-Provisional Appointment)
Secretary (.40 FTE, 2-Year Grant Funded)	School Food Grant	ASAP	Hired: Aubrie Entwood (05/03/21)

**FACULTY STUDENT ASSOCIATION**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Lifeguard	Athletics & Recreation	May 2021	Accepting Applications; Continuous Recruitment
Graduate Assistant	Residence Life/Student Center	May 2021	Accepting Applications; Continuous Recruitment
Substitute Teacher	Childcare	May 2021	Accepting Applications; Continuous Recruitment Hired: Christopher Chapman
Director of Residence Life	Residence Life	May 2021	Conducting Interviews
Head Coach, Women's Softball	Athletics & Recreation	May 2021	Hired: Edwin Dow Jr. (5/3/21)
Head Coach, Men's & Women's Golf	Athletics & Recreation	May 2021	Accepting Applications
Head Coach, Women's Volleyball	Athletics & Recreation	May 2021	Accepting Applications

**BISTRO**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Banquet Server	TC3 Bistro	May 2021	Accepting Applications
Banquet Bartender	TC3 Bistro	May 2021	Accepting Applications
Banquet Supervisor	TC3 Bistro	May 2021	Accepting Applications
Bartender	TC3 Bistro	May 2021	Accepting Applications
Busser/Food Runner	TC3 Bistro	May 2021	Accepting Applications
Dishwasher	TC3 Bistro	May 2021	Accepting Applications
Line Cook	TC3 Bistro	May 2021	Accepting Applications Hired: Tyler Kendall (4/15/21)
Server	TC3 Bistro	May 2021	Accepting Applications
Host/Hostess	TC3 Bistro	May 2021	Accepting Applications Hired: Nikita Blackburn (4/9/21)



TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of May 6, 2021

**COMPLAINANT**

**SUBJECT**

**DISPOSITION**

None.

**FACULTY ASSOC.**

Faculty Association            Article 15 Reductions in Staff- Dismissal  
On behalf of Priscilla Burke

**PAA**

None.

**TC3 ADJUNCT ASSOC.**

None.

## VP of Finance & Administrations Report: May 20, 2021

### **April Close (% of Yearly Budget Recognized/Expended):**

Revenue as a % of budget is 83.7% compared to prior year's (PY) 91.4%, \$2.7M below budget. The College has submitted a CRRSA plan to SUNY in which we are proposing to draw down \$.8M in revenue losses from summer and fall of 2020.

Student Tuition Revenue is 85.5% compared to prior year's 102.9%, \$2.5M below budget. County Chargeback Revenue is 66.9% compared to prior year's 94.4%, \$1.5M below budget. Together these two revenue sources total a potential \$4.0M loss in 2020-21 beyond the losses budgeted in fall.

Expenses as a % of budget is 62.5% compared to prior year's 73.2%. Ignoring scholarships, the College's expenses are \$3.6M favorable to budget compared to PY. There is large favorable gain over prior month from a correcting payroll adjustment. Our expense savings are attributable to three areas: 1) Temporary natural savings associated with being predominately remote (e.g., less need for student workers, printing, and travel), 2) Temporary reductions by suspending position backfills, minimizing of overtime, reducing the number of classes, and the waiving of the December Health Care Consortium payment, and 3) Purposeful delay in payments to conserve cash (e.g., Solar Payments, Insurance). It should be noted that many of these expense savings are a one-time savings this year (e.g., Health Care Consortium) or will not continue once we resume face-to-face instruction.

### **2020-21 End-of-Year Forecast:**


After projecting monthly revenues and expenses for the remainder of the year, the College should end the year \$.8M favorable to budget (+\$400K). This is \$.5M greater than projected last month and is attributable to the wage correction. This projection does not include what we hope to draw down from CRRSA in alignment with specific semester revenue losses.

### **2021-22 Business Market and Budgeting Update:**

Department budgets have been collected and are being aggregated. Budget updates have been delivered to the Budget & Finance Committees of Tompkins and Cortland in an effort to gain their participation in the College's business planning and budget process. The College faculty and staff were provided with a budget update at this week's town hall. We continue to aspire to be transparent and promote inclusion during this 2021-22 budget process, with the hope it leads to improving College enrollments and student outcomes.

The logo for Tompkins Cortland Community College. It features the word "TOMPKINS" in a green, serif font at the top. Below it, the word "CORTLAND" is in a black, serif font, with a green wavy line passing through the letters. At the bottom, the words "COMMUNITY COLLEGE" are in a green, sans-serif font.

**TOMPKINS**  
**CORTLAND**  
COMMUNITY COLLEGE

A thick, diagonal bar that runs from the bottom-left towards the top-right. The left portion of the bar is black, and the right portion is a dark green color.

**Tompkins & Cortland  
Finance Committee  
Budget Updates**

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**May 10<sup>th</sup> & 18<sup>th</sup>, 2021**

## Today's Expectations

- 2021-22 is the Year of Transformation in what might be a Paradigm Shift
  - Requires all Discretionary Funding Directed at Enrollment & Revenue Growth
- Subjects discussing are Work-in-Progress and are subject to change
  - Discussing early enough to establish preferred direction, wants, and support
- Today's materials are covered at a high level to provide a baseline picture
  - Separate meetings to dive deeper into specific areas are welcomed
  - Subjects can be scheduled to be covered throughout the year
- Business/Budget Planning around proper level and sources of:
  - Funding to Revive, Expand, Build Programs and/or Services
  - Funding to Promote the College and its Programs and/or Services to:
    - Sponsor Counties for whom we serve
    - Non-Sponsor Counties from where we generate the majority of our revenue

## Financial Updates

- 2019-20 NYS Community College Financial Benchmarks
  - Student Revenue: 39.4%, Average 41.0%
  - NYS Aid Revenue: 31.5%, Average 27% (inflated by Concurrent)
  - Non-Sponsor County Revenue: 14.2%, Average 10% (inflated by Residential & Concurrent)
  - Sponsor County Revenue: 14.8%, Average 22%
  - Operating Expenses per FTE: TC3 \$10,839 (lowest of CCs), Average \$13,163
- 2020-21 NYS Community Colleges Full-time Equivalent (FTE) Changes
  - TC3 14.2% reduction, NY average 12.1% reduction, 9.4% reduction nationally
- 2020-21 EOY is Forecasted at \$.3M Favorable to Budget (+-\$300K)
  - Excludes any withdrawals from Federal Grants: CRRSA (\$3.3M) & ARP (\$3.8M)

## 2021-22 Budget Update

- 2021-22 Operating Expectations
  - Full Face-to-Face Classes resuming
  - Enrollments: Total FTEs drop only 1.6% but Core drops by 10%
  - Revenue is expected to further drop on top of prior year's losses
  - Expenses are expected to rise naturally as face-to-face classes resume and students are engaged on campus.
  - Fed's grants expected to cover short-term revenue shortfalls, CRRSA \$3.3M, and ARP \$3.8M
  - 2021-22 Transformative Year w/focus on Revenue, Enrollment, Student Needs, & Community Needs
  - Lack Funding solution for Capital Improvements which will further negatively impact enrollments and or draw funds away from programs & services

## Enrollment Focus

- Increasing Lead Conversions
  - Swim Digital Assessing Enrollment Mgt., Processes & Organizational Needs
  - Installing a Customer Relationship Management (CRM) Tool
- Increasing Lead Generation
  - Sonar Assessing Market Presence
  - Advertising, Promotion & Organizational Needs
- Budgeting: Aligning Expenses More w/Segments Needs
- Continuing with Assessing Academic Programs
- Evaluating Adding New Academic Programs

## Revenue Focus

- Programs/Markets Opportunities
  - Expand Workforce Development Programs
  - Expand Health & Wellness Support
  - Introduce New Medical Related Micro-Programs if not accepted to Nursing
  - Create E-Sports Athletic Program
  - Promote Existing Paralegal Program
  - Expand and Promote Veterans Programs
  - Revitalize Global after Pandemic Shutdown
- Promote to and Attract Non-Sponsor Enrollments
  - Greatest Revenue Contributions fund local programs (\$8K per FTE)
  - Athletic Teams account for almost 10% of Core Enrollments
  - Residential contributes greatest



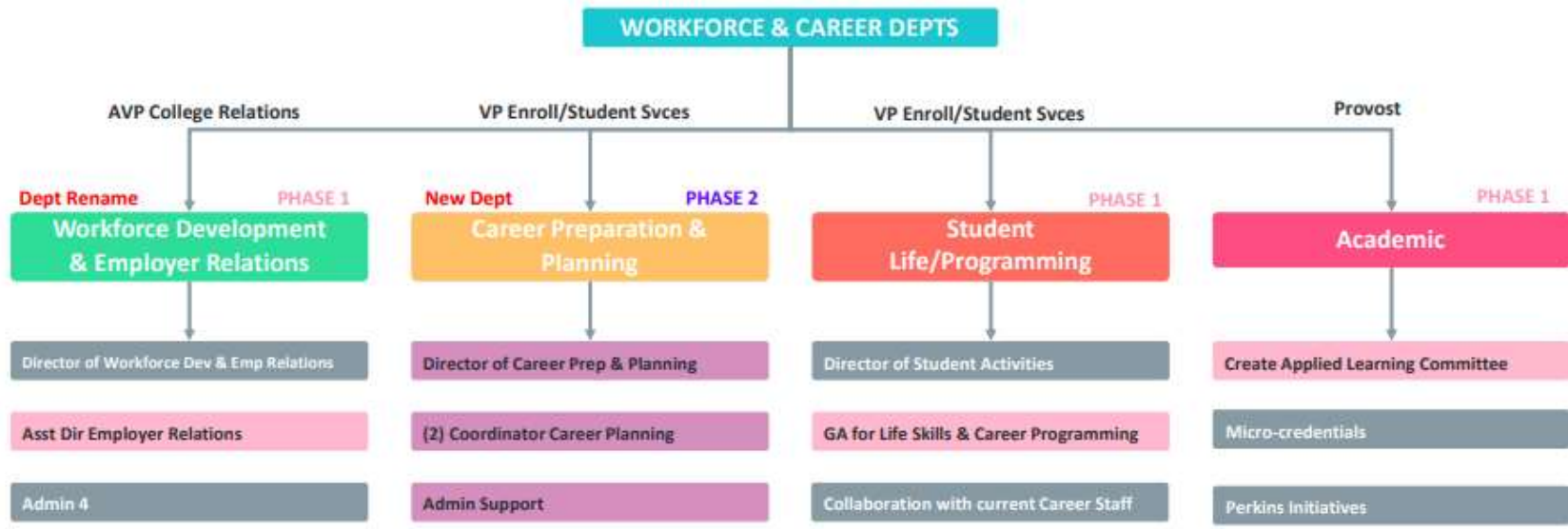
## Revenue Focus (continued)

- Promote Need for NYS Base Aid Funding Model that supports part-time students and Community College student diverse needs
  - Needs include: Time Mgt., Advising, Health & Wellness Counseling
  - FTE funding is obsolete
- Establish new Resources to apply for Grants (e.g., National Science Foundation)
- Actively support any Federally Sponsored Grants (e.g., Infrastructure, “Free” Community College)

## Multi-Year Outlook

- 1-2 Years to materially see Revenue Benefits from New Revenue Generating Business Plans
- 2-3 Years to Recover Enrollment Losses in Desired Mix to balance Sponsor Needs with Revenue Generation
- Require Seed Funds in 2021-22 to Design and Launch New Revenue Generating Business Plans
- Capital Funds Required in 2021-22 (Master Plan will outline multi-year needs)
- CRRSA and ARP Grants held to support Revenue Shortfalls until New Revenue Generating Business Plans Replace Lost Revenues

## Appendix 1: Workforce & Career Depts.



### MAIN GOALS

- Relationships with local employers
- Focus on employer needs
- Redefine Biz – integrate into TC3
- To connect students and alumni with applied learning and employment opportunities.

### MAIN GOALS

- Named location – students know where to go for career support
- Eliminates dual roles in Student Success with student advising
- To build a brand of career-ready students at TC3 that make thoughtful career planning decisions that set them up to be successful in the working world

### MAIN GOALS

- Visible, accessible career focused programming
- Student development background

### MAIN GOALS

- Create formal connections to faculty who are engaged in applied learning
- Provide support and collaboration for Perkins initiatives
- Align career focused work with Guided Pathways

## Appendix 2: Enrollments Mix Shifting

- Should the College increase investments to attract students outside of Sponsoring Counties to Supplement Sponsor Related Expenses?
  - Today, Sponsoring Counties represent a greater portion of total full-time students, even pre-COVID (39% to 47%), placing a higher burden to cover student support services & overhead.
  - Loss in Non-Sponsor Count students result in incremental lost revenues (County Charge Backs)
  - Loss from downstate (252 to 102 pre-COVID) result in loss of both county charge-backs and residential revenues needed by Foundation to maintain dorms and market

**Full-Time Student Count (Not FTEs & excludes Concurrent) - Fall Semesters**

Counties	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Sponsor	39% 324	43% 335	42% 329	40% 285	41% 254	41% 240	47% 254	46% 156
Donut	16% 136	18% 141	17% 130	20% 144	19% 121	21% 122	19% 103	25% 84
Down State	31% 252	29% 227	29% 226	25% 182	26% 163	22% 129	19% 102	9% 31

TOMPKINS CORTLAND COMMUNITY COLLEGE  
 PRELIMINARY APPROPRIATIONS 2020-2021  
 FINANCIAL REPORT FOR PERIOD ENDING April 30, 2021

	Modified Budget 2020-21	Expend to Date 2020-21	Unexpend Balance 2020-21	% Expended 2020-21	Total Exp PY 2019-20	YTD Exp PY to Date 2019-20	PY % Expended 2019-20	Fav Var (Unfav Var) to PY	% Variance to PY
<b>Forecasted Dept. Appropriations</b>									
Personal Services	16,594,937	10,442,620	(6,152,317)	62.9%	16,713,194	11,800,586	70.6%	1,357,966	8.1%
Equipment	106,511	41,992	(64,470)	39.4%	110,487	95,632	86.6%	53,640	48.5%
Contractual Expenses	4,742,326	2,693,049	(2,049,277)	56.8%	4,590,741	3,380,079	73.6%	687,031	15.0%
Employee Benefits	8,696,941	5,049,933	(3,647,008)	58.1%	8,647,339	5,801,440	67.1%	751,506	8.7%
<b>Total Forecasted Departmental Appropriations<sup>1</sup></b>	<b>30,140,715</b>	<b>18,227,594</b>	<b>(11,913,072)</b>	<b>60.5%</b>	<b>30,061,761</b>	<b>21,077,737</b>	<b>70.1%</b>	<b>2,850,144</b>	<b>13.5%</b>
<b>Scholarships &amp; Awards</b>									
Student Services		56,206	56,206	0.0%	120,938	181,508	150.1%	125,302	69.0%
Academic Support	3,694,156	3,308,260	(385,896)	89.6%	3,133,500	3,123,675	99.7%	(184,585)	(5.9%)
<b>Total Scholarships &amp; Awards</b>	<b>3,694,156</b>	<b>3,364,466</b>	<b>(329,690)</b>	<b>91.1%</b>	<b>3,254,438</b>	<b>3,305,183</b>	<b>101.6%</b>	<b>(59,284)</b>	<b>(1.8%)</b>
<b>Total Forecasted Appropriations<sup>2</sup></b>	<b>33,834,871</b>	<b>21,592,060</b>	<b>(12,242,762)</b>	<b>63.8%</b>	<b>33,316,199</b>	<b>24,382,920</b>	<b>73.2%</b>	<b>2,790,860</b>	<b>11.4%</b>
<b>Adjustments to Approved Budget</b>									
Personal Services	232,463		(232,463)	0.0%			0.0%	0	0.0%
Equipment									
Contractual Expenses	506,387		(506,387)	0.0%			0.0%	0	0.0%
Employee Benefits	(50,000)		50,000	0.0%			0.0%	0	0.0%
<b>Total Adjustments to Approved Budget<sup>3</sup> Favorable (Unfav)</b>	<b>688,850</b>	<b>0</b>	<b>(688,850)</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b>Total Approved Budget Appropriations<sup>4</sup></b>									
Personnel	16,827,400	10,442,620	(6,384,780)	62.1%	16,713,194	11,800,586	70.6%	1,357,966	8.1%
Equipment	106,511	41,992	(64,470)	39.4%	110,487	95,632	86.6%	53,640	48.5%
Contractual	5,248,713	2,693,049	(2,555,664)	51.3%	4,590,741	3,380,079	73.6%	687,031	15.0%
Scholarship & Awards Offset	3,694,156	3,364,466	(329,690)	91.1%	3,254,438	3,305,183	101.6%	(59,284)	-1.8%
Fringe Benefit	8,646,941	5,049,933	(3,597,008)	58.4%	8,647,339	5,801,440	67.1%	751,506	8.7%
<b>Total Approved Budget Appropriations<sup>4</sup></b>	<b>34,523,721</b>	<b>21,592,060</b>	<b>(12,931,612)</b>	<b>62.5%</b>	<b>33,316,199</b>	<b>24,382,920</b>	<b>73.2%</b>	<b>2,790,860</b>	<b>11.4%</b>

**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 2020-21 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.

TOMPKINS CORTLAND COMMUNITY COLLEGE  
 PRELIMINARY APPROPRIATIONS 2020-2021  
 FINANCIAL REPORT FOR PERIOD ENDING April 30, 2021

	Modified Budget 2020-21	Expend to Date 2020-21	Unexpend Balance 2020-21	% Expended 2020-21	Total Exp PY 2019-20	YTD Exp PY to Date 2019-20	PY % Expended 2019-20	Fav Var (Unfav Var) to PY	% Variance to PY
<b>Instruction</b>									
Personal Services	7,949,457	5,004,975	(2,944,482)	63.0%	7,758,729	5,630,637	72.6%	625,662	11.1%
Equipment	725	725	0	100.0%	3,959	0	0.0%	(725)	0.0%
Contractual Expenses	1,606,679	871,689	(734,991)	54.3%	1,224,191	952,739	77.8%	81,050	8.5%
Employee Benefits	4,106,566	2,401,641	(1,704,926)	58.5%	3,978,978	2,754,032	69.2%	352,391	12.8%
<b>Total Instruction</b>	<b>13,663,427</b>	<b>8,279,029</b>	<b>(5,384,398)</b>	<b>60.6%</b>	<b>12,965,857</b>	<b>9,337,408</b>	<b>72.0%</b>	<b>1,058,379</b>	<b>11.3%</b>
<b>Public Service</b>									
Personal Services	168,000	113,051	(54,949)	67.3%	133,177	76,456	57.4%	(36,596)	(47.9%)
Equipment									
Contractual Expenses	6,550	1,594	(4,956)	24.3%	1,944	1,836	94.5%	242	13.2%
Employee Benefits	51,175	54,225	3,050	106.0%	68,484	37,375	54.6%	(16,850)	-45.1%
<b>Total Public Service</b>	<b>225,725</b>	<b>168,870</b>	<b>(56,855)</b>	<b>74.8%</b>	<b>203,604</b>	<b>115,666</b>	<b>56.8%</b>	<b>(53,204)</b>	<b>(46.0%)</b>
<b>Academic Support</b>									
Personal Services	1,588,271	1,056,772	(531,499)	66.5%	1,641,684	1,080,201	65.8%	23,429	2.2%
Equipment	38,679	25561.77	(13,117)	66.1%	16,158	29,912	185.1%	4,350	14.5%
Contractual Expenses	246,340	230,988	(15,352)	93.8%	237,264	161,150	67.9%	(69,838)	(43.3%)
Employee Benefits	838,197	506,493	(331,704)	60.4%	826,366	535,426	64.8%	28,934	5.4%
<b>Total Academic Support</b>	<b>2,711,487</b>	<b>1,819,814</b>	<b>(891,673)</b>	<b>67.1%</b>	<b>2,721,472</b>	<b>1,806,689</b>	<b>66.4%</b>	<b>(13,125)</b>	<b>(0.7%)</b>
<b>Libraries</b>									
Personal Services	414,637	284,441	(130,196)	68.6%	435,646	306,896	70.4%	22,455	7.3%
Equipment			0	0.0%	1,179	1,179	100.0%	1,179	100.0%
Contractual Expenses	194,462	123,131	(71,331)	63.3%	190,166	164,919	86.7%	41,788	25.3%
Employee Benefits	212,191	136,382	(75,809)	64.3%	211,081	150,745	71.4%	14,363	9.5%
<b>Total Libraries</b>	<b>821,290</b>	<b>543,954</b>	<b>(277,336)</b>	<b>66.2%</b>	<b>838,072</b>	<b>623,738</b>	<b>74.4%</b>	<b>79,784</b>	<b>12.8%</b>
<b>Student Services</b>									
Personal Services	1,882,574	1,241,617	(640,958)	66.0%	2,313,030	1,594,362	68.9%	352,745	22.1%
Equipment			0	0.0%	1,152	1,152	100.0%	1,152	100.0%
Contractual Expenses	364,934	156,695	(208,239)	42.9%	599,474	454,797	75.9%	298,102	65.5%
Employee Benefits	1,105,783	597,371	(508,412)	54.0%	1,125,349	785,917	69.8%	188,546	24.0%
<b>Total Student Services</b>	<b>3,353,291</b>	<b>1,995,683</b>	<b>(1,357,608)</b>	<b>59.5%</b>	<b>4,039,005</b>	<b>2,836,228</b>	<b>70.2%</b>	<b>840,545</b>	<b>29.6%</b>
<b>Maintenance and Operations</b>									
Personal Services	1,441,525	943,309	(498,216)	65.4%	1,633,822	1,219,344	74.6%	276,035	22.6%
Equipment	30,948		(30,948)	0.0%	23,028	23,028	100.0%	23,028	100.0%
Contractual Expenses	903,138	479,056	(424,082)	53.0%	1,003,888	687,126	68.4%	208,070	30.3%
Employee Benefits	781,458	463,031	(318,427)	59.3%	987,157	606,793	61.5%	143,762	23.7%
<b>Total Maintenance and Operations</b>	<b>3,157,069</b>	<b>1,885,397</b>	<b>(1,271,672)</b>	<b>59.7%</b>	<b>3,647,896</b>	<b>2,536,292</b>	<b>69.5%</b>	<b>650,895</b>	<b>25.7%</b>
<b>Institutional Support</b>									
Personal Services	1,652,591	865,198	(787,393)	52.4%	1,212,798	805,918	66.5%	(59,280)	(7.4%)
Equipment	2,085	2,035	(50)	97.6%			0.0%	(2,035)	0.0%
Contractual Expenses	439,963	177,325	(262,638)	40.3%	418,224	281,928	67.4%	104,603	37.1%
Employee Benefits	805,637	447,503	(358,134)	55.5%	623,656	397,161	63.7%	(50,343)	(12.7%)
<b>Total Institutional Support</b>	<b>2,900,276</b>	<b>1,492,061</b>	<b>(1,408,215)</b>	<b>51.4%</b>	<b>2,254,678</b>	<b>1,485,007</b>	<b>65.9%</b>	<b>(7,054)</b>	<b>(0.5%)</b>
<b>General Institutional Services</b>									
Personal Services	1,497,882	933,257	(564,625)	62.3%	1,584,307	1,086,772	68.6%	153,516	14.1%
Equipment	34,074	13,670	(20,405)	40.1%	65,011	40,361	62.1%	26,691	66.1%
Contractual Expenses	980,260	652,572	(327,688)	66.6%	915,591	675,585	73.8%	23,013	3.4%
Employee Benefits	795,934	443,287	(352,647)	55.7%	826,267	533,991	64.6%	90,704	17.0%
<b>Total General Institutional Services</b>	<b>3,308,150</b>	<b>2,042,786</b>	<b>(1,265,365)</b>	<b>61.8%</b>	<b>3,391,176</b>	<b>2,336,709</b>	<b>68.9%</b>	<b>293,924</b>	<b>12.6%</b>
<b>Total Forecasted Departmental Appropriations<sup>1</sup></b>	<b>30,140,715</b>	<b>18,227,594</b>	<b>(11,913,121)</b>	<b>60.5%</b>	<b>30,061,761</b>	<b>21,077,737</b>	<b>70.1%</b>	<b>2,850,144</b>	<b>9.5%</b>

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

	2020-21 Mod Budget	2020-21 Actual	2020-21 Unexpended Balance	2020-21 % Unexpended	2019-20 Total Exp PY	2019-20 PY to Date	2019-20 PY % Expended	Variance CY to PY Fav(Unfav)	% Variance CY to PY Fav(Unfav)
Retirement Incentive Costs	183,095	134,100	(48,995)	73.2%	401,467	554,358	138.1%	420,259	75.8%
HRA Retiree Benefits		77,942	77,942	0.0%	101,940	80,777	79.2%	2,834	3.5%
State Employee's Retirement	980,000	643,020	(336,980)	65.6%	2,313,603	711,780	30.8%	68,760	9.7%
State Teacher's Retirement	280,000	109,500	(170,500)	39.1%	388,093	130,070	33.5%	20,570	15.8%
Optional Retirement Fund	920,000	565,615	(354,385)	61.5%	882,011	582,963	66.1%	17,348	3.0%
Social Security	1,318,524	789,116	(529,408)	59.8%	1,301,322	904,525	69.5%	115,409	12.8%
Worker's Compensation	136,000	68,663	(67,337)	50.5%	103,137	95,235	92.3%	26,572	27.9%
Executive Benefits	25,000	32,971	7,971	131.9%	37,674	34,265	91.0%	1,294	3.8%
Disability Insurance	11,500	6,088	(5,412)	52.9%	9,680	6,504	67.2%	416	6.4%
Hospital and Medical Insurance	2,987,697	1,666,894	(1,320,803)	55.8%	2,838,714	1,887,107	66.5%	220,214	11.7%
Post Retirement Health Insurance	1,576,625	840,000	(736,625)	53.3%	1,396,437	955,000	68.4%	115,000	12.0%
Employee Tuition Benefits	108,500	91,845	(16,655)	84.6%	122,098	114,640	93.9%	22,795	19.9%
Life Insurance	10,000	3,340	(6,660)	33.4%	8,367	5,518	66.0%	2,179	39.5%
Vacation Benefits	120,000	70,000	(50,000)	58.3%	292,436	40,000	13.7%	(30,000)	(75.0%)
Miscellaneous		375	375	0.0%	4,150	4,225	101.8%	3,850	91.1%
Unemployment Insurance	40,000	15,000	(25,000)	37.5%	18,866	15,338	81.3%	338	2.2%
<b>Total Employee Benefits</b>	<b>8,696,941</b>	<b>5,114,469</b>	<b>(3,582,473)</b>	<b>58.8%</b>	<b>10,219,996</b>	<b>6,122,307</b>	<b>59.9%</b>	<b>1,007,838</b>	<b>16.5%</b>

TOMPKINS CORTLAND COMMUNITY COLLEGE  
 YTD REVENUE 2020-2021  
 Friday, April 30, 2021

	Modified Budget 2020-21	Revenues to Date 2020-21	Unrealized Balance 2020-21	% Realized 2020-21	Total Rev PY 2019-20	YTD Rev PY 2019-20	PY % Realized 2019-20	Fav Var (Unfav Var) to PY	% Variance to PY
<b>Tuition</b>									
Fall & Spring	11,408,279	10,091,581	1,316,698	88.5%	11,225,604	11,534,530	102.8%	(1,442,949)	-12.5%
Winter	264,680	204,000	60,680	77.1%	130,570	133,570	102.3%	70,430	52.7%
Summer	924,819	397,240	527,579	43.0%	582,038	332,270	57.1%	64,970	19.6%
Nonresident Tuition	893,947	861,543	32,404	96.4%	605,886	919,288	151.7%	(57,745)	-6.3%
Student Fee Revenue	1,177,727	994,298	183,429	84.4%	1,078,264	1,083,269	100.5%	(88,970)	-8.2%
<b>Total Tuition</b>	<b>14,669,452</b>	<b>12,548,662</b>	<b>2,120,790</b>	<b>85.5%</b>	<b>13,622,362</b>	<b>14,002,926</b>	<b>102.8%</b>	<b>(1,454,264)</b>	<b>-10.4%</b>
<b>Government Appropriations</b>									
New York State	8,045,648	7,565,981	479,667	94.0%	9,906,511	7,822,428	79.0%	(256,447)	-3.3%
Local Sponsors	4,882,882	3,979,549	903,333	81.5%	4,882,882	4,003,964	82.0%	(24,415)	-0.6%
Appropriated Cash Surplus	1,011,667	1,011,667	0	100.0%	500,000	500,000	100.0%	511,667	102.3%
Charges to Other Counties	5,325,272	3,562,884	1,762,388	66.9%	4,686,054	4,425,810	94.4%	(862,926)	-19.5%
Board Designated Reserves			0	0.0%	61,872	61,872	100.0%	(61,872)	-100.0%
<b>Total Govt Appropriations</b>	<b>19,265,469</b>	<b>16,120,081</b>	<b>3,145,388</b>	<b>83.7%</b>	<b>20,037,319</b>	<b>16,814,074</b>	<b>83.9%</b>	<b>(693,993)</b>	<b>-4.1%</b>
<b>Other Revenues</b>									
Service Fees	98,800	46,354	52,446	46.9%	133,317	87,606	65.7%	(41,252)	-47.1%
Interest Earnings	4,000	4,270	(270)	106.8%	4,766	2,906	61.0%	1,364	46.9%
Rental of Real Property	27,000	1,350	25,650	5.0%	19,214	21,314	110.9%	(19,964)	-93.7%
Contract Courses	97,000	56,223	40,777	58.0%	31,852	63,147	198.2%	(6,924)	-11.0%
Noncredit Tuition	143,000	40,173	102,827	28.1%	113,103	110,252	97.5%	(70,079)	-63.6%
Grant Offsets	165,000	60,657	104,343	36.8%	185,218	126,144	68.1%	(65,487)	-51.9%
Unclassified Revenues	54,000	32,520	21,480	60.2%	192,485	172,696	89.7%	(140,177)	-81.2%
<b>Total Other Revenues</b>	<b>588,800</b>	<b>241,548</b>	<b>347,252</b>	<b>41.0%</b>	<b>679,955</b>	<b>584,065</b>	<b>85.9%</b>	<b>(342,517)</b>	<b>-58.6%</b>
<b>TOTAL REVENUES</b>	<b>34,523,721</b>	<b>28,910,291</b>	<b>5,613,430</b>	<b>83.7%</b>	<b>34,339,636</b>	<b>31,401,066</b>	<b>91.4%</b>	<b>(2,490,774)</b>	<b>-7.9%</b>
Student Revenue	13,775,505	11,687,120	2,088,385	84.8%	13,016,476	13,083,639	100.5%	(1,396,519)	-10.7%
State Revenue	8,045,648	7,565,981	479,667	94.0%	9,906,511	7,822,428	79.0%	(256,447)	-3.3%
Local Revenue	11,690,901	8,645,524	3,045,377	74.0%	10,854,776	9,933,127	91.5%	(1,287,603)	-13.0%
Use of Fund Balance	1,011,667	1,011,667	0	100.0%	561,872	561,872	100.0%	449,795	80.1%



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2020-2021-34**

**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 20<sup>th</sup> day of May 2021, 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 20<sup>th</sup> day of May 2021.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**Appointment of Personnel**  
**Thursday, May 6, 2021**  
**Presented to the Board of Trustees**

Employee	Department	Title/Rank	Salary	Employment Dates
<b>February</b>				
Talbot, William	Budget and Finance	Vice President of Finance & Administration	\$118,655.00 *	2/12/2021
<b>March</b>				
Donohue, Kathryn	Strong Start to Finish professional development for Developmental ENGL faculty	Adjunct	\$50.00	3/19/2021
Potter, Kristi	Strong Start to Finish professional development for Developmental ENGL faculty	Adjunct	\$50.00	3/19/2021
Tambascio, Theresa	Strong Start to Finish professional development for Developmental ENGL faculty	Adjunct	\$50.00	3/19/2021
Weed, Steve	Strong Start to Finish professional development for Developmental ENGL faculty	Adjunct	\$50.00	3/19/2021
Wolff, Sarah	Strong Start to Finish professional development for Developmental ENGL faculty	Adjunct	\$50.00	3/19/2021
<b>April</b>				
Lewis, Wesley	Technology Support	Project Assistant	\$17.947/hr.	4/12/2021 To 8/31/2021
Lewis, Justine	Stipend for a one-hour concurrent session presentation at CCCAT Conference	Adjunct	\$75.00	4/16/2021
Lyon, Crystal	Stipend for two one-hour concurrent session presentations at CCCAT Conference	Adjunct	\$150.00	4/16/2021
Whitecraft, Michele	Stipend for a one-hour concurrent session presentation at CCCAT Conference	Adjunct	\$75.00	4/16/2021
Entwood, Aubrie	Foundation/Tompkins Harvest Grant	Secretary (.40 FTE) (2-Year Grant Funded)	\$18,380.93 *	4/19/2021
Donohue, Kathryn	Strong Start to Finish professional development for Developmental ENGL faculty	Adjunct	\$50.00	4/23/2021
Tambascio, Theresa	Strong Start to Finish professional development for Developmental ENGL faculty	Adjunct	\$50.00	4/23/2021
Weed, Steve	Strong Start to Finish professional development for Developmental ENGL faculty	Adjunct	\$50.00	4/23/2021
Wolff, Sarah	Strong Start to Finish professional development for Developmental ENGL faculty	Adjunct	\$50.00	4/23/2021
Temple, Bryan	Technology Support	Technology Support Associate	\$49,186.00 *	4/26/2021
<b>May</b>				
Gair, Diane	Student Success	Receptioninst (.48 FTE)	\$42,244.81 *	5/4/2021
Perreault, Sarina	CollegeNow	Secretary	\$45,952.31 *	5/10/2021

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

May 20, 2021

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Rafsanjani Abdu-Shahid	04/13/2021	Violation of College Policy
Brittany Spencer	05/07/2021	Resignation
Daniel Krawiec	05/23/2021	Resignation
Harry Littell	05/31/2021	Retirement
Christine Matos	06/04/2021	Resignation

FACULTY STUDENT ASSOCIATION

Amber Boulay	05/21/2021	Resignation
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BISTRO

None.

Retrenchment

<u>NAME</u>	<u>UNION</u>	<u>NOTICE GIVEN</u>	<u>EFFECTIVE DATE</u>
Jada Mister	PAA	11/10/20	04/30/21
<u>Note:</u> Extension Offered		01/27/21	08/31/21
Paul Brenner	PAA	11/10/20	09/10/21
Bryan Chambala	PAA	11/10/20	09/10/21
Jennica Petrella-Baum	PAA	11/10/20	09/10/21
Peter Voorhees	PAA	11/10/20	09/10/21
Eric Jenes	Faculty Association	11/09/20	08/31/22

NOTE: Retrenchment notifications may be rescinded.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2020-2021-19**

**IN APPRECIATION OF MICHELLE DOE**

**WHEREAS**, Michelle Doe was hired in a part-time position on August 15, 2000, and in a full-time position at the College on September 14, 2000, and

**WHEREAS**, Michelle Doe elected to retire from her position as Student Account Administrator effective November 13, 2020, and

**WHEREAS**, Michelle Doe is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Michelle Doe for over 20 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Michelle Doe in all of her future endeavors.

**STATE OF NEW YORK:**                    **I, JAN BRHEL, CLERK** of the Board of  
    **SS:** Trustees of Tompkins Cortland Community College,  
**COUNTY OF TOMPKINS:**            **DO HEREBY CERTIFY** the foregoing resolution is  
    a true copy of a resolution duly adopted by the Board  
of Trustees of Tompkins Cortland Community College at a regular meeting of said  
Board on the 20th day of May 2021, 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 20<sup>th</sup> day of May 2021.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2020-2021-20**

**IN APPRECIATION OF TAMARA OLIVER**

**WHEREAS**, Tamara Oliver was hired in a full-time position at the College in August 3, 2009, and

**WHEREAS**, Tamara Oliver elected to retire from her position as Director of Financial Aid effective September 2, 2020, and

**WHEREAS**, Tamara Oliver is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Tamara Oliver for over 11 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Tamara Oliver in all of her future endeavors.

**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 May 2021, 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 20<sup>th</sup> day of May 2021.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2020-2021-21**

**IN APPRECIATION OF TERESA MIX**

**WHEREAS**, Teresa Mix was hired in a full-time position at the College in January 15, 1991, and

**WHEREAS**, Teresa Mix elected to retire from her position as Administrative Assistant effective February 27, 2021, and

**WHEREAS**, Teresa Mix is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Teresa Mix for over 30 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Teresa Mix in all of her future endeavors.

**STATE OF NEW YORK:** I, **JAN BRHEL, CLERK** of the Board of  
**SS:** Trustees of Tompkins Cortland Community College,  
**COUNTY OF TOMPKINS:** **DO HEREBY CERTIFY** the foregoing resolution is  
a true copy of a resolution duly adopted by the Board  
of Trustees of Tompkins Cortland Community College at a regular meeting of said  
Board on the 20th day of May 2021, 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 20<sup>th</sup> day of May 2021.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2020-2021-22**

**IN APPRECIATION OF JEANNE CAMERON**

**WHEREAS**, Jeanne Cameron was hired in a full-time position at the College in August 23, 1994, and

**WHEREAS**, Jeanne Cameron elected to retire from her position as Professor effective September 1, 2021, and

**WHEREAS**, Jeanne Cameron is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Jeanne Cameron for 27 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Jeanne Cameron in all of her future endeavors.

**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 May 2021, 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 20<sup>th</sup> day of May 2021.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2020-2021-23**

**IN APPRECIATION OF HARRY LITTELL**

**WHEREAS**, Harry Littell was hired in a part-time position on January 27, 2003, and in a full-time position at the College on August 19, 2010, and

**WHEREAS**, Harry Littell elected to retire from his position as Professor effective May 31, 2021, and

**WHEREAS**, Harry Littell is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Harry Littell for over 18 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Harry Littell in all of his future endeavors.

**STATE OF NEW YORK:**

**I, JAN BRHEL, CLERK** of the Board of

**SS:**

Trustees of Tompkins Cortland Community College,

**COUNTY OF TOMPKINS:**

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

of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 20<sup>th</sup> day of May 2021, 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 20<sup>th</sup> day of May 2021.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2020-2021-24**

**IN APPRECIATION OF SCOTT OCHS**

**WHEREAS**, Scott Ochs was hired in a part-time position on September 3, 1986, and in a full-time position at the College on August 24, 1993, and

**WHEREAS**, Scott Ochs elected to retire from his position as Professor effective September 1, 2021, and

**WHEREAS**, Scott Ochs is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Scott Ochs for over 34 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Scott Ochs in all of his future endeavors.

**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 May 2021, 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 20<sup>th</sup> day of May 2021.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2020-2021-25**

**IN APPRECIATION OF ROCHELLE MIKE**

**WHEREAS**, Rochelle Mike was hired in a part-time position on September 4, 1984, and in a full-time position at the College on August 23, 1988, and

**WHEREAS**, Rochelle Mike elected to retire from her position as Professor effective August 31, 2021, and

**WHEREAS**, Rochelle Mike is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Rochelle Mike for over 36 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Rochelle Mike in all of her future endeavors.

**STATE OF NEW YORK:** I, **JAN BRHEL, CLERK** of the Board of  
**SS:** Trustees of Tompkins Cortland Community College,  
**COUNTY OF TOMPKINS:** **DO HEREBY CERTIFY** the foregoing resolution is  
a true copy of a resolution duly adopted by the Board  
of Trustees of Tompkins Cortland Community College at a regular meeting of said  
Board on the 20th day of May 2021, 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 20<sup>th</sup> day of May 2021.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2020-2021-26**

**IN APPRECIATION OF REBECCA SPENCER**

**WHEREAS**, Rebecca Spencer was hired in a part-time position on August 21, 1985, and in a full-time position at the College on March 15, 1985, and

**WHEREAS**, Rebecca Spencer elected to retire from her position as Professor effective September 1, 2021, and

**WHEREAS**, Rebecca Spencer is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Rebecca Spencer for over 36 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Rebecca Spencer in all of her future endeavors.

**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 May 2021, 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 20<sup>th</sup> day of May 2021.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2020-2021-27**

**IN APPRECIATION OF LISA PAYNE**

**WHEREAS**, Lisa Payne was hired in a full-time position at the College in January 2, 2001, and

**WHEREAS**, Lisa Payne elected to retire from her position as Research and Planning Analyst effective July 23, 2021, and

**WHEREAS**, Lisa Payne is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Lisa Payne for over 20 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Lisa Payne in all of her future endeavors.

**STATE OF NEW YORK:**                   **I, JAN BRHEL, CLERK** of the Board of  
  **SS:** Trustees of Tompkins Cortland Community College,  
**COUNTY OF TOMPKINS:**           **DO HEREBY CERTIFY** the foregoing resolution is  
a true copy of a resolution duly adopted by the Board  
of Trustees of Tompkins Cortland Community College at a regular meeting of said  
Board on the 20th day of May 2021, and the same is a complete copy of the whole of  
such resolution.

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Clerk of the Board of Trustees  
Tompkins Cortland Community College



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2020-2021-29**

**2021 CHANCELLOR'S/TRUSTEES' AWARD  
FOR EXCELLENCE IN PROFESSIONAL SERVICE  
MUTALE SOKONI**

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

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

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2021 Chancellor's/Trustees' Award for Excellence in Professional Service to Mr. Mutale Sokoni.

**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 20<sup>th</sup> day of May 2021, 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 20<sup>th</sup> day of May 2020.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2020-2021-30**

**2021 CHANCELLOR’S/TRUSTEES’ AWARD  
FOR EXCELLENCE IN FACULTY SERVICE  
CHRISTINE SHANKS**

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

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

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2021 Chancellor’s/Trustees’ Award for Excellence in Faculty Service to Associate Professor Christine Shanks.

**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 20<sup>th</sup> day of May 2021, 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 20<sup>th</sup> day of May 2021.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2020-2021-31**

**2021 CHANCELLOR’S/TRUSTEES’ AWARD  
FOR EXCELLENCE IN CLASSIFIED SERVICE – VICKI POUSSEUR**

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

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

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2021 Chancellor’s/Trustees’ Award for Excellence in Classified Service to Ms. Vicki Pousseur.

<b>STATE OF NEW YORK:</b>	<b>I, JAN BRHEL, CLERK</b> of the Board of
<b>SS:</b>	Trustees of Tompkins Cortland Community College,
<b>COUNTY OF TOMPKINS:</b>	<b>DO HEREBY CERTIFY</b> 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 20 <sup>th</sup> day of May 2021, 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 20<sup>th</sup> day of May 2021.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



TO: President Montague  
FROM: Sharon Clark and Greg McCalley  
RE: Position Descriptions for May 2021 Board Approval  
DATE: May 11, 2021

For the month of May 2021, there is one position description being presented to the Board of Trustees for approval:

Assistant Director of Student Success: Advising, Career & Transfer Services

The Assistant Director of Student Success: Advising, Career & Transfer Services is a member of the Student Success: Advising, Career & Transfer Services department. This is new administrative title. The position focuses on assisting with the oversight of all student success and retention programming efforts including the development and implementation of early alert systems and student onboarding. The assistant director shares leadership of the office and directly supervises the Student Success Advisors and the office Receptionist. The position was classified as a grade 3, full-time, administrative position. The hiring range for a Grade 3 position is \$54,602-\$68,253.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2020-2020-33**

**APPROVAL OF POSITION DESCRIPTION  
ASSISTANT DIRECTOR OF STUDENT SUCCESS:  
ADVISING, CAREER & TRANSFER SERVICES**

**WHEREAS**, the College has determined, based on a review and analysis of the Student Services area, that there is a need to create an Assistant Director of Student Success: Advising, Career & Transfer Services position description, and

**WHEREAS**, the attached Assistant Director for Student Success: Advising, Career & Transfer Services position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

**RESOLVED**, that the Assistant Director for Student Success: Advising, Career & Transfer Services 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 20<sup>th</sup> day of May, 2021, 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 20<sup>th</sup> day of May, 2021.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

# TOMPKINS CORTLAND COMMUNITY COLLEGE

**POSITION TITLE**

Assistant Director of Student Success:  
Advising, Career & Transfer Services

**GRADE**

**PAGE**

1 of 3

**ORGANIZATIONAL UNIT**

Student Services

**REPORT TO**

Director of Student Success

**APPROVED BY**

**SUMMARY**

Responsible for oversight of the entering student advisement processes and systems. Advises students, parents, faculty, staff and community groups regarding academic policies and advising procedures. Responsible for the review and evaluation of all continuing students below academic standards to support their academic recovery. Assists with the oversight all student success and retention programming efforts. Assists with the development and implementation of the College's retention plan, early alert systems, and student onboarding activities in collaboration with enrollment services functions. Responsible to the Director for internal office operations, including the supervision of exempt staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Responsible for the design, implementation, and assessment of the entering student advisement process and other new student onboarding initiatives (START: Student Testing, Advising, Registration, and Transition).
2. Responsible for design, implementation, and assessment of academic intervention and retention programming and strategies to support academic recovery (including students below academic standards, students with intra-semester indicators of non-success, and students lacking course pre-requisites or that may not meet financial aid requirements).
3. Ensures the development and implementation of appropriate academic advisement support resources and training for advisors, students, parents and staff. Maintains currency in curricular changes, guided pathways implementation, and advising best practices.
4. In collaboration with Student Activities, contributes to the design, implementation and assessment of comprehensive new student orientation programming including pre-orientation online modules to support academic success and retention.
5. Assists in the development and administration of a comprehensive student retention plan in accordance with applicable laws, regulations and institutional policy.
6. Develops and maintains effective relationships with admissions, academic records, CollegeNow, and other campus departments to identify, recruit, and retain traditional students to the College. Responsible for interviewing and advising students and parents of the criteria required for admission to the College.
7. Collaborates with Campus Technology and other departments to advocate for the development, implementation, and use of new technology initiatives to ensure that onboarding, advising, intervention and other support services are current with new technology and strategies for retaining current and prospective students.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Assistant Director of Student Success:  
Advising, Career & Transfer Services

**GRADE**

**PAGE**

2 of 3

**ORGANIZATIONAL UNIT**

Student Services

**REPORT TO**

Director of Student Success

**APPROVED BY**

8. Represents the College to individuals and groups that influence prospective students, including business, industry, parents, high school athletic directors, coaches, high school counselors and other appropriate groups.
9. Builds and maintains a network of professionals in the field of advising, retention, and student success through other colleges and professional organizations. Attends and presents at related local, regional, and national professional conferences as budget allows.
10. Provides direct service to students related to entering student advisement and intervention services. Provides appropriate assistance and services to students and their families regarding admission criteria, academic programs, placement testing, new student advisement, registration, transfer options, career opportunities, financial aid and student services.
11. Serves as a member of the leadership team in Enrollment Services, setting standards and expectations designed to enhance the quality of the student experience.
12. Assures the efficient use of material resources by assessment of programmatic needs and development of budget recommendations within the budgetary constraints imposed by the College.
13. Serves on various college and community committees and performs other related tasks as assigned.
14. 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, age, ability or life experience.
15. Supervises the work of the Student Success Advisors. Assures effective use of human resources by recommending hiring, disciplinary, and other human resource actions, together with the training, motivation, evaluation 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.

**SUPERVISION**

Types Supervised (check each category):

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

Indicate number of direct reports in each category:

- 0.5 # of Classified Staff  
       # of Administrative  
2-3 # of Faculty  
5-15 # of Adj. faculty, students, etc.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Assistant Director of Student Success:  
Advising, Career & Transfer Services

**GRADE**

**PAGE**

3 of 3

**ORGANIZATIONAL UNIT**

Student Services

**REPORT TO**

Director of Student Success

**APPROVED BY**

**MINIMUM QUALIFICATIONS**

Master's degree plus a minimum of two years of experience in student development or Bachelor's degree plus a minimum of four years of experience in student development, including at least two years in academic advising, student success, and/or retention focused services.

**PREFERRED QUALIFICATIONS**

Supervisory experience preferred.  
Community college experience strongly preferred.

**PHYSICAL SKILLS AND ABILITIES**

This position requires some evening and weekend work as well as occasional travel requiring overnight stays.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2021-2022-35**

**APPROPRIATION OF BOARD DESIGNATED RESERVE FUNDS**

**WHEREAS**, the Farm House has a 2'x3' hole in the roof that is well over 15 years and after being temporarily repaired twice unsuccessfully, thereby creating damage to the ceiling and floor directly below, and

**WHEREAS**, the Farm House is currently being considered as a residential solution to a group of future students with chaperons, and

**WHEREAS**, the College has sought multiple quotes to replace the rotten roof sheathing and replace the roof for \$21,867 and

**WHEREAS**, the College has a Board Designated Fund for the Farm House (010-3203-0000-00) that had a balance of \$36,041.64 as of 5/6/2021, therefore

**RESOLVED**, that Board Designated Reserve funds in the amount of \$21,867 be appropriated to repair/replace the Farm House Roof.

**STATE OF NEW YORK:**

**I, JAN BRHEL, CLERK** of the Board

**SS:**

of Trustees of Tompkins Cortland Community College,

**COUNTY OF TOMPKINS:**

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

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 20<sup>th</sup> day of May 2021 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 20<sup>th</sup> day of May 2021.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



**TOMPKINS CORTLAND COMMUNITY  
COLLEGE RESOLUTION 2020-2021-32**

**2020-2022 TOMPKINS CORTLAND COMMUNITY COLLEGE  
CIVIL SERVICE EMPLOYEES' ASSOCIATION, INC., AGREEMENT**

**WHEREAS**, an agreement has been negotiated between the Civil Service Employees' Association, Inc., Local 1000, AFSCME, AFL-CIO, TC3 Unit 8908 of the Tompkins County Local 855 and Tompkins Cortland Community College for the period of September 1, 2020 through August 31, 2022 and

**WHEREAS**, Tompkins Cortland Community College and the Civil Service Employees' Association, Inc., negotiating teams have reached an understanding on said agreement, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community accepts the terms and conditions of said agreement contingent upon ratification of same by the Civil Service Employees Association.

**STATE OF NEW YORK:** I, **JAN BRHEL, CLERK** of the Board of Trustees of  
**55:** Tompkins Cortland Community College,  
**COUNTY OF TOMPKINS:** **DO HEREBY CERTIFY** the foregoing resolution is  
a true copy of a resolution duly adopted by the Board of  
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on  
the 20th day of May 2021, 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 of  
May 2021.

Clerk of the Board of Trustees  
Tompkins Cortland Community  
College



# CIVIL SERVICE EMPLOYEES ASSOCIATION TENTATIVE AGREEMENT

## ARTICLE 4. LENGTH OF AGREEMENT

This Agreement is to become effective September 1, 2020, for the two-year Agreement period to end August 31, 2022.

## ARTICLE 22. HOLIDAYS

	2020 – 2021	2021 – 2022
<b>Labor Day</b>	Sept. 07, 2020	Sept. 06, 2021
<b>Thanksgiving</b>	Nov. 26, 2020	Nov. 25, 2021
<b>Friday after Thksg.</b>	Nov. 27, 2020	Nov. 26, 2021
<b>Winter Holiday</b>	Dec. 24, 2020	Dec. 24, 2021
<b>Winter Holiday</b>	Dec. 25, 2020	Dec. 27, 2021
<b>Winter Holiday</b>	Dec. 28, 2020	Dec. 28, 2021
<b>Winter Holiday</b>	Dec. 29, 2020	Dec. 29, 2021
<b>Winter Holiday</b>	Dec. 30, 2020	Dec. 30, 2021
<b>Winter Holiday</b>	Dec. 31, 2020	Dec. 31, 2021
<b>New Year's Day</b>	Jan. 01, 2021	Jan. 03, 2022
<b>M.L. King Day</b>	Jan. 18, 2021	Jan. 17, 2022
<b>Spring Day</b>	*	*
<b>Memorial Day</b>	May 31, 2021	May 30, 2022
<b>Juneteenth</b>	June 21, 2021	June 20, 2022
<b>Independence Day</b>	July 05, 2021	July 04, 2022

\*Friday prior to the end of spring recess

## ARTICLE 29. RETIREMENT INCENTIVE

Remove articles: 29.2, 29.3 and 29.9. Keep remaining articles and renumber.

## ARTICLE 43. SALARIES

43.1 For the fiscal year 2020-2021, the salary schedule will remain the same as 2019-2020. A \$500 payment to all CSEA employees to be paid out by August 31, 2021. All employees on the payroll as of May 28, 2021 may elect to have the payment made as a lump-sum payment or split over the payrolls remaining in the College's 2020-2021 fiscal year. Employees shall make an election, in writing to the Department of Human Resources, electing to have their \$500 payment spread over the seven (7) remaining payrolls beginning June 4, 2021. The employee must make this election no later than May 28, 2021. New hires after May 28, 2021 shall receive a \$500 payment as a lump-sum with their first payroll.

Effective **September 1, 2021**, the **2020** hourly rate will be increased by 1.50%.

# CIVIL SERVICE EMPLOYEES ASSOCIATION TENTATIVE AGREEMENT

## **ARTICLE 48. CAMPUS PEACE OFFICERS**

Add Section:

### 48.10 Service Commitment

Any Campus Peace Officer who leaves College service prior to completing the initial service time commitment of two years shall be responsible for the repayment, to the College, of the Academy and related academy expenses prorated to the time served in service.

Repayment Schedule

<b>Length of Service Completed</b>	<b>Repayment Percentage Owed to the College</b>
3 months	87.5%
6 months	75%
9 months	62.5%
12 months	50%
15 months	37.5%
18 months	25%
21 months	12.5%

## **ARTICLE 49. PROBATIONARY PERIOD**

Add Paragraph:

Employees who have successfully completed their probationary term following their promotion shall move to the Wage Rate for the appointed title.

# CIVIL SERVICE EMPLOYEES ASSOCIATION TENTATIVE AGREEMENT

## TOMPKINS CORTLAND COMMUNITY COLLEGE/CSEA SALARY SCHEDULE A

**September 1, 2020 - August 31, 2021**

Salaries will be computed on an hourly wage.

The salary is converted to hourly rates by dividing by 1957.5.

	HIRE RATE	WAGE RATE
Project Assistant	\$17.947	\$17.947
<b>GRADE B</b> Cleaner Laborer Library Clerk Receptionist	\$19.319	\$21.581
<b>GRADE C</b> Groundskeeper Mail Clerk/Receptionist	\$19.893	\$22.253
<b>GRADE D</b>	\$20.754	\$23.262
<b>GRADE E</b> Maintenance Worker Office Machine Operator Senior Clerk	\$21.617	\$24.270
<b>GRADE F</b> Senior Account Clerk Senior Cleaner	\$22.478	\$25.275
<b>GRADE G</b> Enrollment Services Specialist Secretary Security Officer Senior Groundskeeper	\$23.475	\$26.445
<b>GRADE H</b> Payroll Specialist	\$24.626	\$27.789
<b>GRADE I</b> Academic Records Coordinator Building Maintenance Worker Cleaning Supervisor Curriculum Assistant Global Services Specialist/Spanish Speaking Grounds Supervisor Principal Account Clerk Print Room Supervisor Purchasing Assistant	\$26.061	\$29.466

# CIVIL SERVICE EMPLOYEES ASSOCIATION TENTATIVE AGREEMENT

<b>GRADE J</b>	Administrative Assistant	\$27.637	\$31.313
	Campus Peace Officer		
	Concurrent Enrollment Coordinator		
	Diversity Education & Support Services Prog. Coord.		
	Enrollment Services Call Center Coordinator		
	External Relations Assistant		
	Institutional Research Assistant		
	Student Disbursement and Direct Loan Coordinator		
	Student Housing Coordinator		
	Technology Services Coordinator		
<b>GRADE K</b>	Electrician	\$29.273	\$33.206
	Supervising Campus Peace Officer		

# CIVIL SERVICE EMPLOYEES ASSOCIATION TENTATIVE AGREEMENT

## TOMPKINS CORTLAND COMMUNITY COLLEGE/CSEA SALARY SCHEDULE A

**September 1, 2021 - August 31, 2022**

Salaries will be computed on an hourly wage.

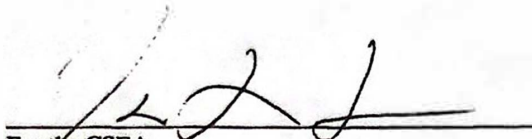
The salary is converted to hourly rates by dividing by 1957.5.

		HIRE RATE	WAGE RATE
	Project Assistant	\$18.216	\$18.216
<b>GRADE B</b>	Cleaner Laborer Library Clerk Receptionist	\$19.609	\$21.905
<b>GRADE C</b>	Groundskeeper Mail Clerk/Receptionist	\$20.192	\$22.587
<b>GRADE D</b>		\$21.065	\$23.611
<b>GRADE E</b>	Maintenance Worker Office Machine Operator Senior Clerk	\$21.941	\$24.634
<b>GRADE F</b>	Senior Account Clerk Senior Cleaner	\$22.815	\$25.654
<b>GRADE G</b>	Enrollment Services Specialist Secretary Security Officer Senior Groundskeeper	\$23.827	\$26.842
<b>GRADE H</b>	Payroll Specialist	\$24.995	\$28.206
<b>GRADE I</b>	Academic Records Coordinator Building Maintenance Worker Cleaning Supervisor Curriculum Assistant Global Services Specialist/Spanish Speaking Grounds Supervisor Principal Account Clerk Print Room Supervisor Purchasing Assistant	\$26.452	\$29.908

# CIVIL SERVICE EMPLOYEES ASSOCIATION TENTATIVE AGREEMENT

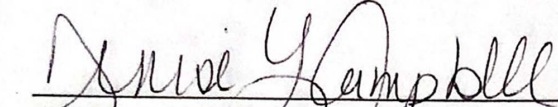
<b>GRADE J</b>	Administrative Assistant Campus Peace Officer Concurrent Enrollment Coordinator Diversity Education & Support Services Prog. Coor. Enrollment Services Call Center Coordinator External Relations Assistant Institutional Research Assistant Student Disbursement and Direct Loan Coordinator Student Housing Coordinator Technology Services Coordinator	\$28.052	\$31.783
<b>GRADE K</b>	Electrician Supervising Campus Peace Officer	\$29.712	\$33.704

**CIVIL SERVICE EMPLOYEES ASSOCIATION TENTATIVE AGREEMENT**

  
\_\_\_\_\_  
For the CSEA

*Quintina Montague*

\_\_\_\_\_  
For the College

  
\_\_\_\_\_  
CSEA Labor Relations Specialist

5/13/2021  
Date

05/13/2021  
Date

5/18/2021  
Date

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2020-2021-36**

**BANKING SIGNATURE AUTHORITY**

**WHEREAS**, the Board of Trustees adopted Resolution 2019-2020-11 stating the Treasurer and the Chairperson of the Board of Trustees are duly authorized signers on all Tompkins Cortland Community College bank accounts with the President and Vice President of Student Services authorized to sign checks on all College bank accounts in an emergency when the Treasurer and/or Chairperson are unavailable, and

**WHEREAS**, it has been determined that, on behalf of Tompkins Cortland Community College the positions of President, Provost, Vice President of Finance and Administration, and Vice President of Student Services shall be authorized to sign checks for Tompkins Cortland Community College when the Treasurer and/or the Chairperson of the Board of Trustees is unavailable, be it therefore

**RESOLVED**, that in the case of an emergency when the Treasurer and/or Chairperson of the Tompkins Cortland Community College Board of Trustees is unavailable, the Board of Trustees authorizes the President, Provost, Vice President of Finance and Administration, and Vice President of Student Services to be signers on all College bank accounts.

**STATE OF NEW YORK:** I, **JAN BRHEL, CLERK** of the Board of Trustees of  
**SS:** Tompkins Cortland Community College,  
**COUNTY OF TOMPKINS:** **DO HEREBY CERTIFY** the foregoing resolution is  
a true copy of a resolution duly adopted by the Board of  
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the  
20th day of May 2021, 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 of May 2021

Clerk of the Board of Trustees  
Tompkins Cortland Community College



Provost Report  
May 2021

**UFHEC:** We had a meeting via teams with our partner in the Dominican Republic: Universidad Federico Henríquez y Carvajal. We provided them with a variety of options for possible partnerships with us in the future. We have prioritized three main projects: 1) A grant proposal from the US Government around sustainable farming that links US and Caribbean partners; 2) ESL; and 3) Micro-Credential partnerships. It is good to reinvigorate this partnership. I hope to have more information in the coming months about progress.

**Retirement Celebration:** We held a retirement celebration for our retirees: Tammy Oliver, Harry Littell, Michelle Doe; Lisa Payne; Teresa Mix, Jeanne Cameron, Scott Ochs, Becky Spencer, and Rochelle Mike. It was moving to see the wonderful tributes that were created. [The link the event can be found here.](#)

The recording has a tribute to Lisa Payne and to Tammy Oliver. Thank you to all who worked on this event, and thank you to our amazing retirees. Here are links to individual tributes:

Jeanne Cameron: <https://www.youtube.com/watch?v=2Be7QU8t5Kc>

Michelle Doe: <https://app.vidhug.com/BJnK4yDDd/hug>

Harry Littell: <https://vimeo.com/543008188>

Teresa Mix: <https://app.vidhug.com/r1b1ZSoMO/hug>

Rochelle Mike: <https://www.youtube.com/watch?v=JGngKO2lcpQ>

Scott Ochs: <https://app.vidhug.com/H1pjWZyPu/hug>

Becky Spencer: [https://ensemble.itec.suny.edu/hapi/v1/contents/permalinks/BeckyRetirement\\_2/view](https://ensemble.itec.suny.edu/hapi/v1/contents/permalinks/BeckyRetirement_2/view)

**Academic Integrity Policies Committee:** I put out a call for those who would like to serve on an ad-hoc committee to review our Academic Integrity Policies and recommend changes (as appropriate). That group will report its recommendations to the Provost's Office, and then I will forward them for consideration to the Faculty. We have three co-chairs leading a group of around a dozen faculty/staff. Thank to those who agreed to serve.

**Jedi Council:** The Registration Day Jedi Council has been meeting and we are finalizing our recommendations for replacing registration day. As I write this report, the recommendations are not ready, but they will be sent out to campus during Finals Week (5-10 to 5-15), and I will include a discussion of them in my next report.

**Survey about Remote Attendance for In-Person Class Sessions:** We are working to better inform students about their options for attendance in on-campus class sessions in the fall. To that end, we have surveyed the faculty who will be in a lecture-capture classroom about options for students to take part remotely and if classes will be recorded. This survey is only for classes with a face-to-face on campus component.

**CCCAT:** I'd like to give a shout-out to the folks who ran the CCACT. Thank you to Eric Jenes and John Troyer for their work on the planning committee. Kudos to the presenters: Justine Lewis, Michele Whitecraft, Karen Miller, Merryn Clay, Crystal Lyon, Christine Shanks, Anndrea Mathers, Tim Thompson, and Kerry Curran. And a special shout out to those who helped promote the event: Victoria Zeppelin, Michelle Whitecraft, Malvika Talwar, and Eric Jenes! If you are interested in watching some of the sessions you couldn't attend (I know I am), [they can be found here](#).

**Commencement!** We had a super-damn-cool-amazing commencement. Here was the gist: we set up the gym with the typical accoutrements of graduation. Students got dressed up in cap and gowns and had their names read and then a diploma (ok, just a diploma cover actually) handed to them by the President. Family and friends were able to attend, cheer them on, and take photos. My favorite was the family that had fatheads of the graduate! The whole idea came from a student! How perfect is that? The whole thing was uplifting. This was all recorded, and it will be a part of the graduation video that we will put out next month.

Thank you to the following. The list is long, because this was a serious team effort:

*The Commencement Committee:*

Jan Brhel, Chair  
Deb Mohlenhoff, Co-Chair  
Bryan Chambala, Communications  
Bob Rice, Athletics  
Cheyenne Gorton, Student Life  
Keith Millman, Faculty  
Chris Xaver, Faculty  
Paruesatapond Apivatvipa, Student  
Kyle Carr, Video Extraordinaire  
Sheila Abbey, Alumni/Foundation  
Lauren Wright, Academic Records  
Jamie Perkins, Facilities  
John Gebo, Campus Police

*Volunteers:*

4/15 – Barb Thayer, Patty Tvaroha, Teri Evener, Nicholas Kent  
4/16 – Danielle Bethoney, Barb Thayer, Casey Goodwin, Michele Lopez  
4/17 – Michelle Nightingale, Kori Post, Greg McCalley, Nicholas Kent, Margaret DeGaetano, Victoria Zeppelin, Julie Gerg  
4/21 – Susanna Van Sant, Matty Hamel, Patty Tvaroha, Julie Gerg  
4/22 – Vicki Pousseur, Kerry Curran, Susanna VanSant, Angela Palumbo, Michele Lopez  
4/23 – Chrissie Askew, Patty Tvaroha, Anna Regula, Paul Brenner

*Other Serious and Significant Help*

Max Stammer is a TC3 graduate who is assisting with some animation for the video.

Jason Thayer, Ray Scott, and the entire grounds crew (did you see the flowers, so cool!)

Our cleaning crew and maintenance for set up and take down of the gym

Jessica LaFever kept the ferns watered, helped with cap/gown handout, and generally kept things on tables organized in an orderly way.

Don Perkins, Ed Matlak, and Justin Spicer for sound.

Dr. O for elbow bumps, for posing for photos (aka hamming it up), for serious dance moves (we had music playing), and for generally making the grad's day!

Vice President for Student Services & FSA BOT report  
May 2021

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

## **Health Services**

### Health

- Completing COVID surveillance testing and working with the County for contact tracing for the semester. Had zero positive tests in the past month.
- Continuing to deliver medical care to students on campus.
- Assisting students with vaccine scheduling.

### Counseling

- Wrapping up the semester providing students counseling support.
- Developing policy and protocols for counseling services within newly integrated Health and Wellness Services.
- Building Stepped Care Model strategies including peer support programs for the fall semester.

### Alcohol and other Drug (AOD) Prevention, the Options Program, and Health Promotion

- The Best Life Campaign continues to be delivered in the Campus Community via social media.
- Partnered with Campus Police, Student Activities, and other departments to conduct SpringFest.
- Developing sustainability strategies entering the final year of our OASAS environmental strategies grant.

### Recovery Program

- Continuing to meet with partner organization Youth Voices Matter.
- Preparing to present to ARHE this summer, in partnership with YVM and other partners in that network.

### Panther Pantry

- Planning to expand services to include students attending neighboring institutions.
- Renewed our partnership with the Food Bank of the Southern Tier for another year.

## **Admission and Enrollment**

- Update will be sent as an addendum

## **Athletics and Campus Recreation**

### **Intercollegiate Athletics**

**Men's Lacrosse** won its first Mid-State Athletic Conference Championship in the history of the program with a convincing 21-3 win over rival Finger Lakes CC on April 7. TC3's coach McMullin earned Coach of the Year honors. Read more about the season and all of our Panthers All Stars here <https://www.tcpanters.com/sports/mlax/index>

**Baseball** has played a solid season and looks to four important games this weekend vs Jefferson CC as the Panthers work to qualify for the Region III Elite Eight Tournament beginning May 7. Sophomore pitcher Caleb Thompson (Cortland, NY) was named NJCAA National Pitcher of the Week for his fine performance on the mound. Keep up with Panthers Baseball 24/7 here <https://www.tcpanters.com/sports/bsb/index>

**Men's Soccer** tied its first match of the short season with Erie CC and then dropped a decision at Herkimer last week. The Panthers are on the road to Mohawk Valley CC this week before returning home to host Niagara, Cayuga and Monroe to finish out the regular season. The two top teams in Region III play will compete for the opportunity to compete at Nationals in June. <https://www.tcpanters.com/sports/msoc/index>

**Golf** TC3 has competed in tournaments in Cortland, Oneida and Glens Falls so far this spring. Freshman Madison Kelly, Union Springs, NY won the MSAC Championship, marking the second time in as many years that a TC3 Panther has earned this award. The season wraps up next week with tournaments at Chautauqua and Niagara Falls.

### **Fitness | Recreation | Community Groups**

All of our new selectorized equipment has been installed in the Fitness Center as of April 29. Tammi has already received excellent reviews by our students and staff of these upgrades.

The equipment that we removed was auctioned off or put into use in the Athletic Training Suite for student athlete rehab.

Our students continue to enjoy daily opportunities to socialize and exercise together in the gymnasium, fieldhouse and on our outdoor fields each day. We will continue to offer hours to our students through the last day of classes.

Ithaca HS varsity swim has wrapped up its season and we are now hosting a group of students from the area through the Ithaca Swim Club. Their rental time and structure is very similar to IHS and will run through May.

## **Looking to Summer**

Camps for children ages 6 to 12 will run from July 12 through August 6. We are encouraged by the strong application response after just starting the ad campaign last week.

The Fitness Center and Pool plans will mirror those of the College this summer. We plan to open to community members and have special programs for area high school and college athletes beginning in June or July depending on TC3's timeline for reopening to the public.

Several rentals are scheduled for this summer and include Empire Senior Games Disc Golf, PBR Baseball Tournaments, AAU Basketball, and summer soccer and lacrosse leagues. Our partners are as excited as we are to be able to be back on campus for these important activities that bring more people to our community and give TC3 the opportunity to be in the spotlight as the host.

## **Student Success: Advising, Career, & Transfer Services**

The START cycle (**S**tudent **T**ransition, **A**dvising, **R**egistration & **T**esting) for Fall 2021 new student enrollment began immediately following Registration Day for current students. Four specialized START sessions were held to give "priority" registration for our concurrent enrollment students. These sessions were grouped by academic program, featured faculty speakers, and highlighted information about student engagement opportunities at TC3. START sessions for all accepted new, readmitted, and transfer students began on April 21 and to date about 100 students have completed the enrollment process. Compared to this time last year, we are holding steady with new student enrollment (down by 1), and are up in transfer and readmitted students. Through June 17, there are 110 available START appointments and almost all are full (28% of all invited students have scheduled, which is slightly up from 21-24%). We have also had strong attendance at all START sessions, with very few no-shows. The upcoming Instant Registration on Saturday, May 15 already has 30 students registered to attend. START Enrollment events will continue on second Saturdays throughout the summer.

Continuing student enrollment still lags behind where we were at this point last year by over 80 students. Several campaigns have occurred over the past month to encourage continuing student registration including faculty academic advisor outreach, text message campaigns, email campaigns, and an incentive programs prompting students to register prior to the end of the spring term on May 14. Students registered by the Friday of each week between 4/23/21 and 5/14/21 will be entered into a drawing for prizes that include a Nintendo Switch and air pods, allowing up to four chances to win for students who registered earlier. Although continuing enrollment is down by headcount, part-time student enrollment is still up; a trend that has continued throughout the pandemic. Following the posting of final grades on 5/17/21, the success team will begin additional campaigns to outreach to students who need pre-

requisite courses and those who fall below academic standards (i.e., are placed on academic probation or repeat academic probation).

Use of the Starfish retention and early alert system has continued even after completion of the week eight progress survey. Here is a summary of the overall Starfish data for Spring 2021 semester through 5/12/21:

<b>Flag (academic alert)</b>	<b># Raised</b>	<b># Raised Manually</b>	<b>% of Total Items</b>	<b>Kudos (positive feedback)</b>	<b># Raised</b>	<b># Raised Manually</b>	<b>% of Total Items</b>
Attendance Concern	31	28	0.6	Keep Up the Good Work	1501	195	30.2
In Danger of Failing	581	166	11.7	Showing Improvement	132	4	2.7
Academic Concern	688	240	13.8	Satisfactory Progress	1768	20	35.6
<b>Total Flags</b>	<b>1300</b>	<b>434</b>	<b>26.1</b>	Outstanding Academic Performance	125	125	2.5
<b>Total Tracking Items Raised</b>	<b>4970</b>			<b>Total Kudos</b>	<b>3618</b>	<b>436</b>	<b>73.8</b>
<b>Spring 2019</b>		<b>Spring 2020</b>		<b>Referrals Raised</b>	<b>22</b>	<b>22</b>	<b>0.4</b>

Since we began using Starfish for early alerts in Spring 2019, alerting student early to concerns with their progress and reinforcing positive behaviors may have contributed to an overall decline in the number of course withdrawals and administrative withdrawals for lack of attendance. Spring 2020 was an anomaly due to the pandemic onset and sudden shift to remote learning.

<b>Semester</b>	<b>Withdrawals</b>	<b>Administrative Withdrawal (AW)</b>
Spring 2019	189	187
Spring 2020	349	351
Spring 2021	157	150

Appointments tracked in the Starfish system have remained strong. From April 7 through May 12, 382 meetings have been scheduled and recorded in Starfish including:

- 149 Advising, 8 career planning, 1 Pathways advising, 21 transfer advising, 2 SUNY Cortland transfer path advising
- 15 Admissions, 68 financial aid, 30 Registration & Billing
- 65 course related, 10 faculty office hours
- 115 were “walk-in” appointments, 267 were scheduled

Various teams have been working throughout the semester to redefine our course placement practices to incorporate more “multiple measures.” As noted in the literature, many campuses, like TC3, are eliminating high stakes placement testing and instead turning to other data to place students in first semester courses. TC3 English and Math faculty, in conjunction with Student Success, are developing self-directed placement questions to enhance our current multiple measures (using HS GPA, Regents exam scores, etc.). These questions enable us to incorporate growth mindset practices, critical thinking skills, and a change from deficit-based thinking/language.

SSACT would like to publically thank Christine Matos and recognize her service to TC3 students over the past three years. Christine will depart TC3 on June 3, 2021 to pursue a new job opportunity as Director of High School Initiatives at Atlantic Cape Community College in NJ. The search for a new Student Success Advisor is underway with Tackie Huff serving as search committee chair. Additionally, Diane Gair, our part-time receptionist, was appointed permanently to her position after completing the civil service exam. Our team is hopeful the Board will approve the new Assistant Director position this month so that search can commence immediately. The need for excellent academic advisement and advisement administration is critical to improved retention, and these searches will help us achieve those goals.

## Student Life

### Events

<b>Date</b>	<b>Event</b>	<b>Track</b>	<b>Attendance</b>
4/1	SGA Meeting	Leader	5
4/2	SGA Coffee Talks	Leader	5
4/5	NSLS Virtual Orientation	Leader	5
4/7	NSLS Virtual Leadership Training Day	Leader	27
4/7	Gift Card Bingo	Connected	6
4/8	SGA Meeting	Leader	4
4/10	Club event: Minecraft Minigame Night	Connected	4
4/14	Gift Card Bingo	Connected	Unknown
4/15	SGA Meeting	Leader	4
4/17	Club event: Jackbox Party Night	Connected	5
4/21	Gift Card Bingo	Connected	9
4/22	SGA Meeting	Leader	6
4/23	SGA Earth Day Clean Up	World	Unknown



4/28	Gift Card Bingo	Connected	Unknown
4/28	Spring Fest	Connected	70
4/29	SGA Meeting	Leader	4
4/30	Video Game Tournament	Connected	35
5/6	SGA Meeting	Leader	
5/7	Writing Workshop	Connected	
5/12	NSLS and SGA Social Hour		

**Event Spotlight**

**TOMPKINS  
CORTLAND  
COMMUNITY COLLEGE**

**WEDNESDAY, APRIL 28**

**SPRING  
FEST**

GIVEAWAYS  
OUTDOOR GAMES  
FREE FOOD  
INFLATABLES  
MUSIC

1:30 - 2:30 p.m. - NARCAN Training\*  
2:30 - 3 p.m. - NARCAN Exchange  
3 - 6 p.m. - Spring Fest Activities  
8 p.m. - Outdoor Movie Night at the softball field  
Movie - Disney Pixar's *Inside Out*

Location: Residence hall quad and softball field  
Rain Locations:  
NARCAN Training - Spole Room 204  
Spring Fest and Movie night - Field House

Hosted by the Student Government Association, Student Activities,  
Residence Life, Best Life, and the Mental Health Committee

## Spring Fest

SGA, Student Activities, Residence Life, Best Life, and the Mental Health Committee sponsored the return of Spring Fest. This has been an annual tradition since 2013 and was the first larger in-person event we've hosted in over a year. The description is listed below:

*Grab your friends and get ready to have an afternoon and evening full of fun! From inflatables, outdoor games, and free food, to giveaways, music, and an outdoor movie, Spring Fest is the greatest place to spend your Wednesday night. There will also be a mindfulness walk through the trails around campus. Can't wait to see you there!*

### ACTIVITIES:

- Inflatables
- Outdoor games
- Free food
- Giveaways
- Music
- Mindfulness Walk
- Outdoor Movie Night – Inside Out



## E-Gaming Tournament

Special thanks to the Sport Management students in Instructor Rich Echevarria's class who took the lead planning this event. These students worked with Rich and Student Activities to plan and execute a tournament from start to finish. They submitted an event plan, launched a registration, and created a marketing plan. Campus Police sponsored a raffle at the event and Best Life sponsored giveaways. Students checked in at the Forum where they could visit the Campus Police and Best Life tables. Classrooms were used for the individual matches, where students would compete to get to the finals held in the Forum. Right before the finals, Campus Police raffled off their prizes and the students loved it. There was a large crowd of spectators that stayed to watch the finals. It was great to see students on campus and engaging.

## **Clubs**

### **Current registered clubs:**

African Caribbean Association – not active, active advisor

Chemistry Club - not active

CRU – not active, active advisor

E-Sports Club – May merge with the Gaming club

Hospitality and Restaurant Association – not active

LGBT Club (renamed to Q&A) – Restarting

Gaming Club - Active

Outdoor Adventure Club – not active, active advisor

Recovery Club (renamed to ARCTC) - not active, active advisor

Residence Hall Association

Sport Management Club – Active

STAND – not active, advisor taking a break.

## **Student Government Association**

Student Government continues to hold meetings and events. SGA took the lead planning Spring Fest and they did a fantastic job, the event was a huge success. As the group wraps up the semester, they are recruiting for E-board members in the fall and plan to host an end-of-semester coffee social with NSLS.

### **The following seats are vacant and SGA is currently accepting applications:**

Vice President of Finance

Vice President of Student Services

## **Joint Training and CRLA**

Student Activities is collaborating with ODESS and Residence Life to plan a joint student leader training for Fall 2021. Along with this, the Student Engagement Team is in the process of applying for certification with the College Reading & Learning Association for an International Peer Educator Training Program.

## **NSLS**

Chapter events for the semester have concluded and a virtual Induction Celebration was held. A total of 39 students were Inducted for the 2020-21 academic year, once again meeting our goal. The Induction Rate for the Term is 35%, with the expectation that it may increase slightly by the end of the semester. This group of students in particular was very engaged and often spoke up during virtual events. Several students are interested in other leadership opportunities on campus, including the advanced leadership certificate that NSLS offers.

## **Programming Model**

The Resident Assistants are continuing to host programs in collaboration with Student Activities. Residence Life recently held an appreciation lunch and Student Activities provided a short time management activity for the RA's.

## **Panther Passport & Monthly Calendar**

Panther Passport Program update: Due to the changing needs of our students and opportunities within Campus Groups, we will be re-evaluating and re-branding the Panther Passport Program. The goal is to establish a co-curricular curriculum that can be applied campus-wide. This initiative is starting with preliminary planning by Student Activities, Residence Life, and Applied Learning. Planning will later expand to the Student Life group and eventually the campus as a whole.

Panther Passport Program Recap:

The purpose of the Panther Passport Program is to provide a variety of programming for holistic development. The 5 tracks were designed so that students attending programs in every track are likely to have well-rounded experiences. The tracks are:

**Get Connected:** Meet new people, see great programs, learn about TC3 resources, network with alumni...get connected to TC3!

**Be a Student:** Learn better study habits, manage your time, cultivate life skills, balance your checkbook, cook nutritious meals...be a better student!

**Be a Leader:** Build a team, run a club, manage a project, plan a program, solve problems, make ethical decisions, resolve conflict...learn to lead!

**Change the World:** Volunteer in the community, learn about other cultures, educate yourself about social issues, appreciate differences...change the world!

**Take the Next Step:** Write a resume, sell your skills, learn to network, transfer to your top school, present yourself as a professional...be prepared to take your next step!

## **Child Care Center**

As the semester winds down we have more students children staying with us for care over the summer as their parents will be working or taking summer classes. This is great for us. We will be posting for lead teachers, teacher assistants, teachers' aides, and a kitchen assistant. These postings are due to the permanent reopening of the child care center inside the main campus building. With the reopening we will be able to offer spots to all the toddlers and preschoolers on our waiting list.

We have received funding from the Child Development Council "Adopt a Classroom" fundraiser to support losses due to COVID. We have received a total of \$6,000.

We were also informed that we have received an increase in our Federal Block Grant for the 2020/2021 year. We will be awarded about \$20,000 more to help cover tuition costs for students children and to cover quality expenses. With this we are able to help cover child care costs for student's children over the summer who are eligible.

## **Residence Life**

### **Numbers as of 4/27:**

- We currently have 134 students actively living in housing. There are an additional 13 students that active contracts but are not living in housing currently.

### **2021 Summer Conference Housing:**

- We are able to resume conference housing this summer! Hangar Theater has contracted with the Foundation to house 117 of their team members on campus. While there are a variety of arrival and departure dates throughout the summer, the first guests will arrive on May 16th and the last guests will depart on September 7th.

### **2021-2022 Contracts:**

- Due to delays with the online payment processing system and updates to grant information, the 2021-2022 housing contract went live on Monday, April 26th which is later than usual.
- We received 30 contracts on the first day, primarily from new students (25). New students received targeted outreach on Monday. o Residents were notified of the contract in our weekly newsletter. Additional targeted outreach for returners is forthcoming.

### **Seneca Hall Fire:**

- In the afternoon of Saturday, April 17th there was a grease fire on the second floor of Seneca Hall (G-building) which activated the fire alarm and sprinkler system. Campus Police was able to respond quickly to the scene and ensure that all residents evacuated the building. Thankfully there were no bodily injuries.
- There were 47 resident students impacted by this incident. The majority of these residents were relocated to Tioughnioga Hall until Monday afternoon, when Seneca Hall was cleared for occupancy.
- A big thank you to all those who assisted during the incident, including but not limited to: Campus Police, Dryden Fire, Res Life Facilities staff, cleaning crew, SRA Logan, AVP Seth, and the RA staff.

### **Semester Closing and Inspections:**

- The residence halls close for the semester at noon on Saturday, May 15th.
- Since typically graduates are able to remain until the day after commencement, we will still honor that for any graduates that want to remain until May 19th at noon. If interested, they will need to let us know by May 5th.

- Summer contracts for students are also available now. Interested students should stop by the Office of Residence Life or email [cazal@tompkinscortland.edu](mailto:cazal@tompkinscortland.edu).
- RAs and professional staff will complete final inspections of all apartments beginning finals week through the end of May.
  - o This process helps maintain an accurate database of apartment conditions, while also providing a thorough image of what maintenance and cleaning work needs to be done.
  - o Damage and extra cleaning charges will be applied to student accounts by June 1st, followed by an appeal process.

#### **COVID-19 Testing, Quarantine, and Isolation:**

- RAs continue to deliver COVID-19 saliva tests to their residents weekly. Residents can drop their test off at the drop box at Tioga Hall or at the Health Center.
  - We continue to track weekly testing compliance for residents.
  - There are currently 2 residents in quarantine. 9 additional students were either in quarantine or isolation during the month of April. There was 1 positive case during this time.

#### **Resident Assistant Recruitment:**

- RA interviews are ongoing! Employment offers will be going out soon.

#### **Upcoming Events:**

- Spring Fest, April 28
- Video Game Tournament, April 30.

## **Student Conduct and Community Standards**

### **Conduct**

For the month of April, there were 15 conduct incidents involving 43 students. Two students were removed from housing (one immediately and one at the end of the semester) and one was issued a suspension at the end of semester.

- Of the current incidents, 2 have been individuals who were recharged for not completing sanctions.
- 19 students were involved COVID policy violations in April.
- The covid related violations continue to be primarily non testing issues.

We are currently reviewing the change in marijuana possession laws and best practices for including these changes in our conduct code. SUNY is offering recommendations and I am attending bi-weekly meetings about this. I'm working closely with campus police, residence life and the AOD group on language for these changes.

## **Title IX**

April was Sexual Assault Awareness Month and we had several educational/awareness events planned.

3/29 – 4/2 was our Yards for Yeardeley 5K. Two students were awarded a basket full of Best Life Merchandise.

4/5 & 4/6 – we distributed the participation t shirts in the Student Center and posted pictures of individuals wearing them for Wear Teal Day (sexual assault awareness.) Gave additional shirts to Residence Life to distribute at Spring Fling and Video Game Tournament.

4/13 & 4/14 – Teal in the Wild Days. We put cards with teal ribbons posted around campus with educational information.

4/28 – Wear Denim Day – this date stems from a law suit in which the individual was found innocent because the victim of sexual assault was wearing tight jeans. We asked everyone to wear denim to express that this is not justification for assault.

4/30 – Take Back the Night – the Advocacy Center in Ithaca hosted a virtual event which we encouraged our community to attend. They also extended to Take Back the week and offered additional events during the first week of May which were shared with students.

The Campus Security committee, which makes annual safety and security recommendations met in April and will submit their annual report to President Montague.

The violence prevention group wrapped up for the year and began planning for fall events including the Red Flag campaign, Domestic Violence Awareness Month programming and information to residential students, in particular, on de-escalating conflict. We will regroup in late summer to determine if these events will be virtual or in person this year.

**Enrollment Services  
Board of Trustee Update  
May 17, 2021**

**Announcements**

- The Admissions Office is open for campus tours as of May 10. As of May 17 we have four scheduled tours of campus and housing for the first time in 14 months.
- Second Saturday Registrations events begin in June
  - June 12 (virtual)
  - July 10 (in person & virtual)
  - August 14 (in person)
  - August 21 (in person)
  - August 28 (in person & move in weekend)

**Enrollments as of May 17, 2021**

- Fall 2021
  - Overall enrolled credit hours -5.9% from same point last year
  - FTE up in all categories, except continuing students down 18%
- Summer 2021
  - Overall enrolled credit hours +24.7%

**Applications as of May 17, 2021**

- Fall 2021
  - 1206 applications
    - Applications down 67% from same time last year
    - Decrease is predominately in the NYC area
  - 731 accepted
    - Acceptances up 89% from same time last year
- Fall 2020
  - 1792 applications as of May 15, 2020
  - 648 accepted

**Schedule of May Recruitment Events**

- SUNY Community College Instant Decision Week, May 3-8
  - 15 students registered for the event
  - 4 students attended
  - No student could be admitted due to a lack of transcripts
  - SUNY reported the event had a 76% no show rate
- Virtual College Fairs
  - May 15 - NYSACAC Virtual College Fair
    - 2 students attended
  - May 22 - SUNY Virtual College Fair
- High School Visits
  - May 21 – Ithaca City School District Student of Color Summit (in-person event)
- Instant Registration Day



- May 15
  - 53 students signed up to attend
  - 38 students attended and registered

# report

Date: May 10, 2021

To: President Montague

From: Deborah Mohlenhoff  
Associate Vice President for College Relations

RE: Monthly Report to the President and Board of Trustees

## **COMMUNITY ENGAGEMENT & PARTNERSHIPS:**



**Child Development Council Fundraiser** – We have launched our virtual donation drive to benefit the Child Development Council. The organization made two wish lists on Amazon and items can be purchased from the list and shipped directly to the Center in either Tompkins or Cortland. More information and how to donate can be found here:

<https://www.tompkinscortland.edu/announcements/college-starts-virtual-donation-drive-child-development-council>

## **GOVERNMENT RELATIONS & ADVOCACY:**

I continue to represent TC3 at various COVID-19 related community committees and calls including:

- Economic Recovery Cabinet (monthly led by City of Ithaca and TCAD)
- Tompkins County Reopening Task Force (bi-weekly led by Tompkins County)
- Higher Education Reopening Task Force (weekly led by Tompkins County)
- Higher Education Communications subcommittee (weekly led by Tompkins County)
- SUNY Cortland and Cortland Health Dept & Cortland Legislators (monthly led by SUNY Cortland)

Additional Government & Advocacy meetings:

- NYATEP (New York Association of Training and Employment) NYS Budget Overview 4/27
- SUNY Government Affairs Budget Overview meeting 4/27
- Tompkins Chamber May Government Affairs Committee meeting 5/3

## **LEADERSHIP TOMPKINS AND LEADERSHIP CORTLAND:**

-April 9<sup>th</sup> featured Mindy Gardner from the Cortland YWCA and Leslyn McBean-Clairborne from the Greater Ithaca Activities Center. It was a great discussion on how we can all continue to support local youth through the pandemic and into the new normal. 57 people attended.

-May 14<sup>th</sup> will focus on Higher Education and both Dr. Orinthia Montague and Erik Bitterbaum will talk about the impact of the pandemic on Higher Education.

-To register for the ongoing Leadership & Lemonade series – here is the link: <https://bit.ly/LTLCLL>

## **WORKFORCE DEVELOPMENT:**

***Advanced Manufacturing Program Kickoff with Consultants (4/23)***: The College had partnered with Tompkins Workforce Development and Ithaca Area Economic Development to engage a consultant to assist with developing a formal jobs pipeline for local jobs in advanced manufacturing. NYATEP was chosen as the consulting organization and the first meeting defined the outcomes and set a roadmap to move forward.

Our overarching purpose was defined as:

*Ithaca Area Economic Development, Tompkins County Workforce Development Board, and Tompkins Cortland Community College aim to help develop a collaborative, entry-level advanced manufacturing training program that will support the needs of area employers.*

## **MARKETING AND COMMUNICATIONS:**

SWIM Digital, the consulting firm analyzing our Marketing and Communications systems and the Enrollment process presented preliminary findings to the impacted staff. We will now move forward with a change management plan that will be designed by the consulting firm with input and participation from College staff.

## **OTHER MEETINGS:**

- Weekly Cortland Downtown Partnership Board meetings
- Monthly Strategic Tourism Planning Board (STPB) meetings
- Monthly Workforce Development Board meetings
- Bi-weekly SUNY Government Affairs meeting

Attended the Ken Blanchard Thought Leadership Roundtable on 4/30.

## **COVID-19 UPDATES**

**Visitor Policy:** We have modified our visitor policy to be able to allow Visitors on campus for tours. We will be reviewing all of our COVID-19 policies now that NYS is starting to relax some restrictions.

## Cybersecurity @ TC3 - Spring 2021

Cybersecurity is a paramount responsibility within Campus Technology, one that we are continuously engaged with. Defending against threats is a demanding requirement and we need to ensure that we are investing the right amount of resources to protect the College and the personal data entrusted to us by our students, employees, and community. Recent events such as the attacks on Colonial Pipeline and Rensselaer Polytechnic Institute demonstrate that threats to all types of organizations are both persistent and increasing. Our institution has to defend against many types of attacks, the consequences of which range from causing an interruption of operations to a data breach event that would directly affect our students and incur millions of dollars in liability.

### Key cybersecurity projects in the past 12 months:

- Provided Information Security training to all staff
- Upgraded Firewall and related intrusion detection system
- Multifactor Authentication rollout for all staff with access to highly sensitive data
- Continuous remediation of external vulnerabilities as identified in weekly reports provided to us via a collaboration with the Department of Homeland Security
- Comprehensive IT Security Risk Assessment/Audit:  
A comprehensive risk assessment was conducted by a third party (Cyberstone) from June to July 2020 as required by the College's financial audit. The assessment team reviewed previous security assessments, results of testing, policies, and information security controls.

### Top Three Audit Recommendations:

1. Increase staffing by at least two full-time employees and engage with a Managed Services Provider to appropriately meet the numerous responsibilities of maintaining a secure environment.
2. Implement improved physical controls and training around sensitive equipment rooms.
3. The organization must establish a formal Vulnerability Management program to identify, assess and remediate new and existing vulnerabilities within their IT environment

### **Cyber Insurance Renewal**

SUNY's System-wide Information Security policy requires us to purchase cyber breach insurance. Rates for all campuses have all increased, but due to a single event last fall, our renewal was quoted 400% above the previous year. We switched providers to avoid a dramatic increase in our rate. What is clear however is that these rates will continue to rise – especially for institutions with weaker investments in IT security – and therefore the College will need to either invest in our defenses or pay higher premiums, likely both - but in any scenario increasing cybersecurity expenditures are a necessary and inevitable operating cost.

### **Next Steps – budgetary impact**

The SUNY Enterprise Risk Management Team is undertaking an initiative that directs all schools to 1) join the SUNY Security Operations Center (SOC) and 2) comply with the National Institute of Standards and Technology (NIST) 800-53 Information Security Standards by January 2021. The SUNY SOC offers campuses cybersecurity services and tools such as threat monitoring, log review, and real-time threat intelligence. Through the SOC, campuses share costs of services while improving campus security posture. SOC membership is \$16k a year. Joining the SOC is an important next step for us and would be a complementary investment to additional staff positions/resources in Campus Tech.

Respectfully,

Tim Densmore  
Chief Information Officer

College Senate Report  
Board of Trustees  
May 10, 2021

The College Senate held a virtual meeting on April 23<sup>rd</sup> and a virtual meeting on May 7<sup>th</sup>.

On April 23<sup>rd</sup>, the College Senate heard reports from Katrina Campbell for the Curriculum Committee, Tim Densmore for Information Security Program Committee, and Bill Talbot for the budget. Katrina Campbell described the members of the Curriculum Committee, the items brought to the agenda such as General Education changes from SUNY or course changes from faculty, among a variety of other curriculum based items. It was shared that meetings are open to campus members and information can be found on Sharepoint in the Curriculum Committee folder. Tim Densmore spoke of types of informational breach risks, costs of a breach, preventative measures, steps TC3 has taken and needs to take, and that a big part is training at the supervisory level to help prevent breaches. Bill Talbot shared information on the budget and the segments of students being looked at for the future. All three presentations included questions and discussion.

On May 7<sup>th</sup>, the College Senate heard reports from Matt Kiechle and Patty Tvaroha for the Wellness Council. They shared projects that each subcommittee had accomplished through the past year and goals for the upcoming year as staff and students return to campus. Some projects included the Coat Drive by Sustainability and surveying students to update information for the Best Life campaign. Patty Tvaroha also presented three resolutions sent by the FCCC. One resolution was to commend the state budget. The other two resolutions required endorsement by the College Senate. The College Senate voted electronically and chose to endorse both the Faculty being more involved in modality decisions and the resolution for general education. There was hesitation on the general education resolution, as was shared in the meeting, the items chosen for the resolution did not fully align with what TC3 had put forward as most important. Jeanne Cameron presented for the Academic Assessment Committee and shared updates on the work of the committee.

This was the final meeting for the College Senate for the academic year. The Senate does not generally meet during the summer since faculty are off contract. The next meeting will be schedule in September.



To: Board of Trustees May 20, 2021 Meeting

## **Foundation Board and Committees**

The Foundation Board met on April 13. The January financials were presented. Approval took place for two resolutions: 2019-2020 Audit/Authorization to Release Draft and the 2021-2022 recommended scholarship payouts. J. Gerg provided the annual Whistleblower Policy compliance report and shared a draft of the Foundation's strategic plan. Updates were provided regarding the 2019-2020 audit, Paycheck Protection Program round two for Coltivare, and campus housing occupancy.

The alumni committee announced the 2021 Distinguished Alumni recipients: Marci Calabretta Cancio-Bello, '09, Creative Writing, AA and Liberal Arts and Sciences – General Studies, AS, Crystal Lyon, '05, Graphic Design, AS, and Jason Sidle, '94, Hotel Technology, AAS.

The Board entered into executive session to discuss the campus housing bonds and the Farm to Bistro loan.

On April 27<sup>th</sup> a property management committee was held. Discussions and updates were provided regarding deferred campus housing maintenance, Paycheck Protection Program round two, Coltivare's HVAC system and hot water pipes clamps, Ithaca Extension Center, and the Cortland Extension Center. Fall 2021 campus housing occupancy and how it relates to the 2021-2022 fiscal year budget were discussed.

A Coltivare Task Force meeting took place on April 28<sup>th</sup>. Updates regarding Coltivare's HVAC system and the hot water pipes clamps were provided. Coltivare received round two of the Paycheck Protection Program. Restaurant covers have increased over the last four weeks. Inquiries into events have increased. The task force discussed marketing strategies and social media.

Campus housing bond work continues with our legal team at Bond, Schoeneck & King. We continue to discuss marketing themes or opportunities to mitigate the potential drop in occupancy we experience in the spring semester.

## **Upcoming Meetings**

May 24 – Finance/Audit/Investment Committee

June 1 – Budget (Board)

June 17 – Executive Committee

## **Alumni and Development Office**

### **Philanthropy**

Two grant requests for technology needs were submitted in April, and two grant requests for restricted funds were submitted: one in April and one in May.

Foundation management researched The American Rescue Plan Act, which established the Restaurant Revitalization Fund (RRF) to provide funding to help restaurants and other eligible businesses to keep their doors open. The determination was made that Coltivare was unable to apply due to receiving previous Paycheck Protection Program funds.

### **Communications**

The Farm-to-Bistro direct mail piece is at the printers and is slated to be mailed next week to over 11,000 people and businesses.

### **Spring Scholarships**

Scholarship selection notifications will be sent soon.

### **Tompkins Harvest Grant (Park Foundation)**

Aubrie Entwood, secretary (15 hours per week) joined the alumni and development department in late April. She will be supporting the School Food Grant Coordinator.

### **Director of Residence Life Position**

The executive director of the Foundation is chairing the search committee for the Director of Residence Life position.

### **Foundation's Website Page**

The staff and communications associate, Jada Mister will be updating the Foundation's website page.

### **Commencement In-Person Celebrations**

Four staff members participated in the 2021 Commencement in-person celebrations, offering congratulations and provided an alumni gift to our 2021 graduates.

Submitted: May 7, 2021





TO: Board of Trustees  
FROM: Orinthia Montague, President  
DATE: 5/20/2021  
SUBJECT: President's Report to the Board

We successfully culminated the end of a year filled with many stressors such as COVID, remote learning, not being able to be with loved ones and the list goes on and on. However, our faculty, students and staff navigated this myriad of situations and persevered. I am immensely proud of our faculty staff and students for the care and concern they have demonstrated to each other during these difficult times.

Since the previous meeting I spent a majority of my time hosting our graduates for the commencement video, participating in a retirement celebration, attending the Nursing Pinnig Ceremony, meeting with community members regarding co-sponsoring a Juneteenth event in Cortland and enjoying some vacation time.

I also had the pleasure of engaging with the current class of Leadership Tompkins and Cortland (along with Erik Bitterbaum).

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