

## **VISION**

*To see strengths and unique potential in every person.  
To inspire people to make the courageous choice to learn, grow, and serve.*

## **MISSION**

*We serve our community by meeting educational needs, creating an environment for student success, and preparing our students and ourselves for citizenship in a global community.*

## **VALUES**

*Learning  
Excellence  
Opportunity  
Innovation  
Relationships  
Diversity*



**BOARD OF TRUSTEES**  
**THURSDAY, FEBRUARY 21, 2019**  
**RONALD W. SPACE BOARD ROOM**  
**5:30 P.M.**

### **AGENDA**

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment\*
6. Approval of Minutes – January 24, 2019 Regular Meeting
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): 2017-2018 Audit
9. Provost and Vice President of Academic Affairs – Report (highlight Consent Agenda items and updates on major initiatives – written report provided)
10. Information Items:
  - a. Human Resources Updates

11. Consent Agenda (Action Items):
  - a. Capital Payments
  - b. Appointment of Personnel
  - c. 2017-2018 Audit
  - d. Treasurer's Report – September 30, 2018
  - e. Treasurer's Report – October 31, 2018
  - f. Treasurer's Report – November 30, 2018
  - g. Treasurer's Report – December 31, 2018
  - h. Sexual and Romantic Relationship Policy
  - i. Furniture Reupholstery Services Bid Award
  - j. Preferred Name Gender and Pronoun Policy
  - k. Approval of Position Description – Coordinator of Diversity Education and Support Services
  
12. Standing Reports:
  - a. College Forum – Sheila Abbey and Ashley Ahola, Co-Chairs
  - b. Faculty Student Association – Greg McCalley
  - c. Tompkins Cortland Community College Foundation, Inc. – Elizabeth Burns
  - d. Chairperson's Report – Raymond Schlather
  - e. Liaison Report (Cortland County) – Kelly Preston
  - f. Liaison Report (Tompkins County) – Michael Lane
  - g. Student Trustee's Report – Chad Miller
  - h. President's Report
  
13. Board Dialogue – Campus Climate Survey and Discussion of Race in Minnesota
  
14. Executive Session (to discuss a personnel issue – no action to be taken)
  
15. Events:
  - a. College-wide Mid-Winter Day Retreat – February 28, 2019
  - b. Next Board Meeting – March 21, 2019
  
16. 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  
JANUARY 24, 2019  
RONALD W. SPACE BOARD ROOM – 5:30 P.M.**

**PRESENT:** Roxann Buck, Elizabeth Burns, Judy Davison, Matt McSherry, Schelley  
Michell-Nun, Chad Miller, Raymond Schlather, and Bruce Tytler

**EXCUSED:** Arthur Kuckes

**ABSENT:** None

**COUNTY  
LIAISONS:** Michael Lane

**STAFF:** Sheila Abbey, Bryan Chambala, Sharon Clark, Tim Densmore, Matt  
Kiechle, Greg McCalley, Orinthia Montague, Cathy Northrop, Paul  
Reifenheiser, Joseph Smith, Blixly Taetzsch, Malvika Talwar, Jason  
Thayer, Patty Tvaroha, Peter Voorhees, Sara Watrous

**GUESTS:** Nick Kent, volunteer at the Panther Pantry

1. **Call to Order:** The meeting was called to order at 5:30 p.m. by Chairman Schlather in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Chairman Schlather welcomed all guests.
4. **Approval of Agenda:** Chairman Schlather asked that Approval of Micro-Credential Policy, Resolution #2018-2019-20, be added to the agenda as Item 11e; Mr. McSherry moved that the agenda be approved as modified; seconded by Ms. Buck; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes –**
  - a. **October 18, 2018 Regular Meeting:** Mr. Tytler moved that the minutes of the October 18, 2018, regular meeting be approved as presented; seconded by Ms. Burns; carried unanimously.
  - b. **November 29, 2018 Special Meeting:** Ms. Buck moved that the minutes of the November 29, 2018, special meeting be approved as presented; seconded by Mr. Miller; carried unanimously.
  - c. **January 11, 2019 Executive Committee Meeting:** Ms. Davison moved that the minutes of the January 11, 2019, Executive Committee meeting be approved as presented; seconded by Mr. McSherry; carried unanimously.
7. **Communications:** None.

8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** On-site Tour of Panther Pantry – Board members participated in a tour of the Panther Pantry.
9. **Provost and Vice President of Academic Affairs – Report:** Written report provided. Board members mentioned that the probation issue mentioned in the Provost’s report is concerning. We need to be able to change how we approach students who struggle academically. Will need to review the standards this semester and possibly make a change in the next academic year. We would like to bring in business community members to talk about what they need. We have a micro-credential ready to go with the Racker Center.
10. **Information Items:**
  - a. **Human Resources Updates** – No discussion.
  - b. **Compliance Report** – President Montague mentioned that we had a compliance report last year with staffing and the amount of financial resources involved. We made a change to the format of this report this year and did not include the amount of financial resources. Last year we only showed one item out of compliance. This year there were nine items shown as not in compliance. President Montague said she discussed her concern with the increase in the number of items not in compliance with Executive Council members and will bring back explanations for this change to the February Board meeting.
11. **Consent Agenda (Action Items):** Ms. Buck moved that the Consent Agenda be approved as presented; seconded by Ms. Burns; carried unanimously.
  - a. **Capital Payments** – No discussion.
  - b. **Appointment of Personnel** – No discussion.
  - c. **Approval of Position Description – Clinical Counselor, Office of Mental Health Services** – Mr. Tytler said he is happy to see this position, but asked where the funding is coming from for this position. This is not a new position. There was someone in a position similar to this, but this is just a change in some of the responsibilities since we separated mental health from advising/counseling.
  - d. **Ratification of January 11, 2019 Executive Committee action** – No discussion.
  - e. **Approval of Micro-Credential Policy (addition to the agenda)** – Provost Reifenheiser included information on the need for this policy in his written report.
12. **Standing Reports:**
  - a. **College Forum** – Written report provided.
  - b. **Faculty Student Association** – Vice President McCalley spoke to his written report.
  - c. **Tompkins Cortland Community College Foundation, Inc.** – Written report provided.
  - d. **Chairperson’s Report** – Chairman Schlather reminded Board members that we will discuss a training module to comply with the sexual harassment regulations at the February meeting. Future dialogue topics include – a discussion of the

book *Race in Minnesota: A Good Time for the Truth* together with a discussion of the Campus Climate Survey at the February meeting. There will be a study abroad presentation along with a discussion on alternative uses for the residence life facilities in March; the budget presentation at the April meeting; a marketing dialogue in May; and the Strategic Plan in June. The dialogue in September will be in coordination with the opening of our Child Care Center with the Board meeting being held there. Our gubernatorial appointment is still pending.

- e. **Liaison Report (Cortland County)** – No report.
- f. **Liaison Report (Tompkins County)** – Mr. Lane reported that the Tompkins County Legislature has reorganized with Martha Robertson as Chair, Shawna Black as Vice Chair, with Mr. Lane Chairing the Budget and Personnel Committee and Government Operations Committee. There has been discussion that the Chancellor is speaking up in Albany for community colleges with a different funding model and it will be important to get the Governor and Legislature on board with that. Ms. Buck asked that there be some communication between NYCCAP and NYCCT on budget advocacy.
- g. **Student Trustee’s Report** – No report. President Montague mentioned the great turnout of students that attended the Pack the House event last evening at the men’s and women’s basketball games.
- h. **President’s Report** – President Montague spoke to her written report. The Board members mentioned their concern on enrollment. We are going to have to anticipate how we will meet this downfall. It will be important to provide more “Instant Admit” days. Retention seems to be a primary issue. We may be able to offer different courses in the summer to see if we can bring in more enrollment. President Montague said she will continue to keep the Board apprised of enrollment and budget. Ms. Michell-Nunn mentioned that the high school student numbers are continuing to decline. It will be important to talk with local businesses who offer tuition for their employees to find out what type of training/courses they are looking for. Also, we will want to look closer at online offerings and how to best accommodate the working or non-traditional student. We are currently in discussions with Cayuga Community College, Jefferson Community College and Onondaga Community College about a shared marketing approach. Vice President McCalley mentioned that there is a lot of opportunity to do different things at the extension centers. We are working with SUNY Cortland to partner with them to help their applicants who are not quite ready to enroll at SUNY Cortland. The question was asked how the Global Program enrollment is doing. There were three new international students enrolled this semester and another one today. The numbers for the summer Global Program won’t be known until March. We have started working up collaborations with some 4-year universities for our sustainable farming and food systems program. President Montague mentioned that we regularly get reviewed by the State fire inspector and during one of the inspections, they asked for a copy of the permit to build our Child Care Center. There had been

confusion on who would authorize the building permit and therefore, no permit had been done. Tompkins County worked with us to expedite the process of getting the permit. That delay put us about five weeks behind schedule. We are not anticipating receiving the building until June and there may be some cost overruns. One of our contractors has underbid and is facing some issues in being able to complete their portion of the contract. The State Fire Marshal also mentioned the need to have a road/walkway on the west side of the building for egress.

**13. Dialogue Session – Substance Abuse Grant**

Sara Watrous, Matt Kiechle, and Professor Joseph Smith spoke to a Power Point presentation on “Addressing Substance Abuse at Tompkins Cortland.” Professor Smith mentioned that for this grant, the focus is primarily on students, but there are discussions about how to connect with faculty and staff, as well. Also discussed were ways to grow our College and how to connect with people in recovery. There are currently a few students in the residence life facilities who are in recovery. There was interest in possibly providing recovery housing. However, a lot of people in recovery have families and there are many in low income housing. In terms of students, 3% have used opioids and/or heroin in the last month, but those students are hard to identify. There is always the questions that if you learn that a student is using heavy drugs or selling drugs of how to approach that student. We are going to provide professional development opportunities on substance abuse for our faculty and staff.

**14. Executive Session (to discuss a personnel issue – no action to be taken) –**

Mr. McSherry moved that the meeting convene in executive session for discussion of a personnel issue, with no action to be taken; seconded by Ms. Davison; carried unanimously. The meeting convened in executive session at 7:50 p.m.

The meeting reconvened in regular session at 8:02 p.m.

**15. Upcoming Events – No discussion.**

**16. Adjournment:** Mr. McSherry moved that the meeting be adjourned; seconded by Mr. Tytler; carried unanimously. The meeting adjourned at 8:03 p.m.

Respectfully submitted,

Cathy A. Northrop  
Clerk of the Board of Trustees

TO: Board of Trustees  
FROM: Paul Reifenheiser, Ph.D.  
Provost and Vice President of Academic Affairs  
DATE: February 15, 2019  
SUBJECT: Provost Report February 2019

**COAS and Academic Standards:** At the last meeting you asked me questions about our probation semester and possible changes to our academic requirements that land students on probation or suspension. In particular, you asked me about if I had imposed deadlines for this, and I noted that I had not. I met with The Committee on Academic Standing (COAS) since our last meeting. They are reviewing approaches and standards of other schools, with an emphasis on other SUNY schools with similar FTEs to ours. They also plan to meet with folks in financial aid with the goal of determining if we have created any internal barriers for students that don't need to be in place any longer, either because we crafted policy based on financial aid rules that are no longer applicable or if we simply haven't reviewed our policies in too long. That work is underway and they need to complete it by March or April in order to be able to publish changes (if needed) in our next catalog. The supports/approaches that we put in place for students who end up on probation or supports/approaches that help stave off probation/suspension before it happens are not required to be in our catalog. Thus, that work has a bit more time for exploration. So COAS is working on the standards first, and then we will take a closer look at some intervention and support practices.

**Negotiation Training:** We had a second round of IBB (Interest Based Bargaining) training for our negotiations with the Faculty Union. The Administration is negotiating four separate contracts this Spring, as you know. I am taking part in the negotiations with the Faculty. I feel good about the steps we have taken so far, and I believe that we can solve a lot of problems and make good progress together through our negotiation process.

**Promotion/Tenure:** Malvika and I met with some members of the Faculty Union leadership to get some input on how promotions and tenure decisions have been handled on campus in the past. We wanted to hear what was helpful, and we wanted to talk about past approaches. The main goal is for the Provost's Office to get some information out to members about expectations for promotions (and tenure as well). Now is the time since there is a new Provost. We will, of course, follow the contract process as written, but the Provost's office has some latitude when making decisions about these important issues. We want to give clear guidelines that fit within the parameters of the contract and reward excellent work.

**Academic Plan:** Malvika and I have been working on an Academic Plan. We've been here about eight months now, and we feel like we have identified helpful initiatives, areas of needs, good work to support/bolster, and some important directions to take. We think it is time to organize this into a clear form. Why now? First, because we think we've been here long enough to have a solid understanding of how the College operates. Second, because our strategic planning process is coming, and an academic plan can/should dovetail well with that process. Third, we are already working on many

projects, but it isn't being cataloged in one location that we can disseminate easily. Malvika and I will want share this information, and, of course, get feedback from folks. The College is moving, and a lot is happening; our hope is that a clear academic plan can help people know/see what is going-on, what we would like to see happen, and how you can fit in with that process.

**Academic Chairs Meeting:** Malvika and I met with the academic department chairs a few weeks ago. The agenda was primarily about changes to our scheduling process, including moving towards crafting a schedule for a full year instead of one semester-at-a-time. We also talked about our extension centers and their role in academic programming, the block schedule (or the standard times we offer classes), master course syllabi, assessment, and more. The meeting was good. We are trying hard to standardize our scheduling and create a fair process that respects the goals of faculty and our union contracts. Scheduling is hard, but Malvika, Teresa Mix, Katrina Campbell, and our chairs have done a lot of good work in this area. They are in the process of evaluating what we learned last semester and working on ways to move forward effectively for future years.

**Faculty Meeting:** We have a faculty meeting scheduled for 2/15/19. One key point of discussion is going to be an overview of what we need to accomplish for Middles States in the area of academic assessment.

**Nursing Accreditation:** Our Nursing Department has been working very hard on a self-assessment report for ACEN (Accreditation Commission for Education in Nursing). The visiting team's visit took place from 2/12-2/14. ASswe have more formal or informal updates we will provide them, as this is a multi-layered process. However, all initial signs have been overwhelmingly positive.

**ALANA Scholarship:** I attended an event at Coltivare about the ALANA treatment services scholarship, which I mentioned in a previous report (October 2018). I wanted to share some information about the five students who were in attendance at the event and shared their stories with us. Two of the five will be our first graduates in this program this Spring, two were mid-way through their program, and one was just starting out. However, these students all dealt with significant setbacks in their lives and/or academic careers. They collectively struggled with addiction, self-doubt, financial hurdles, family struggles, and more. But they all chose to come back to school and persevere. And they each spoke so glowingly and earnestly about the reception they got at TC3. They talked about feeling like we created a sense of family for them or how accommodating and understanding we were. One young woman talked about breaking down in tears in a financial aid office and having someone comfort them and talk them through. They talked about expecting to fail out of school, or feeling frantic, or not thinking they could make it. Then they raved about faculty and staff and about the college as whole, because we helped them make it. I know that faculty and staff get to see this day in and day out, but it is nice for an administrator to see it as often as possible. It is very affirming and motivating. And I thought it would nice for the Board of Trustees to hear about it as well.



TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of February 21, 2019

**UNCLASSIFIED STAFF**

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Clinical Counselor	December 2018	November 5, 2018	December 3, 2018	Accepting Applications
Director of Student & Residence Life	March 2019	January 30, 2019	March 4, 2019	Accepting Applications

**CLASSIFIED STAFF**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Administrative Assistant (1.0 FTE Perm.)	Continuing Education and Workforce Development Office (BIZ)	February 2019	Accepting Applications
Enrollment Services Specialist (1.0 FTE Perm.)	Student Success: Advising, Career and Transfer	January 2018	Reviewing Applications
Project Assistant	Global Initiatives	January 2019	Hired: Caroline Krendel 01/17/19
Project Assistant	Library Services	February 2019	Hired: Jared Driscoll (02/05/19)
Project Assistant	Student Success Services	February 2019	Reviewing Applications

**FACULTY STUDENT ASSOCIATION**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Senior Residence Director	Residence Life	January 2019	Hired: Logan Patrick 01/11/19
Lifeguard	Athletics & Recreation	February 2019	Accepting Applications
Graduate Assistant	Residence Life/Student Center	February 2019	Accepting Applications
Recovery Program Specialist (Grant Funded)	Health Center	January 2019	Hired: Aaron Bach 01/22/19 Ashley Dickson 01/22/19

**BISTRO**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Banquet Server	TC3 Bistro	February 2019	Accepting Applications
Banquet Bartender	TC3 Bistro	February 2019	Accepting Applications
Banquet Supervisor	TC3 Bistro	February 2019	Accepting Applications
Bartender	TC3 Bistro	February 2019	Accepting Applications
Busser/Food Runner	TC3 Bistro	February 2019	Accepting Applications
Dishwasher	TC3 Bistro	February 2019	Accepting Applications Hired: John Oliver-Arroyo 01/31/19
Line Cook	TC3 Bistro	February 2019	Accepting Applications Hired: Andrew Haldeman 01/22/19 Anastazia Floyd 01/02/19 Jadah Vaughn 01/18/19
Server	TC3 Bistro	February 2019	Accepting Applications
Host/Hostess	TC3 Bistro	February 2019	Accepting Applications
Executive Chef	TC3 Bistro	February 2019	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of January 24, 2019

<b>COMPLAINANT</b>	<b>SUBJECT</b>	<b>DISPOSITION</b>
CSEA Membership	Medco – Change in provider diminished prescription plan benefits	CSEA requested a waiver to time requirement to move to Stage 3 of grievance process while waiting for a response from Tompkins County.
Sylvia Ganoë	MedCo - Change in provider changed prescription co-pay.	Would like matter fully researched by Tompkins County.
<b>FACULTY ASSOC.</b>		
Faculty Association	Gated Parking Lot	College will close access from Bahar Drive and reactivate the arm gate to Lot #6 in mid-October.
<b>PAA</b>		
<b>TC3 ADJUNCT ASSOC.</b>		

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CAPITAL PAYMENTS - FEBRUARY 2019**

	AMOUNT	SUBTOTAL	GRAND TOTAL
<b>Childcare Facility Project</b>			
<b>Design/Architectural Services</b>			
Claudia Brenner Design (PO #31685)			
Architectural Design Services			
Invoice #3108	\$10,449.00		
Invoice #3109 Related Expenses	\$1,467.11		
<b>Total Design/Architectural Services</b>		<b>\$11,916.11</b>	
<b>Civil Construction</b>			
All Seasons Excavating (PO #32184)			
Application #9, Civil Construction	\$11,067.50		
<b>Total Civil Construction</b>		<b>\$11,067.50</b>	
<b>Electrical</b>			
Blanding Electric (PO #32185)			
Application #6	\$14,507.82		
<b>Total Electrical</b>		<b>\$14,507.82</b>	
<b>General Construction</b>			
Streeter Associates (PO #32183)			
Application #8, General	\$162,421.50		
<b>Total General Construction</b>		<b>\$162,421.50</b>	
<b>HVAC/Mechanical</b>			
Kimball, Inc. (PO #32186)			
Application #7	\$53,123.52		
<b>Total HVAC/Mechanical</b>		<b>\$53,123.52</b>	

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CAPITAL PAYMENTS - FEBRUARY 2019**

	AMOUNT	SUBTOTAL	GRAND TOTAL
<hr/> <b>Childcare Facility Project</b>			
<b>Plumbing</b>			
Brosh Mechanical, Inc. (PO #32187) Application #6	\$14,250.00		
<b>Total Plumbing</b>		\$14,250.00	
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<b>Materials Testing Services</b>			
SJB Services Structural Materials Testing Invoice #CT-18-040-7	\$800.00		
Invoice #CT-18-040-8	\$320.00		
<b>Total Materials Testing Services</b>		\$1,120.00	
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<b>Legal Fees</b>			
Harris Beach, PLLC All Seasons Dispute Invoice #2298918	\$2,692.50		
<b>Total Legal Fees</b>		\$2,692.50	
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<b>TOTAL CHILDCARE FACILITY PROJECT</b>			\$271,098.95
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<b>TOTAL CAPITAL PAYMENTS</b>			<b>\$271,098.95</b>
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**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2018-2019-21**

**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, CATHY A. NORTHROP, 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 21<sup>st</sup> day of February 2019, 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 21<sup>st</sup> day of February 2019.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**Appointment of Personnel**  
**Friday, February 08, 2019**  
**Presented to the Board of Trustees**

Employee	Department	Title/Rank	Salary	Employment Dates
<b>December</b>				
Barker, Jaime	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$110.98	12/15/2018 To 1/22/2019
Cornish, Erin	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$887.84	12/15/2018 To 1/22/2019
Crane, Nancy	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$221.96	12/15/2018 To 1/22/2019
DeGaetano, Margaret	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$2,330.58	12/15/2018 To 1/22/2019
Emilian, Cathy	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$443.92	12/15/2018 To 1/22/2019
Farah, Fred	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$110.98	12/15/2018 To 1/22/2019
Need, Barbara	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$2,219.60	12/15/2018 To 1/22/2019
Sewell, Pat	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$55.49	12/15/2018 To 1/22/2019
Stremlin, Tatiana	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$499.41	12/15/2018 To 1/22/2019
Whitecraft, Michele	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,775.68	12/15/2018 To 1/22/2019
<b>January</b>				
Astra, Tazio	Para-Professional Tutor - WRC	Adjunct	\$5,008.50	1/16/2019 To 5/20/2019
Cooper, Joanne	Professional Tutor	Adjunct	\$8,046.08	1/16/2019 To 5/20/2019
DeGaetano, Margaret	Professional Tutor	Adjunct	\$10,315.26	1/16/2019 To 5/20/2019
Gray, Amanda	Para-Professional Tutor - MSC	Adjunct	\$7,716.80	1/16/2019 To 5/20/2019
Inderwies, Heidi	Para-Professional Tutor - MSC	Adjunct	\$7,716.80	1/16/2019 To 5/20/2019
Lyon, Crystal	Professional Tutor - Digital/Media Arts Specialist	Adjunct	\$6,240.00	1/16/2019 To 5/20/2019
Miranda, Tracy	Para-Professional Tutor - MSC	Adjunct	\$7,716.80	1/16/2019 To 5/20/2019
Sandifer, Elizabeth	Professional Writing Tutor - WRC	Adjunct	\$9,711.90	1/16/2019 To 5/20/2019
Sewell, Pat	Chair - Sustainable Farming & Food Systems program	Adjunct	\$945.60	1/16/2019 To 5/20/2019
Tombasco, Raphael	Professional Writing Tutor - WRC	Adjunct	\$5,376.15	1/16/2019 To 5/20/2019
Weed, Steve Krendel,	Professional Writing Tutor - WRC	Adjunct	\$2,207.25	1/16/2019 To 5/20/2019
Caroline Estep, Nancy	Global Initiatives	Project Assistant	\$17.947/hr.	1/17/2019
	Contract AMENDMENT - Resignation as of 01/26/19; taught one class	Adjunct	\$110.00	1/22/2019
Abdu-Shahid, Rafsanja	HUMS105 M01	Adjunct	\$2,730.00	1/23/2019 To 5/17/2019
Ahmed, Ahmed	CHEM107 ME50 CHEM228 HY50 CHEM206 ME50	Adjunct	\$13,275.00	1/23/2019 To 5/17/2019
Almann, Nancy	BIOL132 M02 BIOL114 M01	Adjunct	\$9,735.00	1/23/2019 To 5/17/2019
Altmann, Herman	BIOL101 M04 BIOL102 M01 BIOL102 M02	Adjunct	\$12,390.00	1/23/2019 To 5/17/2019
Amidon, Amanda	Provide supervision to students while administering medications - NURS225-M34 FLD	Adjunct	\$1,560.00	1/23/2019 To 5/17/2019
Archer, Pamela	CAPS111 M01 CAPS121 BL1 CAPS121 BL2 CAPS121 BL3	Adjunct	\$5,134.80	1/23/2019 To 5/17/2019
Arnold, Melanie	COMM110 ME50 COMM298 M01 COMM115 M01	Adjunct	\$9,047.06	1/23/2019 To 5/17/2019
Aspinwall, Breck	BIOL100 M01 BIOL100 BL1 BIOL101 M01	Adjunct	\$10,815.00	1/23/2019 To 5/17/2019
Barker, Jaime	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,331.76	1/23/2019 To 5/17/2019
Barker, Ryan	BIOL131 ME50 BIOL202 ME50	Adjunct	\$5,790.00	1/23/2019 To 5/17/2019
Bechtold, Charles	MATH122 M01 ENSC137 M01	Adjunct	\$5,310.00	1/23/2019 To 5/17/2019
Bennett, Chauncey	COMM227 ME50 COMM235 ME50	Adjunct	\$6,370.00	1/23/2019 To 5/17/2019
Bishop, Michael	SOCI101 CE66	Adjunct	\$2,730.00	1/23/2019 To 5/17/2019
Blackman, Patrick	CULI160 V01	Adjunct	\$3,185.00	1/23/2019 To 5/17/2019
Blackman, Patrick	Culinary Assistant	Adjunct	\$3,900.00	1/23/2019 To 5/17/2019
Brychta, Michael	PHSC105 ME50 PHSC104 ME50	Adjunct	\$8,685.00	1/23/2019 To 5/17/2019

Employee	Department	Title/Rank	Salary	Employment Dates
Buchanan, Patricia	ENGL204 M01 ENGL201 M01	Adjunct	\$7,080.00	1/23/2019 To 5/17/2019
Cambridge, Jessica	ENGL101 M16 ENGL101 M14	Adjunct	\$6,600.00	1/23/2019 To 5/17/2019
Carey, Christopher	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$3,773.32	1/23/2019 To 5/17/2019
Carey, Christopher	ENGL100 M11	Adjunct	\$2,895.00	1/23/2019 To 5/17/2019
Carr, Kyle	Provide coverage for Communications Cage as well as provide necessary tutoring to Communications students	Adjunct	\$4,045.20	1/23/2019 To 5/17/2019
Chapman, Robert	POSC104 M01	Adjunct	\$3,540.00	1/23/2019 To 5/17/2019
Christofferson, Martin	CAPS111 HY1	Adjunct	\$1,377.06	1/23/2019 To 2/26/2019
Cicciarelli, Richard	BIOL101 M03 BIOL101 M02	Adjunct	\$7,210.00	1/23/2019 To 5/17/2019
Coleman, Cynthia	SOCI101 BL3 SOCI101 BL1	Adjunct	\$7,080.00	1/23/2019 To 5/17/2019
Cooper, Joanne	MATH090 M03	Adjunct	\$4,400.00	1/23/2019 To 5/17/2019
Cornish, Erin	MATH120 M03 MATH095 M03	Adjunct	\$8,800.00	1/23/2019 To 5/17/2019
Cornish, Erin	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$2,663.52	1/23/2019 To 5/17/2019
Cowan, Richard	MATH200 ME50 MATH109 M03	Adjunct	\$7,080.00	1/23/2019 To 5/17/2019
Crane, Nancy	SPAN101 M02 SPAN102 M01	Adjunct	\$8,260.00	1/23/2019 To 5/17/2019
Crane, Nancy	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$3,329.40	1/23/2019 To 5/17/2019
Curtis, Benjamin	CONT115 M21 CONT208 M01	Adjunct	\$6,490.00	1/23/2019 To 5/17/2019
Cutter, Elizabeth	MATH090 ME50	Adjunct	\$3,860.00	1/23/2019 To 5/17/2019
DeFranco, Anthony	IRM 101 BL1 BUAD208 BL1	Adjunct	\$4,720.00	1/23/2019 To 5/17/2019
DeGaetano, Margaret	METR101 BL1	Adjunct	\$4,130.00	1/23/2019 To 5/17/2019
Dibartolo, Debra	NURS225-M31 FLD	Adjunct	\$12,100.00	1/23/2019 To 5/17/2019
Doane, Eric	CRJU105 M01 CRJU110 M01	Adjunct	\$5,790.00	1/23/2019 To 5/17/2019
Donohue, Kathryn	Support Services Guide Project	Adjunct	\$951.17	1/23/2019 To 5/17/2019
Donohue, Kathryn	ENGL100 M06	Adjunct	\$2,895.00	1/23/2019 To 5/17/2019
Earley, Bernard	ENGL100 BL3	Adjunct	\$3,540.00	1/23/2019 To 5/17/2019
Eckert, Regina	HSTY202 M04 HSTY102 M01 HSTY201 M03	Adjunct	\$9,270.00	1/23/2019 To 5/17/2019
Eisenberg, Seth	PARA216 BL1 CRJU215 BL1 PARC216 BL1	Adjunct	\$3,540.00	1/23/2019 To 5/17/2019
Ellis, Rachel	ENGL101 M02	Adjunct	\$2,730.00	1/23/2019 To 5/17/2019
Emilian, Cathy	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,553.72	1/23/2019 To 5/17/2019
Emmart, Michael	CRJU105 BL1	Adjunct	\$3,300.00	1/23/2019 To 5/17/2019
Estep, Nancy	HUMS125 M01 ECHD125 M01	Adjunct	\$3,300.00	1/23/2019 To 5/17/2019
Esworthy, Barrett	HSTY201 M02 HSTY101 M01 HSTY101 M02	Adjunct	\$10,620.00	1/23/2019 To 5/17/2019
Evans, Christine	ESL 110 M01 ESL 112 M01 ESL 111 M01	Adjunct	\$12,100.00	1/23/2019 To 5/17/2019
Falk, Laura	WINE120 V01	Adjunct	\$3,090.00	1/23/2019 To 5/17/2019
Farah, Fred	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$6,436.84	1/23/2019 To 5/17/2019
Farah, Fred	GEOL125 M01 BIOL125 M01	Adjunct	\$6,195.00	1/23/2019 To 5/17/2019
Feavearyear, Jody	MATH090 M02 MATH090 M01	Adjunct	\$9,440.00	1/23/2019 To 5/17/2019
Ford, Zachary	ENGL200 BL1	Adjunct	\$2,730.00	1/23/2019 To 5/17/2019
Fussner-Kelly, Shirley	MATH095 ME50	Adjunct	\$4,120.00	1/23/2019 To 5/17/2019
Galezo, David	PHIL101 M01 PHIL101 BL1 PHIL201 M01	Adjunct	\$10,620.00	1/23/2019 To 5/17/2019
Galezo, David	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$332.94	1/23/2019 To 5/17/2019
Gammage-Sikora, Gina	SPAN101 BL1	Adjunct	\$4,720.00	1/23/2019 To 5/17/2019
Gilbert, Mary	ENGL102 BL3 ENGL102 BL1 ENGL102 BL2	Adjunct	\$10,620.00	1/23/2019 To 5/17/2019
Goldsberry, Evelyn	NURS225-M33 FLD	Adjunct	\$10,615.00	1/23/2019 To 5/17/2019
Granison, Henry	PARA101 BL1 PARC101 BL1	Adjunct	\$3,540.00	1/23/2019 To 5/17/2019
Green, Stacey	Provide supervision to students while administering medications - NURS120-M37 FLD	Adjunct	\$1,560.00	1/23/2019 To 5/17/2019
Grimm, Mark	ART 254 M01	Adjunct	\$1,925.00	1/23/2019 To 5/17/2019
Ha, Lien	DRAF118 M01	Adjunct	\$4,101.25	1/23/2019 To 5/17/2019
Hallas, Katherine	ENVS111 M02	Adjunct	\$1,820.00	1/23/2019 To 5/17/2019
Hamilton, Thomas	CONT216 M01	Adjunct	\$2,575.00	1/23/2019 To 5/17/2019



Employee	Department	Title/Rank	Salary	Employment Dates
Han, Man-Young	SPMT270 M01	Adjunct	\$3,300.00	1/23/2019 To 5/17/2019
Hartnett, Gerri-Ann	PSYC103 ME50	Adjunct	\$2,895.00	1/23/2019 To 5/17/2019
Hemingway Jones, Kat	ENGL100 M04 ENGL098 EL04 ENGL100 EL04	Adjunct	\$6,600.00	1/23/2019 To 5/17/2019
Hillis, Patrick	PSYC207 M01	Adjunct	\$3,300.00	1/23/2019 To 5/17/2019
Hollenbeck, Charles	ENGL100 BL2 ENGL100 BL1	Adjunct	\$6,180.00	1/23/2019 To 5/17/2019
Huelse-Barker, Jaime	BIOL202 ME50 BIOL131 ME50 BIOL132 M01	Adjunct	\$10,725.00	1/23/2019 To 5/17/2019
Iacobucci, Christine	ANTH202 M01	Adjunct	\$3,300.00	1/23/2019 To 5/17/2019
Iacobucci, Christine	CTC Adjunct Service Coordinator	Adjunct	\$3,300.00	1/23/2019 To 5/17/2019
Johnson, John	COMM140 M02 COMM225 M01 COMM140 M01	Adjunct	\$8,202.50	1/23/2019 To 5/17/2019
Josef, Keith	CHEM101 HY1 CHEM102 HY1	Adjunct	\$3,090.00	1/23/2019 To 5/17/2019
Kaminski, Adrian	PHSC213 M01	Adjunct	\$4,342.50	1/23/2019 To 5/17/2019
Kapusta, Patricia	CAPS123 BL1 CAPS131 BL1	Adjunct	\$2,754.12	1/23/2019 To 4/12/2019
Kidder, Jennifer	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$388.43	1/23/2019 To 5/17/2019
Kidder, Jennifer	GEOL101 M02 GEOL101 M01 MATH098 M01	Adjunct	\$12,980.00	1/23/2019 To 5/17/2019
Kinsman, Maranda	FITN230 M23 FITN130 M13	Adjunct	\$1,365.00	1/23/2019 To 5/17/2019
Kobre, Michael	BIOL132 ME50 BIOL114 BL1	Adjunct	\$9,735.00	1/23/2019 To 5/17/2019
Kyle, John	CAPS121 M04 CAPS131 BL2 CAPS131 BL3 CAPS111 M02 CAPS121 M02 CAPS121 M03 CAPS131 M03 CAPS111 M03 CAPS111 M04	Adjunct	\$12,393.54	1/23/2019 To 5/17/2019
Lee, In Shik	ART 120 M02 ART 110 M01	Adjunct	\$8,260.00	1/23/2019 To 5/17/2019
Lillard, Marketa	CHEM101 HY1 CHEM102 HY1	Adjunct	\$6,600.00	1/23/2019 To 5/17/2019
Lipa, Thomas	CDSC200 HY1 HLTH208 BL1	Adjunct	\$4,720.00	1/23/2019 To 5/17/2019
Lovelace-Ross, Kristin	MATH109 ME50	Adjunct	\$3,300.00	1/23/2019 To 5/17/2019
Marie, Jill	ENGL201 IE62 ENGL103 HY1	Adjunct	\$7,080.00	1/23/2019 To 5/17/2019
McCabe, Thomas	ENGL101 BL5 ENGL101 BL2	Adjunct	\$7,080.00	1/23/2019 To 5/17/2019
McDaniel, Michael	FITN230 M25 FITN130 M15	Adjunct	\$1,770.00	1/23/2019 To 5/17/2019
McMahon, Maria	ART 115 ME50 ART 120 M01 ART 116 ME50	Adjunct	\$7,210.00	1/23/2019 To 5/17/2019
McMullin, Zachary	FITN230 M26 FITN130 M16	Adjunct	\$1,365.00	1/23/2019 To 5/17/2019
Meddaugh, Arlene	NURS120-M37 FLD	Adjunct	\$10,615.00	1/23/2019 To 5/17/2019
Meyer, Denise	ART 130 M02 ART 130 M01	Adjunct	\$8,260.00	1/23/2019 To 5/17/2019
Millman-Brown, Randi	ART 104 ME50	Adjunct	\$3,540.00	1/23/2019 To 5/17/2019
Mix, Kathryn	EMG 730-ME73 - EMT Basic Refresher	Adjunct	\$750.00	1/23/2019 To 5/17/2019
Morse, Annemarie	WINE202 VE50	Adjunct	\$3,090.00	1/23/2019 To 5/17/2019
Mueller, Susan	NURS120-M32 FLD	Adjunct	\$10,615.00	1/23/2019 To 5/17/2019
Muller, Mark	BIOL105 ME50	Adjunct	\$4,777.50	1/23/2019 To 5/17/2019
Myers, Deborah	Provide supervision to students while administering medications - NURS120-M34 FLD	Adjunct	\$3,308.40	1/23/2019 To 5/17/2019
Need, Barbara	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$3,218.42	1/23/2019 To 5/17/2019
Need, Barbara	ENGL101 M05 SPAN101 M01	Adjunct	\$7,700.00	1/23/2019 To 5/17/2019
Nobles, Jill	COMM210 M02 COMM210 M01	Adjunct	\$6,370.00	1/23/2019 To 5/17/2019
O'Connor, A.L.	PARA220 BL1 PARC220 BL1	Adjunct	\$2,895.00	1/23/2019 To 5/17/2019
Okaru, Alfred	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$221.96	1/23/2019 To 5/17/2019
Okaru, Alfred	FITN102 M01	Adjunct	\$1,545.00	1/23/2019 To 2/26/2019
Olson, Rich	To perform engineering duties in the radio station	Adjunct	\$8,764.60	1/23/2019 To 5/17/2019
Orejuela, Jorge	HSTY260 SLC1 POSC260 SLC1 HSTY261 SLC1	Adjunct	\$9,900.00	1/23/2019 To 2/26/2019
Parks, Paul	ART 102 M02 ART 102 M01	Adjunct	\$7,080.00	1/23/2019 To 5/17/2019
Payton, L. Christine	NURS225-M35 FLD	Adjunct	\$11,330.00	1/23/2019 To 5/17/2019
Peterson, Rachel	Provide supervision to students while administering medications - NURS225-M33 FLD	Adjunct	\$1,560.00	1/23/2019 To 5/17/2019
Pijanowski, Gregory	ASTR101 BL1	Adjunct	\$3,300.00	1/23/2019 To 5/17/2019
Pillar, Veronica	PHSC211 M01	Adjunct	\$4,095.00	1/23/2019 To 5/17/2019
Pittsley, Jaclyn	ENGL101 M10	Adjunct	\$3,300.00	1/23/2019 To 5/17/2019

Employee	Department	Title/Rank	Salary	Employment Dates
Potter, Kristi	ENGL101 IE62	Adjunct	\$2,730.00	1/23/2019 To 5/17/2019
Price, Colleen	EMT 220 ME73	Adjunct	\$8,755.00	1/23/2019 To 5/17/2019
Richards, David	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$3,329.40	1/23/2019 To 5/17/2019
Richards, David	POSC103 M01 POSC103 BL1 COMM225 M01	Adjunct	\$8,850.00	1/23/2019 To 5/17/2019
Ritz Deutch, Ute	HSTY101 M03 ANTH202 M02	Adjunct	\$7,080.00	1/23/2019 To 5/17/2019
Roche, Heather	Provide supervision to students while administering medications - NURS225-M32 FLD	Adjunct	\$1,560.00	1/23/2019 To 5/17/2019
Ross, Jessica	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,997.64	1/23/2019 To 5/17/2019
Ross, Jessica	SOCI101 ME50 SOCE201 M01 SOCI101 M07	Adjunct	\$9,900.00	1/23/2019 To 5/17/2019
Ross, Ronald	BUAD203 M01	Adjunct	\$3,540.00	1/23/2019 To 5/17/2019
Sabol, Zenta	ACCT102 M01 ACCT120 BL1 ACCT101 M01	Adjunct	\$12,980.00	1/23/2019 To 5/17/2019
Sabol, Zenta	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$388.43	1/23/2019 To 5/17/2019
Schaffer, Patrica	NURS120-M34 FLD	Adjunct	\$1,210.00	1/23/2019 To 5/17/2019
Schat, Marjolein	BIOL115 MLC1 ENVS101 M01 ENVS101 M02	Adjunct	\$11,330.00	1/23/2019 To 5/17/2019
Scheminger, Hannah	NURS225-M34 FLD	Adjunct	\$10,010.00	1/23/2019 To 5/17/2019
Schmid, Joseph	ACCT101 BL2 ACCT205 BL1	Adjunct	\$9,440.00	1/23/2019 To 5/17/2019
Schmidt, Kurt	ENVS101 M03	Adjunct	\$3,185.00	1/23/2019 To 5/17/2019
Schoneman, Ronald	HUMS212 M01 CRJU212 M01	Adjunct	\$3,540.00	1/23/2019 To 5/17/2019
Schrag, Kimberly	ART 122 M02 ART 114 M02 ART 122 M01	Adjunct	\$12,390.00	1/23/2019 To 5/17/2019
Schwartz, Flora	Para-Professional/Culinary Lab Assistant	Adjunct	\$7,234.50	1/23/2019 To 5/17/2019
Searing, Robert	HSTY202 ME50	Adjunct	\$2,730.00	1/23/2019 To 5/17/2019
Sewell, Pat	President of Adjunct Faculty Association duties	Adjunct	\$2,357.25	1/23/2019 To 5/17/2019
Sewell, Pat	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,331.76	1/23/2019 To 5/17/2019
Sewell, Patrick	ENVS111 M01	Adjunct	\$2,200.00	1/23/2019 To 5/17/2019
Seyfried, Matthew	SPMT260 HY1 ENGL204 BL2	Adjunct	\$7,080.00	1/23/2019 To 5/17/2019
Sheehan, John	ANTH202 BL3 HSTY201 BL1 HSTY111 BL1	Adjunct	\$10,620.00	1/23/2019 To 5/17/2019
Sherman, Rachel	Provide supervision to students while administering medications - NURS225 M31 FLD	Adjunct	\$1,560.00	1/23/2019 To 5/17/2019
Sidle, Jason	CULI270 V01 HRMG206 V01	Adjunct	\$5,460.00	1/23/2019 To 5/17/2019
Sinclair, Lorraine	ENGL100 M16 SOCI201 M01 ENGL101 M11	Adjunct	\$10,620.00	1/23/2019 To 5/17/2019
Sloan, Cindy	SOCI101 BL2	Adjunct	\$3,540.00	1/23/2019 To 5/17/2019
Smith, Susan	ENGL102 ME50 ENGL220 ME50	Adjunct	\$6,600.00	1/23/2019 To 5/17/2019
Snyder, Stephen	BIOL101 HY1	Adjunct	\$3,850.00	1/23/2019 To 5/17/2019
Stanton, Dawn	CDSC225 BL2 CDSC225 BL1	Adjunct	\$6,600.00	1/23/2019 To 5/17/2019
Stevens, Ryan	FITN230 M24 FITN130 M14	Adjunct	\$1,365.00	1/23/2019 To 5/17/2019
Stevenson, David	FITN230 M22 FITN130 M12	Adjunct	\$1,650.00	1/23/2019 To 5/17/2019
Stremelin, Tatiana	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,331.76	1/23/2019 To 5/17/2019
Suben, Mark	PARA216 M01 CRJU215 M01	Adjunct	\$2,895.00	1/23/2019 To 5/17/2019
Swindon, Jessica	CHEM101 M02 CHEM101 M01	Adjunct	\$8,190.00	1/23/2019 To 5/17/2019
Tambascio, Theresa	INTD095 ME50 INTD095 M02	Adjunct	\$7,725.00	1/23/2019 To 5/17/2019
Timonin, Michael	HSTY201 M01	Adjunct	\$2,895.00	1/23/2019 To 5/17/2019
Tombasco, Raphael	ENGL101 M09	Adjunct	\$2,895.00	1/23/2019 To 5/17/2019
Traub, Adrienne	ENVS141 M01	Adjunct	\$3,185.00	1/23/2019 To 5/17/2019
Tremaine, Heidi	ENVS105 M01 BIOL119 M01	Adjunct	\$5,790.00	1/23/2019 To 5/17/2019
VanGorder, Esther	SOCE150 M02 RECR150 M02	Adjunct	\$2,730.00	1/23/2019 To 5/17/2019
Vazenios, George	MATH109 M02 MATH120 IE62	Adjunct	\$7,700.00	1/23/2019 To 5/17/2019
Veshcherevich, Radmil	RUSN102 M01	Adjunct	\$3,540.00	1/23/2019 To 5/17/2019
Villano, Fredric	COMM105 ME50	Adjunct	\$965.00	1/23/2019 To 5/17/2019
Waffner, Marcia	HRMG101 BL1	Adjunct	\$3,300.00	1/23/2019 To 5/17/2019
Weed, Steve	ENGL101 M15	Adjunct	\$3,090.00	1/23/2019 To 5/17/2019
Wells, Frances	CAPS131 M02 BUAD203 BL1 BUAD203 BL2 CAPS111 BL1 CAPS131 M01	Adjunct	\$11,211.18	1/23/2019 To 5/17/2019

Employee	Department	Title/Rank	Salary	Employment Dates
Whitaker, John	MATH109 M01	Adjunct	\$3,090.00	1/23/2019 To 5/17/2019
Whitecraft, Michele	CHEM101 ME50	Adjunct	\$3,540.00	1/23/2019 To 5/17/2019
Whitecraft, Michele	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$2,885.48	1/23/2019 To 5/17/2019
Williams, Diane	BIOL101 ME50 ASTR101 BL2 CHEM101 ME50	Adjunct	\$9,440.00	1/23/2019 To 5/17/2019
Wolff, Sarah	ENGL101 M04 ENGL101 M03	Adjunct	\$6,180.00	1/23/2019 To 5/17/2019
Yavits, Robert	CAPS152 BL1	Adjunct	\$1,377.06	1/23/2019 To 3/15/2019
Young, Tammi	RECR232 M01 RECR285 BL1 BIOL232 M01 FITN170 M01 RECR112 M01	Adjunct	\$8,755.00	1/23/2019 To 5/17/2019
Zaia, Heather	ENGL101 M08 ENGL100 IE62	Adjunct	\$5,460.00	1/23/2019 To 5/17/2019
Zaia, Heather	ENGL101 M08	Adjunct	\$2,730.00	1/23/2019 To 5/17/2019
Zencka, Jason	ENGL101 M06 ENGL101 M01	Adjunct	\$5,790.00	1/23/2019 To 5/17/2019
Zhao, Jiang	CHEM108 M03 CHEM108 M02	Adjunct	\$8,685.00	1/23/2019 To 5/17/2019
Zilliox, Roger	FITN109 M01	Adjunct	\$1,365.00	1/23/2019 To 3/15/2019
Sloan, Cindy	SOCI101-D92 - OCM BOCES	Adjunct	\$3,540.00	1/28/2019 To 5/31/2019
Steenburg, Jennifer	Provide supervision to students while administering medications - NURS225-M36 FLD	Adjunct	\$1,765.80	1/28/2019 To 5/31/2019
Thompson, Jacqueline	Provide supervision to students while administering medications - NURS120-M32 FLD and NURS225-M31 FLD	Adjunct	\$3,308.40	1/28/2019 To 5/31/2019
Wilson, Valerie	Provide supervision to students while administering medications - NURS225-M35 FLD	Adjunct	\$1,885.80	1/28/2019 To 5/31/2019
Wright, Rachel	Provide supervision to students while administering medications - NURS120-M35 FLD and NURS120-M37 FLD	Adjunct	\$3,531.60	1/28/2019 To 5/31/2019
Kidder, Jennifer	Professional Tutor - Quantway Support Specialist	Adjunct	\$943.88	1/7/2019 To 1/22/2019
Orrantia-Kotowski, Olivi	Access & Equity Assistant/Professional Tutor	Adjunct	\$11,492.00	1/7/2019 To 1/22/2019
Sabol, Zenta	Professional Tutor	Adjunct	\$1,483.24	1/7/2019 To 1/22/2019
<b>February</b>				
McMahon, Joseph	ECON101-D99	Adjunct	\$3,540.00	2/25/2019 To 6/25/2019
Rice, Douglas	ENGL102-D92 - OCM BOCES	Adjunct	\$5,790.00	2/25/2019 To 6/25/2019
Driscoll, Jared	Library Services	Project Assistant	\$17.947/hr.	2/5/2019

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

February 21, 2019

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
None		

FACULTY STUDENT ASSOCIATION

None

BISTRO

None

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2018-2019-24**

**2017-2018 AUDIT**

**WHEREAS**, the Board of Trustees of Tompkins Cortland Community College authorized Bonadio & Co., LLP of Pittsford, New York to perform the College's 2017-2018 annual audit by Resolution 2014-2015-28 at their March 19, 2015 meeting, and

**WHEREAS**, the 2017-2018 annual audit has been completed by Bonadio & Co., LLP, be it therefore

**RESOLVED**, that the Board of Trustees accepts the Report on Examination of Financial Statements for the Years Ended August 31, 2018 and 2017 as prepared by Bonadio & Co., LLP.

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

**I, CATHY A. NORTHROP, 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 21<sup>st</sup> day of February 2019, 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 21<sup>st</sup> day of February 2019.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

SEPTEMBER 30, 2018

TOMPKINS CORTLAND COMMUNITY COLLEGE

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SEPTEMBER 30, 2018

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**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**APPROPRIATIONS 2018-2019**  
**FINANCIAL REPORT FOR THE PERIOD ENDING SEPT 30, 2018**

						PER CENT YEAR	8.00%
	<u>Original</u> <u>Budget</u>	<u>Modified</u> <u>Budget</u>	<u>Expenditures</u> <u>To Date</u>	<u>Unexpended</u> <u>Balance</u>	<u>%</u> <u>Expended</u>		
<b>Instruction</b>							
Personal Services	\$ 8,830,788	\$ 8,830,788	676,270	\$ 8,154,518	7.66%		
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%		
Contractual Expenses	\$ 9,191,900	\$ 9,191,900	71,529	\$ 9,120,371	0.78%		
Employee Benefits	\$ 3,945,725	\$ 3,945,725	219,299	\$ 3,726,426	5.56%		
<b>Total Instruction</b>	<b>\$ 21,968,413</b>	<b>\$ 21,968,413</b>	<b>\$ 967,098</b>	<b>\$ 21,001,315</b>	<b>4.40%</b>		
<b>Academic Support</b>							
Personal Services	\$ 1,433,634	\$ 1,433,634	97,429	\$ 1,336,205	6.80%		
Equipment	\$ 100,000	\$ 100,000	0	\$ 100,000	0.00%		
Contractual Expenses	\$ 438,438	\$ 438,438	763,338	\$ (324,900)	174.10%		
Employee Benefits	\$ 640,548	\$ 640,548	35,842	\$ 604,706	5.60%		
<b>Total Academic Support</b>	<b>\$ 2,612,620</b>	<b>\$ 2,612,620</b>	<b>\$ 896,609</b>	<b>\$ 1,716,011</b>	<b>34.32%</b>		
<b>Libraries</b>							
Personal Services	\$ 484,224	\$ 484,224	39,446	\$ 444,778	8.15%		
Equipment	\$ -	\$ -	0	\$ -	0.00%		
Contractual Expenses	\$ 161,661	\$ 161,661	46,641	\$ 115,020	28.85%		
Employee Benefits	\$ 216,351	\$ 216,351	13,406	\$ 202,945	6.20%		
<b>Total Libraries</b>	<b>\$ 862,236</b>	<b>\$ 862,236</b>	<b>\$ 99,493</b>	<b>\$ 762,743</b>	<b>11.54%</b>		
<b>Student Services</b>							
Personal Services	\$ 2,974,796	\$ 2,974,796	153,251	\$ 2,821,545	5.15%		
Equipment	\$ -	\$ -	\$ 1,672	\$ (1,672)	0.00%		
Contractual Expenses	\$ 1,144,002	\$ 1,144,002	138,417	\$ 1,005,585	12.10%		
Employee Benefits	\$ 1,320,471	\$ 1,320,471	66,315	\$ 1,254,156	5.02%		
<b>Total Student Services</b>	<b>\$ 5,439,269</b>	<b>\$ 5,439,269</b>	<b>\$ 359,655</b>	<b>\$ 5,079,614</b>	<b>6.61%</b>		
<b>Maintenance and Operation of Plant</b>							
Personal Services	\$ 2,039,549	\$ 2,039,549	\$ 88,477	\$ 1,951,072	4.34%		
Equipment	\$ -	\$ -	\$ -	\$ 928,138	0.00%		
Contractual Expenses	\$ 928,138	\$ 928,138	\$ 21,439	\$ 889,831	0.00%		
Employee Benefits	\$ 911,270	\$ 911,270	\$ 51,047	\$ 860,223	5.60%		
<b>Total Maintenance and Operation of Plant</b>	<b>\$ 3,878,957</b>	<b>\$ 3,878,957</b>	<b>\$ 160,963</b>	<b>\$ 4,629,264</b>	<b>4.15%</b>		
<b>Institutional Support</b>							
Personal Services	\$ 1,552,118	\$ 1,552,118	\$ 107,137	\$ 1,444,981	6.90%		
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%		
Contractual Expenses	\$ 278,607	\$ 278,607	\$ 17,872	\$ 260,735	6.41%		
Employee Benefits	\$ 693,486	\$ 693,486	\$ 37,470	\$ 656,016	5.40%		
<b>Total Institutional Support</b>	<b>\$ 2,524,211</b>	<b>\$ 2,524,211</b>	<b>\$ 162,479</b>	<b>\$ 2,361,732</b>	<b>6.44%</b>		



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
 APPROPRIATIONS 2018-2019  
 FINANCIAL REPORT FOR THE PERIOD ENDING SEPT 30, 2018**

PER CENT YEAR 8.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
<b>General Institutional Services</b>					
Personal Services	\$ 1,626,051	\$ 1,626,051	\$ 114,763	\$ 1,511,288	7.06%
Equipment	\$ 100,000	\$ 100,000	\$ 2,130	\$ 97,870	0.00%
Contractual Expenses	\$ 1,002,204	\$ 1,002,204	\$ 95,884	\$ 906,320	9.57%
Employee Benefits	\$ 735,188	\$ 735,188	\$ 41,558	\$ 693,630	5.65%
<b>Total General Institutional Services</b>	<b>\$ 3,463,443</b>	<b>\$ 3,463,443</b>	<b>\$ 254,335</b>	<b>\$ 3,209,108</b>	<b>7.34%</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 40,749,149</b>	<b>\$ 40,749,149</b>	<b>\$ 2,900,632</b>	<b>\$ 38,759,787</b>	<b>7.12%</b>

**2018-2019 APPROPRIATIONS**  
**SCHEDULE OF EMPLOYEE BENEFITS**

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	\$ 250,000	\$ 250,000	\$ 94,862	\$ 155,138	0.00%
State Employee's Retirement	\$ 1,023,508	\$ 1,023,508	\$ 84,530	\$ 938,978	8.26%
State Teacher's Retirement	\$ 262,400	\$ 262,400	\$ 17,718	\$ 244,682	6.75%
Optional Retirement Fund	\$ 1,029,189	\$ 1,029,189	\$ 75,665	\$ 953,524	7.35%
Social Security	\$ 1,441,630	\$ 1,441,630	\$ 106,065	\$ 1,335,565	7.36%
Workers Compensation	\$ 140,000	\$ 140,000	\$ 39,224	\$ 100,776	28.02%
Misc Employee Benefits	\$ 25,000	\$ 25,000	\$ 1,982	\$ 23,018	7.93%
Disability Insurance	\$ 11,500	\$ 11,500	\$ 1,229	\$ 10,271	10.69%
Hospital and Medical Insurance	\$ 4,091,044	\$ 4,091,044	\$ 351,864	\$ 3,739,180	8.60%
Employee Tuition Benefits	\$ 100,400	\$ 100,400	\$ 57,216	\$ 43,184	56.99%
Life Insurance	\$ 10,000	\$ 10,000	\$ 834	\$ 9,166	8.34%
Vacation Benefits	\$ 18,369	\$ 18,369	\$ 5,000	\$ 13,369	27.22%
Unemployment Insurance	\$ 60,000	\$ 60,000	\$ -	\$ 60,000	0.00%
<b>Total Employee Benefits</b>	<b>\$ 8,463,040</b>	<b>\$ 8,463,040</b>	<b>\$ 836,189</b>	<b>\$ 7,626,851</b>	<b>9.88%</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**REVENUE 2018-2019**  
**FINANCIAL REPORT FOR THE PERIOD ENDING SEPT 30, 2018**

	<b>Budget Adopted</b>	<b>Modified Budget</b>	<b>Realized To Date</b>	<b>To Be Realized</b>	<b>% Realized</b>
<b>Tuition</b>					
Fall & Spring	\$16,219,321	\$16,219,321	\$ 5,603,891	\$ 10,615,430	34.55%
Winter	\$81,300	\$81,300	\$ -		
Summer	1,151,864	1,151,864	\$ 764	\$ 1,151,100	0.07%
Nonresident Tuition	1,581,308	1,581,308	\$ 690,601	\$ 890,707	43.67%
Student Fee Revenue (Tech Fee)	1,327,900	1,327,900	\$ 590,855	\$ 737,045	44.50%
			\$ -		
<b>Total Tuition</b>	<b>20,361,693</b>	<b>20,361,693</b>	<b>\$ 6,886,111</b>	<b>\$ 13,394,282</b>	<b>33.82%</b>
<b>Government Appropriations</b>					
New York State	10,613,687	10,613,687	\$ 2,653,391	\$ 7,960,296	25.00%
Local Sponsors	4,650,364	4,650,364	\$ -	\$ 4,650,364	0.00%
Appropriated Cash Surplus	0	0	\$ -	\$ -	
Charges to Other Counties	4,471,544	4,471,544	\$ -	\$ 4,471,544	0.00%
Board Designated Reserves	45,000	45,000	\$ -	\$ 45,000	0.00%
<b>Total Government Appropriations</b>	<b>19,780,595</b>	<b>19,780,595</b>	<b>\$ 2,653,391</b>	<b>\$ 17,127,204</b>	<b>13.41%</b>
<b>Other Revenues</b>					
Service Fees	102,000	102,000	\$ 26,026	\$ 75,974	25.52%
Interest Earnings	4,000	4,000	\$ 332	\$ 3,668	8.30%
Rental of Real Property	16,000	16,000	\$ -	\$ 16,000	0.00%
Contract Courses	95,000	95,000	\$ 4,071	\$ 90,929	4.29%
Noncredit Tuition	192,000	192,000	\$ 38,208	\$ 153,792	19.90%
Grant Offsets	147,862	147,862	\$ 2,955	\$ 144,907	2.00%
Unclassified Revenues	50,000	50,000	\$ 16,059	\$ 33,941	32.12%
<b>Total Other Revenues</b>	<b>606,862</b>	<b>606,862</b>	<b>\$ 87,651</b>	<b>\$ 519,211</b>	<b>14.44%</b>
<b>TOTAL REVENUES</b>	<b>\$40,749,150</b>	<b>\$40,749,150</b>	<b>\$ 9,627,153</b>	<b>\$ 31,040,697</b>	<b>23.63%</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
FINANCIAL REPORT FOR THE PERIOD ENDING SEPT 30, 2018**

	<u>SEPTEMBER</u>	<u>OCTOBER</u>	<u>NOVEMBER</u>	<u>DECEMBER</u>	<u>JANUARY</u>
<b><u>CASH BALANCE - BEGINNING OF PERIOD</u></b>	<b>\$ 2,053,017</b>	<b>\$ 6,588,059</b>	<b>\$ 5,203,059</b>	<b>\$ 3,463,059</b>	<b>\$ 4,106,450</b>
<b><u>RECEIPTS</u></b>					
Student Accounts Receivable	\$ 422,900	\$ 500,000	\$ 500,000	\$ 700,000	\$ 1,000,000
Student Financial Aid	\$ 4,276,913	\$ 2,000,000	\$ 800,000	\$ 150,000	\$ 600,000
Sponsor Payments	\$ -	\$ -	\$ -	\$ -	\$ 744,058
Chargebacks to Other Counties	\$ 17,169	\$ 15,000	\$ 275,000	\$ 350,000	\$ 650,000
State Aid	\$ 2,653,391	\$ -	\$ -	\$ 2,653,391	\$ -
Repayment of Grant Fund Advances	\$ 70,000	\$ -	\$ 95,000	\$ 100,000	\$ 85,000
Repayment of Capital Fund Advances	\$ -	\$ 100,000	\$ 400,000	\$ 400,000	\$ 400,000
Other Receipts	\$ 158,617	\$ 130,000	\$ 50,000	\$ 50,000	\$ 50,000
<b>Projected Cash Receipts</b>	<b>\$ 7,598,990</b>	<b>\$ 2,745,000</b>	<b>\$ 2,120,000</b>	<b>\$ 4,403,391</b>	<b>\$ 3,529,058</b>
<b><u>DISBURSEMENTS</u></b>					
Payments to Students	\$ 64,505	\$ 95,000	\$ 350,000	\$ 350,000	\$ 350,000
Accounts Payable	\$ 736,227	\$ 1,700,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000
Payroll and Fringe Benefits	\$ 1,799,372	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000
Grant Fund Advances	\$ 50,836	\$ 35,000	\$ 10,000	\$ 10,000	\$ 10,000
Capital Fund Advances	\$ 413,008	\$ 400,000	\$ 400,000	\$ 300,000	\$ 300,000
<b>Projected Cash Disbursements</b>	<b>\$ 3,063,948</b>	<b>\$ 4,130,000</b>	<b>\$ 3,860,000</b>	<b>\$ 3,760,000</b>	<b>\$ 3,760,000</b>
<b><u>PROJECTED CASH BALANCE - END OF PERIOD</u></b>					
MONEY MARKET/ SAVINGS	\$ 6,538,029	\$ 5,153,028	\$ 3,413,027	\$ 4,056,417	\$ 3,825,474
CASH IN TIME DEPOSITS	\$ 50,030	\$ 50,031	\$ 50,032	\$ 50,033	\$ 50,034
<b>TOTAL CASH IN TIME DEPOSITS</b>	<b>\$ 6,588,059</b>	<b>\$ 5,203,059</b>	<b>\$ 3,463,059</b>	<b>\$ 4,106,450</b>	<b>\$ 3,875,508</b>

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

OCTOBER 31, 2018

TOMPKINS CORTLAND COMMUNITY COLLEGE

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OCTOBER 31, 2018

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**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**APPROPRIATIONS 2018-2019**  
**FINANCIAL REPORT FOR THE PERIOD ENDING OCT 31, 2018**

PER CENT YEAR 17.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
<b>Instruction</b>					
Personal Services	\$ 8,830,788	\$ 8,830,788	1,433,865	\$ 7,396,923	16.24%
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Expenses	\$ 9,191,900	\$ 9,191,900	197,285	\$ 8,994,615	2.15%
Employee Benefits	\$ 3,945,725	\$ 3,945,725	461,592	\$ 3,484,133	11.70%
<b>Total Instruction</b>	<b>\$ 21,968,413</b>	<b>\$ 21,968,413</b>	<b>\$ 2,092,742</b>	<b>\$ 19,875,671</b>	<b>9.53%</b>
<b>Academic Support</b>					
Personal Services	\$ 1,433,634	\$ 1,433,634	223,865	\$ 1,209,769	15.62%
Equipment	\$ 100,000	\$ 100,000	0	\$ 100,000	0.00%
Contractual Expenses	\$ 438,438	\$ 438,438	938,706	\$ (500,268)	214.10%
Employee Benefits	\$ 640,548	\$ 640,548	76,302	\$ 564,246	11.91%
<b>Total Academic Support</b>	<b>\$ 2,612,620</b>	<b>\$ 2,612,620</b>	<b>\$ 1,238,873</b>	<b>\$ 1,373,747</b>	<b>47.42%</b>
<b>Libraries</b>					
Personal Services	\$ 484,224	\$ 484,224	81,415	\$ 402,809	16.81%
Equipment	\$ -	\$ -	0	\$ -	0.00%
Contractual Expenses	\$ 161,661	\$ 161,661	53,986	\$ 107,675	33.39%
Employee Benefits	\$ 216,351	\$ 216,351	26,836	\$ 189,515	12.40%
<b>Total Libraries</b>	<b>\$ 862,236</b>	<b>\$ 862,236</b>	<b>\$ 162,237</b>	<b>\$ 699,999</b>	<b>18.82%</b>
<b>Student Services</b>					
Personal Services	\$ 2,974,796	\$ 2,974,796	347,359	\$ 2,627,437	11.68%
Equipment	\$ -	\$ -	\$ 1,672	\$ (1,672)	0.00%
Contractual Expenses	\$ 1,144,002	\$ 1,144,002	209,470	\$ 934,532	18.31%
Employee Benefits	\$ 1,320,471	\$ 1,320,471	128,430	\$ 1,192,041	9.73%
<b>Total Student Services</b>	<b>\$ 5,439,269</b>	<b>\$ 5,439,269</b>	<b>\$ 686,931</b>	<b>\$ 4,752,338</b>	<b>12.63%</b>
<b>Maintenance and Operation of Plant</b>					
Personal Services	\$ 2,039,549	\$ 2,039,549	\$ 246,237	\$ 1,793,312	12.07%
Equipment	\$ -	\$ -	\$ -	\$ 928,138	0.00%
Contractual Expenses	\$ 928,138	\$ 928,138	\$ 33,443	\$ 877,827	0.00%
Employee Benefits	\$ 911,270	\$ 911,270	\$ 102,415	\$ 808,855	11.24%
<b>Total Maintenance and Operation of Plant</b>	<b>\$ 3,878,957</b>	<b>\$ 3,878,957</b>	<b>\$ 382,095</b>	<b>\$ 4,408,132</b>	<b>9.85%</b>
<b>Institutional Support</b>					
Personal Services	\$ 1,552,118	\$ 1,552,118	\$ 235,290	\$ 1,316,828	15.16%
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Expenses	\$ 278,607	\$ 278,607	\$ 40,791	\$ 237,816	14.64%
Employee Benefits	\$ 693,486	\$ 693,486	\$ 78,479	\$ 615,007	11.32%
<b>Total Institutional Support</b>	<b>\$ 2,524,211</b>	<b>\$ 2,524,211</b>	<b>\$ 354,560</b>	<b>\$ 2,169,651</b>	<b>14.05%</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
 APPROPRIATIONS 2018-2019  
 FINANCIAL REPORT FOR THE PERIOD ENDING OCT 31, 2018**

PER CENT YEAR 17.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
<b>General Institutional Services</b>					
Personal Services	\$ 1,626,051	\$ 1,626,051	\$ 239,524	\$ 1,386,527	14.73%
Equipment	\$ 100,000	\$ 100,000	\$ 2,130	\$ 97,870	0.00%
Contractual Expenses	\$ 1,002,204	\$ 1,002,204	\$ 312,964	\$ 689,240	31.23%
Employee Benefits	\$ 735,188	\$ 735,188	\$ 80,119	\$ 655,069	10.90%
<b>Total General Institutional Services</b>	<b>\$ 3,463,443</b>	<b>\$ 3,463,443</b>	<b>\$ 634,737</b>	<b>\$ 2,828,706</b>	<b>18.33%</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 40,749,149</b>	<b>\$ 40,749,149</b>	<b>\$ 5,552,175</b>	<b>\$ 36,108,244</b>	<b>13.63%</b>

**2018-2019 APPROPRIATIONS  
SCHEDULE OF EMPLOYEE BENEFITS**

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	\$ 250,000	\$ 250,000	\$ 108,600	\$ 141,400	0.00%
State Employee's Retirement	\$ 1,023,508	\$ 1,023,508	\$ 167,100	\$ 856,408	16.33%
State Teacher's Retirement	\$ 262,400	\$ 262,400	\$ 36,647	\$ 225,753	13.97%
Optional Retirement Fund	\$ 1,029,189	\$ 1,029,189	\$ 159,379	\$ 869,810	15.49%
Social Security	\$ 1,441,630	\$ 1,441,630	\$ 226,468	\$ 1,215,162	15.71%
Workers Compensation	\$ 140,000	\$ 140,000	\$ 49,546	\$ 90,454	35.39%
Misc Employee Benefits	\$ 25,000	\$ 25,000	\$ 4,676	\$ 20,324	18.70%
Disability Insurance	\$ 11,500	\$ 11,500	\$ 1,229	\$ 10,271	10.69%
Hospital and Medical Insurance	\$ 4,091,044	\$ 4,091,044	\$ 693,800	\$ 3,397,244	16.96%
Employee Tuition Benefits	\$ 100,400	\$ 100,400	\$ 56,854	\$ 43,546	56.63%
Life Insurance	\$ 10,000	\$ 10,000	\$ 1,634	\$ 8,366	16.34%
Vacation Benefits	\$ 18,369	\$ 18,369	\$ 10,000	\$ 8,369	54.44%
Unemployment Insurance	\$ 60,000	\$ 60,000	\$ 3,587	\$ 56,413	0.00%
<b>Total Employee Benefits</b>	<b>\$ 8,463,040</b>	<b>\$ 8,463,040</b>	<b>\$ 1,519,520</b>	<b>\$ 6,943,520</b>	<b>17.95%</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**REVENUE 2018-2019**  
**FINANCIAL REPORT FOR THE PERIOD ENDING OCT 31, 2018**

	<b>Budget Adopted</b>	<b>Modified Budget</b>	<b>Realized To Date</b>	<b>To Be Realized</b>	<b>% Realized</b>
<b>Tuition</b>					
Fall & Spring	\$16,219,321	\$16,219,321	\$ 5,757,785	\$ 10,461,536	35.50%
Winter	\$81,300	\$81,300	\$ 21,720		
Summer	1,151,864	1,151,864	\$ 764	\$ 1,151,100	0.07%
Nonresident Tuition	1,581,308	1,581,308	\$ 606,129	\$ 975,179	38.33%
Student Fee Revenue (Tech Fee)	1,327,900	1,327,900	\$ 591,609	\$ 736,291	44.55%
			\$ -		
<b>Total Tuition</b>	<b>20,361,693</b>	<b>20,361,693</b>	<b>\$ 6,978,007</b>	<b>\$ 13,324,106</b>	<b>34.27%</b>
<b>Government Appropriations</b>					
New York State	10,613,687	10,613,687	\$ 2,653,391	\$ 7,960,296	25.00%
Local Sponsors	4,650,364	4,650,364	\$ -	\$ 4,650,364	0.00%
Appropriated Cash Surplus	0	0	\$ -	\$ -	
Charges to Other Counties	4,471,544	4,471,544	\$ 1,171,632	\$ 3,299,912	26.20%
Board Designated Reserves	45,000	45,000	\$ -	\$ 45,000	0.00%
<b>Total Government Appropriations</b>	<b>19,780,595</b>	<b>19,780,595</b>	<b>\$ 3,825,023</b>	<b>\$ 15,955,572</b>	<b>19.34%</b>
<b>Other Revenues</b>					
Service Fees	102,000	102,000	\$ 29,364	\$ 72,636	28.79%
Interest Earnings	4,000	4,000	\$ 779	\$ 3,221	19.48%
Rental of Real Property	16,000	16,000	\$ 1,725	\$ 14,275	10.78%
Contract Courses	95,000	95,000	\$ 8,776	\$ 86,224	9.24%
Noncredit Tuition	192,000	192,000	\$ 50,989	\$ 141,011	26.56%
Grant Offsets	147,862	147,862	\$ 13,712	\$ 134,150	9.27%
Unclassified Revenues	50,000	50,000	\$ 30,754	\$ 19,246	61.51%
<b>Total Other Revenues</b>	<b>606,862</b>	<b>606,862</b>	<b>\$ 136,099</b>	<b>\$ 470,763</b>	<b>22.43%</b>
<b>TOTAL REVENUES</b>	<b>\$40,749,150</b>	<b>\$40,749,150</b>	<b>\$ 10,939,129</b>	<b>\$ 29,750,441</b>	<b>26.85%</b>



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
FINANCIAL REPORT FOR THE PERIOD ENDING OCT 31, 2018**

	<u>OCTOBER</u>	<u>NOVEMBER</u>	<u>DECEMBER</u>	<u>JANUARY</u>	<u>FEBRUARY</u>
<b><u>CASH BALANCE - BEGINNING OF PERIOD</u></b>	<b>\$ 6,588,059</b>	<b>\$ 5,561,132</b>	<b>\$ 3,821,132</b>	<b>\$ 4,464,523</b>	<b>\$ 4,233,581</b>
<b><u>RECEIPTS</u></b>					
Student Accounts Receivable	\$ 534,326	\$ 500,000	\$ 700,000	\$ 1,000,000	\$ 1,000,000
Student Financial Aid	\$ 1,353,913	\$ 800,000	\$ 150,000	\$ 600,000	\$ 600,000
Sponsor Payments	\$ -	\$ -	\$ -	\$ 744,058	\$ 744,058
Chargebacks to Other Counties	\$ 416,924	\$ 275,000	\$ 350,000	\$ 650,000	\$ 650,000
State Aid	\$ -	\$ -	\$ 2,653,391	\$ -	\$ -
Repayment of Grant Fund Advances	\$ 60,614	\$ 95,000	\$ 100,000	\$ 85,000	\$ 85,000
Repayment of Capital Fund Advances	\$ 878,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
Other Receipts	\$ 170,707	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
<b>Projected Cash Receipts</b>	<b>\$ 3,414,484</b>	<b>\$ 2,120,000</b>	<b>\$ 4,403,391</b>	<b>\$ 3,529,058</b>	<b>\$ 3,529,058</b>
<b><u>DISBURSEMENTS</u></b>					
Payments to Students	\$ 95,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
Accounts Payable	\$ 2,174,270	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000
Payroll and Fringe Benefits	\$ 1,747,933	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000
Grant Fund Advances	\$ 34,445	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Capital Fund Advances	\$ 389,763	\$ 400,000	\$ 300,000	\$ 300,000	\$ 300,000
<b>Projected Cash Disbursements</b>	<b>\$ 4,441,411</b>	<b>\$ 3,860,000</b>	<b>\$ 3,760,000</b>	<b>\$ 3,760,000</b>	<b>\$ 3,760,000</b>
<b><u>PROJECTED CASH BALANCE - END OF PERIOD</u></b>					
MONEY MARKET/ SAVINGS	\$ 5,511,101	\$ 3,771,100	\$ 4,414,490	\$ 4,183,547	\$ 3,952,604
CASH IN TIME DEPOSITS	\$ 50,031	\$ 50,032	\$ 50,033	\$ 50,034	\$ 50,035
<b>TOTAL CASH IN TIME DEPOSITS</b>	<b>\$ 5,561,132</b>	<b>\$ 3,821,132</b>	<b>\$ 4,464,523</b>	<b>\$ 4,233,581</b>	<b>\$ 4,002,639</b>

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

NOVEMBER 31, 2018

TOMPKINS CORTLAND COMMUNITY COLLEGE

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**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**APPROPRIATIONS 2018-2019**  
**FINANCIAL REPORT FOR THE PERIOD ENDING NOV 30, 2018**

						PER CENT YEAR	25.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>		
<b>Instruction</b>							
Personal Services	\$ 8,830,788	\$ 8,830,788	2,208,433	\$ 6,622,355		25.01%	
Equipment	\$ -	\$ -	\$ -	\$ -		0.00%	
Contractual Expenses	\$ 9,191,900	\$ 9,191,900	268,546	\$ 8,923,354		2.92%	
Employee Benefits	\$ 3,945,725	\$ 3,945,725	709,454	\$ 3,236,271		17.98%	
<b>Total Instruction</b>	<b>\$ 21,968,413</b>	<b>\$ 21,968,413</b>	<b>\$ 3,186,433</b>	<b>\$ 18,781,980</b>		<b>14.50%</b>	
<b>Academic Support</b>							
Personal Services	\$ 1,433,634	\$ 1,433,634	356,587	\$ 1,077,047		24.87%	
Equipment	\$ 100,000	\$ 100,000	0	\$ 100,000		0.00%	
Contractual Expenses	\$ 438,438	\$ 438,438	995,715	\$ (557,277)		227.11%	
Employee Benefits	\$ 640,548	\$ 640,548	118,772	\$ 521,776		18.54%	
<b>Total Academic Support</b>	<b>\$ 2,612,620</b>	<b>\$ 2,612,620</b>	<b>\$ 1,471,074</b>	<b>\$ 1,141,546</b>		<b>56.31%</b>	
<b>Libraries</b>							
Personal Services	\$ 484,224	\$ 484,224	122,995	\$ 361,229		25.40%	
Equipment	\$ -	\$ -	0	\$ -		0.00%	
Contractual Expenses	\$ 161,661	\$ 161,661	77,827	\$ 83,834		48.14%	
Employee Benefits	\$ 216,351	\$ 216,351	40,142	\$ 176,209		18.55%	
<b>Total Libraries</b>	<b>\$ 862,236</b>	<b>\$ 862,236</b>	<b>\$ 240,964</b>	<b>\$ 621,272</b>		<b>27.95%</b>	
<b>Student Services</b>							
Personal Services	\$ 2,974,796	\$ 2,974,796	544,101	\$ 2,430,695		18.29%	
Equipment	\$ -	\$ -	\$ 1,672	\$ (1,672)		0.00%	
Contractual Expenses	\$ 1,144,002	\$ 1,144,002	238,143	\$ 905,859		20.82%	
Employee Benefits	\$ 1,320,471	\$ 1,320,471	191,388	\$ 1,129,083		14.49%	
<b>Total Student Services</b>	<b>\$ 5,439,269</b>	<b>\$ 5,439,269</b>	<b>\$ 975,304</b>	<b>\$ 4,463,965</b>		<b>17.93%</b>	
<b>Maintenance and Operation of Plant</b>							
Personal Services	\$ 2,039,549	\$ 2,039,549	\$ 406,713	\$ 1,632,836		19.94%	
Equipment	\$ -	\$ -	\$ 1,483	\$ 926,655		0.00%	
Contractual Expenses	\$ 928,138	\$ 928,138	\$ 189,606	\$ 721,664		0.00%	
Employee Benefits	\$ 911,270	\$ 911,270	\$ 153,985	\$ 757,285		16.90%	
<b>Total Maintenance and Operation of Plant</b>	<b>\$ 3,878,957</b>	<b>\$ 3,878,957</b>	<b>\$ 751,787</b>	<b>\$ 4,038,440</b>		<b>19.38%</b>	
<b>Institutional Support</b>							
Personal Services	\$ 1,552,118	\$ 1,552,118	\$ 356,882	\$ 1,195,236		22.99%	
Equipment	\$ -	\$ -	\$ -	\$ -		0.00%	
Contractual Expenses	\$ 278,607	\$ 278,607	\$ 62,462	\$ 216,145		22.42%	
Employee Benefits	\$ 693,486	\$ 693,486	\$ 117,388	\$ 576,098		16.93%	
<b>Total Institutional Support</b>	<b>\$ 2,524,211</b>	<b>\$ 2,524,211</b>	<b>\$ 536,732</b>	<b>\$ 1,987,479</b>		<b>21.26%</b>	

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
 APPROPRIATIONS 2018-2019  
 FINANCIAL REPORT FOR THE PERIOD ENDING NOV 30, 2018**

PER CENT YEAR 25.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
<b>General Institutional Services</b>					
Personal Services	\$ 1,626,051	\$ 1,626,051	\$ 359,833	\$ 1,266,218	22.13%
Equipment	\$ 100,000	\$ 100,000	\$ 2,130	\$ 97,870	0.00%
Contractual Expenses	\$ 1,002,204	\$ 1,002,204	\$ 380,758	\$ 621,446	37.99%
Employee Benefits	\$ 735,188	\$ 735,188	\$ 117,558	\$ 617,630	15.99%
<b>Total General Institutional Services</b>	<b>\$ 3,463,443</b>	<b>\$ 3,463,443</b>	<b>\$ 860,279</b>	<b>\$ 2,603,164</b>	<b>24.84%</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 40,749,149</b>	<b>\$ 40,749,149</b>	<b>\$ 8,022,573</b>	<b>\$ 33,637,846</b>	<b>19.69%</b>

**2018-2019 APPROPRIATIONS  
SCHEDULE OF EMPLOYEE BENEFITS**

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	\$ 250,000	\$ 250,000	\$ 126,491	\$ 123,509	0.00%
State Employee's Retirement	\$ 1,023,508	\$ 1,023,508	\$ 248,334	\$ 775,174	24.26%
State Teacher's Retirement	\$ 262,400	\$ 262,400	\$ 55,980	\$ 206,420	21.33%
Optional Retirement Fund	\$ 1,029,189	\$ 1,029,189	\$ 239,129	\$ 790,060	23.23%
Social Security	\$ 1,441,630	\$ 1,441,630	\$ 340,744	\$ 1,100,886	23.64%
Workers Compensation	\$ 140,000	\$ 140,000	\$ 59,869	\$ 80,131	42.76%
Misc Employee Benefits	\$ 25,000	\$ 25,000	\$ 7,313	\$ 17,687	29.25%
Disability Insurance	\$ 11,500	\$ 11,500	\$ 2,175	\$ 9,325	18.91%
Hospital and Medical Insurance	\$ 4,091,044	\$ 4,091,044	\$ 1,035,070	\$ 3,055,974	25.30%
Employee Tuition Benefits	\$ 100,400	\$ 100,400	\$ 68,699	\$ 31,701	68.43%
Life Insurance	\$ 10,000	\$ 10,000	\$ 1,634	\$ 8,366	16.34%
Vacation Benefits	\$ 18,369	\$ 18,369	\$ 15,000	\$ 3,369	81.66%
Unemployment Insurance	\$ 60,000	\$ 60,000	\$ 3,587	\$ 56,413	0.00%
<b>Total Employee Benefits</b>	<b>\$ 8,463,040</b>	<b>\$ 8,463,040</b>	<b>\$ 2,204,025</b>	<b>\$ 6,259,015</b>	<b>26.04%</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**REVENUE 2018-2019**  
**FINANCIAL REPORT FOR THE PERIOD ENDING NOV 30, 2018**

	<b>Budget Adopted</b>	<b>Modified Budget</b>	<b>Realized To Date</b>	<b>To Be Realized</b>	<b>% Realized</b>
<b>Tuition</b>					
Fall & Spring	\$16,219,321	\$16,219,321	\$ 8,453,341	\$ 7,765,980	52.12%
Winter	\$81,300	\$81,300	\$ 67,513		
Summer	1,151,864	1,151,864	\$ 927	\$ 1,150,937	0.08%
Nonresident Tuition	1,581,308	1,581,308	\$ 1,334,156	\$ 247,152	84.37%
Student Fee Revenue (Tech Fee)	1,327,900	1,327,900	\$ 922,518	\$ 405,382	69.47%
			\$ -		
<b>Total Tuition</b>	<b>20,361,693</b>	<b>20,361,693</b>	<b>\$ 10,778,455</b>	<b>\$ 9,569,451</b>	<b>52.93%</b>
<b>Government Appropriations</b>					
New York State	10,613,687	10,613,687	\$ 2,653,391	\$ 7,960,296	25.00%
Local Sponsors	4,650,364	4,650,364	\$ -	\$ 4,650,364	0.00%
Appropriated Cash Surplus	0	0	\$ -	\$ -	
Charges to Other Counties	4,471,544	4,471,544	\$ 1,695,027	\$ 2,776,517	37.91%
Board Designated Reserves	45,000	45,000	\$ -	\$ 45,000	0.00%
<b>Total Government Appropriations</b>	<b>19,780,595</b>	<b>19,780,595</b>	<b>\$ 4,348,418</b>	<b>\$ 15,432,177</b>	<b>21.98%</b>
<b>Other Revenues</b>					
Service Fees	102,000	102,000	\$ 41,051	\$ 60,949	40.25%
Interest Earnings	4,000	4,000	\$ 1,044	\$ 2,956	26.10%
Rental of Real Property	16,000	16,000	\$ 1,725	\$ 14,275	10.78%
Contract Courses	95,000	95,000	\$ 11,850	\$ 83,150	12.47%
Noncredit Tuition	192,000	192,000	\$ 54,883	\$ 137,117	28.58%
Grant Offsets	147,862	147,862	\$ 27,951	\$ 119,911	18.90%
Unclassified Revenues	50,000	50,000	\$ 41,527	\$ 8,473	83.05%
<b>Total Other Revenues</b>	<b>606,862</b>	<b>606,862</b>	<b>\$ 180,031</b>	<b>\$ 426,831</b>	<b>29.67%</b>
<b>TOTAL REVENUES</b>	<b>\$40,749,150</b>	<b>\$40,749,150</b>	<b>\$ 15,306,904</b>	<b>\$ 25,428,459</b>	<b>37.56%</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
FINANCIAL REPORT FOR THE PERIOD ENDING NOV 30, 2018**

	<u>NOVEMBER</u>	<u>DECEMBER</u>	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>
<b><u>CASH BALANCE - BEGINNING OF PERIOD</u></b>	<b>\$ 5,561,132</b>	<b>\$ 4,539,614</b>	<b>\$ 5,183,005</b>	<b>\$ 4,952,063</b>	<b>\$ 6,342,063</b>
<b><u>RECEIPTS</u></b>					
Student Accounts Receivable	\$ 491,779	\$ 700,000	\$ 1,000,000	\$ 400,000	\$ 440,247
Student Financial Aid	\$ 759,959	\$ 150,000	\$ 600,000	\$ 3,500,000	\$ 1,000,000
Sponsor Payments	\$ -	\$ -	\$ 744,058	\$ 400,000	\$ 700,000
Chargebacks to Other Counties	\$ 615,304	\$ 350,000	\$ 650,000	\$ 100,000	\$ 125,000
State Aid	\$ -	\$ 2,653,391	\$ -	\$ -	\$ 2,653,391
Repayment of Grant Fund Advances	\$ 20,306	\$ 100,000	\$ 85,000	\$ 85,000	\$ 90,000
Repayment of Capital Fund Advances	\$ 309,938	\$ 400,000	\$ 400,000	\$ 400,000	\$ -
Other Receipts	\$ 177,174	\$ 50,000	\$ 50,000	\$ 50,000	\$ 150,000
<b>Projected Cash Receipts</b>	<b>\$ <u>2,374,460</u></b>	<b>\$ <u>4,403,391</u></b>	<b>\$ <u>3,529,058</u></b>	<b>\$ <u>4,935,000</u></b>	<b>\$ <u>5,158,638</u></b>
<b><u>DISBURSEMENTS</u></b>					
Payments to Students	\$ 288,474	\$ 350,000	\$ 350,000	\$ 95,000	\$ 2,000,000
Accounts Payable	\$ 847,197	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 3,000,000
Payroll and Fringe Benefits	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000
Grant Fund Advances	\$ 18,425	\$ 10,000	\$ 10,000	\$ 50,000	\$ 50,000
Capital Fund Advances	\$ <u>341,882</u>	\$ <u>300,000</u>	\$ <u>300,000</u>	\$ <u>300,000</u>	\$ <u>100,000</u>
<b>Projected Cash Disbursements</b>	<b>\$ <u>3,395,978</u></b>	<b>\$ <u>3,760,000</u></b>	<b>\$ <u>3,760,000</u></b>	<b>\$ <u>3,545,000</u></b>	<b>\$ <u>7,050,000</u></b>
<b><u>PROJECTED CASH BALANCE - END OF PERIOD</u></b>					
MONEY MARKET/ SAVINGS	\$ 4,489,614	\$ 5,133,005	\$ 4,902,063	\$ 6,292,063	\$ 4,400,667
CASH IN TIME DEPOSITS	\$ <u>50,000</u>	\$ <u>50,000</u>	\$ <u>50,000</u>	\$ <u>50,000</u>	\$ <u>50,034</u>
<b>TOTAL CASH IN TIME DEPOSITS</b>	<b>\$ 4,539,614</b>	<b>\$ 5,183,005</b>	<b>\$ 4,952,063</b>	<b>\$ 6,342,063</b>	<b>\$ 4,450,701</b>

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

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TOMPKINS CORTLAND COMMUNITY COLLEGE

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**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**APPROPRIATIONS 2018-2019**  
**FINANCIAL REPORT FOR THE PERIOD ENDING DEC 31, 2018**

PER CENT YEAR 33.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
<b>Instruction</b>					
Personal Services	\$ 8,830,788	\$ 8,830,788	3,039,353	\$ 5,791,435	34.42%
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Expenses	\$ 9,191,900	\$ 9,191,900	6,007,626	\$ 3,184,274	65.36%
Employee Benefits	\$ 3,945,725	\$ 3,945,725	965,342	\$ 2,980,383	24.47%
<b>Total Instruction</b>	<b>\$ 21,968,413</b>	<b>\$ 21,968,413</b>	<b>\$ 10,012,321</b>	<b>\$ 11,956,092</b>	<b>45.58%</b>
<b>Academic Support</b>					
Personal Services	\$ 1,433,634	\$ 1,433,634	481,329	\$ 952,305	33.57%
Equipment	\$ 100,000	\$ 100,000	0	\$ 100,000	0.00%
Contractual Expenses	\$ 438,438	\$ 438,438	1,019,194	\$ (580,756)	232.46%
Employee Benefits	\$ 640,548	\$ 640,548	159,336	\$ 481,212	24.87%
<b>Total Academic Support</b>	<b>\$ 2,612,620</b>	<b>\$ 2,612,620</b>	<b>\$ 1,659,859</b>	<b>\$ 952,761</b>	<b>63.53%</b>
<b>Libraries</b>					
Personal Services	\$ 484,224	\$ 484,224	163,344	\$ 320,880	33.73%
Equipment	\$ -	\$ -	0	\$ -	0.00%
Contractual Expenses	\$ 161,661	\$ 161,661	90,107	\$ 71,554	55.74%
Employee Benefits	\$ 216,351	\$ 216,351	53,054	\$ 163,297	24.52%
<b>Total Libraries</b>	<b>\$ 862,236</b>	<b>\$ 862,236</b>	<b>\$ 306,505</b>	<b>\$ 555,731</b>	<b>35.55%</b>
<b>Student Services</b>					
Personal Services	\$ 2,974,796	\$ 2,974,796	747,574	\$ 2,227,222	25.13%
Equipment	\$ -	\$ -	\$ 1,672	\$ (1,672)	0.00%
Contractual Expenses	\$ 1,144,002	\$ 1,144,002	329,375	\$ 814,627	28.79%
Employee Benefits	\$ 1,320,471	\$ 1,320,471	256,499	\$ 1,063,972	19.42%
<b>Total Student Services</b>	<b>\$ 5,439,269</b>	<b>\$ 5,439,269</b>	<b>\$ 1,335,120</b>	<b>\$ 4,104,149</b>	<b>24.55%</b>
<b>Maintenance and Operation of Plant</b>					
Personal Services	\$ 2,039,549	\$ 2,039,549	\$ 572,311	\$ 1,467,238	28.06%
Equipment	\$ -	\$ -	\$ 1,483	\$ 926,655	0.00%
Contractual Expenses	\$ 928,138	\$ 928,138	\$ 209,798	\$ 701,472	0.00%
Employee Benefits	\$ 911,270	\$ 911,270	\$ 206,976	\$ 704,294	22.71%
<b>Total Maintenance and Operation of Plant</b>	<b>\$ 3,878,957</b>	<b>\$ 3,878,957</b>	<b>\$ 990,568</b>	<b>\$ 3,799,659</b>	<b>25.54%</b>
<b>Institutional Support</b>					
Personal Services	\$ 1,552,118	\$ 1,552,118	\$ 473,890	\$ 1,078,228	30.53%
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Expenses	\$ 278,607	\$ 278,607	\$ 84,766	\$ 193,841	30.42%
Employee Benefits	\$ 693,486	\$ 693,486	\$ 154,831	\$ 538,655	22.33%
<b>Total Institutional Support</b>	<b>\$ 2,524,211</b>	<b>\$ 2,524,211</b>	<b>\$ 713,487</b>	<b>\$ 1,810,724</b>	<b>28.27%</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
 APPROPRIATIONS 2018-2019  
 FINANCIAL REPORT FOR THE PERIOD ENDING DEC 31, 2018**

PER CENT YEAR 33.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
<b>General Institutional Services</b>					
Personal Services	\$ 1,626,051	\$ 1,626,051	\$ 479,845	\$ 1,146,206	29.51%
Equipment	\$ 100,000	\$ 100,000	\$ 2,678	\$ 97,322	0.00%
Contractual Expenses	\$ 1,002,204	\$ 1,002,204	\$ 416,416	\$ 585,788	41.55%
Employee Benefits	\$ 735,188	\$ 735,188	\$ 155,196	\$ 579,992	21.11%
<b>Total General Institutional Services</b>	<b>\$ 3,463,443</b>	<b>\$ 3,463,443</b>	<b>\$ 1,054,135</b>	<b>\$ 2,409,308</b>	<b>30.44%</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 40,749,149</b>	<b>\$ 40,749,149</b>	<b>\$ 16,071,995</b>	<b>\$ 25,588,424</b>	<b>39.44%</b>

**2018-2019 APPROPRIATIONS**  
**SCHEDULE OF EMPLOYEE BENEFITS**

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	\$ 250,000	\$ 250,000	\$ 155,691	\$ 94,309	0.00%
State Employee's Retirement	\$ 1,023,508	\$ 1,023,508	\$ 331,746	\$ 691,762	32.41%
State Teacher's Retirement	\$ 262,400	\$ 262,400	\$ 75,380	\$ 187,020	28.73%
Optional Retirement Fund	\$ 1,029,189	\$ 1,029,189	\$ 320,361	\$ 708,828	31.13%
Social Security	\$ 1,441,630	\$ 1,441,630	\$ 459,517	\$ 982,113	31.87%
Workers Compensation	\$ 140,000	\$ 140,000	\$ 69,320	\$ 70,680	49.51%
Misc Employee Benefits	\$ 25,000	\$ 25,000	\$ 10,270	\$ 14,730	41.08%
Disability Insurance	\$ 11,500	\$ 11,500	\$ 3,968	\$ 7,532	34.50%
Hospital and Medical Insurance	\$ 4,091,044	\$ 4,091,044	\$ 1,375,070	\$ 2,715,974	33.61%
Employee Tuition Benefits	\$ 100,400	\$ 100,400	\$ 82,278	\$ 18,122	81.95%
Life Insurance	\$ 10,000	\$ 10,000	\$ 2,434	\$ 7,566	24.34%
Vacation Benefits	\$ 18,369	\$ 18,369	\$ 20,000	\$ (1,631)	108.88%
Unemployment Insurance	\$ 60,000	\$ 60,000	\$ 3,587	\$ 56,413	0.00%
<b>Total Employee Benefits</b>	<b>\$ 8,463,040</b>	<b>\$ 8,463,040</b>	<b>\$ 2,909,622</b>	<b>\$ 5,553,418</b>	<b>34.38%</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**REVENUE 2018-2019**  
**FINANCIAL REPORT FOR THE PERIOD ENDING DEC 31, 2018**

	<b>Budget Adopted</b>	<b>Modified Budget</b>	<b>Realized To Date</b>	<b>To Be Realized</b>	<b>% Realized</b>
<b>Tuition</b>					
Fall & Spring	\$16,219,321	\$16,219,321	\$ 8,998,555	\$ 7,220,766	55.48%
Winter	\$81,300	\$81,300	\$ 135,026		
Summer	1,151,864	1,151,864	\$ 927	\$ 1,150,937	0.08%
Nonresident Tuition	1,581,308	1,581,308	\$ 1,457,072	\$ 124,236	92.14%
Student Fee Revenue (Tech Fee)	1,327,900	1,327,900	\$ 992,216	\$ 335,684	74.72%
			\$ -		
<b>Total Tuition</b>	<b>20,361,693</b>	<b>20,361,693</b>	<b>\$ 11,583,796</b>	<b>\$ 8,831,623</b>	<b>56.89%</b>
<b>Government Appropriations</b>					
New York State	10,613,687	10,613,687	\$ 5,306,782	\$ 5,306,905	50.00%
Local Sponsors	4,650,364	4,650,364	\$ 1,488,117	\$ 3,162,247	32.00%
Appropriated Cash Surplus	0	0	\$ -	\$ -	
Charges to Other Counties	4,471,544	4,471,544	\$ 1,773,567	\$ 2,697,977	39.66%
Board Designated Reserves	45,000	45,000	\$ -	\$ 45,000	0.00%
<b>Total Government Appropriations</b>	<b>19,780,595</b>	<b>19,780,595</b>	<b>\$ 8,568,466</b>	<b>\$ 11,212,129</b>	<b>43.32%</b>
<b>Other Revenues</b>					
Service Fees	102,000	102,000	\$ 45,495	\$ 56,505	44.60%
Interest Earnings	4,000	4,000	\$ 1,408	\$ 2,592	35.20%
Rental of Real Property	16,000	16,000	\$ 1,805	\$ 14,195	11.28%
Contract Courses	95,000	95,000	\$ 56,121	\$ 38,879	59.07%
Noncredit Tuition	192,000	192,000	\$ 57,384	\$ 134,616	29.89%
Grant Offsets	147,862	147,862	\$ 40,626	\$ 107,236	27.48%
Unclassified Revenues	50,000	50,000	\$ 133,518	\$ (83,518)	267.04%
<b>Total Other Revenues</b>	<b>606,862</b>	<b>606,862</b>	<b>\$ 336,357</b>	<b>\$ 270,505</b>	<b>55.43%</b>
<b>TOTAL REVENUES</b>	<b>\$40,749,150</b>	<b>\$40,749,150</b>	<b>\$ 20,488,619</b>	<b>\$ 20,314,257</b>	<b>50.28%</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
FINANCIAL REPORT FOR THE PERIOD ENDING DEC 31, 2018**

	<u>NOVEMBER</u>	<u>DECEMBER</u>	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>
<b><u>CASH BALANCE - BEGINNING OF PERIOD</u></b>	<b>\$ 5,561,132</b>	<b>\$ 4,686,082</b>	<b>\$ 5,335,124</b>	<b>\$ 4,360,124</b>	<b>\$ 5,750,124</b>
<b><u>RECEIPTS</u></b>					
Student Accounts Receivable	\$ 491,779	\$ 378,524	\$ 1,000,000	\$ 400,000	\$ 440,247
Student Financial Aid	\$ 759,959	\$ 883,637	\$ 600,000	\$ 3,500,000	\$ 1,000,000
Sponsor Payments	\$ -	\$ 1,488,116		\$ 400,000	
Chargebacks to Other Counties	\$ 615,304	\$ 565,830	\$ 650,000	\$ 100,000	\$ 125,000
State Aid	\$ -	\$ 2,653,391	\$ -	\$ -	\$ 2,653,391
Repayment of Grant Fund Advances	\$ 20,306	\$ 5,075	\$ 85,000	\$ 85,000	\$ 90,000
Repayment of Capital Fund Advances	\$ 309,938	\$ -	\$ 400,000	\$ 400,000	\$ -
Other Receipts	\$ 177,174	\$ 186,214	\$ 50,000	\$ 50,000	\$ 150,000
<b>Projected Cash Receipts</b>	<b>\$ 2,374,460</b>	<b>\$ 6,160,787</b>	<b>\$ 2,785,000</b>	<b>\$ 4,935,000</b>	<b>\$ 4,458,638</b>
<b><u>DISBURSEMENTS</u></b>					
Payments to Students	\$ 288,474	\$ 100,812	\$ 350,000	\$ 95,000	\$ 2,000,000
Accounts Payable	\$ 847,197	\$ 3,628,565	\$ 1,200,000	\$ 1,200,000	\$ 3,000,000
Payroll and Fringe Benefits	\$ 1,753,532	\$ 1,773,166	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000
Grant Fund Advances	\$ 18,425	\$ 9,202	\$ 10,000	\$ 50,000	\$ 50,000
Capital Fund Advances	\$ 341,882	\$ -	\$ 300,000	\$ 300,000	\$ 100,000
<b>Projected Cash Disbursements</b>	<b>\$ 3,249,510</b>	<b>\$ 5,511,745</b>	<b>\$ 3,760,000</b>	<b>\$ 3,545,000</b>	<b>\$ 7,050,000</b>
<b><u>PROJECTED CASH BALANCE - END OF PERIOD</u></b>					
MONEY MARKET/ SAVINGS	\$ 4,636,082	\$ 5,285,124	\$ 4,310,124	\$ 5,700,124	\$ 3,108,728
CASH IN TIME DEPOSITS	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,034
<b>TOTAL CASH IN TIME DEPOSITS</b>	<b>\$ 4,686,082</b>	<b>\$ 5,335,124</b>	<b>\$ 4,360,124</b>	<b>\$ 5,750,124</b>	<b>\$ 3,158,762</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2018-2019-26**

**SEXUAL AND ROMANTIC RELATIONSHIP POLICY**

**WHEREAS**, the SUNY Board of Trustees approved a new policy establishing a uniform policy statement for sexual harassment and directing all campuses to create a Consensual Sexual and Romantic Relationship Policy to be adopted by March 1, 2019, and

**WHEREAS**, in fall 2018 a cross-functional College-wide working group was established for the purpose of developing and recommending to the College Forum a policy statement addressing sexual and romantic relationships on campus, and

**WHEREAS**, the attached Sexual and Romantic Policy has been reviewed and approved by the College Forum and the College President, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College approves the attached sexual and romantic relationship policy, and be it further

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College authorizes the administration to implement this policy, and be it further

**RESOLVED**, that the President of Tompkins Cortland Community College will report to the SUNY Chancellor on the actions taken regarding the adoption and implementation of this Sexual and Romantic Relationship Policy.

**STATE OF NEW YORK:** I, **CATHY A. NORTHROP**, **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 21<sup>st</sup> day of February 2019, 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 21<sup>st</sup> day of February 2019.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



## **SEXUAL AND ROMANTIC RELATIONSHIP POLICY**

### **Policy Statement**

Tompkins Cortland Community College prohibits sexual or romantic relationships between College employees, or between College employees and students if there is an existing direct or indirect supervisory, evaluative or instructional relationship. There is an exception if the relationship is disclosed to the College, and supervision, evaluation or instruction is terminated.

### **Rationale**

Tompkins Cortland Community College is committed to providing a work environment free of employment discrimination, sexual harassment, and conflicts of interest. To fulfill this obligation and commitment, persons in positions of supervisory, evaluative or instructional authority are prohibited from initiating or engaging in sexual relationships with any employees or students over whom they have any authority or responsibility, either directly or indirectly.

Sexual and romantic relationships between College employees and students and/or managers or supervisors and their subordinates create potential conflicts of interest and power differentials. Potential conflicts of interest may arise when individuals have responsibility for advising, supervising or evaluating the academic or work performance and/or making personnel decisions involving those with whom they have an intimate relationship. When faculty, staff and students exercise power and authority over other faculty, staff and students whether due to current supervisory, instructional or other professional responsibility, or perceived influence or control over an educational or work experience, a power imbalance is created, which may impede the real or perceived freedom of the faculty, student or employee not to enter into a sexual or romantic relationship or to terminate or alter that sexual or romantic relationship.

To address this imbalance, the State University of New York Board of Trustees requires all SUNY campuses (State operated campuses, community colleges and statutory colleges) adopt a specific sexual and romantic relationships policy.

### **Definitions**

Sexual and Romantic relationship – shall mean and refer to any relationship, either past or present, which is romantic, intimate, or sexual in nature and to which both parties consent or consented.

Student – shall mean and refer to any person applying to the College or currently enrolled, either full-time or part-time, in any course or academic program associated with the College.

Employee – shall mean and refer to any person whose primary role within the college community is as a member of the faculty or staff.

Supervisory, instructional, evaluative, or other professional responsibility – shall mean and refer to any of those situations where the employee is responsible for evaluating, teaching, supervising, advising, mentoring, coaching, counseling, providing extracurricular oversight, supervision of research, and/or employment of a student and/or staff, and/or otherwise participating in or influencing votes or decisions that may reward or penalize a student and/or staff.

### **Process and Potential Outcomes**

If a sexual or romantic relationship exists between faculty, staff, or students where there is a supervisory or reporting relationship, the employee must inform the Department of Human Resources.

Alternative supervisory, evaluative or instructional roles will be created to ensure that any supervision, evaluation, or instruction of the employee and/or student, and from any activity or decision that may appear to reward, penalize, or otherwise affect the status of the employee or student.

Alternative reporting structures will be established for pre-existing relationships or marriages provided that the relationship is reported as required.

Discipline may be imposed for any individual failing to follow the terms of the policy, up to and including termination.

### **Applicability of the Policy**

This policy applies to all College employees and students.

### **Effective Date:**

March 1, 2019



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2018-2019-22  
FURNITURE REUPHOLTSEY SERVICES BID AWARD**

**WHEREAS**, there is a need for Furniture Reupholstery Services for the College, and

**WHEREAS**, the College has complied with General Municipal Law Section 103 and solicited sealed bids for Furniture Reupholstery Services, and

**WHEREAS**, Ithaca Upholstery of Ithaca, New York has provided the only responsible bid, based on specifications that were distributed to all bidders, and

**WHEREAS**, the amount of the Bid for Furniture Reupholstery Services is consistent with probable costs giving consideration to the amount of funding available through the Tompkins Cortland Community College Foundation, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College awards the Furniture Reupholstery Services Bid for the College to Ithaca Upholstery in an amount not to exceed \$35,150.00.

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

**I, CATHY A. NORTHROP 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 21<sup>st</sup> day of February 2019, 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 21<sup>st</sup> day of February 2019.

Deputy Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TO:** Blixy Taetzsch  
**FROM:** Kevin Caveney  
**DATE:** February 11, 2019  
**RE:** Bid Award Recommendation for Furniture Reupholstery

In consultation with the President's Office and the Facilities Department at Tompkins Cortland Community College, we are recommending the award of the bid for **Furniture Reupholstery Services**, to Ithaca Upholstery of Ithaca, New York, in the amount of \$35,150.00. The services will include the reupholstering of furniture pieces to include common area cushion seating located throughout the campus, study carrels, and conference room chairs located in the President's office.

The bid was advertised in The Ithaca Journal and The Cortland Standard. Bid documents were sent to four vendors. Of the vendors solicited, one (Patty's Custom Upholstery) indicated that they intended to submit a bid, but a bid was not received from them. Two other vendors responded as well, both declining, one indicating the job was too large for them to take on. One bid was received, from Ithaca Upholstery. The pricing appears to be within a reasonable amount for the scope of work, and competitive based on preliminary estimates.



Kevin Caveney  
Purchasing  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2018-2019-23**

**PREFERRED NAME GENDER AND PRONOUN POLICY**

**WHEREAS**, the SUNY Board of Trustees passed a resolution directing all campuses to create a preferred name and gender policy to make SUNY the most inclusive higher education system in the country, and

**WHEREAS**, the practice of using a preferred name does not change a person's legal identity but creates equitable access to a person's lived experiences and intimate realities, and being forced to use a name that does not represent one's lived experience and intimate realities is potentially harmful, traumatic, and damaging to a person's health and wellness, and

**WHEREAS**, a College-wide committee was established for the purpose of developing and recommending to the Diversity and Equity Action Council and the College Forum a Preferred Name Gender and Pronoun Policy, and

**WHEREAS**, the attached Preferred Name Gender and Pronoun Policy has been reviewed and approved by the College Forum and the College President, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby recommends that Tompkins Cortland Community College require the implementation of the Preferred Name Gender and Pronoun Policy and processes so that all faculty, staff, and students can equitably represent themselves on campus with their preferred name and gender, and

**BE IT FURTHER RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College recommends that Tompkins Cortland Community College implement the necessary processes and software to allow faculty, staff, and students the ability to use their preferred name and gender.

**STATE OF NEW YORK:**

**SS:**

**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 21<sup>st</sup> day of February 2019, 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 21<sup>st</sup> day of February 2019.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



## Preferred Name Gender and Pronoun Policy

A preferred name is a first name that you may choose to be called that is different from your legal/official name. Tompkins Cortland Community College recognizes that many students, faculty, and staff prefer to use a name other than their legal name to identify themselves. As long as use of this preferred name, gender identity, and pronouns are not for the purpose of misrepresentation, the college acknowledges that a preferred first name, gender identity, and pronouns will be used when and where possible, in the course of college business and education.

The college reserves the right to remove a preferred name if it is inappropriate, offensive, or will incite another person or group of people. For students, this determination is made at the discretion of the office of VP of Student Services upon submission of the required form. Employees must submit the required form to the Office of Human Resources. There is no charge to designate or change a preferred name; however, the standard replacement ID card fee applies. You may change your preferred name no more than once per academic year.

Please be advised that requesting a preferred name is not the same as legally changing your name. Wherever reasonably possible, preferred first name, gender identity, and pronouns will be used in Tompkins Cortland Community College's systems. However, official transcripts, enrollment verifications, diplomas, third party database systems, paychecks, medical records, financial aid documents, federal immigration documents, all external communications such as newspapers (Deans/President's list announcements, etc.), or any other College business requires the use of your legal/official name.

The College will attempt to display the preferred first name to the College community where feasible and appropriate and make a good faith effort to update reports, documents, and systems accordingly. However, to change the name that is printed on official academic records, such as those noted in the previous paragraph, students must complete the process for a legal/official name change and then submit a Change of Student Data Request Form with supporting documentation to the Office of Academic Records. Employees must contact the Office of Human Resources.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2018-2019-25**

**APPROVAL OF POSITION DESCRIPTION  
COORDINATOR OF DIVERSITY EDUCATION AND SUPPORT SERVICES**

**WHEREAS**, the College has determined, based on a review and analysis of the functions within the Office of Diversity Education Support Services, that there is a need to revise the position description and title of the a Coordinator of Multicultural Services, and

**WHEREAS**, the attached Coordinator of Diversity Education and Support Services position description is recommended by the President, be it therefore

**RESOLVED**, that the Coordinator of Diversity Education and Support 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:**                   **I, CATHY A. NORTHROP 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  
21<sup>st</sup> day of February 2019, 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 21<sup>st</sup> day of  
February 2019.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

## **TOMPKINS CORTLAND COMMUNITY COLLEGE**

**Faculty Position Title**                      **Coordinator of Diversity Education and Support Services**

**Organizational Unit**

Diversity Education and  
Support Services (ODESS)

**Reports to**

Chief Diversity Officer/  
Director of ODESS

**Approved by**

### **SUMMARY**

In collaboration with the Chief Diversity Officer/Director of Director of ODESS, this position will develop and deliver programs to foster a diverse, equitable, and inclusive living and learning environment. The Coordinator addresses the needs of a culturally diverse student body, through the implementation of effective leadership development activities, educational forums, and community programming. The Coordinator also provides operational leadership for the Vector Network Program.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Works closely with Student Life departments to develop and deliver cross-cultural programs that explore issues of diversity, personal identity, leadership development, and social justice to support the College's Strategic Diversity Equity and Inclusion Plan.
2. Provides coordination of the Vector Network Program including communication, summer academic enrichment and support programs, program assessment, and one-on-one and group academic success transition advisement for students enrolled in the Vector Network Program.
3. Collaborates in the planning and may provide overall leadership for assigned campus-wide programs such as annual conferences, retreats, workshops, seminars, open houses, induction ceremonies, graduation ceremonies, guest speaker's service projects and other designated special events.
4. Provides appreciative advising and direct service to students needing academic advisement and intervention services, including new students, continuing students, and special populations.
5. Provides outreach and intervention services to identify high risk student cohorts and assists the high risk student cohorts in utilizing the full range of resources of the campus community to improve retention and academic success.
6. Assists the Chief Diversity Officer to assess environmental conditions, propose interventions, and facilitate student interaction and conflict resolution in a living and learning environment.
7. Develops and delivers, reports, presentations and workshops to students, families, faculty, staff and others.

## TOMPKINS CORTLAND COMMUNITY COLLEGE

### **Faculty Position Title                      Coordinator of Diversity Education and Support Services**

#### **Organizational Unit**

Diversity Education and  
Support Services (ODESS)

#### **Reports to**

Chief Diversity Officer/  
Director of ODESS

#### **Approved by**

8. Maintains inventory of program materials; monitors budget/expenses; works with the Chief Diversity Officer on financial transactions; and provides direct support for hiring and training department/ Vector Network Program para professional staff.
9. Contributes content to and assists with developing and disseminating marketing and publicity materials, e.g., office publications, flyers, website, social media, etc.
10. Maintains currency in knowledge about academic program requirements, financial aid eligibility requirements, academic standards, college resources and other policies and procedures. Effectively utilizes computer-based student information system programs and applications.
11. Demonstrates cultural competency skills and a commitment to providing equitable opportunities, 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.
12. Serves on various college committees and performs other related tasks as assigned.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree and one year of experience working with underrepresented populations including one year in a postsecondary environment.

#### **PREFERRED QUALIFICATIONS**

Two years professional experience working in in student affairs/student service role, providing support services to students in a postsecondary environment. Experience in program management.

College Forum Report  
Board of Trustees  
February 21, 2019

The College Forum bylaws ad hoc committee met on January 25 and February 1. Their next meeting will take place on February 22.

A College Forum meeting took place on February 8. Sharon Clark, Director of Human Resources, presented the Sexual and Romantic Relationship Policy, and the College Forum is recommending that the policy be approved. She also presented a draft of the Prevention of Workplace Violence Policy, the members provided feedback. Sharon will be presenting a revised version in the future. A request was made from the Child Care Center to assist in a two week on-site food drive for the Panther Pantry during the weeks of March 4 – March 15, and we will assist. Discussion took place regarding the ad hoc committee's proposed definitions of councils, committees, and ad hoc committees, to assist in the committee's work. Also discussed was a potential name change of the College Forum and a draft of a flow chart.

Our next meeting is Friday, March 8 at noon.

Respectfully submitted,

Sheila Abbey	Ashley Ahola
College Forum,	College Forum
Co-chair	Co-chair



TO: Board of Trustees  
FROM: Greg McCalley  
DATE: February 15, 2019  
SUBJECT: Faculty Student Association Report to the Board

The Faculty Student Association meeting was held on February 14<sup>th</sup>, 2019.

The February meeting was very brief with just a few updates from the subcommittees and a departmental presentation.

Committee Reports:

- Finance Committee – Committee has not met officially. However, the chairs of the committee have met to review and prepare budgets for both 18-19 and 19-20.
- Human Resource Committee – Presented a resolution to approve the job description for a new Recovery Program Specialist to work in the new Recovery space. Resolution was approved.
- Athletic Advisory Board – No meeting last month.
- Executive Committee – No meeting last month.

Department Presentation – This month's presentation was from Cheyenne Gorton, Interim Assistant Director of Student Activities. She updated us on all the activities going on in Student Life as well as their mission and goals for the year.

The next meeting of the FSA is scheduled for March 7, 2019.

Foundation Report  
Board of Trustees Meeting  
February 22, 2019

The property management committee met on January 28<sup>th</sup>. Updates were provided regarding the housing work group, along with properties and financial updates.

A finance committee meeting took place on February 4<sup>th</sup>. Leslie Danks Burke is the new chair, due to Gene Yarussi terming off the Foundation Board. Housing work group updates were provided along with Coltivare financial updates. Discussion also took place regarding revising the financial dashboard.

An Alana Treatment Services Scholarship reception took place on February 8 at Coltivare for new and returning scholarship recipients along with representatives from the Park Foundation, Community Leaders of Color (CLOC), and College representatives.

The alumni committee met on February 14. Their focus is on awarding the 2019 Distinguished Alumni awards at Commencement on May 23.

A scholarship reception is scheduled for Friday, March 8 at noon, all are invited to attend.

## PRESERVING THE STRENGTH AND IMPACT OF THE SUNY COMMUNITY COLLEGES

SUNY's community colleges are integral to New York's educational infrastructure and are foundational to the economic vitality and stability of businesses, communities and families statewide. Yet, their viability is at risk because the current funding formula for SUNY community colleges is based on an outdated presumption that students attend full time, yet nearly half (46%) attend part-time and/or take non-credit courses.

## WHAT IS AT STAKE?

- » **Pathway to 21st Century Economy:** SUNY's 30 community colleges are a primary source of education and workforce development. As New York's economy transitions to emerging technology and high-growth industries, strong community colleges are essential.
- » **Social Mobility:** Community colleges are often the primary sector to facilitate social mobility for those who are unable to attend college full-time, providing meaningful up-skilling to the unemployed and underemployed.
- » **Economic Engine:** Community colleges employ thousands, attract private sector partners through workforce development programs, and support local businesses and industries.

## THE PROBLEM

The current funding model does not provide the stability needed to meet student and high tech workforce education needs. Last year campuses received nearly \$11.7M less in base support. The ability to continue the community colleges' critical work hinges on stable and predictable State investments to ensure programs remain robust and relevant to meet the ever-changing demands to support innovation across New York.

## THE SOLUTION

This proposal will enable community colleges to strategically plan for future operations, add new high-skill, high-wage, high-demand programs, and provide services essential to student success. Cost: \$18.9M

- » Establish a predictable base level of State funding: setting a "floor" for each campus, which will provide the colleges—for the first time—an ability to plan for their future costs and programmatic development.
- » Increase the traditional State base of FTE by \$125, from \$2,847 to \$2,972 per student.

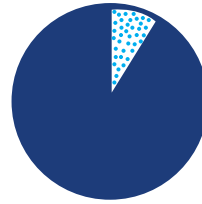
Each of the 30 SUNY community college presidents, the New York Community College Trustees, the Faculty Council of Community Colleges, the SUNY Student Assembly, and the SUNY Board of Trustees have endorsed this proposal.

# COMMUNITY COLLEGE FAST FACTS



**199,873**

CREDIT EARNING STUDENTS



**30%**

UNDERREPRESENTED MINORITY STUDENTS



**24,554**

EMPLOYEES



**28.7%**

3-YEAR GRADUATION RATE

NATIONAL PUBLIC INSTITUTION AVERAGE **24.9%**

SUNY COMMUNITY COLLEGES **28.7%**



**319,000**

WORKFORCE/COMMUNITY STUDENTS\*

\*NO STATE SUPPORT



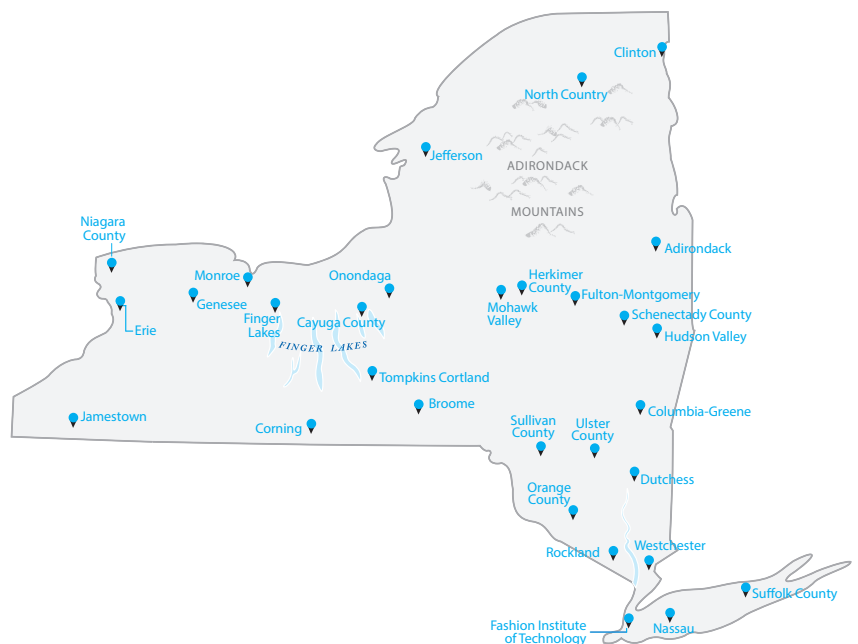
**2,818**

VETERAN STUDENTS

SUNY COMMUNITY COLLEGES SERVE EVERY REGION OF NEW YORK STATE



In 2018, the Federal Reserve Bank of New York reported that “a typical community college engages with more than 100 local employers,” to help meet the needs of the local labor market, and help students find jobs. The engagement “spans every industry sector, with healthcare, manufacturing, and information industries” among the most common.



# TOMPKINS CORTLAND COMMUNITY COLLEGE

AUTOMATED FLOW

CAMPUS INCLUSION:  
PREFERRED NAME | PRONOUN | GENDER REQUEST

# Beyond Binary Affiliation

## PREFERRED NAME | GENDER | PRONOUN

Preferred First Name

Preferred Pronoun

Preferred Gender

\*

I have read the information above and understand the uses of the preferred name and the Legal name.

Signature\*

Date

Date captured on form submission

### Pronouns

He|Him|His|Himself  
 She|Her|Hers|Herself  
 They|Them|Theirs|Themselves  
 Ze|Hir/Zir|Hirs/Zirs|Hirself/Zirself

### Genders

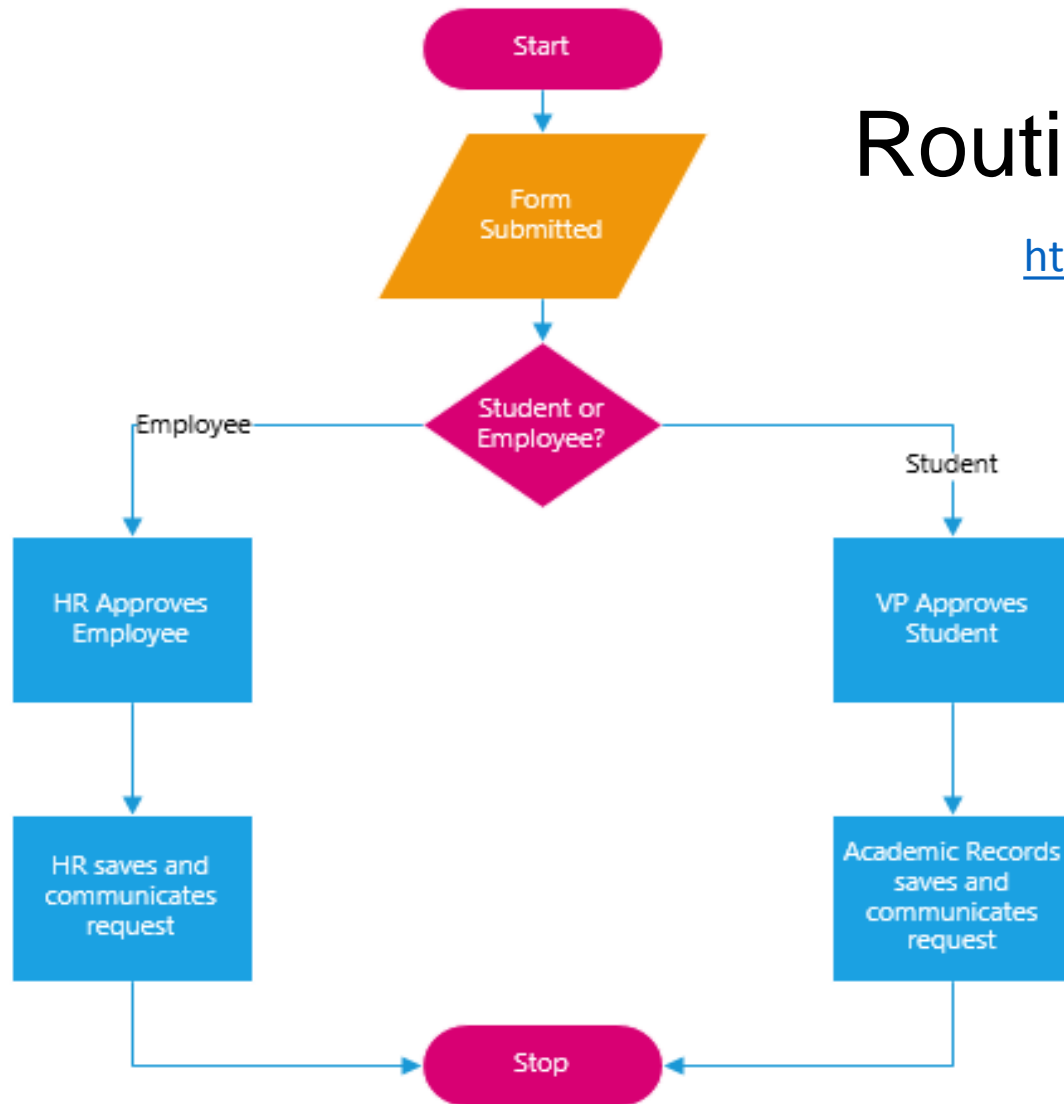
Gender-fluid  
 Genderqueer  
 Man  
 Questioning  
 Trans Man  
 Trans Woman  
 Woman

# Automating the Process

- Students
  - Request sent to Vice President for approval
  - Approved form sent to Academic Records for retainment
  - Student receives confirmation
  - Global receives confirmation if international student
- Staff
  - Request sent to Human Resources for approval
  - Employee receives confirmation
  - Approved form saved to employee record

# Routing the Flow

<https://forms.tc3.edu/Forms/opgIn>





# The Request in Action

## PREFERRED NAME | GENDER | PRONOUN

Preferred First Name

Preferred Pronoun

Preferred Gender



Thank you, Tiana!

Your preferred identity request form has been submitted for review.  
You will receive confirmation once the review has been completed.

Powered by Laserfiche Forms



Tue 11/20/2018 3:02 PM

LFA@tc3.edu

**Your Request Has Been Approved**

o Jennifer Amato

Hello Tiana,

Your request to document your preferred name/gender/pronoun with Tompkins Cortland CC has been approved and will be applied according to the college policy.

Thank you,

Tompkins Cortland Community College  
Department of Human Resources